VISI ON™

VISI ON CALC™
QuickStart™ Course
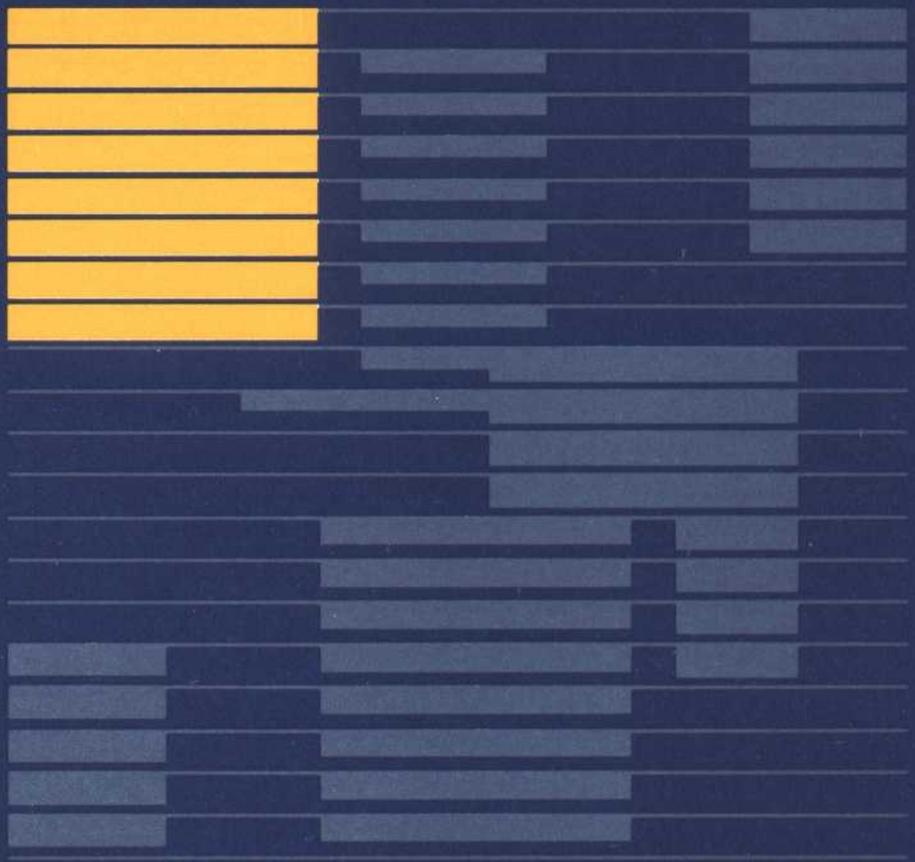
VISICORP™

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The Visi On Calc™ Quickstart™ Course

Welcome to the Visi On Calc™ QuickStart™ Course. In this course, you will create a simple worksheet and learn how to use the basic functions of the Visi On Calc program.

The Visi On Calc spreadsheet—a large electronic worksheet of rows and columns and special formulas—allows you to do almost any numerical or financial task quickly and naturally. You concentrate on the important assumptions and alternatives; the program does all the tedious calculating.

Whether or not you are familiar with an electronic spreadsheet program, you will find using the Visi On Calc program a unique—and easy—experience. You need no special expertise, only your own knowledge and imagination, to create practical time-saving worksheets for planning, forecasting, and budgeting.
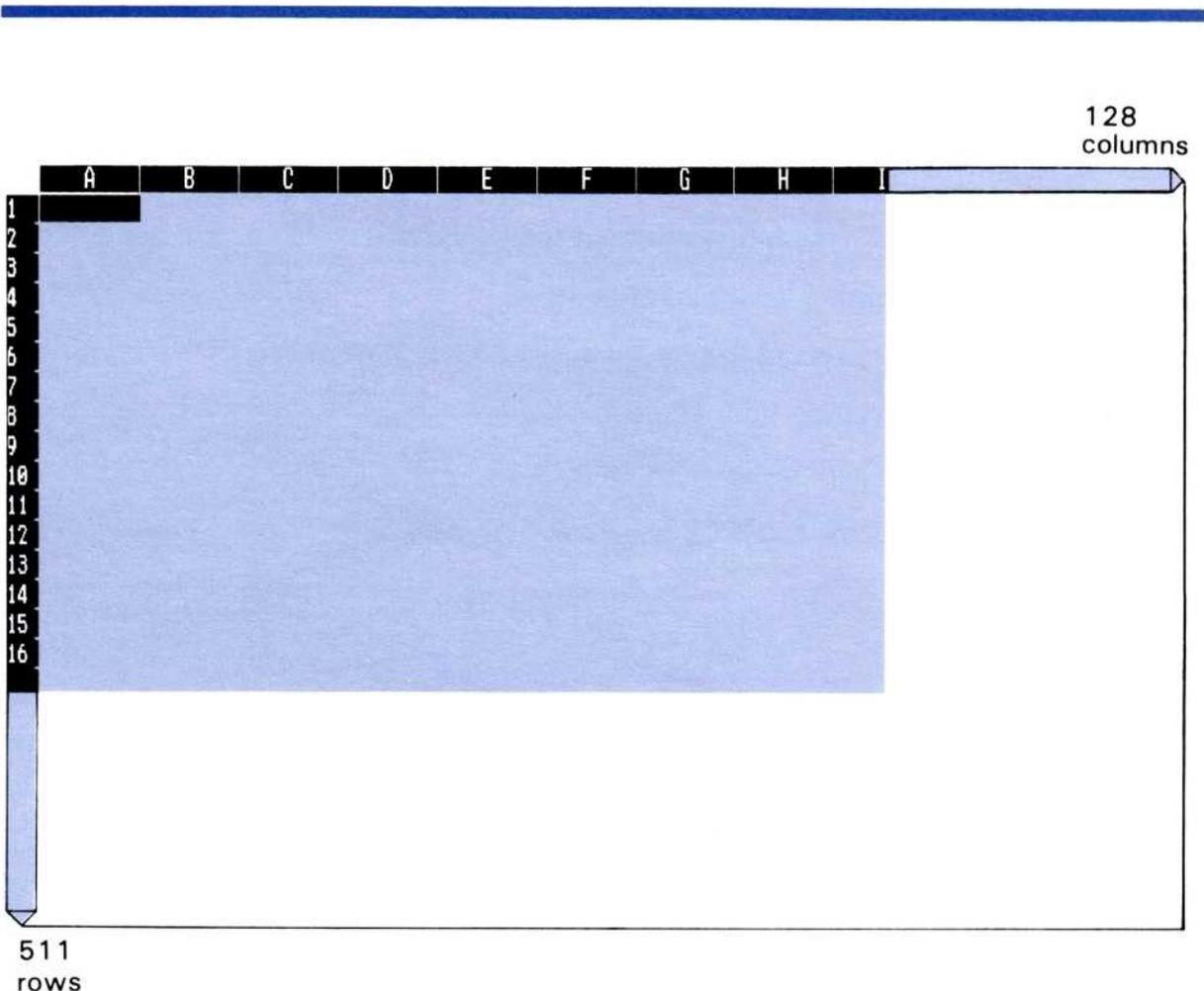
Figure 1. *The Visi On Calc spreadsheet is simply a large electronic worksheet on which you can enter information for professional planning and forecasting.*

Taking this QuickStart™ Course

You should have completed the Visi On™ Tutorial or have experience with the Visi On system before you take this QuickStart Course. If you have not done so already, refer to "Taking the Visi On Tutorial" in the *Visi On User's Guide*.

