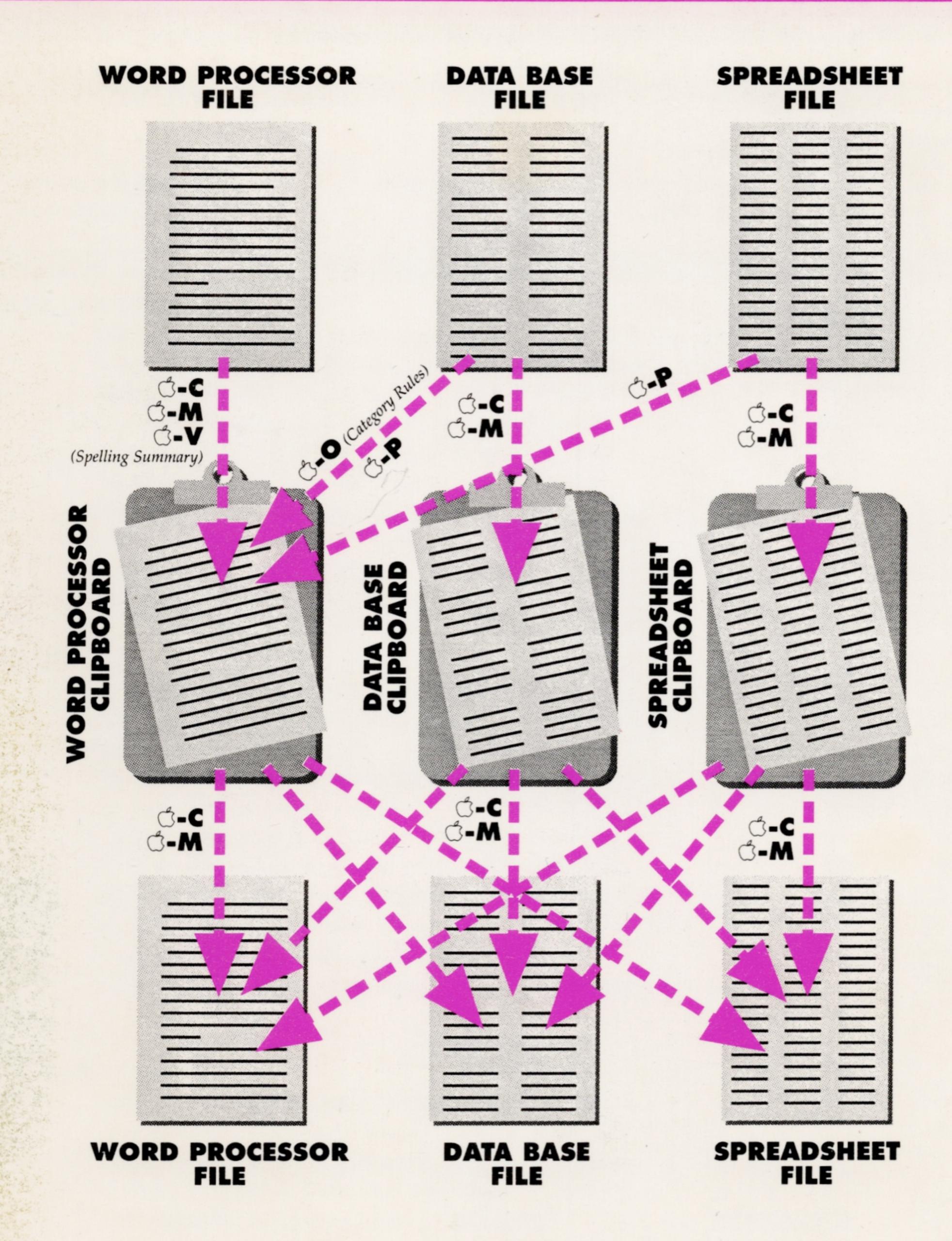
FORMULAS & FUNCTIONS continued

FUNCTION	DESCRIPTION	MODULES
TRIGONOMET	RIC FUNCTIONS	
@Acos	Returns the angle with the specified cosine (arccosine)	SS
@Asin	Returns the angle with the specified sine (arcsine)	SS
@Atan	Returns the angle with the specified tangent (arctangent)	SS
@Atan2	Returns the angle with specified x and y coordinates	SS
@Cos	Returns the cosine of the specified angle	SS
@Deg	Converts an angle in radians to an angle in degrees	SS
@Rad	Converts an angle in degrees to an angle in radians	SS
@Sin	Returns the sine of the specified angle	SS
@Tan	Returns the tangent of the specified angle	SS
FINANCIAL FU	INCTIONS	
@FV	Returns the future value of an annuity based on rate, term,	SS
	and payment	
@IRR	Internal Rate of Return: Calculates the interest rate which	SS
	corresponds to a series of cash flows	
@NPV	Net Present Value: Calculates the current value of a future	SS
OIVI V	flow of cash	
@Pmt	Returns the periodic payment on an annuity based on rate,	SS
	term, and present value	
@PV	Returns the present value of an annuity based on rate, term,	SS
	and payment	
@Rate	Returns the interest rate based on term, present value, and	SS
	future value	
@Term	Returns the term of an annuity based on rate, payment, and	SS
	present value	
LOGICAL FUN	CTIONS	
@And	Returns the logical AND of two Boolean expressions	DB/SS
@False	Returns the value false (0)	SS
@If	Returns different values based on a Boolean expression	DB
@IsBlank	Returns true if specified cell is empty	SS
@IsError	Returns true if specified cell contains ERROR	SS
@IsNa	Returns true if specified cell contains NA	SS
@Not	Returns the logical inverse of a Boolean expression	DB/SS
@Or	Returns the logical OR of two Boolean expressions	DB/SS
@True	Returns the value true (1)	SS
OTHER FUNCT	IONS	
@Alert	Sounds an error tone and displays an alert message	DB/SS
@Choose	Selects an item from a list based on an item number	DB/SS
