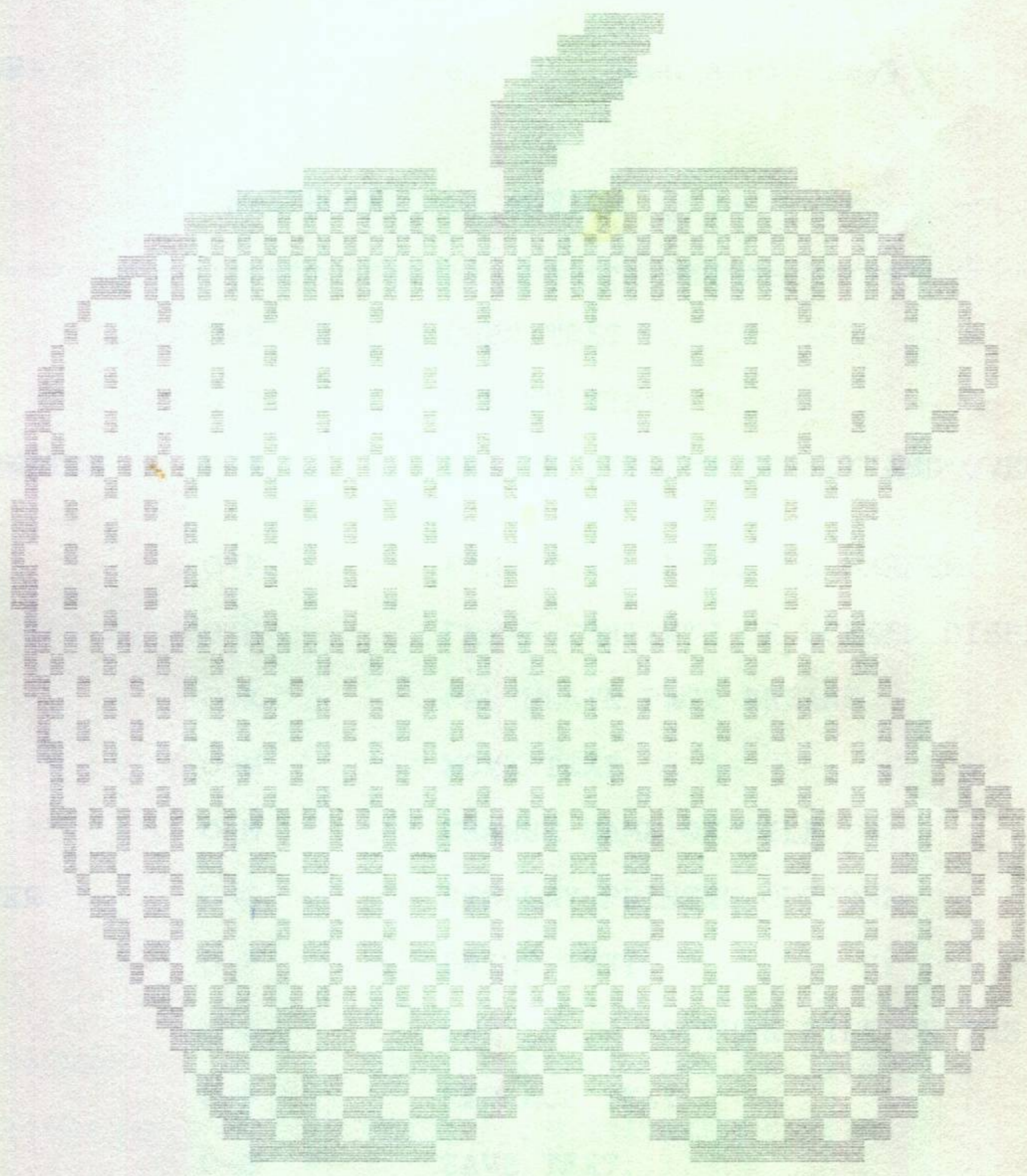


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-APPLEWORKS QUICK REFERENCE GUIDE-