In this QuickStart Course, you will create a simple but typical budget for an imaginary company. You will be able to judge the effects of changing the budget and trying out alternatives in seconds. You will become familiar with spreadsheet operations that are as simple as pointing at what you want to do.

You will learn how to change the worksheet for the most attractive and effective presentation of information. And you'll learn how to store your worksheet and get it again so that you can use it later. In short, you will learn enough by the end of this QuickStart Course to create your own planning, costing, and budgeting worksheets.

More specifically, when you are through with this QuickStart Course, you will know how to do the following:

■ Create a simple worksheet.

■ Enter labels, values, and formulas.

■ Enhance the appearance of the worksheet by giving special characteristics to certain areas.

■ Change the worksheet's format by inserting, moving, copying, or deleting rows and columns.

■ Get and save worksheets.

■ Print a worksheet.

At the end of this QuickStart Course, you can read "Where to Go from Here" to decide whether to start creating your own worksheets, to experiment with more practice exercises, or to learn more about the features of the program.

In any case, you will want to become familiar with the Visi On Calc "HELP" command. It is your personal guide to any information or assistance you may need, and it is always at your fingertips.

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It's easy to get help. You simply select the "HELP" command and then use the pointing device to select the item you need help with.

When You're Looking at the Screen...

Menu commands, prompts, and messages that you will see on your computer screen are shown in quotation marks; for example, the "create" command. Characters that you type at your keyboard are shown in **boldface** type.

Representations of keys used in this QuickStart Course are illustrated in Figure 2.

When you are asked to *select* a location, cell, or command, simply point with the pointing device at what you want to select and press the (SELECT) button.

You can also select most commands by pressing the (ESC) key, typing the first letter of the command, and pressing (↵). You can select all commands in this way except those which begin with a capital letter, such as "Enter."

The commands you use to master the skills presented in this QuickStart course are summarized at the back of this booklet. You can use this chart as a quick reference when you're working with the program later.

Beginning: Opening a Visi On Calc™ Program Window

If you have set up your equipment and have installed both the Visi On system and the Visi On Calc program, you are ready to begin this QuickStart Course. (If you have not set up your equipment or have not installed the Visi On Calc program, refer to the *Visi On Setup Guide* for instructions. Your screen should look like the screen in Figure 3.

Key	Representation	Meaning and Use
Escape	(E S C)	Escape—pressed before the first letter of a command name as an alternate way to select that command.
Return	(↵)	Return—ends entry of data in a cell or the edit of cell information.
Backspace	(B K S P)	Backspace—deletes characters to the left of the cursor position.
Delete	(D E L)	Delete—deletes characters at the cursor position.
End	(E N D)	End—deletes the entire contents of a cell.
Tab	(→ǀ)	Tab—moves the cursor to the next tab cell on the worksheet.
Left arrow	(←)	Left arrow—moves the cursor to the left on the worksheet or edit line.
Right arrow	(→)	Right arrow—moves the cursor to the right on the worksheet or edit line.
Up arrow	(↑)	Up arrow—moves the cursor up on the worksheet.
Down arrow	(↓)	Down arrow—moves the cursor down on the worksheet.
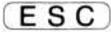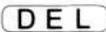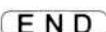
Figure 2. *Representations of the special keys you will use as you work with the Visi On Calc program.*

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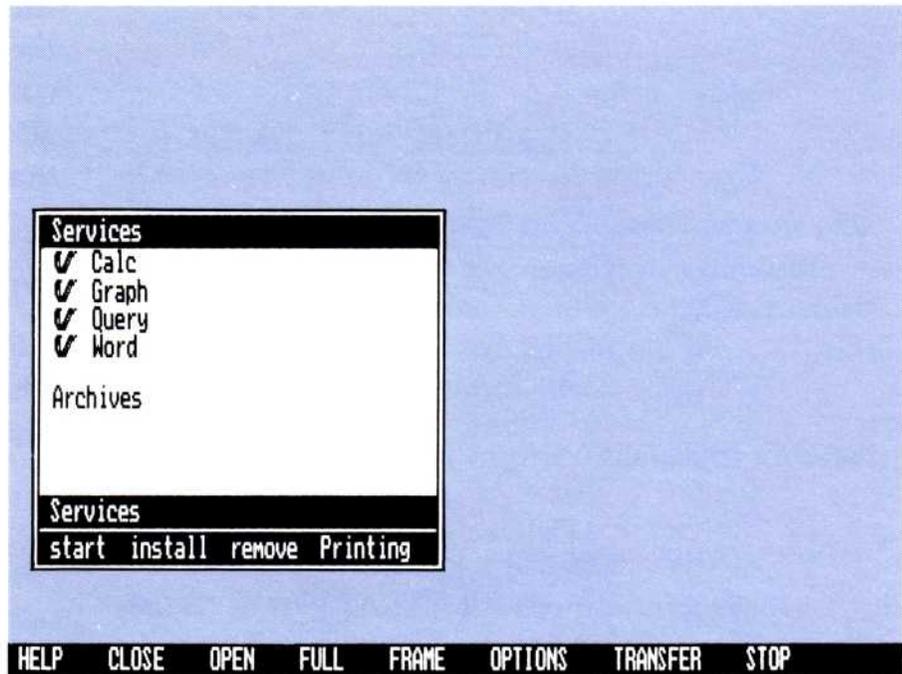
Figure 3. *The Visi On screen with the Services window displayed.*

Begin the QuickStart Course by opening a Visi On Calc window:

1. If the Visi On Services window is not the active window, select the Services window.

2. Select "start" from the Services window menu line.

3. Select "Visi On Calc" from the list of programs in the Services window.

   The Services menu prompts you to enter a name for the new window.

4. Type **Tutorial** and press ⏎.

The Visi On Calc window is framed on the screen, overlapping the Services window. You will use a full-screen window during this tutorial.

To make the window full-screen size

1. Select "FULL" from the Visi On™ menu.

2. Select the Visi On Calc window you just opened.

The Visi On Calc copyright screen is displayed in the window. At the bottom of the window is a menu line containing the words "create" and "revise." You will be creating a worksheet from scratch.

1. Select "create" from the Visi On Calc menu.

The Visi On Calc worksheet becomes full-screen size, sixteen rows by eight columns (see Figure 4).

Using the Visi On Calc™ Worksheet

The Visi On Calc Worksheet is 511 rows deep by 128 columns (A through DX) wide. You enter information at the intersection of any row or column (*cell*).

