

Lotus

Quick Reference

Lotus 1-2-3 for DOS • Release 2.4

Contents

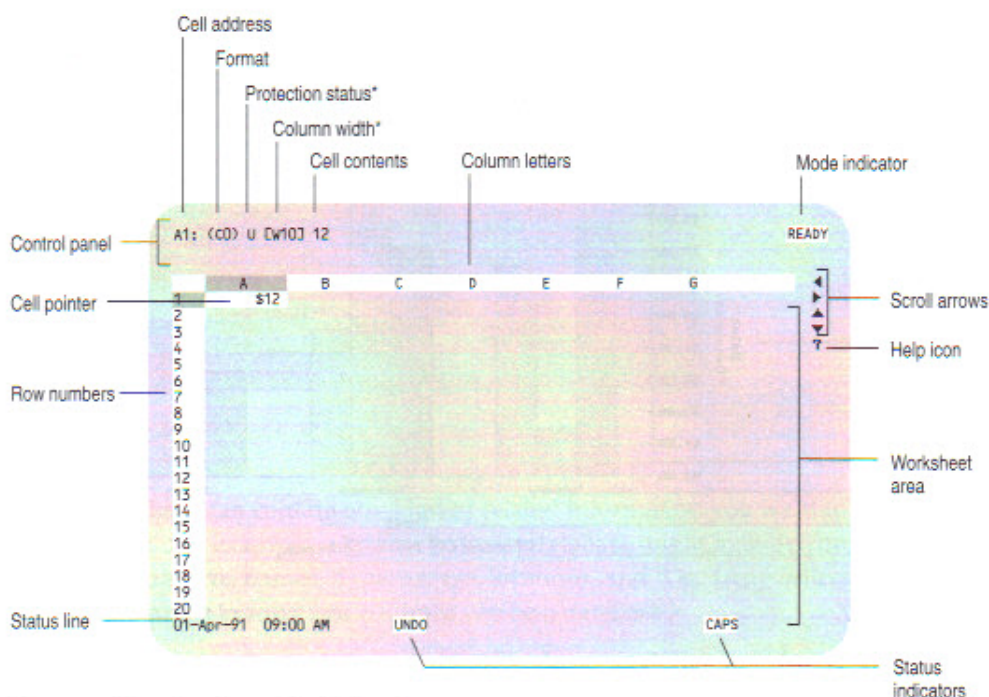
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How to Use This Book

Quick Reference summarizes Lotus® 1-2-3® for DOS keys, label prefixes, operators and their order of precedence, and status and mode indicators. It also includes mouse and keyboard uses, illustrations of a 1-2-3 worksheet, database, and graph, instructions for using the SmartIcons™ add-in, and 1-2-3 and Wysiwyg menu trees.

Quick Reference is designed for people who are already familiar with 1-2-3 and need to refresh their memory about a specific detail such as what keys to use to edit an entry or move around the worksheet.

Parts of the 1-2-3 Worksheet Screen



* Appears only if you have changed the default settings

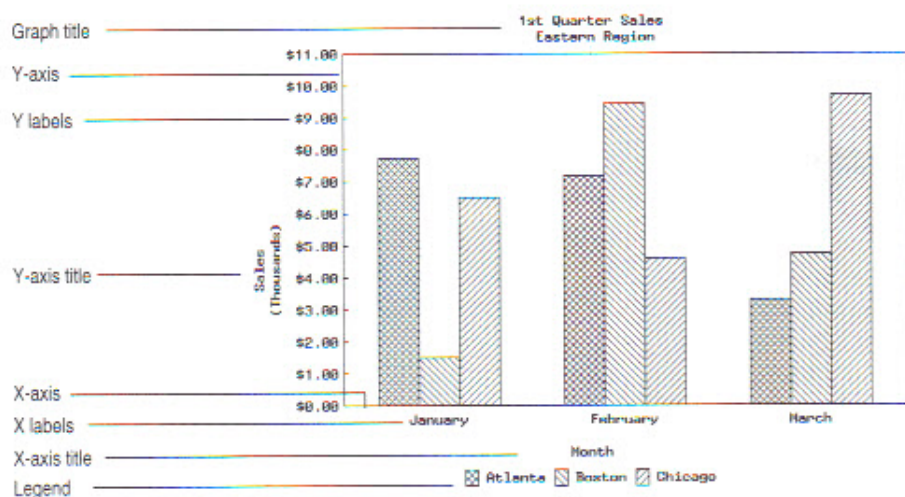
The 1-2-3 worksheet is the tool for all the work you do with 1-2-3 — you develop spreadsheets, graphs, and databases using the worksheet. The worksheet area is the grid of 256 columns (labeled A to IV) and 8,192 rows (labeled 1 to 8192) in which you store data. Each intersection of a row and column forms a cell. Each cell is identified by a cell address, which consists of a column letter and row number: The cell pointer highlights the current cell. The current cell is where you enter data.

The control panel displays information as you enter data and use commands.

- The first line of the control panel displays the cell address, the contents and settings of the current cell, and the mode indicator.
- The second line of the control panel displays data as you enter or edit it in the current cell, or it displays the 1-2-3 menu if you press / (slash) or the Wysiwyg menu if you press : (colon).
- The third line of the control panel displays either submenu commands for the highlighted command, a description of the highlighted command, or a prompt.

The status line at the bottom of the screen displays the date and time (or the file name) and status indicators (such as UNDO).

Parts of a Graph



You use the Graph commands to graph ranges in a worksheet. To create graphs, you must know the following terms:

- Axis title is text that describes an x-axis or y-axis.
- Data range is a set of values in a worksheet that you can plot in a graph.
- Graph title is text that identifies the graph. The graph title is usually located at the top of the graph and consists of up to two lines (a first title and a second title).
- Legend is a caption that identifies each data range in a graph.
- X-axis is a horizontal line along the bottom of a graph. (In a horizontal bar graph, the x-axis is a vertical line.) The x-axis can be described by X labels or a numeric scale.

- X labels are labels that describe the data points in an x-axis scale. For XY graphs, the X labels describe a numeric scale.
- Y-axis is a vertical line along the left side of a graph. (In a horizontal bar graph, the y-axis is a horizontal line.) The y-axis includes a numeric scale.
- Y labels are labels that describe the data points in a y-axis scale.

Parts of a Database

	A	B	C	D	E	F
	Telephone	Last	First	Dept.	Location	ID
1						
2	4585	Rubinsky	Alexandra	DEVEL	Cambridge	R18137
3	4420	Calamire	Alicia	MKT	Cambridge	C03123
4	011-3531-123	Maier	Benjamin	SUPPORT	Dublin	M13657
5	4787	Shear	David	QUAL	Cambridge	S19176
6	011-3531-427-123	Shanahan	Eleanor	SALES	Dublin	S19685
7	4815	Vicente	Franco	SUPPORT	Cambridge	V22189
8	4123	Holness	Gary	MKT	Cambridge	H08101
9	4736	Vanderpool	Ginger	FINANCE	Cambridge	V22176
10	4313	Ross	Jane	SALES	Cambridge	R18129
11	4175	Vicente	Jesse	DEVEL	Cambridge	V22191
12	4421	Chambers	Jessica	QUAL	Cambridge	C03137
13	11-81-3-436-1234	Yashina	Koziko	DEVEL	Tokyo	Y25731
14	011-468-732-1234	Angstadt	Kristen	SALES	Stockholm	A01353
15	11-392-84-37-123	Graziano	Marco	MKT	Milano	G07871
16	4321	Maier	Nick	PLANNING	Cambridge	M13144
17	4220	Elias	Peter	ADMIN	Cambridge	ED5133
18	4867	Thukral	Rohit	FINANCE	Cambridge	T20143
19	11-34-3-201-44-7	Costa	Rosa	MFG	Barcelona	C03534
20	4525	Glass	Sandra	MFG	Cambridge	G07163

A 1-2-3 database can contain any kind of related information you want to store and use together. For example, a typical business database might include employee telephone numbers, names, departments, locations, and IDs. (Any collection of data that you organize in rows and columns can be a database.)

To create a database, you must know the following terms:

- Database is any range of related data that you organize in contiguous rows and columns in a worksheet.
- Field is a column in the worksheet that contains one category of information that each record in the database has in common, such as telephone, last name, and first name. The top cell of each column contains a field name that identifies the contents of the field.
- Field name identifies the data in one column of a database table. Each field name must be a label, not a number or formula, and each field name must be unique.
- Record is a single row that contains information for each field in a database.

Using a Mouse

When you read instructions for using a mouse, you must know the following terms:

- **Click** — Press the mouse button briefly and release it. Do not hold the mouse button down for longer than a fraction of a second. Click the left button to select something; click the right button to cancel (equivalent to pressing ESC).
- **Drag** — Hold down the left mouse button and move the mouse, then release the mouse button.
- **Press** — Click and hold the mouse button without moving the mouse.

Using the Keyboard

The following tables briefly describe some of the groups of keys you can use in 1-2-3: keys for moving around the worksheet and function keys (keys that you use to perform specific tasks). For descriptions of all the keys you can use in 1-2-3, press F1 (HELP) when 1-2-3 is in READY mode. The Main Help Index screen will appear, from which you can select the topic "1-2-3 Keys."

