

Lesson 11: Review Exercise 1

1. Retrieve ZENGLAND.WK1.
2. Select **/R**ange **N**ame **C**reate, type **PRODUCTS**, then press **<Enter>**.
Type **A27..B33**, then press **<Enter>**.
3. Move the cell pointer to cell B9.
Type **@VLOOKUP(B5,\$PRODUCTS,1)**, then press **<Enter>**.
Copy the formula in cell B9 to cells C9 through E9.
4. Select **/R**ange **N**ame **C**reate, type **INCOME**, then press **<Enter>**.
Type **B16..E16**, then press **<Enter>**.
5. Move the cell pointer to cell B18.
Type **@MAX(INCOME)**, then press **<Enter>**.
Press **<Down>**, type **@MIN(INCOME)**, then press **<Enter>**.
Press **<Down>**, type **@AVG(INCOME)**, then press **<Enter>**.
6. Select **/R**ange **S**earch, type **A1..E20**, then press **<Enter>**.
Type **Giants**, then press **<Enter>**.
Select **L**abels **R**eplace, type **Space Aliens**, press **<Enter>**, then select **A**ll.
7. Select **/W**orksheet **G**lobal, then activate the Global Settings dialog box.
Select **R**ecalculation **A**utomatic, press **<Enter>**, select **OK**, then press **<Ctrl Break>**.
8. Move the cell pointer to cell B7, type **517684**, then press **<Enter>**.
Press **<Calc>** (<F9>).

9. Select **W**orksheet **G**lobal, then activate the Global Settings dialog box.

Select **R**ecalculation **A**utomatic, press **<Enter>**, select **OK**, then press **<Ctrl Break>**.

Lesson 11: Review Exercise 2

1. Move the cell pointer to any cell in row 12.

Select **/Worksheet Window Horizontal**.

2. Press **<Window>** (<F6>), then move the cell pointer to cell B32.

Type **4.26**, then press **<Enter>**.

3. Select **/Worksheet Window Clear**.

4. Select **/Worksheet Global**.

Activate the Global Settings dialog box, select **Default Settings...**, then select **International...**

Select **Negative Parentheses**, then select **OK** three times.

5. Activate the Global Settings dialog box.

Select **Protection**, press **<Enter>**, then select **OK**.

Return to the worksheet.

Select **/Range Unprot**, type **B7..E7**, then press **<Enter>**.

Select **/Range Unprot**, type **B10..E10**, then press **<Enter>**.

6. Press **<Home>**.

Select **/Range Input**.

Press **<End>**, press **<Home>**, then press **<Enter>**.

Enter the information displayed in Figure 11 - 2, pressing **<Right>** after each entry and **<Enter>** to complete the input.

7. Select **/File Save**.

Press **<Space>**, type **P**, then press **<Enter>**.

Type **ATLANTIC**, then press **<Enter>**.

Type **ATLANTIC**, press **<Enter>**, then select **R**eplace.

8. Erase the worksheet.

Lesson 11: Review Exercise 3

1. Retrieve ZENGLAND.WK1, type **ATLANTIC**, then press **<Enter>**.
2. Select **/File Save**, press **<Esc>**, then press **<Enter>**.

Select **R**eplace, then erase the worksheet.

3. Retrieve ZWORLD.WK1.
4. Select **/File Combine Add Entire-File**, type **ZENGLAND**, then press **<Enter>**.

Repeat step 4 to add ZMIDWEST.WK1 and ZPACIFIC.WK1 to ZWORLD.WK1.

5. Move the cell pointer to cell B47.

Type **+<<ZENGLAND>>INCOME**, then press **<Down>**.

6. Type **+<<ZMIDWEST>>INCOME**, then press **<Down>**.
7. Type **+<<ZPACIFIC>>INCOME**, then press **<Enter>**.

8. Copy the formulas in cells B47 through B49 to cells C47 through E49.

9. Select **/Graph**.

Activate the Graph Settings dialog box, select **T**ype **B**ar, then select **3**-D bars.

Press **<Enter>**, then select **OK**.