At the bottom of the Visi On Calc worksheet are four lines containing information. The top three lines are used specifically with the Visi On Calc program. Because these lines will be referred to frequently throughout this course, you should know what they are called.

The top line, the *echo line*, contains information about the contents of the cell that is highlighted by the worksheet cursor. The worksheet *cursor* is a rectangular highlight that identifies a cell location on the worksheet. The cursor is currently located in cell A1. The echo line reflects that no information is in cell A1.
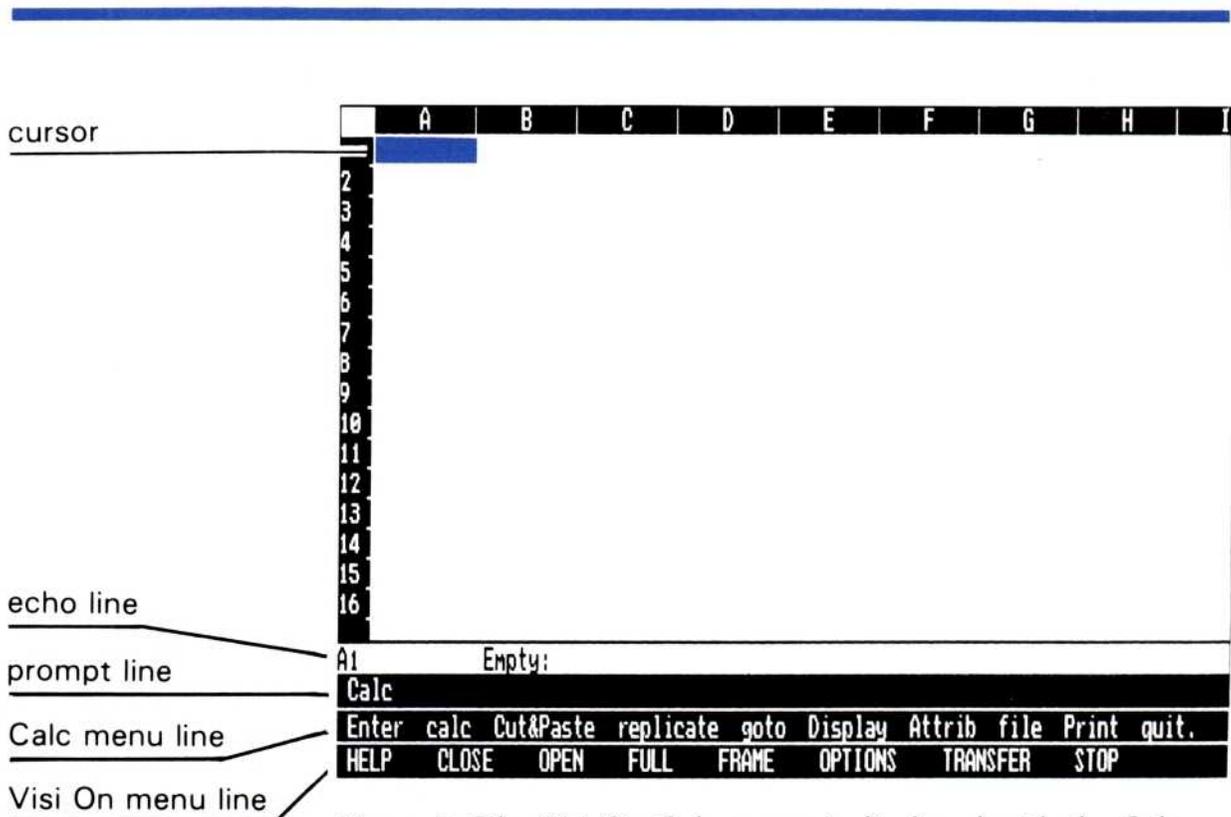

Figure 4. *The Visi On Calc screen is displayed with the Calc menu at the bottom.*

The second line, the *prompt line*, currently contains the name of the Calc main menu. As you use various commands, you are prompted to provide certain information. Those prompts appear on this line.

The third line, the *menu line*, contains the commands that you select to do various tasks. When you are editing (typing in or changing) information, it becomes the *edit line* because what you are editing appears on this line.

The fourth line contains the commands for using the Visi On system with the Visi On Calc program.

So that you will be able to easily move the cursor around the worksheet and correct mistakes you might make during this course, you can practice a few basic operations next.

Practicing Some Basics

The highlighted cursor is now in column A, row 1 on the worksheet. You must move the cursor to any cell you want to enter information in. Try a few different ways of moving it around the worksheet.

First, move the pointer to any place on the displayed portion of the worksheet and press (SELECT). The cursor moves to the cell you select. Notice as you move the pointer how the top and left borders of the worksheet display the pointer's column and row location.

Second, use the arrow keys on the right side of the keyboard to move the cursor up, down, left, and right.

Third, practice moving a long distance using the "goto" command on the Calc menu at the bottom of the window.

1. Select "goto" from the Calc menu on the third line at the bottom of the screen.

2. When asked (prompted) to enter a cell coordinate, type **H40** and press ⏎.

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Note that you could also type **h40**. The program accepts either upper- or lowercase letters for typing in your response.

The cursor moves to column H, row 40.

3. Use the "goto" command again to move the cursor to cell A1. Whenever you want to go to cell A1, you do not have to type in its coordinates after selecting the "goto" command. You simply select "goto" and press ⏎.

From time to time you may want to correct or change something you type in the worksheet. There are several ways you can do this. You will now type incorrect labels and practice correcting them.

1. Type **Budgetery** in cell A1 and press ⏎.

2. Move the cursor to A3, type **Reporrt**, and press ⏎.

Both words you have typed are spelled incorrectly. While you are typing information in a cell, you can correct it simply by using the BKSP key to erase any characters to the left of the edit cursor on the edit line. You could also select the cell and type in a new entry to replace the incorrect one.

For longer cell entries, however, you might want to edit the cell information. There are two ways you can edit a cell.

"A3   Label: Reporrt" is on the echo line.

1. Select the "r" on the echo line.

   You are prompted to edit the label, "Reporrt", which appears on the edit line. The highlighted box over the "r" in Reporrt that you selected is flashing. This is the edit cursor, which shows you where you are on the line at all times. You can move this cursor left and right on this line with the arrow keys, but for now, just delete the incorrect letter.

2. Press the DEL key one time.

3. Press ⏎.

The correct spelling for Report is displayed in cell A3, and the echo line reflects the correct spelling. You can

also use the "edit" command in the Enter menu to edit a cell entry. To use the "edit" command:

1. Select "Enter" from the Calc menu.

   The Enter menu is displayed.

2. Select "edit" from the Enter menu.

3. Select cell A1.

You could edit the contents of the cell using the (BKSP) key, which erases the character immediately to the left of the edit cursor when you press (BKSP). You then type in characters to replace the incorrect ones.

You can also erase the entire contents of the cell while editing by pressing the (END) key.

4. Press (END) and then (↵).

The cell entry is erased.

