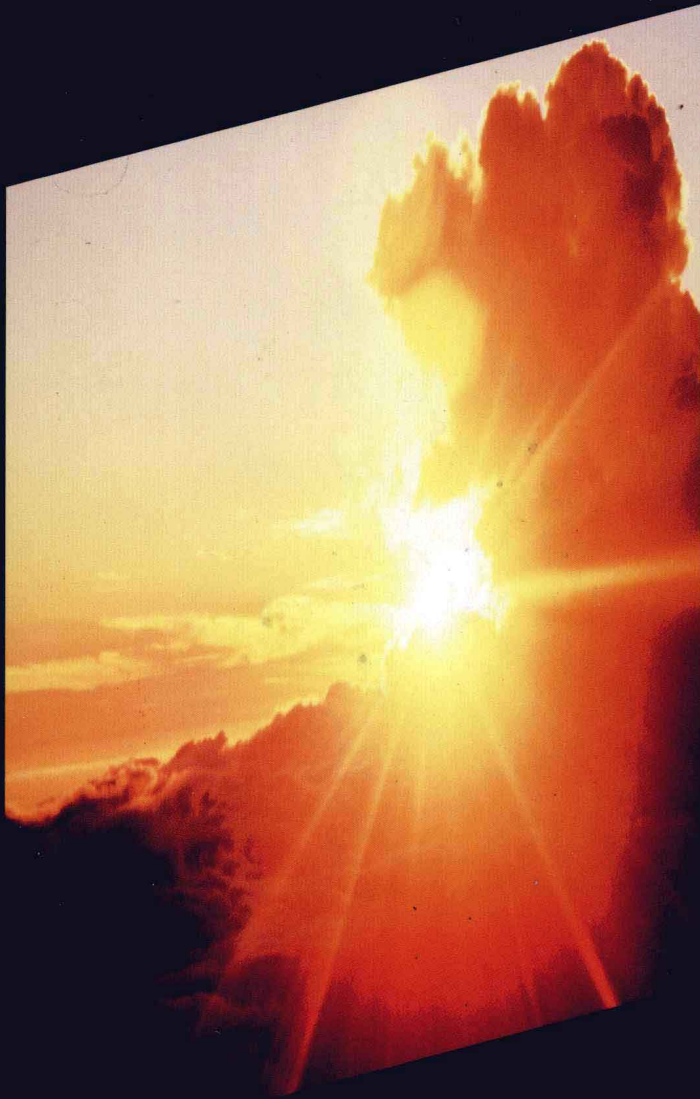


LARRY SMITH



LOTUS 1-2-3  
RELEASE 4 FOR WINDOWS

FIRST LOOK AT . . .

# First Look at . . . Lotus 1-2-3 Release 4 for Windows

Larry Smith



**McGraw-Hill, Inc.**

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### First Look at Lotus 1-2-3 Release 4 for Windows

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# Preface to the Instructor

*First Look at Lotus 1-2-3 Release 4 for Windows* is a self-paced, hands-on tutorial covering the essential and most commonly used features of Lotus 1-2-3 Release 4 for Windows. This book can be used:

- In a short course on Lotus 1-2-3 Release 4 for Windows.
- As a supplement in a microcomputer applications course.
- As a supplement in a variety of business courses.
- As a self-paced guide to Lotus 1-2-3 Release 4 for Windows.

Written in plain, simple English using step-by-step instructions, this book and other books in the First Look Series quickly get the reader “up to speed” with today’s popular software packages in a minimum number of pages. Complete with a Command Summary, a helpful Troubleshooting Guide, and a thorough Index, *First Look at Lotus 1-2-3 Release 4 for Windows* makes reference quick and easy.

## ..... ORGANIZATION

*First Look at Lotus 1-2-3 Release 4 for Windows* begins with basic start-up information, then progresses to more advanced features of Lotus 1-2-3 Release 4 for Windows. These features aid learning in each lesson:

- **Objectives** provide an overview.
- **Step-by-step, hands-on tutorials** guide the reader through specific functions and commands.
- **Screen displays** monitor the reader’s progress.
- **Summary of Commands** makes reference quick and easy.
- **Review Questions** reinforce key concepts.
- **Hands-On Exercises** require readers to apply the skills and concepts just learned.