10. Select **Group**, type **A47..E49**, then press **<Enter>**.

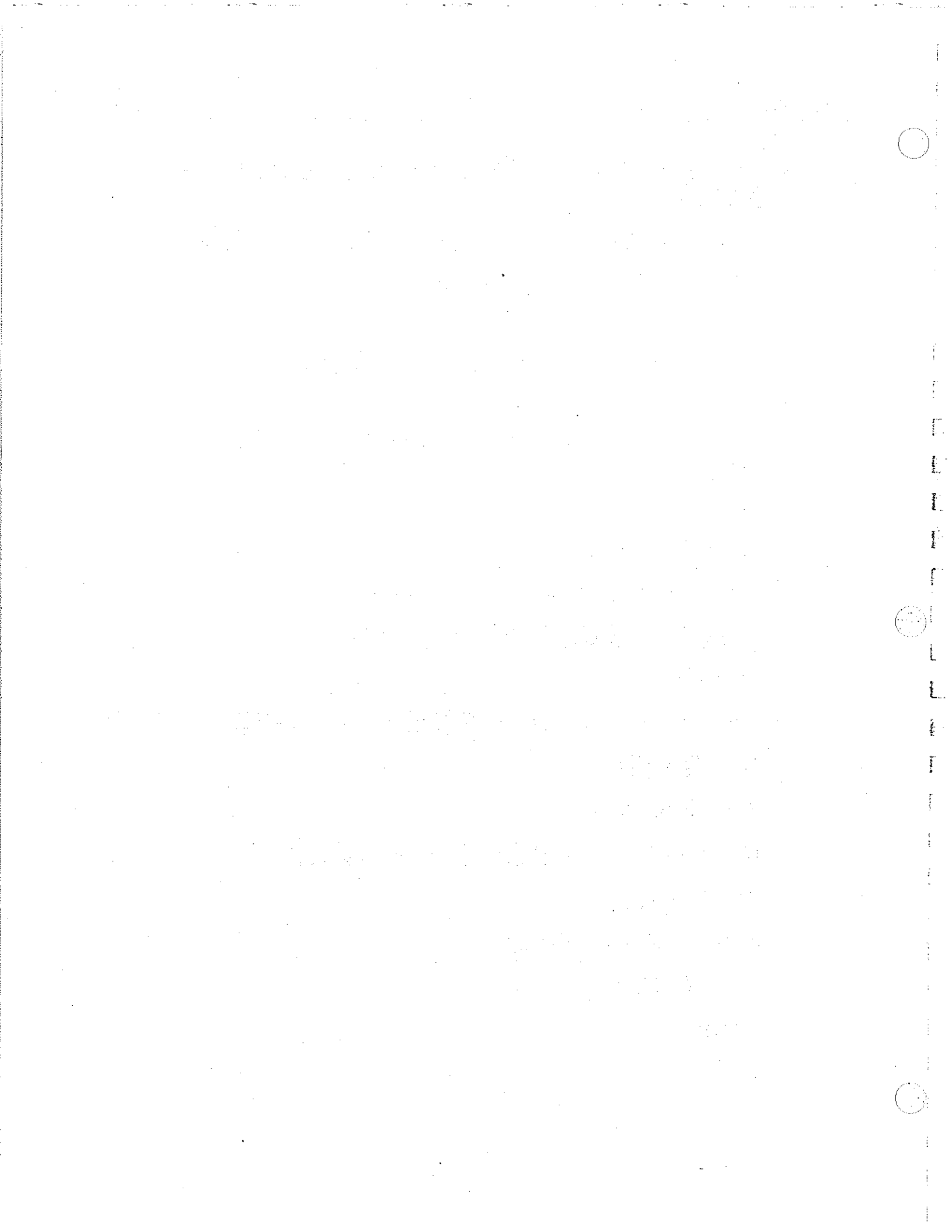
Select **Columnwise**.

11. Activate the Graph Settings dialog box, then select **L**egends & Titles....

Select **L**egends **A**, type **\B45**, then press **<Enter>**.

Repeat the above step, specifying cells C45, D45, and E45 for the B, C, and D data ranges.

