

The
Power
of

A Publication of MIS

APPLEWORKS™

DATA BASE • SPREAD SHEET
WORD PROCESSING



APPLE
WORKS

DATA BASE
SPREAD SHEET
WORD PROCESSING

**The
Power[®]**
Of:

APPLEWORKS
DATA BASE • SPREAD SHEET
WORD PROCESSING

by

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One of a series of instructional manuals on the use and application of computer programs.

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PREFACE

The Power Of: AppleWorks is a book designed for users of the AppleWorks program who have little or no experience using a computer. The instructions take the user through chapters and exercises one keystroke at a time, using specific application samples.

The Power Of: AppleWorks allows you to learn the broad range of AppleWorks capabilities: Word Processing, Spread Sheet and Data Base.

The Word Processing section enables you to create documents and print them out in any style you desire; the Spread Sheet section enables you to enter formulas and perform calculations; and the Data Base section enables you to organize a file and then print out information you would usually keep on lists.

Business owners, secretaries, journalists, accountants, attorneys, manufacturers, engineers, scientists, architects, educators, students, or anyone using a personal computer, will find The Power Of: AppleWorks an invaluable companion to their AppleWorks program.

By performing these simple step-by-step exercises, the user will rapidly gain an ability to use this most powerful program available for personal size computers and to apply this information to meet his own personal needs.

**IF YOU OWN OR ARE THINKING OF OWNING APPLEWORKS,
YOU SHOULD OWN THIS BOOK!**

TABLE OF CONTENTS

INTRODUCTORY CHAPTER.....	1
INTRODUCING DESKTOP	
INTRODUCTION TO WORD PROCESSING.....	5
CHAPTER ONE.....	7
A BUSINESS LETTER	
SCROLLING AND MAKING CORRECTIONS	
CHAPTER TWO.....	19
MEMO	
INTRODUCING THE PRINTER OPTIONS	
CHAPTER THREE.....	31
REPORT	
FORMATTING WITH THE PRINTER OPTIONS	
CHAPTER FOUR.....	41
BOOK SCHEDULE	
FINDING AND REPLACING TEXT; MOVING AND COPYING TEXT	
CHAPTER FIVE.....	55
CONSUMER LETTER	
ENTERING INFORMATION DIRECTLY TO THE PRINTER	
CHAPTER SIX.....	63
PRIZE LETTER	
INDENTING TEXT, SETTING MARGINS AND TABS	
CHAPTER SEVEN.....	73
ACCESSING A SPREADSHEET	
INTRODUCTION TO SPREADSHEET.....	77
EXERCISE ONE.....	79
ACCOUNTS PAYABLE	
EXERCISE TWO.....	99
MAINTAINING A STOCK PORTFOLIO	
EXERCISE THREE.....	115
COST RECOVERY	
EXERCISE FOUR.....	131
AMORTIZATION	

(continued on next page)

EXERCISE FIVE.....	151
CHECKBOOK LEDGER	
EXERCISE SIX.....	171
ACCESSING A WORD PROCESSOR DOCUMENT	
INTRODUCTION TO DATA BASE.....	173
CHAPTER ONE.....	175
LABELS: SETTING UP THE FILE AND PRINTING OUT THE REPORT	
CHAPTER TWO.....	195
TABLES: SETTING UP THE FILE AND PRINTING OUT THE REPORT	
CHAPTER THREE.....	219
ACCESSING A WORD PROCESSOR DOCUMENT	
WORD PROCESSING INDEX.....	227
SPREADSHEET INDEX.....	229
DATA BASE INDEX.....	230

INTRODUCTORY CHAPTER

INTRODUCING DESKTOP

Desktop is the area of the Apple Computer's memory where files which you have loaded into the computer, or which you have created, are stored.

CAUTION:

Remember that the files on the Desktop have been stored **ONLY** in the computer's memory. They **WILL NOT BE SAVED** onto your diskette until you perform the saving procedure.

As you proceed through this book, there will be times when you will receive a warning message about your Desktop capacity. The following information explains the meaning of the message.

WHAT TO DO WHEN YOU SEE: You are limited to 12 files on the Desktop.

This message means that you may not put any more files on your Desktop until you remove some or all of them.

To delete all the files from the Desktop, press:

ESC places you in the Main Menu

Place your cursor on the fourth option, **Remove files from the Desktop.**

RETURN displays all the files on the Desktop

Leave your cursor on the first file in the list, and press:



right cursor key, inserts an arrow in front of the first file name



down cursor key, moves the cursor to the second file name



right cursor key, inserts an arrow in front of the second file name

Continue to insert arrows in front of the file names, until you have inserted an arrow in front of each file name. Then press:

RETURN

displays the first file name

Place your cursor on the last option, **Throw out the changes to the file**, and press:

RETURN

displays:

Do you really want to do this?

Y

Yes, deletes the file from the Desktop and displays the next file name

Continue “throwing out the changes to the file.”

When you press **Y** to delete the last file, you will be returned to the Main Menu.

NOTE

This process DOES NOT delete the files which you saved on your diskette. It merely removes them from AppleWorks Desktop memory.

WHAT TO DO WHEN YOU SEE: WARNING: Desktop is full. Action not completed.

This message means that you may not put any more files on your Desktop until you remove some or all of them.

To delete all the files from the Desktop, press:

ESC

deletes the warning message from your screen

ESC

places you in the Main Menu

Place your cursor on the fourth option, **Remove files from the Desktop**.

RETURN

displays all the files on the Desktop

Leave your cursor on the first file in the list. Press:



right cursor key, inserts an arrow in front of the first file name



down cursor key, moves the cursor to the second file name



right cursor key, inserts an arrow in front of the second file name

Continue to insert arrows in front of the file names, until you have inserted an arrow in front of each file name. Then press:

RETURN

displays the first file name

Place your cursor on the last option, **Throw out the changes to the file**, and press:

RETURN

displays:
Do you really want to do this?

Place your cursor on **Yes** and press:

RETURN

displays the file from the Desktop, and displays the next file name

Continue “throwing out the changes to the file.” When all the Desktop files have been removed, you will be returned to the Main Menu.


NOTE

This process DOES NOT delete the files which you saved on your diskette. It merely removes them from AppleWorks Desktop memory.


When you have removed the Desktop files, you will be able to proceed with the exercise or the chapter you have been working on.

INTRODUCTION TO WORD PROCESSING

The Word Processing section of this book is set up so that you begin with the simple basics of typing a document into the computer. It is necessary to start with the first chapter of the section and work on through to the end, as the chapters are progressive rather than self-contained.

When the screen is displayed as shown in the Figure below, you are in REVIEW/ADD/CHANGE, where you can type in your document or make additions and changes to the document. While in REVIEW/ADD/CHANGE, you will learn all the numerous functions of the  commands and how they will work to your advantage.

Displayed in the lower right-hand corner of the screen is the message: **A—? for Help**

Any time you need help, and want to see a list of the word processing Apple commands, hold down the  key and press ?

Above the work area of the screen, in the upper left-hand corner, the name you have chosen for your file is displayed. As indicated by the message in the upper right-hand corner of the screen, if you press Escape, you will be in the Main Menu and can start a new file or load an old one.

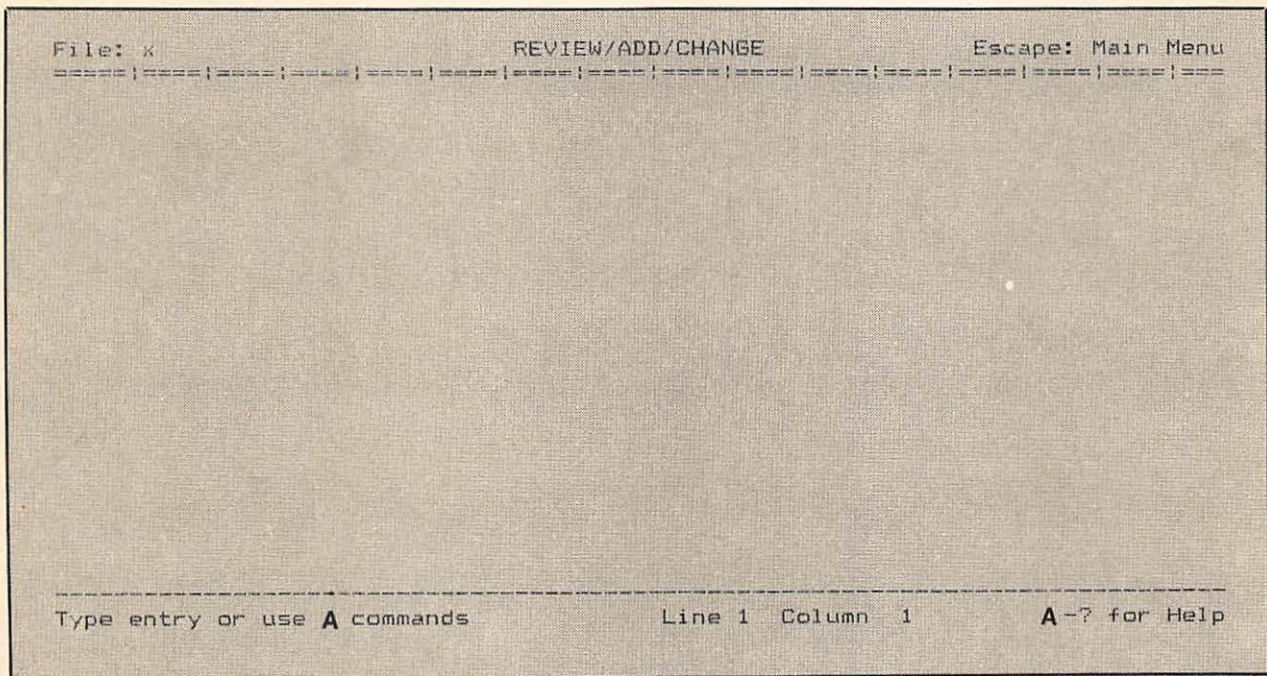


Figure 1

CHAPTER ONE

A BUSINESS LETTER SCROLLING AND MAKING CORRECTIONS

DESCRIPTION

In this chapter you will learn the various ways to scroll a document.

You will also make a series of changes in a business letter, including the insertion and deletion of text, and the correcting of misspelled words.

Finally, you will save and print your document.

OPERATIONS PERFORMED

Loading AppleWorks

Loading in the Sample Diskette

Typing in the Document

Scrolling

Inserting Characters

Inserting Additional Words into the Text

Inserting Blank Lines

Deleting a Character

Deleting Text

Deleting a Blank Line



















Changing a Character

Saving









Setting up your Printer

Printing

FUNCTIONS USED

 	right cursor key, moves cursor forward to first character of each word
 	left cursor key, moves cursor backward to first character of each word
 	up cursor key, moves cursor to top of the screen
 	down cursor key, moves cursor to bottom of the screen
 	moves cursor to beginning of text
 	moves cursor to end of text
 	turns the over-type function on and off
 	deletes to end of line
	deletes character to left of cursor
	returns you to your working screen

COMMANDS USED

 	starts DELETE TEXT command
 	starts PRINT command
 	displays Desktop Index
 	saves

LOADING APPLEWORKS

Make sure your computer is turned off.


Place the AppleWorks Start-Up disk into Drive 1.

Now turn your computer on.


You will see displayed at the bottom of your screen:

Place the AppleWorks PROGRAM Disk in Drive 1 and press RETURN

Now remove the AppleWorks Start-Up disk and replace it with the AppleWorks Program disk. Press:

 displays at the bottom of your screen:
Type today's date or press RETURN

Type in today's date and press:

 places you in the Main Menu and highlights the first option,
Add files to the Desktop

NOTE

If you have purchased this book without the Sample Diskette, skip the following section **Loading The Sample Diskette**, and go down to the paragraph entitled **Typing in the Document**, which is on Page 11.

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, use the following instructions to load the document illustrated in Figure 1.

After loading AppleWorks, you will be in the Main Menu and the first option, **Add files to the Desktop**, will be highlighted.

Place the diskette into Drive 2 and press:

RETURN displays Add files Menu and highlights the first option, **The current disk: Drive 1**

With your down cursor key, move your cursor to the second option, **A different disk**, and press:

RETURN places you in the Change Current Disk menu and highlights the first option, **Drive 1**

Move your cursor to the second option, **Drive 2**, and press:

RETURN places you in the Add files Menu and highlights the first option, **The current disk: Drive 2**

RETURN displays AppleWorks files

To see the complete list, scroll down with your down cursor key.

Place your cursor on **Reservations** and press:

RETURN loads the document (**Reservations**) onto your screen

Now that you have loaded **Reservations**, remove the Sample Diskette from Drive 2, and place a blank, formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

It is important that you read the following information about the use of the cursor keys and word wraparound.

Cursor Keys

The first thing you must familiarize yourself with is the cursor keys. Press each cursor key, one at a time, and observe their movements before attempting to type any text.

Attn: Larson **McCullers**, Agent

Dear Mr. McCullers:

As a result of our recent telephone conversation I am forwarding this letter to **confirm** first-class seating for Mr. John Anthony, Promotions Director, Housatonic Millwork Company, aboard SAS flight 1972 leaving Boston for **warsaw**, Tuesday, **july** 03 and returning to Boston, Sunday, November 05.

Mr. Anthony's entire itinerary has now been completed and I would appreciate it if you could arrange first-class ground transportation and hotel accommodations for the following locations:

London: July 7-15

Stockholm: September 1-19

Oslo: October 15-24

Any late or additional changes in this schedule will be made after Mr. Anthony arrives in Europe. His transactions will be concluded through the use of a Visa charge card [892-295-33700].

Please provide complete details including hotel and ground transportation rates at the locations mentioned above. Include information on accommodations for two, as Mr. Anthony may be entertaining a guest. If there is any additional information I can provide, please feel free to contact me.

Sincerely,

Rose Metterville

Figure 1

Word Wraparound

AppleWorks has an automatic function called “word wraparound” which lets you concentrate on typing your document without having to press **RETURN** at the end of each line. “Word wraparound” knows when you have reached the right margin and automatically goes to the beginning of the next line. The only time you need to press the **RETURN** key is at the end of a paragraph, or where formatting requires it.

Now that you have replaced the Sample Diskette with a blank, formatted data diskette and have read the above information, you will begin correcting your letter.

Skip over the next section entitled **Typing in the Document**, and go down to the paragraph titled **Scrolling** on Page 12.

TYPING IN THE DOCUMENT

If you have purchased this book without the Sample Diskette, you will need to type it in. Therefore, you must place a formatted data diskette in Drive 2.

After loading AppleWorks, you will be in the Main Menu and the first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN displays Add files Menu and highlights the first option, **The current disk: Drive 1**

With your down cursor key, move your cursor to the second option, **A different disk**, and press:

RETURN places you in the Change Current Disk Menu and highlights the first option, **Drive 1**

Place your cursor on the second option, **Drive 2**, and press:

RETURN places you in the Add files Menu and highlights the first option, **The current disk: Drive 2**

Place your cursor on the third option, **Word Processor**, and press:

RETURN displays Word Processor Menu and highlights first option, **From scratch**

RETURN displays **Type a name for this file** at the bottom of your screen

Type:

Reservations name of file

RETURN displays working screen

Before attempting to type in the document, read the following information about cursor keys and “word wraparound” and then follow the instructions for typing in the document which is illustrated in Figure 1.

Cursor Keys

The first thing you must familiarize yourself with is the cursor keys. Press each cursor key, one at a time, and observe their movements before attempting to type any text.

Word Wraparound

AppleWorks has an automatic function called “word wraparound” which lets you concentrate on typing your document without having to press **RETURN** at the end of each line. “Word wraparound” knows when you have reached the right margin and automatically goes to the beginning of the next line. The only time you need to press the **RETURN** key is at the end of a paragraph, or where formatting requires it.

Before typing, make sure you have placed a blank, formatted data diskette in Drive 2, so that later you will be able to save your letter onto this diskette.

Using the following instructions,¹ you will begin typing in the document illustrated in Figure 1.

Leave your cursor on the upper left-hand corner of your screen, on Line 1, and type:

Attn: Larson McCulers, Agent

Press: **RETURN RETURN** moves the cursor to Line 3

Type:

Dear Mr. McCullers:

Press: **RETURN RETURN** moves the cursor to Line 5

Continue typing in the document as illustrated in Figure 1, pressing **RETURN** only where indicated.

NOTE

We have deliberately put misspelled words into the letter in Figure 1. If you make mistakes of your own while typing, do not be concerned. You will learn how to correct them in this chapter.

SCROLLING

Often during the typing of a document it may be necessary to refer back to previously typed text to determine whether or not certain information or wording has been used in particular paragraphs.

Up and Down One Line at a Time

Press the down cursor key and the cursor will move down one line at a time.

Press the up cursor key and the cursor will move up one line at a time.

To the Beginning and End of a Line

Place your cursor somewhere near the end of any line of text.

Hold down and press:



left cursor key, moves the cursor backwards to the first character of each word

Leave your cursor where it is.

Hold down and press:



right cursor key, moves the cursor forward to the first character of each word

To the Beginning and End of the Screen

Place your cursor approximately in the center of your screen.

Hold down and press:



up cursor key, moves the cursor to top of the screen

Hold down and press:



down cursor key, moves the cursor to the bottom of the screen

To the Beginning and End of the Text

Place your cursor approximately in the center of your document.

Hold down and press:





moves the cursor to the beginning of the text








Hold down and press:



moves the cursor to the end of the text

NOTE

At any time while typing a document, you may move to the beginning or end of text by utilizing the  and  functions.

The , , , , , ,  functions will move the cursor proportionately through the document.

INSERTING CHARACTERS

Now that you have typed in your document (or, if you have loaded the already typed letter from the Sample Diskette onto your screen), the first improvement you will make in your document will be to insert a missing letter.

NOTE

In this book we have made frequent references to Line numbers, for example, "Place your cursor on Line 14."

It is not necessary to actually count down to Line 14. Simply refer to the bottom of your screen where you will see displayed the number of the line your cursor is on.

There is an **I** (the letter l) missing in the name **McCulers**, on Line 1, so you will insert the letter **I** in the proper place. To do this,

Using your cursor keys, place your cursor on the letter **I** in **McCulers**, on Line 1, and type:

I inserts the letter **I**, and moves the text to the right

INSERTING ADDITIONAL WORDS INTO THE TEXT

You now find that it is necessary to insert some additional words in Line 12.

Place your cursor on the space following the word **itinerary**, on Line 12, and type:

, from London to Stockholm,

As you type, you will notice the “word wraparound” function automatically moves the text to the right of the insertion and reformats the paragraph.

INSERTING BLANK LINES

You have decided that the letter would look better if there were more space for the signature.

Place your cursor on the space following **Sincerely**, on Line 35 and press:

RETURN RETURN inserts two blank lines

DELETING A CHARACTER

The word **confirQm** on Line 6 is misspelled.

Place your cursor on the **m** in **confirQm**, and press:

DELETE delete key, deletes the character to the LEFT of the cursor

If you continue to press the **DELETE** key, you will be able to delete additional characters to the LEFT of the cursor.

DELETING TEXT

Deleting a Portion of a Line

You anticipate a change in the date of Mr. Anthony's London trip. The date on Line 17 needs to be deleted.

Place your cursor on the **J** in **July** on Line 17.

Hold down and press:

⌘ Y deletes information from the cursor to the end of the line

Deleting an Entire Sentence

You have decided to eliminate the sentence beginning on Line 30. To do this:

Place your cursor on the **I** in **Include** on Line 30.

Hold down and press:

⌘ D starts DELETE TEXT command

Move your cursor to the period at the end of the sentence. The entire sentence will now be highlighted. Press:

RETURN deletes the entire sentence

Deleting an Entire Paragraph

Now you have decided to delete the entire paragraph starting on Line 23.

Place your cursor on the **A** in **Any** on Line 23.

Hold down and press:

⌘ [D] starts DELETE TEXT command

Press your down cursor key until the entire paragraph is highlighted and press:

[RETURN] deletes the entire paragraph

DELETING A BLANK LINE

The itinerary would look better if it were reformatted.

Place your cursor on Line 18, the blank line underneath the word **London** and press:

[DELETE] delete key, deletes the blank line

Place your cursor on Line 19, the blank line underneath the word **Stockholm** and press:

[DELETE] delete key, deletes the blank line

CHANGING A CHARACTER

The **w** in **warsaw** on Line 8 and the **j** in **july** on Line 9 need to be capitalized.

Place your cursor on the **w** in **warsaw** on Line 8.

Hold down and press:

⌘ [E] turns on over-type function

Your cursor will now take the appearance of a flashing rectangle. This indicates that the over-type function is on.

Hold down the [SHIFT] key and press [W].

Place your cursor on the **j** in **july** on Line 9.

Hold down the [SHIFT] key and press [J].

To turn off the over-type function,

Hold down and press:

⌘ [E] turns off the over-type function

The cursor now resumes its original appearance.

Using the ⌘ [E], you can switch back and forth between the over-type and insert functions.

Your document should now look like Figure 2.

Attn: Larson McCullers, Agent

Dear Mr. McCullers:

As a result of our recent telephone conversation I am forwarding this letter to confirm first-class seating for Mr. John Anthony, Promotions Director, Housatonic Millwork Company, aboard SAS flight 1972 leaving Boston for Warsaw, Tuesday, July 03 and returning to Boston, Sunday, November 05.

Mr. Anthony's entire itinerary, from London to Stockholm, has now been completed and I would appreciate it if you could arrange first-class ground transportation and hotel accommodations for the following locations:

London:

Stockholm: September 1-19

Oslo: October 15-24

Please provide complete details including hotel and ground transportation rates at the locations mentioned above. If there is any additional information I can provide, please feel free to contact me.

Sincerely,

Rose Metterville

Figure 2

SAVING

Before saving your document, check to see that you have placed a blank formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:



saves the file

SETTING UP YOUR PRINTER

To set up your printer, press:

ESC places you in the Main Menu

Place your cursor on the fifth option, **Other Activities**, and press:

RETURN displays Other Activities Menu

Place your cursor on the seventh option, **Specify information about your printer(s)**, and press:

RETURN displays Printer Information Menu

Place your cursor on the second option, **Add a printer** (maximum of 3), and press:

RETURN displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN displays **Type a name:**

You must now give the printer a name. Type in any name you wish, for example,

Bagel file name


RETURN displays **How is the printer accessed?**

In most cases, the method of access will be Slot 1. If it is, press:

RETURN displays printing options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. But at this point you can change any of the values, depending on your own printer.

Hold down and press:

 **Q** displays Desktop Index and highlights the document you have been working on

RETURN brings you back to your document

PRINTING

 **P** starts PRINT command

B selects Beginning option and displays **Where do you want to print the file?**

Place your cursor on the printer you wish to print to and press:

RETURN displays **How many copies?**

Type in the number of copies you want printed.

RETURN prints the document

CHAPTER TWO

MEMO

INTRODUCING THE PRINTER OPTIONS

DESCRIPTION

In this chapter you will be introduced to the great variety of AppleWorks' Printer Options. To enhance the appearance of your document, you will change the top, bottom, and side margins, center a word and justify your text.

In addition to these basic formatting functions, you will be using a different size of typeface by changing the number of characters per inch. You will also change the number of lines per inch in order to lessen the space between the lines of text.

OPERATIONS PERFORMED

Loading the Sample Diskette

Typing in the Document

Viewing the Printer Options

Changing Margins

Changing the Number of Characters Per Inch

Changing the Number of Lines Per Inch

Centering and Justifying Text

Saving

Printing

Eliminating Formatting

FUNCTIONS USED

⌘ **1** moves cursor to the beginning of text

COMMANDS USED

⌘ **D** starts DELETE command
 ⌘ **O** selects Printer Options command
 ⌘ **P** starts PRINT command
 ⌘ **S** saves
 ⌘ **Z** displays all Printer Options in effect and all carriage returns

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, use the following instructions to load the document illustrated in Figure 1.

Place the Sample Diskette in Drive 2 and press:

ESC places you in the Main Menu and highlights the first option, **Add files to the Desktop**

RETURN displays Add files Menu and highlights the first option, **The current disk: Drive 2**

RETURN displays AppleWorks files

Place your cursor on **Memo**.

RETURN loads the document (**Memo**) onto your screen

Now that you have loaded **Memo**, remove the Sample Diskette from Drive 2, and place a formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

Skip over the next section entitled **Typing in the Document**, and go down to the paragraph titled **Viewing the Printer Options** on Page 22.

TYPING IN THE DOCUMENT

If you have purchased this book without the Sample Diskette, you will need to type it in.

Be sure you have placed a formatted data diskette in Drive 2.

In order to type in a new document, you will need to “start from scratch.” To do this,

ESC places you in the Main Menu and highlights the first option, **Add files to the Desktop**

RETURN places you in the Add files Menu and highlights the first option, **The current disk: Drive 2**

MEMO

TO:

John Paterson
 Hybrid Historical Society
 24 Milton Street
 Freewater, Ohio 03755

SUBJECT:

Historical Display

Dear Mr. Paterson:

Just a brief note to confirm the dates and locations of your historical presentations across the state for the coming year. If you have any conflict with the scheduling, please contact my office as soon as possible.

The schedule is as follows:

The Hanna Bldg., Euclid Avenue, Cleveland, Feb. 5-15
 The Armory, Mayfair St., Shaker Heights, Feb. 18-28
 Town Hall, Toledo, May 5-23

The scheduling from June 1 through mid-August has not been completed. If you have any scheduling preferences, please forward a list to our central committee offices prior to January 15. Fall scheduling, September through December, will be forwarded to you prior to April 20 for your approval.

Please feel free to contact my office at any time to verify or change schedules.

Sincerely,

Charlene Peterson
 Curator
 Caruthers Museum

Figure 1

Move your cursor to the third option, **Word Processor**, and press:

RETURN displays **Make a new file** and highlights the first option, **From scratch**

RETURN displays **Type a name for this new file:**

Memo the name of this file

RETURN places you on Line 1 of your blank working screen

Leave your cursor on the upper left-hand corner of your screen, on Line 1.

Press the **Caps Lock** key to turn it on.

Type: **MEMO**

Press: **RETURN RETURN**

Type: **TO:**

Press: **RETURN RETURN**


Press the **Caps Lock** key to turn it off.

Now continue typing in the memo exactly as illustrated in Figure 1, pressing **RETURN** only where indicated.

VIEWING THE PRINTER OPTIONS

To view the Printer Options, place your cursor at the upper left-hand corner of your working screen.

Hold down and press:

 **O** starts **PRINTER OPTIONS** command and displays **Option:**

In the middle of your screen you will see a highlighted area which displays the default settings.

PW refers to the page width
 LM refers to the left margin
 RM refers to the right margin
 CI refers to the characters per inch
 UJ refers to unjustified
 PL refers to the page length
 TM refers to the top margin
 BM refers to the bottom margin
 LI refers to the lines per inch
 SS refers to single space

Underneath the default settings you will see the printer options displayed.

In this chapter, you will learn how these options allow you to format your document in various ways to prepare for printing.

ESC returns you to your working screen



CHANGING MARGINS

The Left Margin

The first change you will make to the Memo is to adjust the width of the left margin.

Leave your cursor on the upper left-hand corner of your screen.

Hold down and press:



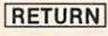

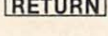
  starts PRINTER OPTIONS command and displays **Option:**

The AppleWorks default for the left margin is 1.0 inches, which means that the left margin is automatically set at 1 inch.

NOTE

In the highlighted default line above the printer options, the left margin default is displayed as **LM = 1.0**.

To change the setting of the left margin to 2 inches, type:

  selects Left Margin Option
 displays **Inches:**
 number of inches
 displays at the top of your working screen
 -----**Left Margin: 2.0 inches**

NOTE

In the highlighted default line above the printer options the left margin is now displayed as **LM = 2.0**.

You will see no apparent change in the left margin on your working screen. However, when you print this document at the end of the chapter, the left margin will be indented two inches.




The Right Margin

The AppleWorks default for the right margin is 1.0 inches, which means that the right margin is automatically set at 1 inch.

NOTE

In the highlighted default line above the printer options, the right margin default is displayed as **RM = 1.0**.

To change the setting of the right margin to 2 inches, type:

  selects Right Margin Option
 displays **Inches:**

2

number of inches

RETURN

displays at the top of your working screen
 -----Right Margin: 2.0 inches

NOTE

In the highlighted default line above the printer options the right margin is now displayed as **RM = 2.0**.

The Top Margin

The AppleWorks default for the top margin is 0.0, which means that the top margin is automatically set at 0 inches.

NOTE

In the highlighted default line above the printer options, the top margin default is displayed as **TM = 0.0**.

To change the setting of the top margin to 1 inch, type:

T M

selects Top Margin Option

RETURN

displays **Inches:**

1

number of inches

RETURN

displays at the top of your working screen
 -----Top Margin: 1.0 inches

NOTE

In the highlighted default line above the printer options the top margin is now displayed as **TM = 1.0**.

You will see no apparent change in the top margin on your working screen. However, when you print this document at the end of the chapter, the top margin will be indented one inch.

The Bottom Margin

The AppleWorks default for the bottom margin is 2.0 inches, which means that the bottom margin is automatically set at 2 inches.

NOTE

In the highlighted default line above the printer options, the bottom margin default is displayed as **BM = 2.0**.

To change the setting of the bottom margin to 1 inch, type:

B M selects Bottom Margin Option
RETURN displays **Inches:**
1 number of inches
RETURN displays at the top of your working screen
 -----**Bottom Margin: 1.0 inches**

NOTE

In the highlighted default line above the printer options the bottom margin is now displayed as **BM = 1.0**.


ESC returns you to your working screen

CHANGING THE NUMBER OF CHARACTERS PER INCH

You have decided that you want the subject of the letter to be in a larger typeface, so you must change the number of characters per inch. To do this,

Place your cursor on the **H** in **Historical**, underneath the word **SUBJECT**.

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

The AppleWorks default for the number of characters per inch is 10, which means that there are 10 characters in every inch of a typewritten line.

NOTE

In the highlighted default line above the printer options, the characters per inch default is displayed as **CI = 10**.

Type:

C I selects Chars per Inch Option
RETURN displays **Chars:**
5 number of characters per inch
RETURN displays above the words **Historical Display:**
 -----**Chars per Inch: 5 chars**

NOTE

In the highlighted default line above the printer options the characters per inch is now displayed as **CI = 5**.


ESC returns you to your working screen

Because you have set the characters per inch for 5 characters for the words **Historical Display**, AppleWorks will continue to set the balance of the letter in 5 characters per inch.

You will now need to reset the balance of your letter back to 10 characters per inch. To do this,

Place your cursor on the blank line underneath **Historical Display**.

Hold down and press:

 O	starts PRINTER OPTIONS command and displays Option:
C I	selects Chars per Inch Option
RETURN	displays Chars:
1 0	number of characters per inch (10 is the default)
RETURN	displays underneath the words Historical Display: ----- Chars per Inch: 10 chars
ESC	returns you to your working screen

You will see no apparent change in the words **Historical Display** as you view your working screen. However, at the end of this chapter, when you print, the words **Historical Display** will appear in a large, dramatic typeface.

NOTE

AppleWorks allows you to set the characters per inch from 4 to 24 characters, depending on your printer's capabilities.

CHANGING THE NUMBER OF LINES PER INCH

You realize that you must add another name to the heading of your Memo.

Place your cursor on the space below **TO:** at the top of your document, and press:

RETURN	adds another line
---------------	-------------------

Type:

Vallis Larriot name to be added

It is possible that you will run out of space because of the name you just added. To save space, you have decided to bring the lines in the heading closer together.

Hold down and press:

 O	starts PRINTER OPTIONS command and displays Option:
--	--

The AppleWorks default for the number of lines per inch is 6, which means that there are 6 lines of type for every inch down a typewritten page.

NOTE

In the highlighted default line above the printer options, the lines per inch default is displayed as **LI = 6**.

Type:

- | | |
|---------------|--|
| L I | selects Lines per Inch Option |
| RETURN | displays Lines: |
| 8 | number of lines per inch |
| RETURN | displays at the top of the heading
----- Lines per Inch: 8 lines |

NOTE

In the highlighted default line above the printer options the lines per inch is now displayed as **LI = 8**.

- | | |
|------------|------------------------------------|
| ESC | returns you to your working screen |
|------------|------------------------------------|

Now move your cursor to the blank line underneath **Freewater, Ohio 03755**,

Hold down and press:

- | | |
|---------------|---|
| ⌘ O | starts PRINTER OPTIONS command and displays Option: |
| L I | selects Lines per Inch Option |
| RETURN | displays Lines: |
| 6 | number of lines per inch |
| RETURN | displays at the bottom of the heading
----- Lines per Inch: 6 lines |
| ESC | returns you to your working screen |


You will see no apparent change in the appearance of the heading on your working screen. However, when you print the document at the end of this chapter, the lines in the heading will be closer together.