Keys for Editing Data

The following table lists the keys you can use in EDIT mode to edit data.

Press	To
←	Move the cursor left one character.
→	Move the cursor right one character.
↑	Complete editing and move the cell pointer up one row.
↓	Complete editing and move the cell pointer down one row.
ALT-F1 (COMPOSE)	Create characters that aren't available on the keyboard.
BACKSPACE	Erase the character to the left of the cursor.
CTRL - → or TAB	Move the cursor right five characters.
CTRL - ← or SHIFT-TAB	Move the cursor left five characters.
DEL	Erase the current character.
END	Move to the right of the last character in the entry.
ENTER	Complete editing.
ESC	Clear the entry from the control panel.
F2 (EDIT)	Switch to VALUE or LABEL mode.
F4 (ABS)	Cycle the cell or range address between relative, absolute, and mixed.
F9 (CALC)	Convert a formula to its current value.

(continued)

Press	To
HOME	Move to the first character in the entry.
INS	Switch between inserting text by moving existing text to the right (INS mode) and writing over existing text (OVR mode).
PG UP	Complete editing and move the cell pointer up one screen.
PG DN	Complete editing and move the cell pointer down one screen.

If the undo feature is on, press **ALT-F4 (UNDO)** immediately to restore an edited entry if you edit an entry and then change your mind.

Keys for Moving Around the Worksheet

Moving the cell pointer changes the current cell — the cell your next action will affect.

Press	To
← → ↑ ↓	Move the cell pointer left or right one column, or up or down one row.
SHIFT-TAB or CTRL - ←	Move the cell pointer left one screen.
TAB or CTRL - →	Move the cell pointer right one screen.
END ←	Move the cell pointer to the intersection of a blank and a nonblank cell (a blank cell contains no data and/or label prefixes).
END →	
END ↑	
END ↓	
END HOME	Move the cell pointer to the lower right corner of active area (the rectangular area between cell A1 and the lowest and rightmost nonblank cell in the worksheet).
HOME	Move the cell pointer to cell A1 unless A1 contains a worksheet title. (Pressing HOME moves the cell pointer to the upper left-most corner of the active area.)
PG UP or PG DN	Move the cell pointer up or down one screen.
SCROLL and then a pointer-movement key	Move the view of the worksheet without moving the cell pointer.
F5 (GOTO). Select the name of the range or enter the cell address.	Move the cell pointer directly to the cell or named range you specify.
F6 (WINDOW)	Move the cell pointer between the two windows created with /Worksheet Window.

1-2-3 and Wysiwyg Function Keys

The following illustration shows the 1-2-3 and Wysiwyg function keys and their corresponding functions.

HELP	EDIT	NAME	ABS	GOTO	WINDOW	QUERY	TABLE	CALC	GRAPH
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
ALT-F1	ALT-F2	ALT-F3	ALT-F4	ALT-F5	ALT-F6	ALT-F7	ALT-F8	ALT-F9	ALT-F10
COMPOSE	RECORD	RUN	UNDO		ZOOM	APP1	APP2	APP3	ADDIN

The following table lists and defines the 1-2-3 and Wysiwyg function keys.

Name	Description
F1 (HELP)	<p>In most 1-2-3 modes, displays a Help screen related to the task you are performing, explains an error message, and/or provides a cross-referenced Help index.</p> <p>ERROR mode: Displays a Help screen that explains the error message 1-2-3 is displaying.</p> <p>HELP mode: Displays the Main Help Index screen.</p> <p>MENU mode: Displays a 1-2-3 Help screen related to the task you are performing.</p>
F2 (EDIT)	<p>If you are using :Graph Edit, lets you select text to edit in the graphics editing window.</p> <p>EDIT mode: Switches between EDIT mode and LABEL mode, if entry displayed in control panel is a label, or VALUE mode, if entry displayed in control panel is a value.</p> <p>MENU mode: Activates the dialog box, if a dialog box is on the screen.</p> <p>READY mode: Puts 1-2-3 in EDIT mode and displays contents of the current cell in control panel, so you can edit it.</p>
F3 (NAME)	<p>POINT mode: Displays a menu of named ranges.</p> <p>FILES and NAMES modes: Switches between displaying a menu of names in the third line of control panel and displaying a full-screen menu of names.</p> <p>SETTINGS mode: (In an active dialog box, when a range text box is selected) Displays a popup dialog box that contains a list of the range names in the current worksheet.</p>

(continued)

Name	Description
	VALUE mode: When pressed after typing + - / ^ (or * in a formula), displays a menu of named ranges.
F4 (ABS)	POINT and EDIT modes: Cycles a cell or range address between relative, absolute, and mixed. READY mode: Switches 1-2-3 to POINT mode so you can specify a range before you select a command.
F5 (GOTO)	READY mode: Moves the cell pointer directly to cell or named range you specify.
F6 (WINDOW)	MENU mode: Toggles the display of dialog boxes on or off. READY mode: Moves the cell pointer between two windows.
F7 (QUERY)	READY mode: Repeats last /Data Query you specified. FIND mode: Switches 1-2-3 between FIND mode and READY mode.
F8 (TABLE)	READY mode: Repeats the most recent /Data Table operation.
F9 (CALC)	READY mode: Recalculates all formulas in worksheet. VALUE and EDIT modes: Converts a formula to its current value.
F10 (GRAPH)	Displays the current graph, except when you have selected :Graph Edit from the Wysiwyg menu.
ALT-F1 (COMPOSE)	READY, EDIT, and LABEL modes: When used in combination with alphanumeric keys, creates international characters and other characters you cannot enter directly from keyboard.
ALT-F2 (STEP)	Turns on STEP mode, which executes macros one step at a time for debugging. Press ALT-F2 (STEP) again to turn off STEP mode.
ALT-F3 (RUN)	READY mode: Displays a list of range names so you can select the name of the macro you want to run. If you press ESC after pressing ALT-F3 (RUN), 1-2-3 switches to POINT mode so you can highlight the first cell of the macro to run.
ALT-F4 (UNDO)	Cancels any changes made to the worksheet since 1-2-3 was last in READY mode. Press again to restore changes. 1-2-3 treats as a single operation any series of Wysiwyg commands that you perform after you press : (colon) and before you return 1-2-3 or Wysiwyg to READY mode. When you press ALT-F4 (UNDO) immediately after completing the commands, 1-2-3 undoes the entire series of Wysiwyg commands.
ALT-F5 (LEARN)	Turns on the learn feature and records subsequent keystrokes in the learn range. Press ALT-F5 (LEARN) again to turn off the learn feature.
ALT-F7 (APP1)	READY mode: Activates the add-in program assigned to this key, if any.
ALT-F8 (APP2)	READY mode: Activates the add-in program assigned to this key, if any.

(continued)

Name	Description
ALT-F9 (APP3)	READY mode: Activates the add-in program assigned to this key, if any.
ALT-F10 (APP4)	READY mode: If no add-in program is assigned to this key, ALT-F10 displays the Add-In menu. Otherwise, ALT-F10 activates the add-in assigned to it.
CTRL-F (BOOKMARK)	The Help "bookmark" that displays the last Help screen viewed, regardless of context.

Viewer Function Keys

The following table lists the function keys for Viewer.

Name	Description
F2 (RESET)	Makes the current directory in 1-2-3 the current Viewer directory. Returns the List window highlight to the first name in the default directory.
F5 (DATE SORT)	Sorts file names in order, by date (most recently saved file first).
F6 (NAME SORT)	Sorts file names in alphabetical order.

Selecting a Command

To tell 1-2-3 what you want to do, you select a series of commands from menus. Some 1-2-3 commands such as /Worksheet Global and /Graph require you to select additional options to specify a number of settings. In such cases, 1-2-3 displays a dialog box. A dialog box helps you keep track of the choices you are making. It shows you the current settings for all the options associated with a task. To use a dialog box, you must first activate the dialog box by pressing F2 (EDIT) or by clicking anywhere in the box with the mouse. The mode indicator changes to SETTINGS when you activate the dialog box.

Use the procedures in the following table to select a command.

To	Do this with the keyboard	Do this with the mouse
Activate the 1-2-3 main menu	Press / (slash) or < (less-than symbol).	Move the mouse pointer to the control panel. If Wysiwyg is attached, click the right button to switch menus if necessary.
Activate the Wysiwyg main menu	Press : (colon).	Move the mouse pointer to the control panel. Click the right button to switch menus if necessary.