12. Select **T**itles **F**irst, type **Monster Creations Toy Company**, then press **<Enter>**.
Select **T**itles **S**econd, type **Income Report 1989**, then press **<Enter>**.
Select **T**itles **Y** axis, type **\$ Dollars \$**, then press **<Enter>**.
Select **OK** twice.
13. Select **N**ame **C**reate, type **ZBAR**, then press **<Enter>**.
14. Display the graph.
15. Return to the Graph Settings dialog box, select **S**ave, type **ZINCOME**, press **<Enter>**, then select **Quit**.
16. Save ZWORLD.WK1, then quit 1-2-3.
17. Select **P**rintGraph.
Select **S**ettings **H**ardware **G**raphs-Directory.
Type **C:\123R24\CPDATA2**, then press **<Enter>**.
Select **P**rinter.
Highlight the correct printer, press **<Space>**, then press **<Enter>**.
Select **Q**uit **Q**uit.
Select **I**mage-Select.
Highlight ZINCOME, press **<Space>**, then press **<Enter>**.
Select **A**lign **G**o.
After the graph prints, select **P**age.
18. Select **E**xit **Y**es.
Type **E**.



A P P E N D I X C

Using the Viewer

The Viewer is an add-in program with which you can view files before retrieving them. You can also retrieve and link worksheet files with the Viewer. In this appendix, you will use the Viewer.

Attaching the Viewer

Before you can use the Viewer, you must attach it to 1-2-3. In this exercise, you will attach the Viewer.

1. Load 1-2-3 from the 1-2-3 Access menu.

2. Select **A**dd-In.

Displays the Add-In menu.

3. Select **A**ttach.

Enter add-in to attach: C:\123R24*.ADN

Displays the names of available add-in programs.

4. Select **V**IEWER.ADN.

Displays the Attach menu.

You can use this menu to attach the Viewer to 1-2-3 with or without a function key combination. If you select a function key combination (F7 through F10), pressing that combination will attach the add-in. If you select No-Key, you can attach the add-in from the Add-In menu.

5. Select **10**.

Attaches the Viewer to the <Alt F10> key combination and returns to the Add-In menu.

6. Select **Q**uit.

Exits the Add-In menu.

Invoking the Viewer

In this exercise, you will invoke the Viewer.

1. Press **<Alt F10>**.

Invokes the Viewer and displays the Viewer menu.

This menu contains commands for retrieving files, linking cells to the current worksheet, and browsing the contents of files without actually retrieving them.

Viewing Files

You can use the Viewer to view the contents of any file. 1-2-3 worksheet files display exactly as they appear on the 1-2-3 screen, but other file types only display as text. In this exercise, you will use the Viewer to view the contents of files.

1. Select **B**rowse.

Displays the Viewer, shown in Figure B - 1 .