CENTERING AND JUSTIFYING TEXT

Now let's center the word **MEMO**.

Place your cursor on the **M** in **Memo** at the top of your screen.

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

C **N** selects Center Option

RETURN displays at the top of your working screen
-----**Centered**

You will observe that ALL of the text on your screen is now centered.

NOTE

In the highlighted default line above the printer options, centered is displayed as **CN**.

Because you used the centering option to center the word **MEMO**, AppleWorks will continue to center the balance of the letter.

You will now need to reset the balance of your letter back to justified. To do this, press:

ESC returns you to your working screen

Place your cursor on the blank space below the word **MEMO**.

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

J **U** selects Justified Option

RETURN displays at the top of your working screen under the word **MEMO**
-----**Justified**

NOTE

In the highlighted default line above the printer options, justified is displayed as **JU**.

ESC returns you to your working screen

The balance of the document appears on your screen in an unjustified format. However, when you print the document, the right margin will be right-justified.

SAVING

Before saving your document, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:

 **S** saves the document

MEMO

TO:

Vallis Larriot
 John Paterson
 Hybrid Historical Society
 24 Milton Street
 Freewater, Ohio 03755

SUBJECT:

Historical Display

Dear Mr. Paterson:

Just a brief note to confirm the dates and locations of your historical presentations across the state for the coming year. If you have any conflict with the scheduling, please contact my office as soon as possible.

The schedule is as follows:

The Hanna Bldg., Euclid Avenue,
 Cleveland, Feb. 5-15
 The Armory, Mayfair St., Shaker Heights,
 Feb. 18-28
 Town Hall, Toledo, May 5-23

The scheduling from June 1 through mid-August has not been completed. If you have any scheduling preferences, please forward a list to our central committee offices prior to January 15. Fall scheduling, September through December, will be forwarded to you prior to April 20 for your approval.

Please feel free to contact my office at any time to verify or change schedules.

Sincerely,

Charlene Peterson
 Curator
 Caruthers Museum

Figure 2

PRINTING

To print your document,

Hold down and press:

 **P** starts PRINT command

Leave your cursor on **Beginning** and press:

RETURN displays **Where do you want to print the file?**

Leave your cursor on the first option and press:

RETURN displays **How many copies?**

Type in the number of copies you want printed.

RETURN prints the document


Your document should now look like Figure 2.

ELIMINATING FORMATTING

To see which printer options are in effect, you will use the AppleWorks “zoom in” function.

Move your cursor to the top of your screen.

Hold down and press:


 **Z** displays all Printer Options in effect and all carriage returns

As you move your cursor down the screen, you will see all of the printer options you used to set up your printer.

To eliminate a printer option,

Place your cursor on ————— **Bottom Margin: 1.0 inches** on Line 4.

Hold down and press:

 **D** starts DELETE command and highlights area to be deleted

RETURN deletes the highlighted option

NOTE

The options that are on your screen will remain in effect whenever you load in this document until you change them.

CHAPTER THREE

REPORT FORMATTING WITH THE PRINTER OPTIONS

DESCRIPTION

The continued practical use of the Printer Options in this chapter will allow you to use any of the AppleWorks' formatting features to enhance the appearance of your particular document.

You will format your document to boldface a word and to double space a short section.

With the New Page option, you will tell the printer when to begin on a new page.

Your report becomes official when you format a Page Header to print on all succeeding pages and format to print page numbers.

OPERATIONS PERFORMED

Loading the Sample Diskette

Typing in the Document

Boldfacing

Spacing

New Page

Page Header

Printing Page Numbers

Saving

Printing

FUNCTIONS USED

- ⌘ 1 moves cursor to beginning of text
- Control B starts Boldface function

COMMANDS USED

- ⌘ O selects Printer Options
- ⌘ P prints document
- ⌘ S saves

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, use the following instructions to load the document illustrated in Figure 1.

Place the diskette into Drive 2 and press:

- ESC places you in the Main Menu and highlights the first option:
Add files to the Desktop
- RETURN displays Add files Menu and highlights the first option:
The Current Disk: Drive 2
- RETURN displays AppleWorks files

Place your cursor on **REPORT**.

- RETURN loads the document (**REPORT**) onto your screen

Now that you have loaded **REPORT**, remove the Sample Diskette from Drive 2, and replace it with a formatted data diskette, so that later you will be able to save your corrected document on it.

Skip over the next section entitled **Typing in the Document**, and go down to the paragraph titled **Boldfacing** on Page 34.

TYPING IN THE DOCUMENT

If you have purchased this book without the Sample Diskette, you will need to type it in.

Be sure you have placed a formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

In order to type in a new document, you will need to start “from scratch.” To do this,

- ESC places you in the Main Menu and highlights the first option:
Add files to the Desktop
- RETURN places you in the Add files Menu and highlights the first option:
The current disk: Drive 2

PHILLIPS CORPORATE REPORT

In response to a request from shareholders and members of the Interim Board of Directors, PHILLIPS corporation is pleased to publish the following details of corporate structure.

PART ONE: Corporate Structure

John Fitzgerald, Board Chairman
 F. Scott Updike, President
 Truman Williams, Senior Vice-President
 Tennessee Capote, Vice-President
 Jesse Howard, Treasurer
 Susan B. Coyne, Secretary

All reports, operations and suggestions concerning PHILLIPS Corporation functions, designs, and ideas, are first forwarded through Section Managers. Following normal procedures at the Section Level, to determine the validity of reports or suggestions, Section Managers forward a duplicate copy to the Corporate Secretary, who then forwards it to a three-man advisory committee comprised of the Senior Vice-President, Vice-President and Treasurer. At their recommendation, the report or suggestion is forwarded to the President.

PART TWO: Current Operations

Production of the current design of sprigs and sprockets for the Defense Department is proceeding as planned.

- 1) Raw material on hand should be of an amount to continue operations for 60 days following an interruption in deliveries due to labor strikes and natural disasters.
- 2) Quality control is a must. A recall of less than seven percent in final inspection is the limit.
- 3) Delivery schedules will be set by advisory panel.

PART THREE:

Growth with the obvious expansion of areas within the Defense Department, and a number of private industries dealing with the space program and related contracts, future growth in production and design is predicted to expand and show a profit through the turn of the century. No immediate production changes are expected.

Figure 1

Move your cursor to the third option, **Word Processor**, and press:

RETURN displays **Make a new file** and highlights the first option:
From scratch

RETURN displays **Type a name for this new file:**

Report the name of this file

RETURN places you in your blank working screen

Leave your cursor on the upper left-hand corner of your screen, on Line 1.

Press the **Caps Lock** key.

Type: **PHILLIPS CORPORATE REPORT**

Press the **Caps Lock** key to turn it off.

Press: **RETURN RETURN**

Continue typing in the report exactly as illustrated in Figure 1.

BOLDFACING

The names in the report would stand out better if they were boldfaced.

There are two methods of boldfacing text.

The First Method

To see an example of how a name would look in boldface, using the first method,

Place your cursor on the **J** in **John** on Line 10.

Hold down and press:

⌘ O starts PRINTER OPTIONS command and displays **Option:**

B B selects Boldface Begin Option

RETURN inserts a ^ on your working screen before the name to be boldfaced

ESC returns you to your working screen

Place your cursor on the space following **Fitzgerald**, on Line 10.

Hold down and press:

⌘ O starts PRINTER OPTIONS command and displays **Option:**

B E selects Boldface End Option

RETURN inserts a ^ on your working screen after the name to be boldfaced

ESC returns you to your working screen

The Second Method

Now you will use another method to boldface the name on Line 11.

Place your cursor on the **F** in **F. Scott Updike** on Line 11.

Hold down and press:

CONTROL **B** inserts a ^ on your working screen before the name to be boldfaced

Place your cursor on the space following the comma after **Updike**.

Hold down and press:

CONTROL **B** inserts a ^ on your working screen after the name to be boldfaced

Later, if you have forgotten why you inserted the carats (^) before and after the names,

Place your cursor on the carat (^) before the word **John**.

Displayed at the bottom of your screen will be the words:

Boldface Begin

Place your cursor on the carat (^) following the word **Fitzgerald**.

Displayed at the bottom of your screen will be the words:

Boldface End

Whenever you move your cursor to a carat, a description of what the carat means will be highlighted on the bottom of your screen.

SPACING


The AppleWorks default is for single spacing.

Part One of the Corporate Report would look better if it were double spaced.

To format PART ONE for double spacing,

Place your cursor on the **J** in **John**.

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

NOTE

In the highlighted default line above the printer options, at the very end of the line, the single spacing default is displayed as **SS**.

Type:

D **S** selects Double Space Option

RETURN displays on your working screen:
-----**Double Space**

NOTE

In the highlighted default line above the printer options, double spacing is displayed as **DS**.

ESC

returns you to your working screen

Place your cursor on the blank line above the words: **PART TWO**.

Hold down and press:

⌘ **O**starts PRINTER OPTIONS command and displays **Option:****S S**

selects Single Space Option

RETURN

displays on your working screen:

-----**Single Space****NOTE**

In the highlighted default line above the printer options, the spacing is now displayed as **SS**.

ESC

returns you to your working screen

You will see no apparent change in the spacing on your working screen. However, when you print out your document at the end of this chapter, the text you have formatted will be double spaced.

NEW PAGE

When you print out the document, you want to make sure that **PART TWO** is on a new page.

Place your cursor on the **P** in **PART TWO**.

Hold down and press:

⌘ **O**starts PRINTER OPTIONS command and displays **Option:****N P**

selects New Page Option

RETURN

displays on your working screen:

-----**New Page****ESC**

returns you to your working screen


When you print out your document, **PART TWO** will be on a new page.

PAGE HEADER

Since the report will be printed on two pages, you would like to have the title, **PHILLIPS CORPORATE REPORT**, on both pages.


First move your cursor to the top of the screen. To do this,

Hold down and press:

 **1** moves your cursor to the upper left-hand corner of the screen

Leave your cursor on the **P** in **PHILLIPS**.

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

H **E** selects Page Header Option

RETURN displays at the top of your working screen:
-----**Page Header**

ESC returns you to your working screen

When you print out your document, **PHILLIPS CORPORATE REPORT** will appear on the second page of your report, on the first printing line after the top margin. The Page Header and the text will be separated by two blank lines.

PRINTING PAGE NUMBERS

You are going to include this report within a larger document.

Because this report will appear in the middle of the larger document, the first two pages of the report should be numbered **Page 22** and **Page 23**.

To center the page numbers at the bottom of each page,

Place your cursor on the blank line above **PART TWO**.


Place your cursor approximately in the middle of your page, and type:

Page text to be typed

Press:

space bar inserts a space

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

Type:

P **N** selects Page Number Option

RETURN displays **Number:**

2 **2** page number

RETURN displays:
-----**Page Number: 22**

P **P** selects Print Page No. Option

RETURN inserts a ^ on your working screen after **Page**

PHILLIPS CORPORATE REPORT

In response to a request from shareholders and members of the Interim Board of Directors, PHILLIPS corporation is pleased to publish the following details of corporate structure.

PART ONE: Corporate Structure

John Fitzgerald, Board Chairman

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All reports, operations and suggestions concerning PHILLIPS Corporation functions, designs, and ideas, are first forwarded through Section Managers. Following normal procedures at the Section Level, to determine the validity of reports or suggestions, Section Managers forward a duplicate copy to the Corporate Secretary, who then forwards it to a three-man advisory committee comprised of the Senior Vice-President, Vice-President and Treasurer. At their recommendation, the report or suggestion is forwarded to the President.

Page 22

Figure 2-A

PHILLIPS CORPORATE REPORT

PART TWO: Current Operations

Production of the current design of sprigs and sprockets for the Defense Department is proceeding as planned.

1) Raw material on hand should be of an amount to continue operations for 60 days following an interruption in deliveries due to labor strikes and natural disasters.

2) Quality control is a must. A recall of less than seven percent in final inspection is the limit.

3) Delivery schedules will be set by advisory panel.

PART THREE:

Growth with the obvious expansion of areas within the Defense Department, and a number of private industries dealing with the space program and related contracts, future growth in production and design is predicted to expand and show a profit through the turn of the century. No immediate production changes are expected.

Figure 2-B

In order to format the document to print out page numbers, the page number must be part of a Page Header or a Page Footer.

So, now type:

F O selects Page Footer Option

RETURN displays:
-----Page Footer

ESC returns you to your working screen

When you print your document, **Page 22** will appear on the last line before the bottom margin of the first page of your report.

Page 23 will appear on the last line before the bottom margin on the second page of your report.

SAVING

Before saving your document, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:

⌘ S saves the document

PRINTING

To print your document,

Hold down and press:

⌘ P starts PRINT command

Leave your cursor on **Beginning** and press:

RETURN displays: **Where do you want to print the file?**

Leave your cursor on the first option and press:

RETURN displays **How many copies?**

RETURN prints the document

CHAPTER FOUR

BOOK SCHEDULE

FINDING AND REPLACING TEXT; MOVING AND COPYING TEXT

DESCRIPTION

Using the FIND command, you will be able to find particular words, in order to verify usage, check for proper spelling and punctuation, or determine if a certain phrase has been overused or inappropriately used.

You will move text from one area of your document to another. Using the copy command with the Clipboard option, you will copy text from one document and insert it into another document.

OPERATIONS PERFORMED

Loading the Sample Diskette

Typing in the Document

Finding Text

Replacing Text

Moving Text

Copying Text

The Clipboard Options (Cut and Paste)

Saving

Printing

FUNCTIONS USED

⌘ E	turns on and off overtype function
⌘ Y	deletes to the end of a line of text
⌘ 1	moves cursor to beginning of text
⌘ 9	moves cursor to end of text

COMMANDS USED

⌘ C	starts COPY command
⌘ F	starts FIND command
⌘ M	starts MOVE command
⌘ P	starts PRINT command
⌘ R	starts REPLACE command
⌘ S	saves

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, use the following instructions to load the document illustrated in Figure 1.

Place the diskette into Drive 2 and press:

ESC	places you in the Main Menu and highlights the first option, Add files to the Desktop
RETURN	displays Add files Menu and highlights the first option, The current disk: Drive 2
RETURN	displays AppleWorks files

Place your cursor on **Books**.

RETURN	loads the document (Books) onto your screen
---------------	--

Now that you have loaded **Books**, remove the Sample Diskette from Drive 2, and replace it with a formatted data diskette, so that later you will be able to save your corrected document on it.

Skip over the next section entitled **Typing in the Document**, and go down to the paragraph titled **Finding Text** on Page 44.

TYPING IN THE DOCUMENT

If you have purchased this book without the Sample Diskette, you will need to type it in.

Be sure you have placed a formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

SCHEDULE OF READINGS FOR THE GREAT BOOKS DISCUSSION CLUB

Text:

Author:

January readings:

The Loneliness of the
Long Distance Runner

Sillitoe

A Visit to the Museum

Nabakov

February readings:

The Tempest [Act One]

Shakespeare

Heart of Darkness

Conrad

March Readings:

Death in Venice

Mann

The World as Will and Idea

Schopenhauer

Book lovers of all ages are welcome at the GREAT BOOKS DISCUSSION CLUB meetings. Now all that is required is that you read the one selection to be discussed. Now due to the restoration of the Main Public Library on Broadway, commencing in March all meetings of the GREAT BOOKS DISCUSSION CLUB will be held at the home of Mr. and Mrs. Jim Sutton, 821 Peace Avenue, at 7:30 p.m., on the first and third Wednesday of every month. Now for further information on the reading selections, call Bertie or Jim Sutton at 555-0202.

Figure 1

In order to type in a new document, you will need to “start from scratch.” To do this,

ESC places you in the Main Menu and highlights the first option:
Add files to the desktop

RETURN places you in the Add files Menu and highlights the first option:
The current disk: Drive 2

Move your cursor to the third option, **Word Processor**, and press:

RETURN displays **Make a new file** and highlights the first option:
From scratch

RETURN displays **Type a name for this new file:**

Books the name of this file

RETURN places you in your blank working screen

Leave your cursor on the upper left-hand corner of your screen, on Line 1.

Press the **Caps Lock** key to turn it on.

Type:
SCHEDULE OF READINGS FOR THE GREAT BOOKS DISCUSSION GROUP

Press the **Caps Lock** key to turn it off.

Press: **RETURN RETURN** moves the cursor to Line 3

Type:

Text:

Press the **TAB** key 6 times.

Type:

Author:

Press: **RETURN RETURN** moves the cursor to Line 5.

Continue typing in the document exactly as illustrated in Figure 1.

FINDING TEXT

After you have looked at the book schedule, you remember that you have a habit of overusing the word **now**, especially at the beginning of a sentence. To quickly find out how many times you have used **now**, you will utilize the **FIND** command.

To do this, place your cursor on the **B** in **Book** on the first line of the paragraph at the bottom of the schedule. AppleWorks will look forward from the point where your cursor is located.

Hold down and press:

 **F** starts FIND command

T selects Text option


now text to be found

NOTE

If you make a typographical error, and wish to retype the word in, DO NOT use your spacebar to delete the word.

To delete the word, place your cursor on the first letter of the word to be deleted.

Hold down and press:

 **Y** deletes to the end of a line of text

RETURN highlights the first occurrence of the word **now**

Y highlights the next occurrence of the word **now**

You realize that this occurrence of the word **now** is inappropriate. In order to delete the word you must first return to your working screen. To do this press:

N selects **NO** option and returns you to your working screen


To delete the word **now**,

Place your cursor on the **d** in **due**, following the word **now**, and press:

DELETE DELETE DELETE DELETE deletes the word **Now** and the space before **due**


To capitalize the **d** in **due**, place your cursor on the **d** in **due**.

Hold down and press:

 **E** turns on the overtype function


Hold down the **SHIFT** key and press:

D capitalizes the **d** in **due**

 **E** turns off overtype function

To continue your search for the word **now**, leave your cursor where it is.

Hold down and press:

 **F** starts FIND command

T selects Text Option

You will notice that AppleWorks has remembered the word you were previously searching for (**now**), and you will see it displayed at the bottom of your screen. Press:

RETURN highlights the next occurrence of the word **now**

Y displays:
Not found, press space bar to continue

There are no more occurrences of the word **now** so press the space bar once.

NOTE

It is extremely important that you DO NOT use the spacebar to delete words when you are in the FIND command.


REPLACING TEXT

Text Option

You notice in your book schedule that the title is incorrect. The organization is known as a **group** and not a **club**.


You want to replace every occurrence of the word **club** with the correct word **group**, so you will employ the AppleWorks REPLACE command.

To move your cursor to the top of the screen, hold down and press:

 **1** moves your cursor to the top of the screen

Leave your cursor on the first character in your text, on Line 1.

Hold down and press:


 **R** starts REPLACE command

T selects Text option and displays:
Replace what?

Note that AppleWorks has remembered the word **now** which you previously entered when you were using the FIND command.

You must delete the word **NOW**. To do this,

Hold down and press:

 **Y** deletes to the end of a line of text

NOTE

It is extremely important that you DO NOT use the spacebar to delete words when you are in the REPLACE command.

Type:

club the word you want to replace

RETURN displays: **Replace with what?**

Press the **Caps Lock** key to turn it on.

Type:

GROUP the word you want to replace with

Press the **Caps Lock** key to turn it off.

RETURN displays Replace Options


A replaces all occurrences of the word **CLUB** with the word **GROUP**

Case Sensitive Text Option

The group has decided to read Act Two of The Tempest instead of Act One.


You need to change **One** on Line 15 to **Two**. AppleWorks will search the entire document for each occurrence of the word **One** and replace it with the correct word, **Two**.

Hold down and press:

 **1** moves your cursor to the top of the text

Leave your cursor on the first character in Line 1.

Hold down and press:


 **R** starts REPLACE command

C selects Case Sensitive Text Option
Note: This means that AppleWorks will search the text in upper and lower case, exactly as you typed it in

Notice that AppleWorks has remembered the word previously entered when you were using the REPLACE command.

To delete the word,

Hold down and press:

 **Y** deletes the word


NOTE

It is extremely important that you DO NOT use the spacebar to delete words when you are in the REPLACE command.

Type:

One word you want to replace

RETURN displays: **Replace with what?**

Of course, you will have to delete the word previously entered. (Hold down and press the  **Y**).

Two word you want to replace with

RETURN displays Replace Options

A selects All Option and replaces all occurrences of the word **One** with the word **Two**

You will notice on Line 15, the **One** has been replaced with **Two**.

You will notice on Line 29 that there is another occurrence of the word **one**.

However, this word was not replaced because when you chose the Case Sensitive Text Option, AppleWorks only recognized the word exactly as you typed it in.

Thus, **One** was replaced and **one** was not replaced.

MOVING TEXT

The library is temporarily out of copies of *The Loneliness of the Long Distance Runner* by Sillitoe. You need to remove it from the January reading list, and move it to the February list. To do this,

Place your cursor on the **T** in **The** on Line 7.

Hold down and press:

 **M** starts MOVE command

W selects Within document Option

Press your down cursor twice to highlight the text to be moved.

NOTE

When you are highlighting the text to be moved, AppleWorks automatically highlights a blank line underneath the text, so that when the text is in its new location it will be correctly formatted.

RETURN accepts the text

Move your cursor to the **H** in **Heart of Darkness**.

Press:

RETURN moves text to the new location

You will need to move a February reading to the January list.

Place your cursor on the **H** in **Heart of Darkness**.

Hold down and press:

 **M** starts MOVE command

W selects Within document Option

Press the down cursor key once to highlight text to be moved.

RETURN accepts the text to be moved

Move your cursor to the **A** in **A Visit to the Museum** underneath the January readings.


Press:

RETURN moves the text to the new location

COPYING TEXT

To enhance the appearance of the document, you want the title to also appear at the bottom of the schedule.

Hold down and press:

 **1** moves your cursor to the top of the text

Leave your cursor on the first character in Line 1.

Hold down and press:


 **C** starts COPY command

W selects Within document Option

Press your down cursor key once to highlight the area you wish to copy.

RETURN accepts the text to be copied

Hold down and press:

 **9** moves your cursor to the end of the document

RETURN copies the text in the new location


Your document should now look like Figure 2.

Before continuing, you **must** save your document.

SAVING

Before saving your document, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:

 **S** saves the document

SCHEDULE OF READINGS FOR THE GREAT BOOKS DISCUSSION GROUP	
Text:	Author:
January readings:	
Heart of Darkness	Conrad
A Visit to the Museum	Nabakov
February readings:	
The Tempest [Act Two]	Shakespeare
The Loneliness of the Long Distance Runner	Sillitoe
March Readings:	
Death in Venice	Mann
The World as Will and Idea	Schopenhauer
<p>Book lovers of all ages are welcome at the GREAT BOOKS DISCUSSION GROUP meetings. Now all that is required is that you read the one selection to be discussed. Due to the restoration of the Main Public Library on Broadway, commencing in March all meetings of the GREAT BOOKS DISCUSSION GROUP will be held at the home of Mrs. and Mrs. Jim Sutton, 821 Peace Avenue, at 7:30 p.m., on the first and third Wednesday of every month. Now for further information on the reading selections, call Bertie or Jim Sutton at 555-0202.</p>	
SCHEDULE OF READINGS FOR THE GREAT BOOKS DISCUSSION GROUP	

Figure 2

THE CLIPBOARD OPTIONS (CUT AND PASTE)

Another book group has requested a list of your group's readings. You need to write them a letter including this list.

Using the COPY command, you will copy a portion of the book schedule to a "clipboard." Next you will type an appropriate letter, and copy the text from the "clipboard" to the letter.

First you will copy the reading list to AppleWorks' Clipboard.

Place your cursor on the **J** in **January** on Line 5.

Hold down and press:

 **C** starts COPY command

T selects To clipboard (cut) Option

Press your down cursor key until you have highlighted the list of readings just below the last book on the list (**The World as Will and Idea**).

RETURN copies the highlighted text to the Clipboard

Now you are going to type the letter, so you will need a clear working screen. Press:

ESC places you in the Main Menu and highlights the first Option:
Add files to the Desktop

RETURN displays Add files Menu

Place your cursor on the third Option, **Word Processor** and press:

RETURN places you in the Word Processor Menu and highlights the first Option:
From scratch

RETURN requests a file name

book letter file name

RETURN displays a clear working screen

Type in the letter as illustrated in Figure 3.

Now you **must** save your letter. Press:

ESC places you in the Main Menu

Place your cursor on the third Option, **Save Desktop files to disk** and press:

RETURN displays Save files Menu

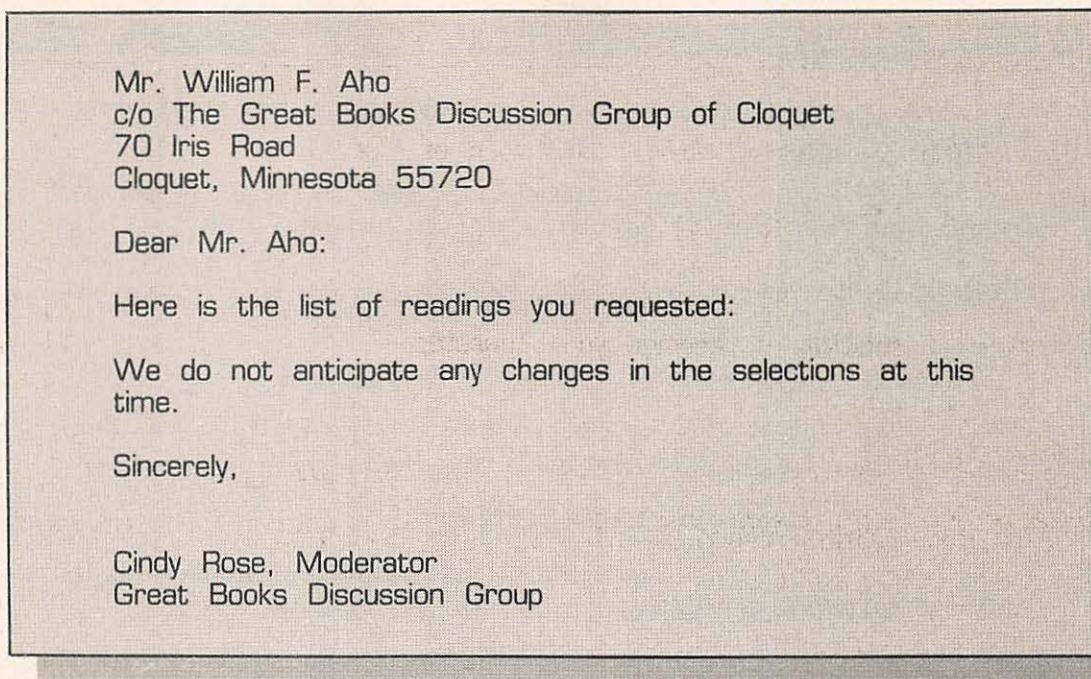


Figure 3

Place your cursor on the file you wish to save, in this case, **book letter**.

RETURN displays the name of your file, **book letter**, and highlights the first option, **Save the file on the current disk**

RETURN saves the file

ESC returns you to your working screen

You will now insert the list of readings that you previously saved to the clipboard into the appropriate place in the letter.

Place your cursor on the **W** in **We** on Line 10.

Hold down and press:

⌘ C starts COPY command

F selects **From Clipboard (paste)** Option and inserts the text

Your document should now look like Figure 4.

Mr. William F. Aho
c/o The Great Books Discussion Group of Cloquet
70 Iris Road
Cloquet, Minnesota 55720

Dear Mr. Aho:

Here is the list of readings you requested:

January readings:

Heart of Darkness	Conrad
A Visit to the Museum	Nabakov

February readings:

The Tempest [Act Two]	Shakespeare
The Loneliness of the Long Distance Runner	Sillitoe

March Readings:

Death in Venice	Mann
The World as Will and Idea	Schopenhauer

We do not anticipate any changes in the selections at this time.

Sincerely,

Cindy Rose, Moderator
Great Books Discussion Group

Figure 4

SAVING

Before saving your document, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:



saves the document

PRINTING

To print your document,

Hold down and press:



starts PRINT command

Leave your cursor on **Beginning** and press:

RETURN

displays:
Where do you want to print the file?

Place your cursor on the printer you wish to print to and press:

RETURN

displays **How many copies?**

Type in the number of copies you want printed.

RETURN

prints the document

CHAPTER FIVE

CONSUMER LETTER

ENTERING INFORMATION DIRECTLY TO PRINTER

DESCRIPTION

The AppleWorks' Enter Keyboard Option allows you to set up your printer so that the printer will stop, allowing you to type information directly to the printer. Your printer will start printing again, stopping at points you have previously designated, so that you may again add more information.

This AppleWorks' Enter Keyboard Option will be useful when you need hundreds of the same letter sent out to different consumers and each letter needs to be personalized.

AppleWorks' simple method of setting up top margins will be presented as a useful ingredient in formatting your letter.

OPERATIONS PERFORMED

Loading in the Sample Diskette

Typing in the Document

Setting Top Margins

Using the Enter Keyboard Option

Saving

Printing

FUNCTION USED

⌘ 1 moves cursor to upper left-hand corner of text

COMMANDS USED

⌘ O selects Printer Options
 ⌘ P starts PRINT command
 ⌘ S saves the document

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, use the following instructions to load the document illustrated in Figure 1.

Place the diskette into Drive 2 and press:

ESC places you in the Main Menu and highlights the first option:
Add files to the Desktop

RETURN displays **Add files Menu** and highlights the first option:
The current disk: Drive 2

RETURN displays AppleWorks files

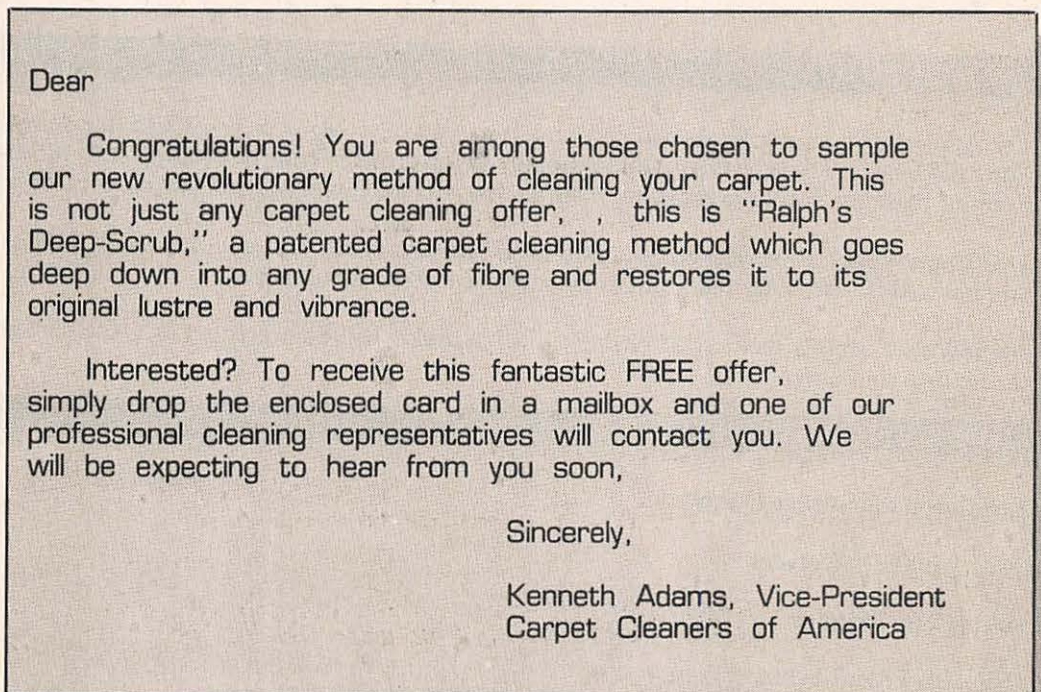


Figure 1

Place your cursor on **Consumer Letter**.

RETURN loads the document (**Consumer Letter**) onto your screen

Now that you have loaded **Consumer Letter**, remove the Sample Diskette from Drive 2, and replace it with a formatted data diskette, so that later you will be able to save your corrected document on it.

Skip over the next section entitled **Typing in the Document**, and go down to the paragraph titled **Setting Margins** on Page 58.

TYPING IN THE DOCUMENT

If you have purchased this book without the Sample Letter Diskette, you will need to type it in.