(continued)

To	Do this with the keyboard	Do this with the mouse
Move the menu pointer	Press ← → or the space bar to move left or right, or HOME or END to move to the first or last command.	Drag the menu pointer by holding down the left mouse button and moving the mouse along menu selections. (If you decide not to select the option, move the menu pointer off the highlighted command before you release the button.)
Select a command	Move the menu pointer to the command and press ENTER to choose the highlighted command or type the first character of the command.	Click the right button to switch menus if necessary. Click the command with the left button.
Respond to a prompt by selecting a name from a list	Move the menu pointer to the name and press ENTER or type the name and press ENTER. (To display a full-screen list of names in FILES mode, press F3 (NAME).)	Click the name. (To display a full-screen list of names in FILES mode, click List in the first line of the control panel.)
Accept a response to a prompt	Press ENTER.	Click the control panel.
Enter a response to a prompt	Type the response and press ENTER. You may need to press ESC one or more times to clear a suggested response before you can type a new one.	Type the response and click the control panel.
Specify a range	Type the address or range name and press ENTER or use the arrow keys to highlight the range and press ENTER.	Move the mouse pointer to the upper left cell in the range. Drag the cell pointer to highlight the range.
Select dialog box options	Select the menu option(s) or press F2 (EDIT) to activate the dialog box and then type the highlighted character, or press ← → ↑ ↓, TAB, SHIFT-TAB, HOME, or END to move to an option and press space bar or ENTER to select it.	Click the option(s).
Select an item from a list box in a dialog box	Use ← → ↑ ↓, PG UP, PG DN, HOME, or END to highlight an item and then press ENTER to select it.	Click the item. To scroll through the list, click a scroll arrow in the icon panel at the side of the list box.

(continued)

To	Do this with the keyboard	Do this with the mouse
Cancel a command	Press CTRL-BREAK.	Click the right mouse button as often as necessary to leave the menu.
Back up one menu level	Press ESC.	Click the right mouse button or click CANCEL in a dialog box.

1-2-3 and Wysiwyg Label Prefixes

When you enter a label (text entry) in a cell, 1-2-3 inserts a label prefix to control alignment. **W** Wysiwyg also uses label prefixes to control text alignment. The following table lists both 1-2-3 and Wysiwyg label prefixes and their effects on labels.

Prefix	Result
'	1-2-3 and Wysiwyg align the label with the left edge of the cell (default alignment for labels).
"	1-2-3 and Wysiwyg align the label with the right edge of the cell.
^	1-2-3 and Wysiwyg center the label in the cell.
\	1-2-3 and Wysiwyg repeat the characters in the label to fill the cell.
" "	Wysiwyg aligns the label with the right edge of the cell (long labels spill to the left edge of the cell and to the adjacent cells to the left).
^ ^	Wysiwyg centers the label in the cell (long labels spill into the adjacent cells, both left and right).

In 1-2-3, the **|** (split vertical bar) is also a label prefix, used primarily for embedded setup strings, page breaks, and /Data Parse format lines. If used as a label prefix for a label that is located at the beginning of a row of data, the **|** tells 1-2-3 not to print the row. If, however, the label is located elsewhere in a row (such as between other labels), the label is left-aligned and will print.

W In Wysiwyg, the ' (apostrophe) followed by the **|** (split vertical bar) is also a label prefix, used to align text to fill the row of the text range evenly. (The text aligns with both sides of the cell or range, creating an even amount of white space between words.)

If a label is longer than the cell, 1-2-3 displays it if cells to the right are blank, or displays what fits in the cell if the cells to the right contain data. If a value is longer than the cell, 1-2-3 displays the value in scientific notation if the cell format is General or displays asterisks (***) in the cell if the cell has another format. 1-2-3 stores the entire entry in the cell, even if it cannot display the entire entry.

Entering Values and Labels

1-2-3 recognizes two types of entries: values and labels. A value entry is any number, or a formula or @function that returns a value. A label is a text entry. The following table shows you how to enter values and labels in a worksheet.

To enter	Do this	With this result
Text	Type the text (up to 239 characters). To confirm the entry, press ENTER , press a pointer-movement key, or click the control panel.	The mode indicator says LABEL, and characters appear in the second line of the control panel as you type. When you confirm the entry, 1-2-3 inserts a label prefix, the text appears in the cell, and the mode indicator changes to READY.
A number	Type a number from 10 ⁻⁹⁹ to 10 ⁹⁹ , up to 240 characters long. To confirm the entry, press ENTER , press a pointer-movement key, or click the control panel. Do not enter spaces, commas, or other punctuation (except for a single decimal separator).	The mode indicator says VALUE, and characters appear in the second line of the control panel as you type. When you confirm the entry, the number (or asterisks), appears in the cell, and the mode indicator changes to READY.
A label, adjusting its position in the cell	Type the label prefix that corresponds to the alignment you want. Then type the text. To confirm the entry, press ENTER , press a pointer-movement key, or click the control panel.	The mode indicator says LABEL, and characters appear in the second line of the control panel as you type. When you confirm the entry, the text appears in the cell and the mode indicator changes to READY.
A label that begins with a number or a number as a label	Type a label prefix and the number (and any text). To confirm the entry, press ENTER , press a pointer-movement key, or click the control panel.	The mode indicator says LABEL, and characters appear in the second line of the control panel as you type. When you confirm the entry, the text appears in the cell and the mode indicator changes to READY.

(continued)

To enter	Do this	With this result
A formula	Type + or - to start the formula (if it will begin with a cell address, range name, or file reference); you can also enclose a formula in parentheses. Type the first operand or specify the cell. Type the operator. Type the next operand, and then type operators and operands until the formula is complete. To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel.	The mode indicator says VALUE, and characters appear in the second line of the control panel as you type. When you confirm the entry, the result, not the formula, appears in the cell. 1-2-3 displays the formula in the first line of the control panel. Valid formulas include 27+1 +NAME-27 -A7+A3 (ACTUAL-BUDGET) +A1-B1*C1
An @function	Enter @, the function name, (, any arguments, and). To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel.	The result of the @function appears in the cell. 1-2-3 displays the @function in the first line of the control panel.
A date	Enter @DATE(<i>year,month,day</i>), (using the <i>year</i> (2-digit), <i>month</i> , and <i>day</i> values for the day you want) to create a date number. To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel. Then use /Range Format Date to display the date rather than the date number.	The mode indicator says VALUE, and characters appear in the second line of the control panel as you type. When you confirm the entry, the date number appears in the cell. After you use /Range Format Date, the date appears in the format you select. 1-2-3 displays the @function in the first line of the control panel.
A time	Enter @TIME(<i>hour,minutes,seconds</i>) (using the <i>hour</i> , <i>minutes</i> , and <i>seconds</i> values, in 24-hour form, for the time you want) to create a time number. To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel. Then use /Range Format Date Time to display the time rather than the time number.	The time appears in the format you select. 1-2-3 displays the @function in the first line of the control panel.

(continued)

To enter	Do this	With this result
Copies of the same data	Enter the data once. Select /Copy. Specify the cell or range to copy at the Copy what? prompt and press ENTER . Specify the cell or range to copy to at the To where? prompt and press ENTER .	The contents of the source range appear in the destination range. If the source contains a formula or @function that contains relative cell addresses, the cell addresses in the destination change to reflect the new location.

If you want the value in a cell to be preceded by the currency symbol, you must format the cell with /Worksheet Global Default Other International Currency.

Operators and Order of Precedence


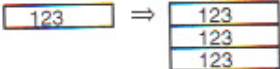
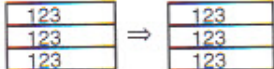

The following table shows the arithmetic, text, and logical operators you can use in formulas. Precedence numbers represent the order in which 1-2-3 performs operations in a formula. The lower the precedence number, the earlier 1-2-3 performs the operation. Operations with the same precedence number are performed sequentially from left to right.

Operator	Operation	Precedence number
^	Exponentiation	1
- or +	Identification of value as negative or positive	2
* or /	Multiplication or division	3
+ or -	Addition or subtraction	4
= or < >	Equal-to or not-equal-to tests	5
< or >	Less-than or greater-than tests	5
< =	Less-than-or-equal-to test	5
> =	Greater-than-or-equal-to test	5
#NOT#	Logical-NOT test	6
#AND# or #OR#	Logical-AND or logical-OR tests	7
&	Text concatenation (joining text together)	7

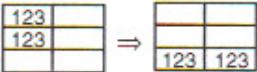
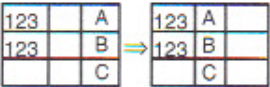
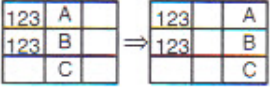
To override the order of precedence, enclose an operation in parentheses. 1-2-3 performs operations inside parentheses first. Within each set of parentheses, precedence numbers apply. You can nest one set of parentheses inside another set and create as many nesting levels as you want.

Rearranging Data

As you add information to a worksheet or develop new models, you often need to rearrange the worksheet by copying, moving, and transposing existing data, or by inserting or deleting columns and rows.

To	Do this	With this result
Duplicate a single cell entry in another cell	Select /Copy. Specify the cell you want to copy at the Copy what? prompt. Specify a single-cell destination for the copy at the To where? prompt.	
Duplicate data in one cell so it fills a range	Select /Copy. Specify the cell you want to copy at the Copy what? prompt. Specify the entire destination range at the To where? prompt.	
Duplicate data from one range in another range	Select /Copy. Specify the range you want to copy at the Copy what? prompt. Specify the upper left corner cell of the destination range at the To where? prompt. If source and destination ranges overlap, you may get unexpected results.	
Duplicate formulas in other cells or ranges	Select /Copy. Specify the range you want to copy at the Copy what? prompt. Specify the upper left corner cell of the destination range at the To where? prompt.	Formulas may no longer refer to original data, but to data in cell(s) that occupy the same relative position. NOTE /Copy cannot be used to copy Wysiwyg graphics.
Transfer data, range names, and 1-2-3 and Wysiwyg formats and graphics to another area of the worksheet	Select /Move. Specify the range that contains the data, formats, or graphics you want to move at the Move what? prompt. Specify the destination range at the To where? prompt (you need specify only the upper left corner cell of the destination).	 Formulas that use this data may change.