As readers work through *First Look at Lotus 1-2-3 Release 4 for Windows* they create files that are used in later lessons. These files should be saved on a data disk so they can be easily located and retrieved. It is assumed that readers have access to the full-powered software package and all its features.

Use the First Look Series for brief and affordable coverage of today’s most popular software applications packages.

.....  
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First Look at . . .  
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# Introduction to Windows Techniques

## OBJECTIVES

At the conclusion of this lesson, you will be able to:

- Start Windows.
- Switch between windows.
- Minimize and Maximize window size.
- Use the File Manager to create and delete directories and files on the disk.
- Recognize the components of Windows.
- Start Lotus 1-2-3 for Windows.
- Maneuver the cursor on the Lotus screen.
- Open, save, and close a Lotus spreadsheet file.
- Exit Lotus and Windows.

## ..... HOW TO USE THIS BOOK

This book is organized into 9 lessons, each covering a distinct subject related to Lotus. The material is presented progressively, meaning that each lesson builds on the previous one.

The material in this book will emphasize the information you must know in order to use Lotus effectively. Each technique will be illustrated in a step-by-step tutorial. You must actually sit down at the computer and perform the steps on the keyboard and screen to best understand and retain how Lotus works. You can check how well you comprehend the information by answering the review questions at the end of each lesson. Finally, refer to the index to help you go directly to the information you need.

## ..... WHAT IS A SPREADSHEET?

Lotus 1-2-3 for Windows 4.0 is a software package called a *spreadsheet*. A **spreadsheet** is designed to handle the reporting of numbers and dollar

amounts for businesses. Lotus is used when numbers communicate the message. Lotus is an integrated product; it performs a wide array of functions pertaining to numbers. Examples are financial accounting statements, accounting supporting schedules, sales reports, inventory reports, or any schedule of business information.

This 4.0 version of Lotus 1-2-3 is designed to run with a visually-oriented software package called Microsoft Windows. You will see the terms “Windows” and “windows” used in this lesson. The capitalized word refers to the software product. The word beginning with the lower-case “w” refers to the frame boxes generated in the Windows program, each of which contains a running program. To use any application designed to run under Microsoft Windows, a brief introduction to Windows is necessary.

This book is written under the assumption that you have little or no experience with computers. Therefore the book offers the essentials you need to run the software and give you actual practice in directing Lotus.

## ..... **WINDOWS AND DOS**

Lotus runs with the support of DOS and Windows. **DOS** is the Disk Operating System that does certain functions such as storing data to disk, printing output, and managing memory. **Windows** runs in combination with DOS. It simplifies DOS functions by creating a picture-based interface.

Load Windows by following these steps.

1. Make sure the hard disk prompt is displayed on the screen. This is usually C>.
2. Type in **WIN** and press **[Enter]**
3. The Windows screen should load momentarily.

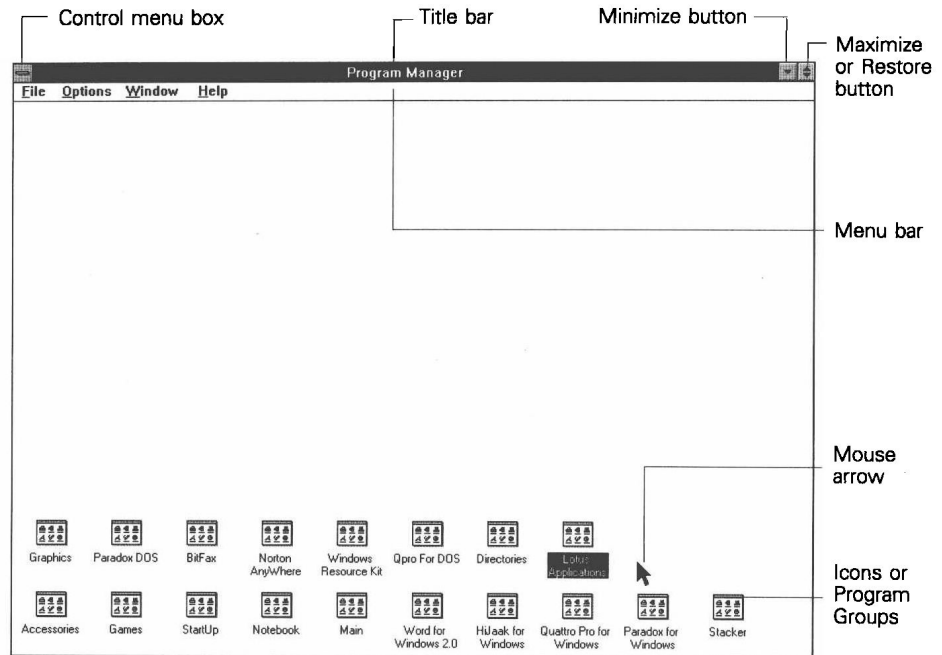
If you get the error message “bad command or file name,” your Windows program may be installed on another drive or you have mis-typed the command.