Be sure you have placed a formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

In order to type in a new document, you will need to start "From scratch." To do this, press:

ESC places you in the Main Menu and highlights the first option:
Add files to the desktop

RETURN places you in the **Add files Menu** and highlights the first option:
The current disk: Drive 2

Move your cursor to the third option, **Word Processor**, and press:

RETURN displays **Make a new file** and highlights the first option, **From scratch**

RETURN displays **Type a name for this new file:**

Consumer Letter file name

RETURN places you in your blank working screen

Leave your cursor on the upper left-hand corner of your screen, on Line 1, and type:

Dear


Press: **RETURN RETURN**

Press: **TAB**

Continue typing in the document as illustrated in Figure 1.

After you have finished typing, to move your cursor to the top of your screen,

Hold down and press:

 **1** moves cursor to upper left-hand corner of your text

SETTING TOP MARGINS

Since this is a short letter, the only margin you need to change is the top margin. You will change the top margin to 1 inch.

To do this,

Leave your cursor in the upper left-hand corner of your screen.

Hold down and press:



starts PRINTER OPTIONS command and displays **Option:**

The AppleWorks default for the top margin is 0.0, which means that the top margin is automatically set at 0 inches.

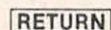
NOTE

In the highlighted default line above the printer options, the top margin default is displayed as **TM = 0.0**.

To change the setting of the top margin to 1 inch, type:



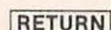
selects Top Margin Option



displays **Inches:**



number of inches



displays at the top of your working screen:

-----**Top Margin: 1.0 inches**

NOTE

In the highlighted default line above the printer options the top margin is now displayed as **TM = 1.0**.

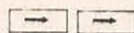


returns you to your working screen

USING THE ENTER KEYBOARD OPTION

Your boss wants hundreds of these letters sent out. Each one will be sent to a different consumer, so you need to personalize each letter.

Place your cursor on the **r** in **Dear**. Press:



right cursor key, moves cursor two spaces to the right.

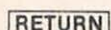
Hold down and press:



starts PRINTER OPTIONS command and displays **Option:**



selects Enter Keyboard option




inserts a ^ at the top of your working screen after the word **Dear**

ESC returns you to your working screen

Place your cursor on Line 6, on the second comma (,) after the word **offer**.

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**



E **K** selects Enter Keyboard option

RETURN inserts a ^ in between the two commas


ESC returns you to your working screen

Scroll down to the second paragraph.

Place your cursor on Line 14, on the comma, and press:

  right cursor key, moves cursor two spaces to the right

Hold down and press:

 **O** starts PRINTER OPTIONS command and displays **Option:**

E **K** selects Enter Keyboard option

RETURN inserts a ^ at the end of the paragraph

ESC returns you to your working screen

You are ready to begin printing your document.

Hold down and press:

 **P** starts PRINT command

Leave your cursor on **Beginning** and press:

RETURN displays:
Where do you want to print the file?

Place your cursor on the printer you wish to print to and press:

RETURN displays **How many copies?**

RETURN displays at the bottom of your screen **Information?**

Type:

Mrs. Paterson, information to be added

RETURN prints added information and continues to print the document

When the printer stops again, you will see displayed:
Information?

Type:

Lois information to be added

RETURN prints added information and continues to print the document

When the printer stops again, you will see displayed:
Information?

Type:

Mrs. Paterson! information to be added

RETURN prints added information and continues to print the document until completed

Your printout should now look like Figure 2.

Dear Mrs. Paterson,

Congratulations! You are among those chosen to sample our new revolutionary method of cleaning your carpet. This is not just any carpet cleaning offer, Lois, this is "Ralph's Deep-Scrub," a patented carpet cleaning method which goes deep down into any grade of fibre and restores it to its original lustre and vibrance.

Interested? To receive this fantastic FREE offer, simply drop the enclosed card in a mailbox and one of our professional cleaning representatives will contact you. We will be expecting to hear from you soon, Mrs. Paterson!

Sincerely,

Kenneth Adams, Vice-President
Carpet Cleaners of America

Figure 2

SAVING

If you wish to save your document,

Check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:



saves the document

CHAPTER SIX

PRIZE LETTER

INDENTING TEXT, SETTING MARGINS AND TABS

DESCRIPTION

In this chapter you will be utilizing AppleWorks' Printer Options to indent a letter and change the left and right margins. You will also be shown how to eliminate the formatting, if you should choose to do so. The setting and clearing of tabs will also be demonstrated.

AppleWorks has an interesting option called Group End and Group Begin which you will use in order to keep a particular group of words intact, so that they will not be separated when you print them out.

Finally, you will be shown how to employ AppleWorks' Help option, and how to change the name of a file you are currently working on.

OPERATIONS PERFORMED

Loading the Sample Diskette

Typing in the Document

Indenting

Changing the Left and Right Margins

Eliminating the Formatting

Clearing and Setting Tabs

Using Group End and Group Begin Options

Using AppleWorks' Help Option

Changing a File Name

Saving

Printing

COMMANDS USED

⌘ N	starts Change Filename command
⌘ O	selects Printer Options command
⌘ P	starts PRINT command
⌘ S	saves the document
⌘ T	starts Modify Tab Stops command
⌘ TAB	moves your cursor backward on the tab stops
⌘ Y	deletes to end of line
⌘ Z	displays the formatting you have created on your working screen
⌘ ?	displays the list of AppleWorks' commands

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, use the following instructions to load the document illustrated in Figure 1.

Place the Sample Diskette in Drive 2 and press:

ESC	places you in the Main Menu and highlights the first option, Add files to the Desktop
RETURN	displays Add files Menu and highlights the first option, The current disk: Drive 2
RETURN	displays AppleWorks files

Place your cursor on **PrizeLetter**.

RETURN	loads the document (PrizeLetter) onto your screen
---------------	--

Now that you have loaded **PrizeLetter**, remove the Sample Diskette from Drive 2, and replace it with a formatted data diskette, so that later you will be able to save your corrected document on it.

Skip over the next section entitled **Typing in the Document**, and go down to the paragraph titled **Indenting** on Page 65.

TYPING IN THE DOCUMENT

Be sure you have placed a formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

In order to type in a new document, you will need to start "From scratch." To do this, press:

ESC	places you in the Main Menu and highlights the first option, Add files to the Desktop
RETURN	places you in the Add files Menu and highlights the first option, The current disk: Drive 2

Dear Mrs. Aho,

Congratulations! You have won first prize in the Farmer's Wife Magazine contest and the following prizes are yours.

Free rug cleaning for a year for your home with the amazing new Insta-Rug Cleaning Machine.

A new Magic Blend Blender, the blender that does everything from making your breakfast to canning your beans.

A two-year subscription to our magazine, the one preferred by today's modern farm wife.

Yes, Iris, all this is yours! The certificates for these prizes will be arriving at your home within the next two weeks. So watch your mail!

Sincerely,

Steve K. Johnson, Contest Coordinator
Farmer's Wife Magazine

Figure 1

Move your cursor to the third option, **Word Processor**, and press:

- RETURN** displays **Make a new file** and highlights the first option, **From scratch**
- RETURN** displays **Type a name for this new file:**
- PrizeLetter** file name
- RETURN** places you in the blank working screen


Leave your cursor on the upper left-hand corner of your screen, on Line 1, and start typing in the sample letter as illustrated in Figure 1.

INDENTING

You have decided that your letter to the prize winner would be improved in appearance if the prizes were numbered, and the section mentioning the prizes were indented.

Place your cursor on the first character on Line 6.

Hold down and press:

-  **O** starts PRINTER OPTIONS command and displays **Option:**
- I N** selects Indent Option
- RETURN** displays **Chars:**
- 5** number of characters to indent
- RETURN** displays on your working screen (above the section you want to indent): **-----Indent: 5 chars**
- ESC** returns you to your working screen

AppleWorks' Indent Option creates a hanging indent, thus the first line of each paragraph will not be indented.

Now you will number the prizes. To do this,

Leave your cursor on the **F** in **Free** on Line 7 and type:

- 1** **.** number of first prize

Press your Space Bar three times.

Place your cursor on the first character, the **A**, on Line 10 and type:

- 2** **.** number of second prize

Press your Space Bar three times.

Place your cursor on the first character, the **A**, on Line 14 and type:

- 3** **.** number of third prize


Press your Space Bar three times.

Observe that when you typed in the number 3 and pressed your Space Bar three times, AppleWorks' wraparound function automatically brought down the word **preferred** to the next line, and automatically indented it, because of the Indent Option which you previously employed.

So that the balance of the letter will not be indented, you will perform the following procedure:

Place your cursor on the first character, the **Y**, on Line 17.

Hold down and press:

-  **O** starts PRINTER OPTIONS command and displays **Option:**
- I N** selects Indent Option
- RETURN** displays **Chars:**


- 0** number of characters to indent
- RETURN** displays on your working screen (below the section you indented):
-----**Indent: 0 chars**
- ESC** returns you to your working screen

CHANGING THE LEFT AND RIGHT MARGINS

The prize information would stand out better if it were formatted with a narrower margin than the rest of the letter. To do this,

Place your cursor on the number 1 on Line 7.


Hold down and press:

-  **O** starts PRINTER OPTIONS command and displays **Option:**
- L M** selects Left Margin Option
- RETURN** displays **Inches:**
- 2** number of inches
- RETURN** displays on your working screen (above the section you indented):
-----**Left Margin: 2.0 inches**
- R M** selects Right Margin Option
- RETURN** displays **Inches:**
- 2** number of inches for right margin
- RETURN** displays on your working screen (above the section you indented):
-----**Right Margin: 2.0 inches**
- ESC** returns you to your working screen

Now you must reformat the information below the prizes. to do this,

Place your cursor on the Y in **Yes** on Line 23.

Hold down and press:

-  **O** starts PRINTER OPTIONS command and displays **Option:**
- L M** selects Left Margin Option
- RETURN** displays **Inches:**
- 1** number of inches
- RETURN** displays on your working screen (below the section you indented):
-----**Left Margin: 1.0 inches**
- R M** selects Right Margin Option
- RETURN** displays **Inches:**

- [1] number of inches
- [RETURN] displays on your working screen (below the section you indented):
-----Right Margin: 1.0 inches
- [ESC] returns you to your working screen

Your letter should now look like Figure 2.

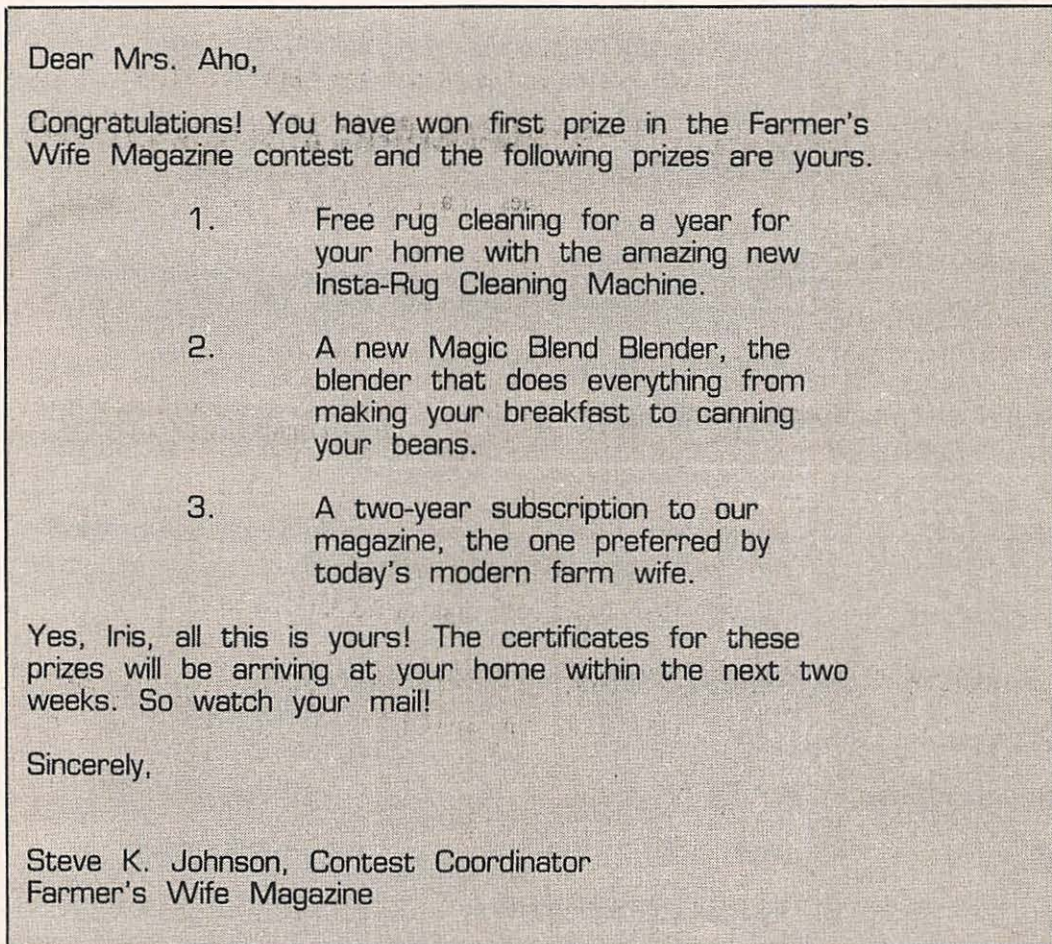



Figure 2

ELIMINATING THE FORMATTING

If you later decide that you no longer wish to have any paragraphs indented, or if you decide you would like to go back to your original margins, you may delete the printer options by pressing:


 **[Z]** starts ZOOM IN command and displays the formatting you have created on your working screen

Place your cursor on the option you wish to delete.

Hold down and press:

 **[D]** starts DELETE command and highlights the option

[RETURN] deletes the option


 **[Z]** starts ZOOM OUT command, eliminates the formatting display

CLEARING AND SETTING TABS

At the top of your screen you will see short vertical lines set at every five spaces. Each vertical line represents a tab stop.

To clear and set tab stops,

Hold down and press:

 **[T]** starts MODIFY TAB STOPS command and locates your cursor at the upper left-hand corner of your screen, on the ruler

Your cursor now takes the shape of a blinking rectangle.

To clear a tab stop:

Using your right cursor key, move to the first tab stop (the first vertical line) and press:

[C] clears the first tab stop

Using your right cursor key, move to the next tab stop and press:

[C] clears the next tab stop

To clear all of the tab stops simultaneously,

Leave your cursor on any location on the ruler, and press:

[R] clears all tab stops

To set a tab,

Using your right or left cursor keys, move your cursor to the place where you want to set a tab stop and press:

[S] sets a tab stop

To set another tab stop,

Using your right or left cursor keys, move your cursor to the place where you want to set another tab stop and press:

S sets another tab stop

ESC returns you to your working screen

Leave your cursor on the first character of any line, and press:

TAB TAB moves your cursor forward to the second tab stop

Hold down and press:

⌘ TAB moves your cursor backward on the tab stops

USING GROUP END AND GROUP BEGIN OPTIONS

There are times when you will have a section of text you do not want separated when it is printed out, for example, the two lines below the signature at the bottom of your letter. This is an occasion when you will utilize AppleWorks' Group End and Group Begin Options.

Place your cursor on the **S** in **Steve** at the bottom of your letter (the first character of the group of words you want to remain together.)

Hold down and press:

⌘ O starts PRINTER OPTIONS command and displays **Option:**

G B selects Group Begin Option

RETURN displays above the group on your working screen
-----**Group Begin**

ESC returns you to your working screen

Place your cursor on the blank line below the group of words.

Hold down and press:

⌘ O starts PRINTER OPTIONS command and displays **Option:**

G E selects Group End Option

RETURN displays below the group on your working screen
-----**Group End**


ESC returns you to your working screen

The group you have designated will remain together. When you print your document, AppleWorks will not separate the group.

USING APPLEWORKS' HELP OPTION

To see a list of AppleWorks' Apple commands,

Hold down and press:

 **[?]** displays the list of AppleWorks' commands

Use your down cursor keys to move down the list and see all of the options.

[ESC] returns you to your working screen

CHANGING A FILE NAME

You will observe that the name of the file you are currently working on is displayed at the upper left-hand corner of your screen, above the ruler.

You have decided to change the name of your file,

Hold down and press:

 **[N]** starts CHANGE FILENAME command and displays
Type file name:

Type in the name of your choice.

To delete the old name,

Hold down and press:

 **[Y]** deletes to end of file

[RETURN] changes the file name and returns you to your working screen

Note: the file name at the upper left-hand corner of your screen, above the ruler, has now been changed

SAVING

Before saving your document, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:

 **[S]** saves the document

PRINTING

To print your document,

Hold down and press:

 **[P]** starts PRINT command

Leave your cursor on **Beginning** and press:

[RETURN] displays:
Where do you want to print the file?

Place your cursor on the printer you wish to print to and press:

[RETURN] displays **How many copies?**

Type in the number of copies you want printed.

[RETURN] prints the document

CHAPTER SEVEN

ACCESSING A SPREADSHEET

DESCRIPTION

There will be times when you will need to access a Spreadsheet Document so that you may combine it with a Word Processor document.

For example, perhaps you have received a request from a potential investor for some particular stock activities.

First you will have your secretary write a letter, using AppleWorks' Word Processor program.

Now you want to combine the letter she has written with the Spreadsheet which contains the stock information.

Use the following directions to perform the operation.

Start the access operation from the Main Menu.

ACCESSING THE SPREADSHEET

To insert a Spreadsheet document into a Word Processing document,

First place the data diskette containing the Spreadsheet information into Drive 2. Then press:

ESC places you in the Main Menu and highlights the first option:
Add files to the Desktop

RETURN displays Add files Menu and highlights the first option:
The current disk: Drive 2

RETURN displays AppleWorks' files

Place your cursor on the Spreadsheet you wish to access and press:

RETURN loads the Spreadsheet onto your screen

Hold down and press:

⌘ P displays: **Print?** and highlights the first option, **All**

A selects All option and displays:
Where do you want to print the report?

Move your cursor down to the fourth option, **The Clipboard (for the Word Processor)**, and press:

RETURN displays: **Type report date or press Return:**

RETURN places the spreadsheet information on the clipboard, and assures you that you may now move it onto your Word Processor document

SPACE BAR returns you to the Spreadsheet document

Now place the diskette containing the letter which you previously created with AppleWorks' Word Processor, into Drive 2, and press:

ESC places you in the Main Menu and highlights the first option:
Add files to the Desktop

RETURN displays Add files Menu and highlights the first option:
The current disk: Drive 2

RETURN displays AppleWorks' files

Place your cursor on the Word Processor document you wish to access and press:

RETURN loads the Word Processor document onto your screen

Move the cursor to the place where you want to insert the Spreadsheet document.

Hold down and press:

⌘ C

selects the Copy option and displays **Copy Text?**

⌘ F

selects **From clipboard** (paste) option and inserts the Spreadsheet document into the Word Processing document

NOTE

Observe that the Spreadsheet margins changed when it was inserted into the Word Processor document, to conform to the Word Processor document's margins.

When inserting a Spreadsheet document, it is advisable to consider whether or not the Word Processor margins will accept the entire width of your Spreadsheet. You may have to adjust either the margins of the word Processor document, or the margins of the Spreadsheet, whichever is most convenient.

SAVING

Before saving your document, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:

⌘ S

saves the document

PRINTING

To print your document,

Hold down and press:

⌘ P

starts PRINT command

Leave your cursor on Beginning and press:

RETURN

displays:
Where do you want to print the file?

Place your cursor on the printer you wish to print to and press:

RETURN

displays: **How many copies?**

Type in the number of copies you want printed.

RETURN

prints the document

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INTRODUCTION TO SPREADSHEET

The exercises in this section of The Power Of: AppleWorks have been purposely designed to provide an opportunity to easily follow the logic of AppleWorks' functions and commands, and then apply those functions and commands to specific problems.

Each exercise in The Power Of: AppleWorks' spreadsheet section is self-contained. Each demonstrates some special ability or abilities that will broaden your knowledge and skills in using AppleWorks' spreadsheet program as a problem-solving tool for your special applications.

The AppleWorks' spreadsheet format is arranged on the computer screen in columns and rows. The worksheet format is illustrated below in Figure 1.

The AppleWorks worksheet columns are identified by letter designations, the rows by numbers. Each position where a column and row intersect is a "cell" location. Visualizing your worksheet as a street map, you can locate any cell on your worksheet using a letter and a number designation (such as B4) to identify its distinctive column and row intersection.

The relationships between values in cells on your worksheet are determined by simple instructions entered into the coordinates in the form of algebraic formulas. (Don't get panicky; that just means $(a + b)$ and other similar expressions.) By visualizing the street map grid image and following the exercises, you will easily and quickly catch on to the power of AppleWorks and how it can work for you.

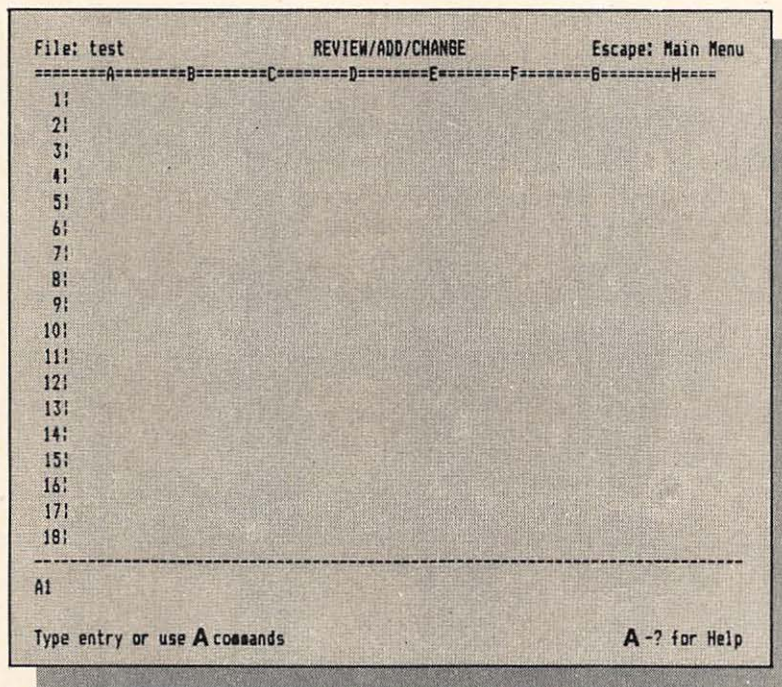



Figure 1

You will see displayed at the bottom of the screen, at the lower right-hand corner: **A—? for Help**

Anytime you need help, and wish to see a list of the spreadsheet Apple commands, hold down the  key and press ?

EXERCISE ONE

ACCOUNTS PAYABLE

DESCRIPTION

An Accounts Payable worksheet has been set up which calculates the particular discount amount for each customer and the amount of net payable. Then the totals of the invoice amounts, the discount amounts and the net payable amounts are totalled.

Once the worksheet has been set up, it can be used each month for entering new accounts and new invoicing information.

You will be sorting the account names on your worksheet, as well as splitting the screen with AppleWorks' Window command.

OPERATIONS PERFORMED

Loading the Sample Diskette

Starting a Worksheet from Scratch

Setting up the Worksheet Format

Entering Mathematical Formulas

Making Worksheet Entries

Sorting the Account Names

Windows

Setting and Removing a Fixed Titles Area

Saving

Preparing the Worksheet for the Next Month's Entries

Saving Under a Different Name

Setting Up Your Printer

Printing

FUNCTIONS USED

@SUM

CONTROL Y

deletes to end of line

COMMANDS USED

⌘ A	Arrange Command
⌘ B	Blank Command
⌘ C	Copy Command
⌘ H	Prints entire contents of screen
⌘ J	Jump Command
⌘ L	Layout Command
⌘ P	Print Command
⌘ Q	Displays Desktop Index
⌘ T	Titles Command
⌘ W	Window Command
⌘ 1	moves cursor to top of worksheet

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, which contains all the labels and formulas already entered, use the following instructions to load the worksheet (illustrated in Figure 2, Page 86) into your computer.

First you will load the AppleWorks Program into your computer.

You will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted, so press:

RETURN

displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words:
Disk: Drive 2,

Place your cursor on the 2nd option, **A different disk**

RETURN

displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN

highlights 1st option,
The current disk: Drive 2

RETURN

displays a list of the files on the Sample Diskette. (Skip the next note and go down to the paragraph below)

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option, **The Current disk: Drive 2**

RETURN

displays a list of the files on the Sample Diskette

Place your cursor on the file you wish to load into your computer, in this case, **AcctsPayable**, and press:

RETURN

loads **AcctsPayable** onto your screen

Now skip the next paragraph entitled Starting From Scratch, and go to the paragraph entitled Making Worksheet Entries, on Page 89.

STARTING A WORKSHEET FROM SCRATCH

After loading AppleWorks into your computer, you will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN

displays Add Files menu

Place your cursor on the 5th option, **Spreadsheet**.

RETURN

displays
Make a new file:
and highlights:
From scratch

RETURN

requests a file name

Your file name must consist of no more than 15 characters. Example:

Accounts file name

RETURN displays your working screen

At the top of the screen, in the upper left-hand corner, you will see your file name displayed.

At the top of your screen, in the center, you will see the words: REVIEW/ADD/CHANGE. You are now ready to set up your worksheet.

SETTING UP THE WORKSHEET FORMAT

To set up your worksheet, use the following directions, copying Figure 1, retaining exact row and column locations of all information.

	A	B	C	D	E	F
1:	Account	Invoice	Invoice	Discount	Discount	Net
2:	Name	Amount	Date	Percent	Amount	Payable
3:						
4:						
5:						
6:						
7:						
8:						
9:						
10:						
11:						
12:						
13:	Total					

Figure 1

The first operation will be to expand the width of all the columns on your worksheet to 12 characters.

NOTE

When AppleWorks is first loaded into the computer, each column has a default width of 9 characters.

Place your cursor on column A.

Hold down and press:

 **L** starts LAYOUT command




C selects Columns option, and highlights column A

Using your cursor key, move your cursor to column F.

RETURN prepares to receive additional information

C selects Column width option

Hold down the  key and press:

   right cursor key, expands column width by 3 characters

Note: Each time you press the right cursor key your column(s) will expand by one character.

Each time you press the left cursor key your column(s) will decrease by one character.

RETURN executes the command and expands the width of all columns to 12

Type in the labels in Rows 1, 2 and 13 as illustrated in Figure 1.

Now that you have typed in your labels, you will center the labels in Rows 1 and 2.

Place your cursor on A1.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to F2. The screen will reverse to show you the area being centered.

RETURN prepares to receive additional information

L selects Label format option

C selects Center option and centers the labels

To enter the dashed line on Row 3, on your worksheet,

Place your cursor on A3 and type:

" quotation mark — prepares cell for label


----- twelve dashes (do not use the shift key)

RETURN accepts the label


The column your cursor is on will now have a line of dashes across its width. To extend the dashed line in the same row across the remaining columns,

Leave your cursor on A3.

Hold down and press:

-  **C** starts COPY command
- W** selects Within worksheet option
- RETURN** accepts source

Move your cursor to B3, first cell to copy into.

-  ellipsis — indicates from-to

Move your cursor across Row 3 to Column F.

- RETURN** executes the command and places a dashed line across Row 3

To enter the double-dashed line on Row 12,


Place your cursor on A12 and type:

- "** quotation mark — prepares cell for label
- = = = = =** twelve equal signs (=)
- RETURN** accepts label


The column your cursor is on will now have a double-dashed line across its width. To extend the double-dashed line in the same row across the remaining columns,

Leave your cursor on A12.

Hold down and press:

-  **C** starts Copy command
- W** selects Within worksheet option
- RETURN** accepts source

Move your cursor to B12, first cell to copy into.

-  ellipsis — indicates from-to

Move your cursor across Row 12 to Column F.

- RETURN** executes the command and places a double-dashed line across Row 12

To format some of the cells on your worksheet to display in dollars and cents,

Place your cursor on B4.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to B11. The screen will reverse to show you the area being formatted.

RETURN prepares to receive additional information

V selects Value format option


D selects Dollars option, and requests number of decimal places

2 number of decimal places

RETURN executes the command

Place your cursor on E4.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to F11. The screen will reverse to show the area being formatted.

RETURN prepares to receive additional information

V selects Value format option

D selects Dollars option, and requests number of decimal places

2 number of decimal places

RETURN executes the command

Place your cursor on B13.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to F13. The screen will reverse to show the area being formatted.

RETURN prepares to receive additional information

V selects Value format option

D selects Dollars option, and requests number of decimal places

2 number of decimal places

RETURN executes the command

Now you will format Column D so that it will read as a percent.

Place your cursor on D4.

Hold down and press:

L starts LAYOUT command

B selects Block option

Move your cursor to D11. The screen will reverse to show the area being formatted.

RETURN prepares to receive additional information

V selects Value format option

P selects Percent option, and requests number of decimal places

0 number of decimal places

RETURN executes the command

Your worksheet should now look like Figure 1.

ENTERING MATHEMATICAL FORMULAS

You will now enter the mathematical formulas that will establish the relationship between column and row positions. The formulas and their positions are illustrated in Figure 2.

	A	B	C	D	E	F
1	Account	Invoice	Invoice	Discount	Discount	Net
2	Name	Amount	Date	Percent	Amount	Payable
3						
4				+B4*D4	\$0.00	\$0.00
5					\$0.00	\$0.00
6				+B4-E4	\$0.00	\$0.00
7					\$0.00	\$0.00
8					\$0.00	\$0.00
9					\$0.00	\$0.00
10					\$0.00	\$0.00
11					\$0.00	\$0.00
12						
13	Total	\$0.00		=SUM(B3..B12)	\$0.00	\$0.00

Figure 2

Formula one, in the Discount Amount column, multiplies the Invoice Amount by the Discount Percent.

Place your cursor on E4 and type:

+	prepares the cell to accept a numeric expression
B4	Invoice Amount
*	multiplies
D4	Discount Percent
RETURN	enters the formula

Formula two, in the Net Payable column, subtracts the Discount Amount from the Invoice Amount.


Place your cursor on F4 and type:

+	prepares the cell to accept a numeric expression
B4	Invoice Amount
-	subtracts
E4	Discount Amount
RETURN	enters the formula

Now you will copy the two formulas just entered down their respective columns.

Place your cursor on E4.


Hold down and press:

 C	starts COPY command
W	selects Within worksheet option

Move your cursor to F4. The screen will reverse to indicate the area being copied.

RETURN	accepts source and prepares to receive additional information
---------------	---

Move your cursor to E5, first cell to copy into.

	ellipsis — indicates from-to
---	------------------------------

Move your cursor to E11, last cell to copy into.

RETURN	prepares to receive additional information
---------------	--

R	
R	
R	
R	tells the command to copy the cell address in the formula relative to its new location

Formula three, in the Total Row, the Invoice Amount column, adds the values in the Invoice column.

NOTE

When entering formula three, or any other formula, you have the option of using a different method to enter the formula.

In the formula you are about to enter, Formula three, you will employ this different method.

YOU WILL USE YOUR CURSOR KEY TO GO TO the cells you wish to include in your formula. Note that when you use this method, it is not necessary to actually type the cell location.

Place your cursor on B13 and type:

@ SUM (starts SUM function

Move your cursor to B3, first cell in list to add.

• ellipsis — indicates from-to

Move your cursor to B12, last cell in list to add

RETURN prepares to receive additional information

) parenthesis, closes list

RETURN enters the formula

Next copy the formula just entered across the row into Columns E and F.

Leave your cursor on B13.

Hold down and press:

 **C** starts COPY command

W selects Within Worksheet option

RETURN accepts source

Move your cursor to E13, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor to F13, last cell to copy into.

RETURN prepares to receive additional information

R
R tells the command to copy the cell address in the formula relative to its new location

Your worksheet should now look like Figure 2.

MAKING WORKSHEET ENTRIES

Using the following instructions you will now make entries into your worksheet as illustrated in Figure 3.

Place your cursor on A4.

Type in the account name.

RETURN enters the account name

Place your cursor on B4.

Type in the invoice amount.

RETURN enters the invoice amount

To type the invoice date into C4, use the following directions.

Place your cursor on C4 and type:

" quotation mark, prepares cell to accept label

Next, press your space bar three times (to indent the label) and type:

3-12-83 label

RETURN enters the label

Now place your cursor on D4 and type:

.02 discount percent

RETURN enters the value

Place your cursor on A5, and continue entering the text and values into columns A, B, C and D.

NOTE

Never enter values into cells which contain formulas, or the formulas will be erased.

After you have entered all your values, your worksheet should look like Figure 3.

