

# **A.P.P.L.E.**

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## **THE Spreadsheet**

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**2.0**

**Apple PugetSound Program Library Exchange**

# **THE Spreadsheet**

**Version 2.0**

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# THE Spreadsheet Quick Reference

## MOVING THE MARKER

### If Direction Indicator Is Horizontal:

Left Arrow Ctrl-A	Move the Marker one cell to the left. (Direction indicator independent)
Right Arrow Ctrl-S	Move the Marker one cell to the right. (Direction indicator independent)

### If Direction Indicator Is Vertical:

Left Arrow Up Arrow Ctrl-Q	Move the Marker one cell up. (Direction indicator independent. Apple //e only) (Direction indicator independent)
Right Arrow Down Arrow Ctrl-Z	Move the Marker one cell down. (Direction indicator independent. Apple //e only) (Direction indicator independent)

### Other Marker Moves

Ctrl-W	Move the Marker 10 cells up.
Ctrl-X	Move the Marker 10 cells down.
Ctrl-E	Move the Marker to top left of worksheet (within titles).
Ctrl-C	Move the Marker to bottom right of worksheet.
Ctrl-I TAB	Tab to next unprotected field. (Apple //e only)
Ctrl-Y Open-Apple-TAB	Tab to previous unprotected field. (Apple //e only)
;	Move marker to alternate window (if defined with /W command).
>coord	Go To command. Sends marker directly to a coordinate.

# THE Spreadsheet Quick Reference

## CALCULATION

+	Addition
-	Subtraction
*	Multiplication
/	Division
^	Exponentiation
#	Replaces coordinate immediately to the left of cursor on the entry line with its <i>value</i> .
!	If pressed when a formula is on the entry line, replaces the formula with its calculated value.
!	If pressed when the entry line is empty, causes the entire worksheet to be recalculated.

## EDITING

ESC	ESCAPE key deletes the character on the entry line immediately preceding the edit cursor. Also called <i>destructive backspace</i> .
Ctrl-E	Invokes <i>edit mode</i> . For more information on editing data in the entry line, see the /E (edit command).

## THE Spreadsheet Quick Reference

### FUNCTIONS

@ABS ( <i>value</i> )	Return absolute value.
@AND ( <i>list</i> )	Return TRUE if <i>all</i> values are TRUE, otherwise FALSE.
@AVERAGE ( <i>list</i> )	Return the average of a list of values, a range, or a list of ranges.
@CHOOSE ( <i>index, list</i> )	Return the value in the <i>list</i> corresponding to the value of <i>index</i> .
@COL	Return the numerical value of the current column.
@COUNT ( <i>range</i> )	Return the number of values in a range. Labels and blank cells are not counted.
@ERROR	Return the value ERROR.
@EXP ( <i>value</i> )	Return the value of $e$ raised to the <i>value</i> power.
@FALSE	Return the value FALSE.
@IF ( <i>condition, value1, value2</i> )	Return <i>value1</i> if condition is true, otherwise return <i>value2</i> .
@INT ( <i>value</i> )	Return the integer portion of value.
@ISERROR ( <i>value</i> )	Return TRUE if value is ERROR, otherwise FALSE.
@ISNA ( <i>value</i> )	Return TRUE if value is NA, otherwise FALSE.
@LN ( <i>value</i> )	Return the natural (base $e$ ) logarithm of value.
@LOG10 ( <i>value</i> )	Return the common (base 10) logarithm of value.

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@LOOKUP ( <i>value, range</i> )	Compare <i>value</i> to the table specified by <i>range</i> and return the lookup value corresponding to the last table value less than or equal to <i>value</i> .
@MAX ( <i>list</i> )	Return the maximum value in a list.
@MIN ( <i>list</i> )	Return the minimum value in a list.
@NA	Return the value NA
@NOT ( <i>logical</i> )	Return TRUE if <i>logical</i> is FALSE, otherwise return FALSE.
@NPV ( <i>discount, range</i> )	Return net present value of a <i>range</i> of cash flows discounted at <i>discount</i> . <i>Discount</i> must be a decimal fraction.
@OR ( <i>list</i> )	Return TRUE if <i>any</i> values in the list are TRUE, otherwise return FALSE.
@PI	Return the value of Pi.
@ROUND ( <i>value, ndec</i> )	Return <i>value</i> rounded to <i>ndec</i> decimal places.
@ROW	Return the row number.
@SQRT ( <i>value</i> )	Return the square root of <i>value</i> .
@SUM ( <i>list</i> )	Return the sum of a list of values. Blank cells and labels are ignored.
@TRUE	Return the value TRUE.