The Windows screen displays a menu bar at the top; the Control Menu box, which controls the sizing of the window; and the specialized miniature pictures, or icons, which perform tasks automatically. In Windows, the menu structure is consistent even for different applications and utilities, so once you’ve learned that structure, you can use it in any Windows-based software package, including Lotus. These features are identified in Figure 1-1.

Unlike other versions of Lotus, the Windows version is specifically prepared for Windows. Windows is called a *graphical user interface*; the graphics are an integral part of the program. Users are guided visually through a number of tasks. For example, when you choose the Printer icon, the Print dialog box guides you through the printing function.

You may not have experience using a mouse, a pointing device. In using Windows applications, the **mouse** is almost a necessity. The mouse allows

**Figure 1-1**  
The initial windows screen



you to communicate your intentions to Windows or any Windows-based software package much faster than is possible by using the keyboard. The mouse arrow on the screen moves as the user moves the actual mouse. Find the mouse arrow on your screen and move your mouse to see how this works. The arrow will change shapes depending on the task to be performed.

## Components of Windows

The first screen you will see in Windows is the **Program Manager**. The Program Manager contains **Program Groups**; Program Groups contain several software applications. The box named *Lotus Applications* is a Program Group. Each of these applications has a small, square image representing it called an *icon*. In Figure 1-1, the mouse arrow is near an icon. By clicking on this icon, a group of commands will appear on the screen. This group is called a **menu**. **Clicking** means to press and release the left mouse button. By **double clicking**, or pressing the left mouse button twice quickly, a new window of icons will appear.

Try your hand at clicking and double clicking now.

1. Click on the Main icon.
2. Click on the word Restore in the menu displayed.
3. Double click on the Windows Tutorial icon or Control Panel icon.

4. Click on the Minimize arrow at the top right corner to return to the Program Manager.

Another technique is **dragging**, which is to initially select an object by clicking, but then to hold down the left mouse button while moving the mouse. When you select and drag an object, you move it. When you reach the object's destination, release the mouse button. Try dragging one of the icons now.