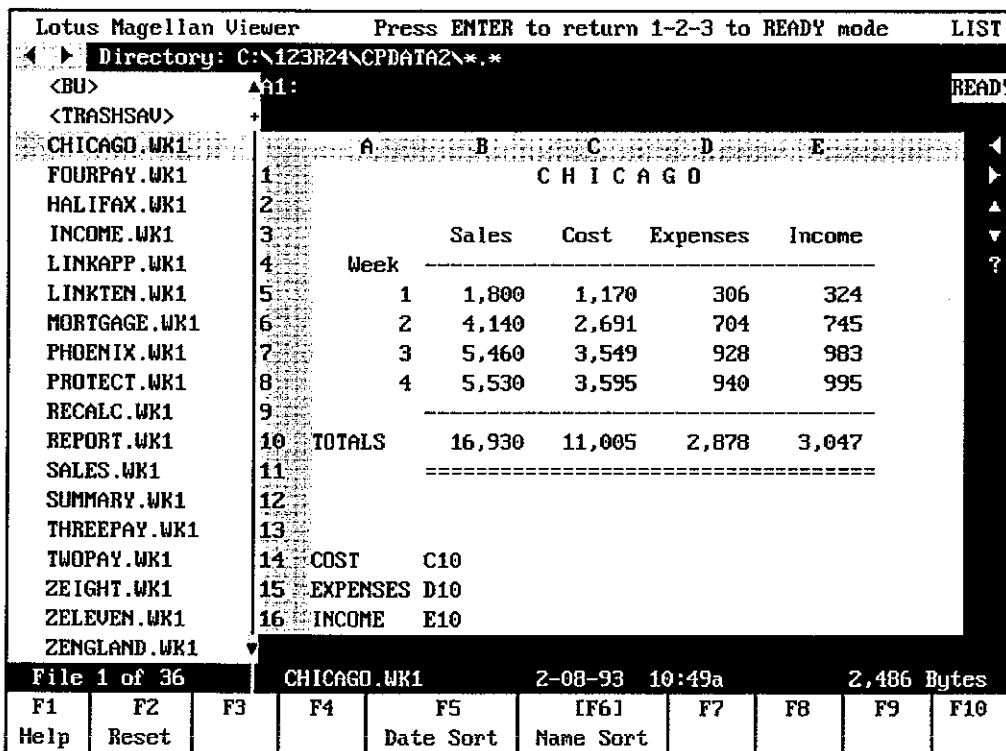


Figure B - 1 : The Viewer

Notice that the Viewer is divided into two windows. The left window, called the List window, lists the names of files in the current directory. The right window, called the View window, displays the contents of the highlighted file in the List window. You cannot modify the contents of a file displayed in the View window.

2. Press **<Down>** until you highlight *LINKAPP.WK1* in the List window.

Displays the contents of LINKAPP.WK1 in the View window.

3. Press **<Right>**.

Makes the View window active.

You can use the cursor movement keys to scroll through the file in the View window.

4. Press **<Left>**.
Makes the List window active.
5. Press **<Left>**.
Backs up one directory to \CPDATA2 in the List window.
6. Press **<Left>**.
Backs up one directory to \123R24 in the List window.
7. Press **<Left>**.
Displays the names of all disk drives.
8. Press **<Right>** three times.
Returns to the CPDATA2 directory display.
Note: Make sure you highlight \123R24 and then \CPDATA2 before you press <Right> each time.
9. Press **<Esc>**.
Returns to the Viewer menu.

Retrieving Files

You can also use the Viewer to retrieve 1-2-3 worksheet files. In this exercise, you will use the Viewer to retrieve a worksheet.

1. Select **R**etrieve.
Displays the Viewer.
2. In the List window, highlight *LINKAPP.WK1*.
Displays the contents of LINKAPP.WK1 in the View window.
3. Press **<Enter>**.
Retrieves LINKAPP.WK1.

Linking Files

You can use the Viewer to link cells in a viewed file to cells in the current worksheet. In this exercise, you will use the Viewer to create a linking formula in cell B6 of LINKAPP.WK1.

1. Move the cell pointer to cell B6.
2. Select **VIEWER** (<Alt F10>).
Displays the Viewer menu.
3. Select **L**ink.
Displays the Viewer.
4. In the List window, highlight *PHOENIX.WK1*.
Displays the contents of PHOENIX.WK1 in the View window.
5. Press **<Right>**.
Makes the View window active.
6. In the View window, move the cell pointer to cell B10.
7. Press **<Enter>**.
Links cell B10 in PHOENIX.WK1 to cell B6 in LINKAPP.WK1.
8. Follow steps 1 through 7 to link cells C10, D10, and E10 in PHOENIX.WK1 to cells C6, D6, and E6 in LINKAPP.WK1.
9. Save, then erase the worksheet.

Detaching the Viewer

When you finish using the Viewer, you can detach it or remove it from the computer memory. In this exercise, you will detach the Viewer.

1. Select **/A**dd-In.
Displays the Add-In menu.
2. Select **D**etach.
Enter add-in to detach:
3. Select **VIEWER**.

4. Select **Q**uit.
Exits the Add-In menu.
5. Quit 1-2-3.

Access Menu

A Lotus menu that contains options for starting 1-2-3 and several Lotus utilities, including PrintGraph, Translate, Install, and Exit.

Absolute Reference

An unchanging cell or range reference in a formula or function. A \$ (dollar sign) precedes the column and the row reference (such as \$A\$4 or \$IV\$270).

Argument

The data used in a function to produce a value. Each function must contain at least one argument. See *Function*.