(continued)

To	Do this	With this result
Copy a column to a row or a row to a column, and convert formulas to values	Select /Range Trans. Specify the range whose data you want to transpose at the Transpose what? prompt. Specify the first cell of the destination at the To where? prompt. CAUTION If the CALC indicator is on, update formulas with F9 (CALC) first. If any of the formulas refers to data in a file on disk, use /File Admin Link-Refresh to update those values.	 <p>If CALC is on and you do not recalculate, values may be inaccurate.</p>
Remove one or more columns or rows from the worksheet (closing up the space left by the deletion)	Select /Worksheet Delete. Select Column to delete one or more columns or Row to delete one or more rows. Specify the range of columns or rows you want to delete. CAUTION Deleting rows or columns in a Wysiwyg graph range will shorten or narrow the graphic, while objects in the graphic will be resized proportionately. Wysiwyg graphics cannot be completely deleted with /Worksheet Delete commands, but may be reduced to one cell. NOTE Wysiwyg graphics can be resized with :Graph Settings Range.	
Insert one or more blank columns or rows in the worksheet	Select /Worksheet Insert. Select Column to insert one or more columns or Row to insert one or more rows. Specify a range that includes at least one cell in each of the columns or rows you are inserting. CAUTION Inserting rows or columns in a Wysiwyg graph range will heighten or widen the graphic, while objects in the graphic will be resized proportionately.	
Copy a range and convert formulas to values	Select /Range Value. Specify the range to convert at the Convert what? prompt. Specify the first cell of the destination at the To where? prompt. CAUTION If the CALC indicator appears at the bottom of the screen, update formulas with F9 (CALC) first. If any of the formulas refers to data in a file on disk, use /File Admin Link-Refresh to update those values.	<p>The entries in the destination range are values, not formulas.</p> <p>If CALC is on and you do not recalculate, values may be inaccurate.</p>
Erase a range	Select /Range Erase. Specify the range to erase.	1-2-3 erases the entries in the range.
Erase a single cell	Move the cell pointer to the cell. Press DEL.	1-2-3 erases the entry in the current cell.


NOTE Each cell in the destination range inherits the cell format, Wysiwyg formats (except lines added with :Format Line), and protection status of the corresponding cell in the source range. When you use /Move to move data from a formatted range, 1-2-3 moves the cell format with the data, and the source range reverts to the global cell format.

CAUTION The destination for moved, copied, or transposed data should be blank or contain unimportant data; 1-2-3 writes over existing data when it puts data in the range you specify. To avoid possible data loss from writing over existing data, save the worksheet first. If you make a mistake and you want to restore the worksheet to its original state, immediately retrieve the file or press ALT-F4 (UNDO) if undo is on.

Mode and Status Indicators

An indicator is a highlighted word that 1-2-3 displays to provide you with information about the program or special keys. 1-2-3 has two types of indicators: mode and status.

Mode Indicators

During a 1-2-3 or Wysiwyg work session, a mode indicator is always visible at the far right of the first line of the control panel. It tells you what mode, or state, 1-2-3 or Wysiwyg is currently in. The following table describes the 1-2-3 and  Wysiwyg modes.

Mode indicator	Meaning
COLOR	You selected :Graph Edit Color Background or :Graph Edit Color Inside.
CYCLE	You selected :Graph Edit Select Cycle.
DRAG	You selected :Graph Edit Add Rectangle, :Graph Edit Add Ellipse, or :Graph Edit View In.
EDIT	You pressed F2 (EDIT) to edit an entry or you entered a formula incorrectly; you are entering text in a dialog box.
ERROR	1-2-3 is displaying an error message. Press F1 (HELP) to display a Help screen that describes the error; or press ESC or ENTER to clear the error message.
FILES	1-2-3 is displaying a menu of file names in the control panel. Press F3 (NAME) or click List to display a full-screen menu of file names.
FIND	You selected /Data Query Find, or pressed F7 (QUERY) to repeat the last /Data Query Find you specified, and 1-2-3 is highlighting a database record that matches your criteria.
FRMT	You selected /Data Parse Format-Line Edit to edit a format line.
HELP	You pressed F1 (HELP) and 1-2-3 is displaying a Help screen.
LABEL	You are entering a label.

(continued)

Mode Indicator	Meaning
MENU	You pressed / (slash) or < (less-than symbol) and 1-2-3 is displaying a menu of commands.
NAMES	1-2-3 is displaying a menu of range names, graph names, or attached add-in names.
PAN	You selected :Graph Edit View Pan.
POINT	1-2-3 is prompting you to specify a range, or you are creating a formula by highlighting a range or you selected one of the following Wysiwyg commands: :Graph Edit Add Arrow, :Graph Edit Add Freehand, :Graph Edit Add Line, :Graph Edit Add Polygon.
READY	1-2-3 is ready for you to enter data or select a command.
SELECT	You selected :Format Font [1-8] Replace Other, :Print Config Printer; or you selected :Graph Edit, then pressed F2 (EDIT) to select text to edit.
SETTINGS	You activated a dialog box.
SIZE	You selected :Graph Edit Transform.
STAT	You selected /Worksheet Status or /Worksheet Global Default Status and 1-2-3 is displaying the corresponding status screen.
TEXT	You selected :Text Edit.
VALUE	You are entering a value (a number or formula).
WAIT	1-2-3 is completing a command or process.
WYSIWYG	You pressed : (colon) and 1-2-3 is displaying a Wysiwyg menu.

Status Indicators

Status indicators appear in the status line at the bottom of your screen. They appear when you use certain 1-2-3 keys and when a particular program condition exists. The following table describes the 1-2-3 and **W** Wysiwyg status indicators.

Status Indicator	Meaning
CALC	Formulas in the worksheet need to be recalculated; press F9 (CALC).
CAPS	The CAPS LOCK key is on.
CIRC	The worksheet contains a formula that refers to itself (occurs only when the recalculation order is Natural, the default setting). You can use /Worksheet Status or Auditor to get information about the circular reference.
CMD	1-2-3 is running a macro.
END	The END key is on.
LEARN	You pressed ALT-F5 (LEARN) to turn on the learn feature, and 1-2-3 is recording your keystrokes in the learn range.

(continued)

Status indicator	Meaning
MEM	The amount of computer memory available for entering new data has fallen below a minimum number of bytes. If you continue to enter data without first increasing the amount of available memory, you may get a 'Memory full' error.
NUM	The NUM LOCK key is on.
OVR	The INS key is on. Instead of inserting the character you type to the left of the cursor, 1-2-3 replaces the character at the cursor with the character you type (called overstriking when the INS key is off).
RO	The worksheet has read-only status, which means you cannot save any changes you make unless you get the file reservation or you save the worksheet with a new file name. The RO indicator appears when you are using 1-2-3 on a network and do not have the reservation for the current shared worksheet file.
SCROLL	The SCROLL LOCK key is on. Using the pointer-movement keys scrolls the worksheet in the direction indicated, instead of moving the cell pointer.
SST	A macro being executed in single-step mode is waiting for user input.
STEP	Single-step mode has been turned on; once invoked, macros are processed one step at a time.
UNDO	The undo feature is on; you can press ALT-F4 (UNDO) to cancel any changes made to the worksheet since 1-2-3 was last in READY mode.

Using SmartIcons

The SmartIcons add-in provides you with icons that give you easy access to 1-2-3 and Wysiwyg features. You can perform commands and run macros simply by selecting icons. For example, instead of using /Range Format Currency to format a range, you can highlight a range and click the icon for Currency format with your mouse or select the icon using your keyboard. 1-2-3 will immediately display the highlighted data using Currency format.

NOTE The instructions in this section assume the SmartIcons add-in is attached.

SmartIcons and Palettes

The SmartIcons add-in provides a total of 77 icons organized in palettes. A **palette** is a column of icons that appears to the right of the worksheet. The total number of palettes you have depends on your screen display (CGA, EGA, or VGA) and on whether or not Wysiwyg is attached.

The first palette (Palette 1) is the custom palette because you can modify it to display the icons you use most frequently. The custom palette is identified by the ←1→ that appears at the bottom of the column of icons.

The icons on the remaining palettes are fixed. You can copy them to the custom palette, but you cannot move or delete them.

The last palette contains the icons U1 through U12. These are customizable icons (called **user icons**) to which you can assign macros for 1-2-3 to run. You can also assign descriptions to these icons.

Using SmartIcons

To use an icon, select it with your mouse or the keyboard. In most cases, if the icon you want to use is one that operates on a range of data, you must highlight the range before you select the icon.

Highlighting a Range

The following table describes how to use the mouse or the keyboard to highlight a range before you select an icon.