1	A	B	C	D	E	F
2	Account	Invoice	Invoice	Discount	Discount	Net
3	Name	Amount	Date	Percent	Amount	Payable
4	Rudolph Co	\$500.00	3-12-83	2%	\$10.00	\$490.00
5	Acme Co	\$225.00	3-13-83	2%	\$4.50	\$220.50
6	Industrial	\$336.00	3-14-83	5%	\$16.80	\$319.20
7	Training Co	\$778.48	3-15-83	5%	\$38.92	\$739.56
8	Cleveland	\$472.00	3-17-83	8%	\$37.76	\$434.24
9	Central Inc	\$988.43	3-24-83	2%	\$19.77	\$968.66
10	Anderson Co	\$634.00	3-25-83	5%	\$31.70	\$602.30
11	Safety Corp	\$100.00	3-29-83	8%	\$8.00	\$92.00
12						
13	Total	\$4,033.91			\$167.45	\$3,866.46


Figure 3

SORTING THE ACCOUNT NAMES

If you wish to sort your account names so that they will appear in alphabetical order,

Place your cursor on A4.

Hold down and press:

 **A** starts ARRANGE command

Move your cursor to A11. The screen will reverse to indicate the area being sorted.

RETURN displays:
Arrange options
 and highlights the first option:
labels from A to Z

RETURN returns you to your worksheet

Observe that your account names are now in alphabetical order.

Your worksheet should now look like Figure 4.

NOTE

The Arrange options allow you to sort your labels in two ways:

From A to Z, or from Z to A.

You can also sort the values on your worksheet in two ways:

From 0 to 9, or from 9 to 0.

1: Account	Invoice	Invoice	Discount	Discount	Net
2: Name	Amount	Date	Percent	Amount	Payable
4: Acme Co	\$225.00	3-13-83	2%	\$4.50	\$220.50
5: Anderson Co	\$634.00	3-25-83	5%	\$31.70	\$602.30
6: Central Inc	\$988.43	3-24-83	2%	\$19.77	\$968.66
7: Cleveland	\$472.00	3-17-83	8%	\$37.76	\$434.24
8: Industrial	\$336.00	3-14-83	5%	\$16.80	\$319.20
9: Rudolph Co	\$500.00	3-12-83	2%	\$10.00	\$490.00
10: Safety Corp	\$100.00	3-29-83	8%	\$8.00	\$92.00
11: Training Co	\$778.48	3-15-83	5%	\$38.92	\$739.56
13: Total	\$4,033.91			\$167.45	\$3,866.46

Figure 4


WINDOWS

AppleWorks' Window command allows you to split your screen either horizontally or vertically.

Splitting the screen on your worksheet has many useful purposes. For example, you may wish to examine the discount percents that you are giving to each of your accounts. To utilize AppleWorks' Window command for this purpose,

Place your cursor on B4.

Hold down and press:

 **W** starts WINDOW command

S selects Side-by-side option and splits your screen vertically

Press your right cursor key six times, which will bring the Discount Percent column to the right of the Account Name column.


Your worksheet should now look like Figure 5, and you will be able to study the information with greater ease.

If you wish to view the Invoice Dates and the Account Names in closer proximity,

Press your left cursor key five times, and you will observe that the Invoice Date column is now directly to the right of the Account Name column.

To move from one window to the other,

Hold down and press:

 **J** starts JUMP command and moves cursor from one window to the other

Account	Discount	Discount	Net
Name	Percent	Amount	Payable
Acme Co	2%	\$4.50	\$220.50
Anderson Co	5%	\$31.70	\$602.30
Central Inc	2%	\$19.77	\$968.66
Cleveland	8%	\$37.76	\$434.24
Industrial	5%	\$16.80	\$319.20
Rudolph Co	2%	\$10.00	\$490.00
Safety Corp	8%	\$8.00	\$92.00
Training Co	5%	\$38.92	\$739.56
Total		\$167.45	\$3,866.46

Figure 5


When you have a window on your screen and you wish to print it,

Hold down and press:

 **H** prints the document

To close the window on your screen,

Hold down and press:

 **W** starts WINDOW command

O selects One option and eliminates the window on your screen

SETTING AND REMOVING A FIXED TITLES AREA

AppleWorks lets you set in place a fixed titles area at the top or at the left of your worksheet, or both.

In the following example, you will set and fix the titles at the top of your worksheet, Rows 1 and 2.

Place your cursor on A3,

Hold down and press:

 **T** starts TITLES command

T selects Top option, and "fixed" the titles at the top of your page

Hold down the down cursor key and scroll down your worksheet until the Total Row and the double-dashed line are moved up, directly beneath the titles.

You will observe that the amounts in the Total Row are now underneath your titles and may be viewed more easily.

Your worksheet should now look like Figure 6.

	A	B	C	D	E	F
1:	Account	Invoice	Invoice	Discount	Discount	Net
2:	Name	Amount	Date	Percent	Amount	Payable
12:						
13:	Total	\$4,033.91			\$167.45	\$3,866.46

Figure 6


To remove the fixed title area,

Hold down and press:

 **T** starts TITLE command

N selects None option

Hold down and press:

 **1** moves your cursor to the top of your worksheet

You will now want to save your worksheet.

SAVING

To save a file which has not been previously saved, used the following directions.

Place a formatted data diskette in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option, **Save Desktop files to disk**, and press:

RETURN highlights the name of your current file

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words **Disk: Drive 2**,

Place your cursor on the 2nd option,
First change to a different disk or directory

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option:
Save the file on the current disk
and displays: **Disk: Drive 2**
in the upper left-hand corner of your screen

RETURN saves the file

ESC returns you to your worksheet

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option, and press:

RETURN saves the file and brings you back to the Main Menu

ESC returns you to your worksheet

Now that your worksheet has been saved, you will want to prepare it for the next month's entries.

PREPARING THE WORKSHEET FOR THE NEXT MONTH'S ENTRIES

Before you can make new entries for the next month, you will erase the values in Columns A, B, C and D. To do this,

Place your cursor on A4.

Hold down and press:

 **B** starts BLANK command

B selects Block option

Move your cursor to D11. The screen will reverse to show you the area being erased.

RETURN executes the command

When you used the BLANK command to erase the values in Columns A, B, C and D, AppleWorks also erased the formatting.

To restore the formatting, place your cursor on B4.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to B11. The screen will reverse to show the area being formatted.

RETURN prepares to receive additional information

V selects Value format

D selects Dollar option

2 number of decimal places

RETURN executes the command

Now place your cursor on D4.

Hold down and press:

⌘ L starts LAYOUT command

B selects Block option

Move your cursor to D11. The screen will reverse to show the area being formatted.

RETURN prepares to receive additional information

V selects Value format

P selects Percent option

0 number of decimal places

RETURN executes the command

Your worksheet is ready and you may make your new entries.

After making your entries, you will want to save your worksheet again under a different name.

SAVING UNDER A DIFFERENT NAME

To save your file under a different name, place the data diskette containing the information in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option (**Save Desktop files to disk**) and press:

RETURN highlights the name of your current file

RETURN displays:
You made changes to this file
and highlights first option:
Save the file on the current disk

RETURN displays options

Place your cursor on the second option, **Save with a different name.**

RETURN displays:
Type a new name for this file:

Your file name must consist of no more than 15 characters. Example:

AccountsTwo file name

RETURN saves the new file, and brings you back to the Main Menu

ESC returns you to your worksheet

SETTING UP YOUR PRINTER

To set up your printer, press:

ESC displays the Main Menu

Place your cursor on the 5th option, **Other Activities**.

RETURN displays Other Activities menu

Place your cursor on the 7th option, **Specify information about your printer(s)**.

RETURN displays Printer Information menu

Place your cursor on the 2nd option, **Add a printer**.

RETURN displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN displays at the bottom of your screen:
Type a name:

Type in any name you choose. The name must consist of no more than 16 characters.

RETURN displays Slot options, and highlights **Slot 1**


The most likely method of access will be Slot 1, so press:

RETURN displays options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. However, at this point, you can change any of the values depending on your own printer.

Your printer is now set up, so to return to your worksheet,

Hold down, and press:

 **Q** displays Desktop Index and highlights your current worksheet

RETURN returns you to your current worksheet

Now that you have set up your printer, you are ready to print your document.

PRINTING

To print your entire document:

Hold down and press:

 **P** starts PRINT command

A selects All option, and displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN displays:
How many copies? 1


At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN prints the document

To print a portion of your worksheet, for example, if you wish to print only the first three columns of information,

Place your cursor on A1.

Hold down and press:

 **P** starts PRINT command

B selects Block option

Move your cursor to C12, the area you wish to print. The screen will reverse to show you the area to be printed.

RETURN

displays:

Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN

displays:

Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN

displays:

How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN

prints the document

NOTE

Once you have set up your printer, as described in the above paragraph entitled Setting Up Your Printer, you will not need to repeat the procedure. All you need to do is to follow the instructions in the above paragraph entitled Printing.

NOTE

Once you have set up your printer, you can print a copy of the entire screen (all the contents on the screen). To do this,

Hold down and press:

Command H prints entire contents of screen

EXERCISE TWO

MAINTAINING A STOCK PORTFOLIO

DESCRIPTION

You will set up and maintain a stock portfolio with current and past information on stocks.

Formulas will be entered which will determine the Purchase Gross, the Market Gross, the Gain \$, the Gain %, the Expected Return, and the Return Ratio.

The High and Low Estimates and the Beta percentages in this exercise were taken from the Value Line Investment Survey newsletter.

OPERATIONS PERFORMED

Loading the Sample Diskette

Starting a Worksheet from Scratch

Setting up the Worksheet Format

Entering Mathematical Formulas

Entering the Data

Saving

Setting up your Printer

Printing

FUNCTIONS USED

@AVG

@SUM

CONTROL Y

deletes to end of line

COMMANDS USED

⌘ C

Copy Command

⌘ H

Prints entire contents of screen

⌘ L

Layout Command

⌘ P

Print Command

⌘ Q

Displays Desktop Index

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, which contains all the labels and formulas already entered, use the following instructions to load the worksheet (illustrated in Figure 2, Page 105) into your computer.

First you will load the AppleWorks Program into your computer.

You will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted, so press:

RETURN

displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words: **Disk: Drive 2**,

Place your cursor on the 2nd option,
A different disk

RETURN

displays disk drives

Place your cursor on the 2nd option,
Drive 2

RETURN

highlights 1st option:
The current disk: Drive 2

RETURN

displays a list of the files on the Sample Diskette. (Skip the next note and go down to the paragraph below)

Note: If you see: **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option,
The Current disk: Drive 2

RETURN

displays a list of the files on the Sample Diskette

Place your cursor on the file you wish to load into your computer, in this case, **Stock**, and press:

RETURN loads **Stock** onto your screen

Now skip the next paragraph entitled Starting A Worksheet From Scratch, and go to the paragraph entitled Entering the Data on Page 109.

STARTING A WORKSHEET FROM SCRATCH

After loading AppleWorks into your computer, you will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN displays Add Files menu

Place your cursor on the 5th option, **Spreadsheet**.

RETURN displays:
Make a new file
and highlights:
From scratch

RETURN requests a file name

Your file name must consist of no more than 15 characters. Example:

Stock file name

RETURN displays your working screen

At the top of the screen, in the upper left-hand corner, you will see your file name displayed.

At the top of your screen, in the center, you will see the words: REVIEW/ADD/CHANGE. You are now ready to set up your worksheet.

SETTING UP THE WORKSHEET FORMAT

Using the following directions, set up your worksheet by copying Figure 1, retaining exact row and column locations of all information.

First type in your labels as shown in Figure 1. You will center them later.

Now that you have typed in your labels, you will center the labels on Rows 3 and 4. To do this,

Place your cursor on A3.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

To enter the dashed line on Row 5, on your worksheet,

Place your cursor on A5 and type:

" quotation mark — prepares cell for label

----- nine dashes (do not use the shift key)

RETURN accepts the label

The column your cursor is on will now have a line of dashes across its width. To extend the dashed line in the same row across the remaining columns,

Leave your cursor on A5.

Hold down and press:

⌘ C starts COPY command

W selects Within worksheet option

RETURN accepts source

Move your cursor to B5, first cell to copy into.

⋮ ellipsis — indicates from-to

Move your cursor across Row 5 to Column N.

RETURN executes the command and places a dashed line across Row 5

To enter the double-dashed line on Row 14,

Place your cursor on A14 and type:

" quotation mark — prepares cell for label

= = = = = = = = = nine equal signs (=)

RETURN accepts label

The column your cursor is on will now have a double-dashed line across its width. To extend the double-dashed line in the same row across the remaining columns,

Leave your cursor on A14.

Hold down and press:

⌘ C starts COPY command

W selects Within worksheet option

RETURN accepts source

Move your cursor to B14, first cell to copy into.

⋮ ellipsis — indicates from-to

Move your cursor across Row 14 to Column N.

RETURN executes the command and places a double-dashed line across Row 14

To enter the double-dashed line in Row 17,

Place your cursor on A17 and type:

" quotation mark — prepares cell for label

= = = = = = = = = nine equal signs (=)

RETURN accepts label

The column your cursor is on will now have a double-dashed line across its width. To extend the double-dashed line in the same row across the remaining columns,

Leave your cursor on A17.

Hold down and press:

⌘ C starts COPY command

W selects Within worksheet option

RETURN accepts source

Move your cursor to B17, first cell to copy into.

⌘ ellipsis — indicates from-to

Move your cursor across Row 17 to Column N.

RETURN executes the command and places a double-dashed line across Row 17

Your worksheet should now look like Figure 1.

ENTERING MATHEMATICAL FORMULAS

You will now enter the mathematical formulas that will establish the relationship between column and row positions. The formulas and their locations are illustrated in Figure 2.

Formula one, in the Purchase Gross column, multiplies the Shares by the Purchase Price.

Place your cursor on F6 and type:

+ prepares the cell to accept a numeric expression

C6 Shares

***** multiplies

D6 Purchase Price

RETURN enters the formula

Formula two, in the Market Gross column, multiplies the Shares by the Market Price.

[illegible]

Figure 2

Place your cursor on G6 and type:

- + prepares the cell to accept a numeric expression

C6	Shares
----	--------

* multiplies

E6 **Market Price**

RETURN enters the formula

Formula three, in the Gain \$ column, subtracts Purchase Gross from Market Gross.

Place your cursor on H6 and type:

- + prepares the cell to accept a numeric expression

G6	Market Gross
----	--------------

— subtracts

F6	Purchase Gross
----	----------------

RETURN enters the formula

Formula four, in the Gain % column, calculates the percent of dollars gained, by dividing Gain \$ by Purchase Gross.

Place your cursor on I6 and type:

- + prepares the cell to accept a numeric expression

H6	Gain \$
----	---------

/ divides

F6

Purchase Gross

RETURN

enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate columns.

You will now format the cell into which you have just entered the formula so that it will be displayed as a percent, with two decimal places.

Leave your cursor on I6.

Hold down and press:

**L**

starts LAYOUT command

B

selects Block option

Move your cursor to I13. The screen will reverse to show you the area being formatted.

RETURN

prepares to receive additional information

V

selects Value format option

P

selects Percent option, and requests number of decimal places

2

number of decimal places

RETURN

executes the command

Formula five in the Expected Return column, first generates the average of the High and Low Estimates, then divides that by the Market Price. The result is taken to the .25 power and 1 is subtracted from it, which gives you the percentage per year for a four-year period.

The High and Low Estimates in this exercise were taken from the Value Line Investment Survey Newsletter which gives you the high and low for a four-year period.

Place your cursor on K6 and type:

(

parenthesis — opens expression

@AVG (

averages the following list

M6

Low Est

,

comma — separates values in list

N6)

High Est

/

divides

E6

Market Price

)

parenthesis — closes expression

^ .25

takes the value generated to the .25 power

- 1

subtracts 1

RETURN

enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate columns.

Formula six, in the Return Ratio column, subtracts the Risk Free Return from the Expected Return percentage, which is then divided by the Beta percentage.

The Beta percentage was taken from the Value Line Investment Survey Newsletter.

Place your cursor on L6 and type:


(K6	Expected Return
—	subtracts
C1)	Risk Free Return
/	divides
J6	Beta
RETURN	enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate columns.

You will now format the two formulas you have just entered so that they will be displayed as a percent with two decimal places.

Place your cursor on K6.

Hold down and press:

 L	starts LAYOUT command
B	selects Block option


Move your cursor to L13. The screen will reverse to show you the area being formatted.

RETURN	prepares to receive additional information
V	selects Value format option
P	selects Percent option, and requests number of decimal places
2	number of decimal places
RETURN	executes the command

The next operation will be to copy all the formulas you have just entered down their respective columns.

Place your cursor on F6.

Hold down and press:

 C	starts COPY command
W	selects Within worksheet option

Move your cursor to L6. The screen will reverse to indicate the area being copied.

RETURN accepts source and prepares to receive additional information

Move your cursor to F7, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor to F13, last cell to copy into.

RETURN prepares to receive additional information

R
R
R
R
R
R
R
R
R
R
R

tells the command to copy the cell address in the formula relative to its new location

N tells the command to copy the cell address in the formula in its new location without change

R

Formula seven, in the Sub Totals Row, in the Shares column, adds the values in the Shares column.

Place your cursor on C15 and type:

@SUM (adds values in the following list

C6 first cell in list

• ellipsis — indicates from-to

C13) last cell in list

RETURN enters the formula

To copy the formula just entered across the row, into the Purchase Gross, Market Gross and Gain \$ columns,

Leave your cursor on C15.

Hold down and press:

 **C** starts COPY command

W selects Within worksheet option

RETURN accepts source

Move your cursor to F15, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor to H15, last cell to copy into.

RETURN prepares to receive additional information

R tells the command to copy the cell address in the formula relative to its new location

Formula eight, in the Totals row, Market Gross column, adds the Cash on Hand to the Market Gross subtotal.

Place your cursor on G18 and type:

@SUM (adds values in the following list

G16, Cash on Hand

G15) Sub Totals

RETURN enters the formula

Your worksheet should now look like Figure 2.

ENTERING THE DATA

Now that the formulas are entered, you will enter the values as illustrated in Figure 3. The first value to enter is in Row 1, to the right of Risk Free Return.

=====A=====B=====C=====D=====E=====F=====G=====H=====I=====J=====K=====L=====M=====N=====													
1: Risk Free Return				.12									
2:													
3: Company			Purchase	Market	Purchase	Market				Expected	Return		
4: Name	Ticker	Shares	Price	Price	Gross	Gross	Gain \$	Gain %	Beta	Return	Ratio	Low Est	High Est
5:													
6:	bll	300	21	26.25	6300	7875	1575	25.00%	.8	37.01%	31.26%	85	100
7:	cty	325	42	30	13650	9750	-3900	-28.57%	.9	13.62%	1.80%	40	60
8:	dtr	450	17	34	7650	15300	7650	100.00%	.5	-7.87%	-39.73%	17	32
9:	sdt	400	30	34	12000	13600	1600	13.33%	.9	41.55%	32.83%	127	146
10:	ibm	600	56	25	33600	15000	-18600	-55.36%	.7	34.78%	32.54%	68	97
11:	von	450	78	25	35100	11250	-23850	-67.95%	.5	5.10%	-13.81%	29	32
12:	ind	200	60	17	12000	3400	-8600	-71.67%	.6	59.85%	79.75%	72	150
13:	abu	475	75	82	35625	38950	3325	9.33%	.8	-20.96%	-41.20%	28	36
14:													
15: Sub Totals		3200			155925	115125	-40800						
16: Cash On Hand						12000							
17:													
18: Totals						127125							

Figure 3

Place your cursor on C1 and type:

.12 Risk Free Return

RETURN enters the value

Next place your cursor on B6 and begin entering the values into the following columns: Ticker, Shares, Purchase Price and Market Price.

Next, enter the values into the Beta column, column J.

Then enter the values into the Low Est and High Est columns, columns M and N.

Last, you will enter the Cash on Hand value in G16.

Never make entries into cells which contain formulas, or the formulas will be erased.

Your worksheet should now look like Figure 3.

SAVING

To save a file which has not been previously saved, used the following directions.

Place a formatted data diskette in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option, **Save Desktop files to disk**, and press:

RETURN highlights the name of your current file

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words: **Disk: Drive 2**,

Place your cursor on the 2nd option,
First change to a different disk or directory

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option,
Save the file on the current disk
and displays
Disk: Drive 2
in the upper left-hand corner of your screen

RETURN saves the file

ESC returns you to your worksheet

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option, and press:

RETURN saves the file and brings you back to the Main Menu

ESC returns you to your worksheet

SETTING UP YOUR PRINTER

To set up your printer, press:

ESC displays the Main Menu

Place your cursor on the 5th option, **Other Activities**.

RETURN displays Other Activities menu

Place your cursor on the 7th option, **Specify information about your printer(s)**.

RETURN displays Printer Information menu

Place your cursor on the 2nd option, **Add a printer**.

RETURN displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN displays at the bottom of your screen:
Type a name:

Type in any name you choose. The name must consist of no more than 16 characters.

RETURN displays Slot options, and highlights **Slot 1**


The most likely method of access will be Slot 1, so press:

RETURN displays options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. However, at this point, you can change any of the values depending on your own printer.

Your printer is now set up, so to return to your worksheet,

Hold down, and press:

 **Q** displays Desktop Index and highlights your current worksheet

RETURN returns you to your current worksheet

Now that you have set up your printer, you are ready to print your document.

PRINTING

To print your entire document:

Hold down and press:

 **P** starts PRINT command

A selects All option, and displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN prints the document

To print a portion of your worksheet, for example, if you wish to print only the first three columns of information,

Place your cursor on A1.

Hold down and press:

 **P** starts PRINT command

B selects Block option

Move your cursor to C15, the area you wish to print. The screen will reverse to show you the area to be printed.

RETURN

displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN

displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL **Y** deletes to the end of the line

Now you may type in your new date.

RETURN

displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN

prints the document


NOTE

Once you have set up your printer, as described in the above paragraph entitled Setting Up Your Printer, you will not need to repeat the procedure. All you need to do is to follow the instructions in the above paragraph entitled Printing.

NOTE

Once you have set up your printer, you can print a copy of the entire screen (all the contents on the screen). To do this,

Hold down and press:

 **H** prints entire contents of screen

EXERCISE THREE

COST RECOVERY

DESCRIPTION

To demonstrate AppleWorks' abilities, a Cost Recovery worksheet has been set up listing the equipment stocked by an equipment rental company. Each piece of equipment offered for rent has been listed, and the purchase price entered.

The rental income is deducted from the purchase price of each item and the declining balance is displayed, until the full cost is recovered.

OPERATIONS PERFORMED

Loading the Sample Diskette

Starting a Worksheet from Scratch

Setting up the Worksheet Format

Entering Mathematical Formulas

Making Worksheet Entries

Saving

Making Worksheet Entries for the Next Month

Saving a File Under a Different Name

Setting up your Printer

Printing

FUNCTIONS USED

@ABS
 @MAX
 @MIN
 @SUM

CONTROL Y deletes to end of line

COMMANDS USED

⌘ **C** Copy Command
 ⌘ **H** Prints entire contents of screen
 ⌘ **L** Layout Command
 ⌘ **P** Print Command
 ⌘ **Q** Displays Desktop Index
 ⌘ **U** Edit Command

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, which contains all the labels and formulas already entered, use the following instructions to load the worksheet (illustrated in Figure 2, Page 121) into your computer.

First you will load the AppleWorks Program into your computer.

You will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted, so press:

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words: **Disk: Drive 2**,

Place your cursor on the 2nd option,
A different disk

RETURN displays disk drives

Place your cursor on the 2nd option,
Drive 2

RETURN highlights 1st option,
The current disk: Drive 2

RETURN displays a list of the files on the Sample Diskette. (Skip the next note and go down to the paragraph below)

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option,
The Current disk: Drive 2

RETURN displays a list of the files on the Sample Diskette

Place your cursor on the file you wish to load into your computer, in this case, **Cost Recovery**, and press:

RETURN loads **Cost Recovery** onto your screen

Now skip the next paragraph entitled Starting A Worksheet From Scratch, and go to the paragraph entitled Making Worksheet Entries on Page 123.

STARTING A WORKSHEET FROM SCRATCH

After loading AppleWorks into your computer, you will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN displays Add Files menu

Place your cursor on the 5th option, **Spreadsheet**.

RETURN displays:
Make a new file:
and highlights:
From scratch

RETURN requests a file name

Your file name must consist of no more than 15 characters. Example:

CostRecovery file name

RETURN displays your working screen

At the top of the screen, in the upper left-hand corner, you will see your file name displayed.

At the top of your screen, in the center, you will see the words: REVIEW/ADD/CHANGE. You are now ready to set up your worksheet.

SETTING UP THE WORKSHEET FORMAT

To set up your worksheet, USE THE FOLLOWING DIRECTIONS, copying Figure 1 exactly as it is illustrated, retaining exact row and column locations of all information.

The first operation will be to expand the width of all the columns on your worksheet to 12 characters.

NOTE

When AppleWorks is first loaded into the computer, each column has a default width of 9 characters.

	A	B	C	D	E
1:	Item	Purchase	Rent	Invest.	Profit
2:	Name	Price	Received	Balance	Margin
3:					
4:					
5:					
6:					
7:					
8:					
9:					
10:					
11:					
12:					

Figure 1

Place your cursor on column A.

Hold down and press:

⌘ L

starts LAYOUT command

⌘

selects Columns option, and highlights column A

Using your cursor key, move your cursor to column E.

RETURN

prepares to receive additional information

⌘

selects Column width option

Hold the ⌘ key and press:

→ → →

right cursor key, expands column width by 3 characters

Note: Each time you press the right cursor key your column(s) will expand by one character.

Each time you press the left cursor key your column(s) will decrease by one character.

RETURN

executes the command and expands the width of all columns to 12

Type in the labels in Rows 1 and 2.

Now that you have typed in your labels, you will center the labels on Rows 1 and 2.

Place your cursor on A1.

Hold down and press:

⌘ L

starts LAYOUT command

⌘

selects Block option

Move your cursor to E2. The screen will reverse to indicate the area being formatted.

- RETURN** prepares to receive additional information
- L** selects Label format option
- C** selects Center option and centers the labels

The labels in Rows 1 and 2 will now be centered.

To enter the dashed line on Row 3 on your worksheet,


Place your cursor on A3 and type:

- "** quotation mark — prepares cell for label
- twelve dashes (do not use the shift key)
- RETURN** accepts label

The column your cursor is on will now have a line of dashes across its width. To extend the dashed line in the same row across the remaining columns,

Leave your cursor on A3.

Hold down and press:

-  **C** starts COPY command
- W** selects Within worksheet option
- RETURN** accepts source

Move your cursor to B3, first cell to copy into.

- ellipsis — indicates from-to

Move your cursor across Row 3 to Column E.

- RETURN** executes the command and places a dashed line across Row 3

To enter the double-dashed line on Row 11,

Place your cursor on A11 and type:

- "** quotation mark — prepares cell for label
- = = = = = twelve equal signs (=)
- RETURN** accepts label

The column your cursor is on will now have a double-dashed line across its width. To extend the double-dashed line in the same row across the remaining columns,

Leave your cursor on A11.

Hold down and press:

- ⌘ C starts COPY command
- W selects Within worksheet option
- RETURN accepts source

Move your cursor to B11, first cell to copy into.

- ellipsis — indicates from-to

Move your cursor across Row 11 to Column E.

- RETURN executes the command and places a double-dashed line across Row 11

To format some of the cells on your worksheet to display in dollars and cents,

Place your cursor on B4.

Hold down and press:

- ⌘ L starts LAYOUT command
- B selects Block option

Move your cursor to E10. The screen will reverse to show you the area being formatted.

- RETURN prepares to receive additional information
- V selects Value format option
- D selects Dollars option, and requests number of decimal places
- 2 number of decimal places
- RETURN executes the command

Place your cursor on B12.

Hold down and press:

- ⌘ L starts LAYOUT command
- B selects Block option

Move your cursor to E12. The screen will reverse to show the area being formatted.

- RETURN prepares to receive additional information
- V selects Value format option
- D selects Dollars option, and requests number of decimal places

2 number of decimal places

RETURN executes the command

Your worksheet should now look like Figure 1.

ENTERING MATHEMATICAL FORMULAS

You will now begin entering the mathematical formulas that will establish the relationship between column and row positions. The formulas and their locations are illustrated in Figure 2.

Formula one, in the Invest Balance column, calculates the unrecovered purchase price of each item listed. When the full purchase cost of each piece of equipment is recovered, the Invest Balance column will display 0.00 opposite that item.

	A	B	C	D	E
1	Item	Purchase	Rent	Invest.	Profit
2	Name	Price	Received	Balance	Margin
3					
4		@MAX(0,B4-C4)		\$0.00	\$0.00
5				\$0.00	\$0.00
6		@ABS(@MIN(0,B4-C4))		\$0.00	\$0.00
7				\$0.00	\$0.00
8				\$0.00	\$0.00
9				\$0.00	\$0.00
10				\$0.00	\$0.00
11					
12		@SUM(B3:B11)	\$0.00	\$0.00	\$0.00

Figure 2

Place your cursor on D4 and type:

@MAX(0,B4-C4) selects the maximum value 0, or the value in B4-C4.

RETURN enters the formula

Formula two, in the Profit Margin column, calculates the profits when the purchase cost of the item has been recovered.

Place your cursor on E4 and type:

@ABS(reads the answer to the following calculation as an absolute function

@MIN(0,B4-C4)) selects the minimum value, or the value in B4-C4

RETURN enters the formula

The next operation is to copy the formulas just entered at the top of each column into each row in their respective columns. To do this,

Place your cursor on D4.

Hold down and press:

 **C** starts COPY command

W selects Within worksheet option

Move your cursor to E4. The screen will reverse to indicate the area being copied.

RETURN accepts source and prepares to receive additional information

Move your cursor to D5, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor to D10, last cell to copy into.

RETURN prepares to receive additional information

R
R
R
R tells the command to copy the cell address in the formula relative to its new location

Formula three, immediately underneath the double-dashed line, in the Purchase Price column, adds the values in the Purchase Price column.

Place your cursor on B12 and type:

@SUM (adds values in the following list

B3 first cell in the column that you wish to add

• ellipsis — indicates from-to

B11) last cell in the column that you wish to add

RETURN enters the formula

To format the cell into which you have just entered the formula, so that it will be displayed in dollars and cents,

Leave your cursor on B12.

Hold down and press:

 **L** starts LAYOUT command

E selects Entry option

V selects Value format option

- D** selects Dollars option, and requests number of decimal places
- 2** number of decimal places
- RETURN** executes the command

To copy formula three across the row, into the Rent Received, Invest Balance, and Profit Margin columns,

Leave your cursor on B12.

Hold down and press:

- C** starts COPY command
- W** selects Within worksheet option
- RETURN** accepts source

Move your cursor to C12, first cell to copy into.

- .** ellipsis — indicates from-to

Move your cursor to E12, last cell to copy into.

- RETURN** prepares to receive additional information
- R** tells the command to copy the cell address in the formula relative to its new location
- R**

Your worksheet should now look like Figure 2.

MAKING WORKSHEET ENTRIES

To operate your worksheet, type in the entries in the Item Name, Purchase Price and Rent Received columns, (columns A, B and C), as illustrated in Figure 3 exactly as they are shown).

1	Item	Purchase	Rent	Invest.	Profit
2	Name	Price	Received	Balance	Margin
3					
4	Hammer	\$25.00	\$5.00	\$20.00	\$0.00
5	Trailer	\$675.00	\$155.00	\$520.00	\$0.00
6	Shovel	\$55.00	\$89.00	\$0.00	\$34.00
7	Bike	\$255.00	\$15.00	\$240.00	\$0.00
8	Truck	\$6,500.00	\$250.00	\$6,250.00	\$0.00
9	Motor	\$152.00	\$225.00	\$0.00	\$73.00
10	Ax	\$89.00	\$18.00	\$71.00	\$0.00
11					
12		\$7,751.00	\$757.00	\$7,101.00	\$107.00

Figure 3

NOTE

Do not type into cells which contain formulas, or the formulas will be erased.

Your worksheet should now look like Figure 3.

To make your worksheet operational for the next month, you must first be sure to save your current worksheet.

SAVING

To save a file which has not been previously saved, use the following directions.

Place a formatted data diskette in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option, **Save Desktop files to disk**, and press:

RETURN highlights the name of your current file

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words **Disk: Drive 2**,

Place your cursor on the 2nd option,
First change to a different disk or directory

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option,
Save the file on the current disk
and displays:
Disk: Drive 2
in the upper left-hand corner of your screen

RETURN saves the file

ESC returns you to your worksheet

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option, and press:

RETURN saves the file and brings you back to the Main Menu

ESC returns you to your worksheet

MAKING WORKSHEET ENTRIES FOR THE NEXT MONTH

You will now use the following instructions to make your entries for the next month.