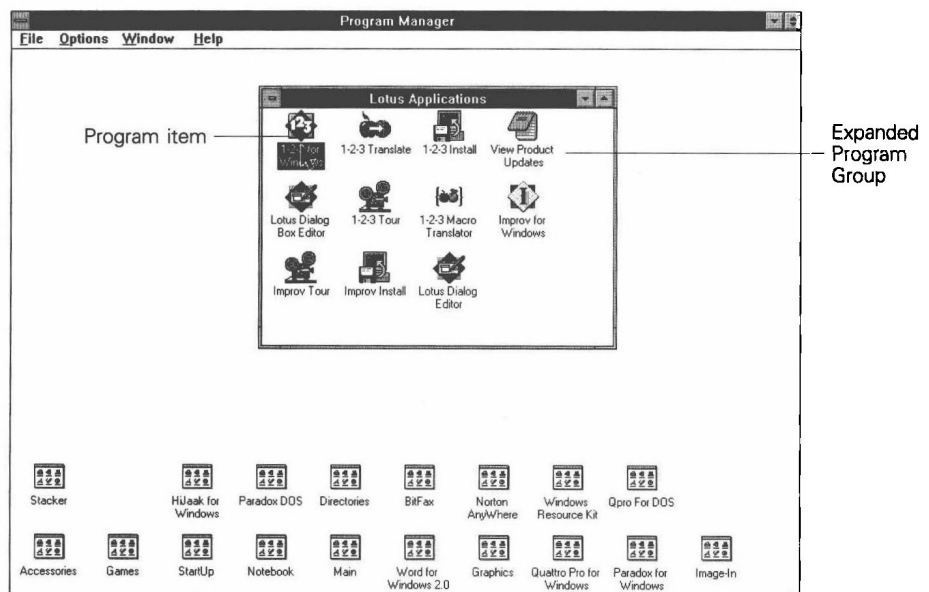
1. Use the mouse to place the arrow directly on an icon.
2. Press the left mouse button and hold it down.
3. Drag the icon to a new location.
4. Release the button where you want the icon to remain.

*NOTE: If nothing happens when you double click an icon, try clicking faster.*

Within a Program Group, there are additional icons or **Program Items**. These are generally icons that directly invoke a program. When you double click on the Lotus Applications icon at the Program Manager, a group of icons displays in a window. Your installation may have more or fewer icons. This Lotus Applications Program Group contains the icon that will start the Lotus 1-2-3 program (see Figure 1-2).

An additional feature of Windows is the ability to move among several applications by pressing a couple of keys. For example, you may have a word processor and a database manager loaded at the same time you are working with Lotus. You may also wish to work with more than one

**Figure 1-2**  
The Lotus  
Applications  
Program Group



spreadsheet at a time, which is possible. You can use the **[Alt] [Tab]** key combination to move back and forth. Follow these instructions to see how this switch operation works:

1. Select Lotus by double clicking on the Lotus Applications icon.
2. The Lotus Applications Program Group will display as a large box.
3. Double click on the Lotus 1-2-3 for Windows icon. The Lotus 1-2-3 program should load.
4. Press **[Alt]** first and hold it down while pressing **[Tab]**.
5. Watch the screen go back to the Program Manager.
6. Press **[Alt] [Tab]** again and the screen returns to Lotus.
7. Return to the Program Manager.

This procedure is called *program switching*. It allows you to have several programs loaded into memory and to change to another program when you choose to do so.

*NOTE: This book assumes that you will load Lotus at the beginning of each lesson and that you will save your work and exit properly at the end of each session.*

## Hardware

**Hardware** is the tangible part of your computer system. Your computer uses a disk as the memory media to store Lotus files. It is not affected when the power is disconnected from the computer. (By contrast, random access memory, or **RAM**, is volatile, because it depends on continuous electric power to hold data. RAM holds your Lotus data until you save it to disk. It is important that you periodically save your file to disk so that if power is interrupted, your data will still be secure.) A **hard disk** is a round metallic disk bracketed inside the metal box of your computer. It is faster and stores more data than do plastic **floppy disks**, which are made of mylar with a magnetic coating. Floppies are removable from your computer's disk drive; hard drives are usually not removable. Both Lotus and Windows require more speed and storage space than floppy disks alone can provide. However, you can easily save the spreadsheet files you create on a floppy disk.

You will need access to a Windows-compatible printer. Whether you have a laser, dot matrix, inkjet, or other kind of printer, you will probably find support for it in the Windows environment. The printer is called a **local printer** if it is connected directly to your computer, or a **network printer** if connected to a network.

The printing function is managed centrally, that is, when you choose your printer in any Windows application such as word processing or database management, the same setting can be used for Lotus.