To highlight	Use these keyboard procedures	Or do this with the mouse
A single cell	Move the cell pointer to the cell you want the icon to act on by pressing an arrow key (← → ↓ and ↑) or PG UP, PG DN, TAB, SHIFT-TAB, HOME, or END.	Click the cell.
A range	Move the cell pointer to the first cell in the range you want to highlight, press F4, highlight the range with the pointer-movement keys, and press ENTER.	Drag the cell pointer to highlight the range.

Selecting an Icon with a Mouse

Follow these instructions to use the mouse to select an icon.

1. If the icon you want to use is not on the current palette, click the arrow on either side of the palette number to scroll backward or forward to the correct palette.
2. Click the icon you want to use.

Selecting an Icon with the Keyboard

Follow these instructions to use the keyboard to select an icon.

1. Press ALT-F7 or the key you assigned to SmartIcons when you attached it. 1-2-3 highlights the first icon in the current palette.
2. Move the highlight to the icon you want to use.

Press	To
←	Move the highlight to the previous icon palette.
→	Move the highlight to the next icon palette.

(continued)

Press	To
↑	Move the highlight up to the previous icon.
↓	Move the highlight down to the next icon.
END	Move the highlight to the last icon on the current palette.
HOME	Move the highlight to the first icon on the current palette.

3. Press **ENTER** to select the highlighted icon.

Getting Help

To display a brief description of the function of an icon if you are using the keyboard, press **ALT-F7** (or the key you assigned to SmartIcons when you attached it) and highlight the icon. If you are using the mouse, move the highlight to that icon and hold down the right mouse button (or the left mouse button, if you specified the right mouse button as the selection button during installation).

If the highlighted icon is a user icon, 1-2-3 displays the description you entered when you assigned a macro to the icon.

Customizing SmartIcons

You can customize the SmartIcons add-in in two ways:

- By modifying the custom palette (Palette 1) to display the icons you use most frequently
- By assigning your own 1-2-3 macros to user icons U1 through U12

To Add an Icon to Your Custom Palette

Follow this procedure to add an icon to your custom palette.

1. Select **Add Icon**.

1-2-3 highlights the first icon on the current palette and displays a message that explains how to select an icon for the custom palette.

2. Select the icon you want to add to your custom palette.

1-2-3 inserts a copy of the icon at the bottom of the custom palette and displays the custom palette on the screen. If the custom palette was full before you added the new icon to it, 1-2-3 removes the bottom icon to make room for the new icon.

To Remove an Icon from Your Custom Palette

Follow this procedure to remove an icon from your custom palette.

1. Select **Del (Delete) Icon**.

1-2-3 displays your custom palette.

2. Select the icon you want to remove from your custom palette.

1-2-3 removes the icon from the custom palette.

To Move an Icon on Your Custom Palette

Follow this procedure to rearrange the icons on your custom palette. For example, you might want to position the File Retrieve and File Save icons at the top of the custom palette or group the Bold, Italic, and Underline icons together.

1. Select Move Icon.
1-2-3 displays your custom palette.
2. Select the icon you want to move.
1-2-3 replaces the icon with a blank icon.
3. Select the icon at the location where you want the icon you are moving to appear.
The icon you selected in step 2 appears in the new location, and 1-2-3 repositions the other icons to make room for the icon you moved. If you moved an icon to a position below its original position, the icons above the new location move up one slot to make room for the repositioned icon. If you moved an icon to a position above its original position, the icons below the new location move down one slot to make room for the repositioned icon.

To Assign a Macro to a User Icon

Follow this procedure to assign a macro to a user icon and create a description for the user icon.

1. Move to the next to last palette and select User Icon.
The User Icon Descriptions dialog box appears.
2. Select the user icon to which you want to assign a macro.
3. Select Assign Macro to Icon.
The User-Defined Icon dialog box appears.
4. In the Icon Description text box, type a description of the macro using as many as 72 characters.
1-2-3 uses this text for the description that appears in the control panel when you highlight the icon and for the description that appears in the User Icon Descriptions dialog box.
5. In the Macro Text text box, type the macro instructions using as many as 240 characters.
A macro can include the following: keystrokes that represent keyboard characters; keystroke sequences that represent 1-2-3, Wysiwyg, and add-in commands; the {BRANCH} command; and macro keywords that correspond to the standard keyboard keys and the 1-2-3 function keys, for example, {DOWN}.
6. (Optional) If you want to use an existing set of macro instructions in the current worksheet as the text for the macro, do the following:

- In the Source Range text box, specify the range in the current worksheet that contains the macro instructions you want to use or type the name of an existing 1-2-3 macro. For example, if you have already created a macro named \P in the current worksheet, you can assign that macro to the user icon by typing \P in the Source Range text box.
- Select Get Macro From Sheet. 1-2-3 displays the macro instructions from the range or the named macro in the Macro Text text box. You can then edit the instructions in the Macro Text text box.

7. Select one of the following:

Cancel	Cancels all the changes you made in the User-Defined Icon dialog box and displays the User Icon Descriptions dialog box.
Reset This Icon	Removes the information from the Icon Description, Icon Macro Text, and Range text boxes. Use this option if you made a mistake in any of these text boxes and want to re-enter the information.
OK	Assigns the macro to the icon you selected and displays the User Icon Descriptions dialog box.

8. (Optional) Repeat steps 2 through 7 to assign a macro to another user icon.

9. Select one of the following:

Cancel	Cancels the changes you made in the User Icon Descriptions dialog box and returns 1-2-3 to READY mode.
Reset All Icons	Clears all icon descriptions and macro assignments.
OK	Saves the changes you made in the User Icon Descriptions dialog box and returns 1-2-3 to READY mode.

You can run a macro assigned to a user icon by selecting the user icon, just as you would select any other icon. For example, if you assign a macro that enters your company name in a cell to user icon U2 and then select U2, 1-2-3 enters the company name in the current cell.

To Modify a User Icon

1. Move to the next to last palette and select User Icon.
2. Select the user icon you want to modify.
3. Select Assign Macro to Icon.
4. Edit the contents of the Icon Description and/or Icon Macro Text text boxes.
5. Select OK.

The User Icon Descriptions dialog box appears.

6. Select OK.

To Debug a Macro Assigned to a User Icon

1. Move to the next to last palette and select User Icon.
2. Select the user icon assigned to the macro you want to debug.
3. Select Copy Macro to Sheet.
4. Specify the range to which you want 1-2-3 to copy the macro.
5. Select OK.

Once you have completed this procedure, you can debug the macro in the worksheet using STEP mode.

Descriptions of the SmartIcons

This section describes the function of each icon. The icons in the first column are listed in the order in which they appear on the screen if you have an EGA or VGA screen display and Wysiwyg is attached. If you have a CGA screen display, the order of the icons is slightly different. The list begins with the icons on Palette 2.

The icons in the second column are the icons as they appear when Wysiwyg is either not attached or is set to :Display Mode Text. These icons are not listed in the order in which they appear on the screen.

Some icons work only when Wysiwyg is attached. These icons are indicated by **W**.

To display an icon's description, follow the procedure in "Getting Help" on page 20.



Saves the current worksheet file to a disk.



W Adds a single underline to data in a range or removes a single underline.



W Adds a double underline to data in a range or removes a double underline.



Formats values in a range with 2 decimal places, the default currency symbol, and the default thousands separator or restores the global format in the range.



Formats values in a range with the default thousands separator and no decimal places or restores the global format in the range.



Formats values in a range as % (percent) with 2 decimal places or restores the global format in the range.



2→2

W Displays data in the highlighted range in the next available type style and/or point size.



FGRD

W Displays data in the highlighted range in the next available color.



BGRD

W Displays the background of the highlighted range in the next available color.



W Draws an outline around a range and draws a drop shadow below and to the right of the range or removes an existing drop shadow and outline.



W Draws a single-line, double-line, or wide outline around a range or clears the outline, depending on the current type of outline.



###

W Adds light, dark, or solid shading to a range or removes the solid shading, depending on the current type of shading in the range.



←L

Left-aligns labels in a range.



←C→

Centers labels in a range.



R→

Right-aligns labels in a range.



**ALGN
TEXT**

W Centers text in a text range, aligns text evenly at both the left and right of a text range, right-aligns text, left-aligns text, or clears the alignment settings for a range, depending on the current alignment setting.



+ROW

Inserts one or more rows above the highlighted range.



+COL

Inserts one or more columns to the left of the highlighted range.



-ROW

Deletes all rows in the highlighted range.




-COL Deletes all columns in the highlighted range.



 Inserts a page break in the row that contains the cell pointer.



 **W** Inserts a page break in the column that contains the cell pointer.



A→Z Sorts a database in ascending order (A through Z and smallest to largest values), using the selected column as the sort key.



Z→A Sorts a database in descending order (Z through A and largest to smallest values), using the selected columns as the sort key.



FILL Fills the highlighted range with a sequence of values.



CALC Recalculates all formulas in the worksheet.



DATE Enters a number that corresponds to the current date and time in the current cell. If the cell is formatted with a date format, the date appears in the cell in that format. If the cell is not formatted with a date format, the date appears in the cell in the default date format. If the cell is formatted with a time format, the time appears in the cell in that format.
