While you are using the Enter menu, try one other command that allows you to erase cell information.

1. Select "blank" from the Enter menu line.

   You are prompted to select the first cell you want to erase.

2. Select cell A3.

   You are prompted to select the last cell you want to erase.

3. Select cell A3 again.

   You are prompted to confirm that you want the contents of the cell erased.

4. Select "yes."

   The contents of cell A3 are erased. The "blank" command also allows you to erase the contents of many cells by selecting the lower right corner of the area to be erased.

You have practiced some basic techniques for changing and correcting information.

You are now ready to begin entering labels into your worksheet.

Entering Labels

A *label* is an alphanumeric entry normally used for titles or headings on your worksheet. If labels are used in calculations, their value is considered to be zero (0).

You may enter a label in a cell in the following ways:

■ By selecting a cell and typing in an entry beginning with an alphabetic character.

■ By using the "label" command to enter *any* characters as a label. Using the "label" command also allows you to use *power entry*, in which the cursor moves automatically down to the next cell after you enter your label. (You can change power entry so your cursor will move to the next cell to the right or to the next tab.) You will see this power entry feature in action as you enter labels in your budget worksheet.

■ By typing a quotation mark (") before you type numbers (such the date 1984) to enter them as labels so that they are not used in calculations. The quotation mark does not appear in the cell.

You will use the "label" command to enter in column A, the list of department names for the budget.

1. Select "label" from the Enter menu.

2. Select cell A5.

3. Type **Corporate** in cell A5 and press ⏎.
    The label is entered in A5, and the cursor moves to A6.

4. Type **Distribution** in cell A6 and press ⏎.
    The cursor moves to A7.

5. Type **Marketing** in cell A7 and press ⏎.
    The cursor moves to A8.

6. Type **Finance** and press ⏎.
    The cursor moves to A9.

7. Type **Customer Service** and press ⏎.
    The cursor moves to A10.

8. Type **Total** and press ⏎.
    You have entered all the labels in column A.

Notice that some of the department names extend into the next column. This is called "type-thru." When the cell to the right is blank, a label that is too long for the width of a cell will extend into the next cell. The label will appear as though it had been partially typed into the adjacent cell. You can override this by typing a label or value into the adjacent cell.

9. Select cell B3.

10. Type **Current Period** and press ⏎.

    The cursor moves to B4.

11. Type **Budgeted** and press ⏎.

    You have entered these two labels in column B.

12. Select cell C3.

    You will type over the label in C3, but later you will see that you have not lost the label that you type over.

13. Type **Percent** and press ⏎.

    The cursor moves to C4.

14. Type **of Total** and press ⏎.

    You have entered these labels in column C. Notice that "Percent" covers up the label that extended from cell B3. We will correct this later by changing the width of the columns.

15. Select cell D3.

16. Type **Current Period** and press ⏎.

17. Type **Actual** and press ⏎.

    You have entered these labels in column D.

18. Select "done" from the menu line.

    This completes label entry for the time being.

You have now set up budget names and headings, and your worksheet should look like Figure 5. Your next task is to enter budget amounts and create two simple formulas that will calculate your budget for you.

