

Keyword	Keystroke	Word Processor	Data Base	Spreadsheet
Arrange	⌘ - (A)	NA	Arrange or sort category	Arrange or sort rows
Blank	⌘ - (B)	NA	NA	Blank out cells
Copy	⌘ - (C)	Copy text	Copy records	Copy entries
Delete	⌘ - (D)	Delete text	Delete records or report category	Delete columns or rows
Edit, Cursor Switch	⌘ - (E)	Switch between insert and overstrike cursors	Switch between insert and overstrike cursors	Switch between insert and overstrike cursors
Find	⌘ - (F)	Find text, page, or marker	Find records	Find entries or text
Group	⌘ - (G)	NA	Add or remove group totals in a report	NA
Hard Copy	⌘ - (H)	Print hard copy of current screen display	Print hard copy of current screen display	Print hard copy of current screen display
Insert	⌘ - (I)	NA	Insert record, or previously deleted report category	Insert rows or columns
	⌘ - (J)	NA	Justify report category	Jump to other window
Calculate	⌘ - (K)	Calculate page breaks	Define a calculated report category	Recalculate values
Layout	⌘ - (L)	NA	Change record layout	Change cell layout
Move	⌘ - (M)	Move text	Move records	Move rows or columns
Name Change	⌘ - (N)	Change name of file	Change name of file, category, or report	Change name of file
Options, Printer	⌘ - (O)	Display printer options	Display printer options	Display printer options
Print	⌘ - (P)	Print text	Go to report menu, or print report	Print worksheet
Quick Change	⌘ - (Q)	Switch to another file on the desktop	Switch to another file on the desktop	Switch to another file on the desktop
	⌘ - (R)	Replace text	Change record selection rules	NA
Save	⌘ - (S)	Save the current file to disk	Save the current file to disk	Save the current file to disk
	⌘ - (T)	Set tabs	Add or remove report category totals	Set titles
	⌘ - (U)	NA	NA	Edit cell contents
Value	⌘ - (V)	NA	Set standard values	Set standard values
Window	⌘ - (W)	NA	NA	Create windows
Clear	⌘ - (Y)	Clears to end of line	Clears to end of entry	Clears to end of cell
Zoom	⌘ - (Z)	Display format settings	Zoom to single or multi-record layout	Zoom to formula display layout
Ruler	⌘ - (1) • ⌘ - (9)	Move within file to beginning (1), end (9), or proportionally (2-8)	Move within file to beginning (1), end (9), or proportionally (2-8)	Move within file to beginning (1), end (9), or proportionally (2-8)
Help	⌘ - (?)	Display help information	Display help information	Display help information
Cursor Move	⌘ - (←) or ⌘ - (→)	Move cursor one word right or left	Change size of category	Scroll horizontally one screen display
Cursor Move	⌘ - (↑) or ⌘ - (↓)	Scroll vertically one screen display	Scroll vertically one screen display	Scroll vertically one screen display

NA = Not applicable. The keystroke has no significance for this particular tool.

NOTE: Some of the Data Base keystrokes work for the REVIEWADD/CHANGE screen; others for the REPORT FORMAT screen.

# Printer Options (for the Word Processor)

The options are available by holding down Open-Apple and pressing the O key (⌘-O). To set an option, type the two-letter code and press (RETURN). Then if prompted, type a number for the setting.

Options marked with an asterisk (\*) affect the appearance of the text on the screen.

## Printer Characteristics

CI: Chars per Inch	Set numbers of characters per inch.
LI: Lines per Inch	Set number of lines per inch.
PL: Page Length	Set length of page.
PW: Platen Width	Adjust printing to width of platen (paper width).
P1: Proportional-1	Print proportionally (type 1).
P2: Proportional-2	Print proportionally (type 2).

## Printing Controls

EK: Enter Keyboard	Print directly from keyboard.
NP: New Page	Start new page.
GB: Group Begin	Begin unbroken block of text (no new page).
GE: Group End	End unbroken block of text.
PE: Pause Each Page	Pause after printing each page.
PH: Pause Here	Pause printing at current cursor position.
SK: Skip Lines	Leave specified number of blank lines.

## Text Controls

LM: Left Margin	Set left margin.
RM: Right Margin*	Set right margin.
TM: Top Margin	Set top margin.
BM: Bottom Margin	Set bottom margin.
CN: Centered*	Center text between margins.
IN: Indent*	Set indentation (use for bulleting items).
JU: Justified	Align right edge of text.
UJ: Unjustified	Don't align right edge of text.
SS: Single Space	Print single spaced lines.
DS: Double Space	Print double spaced lines.
TS: Triple Space	Print triple spaced lines.
HE: Page Header	Set page header.
FO: Page Footer	Set page footer.
PN: Page Number	Set page number.
PP: Print Page No.	Print page number.
BB: Boldface Begin	Begin boldface (or use (CONTROL - B)).
BE: Boldface End	End boldface (or use (CONTROL - B)).
+ B: Superscript Beg	Begin superscript.
+ E: Superscript End	End superscript.
- B: Subscript Begin	Begin subscript.
- E: Subscript End	End subscript.
UB: Underline Begin	Begin underline (or use (CONTROL - L)).
UE: Underline End	End underline (or use (CONTROL - L)).
SM: Set a Marker	Set a marker in text (marker is not printed).