@Count	Returns the number of non-blank cells in a range	SS
@CurRecNo	Returns the current record number	DB
@CurRow	Returns the current row number (based on selection rules)	DB
@Error	Displays ERROR in a cell	SS
@Inc	Returns an increasing number, different for each record	DB
@Lookup	Looks up a specified value in one column of a table and	SS
r	returns the corresponding value from a second column	
@Match	Finds the position of an item in a list of possibilities	DB
@NA	Displays NA in a cell	SS
@PriorRec	Returns the contents of a category from the prior record	DB
@TotRecs	Returns the number of records in a file	DB

THE CLIPBOARDS



When you move or copy information to the Clipboard, the information is placed on the Clipboard associated with that module. When you print to the Clipboard (or have the category rules or spelling summary placed on the Clipboard), the information is placed on the Word Processor Clipboard.

When you move or copy from the Clipboard, the information comes from the last Clipboard information was placed on. Hold down d while selecting "From Clipboard" to move or copy information from a different Clipboard.

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AppleWorks[®]4 Quick Reference

GLOBAL COMMANDS (available anywhere in AppleWorks)

Delete	Delete character left of cursor	♂-Q ♂-D	Disk activities
්-Delete	Delete character at cursor	♂-Q ♂-F	File activities
Ů-Е	Switch between Insert and Replace	C-QC-S	Standard settings
4	cursors	♂-Q ♂-V	View all three Desktops
♂-Н	Print Hardcopy of screen	C-Y	Delete to end of line (also Control-Y)
♂-Q	QuickSwitch (display Desktop Index)	ď-?	Display help (when available)
ರೆ-Q Escape	Go to main menu	\(\dagger)\)-Escape	Display TimeOut menu (when available)
♂-Q ♂-C	Edit active clipboard	É -Escape	Display macro menu (when available)

REVIEW/ADD/CHANGE COMMANDS (available at the Review/Add/Change screen)