Figure 5. *The budget worksheet with the main headings and departments.*

```
      A  |  B  |  C  |  D  |  E  |  F  |  G  |  H  |  I
 1
 2
 3         Current PPercent  Current Period
 4         Budgeted of Total Actual
 5 Corporate            ▇▇▇▇▇▇▇
 6 Distribution
 7 Marketing
 8 Finance
 9 Customer Service
10 Total
11
12
13
14
15
16
─────────────────────────────────────────────────────
D5          Empty:
─────────────────────────────────────────────────────
Calc/Enter
─────────────────────────────────────────────────────
value  label  name  edit  blank  import  replicate  goto  cell-attrib  fetch.
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

Entering Values in Your Worksheet

A *value* is a number or a mathematical formula that calculates a number.

For example, a value might be simply a number such as 100, or a formula such as 1000/10 (which means "divide 1000 by 10"), or a formula such as B15/C5 (which means "divide the value in cell B15 by the value in cell C5"). A single *cell reference* such as B10 is also a formula that means "use in this cell the value that is in cell B10."

The most common operators, or symbols, used in formulas are:

+ adds values; for example, 100+25, B5+B10, 100+B5.

− subtracts values; for example, 100−25, B5−B10, 100−B5.

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* multiplies values; for example, 100*25, B5*B10, 100*B5.

/ divides values; for example, 100/10, B5/B10, 100/B5.

% gives the percent of one value to another; for example, 25%100 gives 25 percent of 100 in this example.

Formulas are evaluated by the Visi On Calc program according to the order, or precedence, of the operators. For more information on operator precedence, refer to Chapter 3 in the *Visi On Calc User's Guide*.

You will be using some of these symbols as you enter values for your budget.

First, you type in the budgeted dollar amounts for each department. Again, you will type in these numbers using the power entry feature.

1. Select "value" from the Enter menu.

2. Select cell B5.

3. Type **126000** and press ⌐⌐.

    The cursor moves to B6.

    Notice also that the number appears as 1.26E5. This is called *scientific notation*. When a column is too narrow for a number to be fully displayed, scientific notation is used instead. If you should enter a number too large to be displayed in scientific notation, a special overflow symbol (>) will be displayed in the cell.

    The number you typed can be fully displayed if we change the column width. We will fix this later. For now, just finish entering the values.

4. Type **406500** and press ⌐⌐.

5. Type **651000** and press ⌐⌐.

6. Type **207000** and press ⌐⌐.

7. Type **42000** and press ⌐⌐.

    You have entered the figures for the current budget period.

    Notice how the "type-thru" feature used in the department names in column A has been overridden by typing in these values. We will go back and

change the column widths after we finish entering the values.

Now enter the actual budget expenditure amounts in column D.

8. Select cell D5.

9. Type **117355** and press ⏎.

10. Type **342600** and press ⏎.

11. Type **543956** and press ⏎.

12. Type **204000** and press ⏎.

13. Type **36700** and press ⏎.

14. Select "done" from the menu line.

You have now finished entering the values for your budget report. Your worksheet should look like Figure 6.

Changing the Width of a Column

You have entered the budgeted and actual amounts for your budget, but most of the numbers are displayed in scientific notation because the numbers, including commas and decimal points, are more than nine characters, which is the width of the column.

Figure 6. *The worksheet with the dollar amounts for the Budgeted and Actual columns.*

The "Display" command allows you to change the width of one or more columns so that your information is easier to read. Now you will change the column widths to display values and labels fully.

1. Select "Calc" from the prompt line.

2. Select "Display" from the Calc menu.

   The Display menu appears.

3. Select "column-width" from the Display menu.

   You are prompted to select the first column to be changed.

4. Select any cell in column A.

   Column A is highlighted, and you are prompted to select the last column you want to change.

5. Select any cell in column B.

   Column B is highlighted, and you are prompted to type in a number between 2 and 255. A column width of sixteen characters will allow all labels and numbers to be fully displayed.

6. Type **16** for the new column width and press ⌐⌐.

   The width of both columns changes to 16.

7. Now, use the same steps to change the column width of column D to 16. Remember that column D is both the first and last column to be changed in this case.

You have now changed the column widths for the names, headings, and numbers of the departments so they are fully displayed.

Next you will enter at the bottom of column B a formula to sum the amounts in column B, then a formula in column C to calculate what percent of the total budget is each department's budget.

To add the figures in column B

1. Select "Calc" from the prompt line.

2. Select "Enter" from the Calc menu.

3. Select "value" from the Enter menu.

   You are prompted to select a cell.

4. Select cell B10.

5. Type **SUM(B5...B9)** and press ⌐⌐.

   (Capital letters or lowercase letters work equally well

when you are entering the SUM function. The SUM function is one of many special functions you can use to do complex calculations quickly. You can refer to the *Visi On Calc User's Guide* for explanations of the arithmetic, logic, financial, trigonometric, and calendar functions that are available.)

The total is automatically calculated. Now enter the formula for Percent of Total.

6. Select cell C5.

7. Type **(B5/B10)*100** and press ⏎.

   Again, the result is calculated automatically. This formula gives you what percent the department amount in B5 is of the total amount in B10. In this case, the percent is 8.80 and is displayed in C5.

8. This completes entering the formulas for your worksheet, so select "done" from the menu line.

Look at your budget report. Only row 5 has a percent of total calculated, and only column B has a total.

There's an easy and quick way to copy the formulas to the other rows and columns. You'll learn this method, known as replication, next.

Replicating Worksheet Entries

Replication allows you to duplicate formulas or labels into different areas on your worksheet. It is the key to building worksheets quickly. You simply type a formula once, then replicate it.

In the budget report, you will replicate the formula in cell C5 so that it will compute each department's percent of total in cells C6 through C9. Here's how.

To replicate a formula

1. Select "replicate" from the menu line.

   You are asked to select the first cell of the area to be replicated. This cell is the cell that contains the formula you want to replicate.

2. Select cell C5.

   You are asked to select the last cell of the area to be replicated. In this case, cell C5 is both the first and the last cell.

3. Select cell C5 again.

   You want to replicate the formula for the rest of the departments, cells C6 through C9. You are now prompted for the beginning of the target area (the area where you want to put copies of the formula).

4. Select cell C6.

   The end of the target area is the last department in the Percent column, or cell C9.

5. Select cell C9.

   The percent formula is now almost ready to be used in cells C6 through C9. But you are prompted to provide one more piece of information, the replication method.

   If you were to replicate the formula exactly the way it is now (B5/B10)*100, each cell in the target area would have the same formula and the same result. Because you want to calculate each department's percent of the total, you want the formula in cell C6 to read (B6/B10)*100, the formula in cell C7 to read (B7/B10)*100, and so forth. Notice that what you want is for the first cell reference in the formula to change *relative* to the row it is in and the second cell reference in the formula to remain unchanged, or *absolute*.

   You can choose one of four ways to copy your formula.

   ☐ Relative—all cell references are copied relative to the position of the cell containing the formula. In this case, every reference in each target cell changes. The operators (+ −* / %) do not change.

   (*Relative* refers to the way a cell reference changes when it is copied into target cells. A reference changes according to the position the referenced cell has relative to the cell with the formula. For example, say that cell B10 has a formula, such as A10+25, that references the cell to its left, A10. If you replicate the reference to A10 relative, the reference in each target cell changes to refer to the cell to its left. Target cell B11, for example, would refer to A11+25; target cell B12 would refer to A12+25, and so forth.)

☐ Absolute—all cell references in a formula are copied exactly; none are changed.

☐ Prompted—you decide whether to use relative or absolute for each reference in the formula as you are prompted.

☐ Last used—the method you used last to replicate is used again; all cell references are changed or not changed according to the way you did it last time.

In your worksheet, your formula has one reference that needs to change and one that does not; the replication method for deciding relative or absolute for each reference in a formula is "prompted."

6. Select "prompted" from the menu line.

   B5, the first cell reference in your formula, appears on the prompt line. We want this reference to change relative to the row.

7. Select "relative."

   B10, the second cell reference, appears. We want this reference to be used exactly as it is.

8. Select "absolute."

The percent formula is copied, and the percentages are calculated. This completes the replication for computing percents of total. But you still need the totals for columns C and D.

You replicate the totals formula in the same way. This time, however, the formula should be changed so that all references are relative to the new columns.

1. Select "replicate" from the Enter menu.

2. Select cell B10 for the first and last cell in the source area.

3. Select C10 for the first cell in the target area.

4. Select cell D10 for the last cell in the target area.

5. Select "relative" for the replication method.

The total formula is copied, and adds the percentages in column C and the amounts in column D. Your worksheet should look like Figure 7.

	A	B	C	D	E	F
1						
2						
3		Current Period	Percent	Current Period		
4		Budgeted	of Total	Actual		
5	Corporate	126,000.00	8.80	117,355.00		
6	Distribution	406,400.00	28.38	342,600.00		
7	Marketing	651,000.00	45.45	543,956.00		
8	Finance	207,000.00	14.45	204,000.00		
9	Customer Service	42,000.00	2.93	36,700.00		
10	Total	1,432,400.00	100.00	1,244,611.00		
11						
12						
13						
14						
15						
16						