Automatic Recalculation

Recalculation occurs whenever the content of a supporting cell is changed. Automatic recalculation is the default recalculation method.

Condition

The first argument of the @IF function. The result of the function is based on the following condition: If the condition is met, the function will produce a result based on the condition. If the condition is not met, the function will produce a different result. See *Conditional Operator*.

Conditional Operator

The operator(s) used when constructing the condition of the @IF function.

Control Panel

The top three lines of the 1-2-3 screen. The control panel displays the active cell address, cell settings, and cell entry. The control panel also displays 1-2-3 menus, submenus, and prompts.

Current Graph

The named graph settings currently stored in memory.

Data Point

The position of each data range in a graph, relative to the Y axis. See *Y Axis*.

Data Range

A group of worksheet data used to create a graph. There are two types of data ranges: A - F data ranges and X axis data ranges.

Dialog Box

A status screen that displays current settings for all options associated with a particular task, such as printing or creating a graph.

File Consolidation

The result of two or more merged worksheets. The values in one or more worksheets can be added, copied, or subtracted to the values in another worksheet. See *Target File* and *Source File*.

Formula

An expression that performs a calculation on specified values in a worksheet.

Function

A built-in formula that performs a specific calculation.

Global Settings

Settings that affect the entire worksheet.

Graph

A visual representation of worksheet data. Types of 1-2-3 graphs include bar graphs, stacked bar graphs, line graphs, pie graphs, and XY graphs.

Grid Lines

Evenly spaced horizontal and vertical lines that help to clarify the data points in a graph. See *Data Point*.

Legend

A symbol with a caption that is used to clarify each data range in a graph.

Link

Data that is shared by two or more worksheets.

Linking Formula

A formula that links data from a source file into a target file at the cell pointer location. Once you create a linking formula, any changes you make to the referenced values in the linked cells of the source file are automatically updated in the target file. See *Link*, *Source File*, and *Target File*.

List Window

Lists the names of files in the current directory.

Manual Recalculation

Recalculation occurs only when you press <Calc> (<F9>).

Nesting

Specifying one function as an argument for another function.

Non-Blank Cell

A cell that contains any data, including spaces.

PrintGraph

A utility for use in printing graphs.

Protection

Prevents changes to a range of data in the worksheet.

Range

A cell or rectangular block of adjacent cells.

Range Name

A single cell or a range of cells that you assign a name.

Range Name Table

A table that lists all the named ranges and their corresponding cell addresses in the current worksheet.

Recalculation

See *Automatic Recalculation* and *Manual Recalculation*.

Relative Reference

A cell or range reference interpreted as a location relative to the current cell. For example, when the formula +B1+B2 is entered in cell B4, the formula is interpreted as *add the contents of the cell three rows above to the contents of the cell two rows above*.

Screen Titles

Rows or columns that are frozen in the worksheet. Screen titles remain in view when the worksheet is scrolled.

String

Any series of characters that make up all or part of a label or formula.

Source File

A worksheet that supplies, or is the source of, data for another worksheet. See *Target File*.

Synchronized Scrolling

Horizontally or vertically split screens that display parallel when the worksheet is scrolled.

Target File

A worksheet that receives, or is the target for, data from another worksheet. See also *Source File*.

Three-Dimensional Effect

In graphing, a three-dimensional effect gives the illusion that the graph has depth.

Titles

A symbol that is used to explain the relation of the X and Y axes to the data ranges.

Unsynchronized Scrolling

Horizontally or vertically split screens display independent of each other when the worksheet is scrolled.

View Window

Displays the contents of the highlighted file in the List window.

Window

A division of the screen that displays part of the current worksheet or graph.

X Axis

The horizontal line along the bottom of a graph used to numerically or textually describe the data ranges in a graph.

Y Axis

The vertical line along the left side of a graph used to numerically describe the data ranges in a graph.

Y Axis Title

The title used to describe the relation of the Y axis scale to the data ranges in a graph.