	WORD PROCESSOR	DATA DAGE	CDDEADCHEET
		DATA BASE	SPREADSHEET
♂-A	Add/Edit Mail Merge/Glossary	Arrange records	Arrange rows
♂-В			Blank cells
♂-C	Copy text	Copy records	Copy cells
Ů-D	Delete text block	Delete records	Delete rows or columns
♂-F	Find text, page number, marker, or printer options	Find records containing specific text, changed records, or a specific record number	Find cells containing a specific value, text, or formula
ರೆ-G	Use a Glossary	Use a Glossary	
♂-I		Insert blank records	Insert rows or columns
ರೆ-J		Jump to lookup list	Jump to other window
♂-K	Calculate page breaks	Recalculate formulas	Recalculate formulas
ರೆ-L		Change record layout	Change cell layout
♂-M	Move text	Move records	Move cells
₫-N	Change filename	Change filename and categories	Change filename
Ů-O	Printer options	Category options and rules	Printer options
Ů-Р	Print text	Print reports; go to report menu	Print worksheet
♂-R	Find and replace text	Set record selection rules	Find and replace text
ರೆ-S	Save file to current disk	Save file to current disk	Save file to current disk
ೆ-Control-S	Save file to original disk	Save file to original disk	Save file to original disk
♂-T	Tab ruler	Freeze or thaw titles	Freeze or thaw titles
♂-U		Update category formatting	Edit cell contents
♂-V	Verify spelling	Set standard values	Set standard values
₫-W	Split window	Word processor window (Link to a specific record)	Split window
₫-Z	Zoom printer options on/off	Zoom between Single and Multiple Record Layout	Zoom between formulas and cell values
₫-19	Move proportionally within file	Move proportionally within file	Move proportionally within file
₫-"		Ditto (copy entry from same category in previous record)	Ditto (copy entry from cell above current cell)
Q-`		Word processor window (category help)	

MOVING AROUND

	WORD PROCESSOR	DATA BASE	SPREADSHEET
Right Left Up Down	Move right one character* Move left one character* Move up one line Move down one line	Move right within category Move left within category Move up one line or record Move down one line or record	Move cell pointer right Move cell pointer left Move cell pointer up Move cell pointer down
්-Right ෮-Left ෮-Up ෮-Down ෮-< ෮->	Move right one word* Move left one word* Move up one screen Move down one screen Move to beginning of line* Move to end of line*	Move right one screen Move left one screen Move up one record or screen Move down one record or screen Move to first category Move to last category	Move right one screen Move left one screen Move up one screen Move down one screen Move to first column Move to last nonblank column
Control-T	Insert Tab/Move to next tab stop Move to previous tab stop Move to next tab stop Mark end of paragraph, or	Move to next category Move to previous category Accept current entry, or move	Move cell pointer right Move cell pointer left — Accept current entry

PRINTER OPTIONS

△O from Review/Add/Change in Word Processor or Spreadsheet; or from Data Base Report Format

	CODE	FUNCTION	MODULES	
PRINTER & PAPER	PL PW	Paper Length Platen Width	WP/DB/SS WP/DB/SS	
PAGE	BM	Bottom Margin	WP/DB/SS	
DESCRIPTION	EK	Enter from Keyboard	WP	
	FO	Footer	WP	
	HE	Header	WP	
	LM	Left Margin	WP/DB/SS	
	MM	Mail Merge	WP	
	NP	New Page	WP	
	PD	Print Dash when blank	DB	
	PD	Print Date	WP	
	PE	Pause Each Page	WP	
	PH	Pause Here	WP	
	PH	Print Header	DB/SS	
	PN	Set Page Number	WP	
	PP	Print Page Number	WP	
	PT	Print Time	WP	
	PT	Print Titles	SS	
	RM	Right Margin	WP/DB/SS	
	SK	Skip Lines	WP	

