

Addendum to

PRACTICALCTM **II**

The uniqueness of PractiCalc II lies in its ability to integrate spreadsheets, word processed text and data-base files into single working documents. In PractiCalc II, a capable spreadsheet is combined with an easy-to-use word processor which writes and justifies text. Include its data-base options, which allow alphabetic and numeric sorting and searching, and PractiCalc II provides you with a fully-integrated program, easy and instinctive to use . . . yet as open-ended as your imagination.

The addendum is intended to provide you with a complete explanation of the recent improvements to PractiCalc II. Word processing is described in Part A while Part B provides up-dated instructions for other features of PractiCalc II which have been enhanced. In spite of any inconvenience the addendum may cause, we think you'll find that the features described in it are significant and will increase your potential uses of the program.

Word Processing with PractiCalc II

Note: The commands used in word processing with PractiCalc II are based on the spreadsheet commands and menus. Please read the PractiCalc II manual to gain an understanding of the program before using the word processing features.

The individual features which are used in word processing with PractiCalc II are described in the following pages. Short exercises are also included to provide an opportunity to put each feature to use. Alone, each feature may initially appear to be insignificant, yet the power and convenience of the word processing is obvious when all features are combined.

Long Label

Word processing with PractiCalc II begins with switching to the *long label mode* (Part Four, The Options Menu). The long label mode allows the information you are typing in the cursor cell to "overflow" and be displayed throughout the adjacent cells to the right. Lines of text written with PractiCalc II can be up to 100 characters in length.

To enter the long label mode,

- Type (/O) to enter the options menu.
- Move to the LABEL: SHORT/LONG option.
- Type **L** and press **RETURN**.
- Type **^T** (**TAB** on the I/e) to return to the spreadsheet.

Each row of text you type is actually a long label which "belongs" to the cell where the cursor was located when you started typing. The program displays as much of the long label as it possibly can without erasing any information which exists on the spreadsheet. If the label spills over into a cell or cells which contain information, the remainder of the label is "stored" beneath the cells. If the cells to the right of the cursor cell in which the label belongs are blanked, the remainder of the label will "pop up" to be displayed. In order to continue writing text on the next line, press **RETURN** and/or a cursor key and your text will be entered and the cursor moved. (Refer to the Auto-Entry section below for further explanations of typing text with PractiCalc II.)

As you write text with PractiCalc II, whether it be a letter, memo, paper, etc., you will need the long label mode in effect. Provided the space to the right is empty, long labels actually "ignore" the columns of the spreadsheet and allow the words, as you type them, to continue across the page as they would on a typewriter. However, the data line of the spreadsheet is still active. Just as when you enter data in the cells of the spreadsheet, the words you type will appear on the data line until they are entered by pressing **RETURN** or a cursor key.

Auto-Enter

The options menu, (reached by typing **/O**), now includes *auto-enter* for use with labels and word-processed text. With auto-enter set to a number between 1 and 99, the program automatically takes the text from the data line and moves it into the cursor row after the specified number of characters have been typed. The cursor then advances to the next row automatically. Auto-enter replaces the actions of the RETURN and cursor keys. Auto-enter also forces word-processed text to a certain width, therefore providing *word-wrap*, which allows for continuous typing in a paragraph without the use of the RETURN and cursor keys.

To use auto-enter, you specify any number of characters (X) from 1–99. After every X characters, the information on the data line is entered and the cursor is automatically moved to the next row of the same column. If auto-enter is set to 0 (zero), no auto-entry is in effect.

To set the auto-entry length,

- Enter the options menu (**/O**) and move the cursor to the AUTO-ENTER listing.
- Type the required number of characters and press **RETURN**.
- Type **^T (TAB** on the Ilc) to return the spreadsheet to the screen.

Auto-entry does *not* work with values nor does it automatically insert blank rows if you continue to enter data in space which already contains information. Therefore, make certain the spreadsheet has empty rows to handle the columns of labels or rows of text which you expect to enter.

An auto-entry setting of 38 (on a 40-column screen) or 78 (on an 80-column screen) with “long labels” in effect would cause the text to completely fill the screen of the row in which you’re typing and then automatically move down to the next row. This method is ideal for word processing large portions of text. (The settings of 38 and 78 allow two spaces for the row indicators in the left margin.)