## THE Spreadsheet Quick Reference

### CALCULATE SUBSYSTEM COMMAND SUMMARY

#### /A Set Attribute

D Default

A All. Accept all data.

L Labels. Accept only labels.

V Values. Accept only values.

P Protect. Do not allow data entry in cell.

H Hide contents of cell.

#### /B Blank Contents of Cell

#### /C Clear Worksheet. Must be confirmed with a Y.

#### /D Delete Row or Column

R Delete row on which the marker rests.

C Delete column on which the marker rests.

#### /E Edit a Cell

**Arrow keys** Non-destructive cursor movement.

**ESC** Destructive backspace.

**Other keys** Insert characters.

#### /F Format a Cell

D Default

G General. As much precision as possible within column boundaries.

I Integer. Display values as integers, but retain decimal significance to 11 digits.



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- L Left Justify. Display values and labels flush left in a column.
- R Right Justify. Display values and labels flush right in a column.
- \$ Dollars. Display values to two decimal places (dollars and cents).
- \* Graphic. Display rough line graph format for values.

### /G Set Global Parameters

- C Set Global Column Width. Set column width for the entire worksheet.
- O Calculation Order. Set the order in which the worksheet is calculated.
  - R Calculate the worksheet row by row.
  - C Calculate the worksheet column by column.
- R Recalculation. Should the entire worksheet be recalculated every time a new value is entered.
  - A Automatic. Recalculate the entire worksheet every time a new value is entered.
  - M Manual. Recalculate the entire worksheet only when the exclamation point (!) is pressed.
- F Set Global Format. Set cell format for the entire worksheet. For options, see the /F (Format) command.
- A Set Global Attributes. Set cell attributes for the entire work sheet. For options, see the /A (Attribute) command.

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### **/I** Insert Row or Column

**R** Insert row above the row on which the marker rests.

**C** Insert column to the left of the column on which the marker rests.

### **/L** Set Individual Column Width. Set the width of the column on which the marker currently rests.

Column width may be any value 0 through 36. A column width of 0 will produce a "hidden" column which will be skipped when moving the marker. "Hidden" columns are only accessible using the Go To ( ) command. When the marker is resting on a "hidden" column, it vanishes from the worksheet and appears on the contents line.

### **/M** Move a Row or Column to another position on the worksheet. A cell in the row or column to be moved must be specified as the "from" location, and a cell in the row or column below or to the right of the desired location must be specified as the "to" location.

A column move will take place if both cells have the same row number.

A row move will take place if both cells have the same column number.

### **/P** Invoke the Print Subsystem

### **/R** Reproduce. Reproduces a cell, a range of cells, or a block of cells to other locations on the worksheet.

( Invoke Reproduce options.

**A** Copy attributes only.

**F** Copy formats only.

**C** Copy contents of cell only (no formats or attributes).

**N** Copy all formulas with no change in the cell references, and no prompting.

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R Copy all formulas with no change in the cell references, and no prompting.

) Exit options section.

**/S** (Storage command) Invoke the File Subsystem.

**/T** Set Titles for Worksheet.

H Define horizontal titles as the row on which the marker is currently resting, and all rows above it.

V Define vertical titles as the column on which the marker is currently resting, and all columns to the left of it.

B Both horizontal and vertical titles are fixed as the row on which the marker is currently resting and above; the column on which the marker is currently resting and left.

N None. Remove all title definitions.

**/W** Set Window.

H Horizontal window split occurs at the current marker position, creating two windows.

V Vertical window split occurs at the current marker position, creating two windows.

L Any window splits in effect are removed, and the worksheet is displayed as one large window.

S Synchronize Windows. When windowing is in effect, synchronized windows force the two to scroll together.

U Unsynchronize Windows. When windowing is in effect, the unsynchronize command causes the two windows to scroll independently of one another.

**/—** Repeating Label. Causes a character or string of characters to be repeated as many times as necessary to fill a cell. This function is independent of column width.