```
D11          Empty:
Calc/Enter
value  label  name  edit  blank  import  replicate  goto  cell-attrib  fetch,
HELP     CLOSE     OPEN     FULL     FRAME     OPTIONS     TRANSFER     STOP
```

Figure 7. *The worksheet now has all of the labels, numbers, and formulas.*

Now you may want to experiment a little. For example, what happens if you change the budgeted amount for "Marketing" or the actual amount for "Distribution"?

Go ahead and change your budget. Play "what if...?" Go ahead and type in some new numbers and see how the figures change in your worksheet.

After you have seen how you can change your budget report and how the program calculates new results, go on to the next topic, which teaches you how to save (store) your worksheet.

Saving Your Worksheet

Your worksheet is not yet permanently saved. It exists in the temporary storage area called the *working folder*. To save a worksheet permanently, you must use the Files display.

1. If you are not already in the Calc menu, select "Calc."

2. Select "file" from the Calc menu.

The Files display replaces the worksheet on your screen. This display works like any other Visi On™ program Files display. If you haven't worked with a Files display before, don't worry: everything you need to know now will be explained. You can read Chapter 2 of the *Visi On Calc User's Guide* for additional information.

The Visi On system organizes the worksheets you create into *folders* for storage. The Files display, which you see when you select "file," allows you to save your worksheets and retrieve ("get") them later for further work. Each part of the Files display—top, middle, and bottom—lists information about the worksheets you've saved or are working on.

■ The bottom part lists the worksheets in your *working folder*. They are the ones that are available for you to work on. An asterisk (*) next to a name here indicates that you have changed a worksheet and not saved it yet. If you turn your computer off before saving a changed worksheet, you will lose that worksheet.

■ The middle part lists the worksheets in your *current folder*—the ones you have saved already. You select names from this list to bring them into the working folder, where you can revise them.

■ The top part allows you access to the central filing system, called the Archives. You won't be using this area in this QuickStart course. Chapter 5 in the *Visi On User's Guide* has more information about the Archives.

If this is the first time you have used the Files display, then you will see only one worksheet in the working folder, a worksheet called "unnamed." This is the name the program gives to a worksheet that has not been named for saving. You will save it and give it a new name. Also, if you want to start with a blank worksheet after saving another worksheet, you can select "unnamed."

You save worksheets by selecting them from the working folder. When you use the pointer to select a worksheet in the working folder, that worksheet is copied into the current folder. Worksheets in the current folder are not lost when you turn off your computer.

To save
your worksheet

1. Select "unnamed" in the working folder.

   If there are already worksheets saved in your current folder, you are prompted to pick a worksheet in the middle part to replace or to select "create" to make a new worksheet with a new name. Since this is a new worksheet, you want to create a new name for the worksheet.

2. Select "create."

   You are prompted to enter a name for the worksheet.

3. Type **Budget** and press ⏎.

   If the prompt "worksheet exists, replace it?" is displayed, that means that a worksheet named "Budget" currently exists. Select "no," repeat steps 1 and 2 above, and name your worksheet a different name. Then continue on to the next step.

   That is all there is to saving a worksheet in the current folder! Now go back to the main menu.

4. Select "done."

Go on to the next topic to learn how to erase the worksheet.

Erasing the Worksheet

You can erase a worksheet only if it is actively displayed on the Visi On screen. Erasing a worksheet permanently removes it, and all information on it is gone.

You have just saved your budget report, so you can now safely erase the worksheet.

1. Select the "Cut&Paste" command from the Calc menu.

2. Select "erase" from the menu.

   You are then asked whether you really want to erase the worksheet.

3. Select "yes" to erase the worksheet.

This is what you normally do when you have saved one worksheet and are ready to use another one.

You have created and saved the budget report, but there may be times when you want to improve its appearance,

change it, or use it again. Next you will learn how to get the worksheet from storage so that you can change it.

Getting the Worksheet

You saved the budget report under the name "Budget." Now you can get the worksheet for the working folder, then display it for a few enhancements that you will make.

1. Select "Calc" from the prompt line to return to the Calc main menu.

2. Select "file" from the Calc menu.

Again, you see the Files display. To get a copy of the budget worksheet into your working folder:

1. Select "Budget" from the current folder (the middle part of the window).

That's it! The "Budget" worksheet is copied from the current folder into the working folder and becomes the active worksheet. Note that the name "Budget" is followed by the word "Active," which means that this is the worksheet currently being used. You could also continue to copy worksheets into the working folder. The last one copied is always the active worksheet.

You can remove a worksheet from the working folder or from the current folder by selecting the "remove" command from the menu line.

1. Select "remove" from the menu line.

2. Select the "Budget" worksheet in the working folder.

   You are prompted to select another worksheet or select "done" from the bottom line.

3. Select "done."

   You are asked if you really want to remove the worksheet.

4. Select "yes."

The "Budget" worksheet is gone from the working folder and the unnamed worksheet becomes the active worksheet. You still have a copy of the "Budget" worksheet in the current folder. It is easy to get another

copy of the "Budget" worksheet into the working folder, then display it on the screen.

1. Select "Budget" from the current folder.

2. Select "done."

   You are returned to the Calc main menu.

The budget report you previously created is now displayed. Go on to the next topic to begin learning about ways you can change the worksheet.

Deleting and Inserting Worksheet Entries

Suppose you wanted to add or delete a department from your budget report. This section explains how to do that.

Let's say you decide to delete the "Finance" department because it is now part of the "Corporate" department.

1. Select "Cut&Paste" from the menu.

2. Select "delete" from the Cut and Paste menu.

   The delete menu gives you a choice of "rows" or "columns" for the type of deletion.

3. Select "rows" for type of deletion.

   The next two prompts ask you to select the starting and ending rows you want deleted.

4. Select row 8 for the starting row.

5. Select row 8 for the ending row.

   You are asked if you really want to delete the row.

6. Select "yes" to complete the deletion.

You may wonder what happens to the formulas that you created. Remember that when you replicated the formula for total, the formula referred to the cells in rows 5 through 9. Row 9 has now become row 8, so what happened to the formula?

Take a look. Select cell B9. Read the formula on the echo line at the bottom of the worksheet. You can see that this formula has been adjusted for the new row number and now reads SUM(B5...B8).

This automatic adjustment occurs when you use the "insert," "move," and "copy" commands as well.

Now insert a blank row to add the Finance department back into the report.

