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THIS WORKSHEET WILL ALLOW YOU TO AUTOMATICALLY PREPARE THE CHRONOLOGICAL DATES THAT ARE THE TITLES OF THE COLUMNS ON YOUR SPREADSHEETS.

YOU MAY CHOOSE TO HAVE THE COLUMN TITLES SET BY MONTH OR BY YEAR. YOU WILL NEED TO ENTER THE YEAR OR THE YEAR AND MONTH THAT START YOUR SPREADSHEET. YOU WILL HAVE TO ENTER THE ENDING DATE AS WELL.

WHEN YOU CHOOSE THE "MONTHLY" PREPARATION OPTION, REMEMBER THAT THE STARTING AND ENDING DATE MUST BE ENTERED IN A SPECIFIC MANNER. " MARCH 1984 ", FOR EXAMPLE, MUST BE ENTERED AS

BY YEAR

BY MONTH

DATE TITLE PREPARATION FOR SPREADSHEETS PHASE TWO SOFTWARE

Press ALT and A to restart

```
/xmmenu1~
START
Begins TITLES Routine
/xmmenu2~
YEARLY
Titles will be in the form of 1984 1985
/xgyears~
/xIENTER YEAR TO START: ~yearstart~
/xIENTER YEAR TO STOP: ~yearSTOP~
/dfc10.da10~
1984
~1~
1987
\{goto\}top \sim \{down\} = \sim/c \sim .\{up\}\{end\}\{right\}\{down\} \sim .
{up}/rfr{end}{right}~
/xmmenu3~
/xIENTER STARTING YEAR, MONTH (e.g. 84,6): ~monthstart~
/xIENTER ENDING YEAR, MONTH (e.g. 84,6): ~monthend~
{goto}top~+@date(
84,3
,15)~{edit}{calc}{home}'~/ctop~monthstart1~
{goto}top~+@date(
,15)~\{edit\}\{calc\}\{home\}'~/ctop~monthstart2~
/dfc10.da10~
30756
~30~
```

31031

~

/rfd3{end}{right}~ {goto}top~{down}\=~/c~.{up}{end}{right}{down}~ /xmmenu3~

STORE FOR NEW WORKSHEET

Save titles in another location /reallclear~/retext~/retitle1~ ~/xIENTER NAME OF FILE TO SAVE THIS TO: ~file~ /xIINSERT A NEW DISK AND PRESS ENTER: ~d56~ /fs

~

SAMPLE OUTPUT:

1984

BY YEAR: =======

01/1984

BY MONTH: ======

Copyright 1984

EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE

CLEAR Clears all work $\label{limit} $$\{goto\}top~/re\{down\}\{end\}\{right\}~/xmmenu1~ \{?\}\{home\}\{goto\}top~/xmmenu1~ \}$$ MONTHLY Titles will be in the form of JUN-84 JUL-84 /xgmonths~

VIEW TITLES Press ENTER. Press ENTER again to return.

VIEW Press ENTER. Press ENTER again to return. Return to Opening Menu {?}~{home}{goto}top~ /xmmenu3~

RETURN /xmmenu1~

1985 1986 ______ 03/1984 02/1984

êêêêêêêêêêîî 3ÌÎ OFTWARE 3ÌÎ 1984 ³ÌÎ 3ÌÎ ËËËËËËËËËËÎÎ

INSTRUCTIONS Press ENTER To See Instructions. Press ENTER again to return. Return to CONTENTS gotoa65~gotob79~?HOMEgototop~/xmmenu1~

QUIT /frcontents~

84,3

1987	1988
	=======================================
04/1984	05/1984