Place your cursor on C4.

Hold down and press:

 **U** starts EDIT command

You will now see the value you wish to edit displayed in the lower left-hand area of your screen. The value will take on a blinking appearance and you will see a blinking cursor underneath the number.

Using your cursor key, move the cursor to the space following the number 5.

Type:

+ adds

10 value to be added

RETURN enters a new total in the Rent Received column, in C4

Place your cursor on C5.

Hold down and press:

 **U** starts EDIT command

You will see 155 displayed at the bottom of your screen.

Move the blinking cursor to the space following 155.

Type:

+ adds

100 value to be added

RETURN enters a new total in the Rent Received column, in C5

Place your cursor on C6.

Hold down and press:

 **U** starts EDIT command

Move the blinking cursor to the space following 89.

Type:

+ adds

50 value to be added

RETURN enters a new total in the Rent Received column, in C6

Place your cursor on C7.

Hold down and press:

 **U** starts EDIT command

Move the blinking cursor to the space following 15.

Type:

+ adds

45 value to be added

RETURN enters a new total in the Rent Received column, in C7

Place your cursor on C8.

Hold down and press:

 **U** starts EDIT command

Move the blinking cursor to the space following 250.

Type:

+ adds

500 value to be added

RETURN enters a new total in the Rent Received column, in C8

Place your cursor on C9.

Hold down and press:

 **U** starts EDIT command

Move the blinking cursor to the space following 225.

Type:

+ adds

200 value to be added

RETURN enters a new total in the Rent Received column, in C9

Place your cursor on C10.

Hold down and press:

 **U** starts EDIT command

Move the blinking cursor to the space following 18.

Type:

+ adds

30 value to be added

RETURN enters a new total in the Rent Received column, in C10

Your worksheet should now look like Figure 4.

1	Item	Purchase	Rent	Invest.	Profit
2	Name	Price	Received	Balance	Margin
3					
4	Hammer	\$25.00	\$15.00	\$10.00	\$0.00
5	Trailer	\$675.00	\$255.00	\$420.00	\$0.00
6	Shovel	\$55.00	\$139.00	\$0.00	\$84.00
7	Bike	\$255.00	\$60.00	\$195.00	\$0.00
8	Truck	\$6,500.00	\$750.00	\$5,750.00	\$0.00
9	Motor	\$152.00	\$425.00	\$0.00	\$273.00
10	Ax	\$89.00	\$48.00	\$41.00	\$0.00
11					
12		\$7,751.00	\$1,692.00	\$6,416.00	\$357.00

Figure 4

Later you may wish to see how the Rent Received amounts in Column C were arrived at. For example, if you wish to see how the amount in C4 was arrived at,

Place your cursor on C4.

Hold down and press:

⌘ U starts EDIT command and displays 5 + 10 at the lower left-hand corner of your screen

ESC takes you out of the EDIT mode

When you have entered your new values, you will want to save your worksheet again, under a different name.

SAVING A FILE UNDER A DIFFERENT NAME

To save your file under a different name, place the data diskette containing the information in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option (**Save Desktop files to disk**) and press:

RETURN highlights the name of your current file

RETURN displays:
You made changes to this file,
 and highlights first option:
Save the file on the current disk

RETURN displays options

Place your cursor on the second option, **Save with a different name.**

RETURN displays:
Type a new name for this file:

Your file name must consist of no more than 15 characters. Example:

CostRecoveryTwo file name

RETURN saves the new file, and brings you back to the Main Menu

ESC returns you to your worksheet

SETTING UP YOUR PRINTER

To set up your printer, press:

ESC displays the Main Menu

Place your cursor on the 5th option, **Other Activities.**

RETURN displays Other Activities menu

Place your cursor on the 7th option, **Specify information about your printer(s).**

RETURN displays Printer Information menu

Place your cursor on the 2nd option, **Add a printer.**

RETURN displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN displays at the bottom of your screen:
Type a name:

Type in any name you choose. The name must consist of no more than 16 characters.

RETURN displays Slot options, and highlights **Slot 1**


The most likely method of access will be Slot 1, so press:

RETURN displays options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. However, at this point, you can change any of the values depending on your own printer.

Your printer is now set up, so to return to your worksheet,

Hold down, and press:

 **Q** displays Desktop Index and highlights your current worksheet

RETURN returns you to your current worksheet

Now that you have set up your printer, you are ready to print your document.

PRINTING

To print your entire document:

Hold down and press:

 **P** starts PRINT command

A selects All option, and displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN prints the document

To print a portion of your worksheet, for example, if you wish to print only the first three columns of information,

Place your cursor on A1.

Hold down and press:

 **P** starts PRINT command

B selects Block option

Move your cursor to C12, the area you wish to print. The screen will reverse to show you the area to be printed.

RETURN displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL **Y** deletes to the end of the line

Now you may type in your new date.

RETURN displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN prints the document


NOTE

Once you have set up your printer, as described in the above paragraph entitled Setting Up Your Printer, you will not need to repeat the procedure. All you need to do is to follow the instructions in the above paragraph entitled Printing.

NOTE

Once you have set up your printer, you can print a copy of the entire screen (all the contents on the screen). To do this,

Hold down and press:

 **H** prints entire contents of screen

EXERCISE FOUR

AMORTIZATION

DESCRIPTION

An amortized loan is one which is liquidated on an installment basis, i.e., the principal amount of the loan is repaid in installments during the life of the loan.

This amortization schedule will find an unknown principal from a known payment. It will also calculate an unknown payment from a known principal.

From this information, a report is generated which contains the term, the principal due, the principal payment, the interest payment, the principal paid to date and the interest paid to date.

OPERATIONS PERFORMED

Loading the Sample Diskette

Starting a Worksheet from Scratch

Setting up the Worksheet Format

Entering Mathematical Formulas

Making Worksheet Entries
(Finding the Unknown Principal from a Known Payment)

Saving

Making Worksheet Entries
(Finding the Unknown Payment from a Known Principal)

Saving Under a Different Name

Setting up your Printer










Printing

FUNCTIONS USED

@IF
 @MAX
 @NA
 @SUM

CONTROL Y deletes to end of line

COMMANDS USED

 B	Blank Command
 C	Copy Command
 H	Prints entire contents of screen
 K	Recalculates
 L	Layout Command
 P	Print Command
 Q	Displays Desktop Index
 1	Moves cursor to top of worksheet
 9	Moves cursor to bottom of worksheet

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, which contains all the labels and formulas already entered, use the following instructions to load the worksheet (illustrated in Figure 2, Page 138) into your computer.

First you will load the AppleWorks Program into your computer.

You will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted, so press:

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words: **Disk: Drive 2**,

Place your cursor on the 2nd option,
A different disk

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option:
The current disk: Drive 2

RETURN displays a list of the files on the Sample Diskette. (Skip the next note and go down to the paragraph below)

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option,
The Current disk: Drive 2

RETURN displays a list of the files on the Sample Diskette

Place your cursor on the file you wish to load into your computer, in this case, **Amortization**, and press:

RETURN loads **Amortization** onto your screen

Now skip the next paragraph entitled Starting A Worksheet From Scratch, and go to the paragraph entitled Making Worksheet Entries, (Finding the Unknown Principal from a Known Payment) on Page 142.

STARTING A WORKSHEET FROM SCRATCH

After loading AppleWorks into your computer, you will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN displays Add Files menu

Place your cursor on the 5th option, **Spreadsheet**.

RETURN displays:
Make a new file:
and highlights:
From scratch

RETURN requests a file name

Your file name must consist of no more than 15 characters. Example:

Amortization file name

RETURN displays your working screen

At the top of the screen, in the upper left-hand corner, you will see your file name displayed.

At the top of your screen, in the center, you will see the words: REVIEW/ADD/CHANGE. You are now ready to set up your worksheet.

SETTING UP THE WORKSHEET FORMAT

To set up your Amortization Schedule worksheet, you will first need to expand the width of your columns.

NOTE

When AppleWorks is first loaded into the computer, each column has a default width of 9 characters.

Place your cursor on column A.

Hold down and press:







 **L** starts LAYOUT command

C selects Columns option, and highlights column A

RETURN prepares to receive additional information

C selects Column width option

Hold down the  key and press:

      right cursor key, expands column width by 6 characters

Note: Each time you press the right cursor key your column(s) will expand by one character.

Each time you press the left cursor key your column(s) will decrease by one character.

RETURN executes the command and expands the width of Column A to 15


The next operation will be to expand the width of the remaining columns on your worksheet to 12 characters.

NOTE

When AppleWorks is first loaded into the computer, each column has a default width of 9 characters.

Place your cursor on column B.

Hold down and press:

 **L** starts LAYOUT command




C selects Columns option, and highlights column B

Using your cursor key, move your cursor to column F.

RETURN prepares to receive additional information

C selects Column width option

Hold down the  key and press:

   right cursor key, expands column widths by 3 characters

Note: Each time you press the right cursor key your column(s) will expand by one character.

Each time you press the left cursor key your column(s) will decrease by one character.

RETURN executes the command and expands the width of the remaining columns to 12

To format some of the cells on your worksheet to display in two decimal places,

Place your cursor on B15.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to F16. The screen will reverse to show you the area being formatted.

RETURN prepares to receive additional information

V selects Value format option

F selects Fixed option, and requests number of decimal places

2 number of decimal places

RETURN executes the command

Now begin typing in your labels as illustrated in Figure 1.

First type in the labels in Column A, in Rows 1, 2, 3 and 4.

When you type in the label in Row 5,

Place your cursor on A5 and type:

" quotation mark — prepares cell for label

Payment/Yr label

RETURN enters the label

Next type in the labels in Rows 6, 8, 9 and 10 (in Column A).

Then you will type in the labels in Rows 12 and 13.

After you have typed in the labels in Rows 12 and 13, you will center them.

Place your cursor on A12.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to F13. The screen will reverse to indicate the area being formatted.

RETURN prepares to receive additional information

L selects Label format option

C selects Center option and centers the labels

	A	B	C	D	E	F
1:Payment Known						
2:Principal Known						
3:Interest						
4:Comp Period/Yr						
5:# Payment/Yr						
6:Total Payments						
7:						
8:Part One,Form 1						
9:Form.1,Pmt Unk						
10:Prin Unknown						
11:						
12:	Term	Principal	Principal	Interest	Principal	Interest
13:			Payment	Payment	Pd.To Date	Pd.To Date
14:						
15:						
16:						
17:						
18:						
19:						
20:						
21:						
22:						
23:						
24:						
25:						
26:						
27:						
28:						
29:						
30:						
31:						
32:						
33:						
34:						
35:						
36:						
37:						
38:						
39:						
40:						

Figure 1

To enter the double-dashed line on Row 7,

Place your cursor on B7 and type:

" quotation mark — prepares cell for label

= = = = = 12 equal signs (=)

RETURN accepts label

To enter the double-dashed line on Row 14, on your worksheet,

Place your cursor on A14 and type:

" quotation mark — prepares cell for label

= = = = = 15 equal signs (do not use the shift key)

RETURN accepts the label

The column your cursor is on will now have a line of double dashes across its width. To extend the double-dashed line in the same row across the remaining columns.

Leave your cursor on A14.

Hold down and press:

⌘ C starts COPY command

W selects Within worksheet option

RETURN accepts source

Move your cursor to B14, first cell to copy into.

⋮ ellipsis — indicates from-to

Move your cursor across Row 14 to Column F.

RETURN executes the command and places a double-dashed line across Row 14

Your worksheet should now look like Figure 1.

ENTERING MATHEMATICAL FORMULAS

You will now begin entering mathematical formulas that will establish the relationship between column and row locations. The formulas and their locations are illustrated in Figure 2.

Formula one, in Column B, to the right of Form.1.,Pmt Unk, calculates the unknown payment.

Formula one is too long to be entered in its entirety into a cell.

NOTE

The procedure for entering formula one will be different from the usual procedure, so you will use the following step-by-step directions.

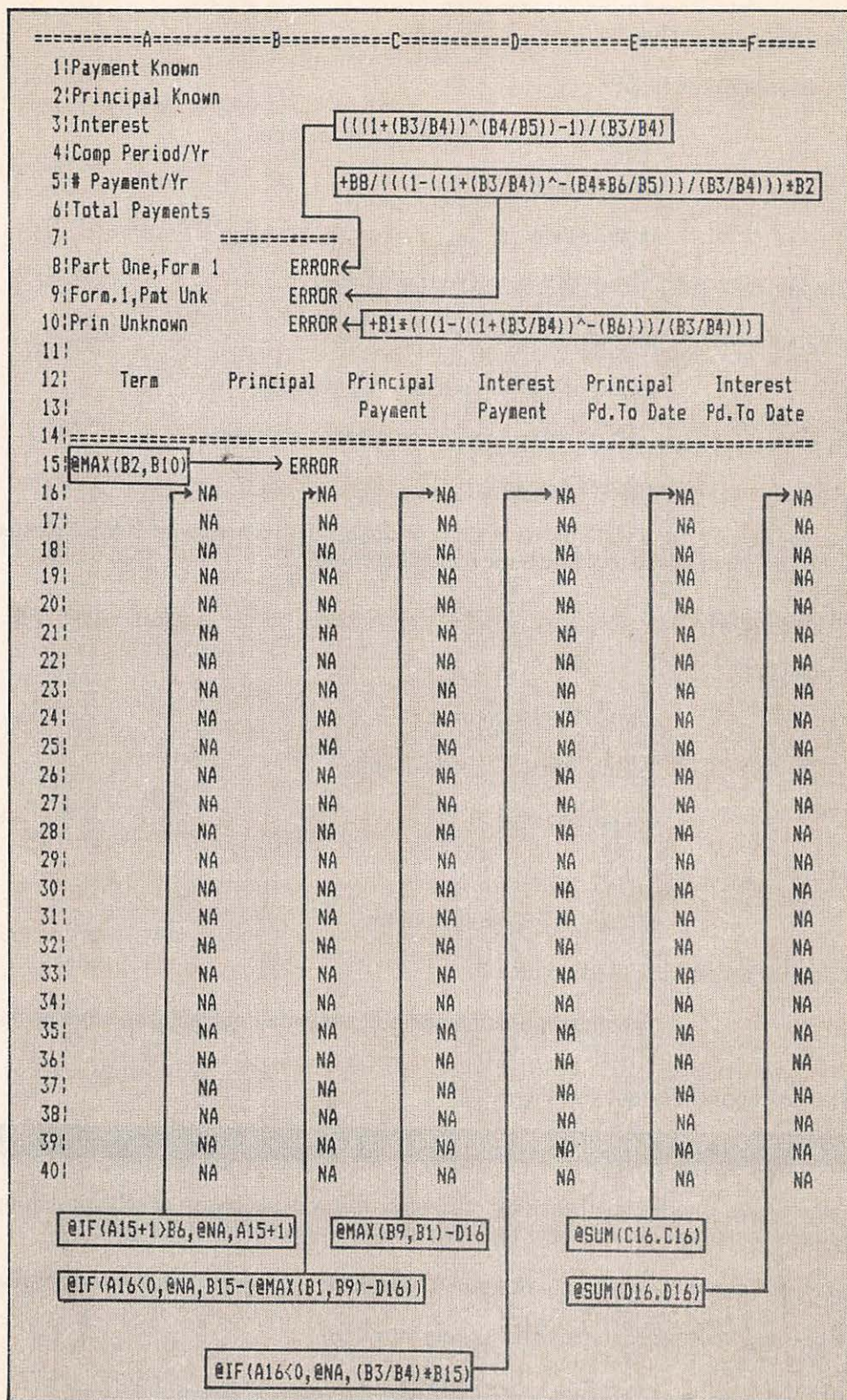


Figure 2

First you will enter Part One of Formula one.

Place your cursor on B8 and type:

$((1 + (B3/B4))^{(B4/B5)} - 1) / (B3/B4)$ first part of Formula one

RETURN enters the first part of Formula one

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Now you will be able to enter Formula one in Column B to the right of Form.1.,Pmt Unk.

Place your cursor on B9 and type:

+ B8 part one of Formula one

/ divides

$((1 - ((1 + (B3/B4))^B - (B4 * B6/B5))) / (B3/B4)) * B2$ formula

RETURN enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Next you will format the cell into which you have just entered Formula one, so that it will be displayed with two decimal places.

Leave your cursor on B9.

Hold down and press:

 **L** starts LAYOUT command

E selects Entry option

V selects Value format option

F selects Fixed option, and requests number of decimal places

2 number of decimal places

RETURN executes the command

Formula two in Column B, to the right of Prin. Unknown, calculates the unknown principal.

Place your cursor on B10 and type:

+ B1 * $((1 - ((1 + (B3/B4))^B - (B6))) / (B3/B4))$ formula


RETURN enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Now you will format the cell into which you have just entered Formula two so that it will be displayed with two decimal places.

Leave your cursor on B10.

Hold down and press:

 L	starts LAYOUT command
E	selects Entry option
V	selects Value format option
F	selects Fixed option, and requests number of decimal places
2	number of decimal places
RETURN	executes the command

Formula three in Column B, in the Principal column, immediately underneath the single dashed line, is the amount of principal still owing.

Place your cursor on B15 and type:

@MAX (B2 , B10)	formula
RETURN	enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Formula four is in Column A, the Term column.

Place your cursor on A16 and type:

@IF (A15 + 1 > B6 , @NA , A15 + 1)	formula
RETURN	enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Formula five, in Column B, calculates the principal owing.

Place your cursor on B16 and type:

@IF (A16 < 0 , @NA , B15 — (@MAX (B1 , B9) — D16))	formula
RETURN	enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Formula six, in Column C, calculates the principal payment.

Place your cursor on C16 and type:

@MAX (B9 , B1) — D16	formula
RETURN	enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Formula seven, in Column D, calculates the interest payment.

Place your cursor on D16 and type:

@IF (A16 < 0 , @NA , (B3/B4) * B15) formula

RETURN enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Formula eight, in Column E, calculates the principal paid to date.

Place your cursor on E16 and type:

@SUM (C16 . C16) formula

RETURN enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Formula nine, in Column F, calculates the interest paid to date.

Place your cursor on F16 and type:

@SUM (D16 . D16) formula

RETURN enters the formula

An ERROR or NA will be displayed until values are entered in the appropriate cells.

Now you will copy all the formulas you have just entered into Row 16, down their respective columns.

Place your cursor on A16.

Hold down and press:


 **C** starts COPY command

W selects Within worksheet option

Move your cursor to F16. The screen will reverse to indicate the area being copied.

RETURN accepts source and prepares to receive additional information

Move your cursor to A17, first cell to copy into.

 ellipsis — indicates from-to

Move your cursor to A40, last cell to copy into.

RETURN prepares to receive additional information

R tells the command to copy the cell address in the formula relative to its new location

N tells the command to copy the cell address in the formula in its new location without change

R
R
R

N
N

R

N
N

R
R

N
N

R

N

R


N

R

Your worksheet should now look like Figure 2.


If you wish to go down quickly to the bottom of your worksheet to check its appearance against Figure 2,

Hold down and press:

 **9** moves cursor to bottom of worksheet

To quickly return to the top of your worksheet,

Hold down and press:

 **1** moves cursor to top of worksheet

MAKING WORKSHEET ENTRIES (Finding the Unknown Principal From A Known Payment) — (Figure 3)

Now that your formulas have all been entered, use the following directions to enter the known values into your worksheet.

-----A-----B-----C-----D-----E-----F-----						
1:Payment Known	151.47					
2:Principal Known						
3:Interest	.12					
4:Comp Period/Yr	12					
5:# Payment/Yr	12					
6:Total Payments	20					
7:	=====					
8:Part One, Form 1	1					
9:Form 1, Pmt Unk	0.00					
10:Prin Unknown	2733.36					
11:						
12:Term	Principal	Principal	Interest	Principal	Interest	
13:		Payment	Payment	Pd.To Date	Pd.To Date	
14:=====						
15:	2733.36					
16:1	2609.22	124.14	27.33	124.14	27.33	
17:2	2483.85	125.38	26.09	249.51	53.43	
18:3	2367.21	126.63	24.84	376.15	78.26	
19:4	2229.32	127.90	23.57	504.04	101.84	
20:5	2100.14	129.18	22.29	633.22	124.13	
21:6	1969.67	130.47	21.00	763.69	145.13	
22:7	1837.90	131.77	19.70	895.46	164.83	
23:8	1704.81	133.09	18.38	1028.55	183.21	
24:9	1570.38	134.42	17.05	1162.98	200.25	
25:10	1434.62	135.77	15.70	1298.74	215.96	
26:11	1297.49	137.12	14.35	1435.87	230.30	
27:12	1159.00	138.50	12.97	1574.36	243.28	
28:13	1019.12	139.88	11.59	1714.24	254.87	
29:14	877.84	141.28	10.19	1855.52	265.06	
30:15	735.15	142.69	8.78	1998.21	273.84	
31:16	591.03	144.12	7.35	2142.33	281.19	
32:17	445.47	145.56	5.91	2287.89	287.10	
33:18	298.46	147.02	4.45	2434.90	291.56	
34:19	149.97	148.49	2.98	2583.39	294.54	
35:20	.00	149.97	1.50	2733.36	296.04	
36:NA	NA	NA	NA	NA	NA	
37:NA	NA	NA	NA	NA	NA	
38:NA	NA	NA	NA	NA	NA	
39:NA	NA	NA	NA	NA	NA	
40:NA	NA	NA	NA	NA	NA	
Finding an Unknown Principal from a Known Payment						

Figure 3

Place your cursor on B1 and type:

151.47 payment known

RETURN enters the value

Place your cursor on B3 and type:

.12 interest

RETURN enters the value

Place your cursor on B4 and type:

12 number of compounding periods per year

RETURN enters the value

Place your cursor on B5 and type:

12 number of payments per year

RETURN enters the value

Place your cursor on B6 and type:


20 total number of payments

RETURN enters the value


You will observe that the principal amount is now displayed in B10, to the right of Prin. Unknown.

Now you will need to recalculate your worksheet. Leave your cursor on any location:

Hold down and press:

 **K** recalculates your worksheet

You will need to recalculate your worksheet several times in order to complete the calculation procedure.

So hold down and press  **K** as many times as is necessary to perform a complete recalculation of your worksheet.

Your worksheet should now look like Figure 3.

After your worksheet is completely recalculated, you must then save it, using the following directions.

SAVING

To save a file which has not been previously saved,

Place a formatted data diskette in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option, **Save Desktop files to disk**, and press:

RETURN highlights the name of your current file

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words **Disk: Drive 2**,

Place your cursor on the 2nd option,
First change to a different disk or directory

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option:
Save the file on the current disk
and displays:
Disk: Drive 2
in the upper left-hand corner of your screen

RETURN saves the file

ESC returns you to your worksheet

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option, and press:

RETURN saves the file and brings you back to the Main Menu

ESC returns you to your worksheet

MAKING WORKSHEET ENTRIES (Finding the Unknown Payment From A Known Principal) — (Figure 4)

To find an unknown payment from a known principal, you will first want to erase some of the values you previously entered on your worksheet.

Place your cursor on B1.

Hold down and press,

 **B** starts BLANK command

E selects Entry option and erases the value to the right of Payment Known

At this point you may change any of the values in Rows 3, 4, 5 and 6, (Interest, Comp Period/Yr, # Payment/Yr, Total Payments).

For purposes of demonstration in this exercise, we have not changed any of the values in Rows 3, 4, 5 and 6.

=====A=====B=====C=====D=====E=====F=====						
1:Payment Known						
2:Principal Known	2733.36					
3:Interest	.12					
4:Comp Period/Yr	12					
5:# Payment/Yr	12					
6:Total Payments	20					
7:	=====					
8:Part One,Form 1	1					
9:Form.1,Pmt Unk	151.47					
10:Prin Unknown	0.00					
11:						
12:Term	Principal	Principal	Interest	Principal	Interest	
13:		Payment	Payment	Pd.To Date	Pd.To Date	
14:=====						
15:	2733.36					
16:1	2609.22	124.14	27.33	124.14	27.33	
17:2	2483.85	125.38	26.09	249.51	53.43	
18:3	2357.21	126.63	24.84	376.15	78.26	
19:4	2229.32	127.90	23.57	504.04	101.84	
20:5	2100.14	129.18	22.29	633.22	124.13	
21:6	1969.67	130.47	21.00	763.69	145.13	
22:7	1837.90	131.77	19.70	895.46	164.83	
23:8	1704.81	133.09	18.38	1028.55	183.21	
24:9	1570.38	134.42	17.05	1162.98	200.25	
25:10	1434.62	135.77	15.70	1298.74	215.96	
26:11	1297.49	137.12	14.35	1435.87	230.30	
27:12	1159.00	138.50	12.97	1574.36	243.28	
28:13	1019.12	139.88	11.59	1714.24	254.87	
29:14	877.84	141.28	10.19	1855.52	265.06	
30:15	735.15	142.69	8.78	1998.21	273.84	
31:16	591.03	144.12	7.35	2142.33	281.19	
32:17	445.47	145.56	5.91	2287.89	287.10	
33:18	298.45	147.02	4.45	2434.91	291.56	
34:19	149.97	148.49	2.98	2583.39	294.54	
35:20	- .00	149.97	1.50	2733.36	296.04	
36:NA	NA	NA	NA	NA	NA	
37:NA	NA	NA	NA	NA	NA	
38:NA	NA	NA	NA	NA	NA	
39:NA	NA	NA	NA	NA	NA	
40:NA	NA	NA	NA	NA	NA	
Finding an Unknown Payment from a Known Principal						

Figure 4

Next place your cursor on B2 and type:


2733.36 the known principal

RETURN enters the value


You will observe that the Payment amount is now displayed in B9, to the right of Form.1.,
Pmt Unk.

Now you will need to recalculate your worksheet. Leave your cursor on any location:

Hold down and press:

 **K** recalculates your worksheet

You will need to recalculate your worksheet several times in order to complete the recalculation procedure.

So hold down and press  **K**, as many times as is necessary to perform a complete recalculation.

Your worksheet should now look like Figure 4.

SAVING UNDER A DIFFERENT NAME

To save your file under a different name, place the data diskette containing the information in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option (**Save Desktop files to disk**) and press:

RETURN highlights the name of your current file

RETURN displays:
You made changes to this file,
and highlights first option:
Save the file on the current disk

RETURN displays options

Place your cursor on the second option, **Save with a different name**.

RETURN displays:
Type a new name for this file:

Your file name must consist of no more than 15 characters. Example:

AmortizationTwo file name

RETURN saves the new file, and brings you back to the Main Menu

ESC returns you to your worksheet

SETTING UP YOUR PRINTER

To set up your printer, press:

ESC displays the Main Menu

Place your cursor on the 5th option, **Other Activities**.

RETURN displays Other Activities menu

Place your cursor on the 7th option, **Specify information about your printer(s)**.

RETURN displays Printer Information menu

Place your cursor on the 2nd option, **Add a printer**.

RETURN displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN displays at the bottom of your screen:
Type a name:

Type in any name you choose. The name must consist of no more than 16 characters.

RETURN displays Slot options, and highlights **Slot 1**


The most likely method of access will be Slot 1, so press:

RETURN displays options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. However, at this point, you can change any of the values depending on your own printer.

Your printer is now set up, so to return to your worksheet,

Hold down, and press:

 **Q** displays Desktop Index and highlights your current worksheet

RETURN returns you to your current worksheet

Now that you have set up your printer, you are ready to print your document.

PRINTING

To print your entire document:

Hold down and press:

 **P** starts PRINT command

A selects All option, and displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN prints the document

To print a portion of your worksheet, for example, if you wish to print only the first ten rows of information,

Place your cursor on A1.

Hold down and press:

⌘ P starts PRINT command

B selects Block option

Move your cursor to B10, the area you wish to print. The screen will reverse to show you the area to be printed.

RETURN displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL **Y** deletes to the end of the line

Now you may type in your new date.

RETURN

displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN

prints the document


NOTE

Once you have set up your printer, as described in the above paragraph entitled Setting Up Your Printer, you will not need to repeat the procedure. All you need to do is to follow the instructions in the above paragraph entitled Printing.

NOTE

Once you have set up your printer, you can print a copy of the entire screen (all the contents on the screen). To do this,

Hold down and press:

 **H** prints entire contents of screen

EXERCISE FIVE

CHECKBOOK LEDGER

DESCRIPTION

The AppleWorks program allows you to set up a checkbook ledger, into which you will enter your monthly deposits and check disbursements for the month. It will also allow you to enter or withdraw from your savings.

You will then save your checkbook ledger for the current month, after which you will prepare your ledger for the next month's deposits and check disbursements.

The savings amount in your ledger will accumulate from month to month, allowing for deposits and withdrawals.

OPERATIONS PERFORMED

Loading the Sample Diskette

Starting a Worksheet from Scratch

Setting up the Worksheet Format

Entering Mathematical Formulas

Posting Entries

Saving

Preparing your Checkbook Ledger for the Next Month's Entries

Making Worksheet Entries for the Next Month

Saving Under a Different Name

Setting up your Printer

Printing

FUNCTIONS USED

@IF
@SUM

COMMANDS USED

⌘ B	Blank Command
⌘ C	Copy Command
⌘ H	Prints entire contents of screen
⌘ L	Layout Command
⌘ P	Print Command
⌘ Q	Displays Desktop Index
⌘ Y	Deletes to End of Line

LOADING THE SAMPLE DISKETTE

If you have purchased this book with the Sample Diskette, which contains all the labels and formulas already entered, use the following instructions to load the worksheet (illustrated in Figure 2, Page 157) into your computer.

First you will load the AppleWorks program into your computer.

You will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted, so press:

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words: **Disk: Drive 2**,

Place your cursor on the 2nd option,
A different disk

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option:
The current disk: Drive 2

RETURN displays a list of the files on the Sample Diskette. (Skip the next note and go down to the paragraph below)

Note: If you see: **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option,
The Current disk: Drive 2

RETURN displays a list of the files on the Sample Diskette

Place your cursor on the file you wish to load into your computer, in this case, **Checkbook**, and press:

RETURN loads **Checkbook** onto your screen

Now skip the next paragraph entitled Starting A Worksheet From Scratch, and go to the paragraph entitled Posting Entries, on Page 160.

STARTING A WORKSHEET FROM SCRATCH

After loading AppleWorks into your computer, you will see the Main Menu displayed on your screen.

The first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN displays Add Files menu

Place your cursor on the 5th option, **Spreadsheet**.

RETURN displays:
Make a new file
and highlights:
From scratch

RETURN requests a file name

Your file name must consist of no more than 15 characters. Example:

Checkbook file name

RETURN displays your working screen

At the top of the screen, in the upper left-hand corner, you will see your file name displayed.

At the top of your screen, in the center, you will see the words: REVIEW/ADD/CHANGE. You are now ready to set up your worksheet.

SETTING UP THE WORKSHEET FORMAT

The first operation will be to expand the width of all the columns on your worksheet to 12 characters.

NOTE

When AppleWorks is first loaded into the computer, each column has a default width of 9 characters.

Place your cursor on column A.

Hold down and press:

⌘ L starts LAYOUT command

C selects Columns option, and highlights column A

Using your cursor key, move your cursor to column L.

RETURN prepares to receive additional information

C selects Column width option

Hold down the **⌘** key and press:

→ **→** **→** right cursor key, expands column width by 3 characters

Note: Each time you press the right cursor key your column(s) will expand by one character.

Each time you press the left cursor key your column(s) will decrease by one character.

RETURN executes the command and expands the width of all columns to 12

Type in the labels in Rows 1, 2, and 15 as illustrated in Figure 1. (Later you will center the labels on Rows 1 and 2).

1:	A=====B=====C=====D=====E=====F=====G=====H=====I=====J=====K=====L=====
2:	Date Check # Paid Last Mth's Deposit Check Ch.Book Savings Cash On Rent Phone Supplies
3:	-----
4:	
5:	
6:	
7:	
8:	
9:	
10:	
11:	
12:	
13:	
14:	=====
15:	Current Month's Totals

Figure 1

Now that you have typed in your labels, you will center the labels on Rows 1 and 2.

Place your cursor on A1.

Hold down and press:

 **L** starts LAYOUT command

B selects Block option

Move your cursor to L2. The screen will reverse to show you the area being centered.

RETURN prepares to receive additional information

L selects Label format option

C selects Center option and centers the labels

To enter the dashed line on Row 3, on your worksheet,

Place your cursor on A3 and type:

" quotation mark — prepares cell for label

----- twelve dashes (do not use the shift key)

RETURN accepts the label

The column your cursor is on will now have a line of dashes across its width. To extend the dashed line in the same row across the remaining columns,

Leave your cursor on A3.