An auto-entry setting of 1 would provide vertical labels like the following:

L
A
B
E
L

Word wrap in PractiCalc II occurs when auto-enter is set to a value from 1–99. After the specified number of characters is typed on the data line, the program enters them in the cursor row and moves the cursor to the next row. If a word is incomplete (*i.e.*, not followed by a space), then the program moves the word to the start of the next line. Words are not hyphenated by the program; however, hyphens inserted by the user to break a word at the end of a line will be recognized by the program and preserved.

You may use auto-enter at any time within your document, turning the feature on and off as you need it. After entering a large spreadsheet, for example, you can turn auto-enter on while typing an explanatory paragraph to accompany the spreadsheet.

Exercise AD-1:

Long labels and auto-entry are actually the basis for word processing with PractiCalc II. Try the following steps to see just how the options act upon the information which you type.

- Clear the spreadsheet screen by typing **/C** and **Y**.
- Type **/O**. Move the cursor down the screen to the LABEL: SHORT/LONG entry.
- Type **L** (for long labels) and press **RETURN**.
- Move down to the AUTO-ENTER @ listing. Type **15** and press **RETURN**.
- Press **^T (TAB)** on the IIe) to return the spreadsheet to the screen.
- Place the cursor in cell A0. Type the following line without pressing **RETURN**.
THE QUICK BROWN FOX JUMPED OVER THE TWO LAZY DOGS.
- Once you've finished typing, press **RETURN**. The text will appear as follows:

```
THE QUICK BROWN  
FOX JUMPED OVER  
THE TWO LAZY  
DOGS.
```

The long label allowed the words to spill over from column 0 into column 1 and the auto-enter, set at 15, entered 15 characters each time and then moved the cursor automatically to the next line. The word DOGS was moved to row D since it would not completely fit on row C within the 15-character limit. Also, it was necessary to press **RETURN** to enter the last word since auto-enter takes the data from the data line only when the maximum number of characters has been typed.

Try typing text with long label mode in effect and the auto-enter set at different values. You can see clearly how the combination of the long label mode and auto-enter at certain widths will allow you to easily type paragraphs without pressing RETURN or repositioning the cursor at the end of each line. The following pages describe more of PractiCalc II's word processing features.

Word Command

The command menu, accessed by pressing **/**, includes the letter "W", which includes features related to *word processing*. The **/W** command is used to *block* paragraphs of word processed text at different widths, or to right-justify text so that the last character of each line is flush against the right side of the screen or page. If you type a paragraph, print it and find that it doesn't quite fit on the 8½ x 11" paper you might have in your printer, the **/W** command will rearrange the text for you at a narrower width without re-entering text.

The /W command forces long labels or text into a specified screen width which may vary from 12–98 characters. The reformatting starts at the cursor position and continues until a blank row, indent, formula, value or right-justified label is encountered. The right-justification feature improves the appearance of paragraphs of text.

To force texts into a specified width or to right-justify text,

- Type **/W**. The data line will read: WORD COLUMN J12-98
- To simply block the text at a specified width without right-justifying it, type a number between 12 and 98 and press **RETURN** or

To block and right-justify the text within the specified width, type **J**, the specified width and press **RETURN** or

If no column width is entered, press **J** if necessary and **RETURN**. The text will be justified according to the current auto-entry value. If auto-entry is set at zero, the current screen width (38 or 78 characters) will be used.

PractiCalc II will not allow you to “write over” or erase any existing data beneath a paragraph when attempting to reformat or block text into a narrower width. If there is not enough room for a paragraph to be reformatted without writing over other information, the program will signal with a “beep”. Simply move the cursor to the row beneath the paragraph and insert blank rows beneath the paragraph which you are attempting to reformat. Lines can be split on hyphens inserted by the user. Also, the /W feature requires some free memory for its manipulations. If there is not enough memory available (i.e., the spreadsheet is very large), the program will just “beep”.

The long label and auto entry options, described above, are the options which enable you to enter the text within the confines of the spreadsheet. However, it is the /W command which takes text-writing one step further and allows you to easily produce text which actually “looks good”!

Offset Loading

The second listing of the options menu reads: OFFSET LOAD N/Y. Offset loading allows you to load a file onto the spreadsheet in a position which has a different starting position. Let's say you wrote and saved a spreadsheet which started in cell A0. You now want to include that spreadsheet in a letter which you wrote with PractiCalc II, but you want the spreadsheet to start in cell T0. Offset loading allows you to load the file onto the screen and start it at cell T0. The spreadsheet will not erase any data above cell T0 and will also be an “active” spreadsheet, i.e., one with re-referenced valid formulas which can be used within the context of the letter.