- @AVG function
 - defined, 23
 - syntax, 23
- @COUNT function
 - defined, 22
 - syntax, 22
- @IF function
 - conditional operator, 19
 - conditions, 19
 - defined, 19
 - syntax, 19
- @MAX function
 - defined, 22
 - syntax, 22
- @MIN function
 - defined, 21
 - syntax, 21
- @PMT function
 - defined, 25
 - interest rate, 25
 - principal, 25
 - syntax, 25
 - term, 25
- @ROUND function
 - defined, 24
 - syntax, 24
- @VLOOKUP Function
 - lookup range, 17
 - lookup value, 17
 - offset number, 17
- @VLOOKUP function
 - defined, 17
 - syntax, 17
- Argument, 17
- Automatic recalculation, 39, 41
- Axis, 89, 91
 - formatting, 89
- Bar graph, 81, 82
- Combining files, 70—79
 - adding files, 73
 - adding named ranges, 71, 72
 - copying worksheet data, 74
- Data, formulas, 34
- Data point, 91
 - defined, 91
 - labeling, 91
- Data range, 82, 84, 88, 90, 93
 - resetting, 90
 - specifying, 82
- Default International Settings dialog box, 57
- Default settings, 52
- Default Settings dialog box, 51, 57
- Dialog box
 - Default International Settings, 57
 - Default Settings, 51, 57
 - Format, 89
 - Global Settings, 40, 41, 51, 55, 63
 - Graph Legends & Titles, 87, 88, 92
 - Graph Scale Settings, 89
 - Graph Settings, 82, 84, 86, 88, 89, 90, 91, 93
- File name, 51
 - displaying, 51
- Finding data, worksheets, 31
- Format dialog box, 89
- Formulas
 - replacing data, 34
 - using range names, 11
- Functions, 16—29
 - @AVG, 23, 26
 - @COUNT, 22
 - @IF, 19, 20
 - @MAX, 22
 - @PMT, 25
 - @ROUND, 24, 26
 - @VLOOKUP, 17
 - arguments, 17
 - defined, 17
 - nesting, 26
- Global Settings dialog box, 40, 41, 51, 55, 63
- Graph Legends & Titles dialog box, 87, 88, 92
- Graph Scale Settings dialog box, 89
- Graph Settings dialog box, 82, 84, 86, 88, 89, 90, 91, 93
- Graph titles, 87
 - creating a first title, 88
 - creating a second title, 88
 - creating a Y axis title, 88
- Graph types
 - bar, 81, 82
 - HLCO, 81
 - line, 81, 84
 - mixed, 81
 - pie, 81, 91
 - selecting, 81
 - stacked bar, 81, 84
 - XY, 81
- Graphs
 - adding a three-dimensional effect, 89
 - adding grid lines, 92
 - adding legends, 87
 - creating, 81
 - creating a graph name table, 85
 - current, defined, 87
 - formatting axes, 89
 - labeling data points, 91
 - naming, 84, 90
 - printing, 94—100
 - resetting data ranges, 90
 - saving, 94
 - selecting types, 81
 - titles, 87
 - using color, 93