Hold down and press:

 **C** starts COPY command

W selects Within worksheet option

RETURN accepts source

Move your cursor to B3, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor across Row 3 to Column L.

RETURN executes the command and places a dashed line across Row 3

To enter the double-dashed line on Row 14,

Place your cursor on A14 and type:

" quotation mark — prepares cell for label


===== twelve equal signs (=)

RETURN accepts label


The column your cursor is on will now have a double-dashed line across its width. To extend the double-dashed line in the same row across the remaining columns,

Leave your cursor on A14.

Hold down and press:

-  **C** starts COPY command
- W** selects Within worksheet option
- RETURN** accepts source

Move your cursor to B14, first cell to copy into.

-  ellipsis — indicates from-to


Move your cursor across Row 14 to Column L.

- RETURN** executes the command and places a double-dashed line across Row 14

To format a portion of your worksheet so that it will display in dollars and cents, with two decimal places,

Place your cursor on D4.

Hold down and press:

-  **L** starts LAYOUT command
- B** selects Block option


Move your cursor to L13. The screen will reverse to show you the area being formatted.

- RETURN** prepares to receive additional information
- V** selects Value format option
- D** selects Dollars option, and requests number of decimal places
- 2** number of decimal places
- RETURN** executes the command

To format Row 15, the Current Months Totals row, so that it will display in dollars and cents,

Place your cursor on D15.

Hold down and press:

-  **L** starts LAYOUT command
- B** selects Block option

Move your cursor to L15. The screen will reverse to show the area being formatted.

- RETURN** prepares to receive additional information

- V** selects Value format option
- D** selects Dollars option, and requests number of decimal places
- 2** number of decimal places
- RETURN** executes the command

Your worksheet should now look like Figure 1.

ENTERING MATHEMATICAL FORMULAS

You will now begin entering mathematical formulas that will establish the relationships between column and row positions. The formulas and their locations are illustrated in Figure 2.

1:	Date	Check #	Paid To	Last Mth's ChBk Balance	Deposit	Check Amount	Ch. Book Balance	Savings	Cash On Hand	Rent	Phone	Supplies
3:												
4:												
5:												
6:												
7:												
8:												
9:												
10:												
11:												
12:												
13:												
14:												
15:	Current Month's Totals											
16:												
17:												
18:												

Figure 2

Formula one, in the Check Amount column, will add the total of the postings from the Rent column across to the Supplies column on each row, and display the result in the Check Amount column.

Place your cursor on F4 and type:

- @SUM (** adds values in the following list
- J4** first cell of row to add
- .** ellipsis — indicates from-to
- L4)** last cell of row to add
- RETURN** enters the formula

Formula two, in the Ch. Book Balance column, determines the Ch. Book Balance. The first half of calculation in the formula uses the IF function which selects the value 1 if an amount is greater than zero in the Deposit or Check Amount column. If the two columns equal zero or less than zero, a zero is selected. The result of this calculation is used to enter a zero in a row where no entries have yet been made.

The second half of the formula subtracts the Check Amounts from the Deposits and adds Last Mth's Check Book Balance amount.

Place your cursor on G4 and type:

@IF (if the first expression is true, uses the second expression; if not, uses expression three.
E4 + F4 > 0	first expression — Is the sum of the Deposit and Check Amount entries greater then zero?
,	comma — separates expressions in the formula
1	second expression — will be selected if the first expression is true
,	comma — separates expressions in the formula
0	third expression — will be selected if the first expression is not true
)	parenthesis — separates calculations in the formula
*	multiplies
(parenthesis — separates calculations in the formula
@SUM (adds values in the following list
E4	value to be added
•	ellipsis — indicates from-to
E4)	value to be added
—	subtracts
@SUM (adds values in the following list
F4	value to be added
•	ellipsis — indicates from-to
F4	value to be added
))	parentheses — close sum function
+	adds
D4	Last Mth's ChBk Balance
RETURN	enters the formula

The next operation is to copy the formulas just entered at the top of each column into each row in their respective columns. To do this:

Place your cursor on F4.

Hold down and press:

 **C** starts COPY command

W selects Within worksheet option

Move your cursor to G4. The screen will reverse to indicate the area being copied.

RETURN accepts source and prepares to receive additional information

Move your cursor to F5, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor to F13, last cell to copy into.

RETURN prepares to receive additional information

R

R

R

R

tells the command to copy the cell address in the formula relative to its new location

N

tells the command to copy the coordinate address in the formula in its new location without change

R

N

R

N

Formula three, in the Current Months' Totals Row, Deposit column, adds the values in the Deposit column.

Place your cursor on E15 and type:

@SUM (adds values in the following list

E3 first cell of column to add

• ellipsis — indicates from-to

E14) last cell of column to add

RETURN enters the formula

Now copy the formulas you have just entered across the row into the Check Amount column, through the Supplies column.

Leave your cursor on E15.

Hold down and press:

 **C**

starts COPY command

W

selects Within worksheet option

RETURN

accepts source

Move your cursor to F15, first cell to copy into.

• ellipsis — indicates from-to

Move your cursor to L15, last cell to copy into.

RETURN prepares to receive additional information

R
R

tells the command to copy the cell address in the formula relative to its new location

Formula four, in the Current Month's Totals row, in the Check Book Balance column, uses a special formula to obtain the total on its Current Months' Totals line. For this reason, you will now replace the formula in that location with a new formula.

To enter formula four,

Place your cursor on G15 and type:

(E15	deposit total
—	subtracts
F15)	check amount total
+	adds
D4	Last Mth's ChBk Balance
RETURN	enters the formula

Formula Five, in the Current Month's Totals row, Cash on Hand column, uses a special formula to obtain the Cash on Hand balance. For this reason you will now replace the formula in that location with a new formula.

Place your cursor on I15 and type:

+ G15	checkbook balance
+	adds
H15	savings balance
RETURN	enters the formula

Your worksheet should now look like Figure 2.

POSTING ENTRIES

To observe the operation of the checkbook ledger, use the following step-by-step directions to type in the entries as illustrated in Figure 3.

Place your cursor on E4 and type:

15000	amount of deposit
RETURN	enters the value

Now type in the Savings amount.

Place your cursor on H4 and type:

1200	amount of savings
RETURN	enters the value

1: Date	2: Check #	3: Paid To	4: Last Mth's ChBk Balance	5: Deposit	6: Check Amount	7: Ch. Book Balance	8: Savings	9: Cash On Hand	10: Rent	11: Phone	12: Supplies
4: 5: Jan 3, 1984	101	Rentals		\$15,000.00	\$0.00	\$15,000.00	\$1,200.00		\$550.00		
6: Jan 3	102	NW Bell			\$250.00	\$14,200.00				\$250.00	
7: Jan 4	103	Acme			\$125.00	\$14,075.00					\$125.00
8: Jan 15	104	Hardware			\$4,500.00	\$9,575.00					\$4,500.00
9: Jan 20	105	Fred Meyers			\$300.00	\$9,275.00					\$300.00
10: Jan 22	106	Car Rental			\$250.00	\$9,025.00			\$250.00		
11: Jan 27	107	Tool Rental			\$400.00	\$8,625.00			\$400.00		
12: Jan 29	108	Grass Seed			\$25.00	\$8,600.00					\$25.00
13: Jan 30	109	Flowers			\$170.00	\$8,430.00					\$170.00
14: 15: Current Month's Totals				\$15,000.00	\$6,570.00	\$8,430.00	\$1,200.00	\$9,630.00	\$1,200.00	\$250.00	\$5,120.00

Figure 3

Use the following instructions to type in the check disbursements.

Place your cursor on A5 and type:

Jan 3, 1984 date of first check

RETURN enters the label

Place your cursor on B5 and type:

" quotation mark — prepares cell for label

Press your space bar three times (indents the label).

Type:

101 check book number

RETURN enters the label

Place your cursor on C5 and type:

Rentals party being paid

RETURN enters the label

Place your cursor on J5 and type:

550 check amount

RETURN enters the value, and automatically displays it in Column F, Check Amount column

NOTE

DO NOT TYPE into column F, the Check Amount column.

Remember to never enter values into cells containing formulas or the formulas will be erased.

Continue entering the label information and the check amounts as illustrated in Figure 3.

After you have made all the entries, your worksheet should look like Figure 3.

YOU MUST NOW SAVE YOUR WORKSHEET.

SAVING

To save a file which has not been previously saved, use the following directions.

Place a formatted data diskette in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option, **Save Desktop files to disk**, and press:

RETURN highlights the name of your current file

RETURN displays options

Note: If you do NOT see displayed at the upper left-hand corner of your screen the words **Disk: Drive 2**,

Place your cursor on the 2nd option,
First change to a different disk or directory

RETURN displays disk drives

Place your cursor on the 2nd option, **Drive 2**

RETURN highlights 1st option,
Save the file on the current disk
and displays:
Disk: Drive 2
in the upper left-hand corner of your screen

RETURN saves the file

ESC returns you to your worksheet

Note: If you see **Disk: Drive 2** displayed at the upper left-hand corner of your screen,

Leave your cursor on the 1st option, and press:

RETURN saves the file and brings you back to the Main Menu

ESC returns you to your worksheet

PREPARING YOUR CHECKBOOK LEDGER FOR THE NEXT MONTH'S ENTRIES

To prepare your worksheet for the next month, it is EXTREMELY important that you use the following step-by-step instructions.

First you will take note of the current Check Book Balance in G15. To do this,

Move your cursor to a blank space just below your worksheet and type:

8430 amount of current check book balance

RETURN enters the value

You will be referring to this value later.

The next operation will be to erase the information in Columns A, B, C, D and E. To do this:

Place your cursor on A4.

Hold down and press:

 **B** starts BLANK command

B selects Block option


Move your cursor to E13. The screen will reverse to show you the area being erased.

RETURN executes the command

The next area to be erased will be columns I, J, K and L. To do this:

Place your cursor on I4.

Hold down and press:

 **B** starts BLANK command

B selects Block option

Move your cursor to L13. The screen will reverse to show you the area being erased.

RETURN executes the command

NOTE

Observe that when you used the BLANK command to erase the values in your checkbook worksheet, you did NOT erase the value in the savings column.

The purpose of leaving the savings amount on your worksheet is to allow the savings to accumulate from month to month.

You will now need to re-format your worksheet in the appropriate columns so that it will be displayed in dollars and cents. To do this,

Place your cursor on D4.

Hold down and press,

 **L** starts LAYOUT command

B selects Block option


Move your cursor to E13. The screen will reverse to show you the area being formatted.

- RETURN** prepares to receive additional information
- V** selects Value format option
- D** selects Dollars option, and requests number of decimal places
- 2** number of decimal places
- RETURN** executes the command

The next area you will need to re-format will be columns I through L.

Place your cursor on I4.

Hold down and press:

-  **L** starts LAYOUT command
- B** selects Block option

Move your cursor to L13. The screen will reverse to show you the area being formatted.

- RETURN** prepares to receive additional information
- V** selects Value format option
- D** selects Dollars option, and requests number of decimal places
- 2** number of decimal places
- RETURN** executes the command

The next operation in setting up your worksheet will be to enter the previous month's checkbook balance into column D, Last Mth's ChBk Balance, to do this,

First refer to the value you entered at the bottom of your worksheet (8430).


Place your cursor on D4 and type:

- 8430** ending checkbook balance from previous month
- RETURN** enters last month's checkbook balance

Now you may erase the checkbook balance amount **underneath** your worksheet (which you previously entered for reference purposes). To do this,

Place your cursor on the reference value.

Hold down and press:

-  **B** starts BLANK command
- E** selects Entry option and blanks the cell

Your worksheet should now look like Figure 4.

Your checkbook ledger has been set up for the new month, and you are ready to make your new entries.

1:	Date	Check #	Paid To	Last Mth's ChBk Balance	Deposit	Check Amount	Ch. Book Balance	Savings	Cash On Hand	Rent	Phone	Supplies
3:												
4:				\$8,430.00		\$0.00	\$8,430.00	\$1,200.00				
5:						\$0.00	\$8,430.00					
6:						\$0.00	\$8,430.00					
7:						\$0.00	\$8,430.00					
8:						\$0.00	\$8,430.00					
9:						\$0.00	\$8,430.00					
10:						\$0.00	\$8,430.00					
11:						\$0.00	\$8,430.00					
12:						\$0.00	\$8,430.00					
13:						\$0.00	\$8,430.00					
14:												
15:	Current Month's Totals				\$0.00	\$0.00	\$8,430.00	\$1,200.00	\$9,630.00	\$0.00	\$0.00	\$0.00

Figure 4

MAKING WORKSHEET ENTRIES FOR THE NEXT MONTH

The first step will be to add a new deposit. To do this,

Place your cursor on A4 and type:

Feb 4, 1984 date of deposit

RETURN enters the label

Place your cursor on E4 and type:

10000 current months deposit

RETURN enters the new deposit and displays the new checkbook balance in G4

To make the first check entry,

Place your cursor on A5 and type:

Feb 5 date of first check

RETURN enters the label

Place your cursor on B5 and type:

" quotation mark — prepares cell for label

Press your space bar three times (indents the label).

Type:

110 check number

RETURN enters the label

Place your cursor on C5 and type:

Rentals the party being paid

RETURN enters the label

Place your cursor on J5 (in the Rent column) and type:

550 amount of check

RETURN enters the value

Continue to enter the information in columns A, B and C, and the corresponding check amounts in columns J through L, as illustrated in Figure 5.

NOTE

When you have finished making your check entries, Row 13 will be blank, from Columns H through L.

You have decided to make a withdrawal from your savings account. To do this,

Place your cursor on A13 and type:

Feb 25 date of withdrawal

RETURN enters the label

Place your cursor on H13 (the Savings column) and type:

— subtracts

200 amount to be withdrawn

RETURN subtracts the 200 from your savings amount and displays the new balance in the Current Month's Totals row, in H15

NOTE

The value in H13 is now displayed as (\$200.00). The parentheses indicate a minus amount.

Your worksheet should now look like Figure 5.

1: Date	2: Check #	3: Paid To	4: Last Mth's ChBk Balance	5: Deposit	6: Check Amount	7: Ch. Book Balance	8: Savings	9: Cash On Hand	10: Rent	11: Phone	12: Supplies
4: Feb 4, 1984			\$8,430.00	\$10,000.00	\$0.00	\$18,430.00	\$1,200.00				
5: Feb 5	110	Rentals			\$550.00	\$17,880.00			\$550.00		
6: Feb 8	111	NW Bell			\$300.00	\$17,580.00				\$300.00	
7: Feb 9	112	Acme			\$100.00	\$17,480.00					\$100.00
8: Feb 12	113	Groceries			\$200.00	\$17,280.00					\$200.00
9: Feb 14	114	Flowers			\$125.00	\$17,155.00					\$125.00
10: Feb 19	115	Car Rental			\$300.00	\$16,855.00			\$300.00		
11: Feb 19	116	Furniture			\$5,400.00	\$11,455.00					\$5,400.00
12: Feb 23	117	Carpeting			\$1,300.00	\$10,155.00					\$1,300.00
13: Feb 25					\$0.00	\$8,430.00	(\$200.00)				
14: Current Month's Totals				\$10,000.00	\$8,275.00	\$10,155.00	\$1,000.00	\$11,155.00	\$850.00	\$300.00	\$7,125.00

Figure 5

SAVING UNDER A DIFFERENT NAME

To save your file under a different name, place the data diskette containing the information in Drive B and press:

ESC places you in the Main Menu

Place your cursor on the third option (**Save Desktop files to disk**) and press:

RETURN highlights the name of your current file

RETURN displays:
You made changes to this file,
and highlights first option:
Save the file on the current disk

RETURN displays options

Place your cursor on the second option, **Save with a different name.**

RETURN displays:
Type a new name for this file:

NOTE

If you see a file name displayed, you must erase it. To do this,

Place your cursor on the first character in the word.

Hold down and press:

CONTROL Y deletes to the end of the line

Your file name must consist of no more than 15 characters. Example:

CheckbookTwo

file name

RETURN

saves the file

RETURN

saves the new file, and brings you back to the Main Menu

ESC

returns you to your worksheet

SETTING UP YOUR PRINTER

To set up your printer, press:

ESC

displays the Main Menu

Place your cursor on the 5th option, **Other Activities**.

RETURN

displays Other Activities menu

Place your cursor on the 7th option, **Specify information about your printer(s)**.

RETURN

displays Printer Information menu

Place your cursor on the 2nd option, **Add a printer**.

RETURN

displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN

displays at the bottom of your screen:
Type a name:

Type in any name you choose. The name must consist of no more than 16 characters.

RETURN

displays Slot options, and highlights **Slot 1**

The most likely method of access will be Slot 1, so press:

RETURN

displays options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. However, at this point, you can change any of the values depending on your own printer.

Your printer is now set up, so to return to your worksheet,

Hold down, and press:

 **Q**

displays Desktop Index and highlights your current worksheet

RETURN

returns you to your current worksheet

Now that you have set up your printer, you are ready to print your document.

PRINTING

To print your entire document:

Hold down and press:

 **P** starts PRINT command

A selects All option, and displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN prints the document

To print a portion of your worksheet, for example, if you wish to print only the first three columns of information,

Place your cursor on A1.

Hold down and press:

 **P** starts PRINT command

B selects Block option

Move your cursor to C13, the area you wish to print. The screen will reverse to show you the area to be printed.

RETURN

displays:
Where do you want to print your report?

The name of the printer you previously specified will be highlighted.

RETURN

displays:
Type report date or press Return

At this point, if you wish to date your worksheet, type in a date.

NOTE

If a date is already displayed, you will want to first erase it, before typing in a new date. To do this,

Place your cursor on the first character in the date.

Hold down and press:

CONTROL Y deletes to the end of the line

Now you may type in your new date.

RETURN

displays:
How many copies? 1

At this point, if you wish to print more than one copy, type in the number of copies you wish to print.

RETURN

prints the document

NOTE

Once you have set up your printer, as described in the above paragraph entitled Setting Up Your Printer, you will not need to repeat the procedure. All you need to do is to follow the instructions in the above paragraph entitled Printing.

NOTE

Once you have set up your printer, you can print a copy of the entire screen (all the contents on the screen). To do this,

Hold down and press:

⌘ H prints entire contents of screen

EXERCISE SIX

ACCESSING A WORD PROCESSOR DOCUMENT

DESCRIPTION

There will be times when you will need to access a Word Processor document so that you may combine it with a Spreadsheet.

For example, perhaps you have received a request from the head bookkeeper in your company for a copy of your department's check disbursements for a particular month.

First you had your secretary write an inter-office memo to the head bookkeeper, using AppleWorks' Word Processor program.

Now you want to combine the inter-office memo she has written with the Spreadsheet which contains the check disbursement information.

Use the following directions to perform the operation.

First make sure the memo your secretary has written (with AppleWorks' Word Processor program) is on your Desktop. To do this, select the **Add files to the Desktop** option from the Main Menu.

Next make sure your Spreadsheet (which you created with AppleWorks' Spreadsheet program) is also on your Desktop. To do this, select the **Add files to the Desktop** option from the Main Menu.

Start the access operation from the Main Menu.

Place your cursor on the second option, **Work with one of the files on the Desktop**.

RETURN displays the Desktop Index

Place your cursor on the name of the Spreadsheet containing the check disbursement information.

RETURN places the Spreadsheet on your working screen

Place your cursor on the first cell of the area you wish to include in your memo.

Hold down and press:

 **P** starts PRINT command

[B] selects Block option

Now move your cursor to the last cell of the area you wish to include in your memo.

[RETURN] displays Print options

Place your cursor on the 4th option, **The clipboard (for the Word Processor)**.

[RETURN] displays **Type report date or press RETURN**

You may type in a date at this point.

[RETURN] assures you that the Spreadsheet information has been copied to the clipboard, and can now be transferred into a Word Processor document

 **[Q]** displays Desktop Index

Place your cursor on the Word Processor document which your secretary has typed.

[RETURN] displays the Word Processor document on your working screen

Move your cursor to the place where you want to insert the Spreadsheet information.

Hold down and press:

 **[C]** starts COPY command

[F] selects From clipboard option (paste)

Your Spreadsheet information will now be inserted into your Memo.

NOTE

AppleWorks has copied the selected data from your Spreadsheet onto your Word Processor document. However, the data will not contain any formulas.

You will now want to save your document.

A QUICK METHOD OF SAVING

AppleWorks has a quick way for you to save a file onto the disk. However, this method automatically REPLACES the previously saved file with the new file.

This method allows you NO options for saving under a different name, so be cautious before employing the quick save method.

To save quickly,

Hold down and press:

 **[S]** saves a file

INTRODUCTION TO DATA BASE

The AppleWorks' Data Base section in this book is set up progressively, so that what you learn in the first chapter will prepare you for the second chapter.

It is necessary to start with the first chapter of the section and work on through to the end, as the chapters are progressive rather than self-contained.

When you "start from scratch" in the Data Base section, your screen will look like Figure 1, illustrated below.

In the upper left-hand area of the screen where **Category 1** is displayed, you will type in the names of all of the category headings which will later contain the information that will make up your records.

Most of the work you do with Data Base will involve deleting, inserting, and changing the records in the file you see when in REVIEW/ADD/CHANGE and in the file you compose to print out.

You will learn how to use the many Apple commands to your advantage and find that you can organize your Data Base files in almost any way imaginable.

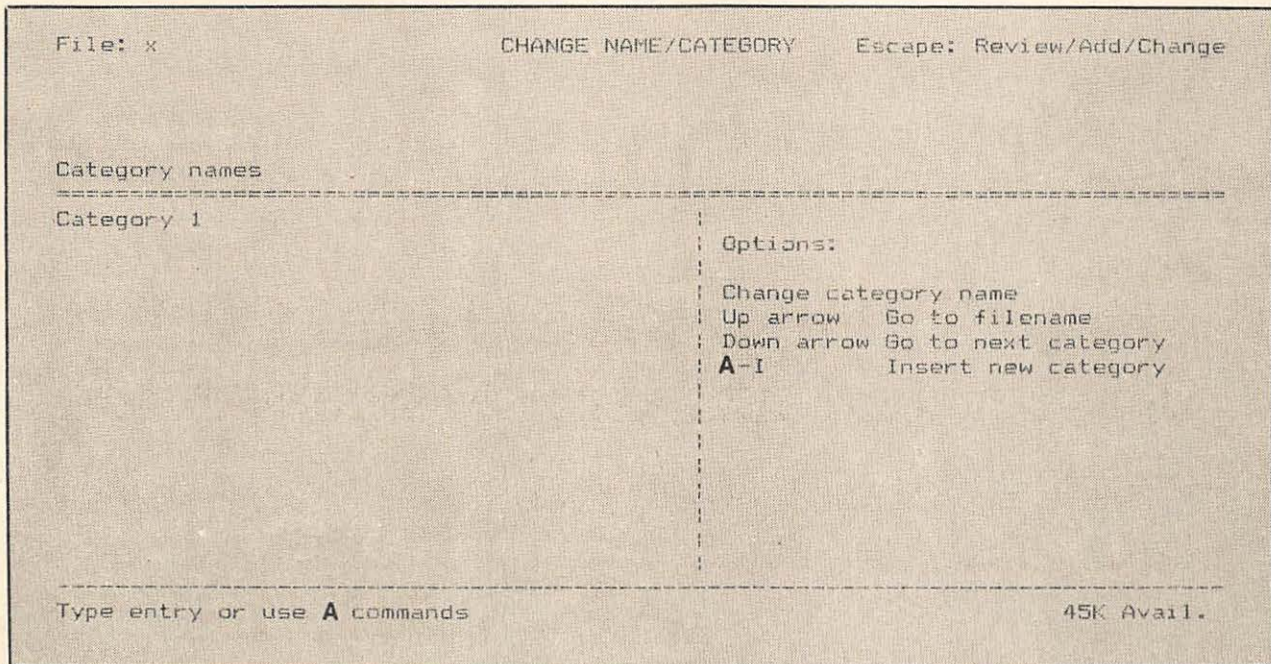


Figure 1

CHAPTER ONE

LABELS

SETTING UP THE FILE AND PRINTING OUT THE REPORT

DESCRIPTION

In this chapter you will learn the difference between single and multiple record layout. In each, you will scroll and make corrections on your data base information. You will delete and insert records and standard values.

When formatting for labels, you will rearrange categories and delete and insert spaces and categories. The labels will be left justified and arranged in chronological order for printing purposes. Then you will save the file and print out the labels.

OPERATIONS PERFORMED

Loading AppleWorks

Loading the Sample Diskette

Typing in the Data Base

Single and Multiple Record Layout

Scrolling in Multiple Record Layout

Scrolling in Single Record Layout

Changing a Character

Inserting Characters

Deleting Characters

Deleting to the End of a Line

Deleting Records

Standard Values

Inserting Records

Formatting for Labels

Rearranging Categories

Deleting Spaces and Categories

Inserting Spaces and Categories

Arranging Records

Left Justifying

Saving

Setting up your Printer

Printing

FUNCTIONS

⌘ ↑	up cursor key, scrolls through records, moves categories
⌘ ↓	down cursor key, scrolls through records, moves categories
⌘ →	right cursor key, moves categories
TAB	moves cursor to next category
⌘ TAB	moves cursor to previous category
⌘ E	turns over-type function on and off
⌘ Q	displays Desktop Index
⌘ Z	zooms in and out to display records
CONTROL Y	deletes info to the end of a line
DELETE	deletes character to left of cursor

COMMANDS

⌘ D	starts DELETE RECORDS command
⌘ I	starts INSERT NEW RECORDS command
⌘ P	starts REPORT MENU command
⌘ P ⌘ A	starts ARRANGE (SORT) command
⌘ P ⌘ D	deletes the line
⌘ P ⌘ I	starts INSERT A CATEGORY command

⌘ P	⌘ J	justifies
⌘ P	⌘ P	starts PRINT command
⌘ S		saves the file
⌘ V		starts SET STANDARD VALUES command

LOADING APPLEWORKS

Make sure your computer is turned off.

Place the AppleWorks Start-Up disk into Drive 1.

Now turn your computer on.

You will see displayed at the bottom of your screen:

Place the AppleWorks PROGRAM Disk in Drive 1 and press RETURN

Now remove the AppleWorks Start-Up disk and replace it with the AppleWorks Program disk. Press:

RETURN displays at the bottom of your screen,
Type today's date or press Return

RETURN places you in the Main Menu and highlights the first option,
Add files to the Desktop

NOTE

If you have purchased this book WITHOUT the Sample Diskette skip the following section **Loading the Sample Diskette**, and go down to the paragraph entitled **Typing in the Data Base**, which is on Page 178.

NOTE

If you have purchased this book WITH the Sample Diskette, use the following instructions, **Loading the Sample Diskette**, to load the information illustrated in Figure 1.

LOADING THE SAMPLE DISKETTE

You have already loaded the AppleWorks program, and you should now be in the Main Menu. The first option, **Add files to the Desktop**, is highlighted.

Place the Sample Diskette into Drive 2 and press:

RETURN displays Add files Menu and highlights the first option,
The current disk: Drive 1

With your down cursor key, place your cursor on the second option, **A different disk**, and press:

RETURN places you in Change Current Disk and highlights the first option,
Drive 1

Place your cursor on the second option, **Drive 2**, and press:

RETURN places you in the Add files Menu and highlights the first option,
The current disk: Drive 2

RETURN displays AppleWorks files

Place your cursor on **Mail List** and press:

RETURN loads the report (**Mail List**) onto your screen

Now that you have loaded **Mail List**, remove the Sample Diskette from Drive 2, and place a formatted data diskette in Drive 2, so that later you will be able to save your corrected report on it.

Cursor Keys

The first thing you must familiarize yourself with is the cursor keys. Press each cursor key, one at a time, and observe their movements before attempting to type any information.

Skip over the next section entitled **Typing in the Data Base**, and go down to the paragraph titled **Single and Multiple Record Layout**, on Page 181.

TYPING IN THE DATA BASE

If you have purchased this book without the Sample Diskette, you will need to type it in. Therefore, you must place a formatted data diskette in Drive 2.

After loading AppleWorks, you should be in the Main Menu and the first option, **Add files to the Desktop**, will be highlighted.

Press:

RETURN displays Add files Menu and highlights the first option,
The current disk: Drive 1

With your down cursor key, move your cursor to the second option, **A different disk**, and press:

RETURN places you in Change Current Disk and highlights the first option,
Drive 1

Place your cursor on the second option, **Drive 2**, and press:

RETURN places you in the Add files Menu and highlights the first option,
The current disk: Drive 2

Place your cursor on the fourth option, **Data Base**, and press:

RETURN displays Data Base Menu and highlights first option,
From scratch

RETURN displays **Type a name for this file.**

Type:

Mail List name of file

RETURN displays working screen

Before typing, make sure you have placed a formatted data diskette in Drive 2, so that later you will be able to save your mail list onto this diskette.

Using the following instructions, you will begin typing in the mail list illustrated in Figure 1.

Category Names

Company
First Name
Last Name
Address
City
State
Zip
Phone

Mail List Records

Fiero Furniture
Nellie
Peters
5802 SW Florida
Greenville
SC
29607
(803)514-2944

Big Buck Construction
Jerry Phillips, 5300 E. Mill Plaine
Aiken, SC 29801, (803)944-1300

Bob's Builders
Jack Logan, 15790 SW Ellen Ave
Greenwood, SC 29646, (803)760-3442

Good Buddy Remodeling
Hazel Paterson, 13323 SE Mill
Clemson, SC 29631, (803)421-9880

Intimate Interiors
Lisa LaNorra, 50001 S Cinnamon St.
Greenville, SC 29607, (803)544-2301

Far-Out Designs
MaryJo Repic, Rt. 1 Box 385
Rock Hill, SC 29730, (803)288-2967

Hot Tub Emporium
Hae Michaels, 2001 West Hills
Clemson, SC 29631, (803)243-3992

In-Step Interiors
Lori Ronalds, 6919 SW 52nd
Aiken, SC 29801, (803)425-5988

Interwoven Industries
Florence Briggaman, 2117 Columbia Ave
Charlotte, SC 28208, (803)521-1555

Figure 1

Cursor Keys

The first thing you must familiarize yourself with is the cursor keys. Press each cursor key, one at a time, and observe their movements before attempting to type any text.

Before typing in the document, you must first remove the words **Category 1**.

Using your cursor key,

Place your cursor on the space following the words, **Category 1**. Press:

DELETE deletes the character to the left of the cursor

Continue to press the **DELETE** key until you have deleted the phrase **Category 1**.

Now you are ready to type your category names.

Type:

Company first category

Press:

RETURN accepts the entry and moves your cursor to the next line

Type:

First Name second category

Press:

RETURN accepts the entry and moves your cursor to the next line

Continue to type in the categories exactly as illustrated in Figure 1, pressing **RETURN** after each entry.

When your list is completed, press:

ESC informs you that you will now go into the Insert New Records feature

SPACE BAR displays the categories of the first record

Type the first record as illustrated in Figure 1, beginning with **Fiero Furniture**, pressing **RETURN** after each category.

Now refer to Figure 1 and type in the second record, **Big Buck Construction**, exactly as you typed in the first record, pressing **RETURN** after each category.

Continue typing in all the records, illustrated in Figure 1, pressing **RETURN** after each category.

When you have finished, press:

ESC displays all of your records in multiple record layout

SINGLE AND MULTIPLE RECORD LAYOUT

Multiple Record Layout

Your records are now displayed in multiple record layout, which means that the category names are above the double-dashed line and all of the records are listed below.

You will not be able to see all the categories of your records because they extend beyond the screen.

Single Record Layout

To view the rest of the information, you must look at each record individually.

To do this,

Using your down cursor key,

Place your cursor anywhere on the last line, the **Interwoven Industries** line.

Hold down and press:

⌘ [Z] zooms in, displays one single record, **Interwoven Industries**

When all the information on one record is displayed, you are using single record layout.

Multiple Record Layout

To view all the records in Multiple Record Layout,

Hold down and press:

⌘ [Z] zooms out, displays all of the records

Press your up cursor key until the rest of your records are visible.

SCROLLING IN MULTIPLE RECORD LAYOUT

At times it may be necessary to make changes and additions to different records. Because your list may grow quite long, you will want to take advantage of AppleWorks' scrolling features.

Scrolling to the Beginning and End of the Screen

Leave your cursor on the first line.

Hold down and press:

⌘ [↓] down cursor key, moves your cursor to the last record on the screen

Hold down and press:

⌘ [↑] up cursor key, moves your cursor to the first record on the screen

You will notice that your cursor has moved up and down in only the first category, the **Company** category.