To use offset loading,

- Enter the options menu and enter **Y** in the LOAD OFFSET listing.
- Press **RETURN** and type **^T** (control T) to return to the sheet.
- Type **/L** and the name of the file to be loaded.
- Press **RETURN**. The data line will read: LOAD OFFSET?
- Type the coordinates of the cell where the file is to start and press **RETURN** or

Press **RETURN** and the current cursor position will mark the file's starting position *or*

If no offset is desired, enter **A0** or press **ESC**.

Remember that offsetting past sheet limits will result in an error message. Also, offset movement can only be further down the sheet or further across the sheet to the right.

The ability to offset load spreadsheets, combined with partial loading, makes it easy to "cut and paste" together documents from existing files. In this way, database files, pages of text and spreadsheets can be easily combined in fully integrated documents in which you still can sort, search, calculate, reformat or use any of PractiCalc II's features without disturbing other information on the document.

Bottom Cursor Movement

Just as control T (TAB on the Ile) reached the top of the spreadsheet, **control B** (**^B**) moves the cursor to the cell with the right-most and bottom-most coordinates used in the spreadsheet. If your farthest entry to the right was in cell **F18** and the lowest entry was in cell **BC3**, control B would bring the cursor to cell **BC18**. Instead of scrolling down to the bottom of your file, use control B to quickly reach the lower right corner.

Split Lines

The *split* feature allows you to easily insert portions of text into existing text and can actually be thought of as a larger version of the insert command which is included in the edit feature. The user has the responsibility for creating the space necessary for a large insertion of text when using the split line feature. Formatting problems would arise elsewhere on the spreadsheet if PractiCalc II automatically moved existing text to make room for new passages.

To use the split feature,

- When *editing* a line of text (i.e., in the **^E** mode), pressing **control S** (**^S**) splits the line being edited into two portions. The first portion, from the start of the line to the edit cursor's position on the data line, remains in the original location. The second portion, from the edit cursor on the data line to the end of the line of information, is moved into the next row of the spreadsheet along with the cursor.
- If **control S** is pressed at the end of a line of text while in the *edit mode*, the new text (the edited version) is entered and the cursor is advanced to the next row.
- If **control S** is pressed at the end of a line of text while in the *regular entry mode* (i.e., you are not editing text), and the cursor cell already contains information, the information in the cursor cell will be pushed down, the new line is entered and the cursor is moved down one row.

The split line feature combines inserting a blank row with the edit feature by allowing text from the data line to be inserted within a paragraph of text.

Insert, Delete and Move Commands Revised

The insert (/I), delete (/D) and move (/M) commands have been revised since the printing of the PractiCalc II manual and include features for word processing. A *repeat* feature has been added so that the action of inserting, deleting or moving information, if followed immediately by **control R**, will be repeated each time control R is pressed. Once any other key is struck, control R is deactivated.

To *repeat* an insert, delete or move function,

- Execute the insert, delete or move command.
- Press **control R (^R)** to repeat the action. The repeat may be used as many times as is needed to “open up” (insert) or eliminate (delete) large areas of space on the spreadsheet. Repeat of the move command continues to move whatever information is in the column, row or cell which was originally referenced.

Control R is active only if used *immediately* after inserting, deleting or moving information. Control R is no longer active once you start entering text or if you press **ESC**.

To avoid accidentally deleting large quantities of information, the program will ask for confirmation if you attempt to delete a column which contains more than 256 characters. When the data line reads SURE Y?, type **Y** to delete the information, **N** to keep it in the spreadsheet.

Insertion and deletion of just a *label* is now possible so that other information in the rows of the spreadsheet is not disturbed when word processed text is altered. When /I is pressed, the data line now reads: I “R/C/L”; when /D is pressed, the data line displays D “R/C/L”.

Deleting a label now allows you to delete a line of text (which is actually a long label) from within a paragraph and close the resulting space without disturbing other data in the same row. To delete a label,

- Place the cursor over the cell in which the label originates.
- Type **/D** and then type **L**. The row of text will be deleted and the space closed, but information outside the paragraph will not be disturbed.

Inserting a label within a paragraph can be done without inserting a blank row across the entire spreadsheet. To insert a space for a line of text within a paragraph (or a label),

- Place the cursor where the new row is to appear.
- Type **/I** and then type **L**. A blank label will appear within the next paragraph, but not across the entire spreadsheet.