CRCL **W** Circles the data in the highlighted range. 1-2-3 creates the circle by adding a graphic to the highlighted range.



ZOOM **W** Enlarges the size of displayed cells and their contents to 125% or 150% of their normal size; reduces the size of displayed cells to 63% or 87% of their normal size; or displays cells at their normal size, depending on the current display size setting.



STEP Turns on STEP mode, which executes macros one step at a time for debugging.

	RUN	Lets you select and run a macro.
	←	Moves the cell pointer left one cell.
	→	Moves the cell pointer right one cell.
	▲	Moves the cell pointer up one cell.
	▼	Moves the cell pointer down one cell.
	?	Starts the 1-2-3 Help system in READY mode.
		Moves the cell pointer to cell A1. Equivalent to pressing HOME.
		Moves the cell pointer to the lower right corner of the active area (the rectangular area between cell A1 and the lowest and rightmost nonblank cell in the worksheet).
		Moves the cell pointer down to the intersection of a blank and a nonblank cell. Equivalent to pressing END ↓.
		Moves the cell pointer up to the intersection of a blank and a nonblank cell. Equivalent to pressing END ↑.
		Moves the cell pointer right to the intersection of a blank and a nonblank cell. Equivalent to pressing END →.
		Moves the cell pointer left to the intersection of a blank and a nonblank cell. Equivalent to pressing END ←.
	GOTO	Lets you move the cell pointer to a specified cell or range.
	FIND	Lets you find or replace specified characters in labels and formulas in a range.
	UNDO	Cancels your previous action or command if the undo feature is on.

**DEL**

Erases the highlighted range.



Lets you retrieve an existing worksheet file from a disk.

**1+2=**

Sums values in the highlighted range, if you include empty cells below or to the right of the range; or, if the highlighted range is blank, sums values in the nearest area of data and places the results in the highlighted range.



Graphs the contents of the highlighted range or the data immediately adjacent to or surrounding the cell pointer. This icon displays the QuickGraph dialog box, which lets you change the settings for graph type, orientation, colors, and 3-D effect and lets you graph data in columns or rows. If the cell pointer is not currently in an area that contains data, this icon lets you make changes to the current graph settings and displays the current graph.

**W** Adds the current graph to the highlighted range in the worksheet.**VIEW
GRPH**

Displays the current graph. Equivalent to pressing F10 (GRAPH).

**EDIT
TEXT****W** Lets you enter or edit text in a text range.**PRN**

Prints the range you specified with :Print Range or /Print Printer Range; or, if a range is highlighted, prints the highlighted range.

**PVU****W** Displays a preview of the range you specified with :Print Range or /Print Printer Range; or, if a range is highlighted, displays a preview of the highlighted range.**COPY**

Lets you specify a range to copy the highlighted range to.

**MOVE**

Lets you specify a range to move the highlighted range to.

**COPY
FRMT****W** Applies the Wysiwyg formats of the highlighted range to a range you specify.



REP DATA

Copies the contents of the current cell of the highlighted range in all other cells in the range.



W Displays data in a range in bold or clears bold from a previously formatted range.



W Displays data in a range in italic or clears italic from a previously formatted range.



W Clears all Wysiwyg formatting from a range and restores the default font.



Adds an icon to your custom palette.



Removes an icon from your custom palette.



Moves an icon to another location on your custom palette.




Displays descriptions of user icons U1 through U12, lets you assign one or more macros and descriptions to one or more user icons, and lets you copy the text of one or more macros to the worksheet so you can debug the macros.



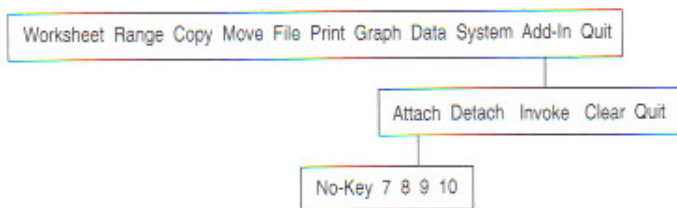
Runs the macro you assigned to user icon U1. The SmartIcons add-in includes 12 user icons, labeled U1, U2, and so on through U12.

1-2-3 Menu Trees

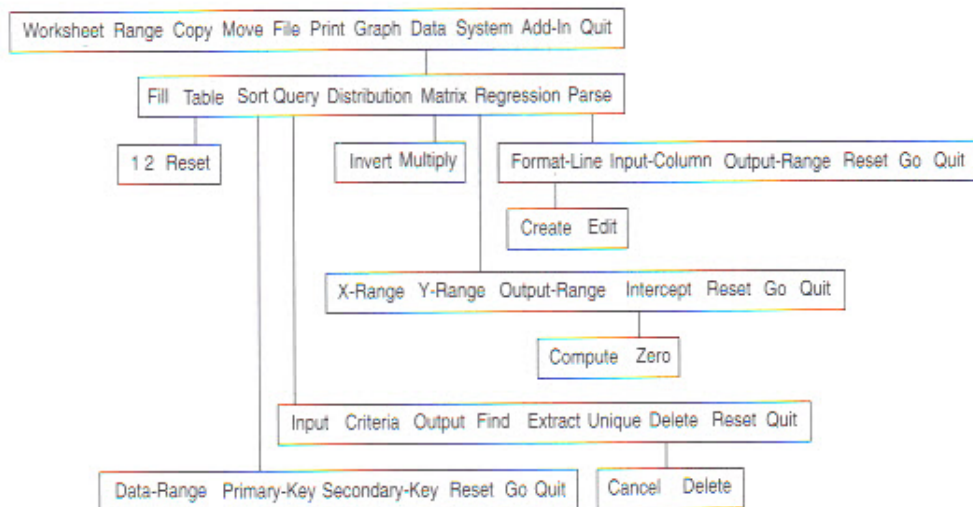
The following pages provide graphic representations of the 1-2-3 commands and the add-in commands available in the programs that come with your 1-2-3 package: Auditor, Backsolver, Macro Library Manager, PrintGraph, Viewer, and Wysiwyg.

NOTE  The Wysiwyg menu trees are arranged in their own section on page 36.

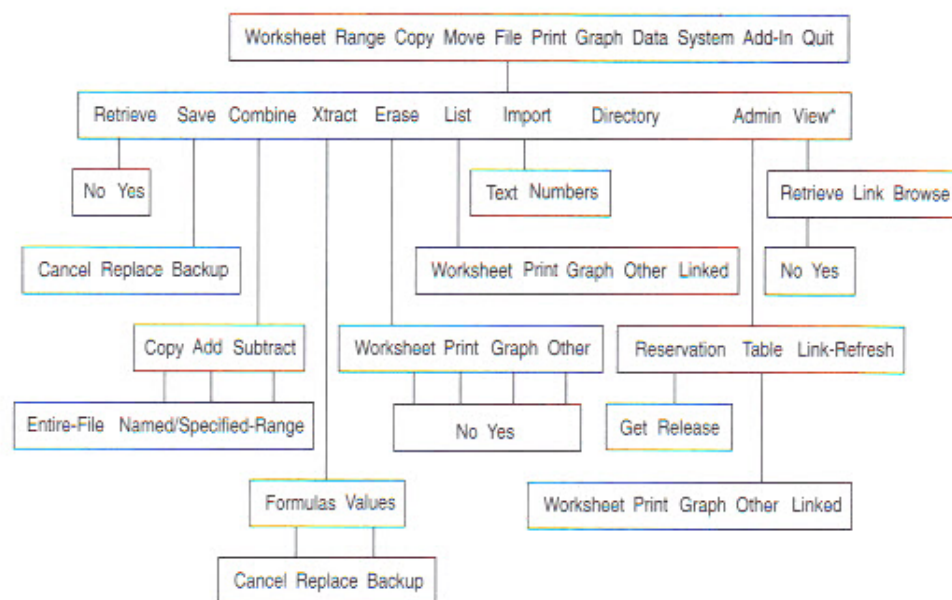
Add-In Commands



Data Commands



File Commands

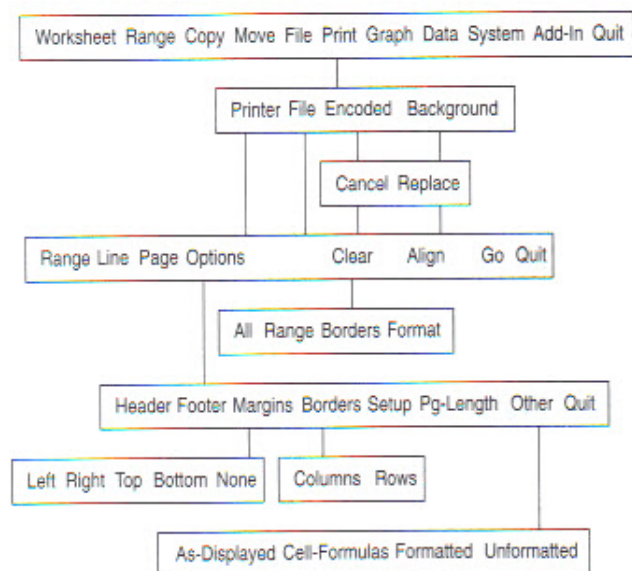


*When Viewer is attached, you can select the **View** command to activate the Viewer menu.

