## MOVING THE MARKER
### If Direction Indicator Is Horizontal:

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

### If Direction Indicator Is Vertical:

| | |
|---|---|
| Left Arrow | Move the Marker one cell up. |
| Up Arrow | (Direction indicator independent. Apple *IIe* only) |
| Ctrl-Q | (Direction indicator independent) |
| | |
| Right Arrow | Move the Marker one cell down. |
| Down Arrow | (Direction indicator independent. Apple *IIe* only) |
| Ctrl-Z | (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 to next unprotected field. |
| TAB | (Apple *IIe* only) |
| Ctrl-Y | Tab to previous unprotected field. |
| Open-Apple-TAB | (Apple *IIe* only) |
| ; | Move marker to alternate window (if defined with /W command). |
| >coord | Go To command. Sends marker directly to a coordinate. |

## CALCULATION

| | |
|---|---|
| + | Addition |
| - | Subtraction |
| * | Multiplication |
| / | Division |
| ^ | Exponentiation |
| # | Replaces coordinate immediately to the left of cursor on the entry line with its *value*. |
| ! | 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 *destructive backspace*. |
| Ctrl-E | Invokes *edit mode*. For more information on editing data in the entry line, see the /E (edit command. |
| Ctrl-T | Truncates from cursor position to end of line. |
| Any Other Key | Insert character on keycap. |

## FUNCTIONS

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

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

## 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 confrmed 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.

**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.

**/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).

        **V**  Copy values and labels (no formulas).

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

R            Copy all formulas with relative 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.

1     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 unsychronize 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.