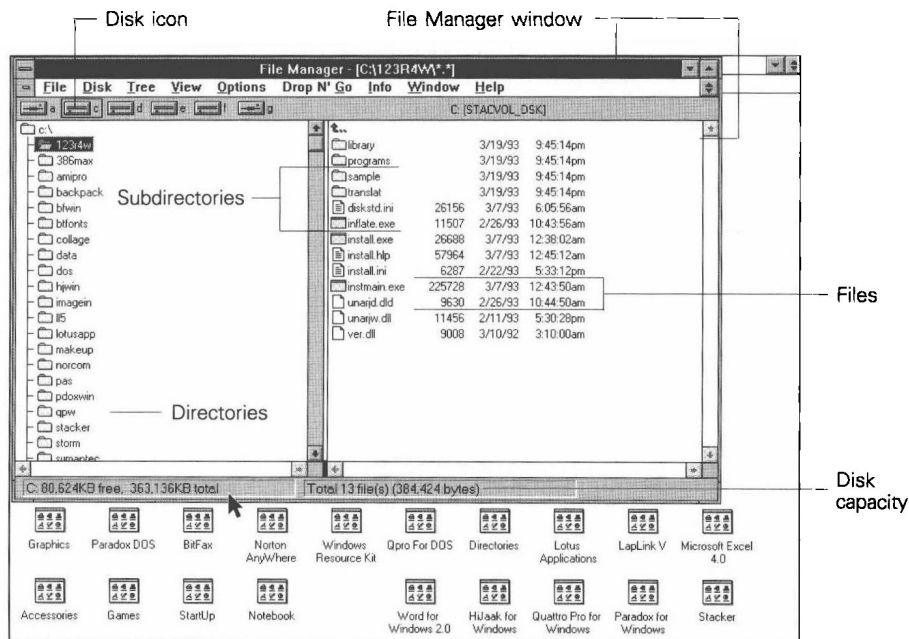
## THE FILE MANAGER

1. If you haven't already, use **[Alt] [Tab]** to return to the Program Manager.
2. Double click on the Main icon.
3. The Main Program Group displays.
4. Double click on the File Manager icon.

The **File Manager** permits you to perform procedures on disk files. For example, the **File | Create Directory** menu item permits you to create a directory in which to store your files. **Directories** are a means of organizing information on your disk. You can also determine from the File Manager how much disk capacity you have, as shown in Figure 1-3.

You can see at the bottom of the File Manager border that the system pictured has 80,624 kilobytes of storage left on a disk with 363,136 kilobytes of storage. These measurements may be different on your computer. A **byte** is approximately one character of storage, and a **kilobyte** is approximately 1,024 characters of storage. The File Manager can tell you how much space is left on the hard disk or your floppy disk. Use it to watch how much space is left for you to save files. The File Manager can tell you if there is sufficient space to hold your files or whether to get another diskette. Most academic computer laboratories require that you save the files you create on a floppy diskette.

**Figure 1-3**  
Measuring disk  
space through the  
File Manager





Try creating a directory for yourself on your floppy disk.

1. Place a floppy disk in drive A:.
2. Now click on the File menu.
3. Click on the command Create Directory.
4. Type **A:** to indicate the floppy drive, then type a directory name in the dialog box displayed.

Limit the name to eight characters or less.

5. Click on the OK button.
6. Click on the A: drive icon for your directory to display.

A dialog box is a window created by Windows (or the software application) to perform a specific task. In this case, the name of the dialog box is the Create Directory dialog box. (More on dialog boxes later.) You have just learned how to create a place to store your Lotus files. Other important File Manager functions include copying and deleting files. To copy a file:

1. Click on the C: drive icon, then click on the Windows directory.
2. Click on File on the Main menu so the menu drops down.
3. Use the mouse arrow to click on Copy.
4. A dialog box will appear.
5. Type in the name **README.WRI** for the file to copy from.
6. Type in the name **A:README.WRI** for the file to copy to. (This assumes your floppy disk is in drive A.)
7. Click on the OK button.

You have now copied the README.WRI file from your hard disk to the floppy disk.

To delete a file:

1. Click on the A: drive icon in the menu bar.
2. Place your cursor on the README.WRI file you have just copied.
3. Click on File.
4. On the main menu, select Delete.
5. A dialog box will then appear, asking you to confirm the deletion. Click on OK.
6. Use the **[Alt] [Tab]** key sequence to return to the Lotus screen.

Lotus can also load and save files to and from the diskette using a similar technique involving dialog boxes.