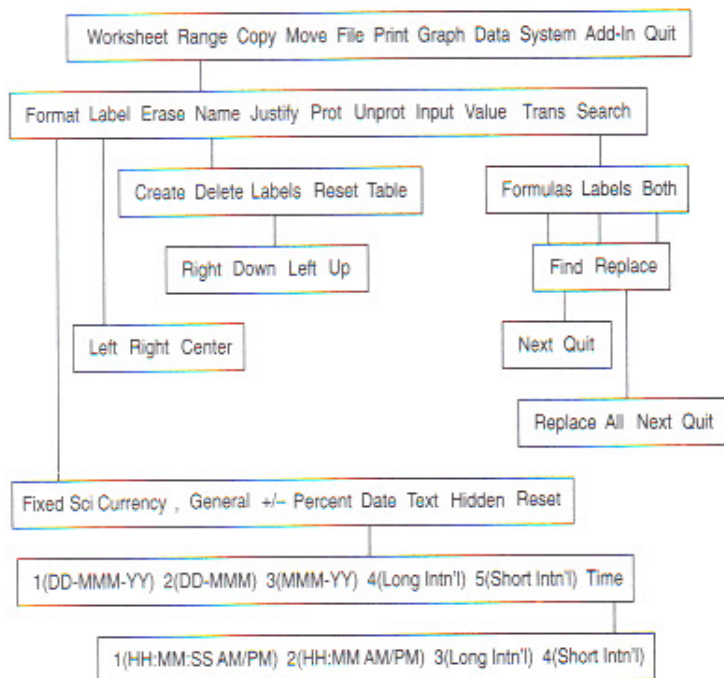
Graph Commands



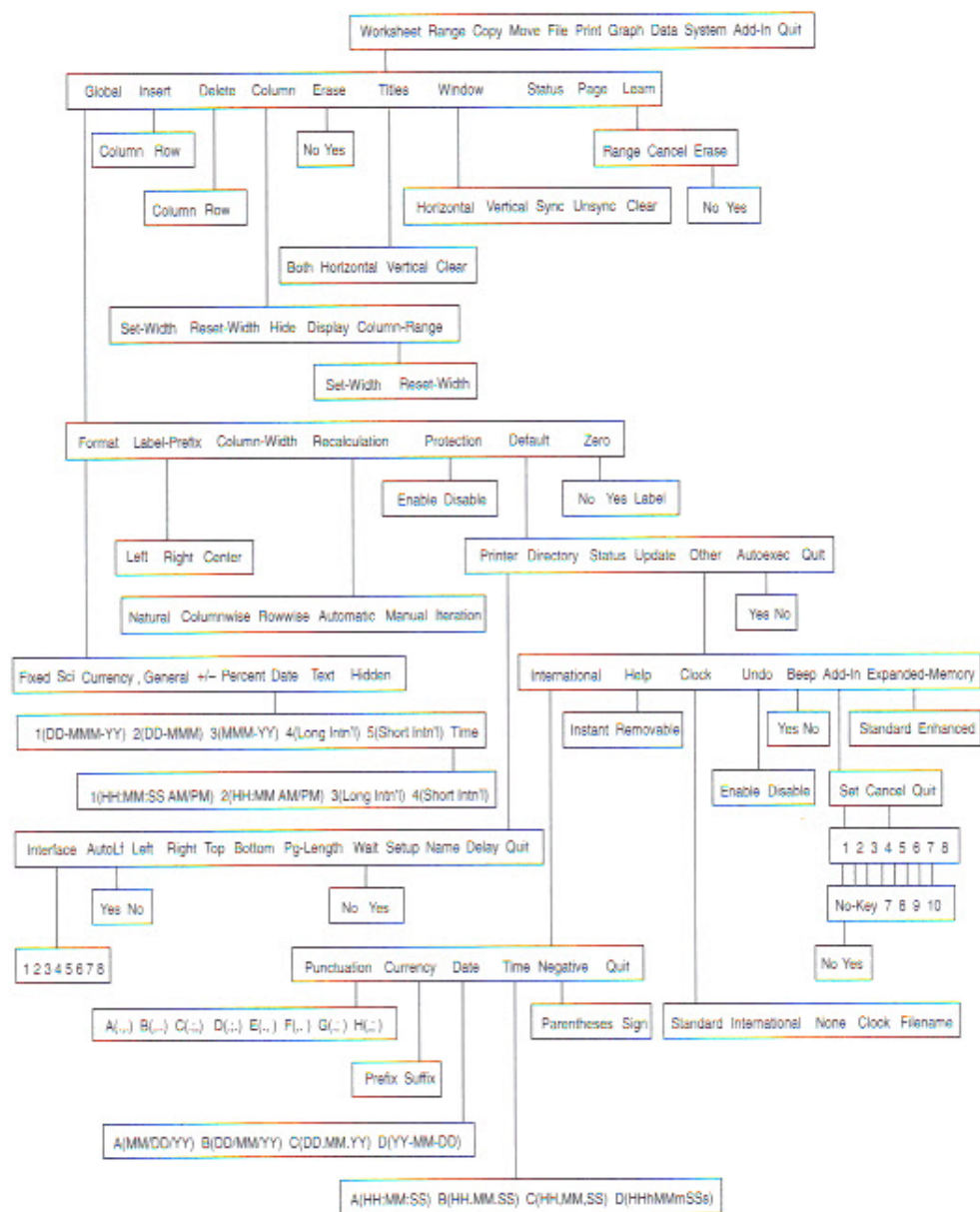
Print Commands



Range Commands



Worksheet Commands



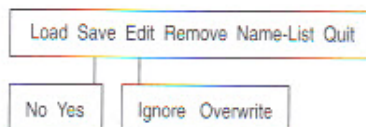
Auditor Menu Tree



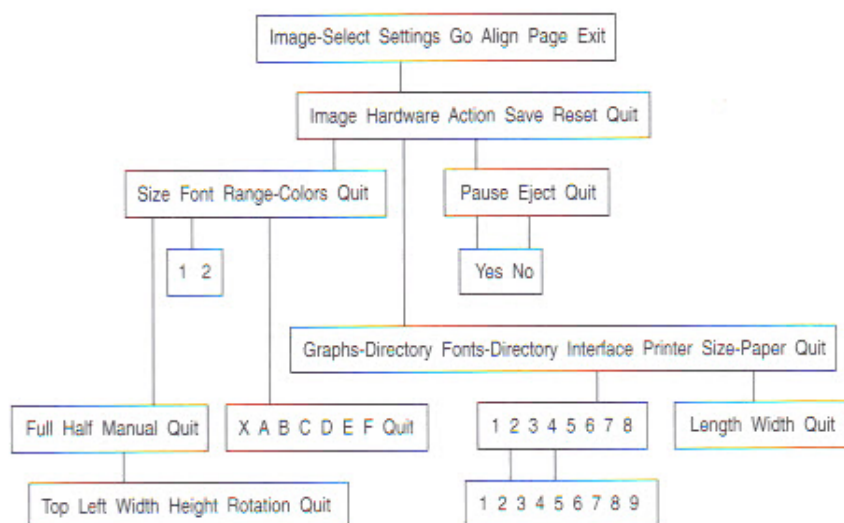
Backsolver Menu Tree



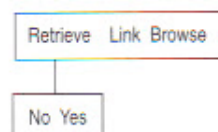
Macro Library Manager Tree



PrintGraph Menu Tree



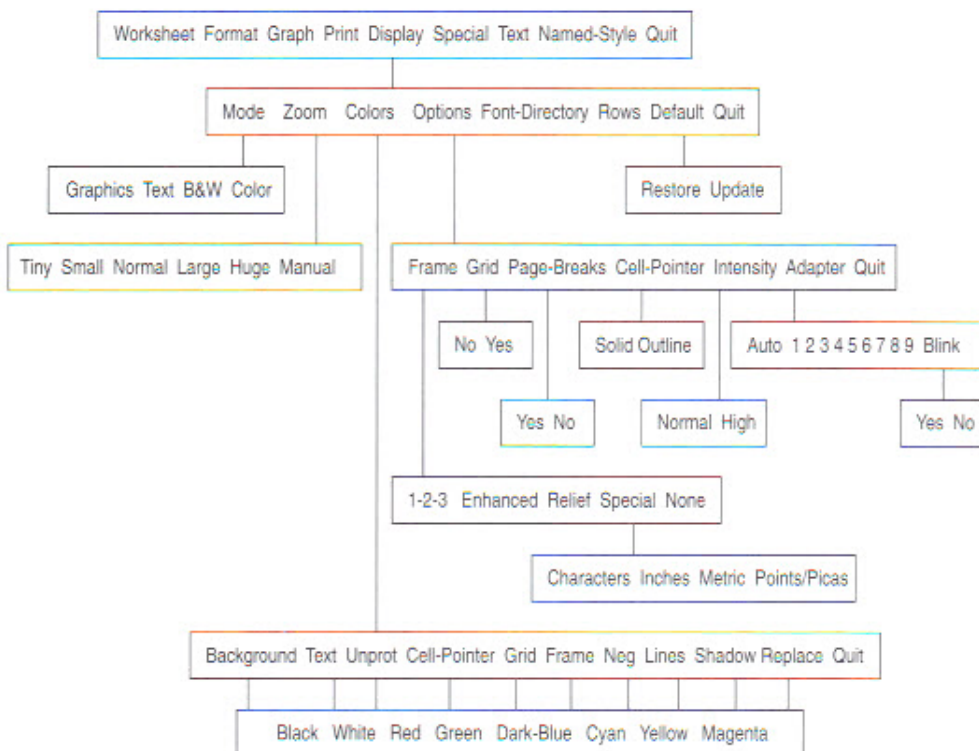
Viewer Menu Tree



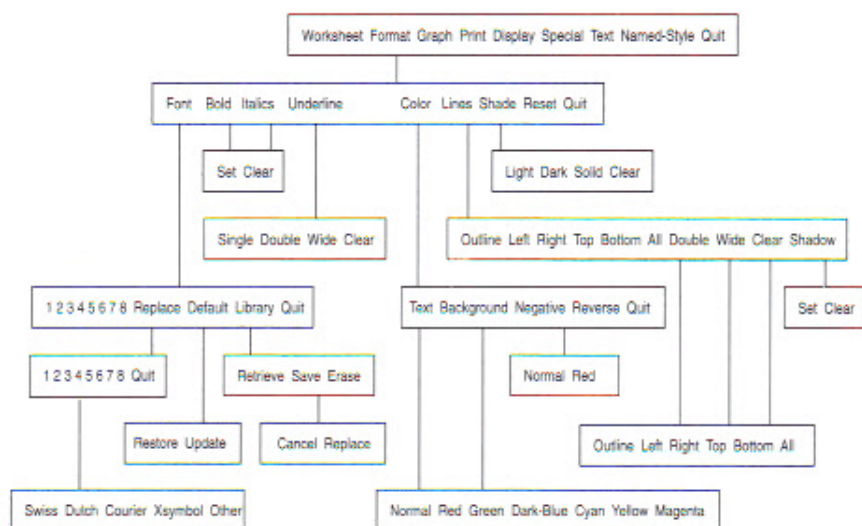