-WORD PROCESSOR- (key: O = Open Apple key)

KEYWORD	KEYSTROKE	ACTION
COPY	O-C	COPY TEXT
DELETE	O-D	DELETE TEXT
EDIT, CURSOR SWITCH CURSOR	O-E	SWITCH BETWEEN INSERT AND OVERSTRIKE
FIND	O-F	FIND TEXT, PAGE, OR MARKER
HARD COPY	O-H	PRINT CONTENTS OF SCREEN DISPLAY
CALCULATE	O-K	CALCULATE PAGE BREAKS
MOVE	O-M	MOVE TEXT
NAME CHANGE	O-N	CHANGE NAME OF FILE
OPTIONS, PRINTER	O-O	DISPLAY PRINTER OPTIONS
PRINT	O-P	PRINT TEXT
QUICK CHANGE	O-Q	SWITCH TO ANOTHER FILE ON THE DESKTOP
REPLACE	O-P	REPLACE TEXT
SAVE	O-S	SAVE TEXT
TABS	O-T	SET TABS
CLEAR	O-Y	CLEAR TO END OF LINE
ZOOM	O-Z	DISPLAY FORMAT SETTING
RULER (9),	O-1	MOVE WITHIN FILE TO BEGINNING (1), END
	O-9	OR PROPORTIONALLY (2-8).
HELP	O-?	DISPLAY HELP INFORMATION
CURSOR MOVE	O-<	MOVES CURSOR ONE WORD RIGHT OR LEFT

CURSOR MOVE

0-|

SCROLL VERTICALLY ONE SCREEN DISPLAY

or

0-|

v

### -PRINTER OPTIONS FOR THE WORD PROCESSOR-

These options are available by holding down Open-Apple and pressing the O key (O-O). 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 text on the screen.

### -PRINTER CHARACTERISTICS-

CI:	CHARS PER INCH	SET NUMBER OF CHARACTERS PER INCH
LI:	LINES PER INCH	SET NUMBER OF LINES PER INCH
PL:	PAGE LENGTH	SET LENGTH OF PAGE
PW: SIZE)	PLATEN WIDTH	ADJUST PRINTING TO WIDTH OF PLATEN (PAPER SIZE)
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.

-TEXT COMMANDS-

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 ENGE 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 NUMBER PRINT PAGE NUMBER.  
 BB: BOLDFACE BEGIN BEGIN BOLDFACE OR USE (CONTROL-B).  
 BE: BOLDFACE END END BOLDFACE OR USE (CONTROL-B).  
 +B: SUPERSCRIPIT BEGIN BEGIN SUPERSCRIPIT.  
 +E: SUPERSCRIPIT END END SUPERSCRIPIT.  
 -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).

KEYWORD	KEYSTROKE	ACTION
ARRANGE	O-A	ARRANGE OR SORT CATEGORY
COPY	O-C	COPY RECORDS
DELETE	O-D	DELETE RECORDS OR REPORT CATEGORY
EDIT, CURSOR SWITCH	O-E	SWITCH BETWEEN INSERT & OVERSTRIKE
FIND	O-E	FND RECORDS
GROUP	O-G	ADD OR REMOVE GROUP TOTALS IN REPORT
HARD COPY	O-H	PRINT THE CURRENT SCREEN DISPLAY
INSERT	O-I	INSERT RECORD, OR PREVIOUSLY DELETED REPORT CATEGORY.
JUSTIFY	O-J	ARRANGE JUSTIFY REPORT CATEGORY
CALCULATE	O-K	DEFINE A CALCULATED REPORT CATEGORY
LAYOUT	O-L	CHANGE RECORD LAYOUT
MOVE	O-M	MOVE RECORDS
NAME CHANGE	O-N	CHANGE NAME OF FILE, CATEGORY, OR REPORT.
OPTIONS, PRINTER	O-O	DISPLAY PRINTER OPTIONS
PRINT	O-P	GO TO REPORT MENU, OR PRINT REPORT
QUICK CHANGE	O-Q	SWITCH TO ANOTHER FILE ON THE DESKTOP
CHANGE RECORD	O-R	CHANGE RECORD SELECTION RULES
SAVE	O-S	SAVE CURRENT FILE TO DISK
TOTALS	O-T	ADD OR REMOVE REPORT CATEGORY TOTALS
VALUE	O-V	SET STANDARD VALUES
CLEAR	O-Y	CLEAR TO END OF ENTRY
ZOOM	O-Z	ZOOM TO SINGLE OR MULTI-RECORD LAYOUT
RULER	O-1	MOVE WITHIN FILE TO BEGINNING (1),
	O-9	END (9), OR PROPORTIONALLY (2-8).
HELP	O-?	DISPLAY HELP INFORMATION
CURSOR MOVE	O-<	CHANGE SIZE OF CATEGORY

