



# Apple II

# AppleWorks™ Quick Reference Card

Keyword	Keystroke	Word Processor	Data Base	Spreadsheet
Arrange	⌘-A	NA	Arrange or sort category	Arrange or sort rows
Blank	⌘-B	NA	NA	Blank out cells
Copy	⌘-C	Copy text	Copy records	Copy entries
Delete	⌘-D	Delete text	Delete records or report category	Delete columns or rows
Edit, Cursor Switch	⌘-E	Switch between insert and replace cursors	Switch between insert and replace cursors	Switch between insert and replace cursors
Find	⌘-F	Find text, page, or marker	Find records	Find entries or text
Group	⌘-G	NA	Add or remove group totals in a report	NA
Hard Copy	⌘-H	Print hard copy of current screen display	Print hard copy of current screen display	Print hard copy of current screen display
Insert	⌘-I	NA	Insert record, or previously deleted report category	Insert rows or columns
Justify or Jump	⌘-J	NA	Justify report category	Jump to other window
Calculate	⌘-K	Calculate page breaks	Define a calculated report category	Recalculate values
Layout	⌘-L	NA	Change record layout	Change cell layout
Move	⌘-M	Move text	Move records	Move rows or columns
Name Change	⌘-N	Change name of file	Change name of file, category, or report	Change name of file
Options, Printer	⌘-O	Display printer options	Display printer options	Display printer options
Print	⌘-P	Print text	Go to report menu, or print report	Print worksheet
Quick Change	⌘-Q	Switch to another file on the Desktop	Switch to another file on the Desktop	Switch to another file on the Desktop
Replace or Record Selection	⌘-R	Replace text	Change record selection rules	NA
Save	⌘-S	Save the current file to disk	Save the current file to disk	Save the current file to disk
Tabs, Totals, or Titles	⌘-T	Set tabs	Add or remove report category totals	Set titles
Edit Cell Contents	⌘-U	NA	NA	Edit cell contents
Value	⌘-V	NA	Set standard values	Set standard values
Window	⌘-W	NA	NA	Create windows
Clear	⌘-Y	Clear to end of line	Clear to end of entry	Clear to end of cell
Zoom	⌘-Z	Display format settings	Zoom to single-record or multiple-record layout	Zoom to formula display
Ruler	⌘-1 • • ⌘-9	Move within file to beginning (1), end (9), or proportionally (2-8)	Move within file to beginning (1), end (9), or proportionally (2-8)	Move within file to beginning (1), end (9), or proportionally (2-8)
Help	⌘-?	Display help information	Display help information	Display help information
Cursor Move	⌘-← or ⌘-→	Move cursor one word right or left	Change size of category	Scroll horizontally one screen display
Cursor Move	⌘-↑ or ⌘-↓	Scroll vertically one screen display	Scroll vertically one screen display	Scroll vertically one screen display

NA = Not applicable. The keystroke has no significance for this particular tool.

NOTE: Some of the Data Base keystrokes work for the Review/Add/Change screen; others for the Report Format screen.

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# Printer Options: Word Processor

Press **⌘-O** to get the Printer Options display. To set an option, type the two-letter code and press Return. Then, if prompted, type a number for the setting.

Options marked with an asterisk (\*) affect the appearance of the text on the screen.

## Printer Characteristics

CI: Chars per Inch	Set numbers of characters per inch.
LI: Lines per Inch	Set number of lines per inch.
PL: Page Length	Set length of page.
PW: Platen Width	Adjust printing to width of platen (paper width).
P1: Proportional-1	Print proportionally (type 1).
P2: Proportional-2	Print proportionally (type 2).

## Printing Controls

EK: Enter Keyboard	Print directly from keyboard.
NP: New Page	Start new page.
GB: Group Begin	Begin unbroken block of text (no new page).
GE: Group End	End unbroken block of text.
PE: Pause Each Page	Pause after printing each page.
PH: Pause Here	Pause printing at current cursor position.
SK: Skip Lines	Leave specified number of blank lines.

## Mail Merge

MM: Mail Merge	Enter mail merge categories.
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## Text Controls

LM: Left Margin	Set left margin.
RM: Right Margin*	Set right margin.
TM: Top Margin	Set top margin.
BM: Bottom Margin	Set bottom margin.
CN: Centered*	Center text between margins.
IN: Indent*	Set indentation (use for bulleting items).
JU: Justified	Align right edge of text.
UJ: Unjustified	Don't align right edge of text.
SS: Single Space	Print single spaced lines.
DS: Double Space	Print double spaced lines.
TS: Triple Space	Print triple spaced lines.
HE: Page Header	Set page header.
FO: Page Footer	Set page footer.
PN: Page Number	Set page number.
PP: Print Page No.	Print page number.
BB: Boldface Begin	Begin boldface (or use Control-B).
BE: Boldface End	End boldface (or use Control-B).
+ B: Superscript Beg	Begin superscript.
+ E: Superscript End	End superscript.
- B: Subscript Begin	Begin subscript.
- E: Subscript End	End subscript.
UB: Underline Begin	Begin underline (or use Control-L).
UE: Underline End	End underline (or use Control-L).
SM: Set a Marker	Set a marker in text (marker is not printed).

# Functions: Spreadsheet

Functions in the spreadsheet perform various arithmetic, search, financial, and logical operations. Some functions require an argument. Types of arguments include

value	A single numerical value. May be a number or an expression that evaluates to a number.
range	A series of adjacent cells, such as (A9..A19) or (B45..H45).
list	A list of single values or ranges separated by commas, such as (B9,H19,A1..A13).

## Arithmetic Functions

+	Plus (Addition)
-	Minus (Subtraction)
*	Times (Multiplication)
/	Divided by (Division)
^	Raised to the power of (Exponentiation)
@ABS(value)	Absolute value of the argument.
@AVG(list)	Arithmetic mean of the values in the list.
@INT(value)	Integer portion of the argument.
@MAX(list)	Largest value in the list.
@MIN(list)	Smallest value in the list.
@SQRT(value)	Square root of the argument.
@SUM(list)	Sum of all the values in the list.
@ROUND(value, decimal places)	Rounded value used for calculations.

## Search/Other Functions

@CHOOSE(value, list)	Uses values as an index to list. Value may be pointer to another cell.
@COUNT(list)	Returns number of non-blank entries in list.
@ERROR	Displays ERROR.
@LOOKUP(value, range)	Searches successively through range for largest entry that is less than or equal to value. Returns corresponding value from adjacent range.
@NA	Displays NA (for "not available").

## Financial Function

@NPV(rate, range)	Calculates Net Present Value according to the interest rate and a series (range) of even or uneven payments.
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## Logical Function

@IF(logical value, value1, value2)

If logical value is true, return value1. If logical value is false, return value2. Logical values are created using the following operators:

<	less than
>	greater than
=	equal to
< =	less than or equal to
> =	greater than or equal to
<>	not equal to

For example:

@IF(A17>56,2,1)

If A17>56, then return the value 2. If not, return the value 1.

Logical values can also contain @AND and @OR in combination with operators. For example:

@IF(@OR(A17>56,A18 = 1),2,1)

If A17>56 or A18 = 1 is true, then return the value 2. If false, return the value 1.

@IF(@AND(A17>56,A18 = 1,2,1)

If A17>56 and A18 = 1 are both true, then return the value 2. If false, return the value 1.

# Integration: Using the Clipboard