The Tab Key


To move your cursor to the right,

Press:

TAB moves your cursor to the right to the next category, the **First Name** category

To move your cursor to the left,

Hold down and press:


 **TAB** moves your cursor to the left to the previous category, the **Company** category

SCROLLING IN SINGLE RECORD LAYOUT

To display a single record,

Place your cursor on the word **Intimate**, in the fifth record.



Hold down and press:

 **Z** zooms in, displays one single record, **Intimate Interiors**

Scrolling from One Record to the Next

To scroll from one record to the next record,



Hold down and press:

  down cursor key, displays the next record

Note: The number of the record is displayed above the double-dashed line

To scroll from one record to the previous record,

Hold down and press:

  up cursor key, displays the previous record

Note: The number of the record is displayed above the double-dashed line

Scrolling Down each Record and Forward to the Next Record

To move down a record and forward to the next record,

Press:

TAB moves your cursor down to the next category

Continue to press the **TAB** key and your cursor will move down the record, from category to category.

When your cursor is on the last category,

Press:

TAB moves cursor forward to the top of the next record

To move your cursor backward to the previous category,

Hold down and press:

⌘ **TAB** moves cursor backward to the bottom of the previous record

Continue to hold down and press ⌘ **TAB** and your cursor will move up the record from category to category.

When your cursor is on the first category,

Hold down and press:

⌘ **TAB** moves cursor backward to the bottom of the previous record

CHANGING A CHARACTER

You have discovered that the contact name for **Interwoven Industries** is spelled incorrectly.

To see all of your records,

Hold down and press:

⌘ **Z** zooms out, displays all of the records

Press your up cursor key until the rest of your records are visible.

Place your cursor on the last record, **Interwoven Industries**.

TAB TAB places your cursor on the **Last Name** category

Place your cursor on the first **a** in **Briggaman**.

Type:

e inserts the **e** and moves the text to the right

Place your cursor on the **m** in **Briggaman** and press:

DELETE deletes the character to the left of the cursor (the **a**)

RETURN accepts your entry

NOTE

You MUST press **RETURN** after every entry

INSERTING CHARACTERS

Big Buck Construction has relocated. You need to change the address in your file.

Place your cursor anywhere on the Big Buck Construction record line.

Hold down and press:

⌘ [Z] zooms in, displays the entire record

⌘ [E] turns on over-type function

Your cursor will now take on the appearance of a flashing rectangle. This indicates that the over-type function is on.

Place your cursor on the address line.

Leave your cursor on the **5** in **5300**.

Type:

302 N. Claymont the new address

Press [SPACE BAR] as many times as necessary to erase the remainder of the old address.

Hold down and press:

⌘ [E] turns off the over-type function and returns cursor to its original appearance

[RETURN] accepts your new entry and moves your cursor to the next category

NOTE

Using the ⌘ [E] (the over-type function), you can switch back and forth between the over-type and insert functions.

To view all of your records,

Hold down and press:

⌘ [Z] zooms out, displays all of the records

Press your up cursor key until the rest of your records are visible.

DELETING CHARACTERS

The contact name for **In-Step Interiors** has changed. You don't know who the new contact is, so you decide to delete the incorrect information and leave it blank.

Place your cursor on the In-Step Interior line.

Using your ⌘ [TAB] key,

Place your cursor on the **First Name** category.

Place your cursor on the space following the name **Lori**.


Press:

DELETE deletes the character to the left of the cursor

Continue to press the **DELETE** key until the entire name, **Lori**, is deleted.

Press:

RETURN accepts your entry and moves your cursor to the next line
Note: A dash represents the blank space

 up cursor key, moves cursor up one line, to In-Step Interiors

Press **TAB** key once.

Place your cursor on the space following the name **Ronalds**.

Press:

DELETE deletes the character to the left of the cursor


Continue to press the **DELETE** key until the entire name, **Ronalds**, is deleted.

Press:

RETURN accepts your entry
Note: A dash represents the blank space

DELETING TO THE END OF A LINE

The phone number for Bob's Builders has been changed. Since you cannot see this information in the Multiple Records Layout, you will need to change to Single Records Layout.


Using the  **TAB**,

Place your cursor on the Company category.

Using the up cursor key,

Place your cursor on the Bob's Builders record.

Hold down and press:

 **Z** zooms in, displays the entire record

Place your cursor on the phone number category.

You do not want to change the area code, so

Place your cursor on the number **7**, which follows the area code.

Hold down and press:

CONTROL Y deletes all the information to the right of the cursor

Type:

243-3992 new phone number

RETURN accepts your new entry and moves your cursor to the first category of the next record

Note: In this case, the next category becomes the first category of the next record, Good Buddy Remodeling

DELETING RECORDS

Deleting in Single Record Layout

Good Buddy Remodeling and Far-Out Designs have gone out of business, so you want to delete the records from your file.

Remain in single record layout, with Good Buddy Remodeling displayed on your screen.

To delete Good Buddy Remodeling from your file,

Hold down and press:

⌘ D starts DELETE RECORDS command and displays
Delete current record?

Y selects Yes, deletes the record from the file, and displays
Delete current record?

The next record is Intimate Interiors, which you DO NOT want to delete. So press:

N selects No, moves on to the next record, and displays:
Delete current record?

The next record is Far-Out Designs, which you DO want to delete. So press:

Y selects Yes, deletes the record from the file, and displays
Delete current record?

You don't need to delete any more records, so press:

ESC returns you to REVIEW/ADD/CHANGE

Deleting in Multiple Record Layout

You will no longer be doing business with the Hot Tub Emporium and Intimate Interiors, so you need to delete their records from your file.

Hold down and press:


⌘ Z zooms out, displays all of the records

Press your up cursor key until the rest of your records are visible.

Place your cursor on the Intimate Interiors record.

Hold down and press:

 **D** starts DELETE RECORDS command and highlights the record to be deleted, **Intimate Interiors**

 down cursor key, highlights the second record to be deleted, **Hot Tub Emporium**

RETURN deletes the two records from the file

STANDARD VALUES

A standard value is one which you want to see displayed in ALL your records.

Since all of the companies you do business with are located in South Carolina, you would like the abbreviation **SC** to appear on all your records.

You can be in either Single or Multiple Record Layout, when you perform this operation.

Since you are in Multiple Record Layout, you may remain in this layout.

Hold down and press:

 **V** starts SET STANDARD VALUES command and displays a blank record

Place your cursor on the State category.


Hold down the **SHIFT** key and type:

SC standard value you wish to be displayed (abbreviation for South Carolina)

RETURN accepts your new entry and moves your cursor to the next category

ESC returns you to Multiple Records Layout

Whenever you insert records you will observe that the Standard Value (the State category, SC) will remain where you previously typed it in.


If you wish to remove the SC at any time, you may do so by utilizing the over-type function ( **E**) to type over the SC.

INSERTING RECORDS

You have decided to insert a record into your file and would like it to appear above Big Buck Construction.

Place your cursor anywhere on the Big Buck Construction record.

Hold down and press:

 **I** starts INSERT NEW RECORDS command and displays a blank record
Note: The standard value, SC, which you previously entered, is displayed on the State category line

Now you can insert the record. To do this,

Type:

Beach Side Remodeling company name

RETURN accepts entry and moves cursor to next line

John first name

RETURN accepts entry and moves cursor to next line

Keyes last name

RETURN accepts entry and moves cursor to next line

21 Sandy Rd. street address

RETURN accepts entry and moves cursor to next line

Florence city

RETURN accepts entry and moves cursor to next line

Note: The abbreviation for the state (SC) is already there, so press:

RETURN moves cursor to next line

29501 zip code

RETURN accepts entry and moves cursor to next line

(803)509-6443 phone number

RETURN accepts entry and moves cursor to next line


ESC returns you to REVIEW/ADD/CHANGE

You will observe that the record on Beach Side Remodeling has been inserted above Big Buck Construction.

FORMATTING FOR LABELS

Since you will be doing a bulk mailing, you would like your mail list to be printed in the Labels-Style Report. To do this,

Hold down and press:

 **P** starts REPORT MENU command and displays a list of options

Place your cursor on the third option, **Create a new "labels" format**, and press:

RETURN displays **Type a name for the report:**

Type:

Mail List name of report

RETURN starts REPORT FORMAT command

You are now prepared to proceed with the next operation, Rearranging Categories.



REARRANGING CATEGORIES



When you print out your mail list, you will want to see the city, state, and zip code all printed on the same line.

You will need to move the State and Zip categories up to the City category line.



Place your cursor on the **S** in **State**.

Hold down and press:

  right cursor key, moves the category one character to the right



Continue to hold down and press the   until you have moved the State category two spaces past the City category.



Hold down and press:

  up cursor key, moves the category up one line



Place your cursor on the **Z** in **Zip**.

Hold down and press:

  right cursor key, moves the category one character to the right

Continue to hold down and press the   until you have moved the Zip category two spaces past the State category.

Hold down and press:



  up cursor key, moves the category up two lines



When you print out your mail list, the first and last names will appear on the same line.

To move the Last Name category so that it will be to the right of the First Name category,



Place your cursor on the **L** in **Last Name**.

Hold down and press:

  right cursor key, moves the category one character to the right

Continue to hold down and press   until you have moved the Last Name category two spaces past the First Name category.

Hold down and press:

  up cursor key, moves the category up one line

You will be deleting the unnecessary blank lines in the next paragraph, Deleting Spaces and Categories.


DELETING SPACES AND CATEGORIES

While in REPORT FORMAT, you will delete blank lines and categories.

To eliminate the blank line above Address,

Place your cursor anywhere on the blank line above Address.

Hold down and press:

 **D** deletes the blank line

You have decided that it is not necessary to have the Company name on this report.

Place your cursor on the **C** in **Company**.


Hold down and press;

 **D** deletes **Company**

To eliminate the blank line above the First Name category,

Leave your cursor on the blank line above the First Name category.

Hold down and press:

 **D** deletes the blank line

Since you don't want the phone number to appear on your mail list when you print it out, you will need to delete it from the report. To do this,

Place your cursor on the **P** in **Phone**,

Hold down and press:

 **D** deletes the line

You will notice there are three blank lines following the last category. We will leave those in, in order to provide spaces between each label.

NOTE

Whenever you make a change in REPORT FORMAT, it will appear on what you print out, but you will see no change when you look at your file in REVIEW/ADD/CHANGE.

For example, if you delete a category in REPORT FORMAT, the category will not be deleted from your file in REVIEW/ADD/CHANGE.

INSERTING SPACES AND CATEGORIES


While in REPORT FORMAT, you will insert spaces and categories.

You find that it is indeed necessary to have the company name appear on your printed out report.

So now you must insert this category which you previously deleted.

Place your cursor on the **F** in **First** on the first line.

Hold down and press:

 **I** starts INSERT A CATEGORY command and lists categories you have deleted thus far


You must now insert a blank line before inserting a category.

Place your cursor on the third option, **A spacing line above cursor position**, and press:

RETURN inserts a blank line above your cursor

Leave your cursor on the blank line you have just inserted.

Hold down and press:

 **I** starts INSERTS A CATEGORY command

Leave your cursor on the first option, **Company**, and press:

RETURN inserts Company onto the blank line


ARRANGING RECORDS

While in REPORT FORMAT, you may want to arrange your records in the order you wish to see them printed out.

You would like your mail list to be arranged by zip code.

Place your cursor on the **Z** in **Zip**.

Hold down and press:

 **A** starts ARRANGE (SORT) command

Place your cursor on the third option, **From 0 to 9**, and press:

RETURN arranges the files in numerical order

You will see the file arranged by zip code, in numeric ascending order, when you print out your labels.


LEFT JUSTIFYING

While in REPORT FORMAT, you may need to left-justify your information.

In this instance, because of the lines where you have combined categories (First Name Last Name, and City State Zip), you need to left-justify, so that there will not be wide spaces between the names, and between your city, state, and zip codes. To do this,


Place your cursor on the **L** in **Last Name**.

Hold down and press:

 **J** inserts a < which signifies left justify


Place your cursor on the **S** in **State**.

Hold down and press:

 **J** inserts a < which signifies left justify

Place your cursor on the **Z** in **Zip**.

Hold down and press:

 **J** inserts a < which signifies left justify

NOTE

Don't worry if some of the last letters in the word **State** are deleted.

It will not affect your printout.

The < will not appear on the printout.

SAVING

Before saving your data base file, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:

 **S** saves the file

SETTING UP YOUR PRINTER

If you have already set up your printer for an AppleWorks' Spreadsheet or an AppleWorks Word Processor document, you may skip this section and go on to the paragraph entitled Printing, which is on Page 193.

If your printer has not been set up, you will need to use the following directions.

Press:

ESC places you in the Main Menu

Place your cursor on the fifth option, **Other Activities**, and press:

RETURN displays Other Activities Menu

Place your cursor on the seventh option, **Specify information about your printer(s)**, and press:

RETURN displays Printer Information Menu

Place your cursor on the second option **Add a printer (maximum of 3)**, and press:

RETURN displays a list of printers

Place your cursor on the name of the printer you are using and press:

RETURN displays **Type a name:**

You must now give the printer a name.

Type any name you choose, for example:

Bagel printer name


RETURN displays **How is the printer accessed?**

In most cases, the method of access will be Slot 1. If it is, press:

RETURN displays printing options

If your printer is one of the printers on AppleWorks' standard list, you probably won't have to change any of the values in numbers 1 through 4. But at this point you can change any of the values, depending on your own printer.

Press:


 **Q** displays Desktop Index and highlights the file you are currently working on

RETURN brings you back to your report

PRINTING

To print your labels,

Hold down and press:

 **P** starts REPORT MENU command and displays a list of options


Place your cursor on the fourth option, **Duplicate an existing format**, and press:

RETURN displays **Which do you want to duplicate?** and highlights **Mail List**

RETURN displays **Type a name for the report**


Although the report is already displayed on your screen, you **MUST** type it in again.

Hold down and press:

 **E** turns on over-type function


Type:

Mail List report name

 **E** turns off over-type function

RETURN starts REPORT FORMAT command

Hold down and press:

 **P** starts PRINT command and displays:
Where do you want to print the report?

Leave your cursor on the first option and press:

RETURN

displays
Type report date or press Return:

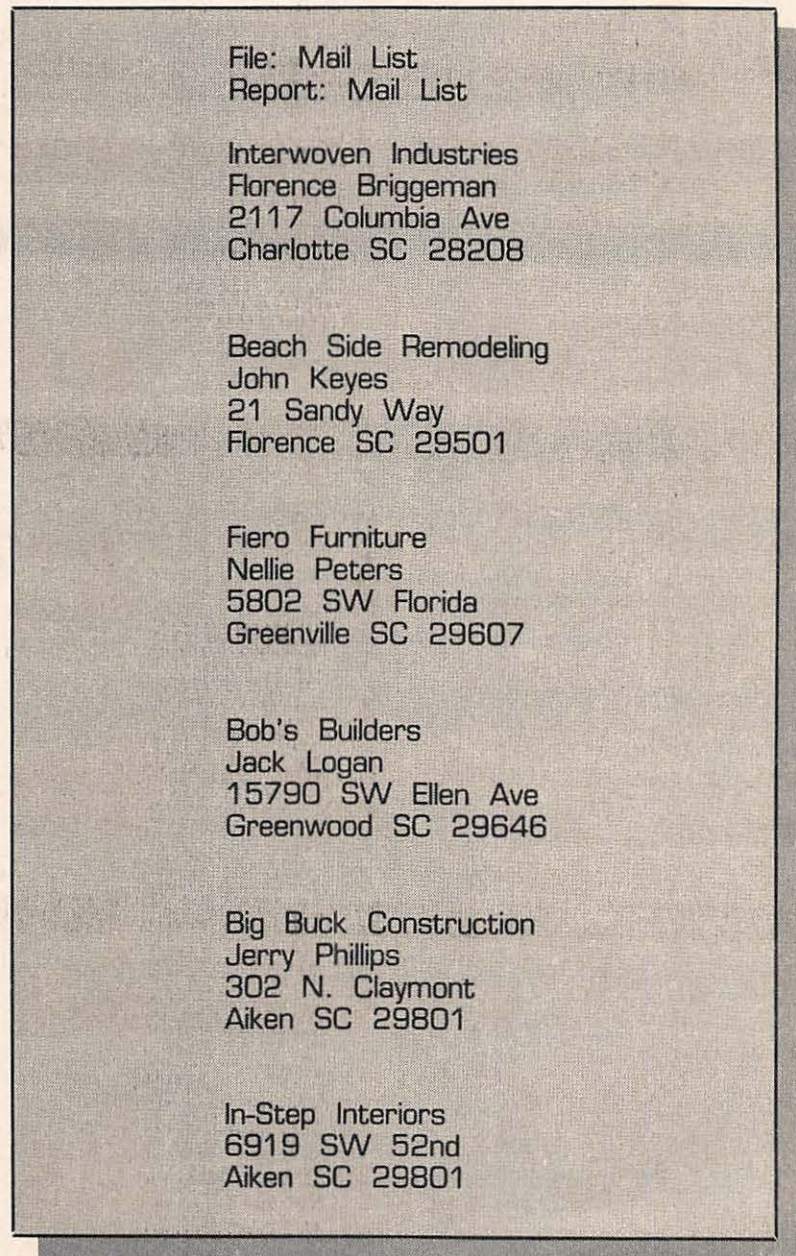
RETURN

displays:
How many copies? 1

RETURN

prints the report

Your printout should look like Figure 2.



File: Mail List
Report: Mail List

Interwoven Industries
Florence Briggeman
2117 Columbia Ave
Charlotte SC 28208

Beach Side Remodeling
John Keyes
21 Sandy Way
Florence SC 29501

Fiero Furniture
Nellie Peters
5802 SW Florida
Greenville SC 29607

Bob's Builders
Jack Logan
15790 SW Ellen Ave
Greenwood SC 29646

Big Buck Construction
Jerry Phillips
302 N. Claymont
Aiken SC 29801

In-Step Interiors
6919 SW 52nd
Aiken SC 29801

Figure 2

CHAPTER TWO

TABLES

SETTING UP THE FILE AND PRINTING OUT THE REPORT

DESCRIPTION

In this chapter, you will utilize AppleWorks' COPY command and Ditto function. You will change the file structure by changing a category name, and deleting and inserting a category. The layout of both multiple and single files will be changed when you switch category positions, delete and insert a category and change the width of categories.

You will select the records you want to see displayed, arrange the records in chronological order, and use the FIND command to quickly display certain records.

When you format to print out in the tables style, you will delete a category, change column width, and use a calculated category.

You will choose specified records to print out, then look at your choices of printer options. Saving and printing will follow. Finally, you will use AppleWorks' Help option.

OPERATIONS PERFORMED

Loading the Data Base

Typing in the Data Base

Copying Records

Dittoing

Changing the File Structure

Changing Multiple Record Layout

Changing Single Record Layout

Record Selection Rules

Arranging Records

Finding Records

Formatting for Tables

Deleting Categories

Changing Column Width

Calculated Categories

Right Justifying

Printing out Specified Records

Saving

Printer Options

Printing

Using AppleWorks' Help Option

FUNCTIONS

⌘ E	turns over-type function on and off
⌘ Q	displays Desktop Index
⌘ Z	zooms in and out to display records
⌘ ↓	down cursor key, moves category down one line
⌘ ↑	up cursor key, moves category up one line
⌘ >	moves category to right
⌘ <	moves category to left
⌘ →	right cursor key, increases category width, moves category
⌘ ←	left cursor key, decreases category width, moves category
⌘ ?	displays options
⌘ "	dittos information
DELETE	deletes character to left of cursor

COMMANDS

⌘ A	starts ARRANGE (SORT) command
⌘ C	starts COPY RECORDS command
⌘ F	starts FIND RECORDS command
⌘ L	starts CHANGE RECORD LAYOUT command
⌘ L ⌘ D	deletes category
⌘ L ⌘ I	inserts category
⌘ N	starts CHANGE NAME/CATEGORY command
⌘ N ⌘ D	starts DOUBLE-CHECK ERASE command
⌘ N ⌘ I	inserts a space
⌘ P	starts REPORT MENU command
⌘ P ⌘ D	deletes category from report
⌘ P ⌘ J	justifies
⌘ P ⌘ K	inserts calculated category
⌘ P ⌘ O	starts PRINTER OPTIONS command
⌘ P ⌘ P	prints report
⌘ P ⌘ T	totals calculated category
⌘ R	starts SELECT RECORDS command
⌘ S	saves file

NOTE

If you have purchased this book WITHOUT the Sample Diskette, skip the following section, **Loading the Sample Diskette**, and go down to the paragraph entitled **Typing in the Data Base**, which is on Page 198.

NOTE

If you have purchased this book WITH the Sample Diskette, use the following instructions, **Loading the Sample Diskette**, to load the information illustrated in Figure 1.

LOADING THE SAMPLE DISKETTE

Place the Sample Diskette into Drive 2 and press:

ESC	places you in the Main Menu and highlights the first option, Add files to the Desktop
RETURN	places you in the Add files menu and highlights the first option

If the first option is: **The current disk: Drive 1**, move your cursor to the second option, **A different disk**, and press:

RETURN places you in Change Current Disk and highlights the first option, **Drive 1**

Place your cursor on the second option, **Drive 2**, and press:

RETURN places you in the Add files Menu and highlights the first option, **The current disk: Drive 2**

RETURN displays AppleWorks files

Place your cursor on **Auto Inventory** and press:

RETURN loads the report, **Auto Inventory**, onto your screen

When you are in the Main Menu, if you see **The current disk: Drive 2**, press:

RETURN displays AppleWorks files

Place your cursor on **Auto Inventory** and press:

RETURN loads the report, **Auto Inventory**, onto your screen

Now that you have loaded **Auto Inventory**, remove the Sample Diskette from Drive 2, and place a formatted data diskette in Drive 2, so that later you will be able to save your corrected document on it.

Skip over the next section entitled **Typing in the Data Base**, and go down to the paragraph titled **Copying Records**, on Page 201.

TYPING IN THE DATA BASE

If you have purchased this book without the Sample Diskette, you will first need to place a formatted data diskette in Drive 2.

After loading AppleWorks, you will be in the Main Menu, and the first option, **Add files to the Desktop**, will be highlighted. Press:

RETURN places you in the Add files Menu and highlights the first option, **Current disk: Drive 2**

Place your cursor on the fourth option, **Data Base**, and press:

RETURN displays **Make a new file** and highlights the first option, **From scratch**

RETURN displays **Type a name for this new file**

Auto Inventory file name

RETURN places you in your Data Base working screen

Before typing, make sure you have placed a formatted data diskette in Drive 2, so that later you will be able to save the Auto Inventory onto this diskette.

Before typing the Auto Inventory illustrated in Figure 1, you must first delete the words **Category 1**. To do this,

With your cursor key, move your cursor to the space following the words **Category 1**.

Press:

DELETE deletes the character to the left of the cursor

Continue to press the **DELETE** key until you have deleted the words **Category 1**.

Type:

Year name of first category

RETURN accepts the entry and moves your cursor to the next line

Make name of second category

RETURN accepts the entry and moves your cursor to the next line

Continue to type in the categories exactly as illustrated in Figure 1, pressing **RETURN** after each entry.

When you have finished typing the categories, press:

ESC informs you that you will now go into the Insert New Records feature

SPACE BAR displays the categories of the first record

NOTE

You will see displayed, above the double-dashed line,
Record 1 of 1.

Type the first record as illustrated in Figure 1, pressing **RETURN** after each category.

NOTE

Whenever a category name includes the word **date**, as in **Purchase Date**, AppleWorks converts the date you entered into a standard format. This means that when you type 3-1-84 or 3/1/84, for example, AppleWorks will convert the date that you have typed into Mar 1 84.

If you decide to use a category called **Time**, AppleWorks will convert the time to a standard format. This means that when you type 6, into a Time category, for example, AppleWorks will convert the time that you have typed into 6:00.

Continue typing in all the records, pressing **RETURN** after each category.

When you have typed in all the records, press:

ESC displays all of your records

You will not be able to see all the categories of your records, because they extend beyond the screen.

Category Names	
Year	RETURN
Make	RETURN
Miles	RETURN
Description	RETURN
Purchase Date	RETURN
Price	RETURN
Date sold	RETURN
Price	RETURN
Auto Inventory	
1980	RETURN
Plymouth Horizon	RETURN
42,000	RETURN
Broken door handle	RETURN
1-1-84	RETURN
1900	RETURN
5-20-84	RETURN
2400	RETURN
1973	RETURN
Chevrolet Camaro	RETURN
100,000	RETURN
Good condition	RETURN
5/2/84	RETURN
2400	RETURN
6/15/84	RETURN
2600	RETURN
1979	RETURN
Ford Mustang	RETURN
60,000	RETURN
Small dent in right door and scratches	RETURN
11/5/83	RETURN
2700	RETURN
2/2/84	RETURN
3500	RETURN
1978	RETURN
Chevy Luv	RETURN
45,000	RETURN
Faulty electric fuel line	RETURN
1/21/84	RETURN
1800	RETURN
2/15/84	RETURN
2300	RETURN
1980	RETURN
Chevy Citation	RETURN
30,000	RETURN
Bad brakes	RETURN
4/1/84	RETURN
1400	RETURN
9/25/84	RETURN
1600	RETURN


Figure 1

COPYING RECORDS

You have two records to add that are basically the same as the record on Line 2, Chevrolet Camero.

Place your cursor anywhere on the Chevrolet Camero line.

Hold down and press:

 **C** starts COPY RECORDS command and highlights the record to be copied

At the bottom of your screen, the first option, **Current record**, is highlighted. Press:

RETURN selects current records and displays **How many copies of current record? (Max 99)**

2 number of copies

RETURN copies records and returns you to multiple record layout


DITTOING

You realize that you entered the wrong information in the Year category for the Chevy Luv. You entered 1978 instead of 1979.

Since the car above the Chevy Luv is also a 1979, AppleWorks' ditto function will come in handy.

Place your cursor anywhere on the year 1978, on the Chevy Luv line.


Hold down and press:

 **"** (Do not use the Shift Key) copies the 1979 from the above record and moves your cursor to the next category

CHANGING THE FILE STRUCTURE

To change the structure of the file, you will change a category name, delete a category and insert a category.

Hold down and press:

 **N** starts CHANGE NAME/CATEGORY command and displays **Type filename: Auto Inventory** at the bottom of your screen

You do not want to change the name of the file, Auto Inventory, so press:

RETURN accepts file name

Changing a Category Name

It would be more appropriate for the name of the last category, **Price**, to read as **Sale Price**. To change the name of this category,

Place your cursor on the **P** in **Price** (the last category), and type:

Sale new category name

SPACE BAR inserts a space between the words

RETURN accepts your new entry and moves your cursor to the next category

Deleting a Category

You have discovered since you created your filing system, that the Miles category is really not needed. To delete this category,

Place your cursor on the word **Miles**.

Hold down and press:

⌘ D starts DOUBLE-CHECK ERASE command and displays at the bottom of your screen **Do you really want to do this?**

Y Yes, deletes the category from the file

NOTE

When you are in the CHANGE NAME/CATEGORY command and you delete a category, all the information in that category will be permanently erased.

Inserting a Category

In your work with this file, you have discovered it would be helpful to keep track of the amount of money you spend on expenses for each car. To do this, you need to insert a category titled **Expenses**.

AppleWorks always inserts above the place where your cursor is.

You have decided that you want **Expenses** to follow the price you paid for the car. To accomplish this,

Place your cursor on the Date Sold category.

Hold down and press:

⌘ I inserts a space for the new category

Type:

Expenses new category

RETURN accepts the entry and moves your cursor to the next category

Now that you have inserted the new category, you will need to go back to your file and insert the information for this category.


ESC returns you to REVIEW/ADD/CHANGE

The new category does not appear in multiple record layout, so you will need to go to the single record layout in order to add the new Expenses information.

To view the first record, Plymouth Horizon, in single record layout,

Place your cursor on the first record, Plymouth Horizon.

Hold down and press:

 **[Z]** zooms in, displays the first record, **Plymouth Horizon**

You spent \$200 on repairs for the Plymouth Horizon and wish to insert that information into your new category, Expenses. To do this,

Using your cursor key,

Place your cursor on the new category, Expenses, and type:

200 information to be inserted into the Expenses category for the Plymouth Horizon

[RETURN] accepts the entry and moves your cursor to the next category

Press the **[TAB]** key until you get to the second record, Chevrolet Camero.

Using your cursor key,

Place your cursor on the Expenses category and type:

0 information to be inserted into the Expenses category for the Chevrolet Camero

[RETURN] accepts the entry and moves your cursor to the next category

Press the **[TAB]** key until you get to the third record, which is another Chevrolet Camero.

Using your cursor key,

Place your cursor on the Expenses category and type:

0 information to be inserted into the Expenses category for the Chevrolet Camero

[RETURN] accepts the entry and moves your cursor to the next category

Press the **[TAB]** key until you get to the fourth record, which is another Chevrolet Camero.

Using your cursor key,

Place your cursor on the Expenses category and type:

0 information to be inserted into the Expenses category for the Chevrolet Camero

[RETURN] accepts the entry and moves your cursor to the next category

Press the **[TAB]** key until you get to the fifth record, which is the Ford Mustang.

Using your cursor key,

Place your cursor on the Expenses category and type:

400 expenses

RETURN accepts the entry

Press the **TAB** key until you get to the sixth record, which is the Chevy Luv.

Using your cursor key,

Place your cursor on the Expenses category and type:

150 expenses

RETURN accepts the entry

Press the **TAB** key until you get to the seventh record, which is the Chevy Citation.

Using your cursor key,


Place your cursor on the Expenses category and type:

100 expenses

RETURN accepts the entry

To view all your records,

Hold down and press:

 **Z** zooms out, displays all of the records


Press your up cursor key until the rest of your records are visible.

CHANGING MULTIPLE RECORD LAYOUT

You are now in Multiple Record Layout, and you want to change the way the file appears in multiple record layout, switch category positions, delete and insert a category, and change category widths.

To begin the operation,

Hold down and press:

 **L** starts CHANGE RECORD LAYOUT command



Now you are ready to switch category positions.



Switching Category Positions

The file would look better if the Year category came **after** the Description category.

Leave your cursor on the Year category.

Hold down and press:



  (Do not use the Shift Key) moves the Year category to the right of the Make category

  (Do not use the Shift Key) moves the Year category to the right of the Description category

Now that you can see what the Year category looks like in its new position, you have changed your mind and decided you would like the Year category to come **before** the Description category.

Leave your cursor on the Year category,

Hold down and press:

  (Do not use the Shift Key) moves the Year category to the left of the Description category

Deleting a Category



You are about to delete a category. It is important to know that when you delete a category in CHANGE RECORD LAYOUT, it is **not** permanently deleted.

You have decided that the information on the Expenses is not necessary after all.

To delete the Expenses category from the file,

Press the **TAB** key until the Expenses category is visible on your screen.

Hold down and press:

  deletes the category



NOTE

When you are in CHANGE RECORD LAYOUT and delete a category from the multiple record layout, the category you have deleted will still remain in the single record layout.

You don't feel right about taking the category out from multiple record layout. So you want to put it back in.


Leave your cursor where it is, on the Date Sold category.

Hold down and press:

  starts INSERT A CATEGORY command, displays a list of the categories you have deleted, and highlights **Expenses**

RETURN inserts the category where your cursor is

Changing the Width of the Categories

Press the  **TAB** key until your cursor is on the Make category.

The Make category is too narrow. To widen it,

Leave your cursor on the Make category.

Hold down and press:

⌘ → right cursor key, increases the width of the category by one character

The Year category is wider than it needs to be.

Press the **TAB** key until your cursor is on the Year category.

Hold down and press:

⌘ ← left cursor key, decreases category width by one character

Hold down and press ⌘ ←, left cursor key, ten more times.

The Year category width will now be 11 characters narrower.

You notice that the Description category is too narrow.

Press the **TAB** key until your cursor is on the Description category.

Hold down and press:

⌘ → right cursor key, increases category width by one character

Hold down and press ⌘ →, right cursor key, two more times.

The Description category will now be three characters wider.

Change the other column widths by using the above procedure, the ⌘ → and ⌘ ← keys.

When you have finished changing the column widths, press:

ESC ESC returns you to REVIEW/ADD/CHANGE

CHANGING SINGLE RECORD LAYOUT

To change the way the file appears in single record layout on your screen,

Leave your cursor on Plymouth Horizon.

Hold down and press:

⌘ Z zooms in, displays the entire record, **Plymouth Horizon**

Hold down and press:

⌘ L starts CHANGE RECORD LAYOUT command

You are now ready to start switching categories.