1. Select "insert" from the Cut and Paste menu.

2. Select "rows" for the type of insertion.

3. Select row 8 for the row *above* which you want to insert the new row.

4. Because you want only one row inserted, select row 8 again for the ending row for the insertion.

   A blank row is now inserted between "Marketing" and "Customer Service."

   Select the appropriate locations and fill in the blank row with the following information.

5. **Finance** for name of the department.

6. **207000** for budget.

7. **204000** for actual.

You will notice that no percent is computed for this new department. Select cell C8. It is empty, so you must replicate the formula for that row.

Remember how? Just follow these steps.

1. Select "Calc" from the prompt line to return to the Calc menu.

2. Select "replicate" from the Calc menu.

3. Select cell C7 for both the first and last cell in the source area.

4. Select cell C8 for both the first and last cell in the target area.

5. Select "prompted" for replication method.

6. Select "relative" for the first factor.

7. Select "absolute" for the second factor.

The percent is now computed for this department.

The next topic shows you how to move or copy information from one area of your worksheet to another.

CALC

Moving Information on the Worksheet

This topic teaches you how to move information from one location on your worksheet to another location.

Perhaps you would like to rearrange your departments and put the Marketing department on the next line under "Corporate." We will move it to follow "Corporate."

To move a row
1. Go to the Cut and Paste menu by selecting "Cut&Paste" from the Calc menu.

2. Select "move" from the Cut and Paste menu.

3. Select "rows" for the type of move.

4. Select row 7 for for both the starting and ending row.

5. Select row 6 for the row *above* which you want row 7 moved.

"Marketing" now becomes row 6 and "Distribution" now becomes row 7.

You decide to add a new department, "Sales," to the budget report. You could insert a blank row, type in the information, and replicate the budget formula.

"Sales," however, has the same budget as "Distribution," so there's a simple way to create the "Sales" entry.

To copy a row
1. Select "copy" from the Cut and Paste menu.

2. Select "rows" for the type of copy.

3. Select row 7 as the starting and ending row to be copied.

4. Select row 8 for the row *above* which you want row 7 copied.

Row 7 is copied into row 8. The Budgeted information is correct, but the name of the department and the Actual figures need to be changed.

Go on to the next topic to learn how to make changes by editing information in a cell.

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Editing Information in a Cell

Cell A8 contains the name "Distribution," which needs to be changed to "Sales." The change is quick and easy.

1. Select cell A8.

2. Type **Sales** and press ⏎.

3. Select cell D8 and type **404000**.

   This completes your edit of row 8.

Now that your information is the way you want it, you can do a few things to make your worksheet more attractive.

Enhancing the Appearance of Your Worksheet

You have completed your budget worksheet, but notice how crowded it looks. There are three things you can do to make the worksheet more readable:

■ Change the dollar figures so the decimals do not display.

■ Center the column headings.

■ Place dashed lines between the headings and the departments and between the departments and the Total line.

You make the first two changes by changing an *options sheet*. An options sheet allows you to change how the Visi On Calc program processes or displays information in a worksheet. You will use the Attribute options sheet to make changes for your budget.

1. Select "Calc" from the prompt line.

2. Select "Attrib" from the Calc menu.

   The Attribute options sheet is displayed on the right side of the screen.

3. Scroll the options sheet until the options for "Decimal Places" are in view.

4. Select the "∅" (zero) option for number of decimal places.

   You now must select the area you want the changed option to affect.

5. Select "columns" from the menu line.

6. Select column B.

   Column B is then highlighted.

7. Select column D.

   Column D is then highlighted.

8. Select "done" from the menu line.

   All dollar figures are now displayed with no decimal places.

You also use the Attribute options sheet to center the column headings.

1. Scroll the options sheet until the "Alignment" options are in view.

   You can see that you can change the alignment for both labels and values.

2. Select the "center" option for Labels.

3. Select "rows" from the menu line.

4. Select rows 3 and 4.

5. Select "done" from the menu line.

   The column headings are now centered. You have made the necessary changes on the options sheet, so you no longer need it displayed.

6. Select "done" from the line at the bottom of the options sheet.

You can see that your worksheet looks less crowded, but one final series of changes will clearly set apart the budget information. You're already familiar with the commands you use to do this.

You will first insert two blank lines.

1. Select "Calc" from the prompt line.

   The Calc menu is displayed.

2. Select "Cut&Paste" from the menu line.

3. Select "insert" from the menu line.

4. Select "rows" for the type of insertion.

5. Select row 5 two times, as both the first and last row for the insertion of new rows.

   A blank row is inserted at row 5.

6. Insert a blank row at row 12 just as you inserted a row at row 5.

You now have two blank rows clearly separating information on your worksheet. Now enter a dashed line in the two blank rows to make these separations even clearer.

1. Select "Calc" from the prompt line.

2. Select "Enter" from the Calc menu.

3. Select "label" from the Enter menu line.

4. Select cell A5 and type in 16 dashes (-). Press ⏎.

5. Select "done" from the menu line.

You have the beginning of the first dashed line. You can easily finish entering both dashed lines by using the "replicate" command.

1. Select "replicate" from the Enter menu line.

2. Select cell A5 two times, as both the first and last cell in the source area.

3. Select cell B5 as the first cell in the target area.

4. Select cell D5 as the last cell in the target area.

The first dashed line is completed. Use the "replicate" command again to place a dotted line in row 12.

1. Select "replicate" from the Enter menu.

2. Select cell A5 as the first cell in the source area.

3. Select cell D5 as the last cell in the source area.

4. Select cell A12 as the first cell in the target area.

5. Select cell D12 as the last cell in the target area.

   A dashed line is copied into row 12.

Figure 8. *The worksheet is now finished! All of your enhancements are included to give an attractive format.*

	A	B	C	D	E	F
1						
2						
3		Current Period	Percent	Current Period		
4		Budgeted	of Total	Actual		
5	----------	----------	----------	----------		
6	Corporate	126,000	6.85	117,355		
7	Marketing	651,000	35.40	543,956		
8	Distribution	406,500	22.10	342,600		
9	Sales	406,500	22.10	404,000		
10	Finance	207,000	11.26	204,000		
11	Customer Service	42,000	2.28	36,700		
12	=============	----------	----------	----------		
13	Total	1,839,000	100.00	1,648,611		
14						
15						
16						

A12   Label: ----------------

Calc/Enter

value label name edit blank import replicate goto cell-attrib fetch.
HELP   CLOSE   OPEN   FULL   FRAME   OPTIONS   TRANSFER   STOP

Your worksheet should look like Figure 8. You can see how much better the budget looks with these changes you have just finished.

You might want to save your budget worksheet so that you can use it again.

If you want to save your finished worksheet

1. Select "Calc" from the prompt line.

2. Select "file" from the Calc menu.