W Wysiwyg Menu Trees

The following pages provide graphic representations of the Wysiwyg commands.

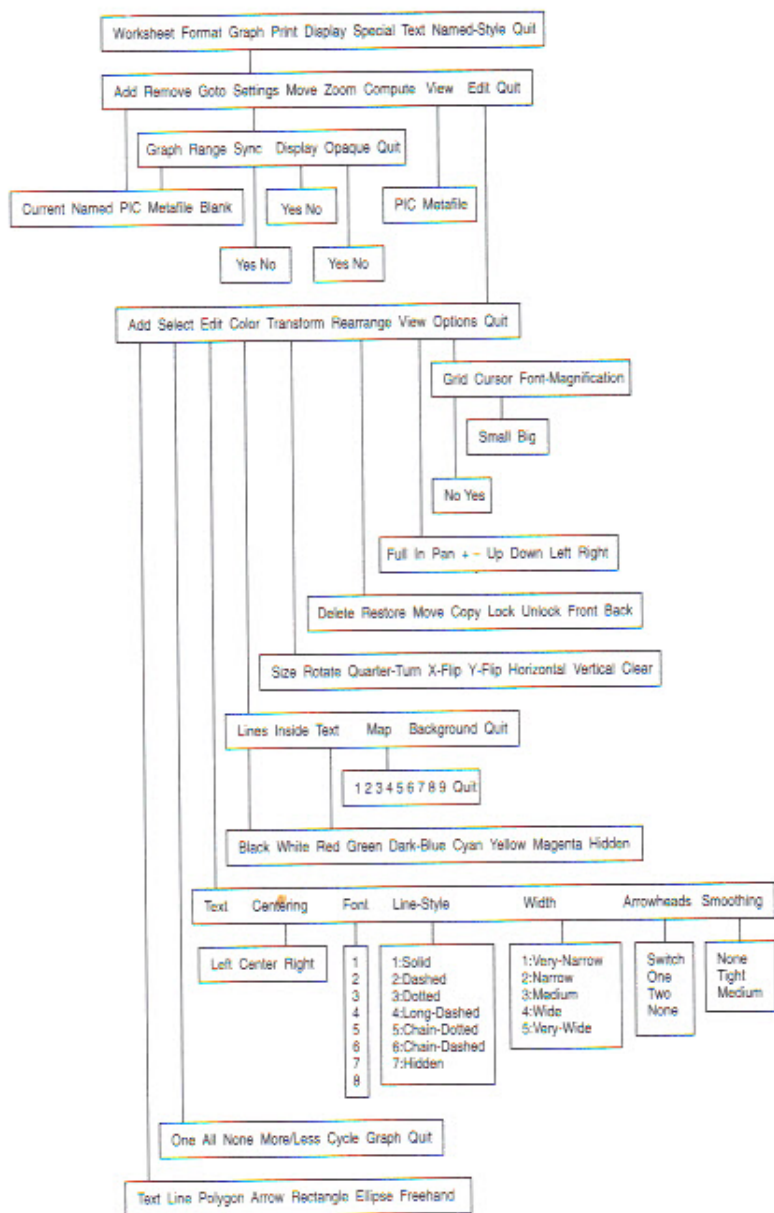
Display Commands



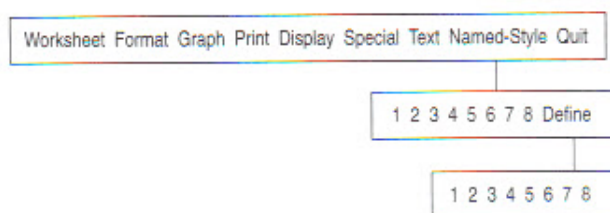
Format Commands



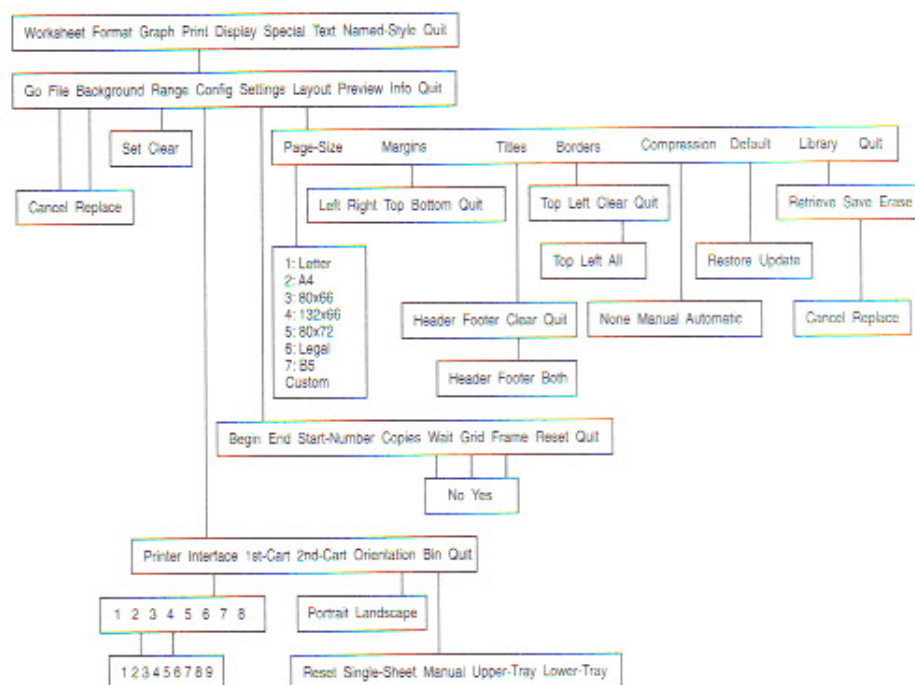
Graph Commands



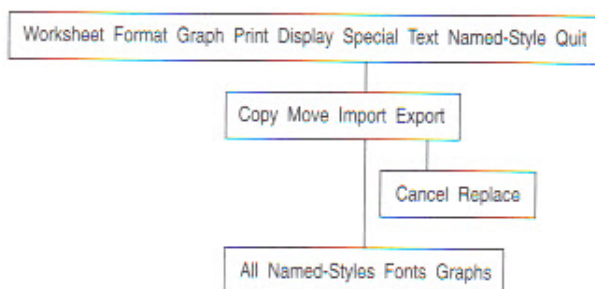
Named-Style Commands



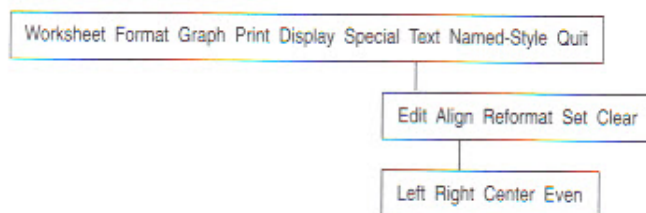
Print Commands



Special Commands



Text Commands



Worksheet Commands