PRINTER OPTIONS continued

PRINIER OF	continued		
	CODE	FUNCTION	MODULES
	SM	Set Marker	WP
	TM	Top Margin	WP/DB/SS
	1111	10P8	
FONT/	CI	Characters per Inch	WP/DB/SS
SPACING	LI	Lines per Inch	WP/DB/SS
	P1	Proportional Font 1	WP
	P2	Proportional Font 2	WP

FORMAT	CN	Center Text	WP
	DS	Double Space	WP/DB/SS
	GB	Group Begin	WP
	GE	Group End	WP
	IN	Indent	WP
	JU	Justify Text	WP
	RJ	Right Justify Text	WP /DP /CC
	SS	Single Space	WP/DB/SS
	TS	Triple Space	WP/DB/SS
	UJ	Unjustify Text	WP
STYLE	+B	Superscript Begin	WP
	+E	Superscript End	WP
	-B	Subscript Begin	WP
	-E	Subscript End	WP
	BB	Boldface Begin	WP
	BE	Boldface End	WP
	SC	Special Printer Codes	WP/DB/SS
	UB	Underline Begin	WP
	UE	Underline End	WP
SPECIAL	NT	Number of Times	CC
		to recalculate	SS
	RP	Recalculate before Printing	SS
KEYBOARD	Keystroke	Function	Code
EQUIVALENTS	Control-A	Apple (for expansion)	
(WP only)	Control-B	Begin/end boldfacing	BB/BE
	Control-C	Begin center text	CN
	Control-F	Begin full justification	JU
	Control-L	Begin/end underlining	UB/UE
	Control-N	Begin normal justification	UJ
	Control-P	Begin new page	NP
	Control-R	Begin right justification	RJ
	₫-Space	Sticky space	

FORMULAS & FUNCTIONS

ARITHMETI	COPERATORS	LOGICAL OPERATORS	
	xponentiation	< Less than	
	Multiplication	> Greater than	
	Division	= Equal to	
+ A	addition	<= Less than or equa	al to
- S	ubtraction and negation	>= Greater than or e	
	recedence	<> Not equal to	
FUNCTION	DESCRIPTION		MODULES
TIME & DA	TE FUNCTIONS		
@Date		ed year, month, day to Julian date	SS
@DateToJul		date (days since January 1, 1904)	DB
@DayFromJul			DB
@JulToDate	Converts a Julian date to te	ext	DB
@MoFromJul	Returns month (1-2) from]	ulian date	DB
@Time	Returns the current time		DB
@TimeToNun	Converts time category int	o minutes past midnight	DB
@Today	Returns current date		DB
@YrFromJul	Returns year from Julian d	ate	DB
STRING FU	NCTIONS		
@Caps	Capitalizes the first letter of	of each word in a string	DB
@Find	Returns the position of a st	0	DB/SS
@Join	Joins two or more strings		DB/SS
@Left	Returns characters from th	e left of a string	DB
@Len	Returns the length of a stri		DB/SS
@Lower	Converts a string to all low		DB/SS
@Mid	Returns characters from the		DB/SS
@Right	Returns characters from the		DB
@Text	Converts a numeric value		SS
@Upper	Converts a string to all upp		DB/SS
@Val	0 11	aining numeric characters to a number	DB/SS
	C FILLICATIONIC		
@Abs	Returns the absolute value	of a number	DB/SS
@Avg	Averages a series of number		DB/SS
@Dec	Returns the fractional (deci		DB DB
@Exp	Returns e raised to the spec		SS
@Int	Returns the integer portion	*	DB/SS
@Inv	Reverses the sign of a num		DB/ SS
	Returns the natural logarith		SS
@LN	Returns the hatural logariti		SS
@Log @Max	Returns the base-10 logarity Returns the highest value is		DB/SS
@Min	Returns the lowest value in		DB/SS
@Mod	Returns the remainder of a		SS SS
@Pi	Returns the remainder of a		SS
@Round		ified number of decimal places	DB/SS
@Sqrt	Returns the square root of a		DB/SS DB/SS
Sogri	Returns the total of a series		DB/SS