Switching Categories



You would like the single record file to be arranged the same way the multiple record file is, so you need to switch a couple of categories.

To move the Make category up above the Year category,



Place your cursor on the **M** in **Make**.

Hold down and press:

  right cursor key, moves the category one character to the right



Continue to hold down and press the   right cursor key until the Make category is 2 spaces past the entry in the Year category.

Hold down and press:

  up cursor key, moves the category up one line



Place your cursor on the **Y** in **Year**.



Hold down and press:

  down cursor key, moves the category down one line

Place your cursor on the **M** in **Make**.

Hold down and press:



  left cursor key, moves the category one character to the left

Continue to hold down and press the   until the Make category is aligned with the rest of the categories.

NOTE

You cannot delete and insert categories while in the CHANGE RECORD LAYOUT for single record layout.



Press:

  returns you to REVIEW/ADD/CHANGE

RECORD SELECTION RULES

You have decided that you would like to see displayed all of the records of the cars you purchased in the first quarter of 1984, from January to March.

Hold down and press:

  starts SELECT RECORDS command and displays your category names

Place your cursor on the fourth category, Purchase Date, and press:

 displays list of options

NOTE

The list of options will vary according to which category you choose.

Since you want the records from January to March to be displayed, place your cursor on the second option, **is after**, and press:

RETURN displays at the bottom of your screen
Type comparison information:

Dec 31, 1983 selects records **after** Dec 31, 1983

RETURN accepts information and displays options

Place your cursor on the third option, **through**, and press:

RETURN displays at the bottom of your screen
Type comparison information:

Apr 1, 1984 selects records **before** Apr 1, 1984

RETURN accepts information and displays more options

You have completed your selection and do not wish to choose another option, so press:

ESC displays one of the records that you have selected, **Plymouth Horizon**

Since you are in single record layout, you can only see one of the records you have selected,

Hold down and press:

⌘ Z zooms out, displays the records you have selected: all of those after Dec 31, 1983 and before Apr 1, 1984

The information pertaining to the selection is displayed at the top of your screen after the word **Selection**.

To change **Selection** back to **All**,

Hold down and press:

⌘ R starts **SELECT RECORDS** command and displays at the bottom of your screen, **Select all records?**

Y Yes, selects all records, and displays all of your records

ARRANGING RECORDS

You would like all of the records on this file to appear in chronological order.

Using your **TAB** key,

Place your cursor on the Purchase Date category,

Hold down and press:

⌘ A starts **ARRANGE (SORT)** command and displays options

Place your cursor on the fifth option, **Chronological**, and press:

RETURN displays records chronologically according to purchase date


NOTE

AppleWorks also allows you to arrange your record alphabetically or numerically according to any category.

FINDING RECORDS

Your file has grown quite long and you would like to find all the records of the cars you purchased that had bad brakes.

Hold down and press:

 **F** starts FIND RECORDS command and displays
Type comparison information:

Type:

bad brakes comparison information

RETURN displays all records containing **bad brakes**

ESC returns you to REVIEW/ADD/CHANGE

PREPARATION FOR FORMATTING TABLES

You would like to see your report in rows and columns, so you need to prepare it for printing out in the Tables Style.

Hold down and press:

 **P** starts REPORT MENU and displays a list of options

Place your cursor on the second option, **Create a new "tables" format**, and press:

RETURN displays **Type a name for the report**

Type:

Auto Inventory name of report

RETURN starts REPORT FORMAT command

NOTE

The changes you previously made do not show up on your screen because they were made when you were in CHANGE/RECORD/LAYOUT, and will not be visible when you are in REPORT FORMAT.

However, you will see those changes whenever you view your records in REVIEW/ADD/CHANGE.

Now that you are in REPORT FORMAT, you are ready to begin making changes for the report you will print out.


DELETING CATEGORIES

Since all you want printed out is the statistics, you have decided to delete the Description category and the Year category from the report.

Using the **TAB** key,

Place your cursor on the Description category.


Hold down and press:

 **D** deletes the Description category from the report

Using the  **TAB** key,

Place your cursor on the Year category.

Hold down and press:

 **D** deletes the Year category from the report



CHANGING COLUMN WIDTH



You already changed the widths of your categories for your file in the computer, so now while you are in REPORT FORMAT, you want to change the width of the categories for the report you will print out.

To do this,

Leave your cursor on the first category, Make.

Hold down and press:



  right cursor key, increases the column width by one character

Hold down and press the   right cursor key three more times. The column will now be four characters wider.

Using the **TAB** key,



Place your cursor on the Purchase Date column.

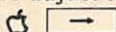

Hold down and press:

  right cursor key, increases the column width by one character

Using the **TAB** key,

Place your cursor on the Price column.

Hold down and press   left cursor key as many times as necessary in order to make the dashed line exactly as long as the column heading.

Continue to adjust the dashed lines in all the headings, so that they will match the column headings, using the  or the  keys.

Adjusting the dashed lines will conserve space and will help to assure that your record will not be too wide when it is printed out.

CALCULATED CATEGORIES


While you are in REPORT FORMAT, you can create calculated categories to print out on your report.

It would be convenient for you to have a category that tells you the profit you made on each car. That category should appear at the end of each record.

Using your **TAB** key,

Place your cursor on the **e** following the last category, Sale Price.

Hold down and press:


 **K** inserts a **Calculated** category and displays a row of 9s.
You will see displayed at the bottom of your screen:
Type a name for the calculated category:

An appropriate name for this category would be **Profit**, so type:

Profit category name

To delete the word, **calculated**,

Hold down and press:

 **Y** deletes to the end of the line

RETURN starts DEFINE CALCULATED command and displays **Type calculation rules (Example: A + B + C/5.75):**

To calculate your profit, you will subtract the price of the car and the expenses from the sale price.

The price you sold the car for is in category F.

The price you bought the car for is in category C.

The expenses are in category D.

To enter the calculation rule (the formula), type:

F	Sale Price
—	minus
C	Purchase Price
—	minus
D	Expenses

RETURN displays **Decimal places for this category: 0**, and displays a row of nines in the Profit column.
Note: When printed out, the correct values will be displayed

You aren't using decimals, so press:

RETURN accepts the default, which is 0, and displays **Blank spaces after this category: 3**

RETURN accepts the default, which is 3

NOTE


In your calculations, you can use + (plus), — (minus), * (multiply), and / (divide). You can have up to three calculated categories in one report.

When you print out your report, you would like to see the grand total amount of your profit.

To accomplish this,

Place your cursor on the category you want to total, the Profit category.

Hold down and press:



 **T** starts CATEGORY TOTAL command and displays **Decimal places for this category: 0**

RETURN accepts the default, which is 0, and displays **Blank spaces after this category: 3**

RETURN accepts the default, which is 3, and inserts a double-dashed line below the category

When you print out your report, the double-dashed line will not appear, but the total will appear below the Profit column.

Place your cursor on the Profit category, and

Press   left cursor key four times in order to narrow the width of the column.


This will help assure that your printout will not be too wide.

RIGHT JUSTIFYING

Since the Profit, or calculated category, will be right justified when it is printed out, the Sale Price would look nice if it were also right justified.

While still in REPORT FORMAT, use your  **TAB** to scroll back to the Sale Price category.

Hold down and press:



 **J** right justifies the category and displays **Decimal places for this category: 0**

RETURN accepts the default, which is 0, and displays **Blank spaces after this category: 3**

RETURN accepts the default, which is 3, and displays rows of 9s across the column

Now you will widen the Sale Price category.

Place your cursor on the Sale Price.


Hold down and press the   right cursor key twice.

PRINTING OUT SPECIFIED RECORDS

You would like to print out a list of all the Chevrolet cars you bought in 1984.

Remain in REPORT FORMAT.

Hold down and press:

 **R** starts SELECT RECORDS command

Place your cursor on the second option, **Make**, and press:

RETURN displays more options

Place your cursor on the seventh option, **contains**, and press:

RETURN displays, **Type comparison information**

Type:

Chev make of car you wish to print out
Note: The letters **Chev** are included in the word **Chevrolet** and the word **Chevy**.

When you typed Chev, AppleWorks recognized all words beginning with the letters Chev.

RETURN displays more options

Leave your cursor on the first option, **and**, and press:

RETURN displays categories to select options from

Place your cursor on the fourth option, **Purchase Date**, and press:

RETURN displays more options

Place your cursor on the fourth option, **contains**, and press:

RETURN displays, **Type comparison information**

84 year of car you want to print out

RETURN displays options

NOTE

You can use the **and** option to include as many selection rules as you want.

ESC accepts information

You will notice after the word **Selection:** (at the upper left-hand corner of your screen) the selections you have made, which will determine which records you will print out on your report.

Later, when you print out the information, your printout will look like Figure 2-A.

NOTE

If you decide to print out **all** of your records, change the selection rules by holding down **⌘** **R** and selecting **Yes** (selects all records). If you do this, when you print out the information, your printout will look like Figure 2-B.

File: Auto Inventory						Page 1
Report: Auto Inventory						
Selection: Make contains CHEV						
and Purchase Date contains 84						
Make	Purchase Date	Price	Expenses	Date sold	Sale Price	Profit
Chevy Luv	Jan 21 84	1800	150	Feb 15 84	2300	350
Chevy Citation	Apr 1 84	1400	100	Sep 25 84	1600	100
Chevrolet Camero	May 2 84	2400	0	Jun 15 84	2600	200
Chevrolet Camero	May 2 84	2400	0	Jun 15 84	2600	200
Chevrolet Camero	May 2 84	2400	0	Jun 15 84	2600	200
						1050*

Figure 2-A

File: Auto Inventory						Page 1	
Report: bagel							
Make	Purchase Date	Price	Expenses	Date sold	Sale Price	Profit	
Ford Mustang	Nov 5 83	2700	400	Feb 2 84	3500	400	
Plymouth Horizon	Jan 1 84	1900	200	May 20 84	2400	300	
Chevy Luv	Jan 21 84	1800	150	Feb 15 84	2300	350	
Chevy Citation	Apr 1 84	1400	100	Sep 25 84	1600	100	
Chevrolet Camaro	May 2 84	2400	0	Jun 15 84	2600	200	
Chevrolet Camaro	May 2 84	2400	0	Jun 15 84	2600	200	
Chevrolet Camaro	May 2 84	2400	0	Jun 15 84	2600	200	
						1750*	

Figure 2-B

PRINTER OPTIONS

You are ready to print your report, but first you would like to view your printer options, so that you may format your printout for double-spacing.

Remain in REPORT FORMAT.

Hold down and press:



starts PRINTER OPTIONS command and displays at the bottom of the screen

Type a two letter option code

As you look at your screen you will notice that all of the printer options listed have default values, which are listed next to the option. For example, the Left Margin is 0.0 inches until you change it. You can change as many of the printer options as you want.

You would like your report to be double-spaced, so type:

DS selects Double Space option

RETURN changes the default, and double spaces the report

You will see in the middle of your screen that the last formatting option is now DS, Double Spacing.

You don't need to change any more printer options, so press:




returns you to REPORT FORMAT

SAVING

Before saving your data base file, check to see that you have placed a formatted data diskette into Drive 2, as you were instructed to do earlier in this exercise.

Hold down and press:


 **S** saves the file, and saves all the formatting you have done for both the file and your printer.

After your file is saved, you will be returned to REVIEW/ADD/CHANGE.

PRINTING

To print your report,

Hold down and press:

 **P** starts REPORT MENU command and displays a list of options

Place your cursor on the fourth option, **Duplicate an existing format**, and press:


RETURN displays **Which do you want to duplicate?**

Place your cursor on **Auto Inventory** and press:

RETURN displays **Type a name for the report**


Although the report is already displayed on your screen, you **MUST** type it in again.

Hold down and press:


 **E** turns on over-type function

Type:

Auto Inventory report name

 **E** turns off over-type function

RETURN starts REPORT FORMAT command

 **P** starts PRINT command and displays **Where do you want to print the report?**

Leave your cursor on the first option and press:

RETURN displays **Type report date or press Return:**

RETURN displays **How many copies? 1**


RETURN prints the report

Your printout should look like either Figure 2-A or Figure 2-B, depending on whether you chose to print out all your records (Figure 2-B) or only the Chevy selections (Figure 2-A).

USING APPLEWORKS' HELP OPTION

To return to your working screen,

Hold down and press:


 **Q** displays Desktop Index

Place or leave your cursor on Auto Inventory.

RETURN returns you to REVIEW/ADD/CHANGE

To see a list of Appleworks' commands,

Hold down and press:

 **?** (Do not use the Shift Key) displays list of AppleWorks commands

Use your cursor keys to move down the list and see all of the commands.

ESC returns you to your working screen

CHAPTER THREE

ACCESSING A WORD PROCESSOR DOCUMENT

DESCRIPTION

In this chapter, you will select an address from your Data Base file, and format the address so that it will be printed out in label style, by rearranging categories, deleting spaces, and left justifying.

Then you will copy the label onto AppleWorks' Clipboard. You will load a Word Processor document onto your screen, and then copy the label from the Clipboard onto the Word Processor document. You will then save and print your document.

OPERATIONS PERFORMED

Loading the Mail List

Selecting the Label to be Copied

Formatting for Labels

Rearranging Categories

Deleting Spaces

Left Justifying

Saving

Copying the Label onto the Clipboard






Loading the Word Processor Document

Copying the Label onto the Document












Saving

Printing

FUNCTIONS

 Q	displays Desktop Index
 	right cursor key, moves category
 	up cursor key, moves category

COMMANDS

 C	starts COPY TEXT command
 D	starts DELETE TEXT command
 P	starts REPORT MENU command
 P  D	deletes the line
 P  J	justifies
 P  P	starts PRINT command
 R	starts SELECT RECORDS command
 S	saves file

LOADING THE MAIL LIST

After loading AppleWorks, you will be in the Main Menu and the first option, **Add files to the Desktop**, will be highlighted.

NOTE

First you must make sure that you have previously created a Word Processor document and saved it onto a disk. You cannot proceed with this chapter until you have done this.

Place the diskette containing your saved Data Base reports into Drive 2.

Press:

RETURN	displays Add files Menu and highlights the first option
---------------	---

If the first option is: **The current disk: Drive 1**, move your cursor to the second option, **A different disk**, and press:

RETURN	places you in Change Current Disk and highlights the first option, Drive 1
---------------	---

Move your cursor to the second option, **Drive 2**, and press:

RETURN	places you in the Add files Menu and highlights the first option, The current disk: Drive 2
---------------	--

RETURN	displays AppleWorks files
---------------	---------------------------

Place your cursor on **Mail List** and press:

RETURN	loads the report, Mail List , onto your screen
---------------	---

If the first option is: **The current disk: Drive 2**, press:

RETURN displays AppleWorks files

Place your cursor on **Mail List** and press:


RETURN loads the report, **Mail List**, onto your screen

SELECTING THE LABEL TO BE COPIED

Since you will be copying only one company name, contact name and address onto a Word Processor document (letter), the Selection you choose to print out cannot be All.

To change the Selection from **All** of the labels to a particular label,

Hold down and press:

 **R** starts SELECT RECORDS command and displays your category names

You want the first label, Fiero Furniture, to be copied onto the Word Processor document.

To select the record containing the company name, Fiero,

Leave your cursor on the first category, **Company**, and press:

RETURN displays list of options

NOTE

The list of options will vary according to which category you choose.

Place your cursor on the seventh option, **contains**, and press:

RETURN displays at the bottom of your screen
Type comparison information:

You will be copying the first label, Fiero Furniture, to the Word Processor document. So type:

Fiero comparison information

RETURN accepts information and displays options

You have completed your selection and do not wish to choose another option, so press:

ESC displays the record you have selected

FORMATTING FOR LABELS

When the Fiero label is inserted (copied) into the Word Processor document, you will want it to appear in label format when it is printed out.

To format the label,

Hold down and press:

 **P** starts REPORT MENU and displays a list of options

Place your cursor on the third option, **Create a new "labels" format**, and press:

RETURN displays **Type a name for the report**

Fiero Label name of report
Note: You may type any name of your choice

RETURN starts REPORT FORMAT command

Now you may proceed with the next paragraph, Rearranging Categories.



REARRANGING CATEGORIES



You need to arrange your categories in the way you want them to print out on your Word Processor document.

The First Name and the Last Name should be on the same line. To accomplish this,



Place your cursor on the **L** in **Last Name**.

Hold down and press:

  right cursor key, moves the category one character to the right

Continue to hold down and press the   until you have moved the Last Name two spaces past the First Name category.



Hold down and press:



  up cursor key, moves the category up one line

The State and Zip categories need to be moved up with the City category.



Place your cursor on the **S** in **State**.

Hold down and press:

  right cursor key, moves the category one character to the right



Continue to hold down and press the   until you have moved the State category over two spaces past the City category.



Hold down and press:

  up cursor key, moves the category up one line



Place your cursor on the **Z** in **Zip**.



Hold down and press:

  right cursor key, moves the category one character to the right

Continue to hold down and press the   until you have moved the Zip category two spaces past the State category.

Hold down and press:

  up cursor key, moves the category up one line

  up cursor key, moves the category up another line

DELETING SPACES

While you are in the REPORT FORMAT, you will delete some unnecessary blank lines.

Place your cursor on the blank line above Address.



Hold down and press:

  deletes the blank line

Place your cursor on the first blank line below City State Zip.

Hold down and press:

  deletes the blank line

  deletes another blank line

LEFT JUSTIFYING

Because of the lines where you have combined categories, First Name Last Name, and City State Zip, you need to left-justify.

If you do not left justify, there will be wide spaces between names, and between your city, state, and zip codes.

Remain in REPORT FORMAT.



Place your cursor on the **L** in **Last Name**.

Hold down and press:

  inserts a < which signifies left justify

Place your cursor on the **S** in **State**.

Hold down and press:

  inserts a < which signifies left justify

Place your cursor on the **Z** in **Zip**.

Hold down and press:

⌘ J inserts a < which signifies left justify

NOTE

Don't worry if you do not see some of the letters in the category names. All the information will be visible on your printout.

SAVING

Now that you have set up your label, you may want to save the format so that if you want to print any more labels onto a Word Processor document, you can simply **Duplicate an existing format**.

You should have the formatted data diskette in Drive 2, with the other files you have saved on it.

Hold down and press:

⌘ S saves the file and returns you to REVIEW/ADD/CHANGE

COPYING THE LABEL ONTO THE CLIPBOARD

You are ready to copy the label onto AppleWorks Clipboard, so that later you will be able to insert it into a Word Processor document.

Hold down and press:

⌘ P starts REPORT MENU command and displays a list of options

Place your cursor on the fourth option, **Duplicate an existing format**, and press:

RETURN displays **Which do you want to duplicate?**

Place your cursor on Fiero label, and press:

RETURN displays **Type a name for the report**

You **MUST** type the name in again. To do this,

Hold down and press:

⌘ E turns on the overtype function

Type:

Fiero Label name of report

⌘ E turns off the overtype function

RETURN starts REPORT FORMAT command

Hold down and press:

⌘ P starts PRINT command and displays **Where do you want to print the report?**

Place your cursor on the fifth option, **The clipboard (for the Word Processor)**, and press:

- RETURN** moves the label to the clipboard and displays **Type report date or press Return:**
- RETURN** displays a message assuring you that the label has now been copied onto AppleWorks Clipboard, and can be moved or copied onto a Word Processor document
- SPACE BAR** returns you to REPORT FORMAT

LOADING THE WORD PROCESSOR DOCUMENT

Now that the label has been copied to the Clipboard, you can load in the Word Processor document.

Place your diskette containing the Word Processor document into Drive 2.

Hold down and press:

-  **Q** displays Desktop Index

Since there are no Word Processor documents on the desktop, press:

- ESC** places you in the Main Menu and highlights the first option, **Add files to the Desktop**
- RETURN** displays Add files Menu and highlights the first option, **The current disk: Drive 2**
- RETURN** displays your Word Processor files

Place your cursor on the Word Processor document you previously created for this procedure, and press:

- RETURN** loads your Word Processor document onto your screen


COPYING THE LABEL ONTO THE DOCUMENT

You would like the address to appear above the document, so place your cursor on the first character of the first line of your document and press:

- RETURN RETURN** inserts two spaces

Place your cursor on the first blank line on your screen, Line 1.


Hold down and press:

-  **C** stars COPY TEXT command and highlights the first option, **Within document**
- F** selects From clipboard (paste) option and copies the label onto your document at the place where your cursor was located
 Note: No matter where you place your cursor, the information that is copied onto the document will always be left-justified

To delete the unnecessary words above the address,

Leave your cursor on Line 1.

Hold down and press:


 **D** starts DELETE TEXT command

Press the down cursor key until the File name, **Report name**, and Selection information are highlighted. Press:

RETURN deletes the highlighted area

To delete the phone number, place your cursor on Line 6,

Hold down and press:

 **D** move your cursor to highlight the entire phone number

RETURN deletes the highlighted area

SAVING

To save the document,


Hold down and press;

 **S** saves the file

PRINTING

To print the document,

Hold down and press:

 **P** starts PRINT MENU command and displays **Print from?**

Leave your cursor on the first option, Beginning, and press:

RETURN displays **Where do you want to print the file?**

RETURN displays **How many copies? 1**

RETURN prints the document

WORD PROCESSOR INDEX

OPERATIONS PERFORMED

A	
Accessing a spreadsheet.....	73
B	
Boldfacing.....	34
C	
Centering.....	27
Changing a character.....	15
Changing margins.....	23
Changing number of characters per inch.....	25
Changing number of lines per inch.....	26
Clipboard option, cut and paste.....	51
Copying text.....	49,75
Cursor directional keys use of.....	11
D	
Defaults, printer.....	22
Deleting	
deleting characters.....	14
deleting to end of a line.....	14,47
deleting text.....	14,15
deleting a blank line.....	15
Desktop.....	1
Double spacing.....	35
E	
Eliminating formatting.....	30
F	
File name, changing.....	71
Finding text.....	44
Formatting	
boldfacing.....	34
centering.....	27
double spacing.....	35
eliminating centering.....	28
eliminating formatting.....	30,69
indenting.....	65
justifying.....	28
single spacing.....	36
G	
Group begin and group end options.....	70
H	
Help option.....	70
I	
Indenting.....	65
Inserting	
inserting blank lines.....	14
inserting characters.....	13
inserting words.....	14
J	
Justifying.....	28
L	
Loading	
loading AppleWorks.....	8
loading the Sample Diskette.....	9

(continued on next page)

M	
Margins.....	23,58,67
Moving text.....	48
N	
New page option.....	36
O	
Over-type function.....	15
P	
Page footer.....	40
Page header.....	36
Page numbers.....	37
Printer defaults	
list of.....	22
Printer options	
boldfacing.....	34
centering.....	28
changing margins.....	23
changing number of characters per inch.....	25
changing number of lines per inch.....	26
double spacing.....	35
group begin and group end.....	70
indenting.....	65
justifying.....	28
keyboard, entering during printing process.....	58
margins, changing the.....	67
new page, creating a.....	36
page footer, creating a.....	40
page header, creating a.....	36
page numbering.....	37
single spacing.....	36
Printer setup and printing.....	17
Printing using the keyboard option.....	58
R	
Replacing text.....	46
case sensitive option.....	47
text option.....	46
S	
Saving a document.....	16
Scratch, making a file from.....	12
Scrolling.....	12
Setting up your printer.....	17
Spacing	
double spacing.....	35
single spacing.....	36
Spreadsheet, accessing of.....	73
T	
Tab key, use of.....	70
Tabs	
clearing.....	69
setting.....	69
Typing over text.....	15
W	
Word wraparound.....	12
Z	
Zoom in and out.....	30

Note: Some of the above operations appear in more pages than listed in this index.

SPREADSHEET INDEX

FUNCTIONS, COMMANDS AND OPERATIONS PERFORMED

FUNCTIONS

@ ABS	88,121
@ AVG.....	106
CONTROL Y.....	113
@IF.....	140,141,158
@MAX.....	121,140
@MIN.....	121
@NA.....	140,141
@SUM.....	108,109,122,141,157
(to the power of).....	106,139

COMMANDS

⌘ A starts ARRANGE (sort) command.....	90
⌘ B starts BLANK command.....	145,163
⌘ C starts COPY command	
copying within the worksheet.....	84,87,88,102,107
copying to the Clipboard.....	172
⌘ H prints entire contents of screen.....	92,98
⌘ J moves cursor from one Window to another.....	91
⌘ K recalculates worksheet.....	144,147
⌘ L starts LAYOUT command	
formatting in dollars and cents.....	85,95,122
formatting in percentage.....	86,95,106,107
formatting for two decimal places.....	139
setting column width.....	83,119,134
centering.....	83,102,118
⌘ P starts PRINT command.....	97
⌘ Q displays Desktop Index.....	172
⌘ T starts TITLES command.....	92
removing a fixed title.....	93
⌘ U starts EDIT command.....	125,126,127
⌘ W starts WINDOW command.....	91
closing a window.....	92
⌘ Y deletes to end of line.....	98
⌘ 1 moves cursor to top of worksheet.....	93,142
⌘ 9 moves cursor to bottom of worksheet.....	142

SPECIAL OPERATIONS PERFORMED

Accessing a Word Processor Document.....	171
Accessing a different disk drive.....	94
Desktop explanation.....	1
Entering dashed and double-dashed lines.....	119
Loading the Sample Diskette.....	80
Using the cursor key method (the pointer method) to enter a formula.....	88
Printing	
Setting up your printer.....	96
Printing an entire spreadsheet.....	97
Printing a portion of a spreadsheet.....	97
Saving a file for the first time.....	93
Saving under a different name.....	95
Starting a worksheet "from scratch".....	81

Note: Some of the above Functions and Commands appear in more pages than listed in this index.

DATA BASE INDEX

OPERATIONS PERFORMED

A	
Accessing	
accessing word processor document.....	219
Arranging categories	
in Report Format.....	189
Arranging records.....	208
in Report Format.....	191
C	
Calculated categories.....	211
Change Name/Category.....	201
changing a category name.....	201
deleting a category.....	202
inserting a category.....	202
Change Record Layout.....	204
changing category widths	
multiple record layout.....	205
deleting a category	
multiple record layout.....	205
inserting a category	
multiple record layout, which you previously deleted.....	205
switching category position	
multiple record layout.....	204
single record layout.....	206
Changing a category name.....	201
Changing a character.....	183
Changing category widths	
in Change Record Layout	
multiple record layout.....	205
for Tables.....	210
Changing file structure.....	201
changing a category name.....	201
deleting a category.....	202
inserting a category.....	202
Clipboard, cut and paste.....	224
Copying records.....	201
Cursor directional keys	
use of.....	180
D	
Defaults	
printer.....	215
Deleting	
deleting characters.....	184
deleting to the end of a line.....	185
deleting a blank line.....	190
deleting categories	
in Change Name/Category.....	202
in Change Record Layout	
multiple record layout.....	205
in Report Format.....	190
deleting records	
in single record layout.....	186
in multiple record layout.....	186
deleting spaces	
in Report Format.....	190
Desktop	
explanation of.....	1
Desktop Index.....	193
Dittoing.....	201
Double spacing.....	215

(continued on next page)

F		
Finding records.....		209
Formatting		
for Labels.....		188
arranging records.....		191
deleting categories.....		190
deleting spaces.....		190
inserting categories.....		190
inserting spaces.....		190
left justifying.....		191
rearranging categories.....		189
for Tables.....		209
deleting categories.....		210
changing column width.....		210
calculated categories.....		211
printer options.....		215
printing out specified records.....		213
right justifying.....		212
H		
Help option.....		217
I		
Inserting		
inserting categories		
in Change Name/Category.....		202
inserting categories		
in Change Record Layout, which you previously deleted.....		205
in Report Format.....		190
inserting characters.....		184
inserting records.....		187
inserting spaces		
in Report Format.....		190
J		
Justifying		
Left.....		191
Right.....		212
L		
Labels, formatting for.....		188
Left justify.....		191
Loading		
loading AppleWorks.....		177
loading the sample diskette.....		177
M		
Multiple record layout.....		181
O		
Over-type function.....		184
P		
Printer defaults.....		215
Printer options.....		215
Printing.....		193
Printing out specified records.....		213
R		
Rearranging categories		
in Report Format.....		189
Record Layout		
multiple.....		181
single.....		181
Record Selection rules.....		207

(continued on next page)

Report Format.....	188
arranging records.....	191
deleting categories.....	190
deleting spaces.....	190
inserting categories.....	190
inserting spaces.....	190
left justifying.....	191
rearranging categories.....	189
Right justify.....	212
S	
Saving.....	192
Scrolling.....	181
Setting up your printer.....	192
Single record layout.....	181
Specified records, printing out.....	213
Standard values.....	187
Starting from scratch.....	178
Switching category position	
in Change Record Layout	
multiple record layout.....	204
single record layout.....	206
T	
Tab key.....	182
Tables, formatting for.....	209
Typing over text.....	183
Z	
Zoom in and out.....	181

Note: Some of the above operations appear in more pages than listed in this index.

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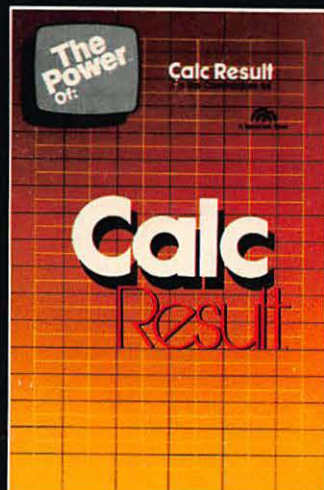
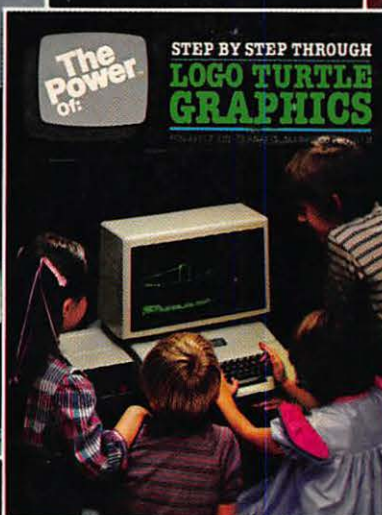
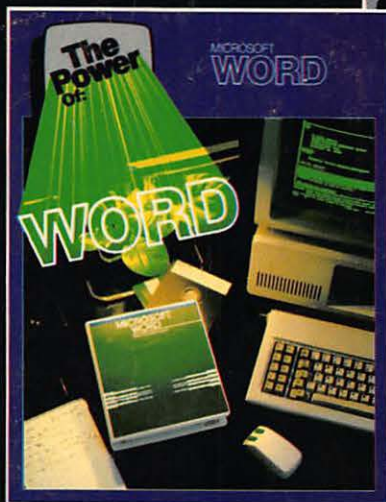
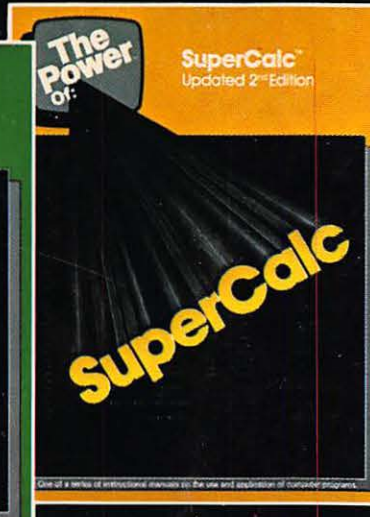
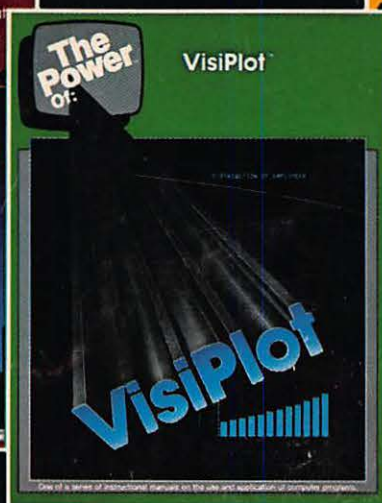
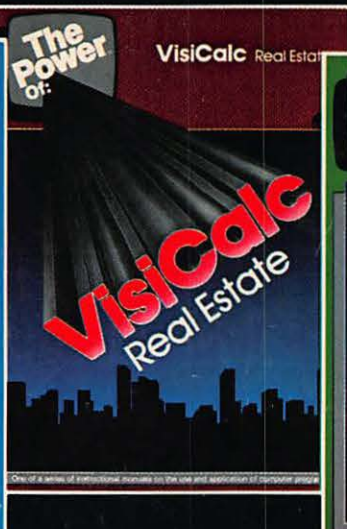
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