Exercise AD-2:

The following short exercise illustrates the word processing features described above. Try the exercise, watching the screen closely as each feature is executed to see just how easy it is to work with text within a spreadsheet program. When finished, you should have a better understanding of word processing with PractiCalc II and perhaps gather a few ideas on just how useful the features can be for you.

- Clear the spreadsheet entirely by typing **/C** and then **Y**.
- Type **/O** and move to the LABEL: SHORT/LONG option.
- Type **L** and press **RETURN**.
- Move to the AUTO-ENTER @ listing.
- Type **38**, press **RETURN** and type **^T** to return to the screen.
- With the cursor in cell C0, type the following: DEAR MR. LEE,
- Press **RETURN**. Move the cursor to cell D0 and type the following without pressing RETURN:

YOUR SUGGESTED NAME FOR OUR PRODUCT HAS BEEN CHOSEN AS THE WINNER. AS OUR THANKS FOR YOUR IMPORTANT ROLE IN THE NAMING OF OUR PRODUCT, YOU HAVE BEEN AWARDED AN ALL-EXPENSE PAID TRIP FOR TWO TO HAWAII.

- Now press **RETURN** (to enter the last portion of the last line).
- Move the cursor to cell D0. Type **/I** and then **R** to insert a row. Then press **control R** to repeat the action once more.
- Move the cursor to cell F0. Press **/W**.
- Type **J35** and press **RETURN**. The text will be justified against the right (and left) margins at a width of 35 characters.
- Move the cursor to column 0. Type **/I** and then **C** to insert a column. Then press **control R** twice to repeat the action.
- Now make columns 0, 1 and 2 one-character wide by placing the cursor in each one individually and typing **/T** and **1**. Then press **RETURN**.
- Next, type **/O** and move to the AUTO-ENTER listing. Type **1**, press **RETURN** and press **control T**.
- One character columns are not numbered at the bottom of the screen but by watching the cell indicator in the upper-left corner of the spreadsheet, you will be able to move the cursor to cell F1. Type **IMPORTANT** and watch each letter move down into the next row. This happens as a result of the auto-enter value of one. Press **RETURN** to move the last character from the data line into its cell.
- Type **/O** and change the auto-enter value back to **0** by typing **0** and pressing **RETURN**. (Auto-enter may be turned on and off as needed within a file.) Press **control T** to return to the screen.

- Next move to cell H3. Press **^E** and then **^S**. The cursor moves to I3 and a blank row appears in H3, but the word **IMPORTANT** in column 1 is not disturbed.
- Move the cursor back to H3 and type **AS AN EXPRESSION OF**
- Press **RETURN**.
- Type **/W** and then **J35**. The paragraph will be reblocked and the empty space will be erased.

This simple exercise hopefully has provided you with an idea of just what PractiCalc II's word processing can accomplish. You can write memos or letters, create documents and then offset load spreadsheets directly into them. The spreadsheets will remain "active", which means the formulas are re-referenced and the spreadsheets can be used within text for future calculation.

Updated Instructions for Existing Features

As PractiCalc II was tested during its development, several minor improvements were suggested. The following pages include revised instructions for existing features. Read the information carefully; each improvement has increased the versatility of PractiCalc II, but not decreased its ease of use.

Pointing

A powerful feature of the PractiCalc II spreadsheet is its ability to *point* with the cursor to any specific cell.

“Pointing” is movement of the cursor to a particular cell to plug *that* cell’s coordinates into a command or formula. To enter the cell reference, press RETURN or the next key in the sequence. RETURN acts as a signal to execute the command; therefore it is only pressed when all information has been entered. When using pointing, **watch the data line** to see how the cell references are entered.

The following list explains how to use pointing with PractiCalc II:

/L Load: When loading partial files, the cell references of the upper left and lower right corners are needed. When the data line reads L FILE, type the name of the file to be loaded followed by a comma. Then, with the cursor keys, move the cursor to the upper left cell on the spreadsheet which corresponds to the upper left cell of the spreadsheet to be loaded. Type a comma, which will appear on the data line, to separate the cell references and move the cursor to the cell which marks the lower right corner of the area to be loaded. Since the coordinates of the lower right cell are the last information in the load command, press **RETURN** to start the loading.

/M Move: When the data line reads M FROM RC, use the cursor keys to move the cursor to the row, column or cell which is to be moved. When the cursor is in the correct position, press **RETURN** since the cell coordinate is the last item entered in the move command.