Functions in the spreadsheet perform various arithmetic, search, financial, and logical operations. A function is always preceded by the @ symbol. Some functions require an argument. Types of arguments include:

- value A single numerical value. May be a number or an expression that evaluates to a number.
- range A series of adjacent cells, such as (A9..A19) or (B45..H45).
- list a list of single values or ranges separated by commas, such as (B9,H19,A1..A13).

**Arithmetic Functions**

- @ABS (value) Absolute value of the argument.
- @AVG (list) Arithmetic mean of the values in the list.
- @INT (value) Integer portion of the argument.
- @MAX (list) Largest value in the list.
- @MIN (list) Smallest value in the list.
- @SQRT (value) Square root of the argument.
- @SUM (list) Sum of all the values in the list.

**Search/Other Functions**

- @CHOOSE (value, list) Uses value as an index to list. Value may be pointer to another cell.
- @COUNT (list) Returns number of non-blank entries in list.
- @ERROR Displays ERROR.
- @LOOKUP (value,range) Searches successively through range for largest entry that is less than or equal to value. Returns corresponding value from adjacent range.
- @NA Displays NA (for "Not available").

**Financial Function**

- @NPV (rate, range) Calculates Net Present Value according to the interest rate and a series (range) of even or uneven payments.

**Logical Function**

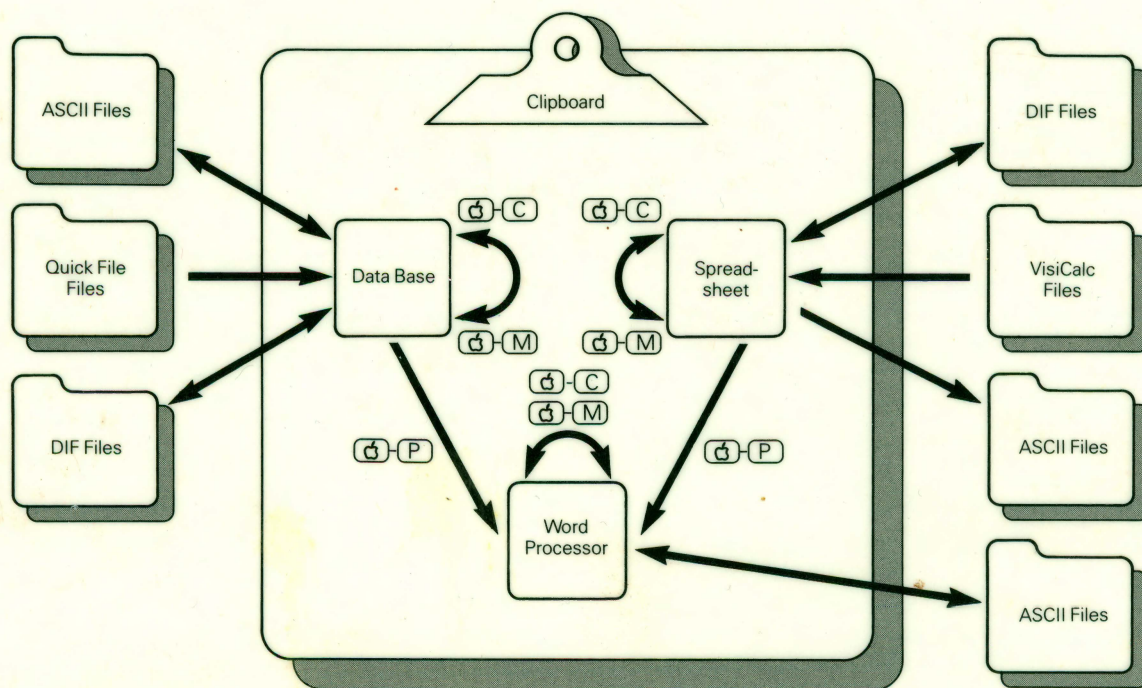
- @IF(logical value, value1, value2)

If logical value is TRUE, returns value1. If logical value is FALSE, returns value2. Logical values are created using following operators:

- < less than
- > greater than
- = equal to
- <= less than or equal to
- >= greater than or equal to
- <> not equal to

For example: @IF(G42>=17,A11,B17), or @IF(G42=G19,0,1).

## Integration: Using the Clipboard



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Printed in U.S.A.  
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030-0958-A  
A2D4501