- viewing, 83
- Grid lines, 92
- HLCO graph, 81
- Horizontal windows, 47
 - creating, 47
 - scrolling in, 48
- Labels, replacing data, 33
- Legend, 87
- Line graph, 81, 84
- Linking formula, 75
 - creating, 75, 76
 - syntax, 75
 - using in the Viewer, 139
- Linking worksheets
 - creating a linking formula, 75—79
 - listing linked files, 77
 - updating linked cells, 76—79
- Manual recalculation, 39, 40
- Mixed graph, 81
- Named range
 - combining worksheet data, 71, 72
 - using in a function, 18
 - using in formulas, 11
- Negative values, 55, 57
 - controlling the display of, 57
- Nest, defined, 17
- Nesting functions, 26
 - defined, 26
- Password protection, 66, 67
 - using, 66, 67
- Periodic loan payment, 25
 - calculating, 25
- Pie graph, 81, 91
- PrintGraph, 97
 - changing hardware settings, 96
 - loading, 95
 - printing graphs, 97
 - selecting graphs for printing, 96
 - selecting size and fonts, 96
- Protecting worksheet data, 62—69
 - assigning a password, 66
 - hiding columns, 65
 - removing a password, 67
 - restricting data input, 64
 - turning on protection, 63, 64
 - unprotecting cells, 64
- Range
 - @AVG function, 23
 - @Count function, 22
 - @MAX function, 22
 - @MIN function, 21
 - data, 82, 84, 88, 90
 - input, 64
 - named, 71, 72
 - naming, 10
 - search, 33, 34
 - unprotected, 64
- Range Name Reset option, 13
- Range name tables
 - creating, 12
 - defined, 10
- Range names
 - defined, 10
 - deleting, 13
- Recalculation, 38—42
 - automatic recalculation, 39, 41
 - defined, 39
 - manual recalculation, 39, 40
- Recalculation order
 - columnwise, 40
 - natural, 40
 - rowwise, 40
- Recalculation passes, 40
- Replacing data
 - formulas, 34
 - labels, 33
 - replacement string, 34
 - worksheets, 32
- Screen titles, 46
 - clearing, 45
 - defined, 44
 - freezing horizontally, 44
 - freezing horizontally and vertically, 45
 - freezing vertically, 45, 46
- Search string, 32
- Searching for data in a worksheet, search string, 32
- SmartIcons
 - copy, 18
 - display Quick-Graph Dialog box, 85
 - goto, 46
 - recalculation, 41
 - retrieve, 10
 - save, 27
 - search, 31
 - view graph, 85
- Source file, 71, 73, 76
- Stacked bar graph, 81
- String, 34
 - defined, 32
 - replacement, 33, 34
 - search, 32, 33, 34
 - synchronized, 48
- Table of files, 58
 - creating, 58, 59
- Tables
 - graph name table, 85
 - table of files, 58, 59
- Target file, 71, 73, 74, 75, 76
- Unsynchronized, 48
- Vertical windows, 49
 - creating, 49
 - scrolling in, 50

- Viewer, 138, 139
 - attaching, 136
 - defined, 136
 - detaching, 139
 - linking files, 139
 - linking formula, 139
 - List window, 137, 138, 139
 - retrieving files, 138
 - View window, 137, 138, 139
 - viewing files, 137
- Windows, 44
 - clearing, 48
 - creating horizontal windows, 47
 - creating vertical windows, 49
 - List window, 137, 139
 - List window (Viewer); 138
 - moving between multiple, 50
 - scrolling in, 50
 - using multiple, 44, 47, 49, 50
 - View window, 137, 138
 - View window (Viewer), 139
- Worksheet, searching for data, 33
- Worksheet protection, 62—69
 - assigning a password, 66
 - hiding columns, 65
 - removing a password, 67
 - restricting data input, 64
 - turning on, 63, 64
 - unprotecting cells, 64
- Worksheets
 - automatic recalculation, 39
 - finding data, 31
 - formulas, 55
 - replacement string, 33, 34
 - replacing data, 32, 33
 - replacing data in a formula, 34
 - searching for data, 31, 34
- XY graph, 81
- Y axis, 91
- Zero values
 - displaying as blanks, 55
 - displaying as labels, 56
 - formatting, 55—56

P O S T - C O U R S E EVALUATION

Lotus 1-2-3: Release 2.4, Module II

Now that you have completed Lotus 1-2-3: Release 2.4, Module II, please answer the following by placing a check mark in the appropriate box. Each task is followed by a lesson reference. If you answer "Cannot perform" for any of the tasks, you can refer to the appropriate lesson in the Learning Guide to review the course information.

Can you perform the following tasks?

	Can perform.	Can perform with help.	Cannot perform
Hide columns (Lesson 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create graphs (Lesson 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy worksheet data (Lesson 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use multiple windows (Lesson 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name ranges (Lesson 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save graphs (Lesson 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict data input (Lesson 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format zero values (Lesson 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freeze screen titles (Lesson 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use manual recalculation (Lesson 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print graphs (Lesson 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on worksheet protection (Lesson 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search for and replace data (Lesson 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display the current file name (Lesson 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enhance and modify graphs (Lesson 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combine worksheet data (Lesson 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use 1-2-3 functions (Lesson 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control the display of negative values (Lesson 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use password protection (Lesson 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link worksheet information (Lesson 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Date: _____