or  
 O-->  
 CURSOR MOVE            ^            SCROLL VERTICALLY ONE SCREEN DISPLAY  
 O-|  
 or  
 O-|  
 v

-THE SPREADSHEET-

KEYWORD	KEYSTROKE	ACTION
ARRANGE	O-A	ARRANGE OR SORT ROWS
BLANK	O-B	BLANK OUT CELLS
COPY	O-C	COPY ENTRIES
DELETE	O-D	DELETE COLUMNS OR ROWS
EDIT, CURSOR		
SWITCH	O-E	SWITCH BETWEEN INSERT AND OVERSTRIKE CURSORS
FIND	O-F	FIND ENTRIES OR TEXT
HARD COPY	O-H	PRINT CONTENTS OF CURRENT SCREEN DISPLAY
INSERT	O-I	INSERT ROWS OR COLUMNS
JUMP	O-J	JUMP TO OTHER WINDOW
CALCULATE	O-K	RECALCULATE VALUES
LAYOUT	O-L	CHANGE CELL LAYOUT
MOVE	O-M	MOVE ROWS OR COLUMNS
NAME CHANGE	O-N	CHANGE NAME OF FILE
OPTIONS, PRINT	O-O	DISPLAY PRINTER OPTIONS
PRINT	O-P	PRINT WORKSHEET
QUICK CHANGE	O-Q	SWITCH TO ANOTHER FILE ON THE DESKTOP
SAVE	O-S	SAVE CURRENT FILE TO DISK
TITLES	O-T	SET TITLES
EDIT CELL	O-U	EDIT CELL CONTENTS
VALUE	O-V	SET STANDARD VALUES

WINDOW	O-W	CREATE WINDOWS
CLEAR	O-Y	CLEAR TO END OF CELL
ZOOM	O-Z	ZOOMS TO FORMULA DISPLAY
RULER	O-1	MOVE WITHIN FILE TO BEGINNING (1), END (9),
	O-9	OR PROPORTIONALLY (2-8).
HELP	O-?	DISPLAY HELP INFORMATION
CURSOR MOVE	O-<-	SCROLL HORIZONTALLY ONE SCREEN DISPLAY
	or	
	O-->	
CURSOR MOVE	O-^	SCROLL VERTICALLY ONE SCREEN DISPLAY
	O-	
	or	
	O-	
	v	

-FUNCTIONS FOR THE SPREADSHEET-

Functions in the spreadsheet perform various arithmetic, search, financial, and

logical operations. A function is always preceded by the @ symbol. 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-

@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 values in the list.

-SEARCH/OTHER FUNCTIONS-

@CHOOSE (value, list) Uses value 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.

-LOGICAL FUNCTION-

@IF (logical value, value1, value2)  
If logical value is TRUE, returns value1. If logical value is FALSE, returns value2. Logical values are created using the following operators:



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

FOR EXAMPLE: @IF(G42>=17,A11,B17), or @IF(G42=G19,0,1).

-INTEGRATION, USING THE CLIPBOARD-