/P Print: The cursor position always marks the upper left corner of the area to be printed. But if the area to be printed is fairly large, the lower right corner is often not displayed. Therefore, with the cursor in the upper left corner, type **/P**. When the data line reads PRINT TO RC, move the cursor until it rests upon the lower right cell of the spreadsheet; the cell coordinates will be displayed on the data line. Press **RETURN** and printing will commence.

/R Replicate: The basic rules for the replicate command are still applicable. However, in any instance that the data line reads REP FROM RC or REP TO RC and you need to enter row, column or cell coordinates, use the cursor key to move to the correct location. (Use ^B to go to the end of your document if the desired cell is close to the end.) When the needed cell reference appears on the data line as a result of the movement of the cursor keys, type a comma and move the cursor to the cell which marks the end of a range. If the answer to the replicate prompt is a single coordinate, press **RETURN** when the data line contains the correct information.

/S Save: Just as in loading a partial file, pointing can be used for saving a partial file. Press **/S** and enter the file name. Type a comma and move the cursor to the cell which marks the upper-left corner of the area to be saved. Type a comma again, then move the cursor to the cell at the lower right corner of the area to be saved. When the data line contains the correct save statement, press **RETURN** and the save procedure will start.

/X Sort: The sort routine of PractiCalc II brings a prompt of SORT FROM RC to the data line when **/X** is pressed. Since the cursor marks one end of the range to be sorted, the other end must be supplied. Therefore, move the cursor with the keys until over the necessary cell. When the data line reads SORT FROM RC with the correct cell reference, press **RETURN**. The cell reference is entered and the sorting begins.

— Draw: Again, the draw command is another which requires the entry of a row, column or cell coordinate. When the data line reads LINE TO *RC, enter the character to be used and then move the cursor to the cell which marks the end of the range. Press **RETURN** and the character will be drawn from the cursor position to the coordinate which was supplied through pointing.

Writing Formulas: Pointing is perhaps most useful in writing formulas when it is often difficult to remember the coordinates of the cells which are to be referenced in the formula. The example below should clarify the process.

If you wanted to enter a formula which summed a column of numbers, place the cursor in the cell where the sum is to appear. Press **^F** and type **SUM(**. Then, with cursor keys, move the cursor to the cell at the top of the range which is to be summed. Type **,** and the cell reference and the comma will be carried back to the formula cell. Then, again with the cursor keys, move to the cell at the end of the range. Type **)** and finally, press **RETURN**. The formula, with the correct cell references, will be entered.

Pointing is an enhancement for many of PractiCalc II's commands, but does not replace any of them. Just remember that cursor keys, control T and control B all may be used to move to the cell reference which is needed. There is no limit to the number of times pointing can be used within a formula. RETURN should only be struck, however, when the data line contains all information needed to execute that particular command or calculate that particular formula.

Multi-Column Sort (See Part Three, Advanced Commands, The Sort Feature)

PractiCalc II sorts alphabetically and numerically, A to Z, Z to A, highest to lowest or lowest to highest. The program will now execute multi-column sort routines. In multi-column sorts, if two or more items in the first column are identical, then the program will look at a second column of information to determine in which order the items should be listed. And if the items in the second are the same, the program will sort according to a third column, etc.

One common example of multi-column sorting involves mailing lists. If you wanted a mailing list organized according to zip code, then arranged by age, then by last name and then first name, you would have a column for each category and a row for each person in your mailing list. PractiCalc II could sort the mailing list so that the zip code column would be sorted, and within entries with identical zip codes,

the list would be further arranged by age. Then, if people had the same zip code and age, the list would organize their entries according to last name. And finally, if the zip code, age and last name of any two people on the mailing list were identical, then their entries would be further sorted by first name.

A few rules must be followed in multi-column sorting:

- A column can contain only all numeric or all alphabetic information.
- The rows of information involved in a multi-column sort cannot be separated by spaces.
- The column of least importance is sorted first, followed by the second to last column of importance, etc. The last column to be sorted is the column of primary importance.

Let's return to the mailing list example. If you wanted the information (i.e., the rows of the list) arranged first according to zip code, then according to age, then by last name and finally by first name, you would sort the first name column first. Then you would move to the last name column and sort it alphabetically. Then sort the age column numerically. Finally, the zip code or primary column of the sort would be sorted numerically.

The multi-column sort does not replace the sorting process described in Part Three of the manual; it is simply an enhancement of that feature. You may still sort a single column, alphabetically or numerically, with spaces inserted as described in the manual.

