

ADVANCED VISICALC

with Francis Upton, Sr.

GENERAL INFORMATION

The term "RETURN" and "ENTER" mean the same thing.

The term "ARROW" means one of the four arrow keys.

The term "[x]" means the characters in the brackets are "CONTROL" this is done by holding the control key and pressing the letter key at the same time.

THE SCREEN

\Top row - of screen\

Current location (cell) e.g. A1.

If a value or label is in cell (V)alue or (L)abel

Displays what is in that cell.

Recalculation is taking place (!).

Recalculation order "R" row or "C" column.

\Second row - of screen\

Prompt line ----- memory indicator.

Prompt line tells you what to do next when you are working with a command.

Memory indicator tells the amount of memory available in thousands of characters.

\Third row - of screen\

Edit Line ----- All the way across

The \cursor\ is the intersection of column A and row 1 is location (cell) A1. The white rectangle is the "cursor".

This is the place where you can enter information on the sheet.

What you are typing into the cell also used when doing (edit).

Spread sheet layout: 254 rows (numbers)

63 columns (letters) wide (BK)

\Value\ or \Formula\

The system will come up ready to have values or labels entered. If you type a number then letters the system will beep at you.

\Label\

To start with a letter just type it in.

To start with a "space" type "

To start with a number type "

" = labels the " is used to start a "label" with a number or a operand

(+,-,.,@,#,%,*,(,),/,=).

\Moving around the Worksheet\

To move from one location to another use the arrow keys.

\GO TO\ command is another way to move to a location on the sheet.

> GO TO: (coordinate) type "shift >" and type cell you want to go to then (return).

The cursor fills one cell.

A cell is referred to by its location: eg A1 or B12.

You can use the arrow key to point (move the cursor) to the cell that you want to include in your formula.

\COMMAMDS\

/ Command: ABCDEFGIKMPRSTVW - Advanced VisiCalc
BCDEFGIMPRSTVW VisiCalc

/A = Attribute

E Expression Displays formulas in the cells.
Y display all formulas in cells where they were entered.
N don't display formulas. Normal display.
D defaults to global setting.

H Hide Makes contents of cell invisible
Y makes cell contents invisible.
N display cell contents
D defaults to global setting.

M Modify Controls wheter or not data can be
entered in a cell and what kind of data
can be entered (labels, values, or
numbers).
P Protect cell contents from being altered.
U Un-protect cell
A Allows labels and values in cell (All)
L Allows only labels in cell.
V Allows only values in cell.
Allows only numbers in cell.
D Defaults to global setting.