3. Select the "Budget" worksheet from the working folder.

   If you named your worksheet another name, then select that name.

   You are prompted whether you want to "create" or "replace" the worksheet.

4. Select "replace."

5. Select "done" from the menu line.

   Your budget worksheet is now saved in the current folder.

Go on to the next section to learn how to print the worksheet.

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Printing Your Worksheet

Now that you have edited and completed your worksheet, you'll probably want to print it. As you will see, printing your worksheet is easy.

To print your worksheet

1. Select "Print" from the Calc menu.

   The Print menu appears and replaces the Calc menu. The menu should say:

   ```
   local-print  remote-print  make-pages.
   ```

   The print options sheet also is displayed. You must have a printer installed to your computer in order to print the worksheet. If you do not, see the *Visi On Setup Guide* for instructions on installing a printer in the Services window.

2. For this example, select "local-print."

   You use the "local-print" command to print to a printer connected directly to your computer. The "remote-print" command allows you to print your worksheet with a printer not directly connected to your printer. The "make-pages" command allows you to print a worksheet in smaller parts than the pre-set settings indicate for page size.

   You can find more information on these print commands in the *Visi On Calc User's Guide*.

3. Before you begin printing your worksheet, check to see that the printer is ready. You should check the options sheet to make certain that the printer you want to use is highlighted. If not, you should select the correct printer from the options sheet.

   ☐ Is it turned on?

   ☐ Is there paper in it?

   ☐ Is it "Online?" (Only if this is an option for your printer.)

   After you have selected "local-print," you are asked whether you want to print all or an just an area of the worksheet.

4. Select "entire-sheet" to print the entire worksheet.

   If you had wanted to print only a part of your worksheet, you would have selected "selected-area."

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You are prompted to confirm that the print options are correct.

5. Select "yes" from the menu line.

Your printer should now begin printing your worksheet. It should look like Figure 9. If you changed amounts or labels earlier when you were playing "what if...?", the worksheet may look slightly different.

Where to Go from Here

Congratulations! You have created a simple worksheet and learned many of the basic operations of the Visi On Calc program.

Figure 9. *The final printed worksheet can be put in a report or used to communicate budgeted and actual expenditures.*

	Current Period Budgeted	Percent of Total	Current Period Actual
Corporate	126,000	6.85	117,355
Marketing	651,000	35.40	543,956
Distribution	406,500	22.10	342,600
Sales	406,500	22.10	404,000
Finance	207,000	11.26	204,000
Customer Service	42,000	2.28	36,700
Total	1,839,000	100.00	1,648,611

You can now go on to create your own worksheets and learn other functions of the program. Or you can get more practice with the Visi On Calc program and become familiar with its features before you start off on your own. You do not have to be fully acquainted with the program to start using it. You have several important aids that can help you (see Figure 10).

■ We recommend you use the Visi On Calc program itself to take the next steps. As you have discovered, the program is almost self-teaching. You will probably be able to learn most of what you need by following your intuition, using the prompt messages *before* you try out a command to see what the command does, and using the prompt messages *after* you select a command to guide you through the necessary steps. You will not hurt the program.

Use the worksheet you have just created to try out commands not covered in the QuickStart Course, or if you prefer different applications, go to the Examples chapter of the *Visi On Calc User's Guide*.
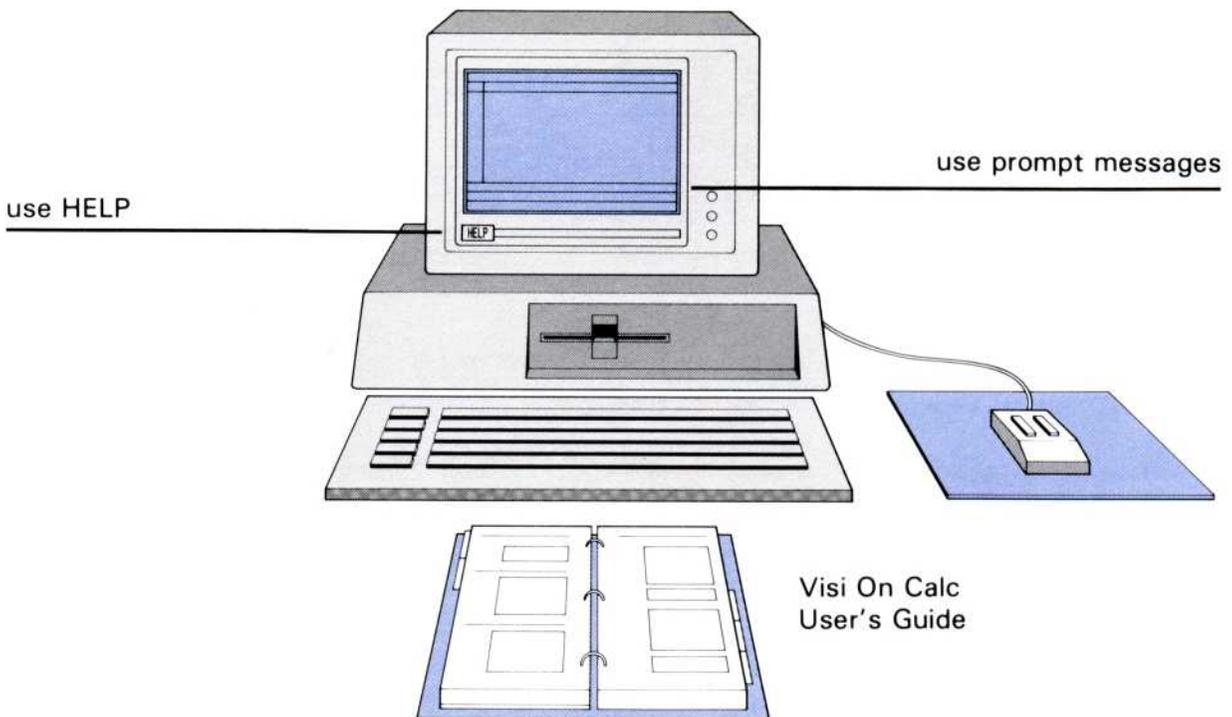
Figure 10. *Depending on your needs, you have several ways to proceed from the QuickStart Course.*

There you will find practice worksheets that explore other commands of the program.

■ Try out the "HELP" command to see what information you can get immediately at any time you need it. Use the "HELP" command before you go to the User's Guide; you may not need to spend much time reading to get the answers you need.

■ Use the *Visi On Calc User's Guide* for a detailed explanation of any procedure, concept, term, or program command. The manual gives complete coverage of the program and graphically illustrates most concepts and topics. The chapters in the manual need not be read in order; each chapter contains complete procedures for performing related tasks. Concepts are generally discussed before exact procedures. Use the Index to find any topic you want, and use the Glossary to clarify definitions.

Advanced features of the program, particularly the special functions for doing arithmetic, logical, financial, tabular, calendar, and other complex calculations quickly, are discussed in Chapter 3. You can learn how to do transfers, overlays, and importing of data from other worksheets in Chapters 9 and 11.

QuickStart™ Course Task Summary

Table 1 summarizes the tasks you performed in this QuickStart Course.

Table 1. QuickStart Summary

Task	From	Action
Enter labels	Calc	Type letters, or type " for entering numbers as labels; Press ⏎.
	Enter/label	Type any characters; Press ⏎.
values	Calc	Type numbers, or type + for formulas; Press ⏎.
	Enter/value	Type numbers or formulas; Press ⏎.

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Task	From	Action
Go to a cell	Calc	Use arrow keys or select the cell.
	goto	Type in cell coordinates; Press ⏎.
Edit a cell	Calc	Select the cell; Type new value or label.
		Select the cell; Select a character from the echo line; Use arrow keys to move left or right on line. Use (BKSP), (DEL), or (END) to edit; Press ⏎.
	Enter/edit	Select the cell; Use arrow keys to move left or right on line. Use arrow keys, (BKSP), (DEL), or (END) keys to edit; Press ⏎.
Erase a cell or area	Enter/blank	Select first and last cell. Select "yes."
a row or column	Cut&Paste/delete	Select "rows" or "columns"; Select first and last row or column to be erased. Select "yes."
a worksheet	Cut&Paste/erase	Select "yes."
Insert blank rows or columns	Cut&Paste/insert	Select "rows" or "columns"; Select first and last row or column to be inserted.
Move rows or columns	Cut&Paste/move	Select "rows" or "columns"; Select first and last row or column to be moved.
Change column width	Display/column-width	Select first and last column; Type number for width; Press ⏎.

Task	From	Action
Replicate a label or number	replicate	Select first and last cell of area to be replicated; Select first and last cell of target area.
a formula	replicate	Select first and last cell of area to be replicated; Select first and last cell of target area; Select replication method; If prompted, select relative or absolute for each cell reference.
Save a new worksheet	file	Select worksheet from working folder; Select "create;" Type in new name; Press ⏎.
Save an existing worksheet	file	Select worksheet from working folder; Select "replace;" Select "done."
Get a worksheet	file	Select worksheet from middle part of Files display; Select "done."
Remove a worksheet from storage	file	Select "remove;" Select worksheet(s) from working folder or from middle part of Files display; Select "done;" Select "yes."
Format a cell, area, or whole worksheet	Attribute	Scroll to the option; Select your choice of format characteristics; Select "by-cell," "rows," "columns," "area," or "global;" Select "done."
Print a worksheet	Print	Select "local-print;" Select "entire-sheet" or "selected-area."