Example AD-3:

The following exercise elaborates on the example mentioned above and lets you see just how multi-column sorting is done.

- Press **/C** and **Y** to clear the spreadsheet.
- Enter the following information in the first four columns of your spreadsheet;

ZIP	AGE	LAST NAME	FIRST NAME
10012	25	SMITH	EDWARD
10025	34	HOLDEN	JASON
10024	32	FARRELL	SAMUEL
10022	45	DREW	COURTNEY
10012	26	SULLIVAN	KRISTIN
10024	32	FARRELL	ADAM
10012	25	SMITH	BRIAN

- Since the first name category is of least importance, you need to sort it alphabetically first. Therefore, move the cursor to cell I3 (or into whichever cell contains the name BRIAN).
- Type **/X** and type **C** (the row which contains the name EDWARD).
- Press **RETURN**.
- Now move the cursor to the final entry in the LAST NAME column.

(Continued)

- Press **/X** and enter **C** as the end of the range.
- Press **RETURN** and move the cursor to cell I2.
- Type **/X**, then **C**, then press **RETURN** to sort the age column.
- Finally, move the cursor to cell I0 (the last zip code in the list). Press **/X** and type **C**. Press **RETURN**.

The list now reads as follows:

ZIP	AGE	LAST NAME	FIRST NAME
10012	25	SMITH	BRIAN
10012	25	SMITH	EDWARD
10012	26	SULLIVAN	KRISTIN
10022	45	DREW	COURTNEY
10024	32	FARRELL	ADAM
10024	32	FARRELL	SAMUEL
10025	34	HOLDEN	JASON

The zip code column was of primary importance and was therefore sorted last. Notice, in the case of the three entries with the zip code of 10012, that they were further sorted by age. And where age was identical, PractiCalc II further sorted alphabetically by last name. Finally, where last name was the same, the two Smith's are organized by first name.

Multi-column sorting is a powerful data-base type feature for use in long lists with several similar entries. Whether in membership lists or accounts receivable, the multi-column sorting is yet another of PractiCalc II's features which can be used in countless ways.

Page Length (see Part Four, The Options Menu)

Different values may be entered in the page length listing on the options menu (/O), which will summon various prompts to the data line in the printing process.

When page length is set to zero, the area which you instructed the program to print will continue to print without page breaks, even over page perforations on form-fed printers.

When the page length is set to a number other than zero, the prompt FORMFEED, PAUSE will appear on the data line when you attempt to print.

- Type **F** if you would like the program to print the spreadsheet continuously, by advancing the paper over perforated page separations.
- Type **P** if you want the printing to pause after the required page length has been printed. When the printing pauses, you may change paper or advance the paper yourself. Then type either **C** to continue printing or **S** to stop printing entirely.

Titling (See Part Three, Advanced Commands: The Title Feature)

When a row and/or column is fixed as a title, control T (also TAB on the IIe) moves the cursor to the upper left of the titled portion of the spreadsheet.

To access a cell which is titled *off* the screen, use the > key (GO TO function). Entering a cell which is frozen *off* the screen undoes the titling; in effect, it acts just as typing /**T** and then **N**.

To access a cell which is titled *on* the screen, use the > key (GO TO function). Entering a cell title within a row or column which is frozen on the screen does not undo the title.

Searching (See Part Three, Advanced Commands: The Search Feature)

In the search mode, continually pressing RETURN moves the cursor to each matching entry as the spreadsheet is searched from left to right. When the last matching entry is reached in the spreadsheet, continually pressing RETURN cycles the search process back to the start of the spreadsheet and starts the search procedure again.

Loading (See Part Two, The Commands: Load a File)

To select a file to be loaded from the catalogue of a disk,

- Insert the disk which contains the necessary file.
- Press /**L**.
- Press **any cursor key** or **RETURN** to open the catalogue of the disk's contents.
- Press **any cursor key** to scan the contents of the catalogue.
- When the name of the file to be loaded appears on the data line, press **RETURN**.

80-Column Use (See Part Two, The Commands: Global Format)

If you select 80-column display from the options menu, the global format command (/G) is slightly changed. When /**G** is pressed, the data line will read: I \$ F 3-78

This global column width may now be set at 78 characters.

Additional Math Functions

In addition to the math functions listed in the manual, PractiCalc II also includes the following:

- = < less than or equal to
- = > greater than or equal to
- < > not equal to
- AND
- NOT
- OR

These are most often included in IF statements, since formulas may be up to 100 characters in length.

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