

EasyCalc OnLine Help System

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REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

EasyCalc OnLine Help System

1.1 Welcome to EasyCalc

Welcome to EasyCalc Plus - Version 1.0a (AUGUST 1993)
Program Copyright (c) 1993 Andrew Woods and Enigma Development

Please pick a topic to get some help on:

Entering data
Pulldown Menus
Spreadsheet Functions
Maths Operators
Icon Bar Functions
AREXX Interface
EasyChart
EasyCalc User Support

1.2 echart

EasyChart is the first plug-in "dreamlink" module. To use it you must have already run two files before you loaded EasyCalc Plus:

- ENIGMA - This is the dreamlink master process and controls all the plug in modules. Please note that the plug in modules are not just for EasyCalc Plus but they also work with some other applications.

- EASYCHART - This is the actual graphs program. It only uses about 30K of memory. If EasyCalc Plus detects its presence then a "Chart" menu will appear. The menu options are described below.

Both the ENIGMA and the EASYCHART programs are already in the WBSTARTUP drawer of the EasyCalc Plus disk. It is recommended you keep them there if

you want to use graphs often. In total only 40K is needed for both programs.

If you are a registered user then new versions of EASYCHART will appear quite frequently, all you need to do is copy over the old one. EasyCalc Plus automatically recognises the new version which will have new graph types and other improvements.

The CHART menu in EasyCalc Plus has the following options:

- Set Chart - This choose which chart (1-5) that you want to control.
- Set Data - This copies a marked range of cells to the current chart. Also if you mark some string cells they become the labels for the graph.

```
Jan.....Feb...Mar...Apr.....  
456.4.....23.4..5678..0.....
```

The above block would create a graph with each column labeled as above.

- Draw Chart - Opens a window and draws the current chart with all the data and labels. Everytime you make a change to the chart it will be redrawn.
- Save IFF (not working)
- Print Chart (not working)
- Chart Type - This contains a sub menu with all the current supported charts. If you change the chart type it will be redrawn. The default chart is 2D Vert Bar.

The full version of EasyChart will be available to registered users.

Thanks must go to CHRIS WAINWRIGHT for writing EasyChart.
EasyChart will be released as a seperate application later in the year.

1.3 EasyCalc AREXX Interface

AREXX COMMANDS

All these commands operate on the "current" work sheet. The setcurrent command allows you to change the current "focus" of the AREXX commands. The AREXX port is called ECALC.

All cell numbering starts at 1. 1=A, 2=B etc.

CUP

Moves cursor up one cell

CDOWN

Moves cursor down one cell

CLEFT

Moves cursor left one cell

CRIGHT

Moves cursor right one cell

PRINTPROJECT

Prints current worksheet

SETCURRENT [x]

Makes worksheet [x] the focus for all functions. x is a number between 1 and 3.

LOADSHEET [name]

Loads a worksheet.

SAVESHEET [name]

Saves worksheet.

SETCELL [x] [y] [cell contents]

Sets cell [x],[y] to [cell contents]. The cell contents have to be in the format the spreadsheet normally expects. If you want to enter a formula it must start with a "="

DELCELL [x] [y]

Removes the specified cell.

SETCURSOR [x] [y]

Moves cursor to [x] [y].

UPDATE

Updates the screen and recalcs the entire worksheet. Needed after anything has changed on the worksheet.

COLWIDTH [column] [width]

Sets column width. The width must be between 5 and 74.

QUIT

Exits EasyCalc Plus

NEWSHEET

Removes current worksheet from memory

1.4 User Support

Stuck? EasyCalc has a telephone support service which is available any evening of the week. Just ring 0723 368779 after 6pm and be ready to describe your problem.

I will do my best to solve your problem on the spot, but if I can't then I will call you back when I have a solution.

The support line is not just for problems though. If you have any good ideas for the next EasyCalc release then give me a call. Your name will appear on the credit list of the latest EasyCalc.

EasyCalc often has many minor improvements, if you want to find out about these then give the support line a call. Naturally for major upgrades (not

updates) you will be informed well in advance.

If you don't want to telephone me then write to:

Andrew Woods
1 Westwood Gardens
Scarborough
North Yorkshire
YO11 2JQ
UNITED KINGDOM

1.5 Pulldown Menus

Please pick a menu you want info on:

Project Menu

Block Menu

Options Menu

Global Menu

At Cursor Menu

Chart Menu

1.6 At Cursor Menu

Please pick a menu option you want info on:

Insert Column

Delete Column

Set Width...

Insert Row

Delete Row

1.7 Insert Column

INSERT COLUMN (Amiga-N)

Inserts a column at the specified cursor position. All cell references that are effected are adjusted so that they still point to the correct data.

1.8 Delete Column

DELETE COLUMN (Amiga-Y)

Deletes the current column (ie. the one at the cursor position). Cell references are updated.

1.9 Set Width...

SET WIDTH (Amiga-W)

Allows you adjust the width of the current column. The follow keys are available to you:

- LEFT + RIGHT CURSORS
Adjust the width of the column.
- HELP
Bring up this screen.
- F1
Lets you enter a width as a number.
- RETURN
Accepts the new width, and exits.
- ESCAPE
Cancels the column width and returns everything to normal.

1.10 Insert Row

INSERT ROW (Amiga-G)

Inserts a row at the current cursor position.

1.11 Delete Row

DELETE ROW (Amiga-J)

Deletes the current row.

1.12 Options Menu

Please pick a menu option you want info on:

Copy Relative

Auto Recalc

Iterations

Icon Files

Automove

European Dates

AutoSave

AutoLoad

Print Size

Save Options

1.13 saveopts

This saves all the current EasyCalc Plus settings including the AUTOLOAD, AUTOSAVE etc. The next time EasyCalc Plus is loaded the presence of a file called EASYCALC.setup is checked. If it exists then the settings it contains is loaded in. This option creates this file.

1.14 autoload

AUTOLOAD is an EasyCalc Plus feature which allows a specified worksheet to be automatically loaded whenever the program is invoked. This is useful if you have one worksheet you use a lot.

This sub menu contains two options:

- ENABLED - When this option is checked. Autoload is enabled.
- SET FILE - This lets you choose the file that will be autoloaded the next time EasyCalc Plus is invoked.

Note: Make sure you SAVE OPTIONS otherwise the changes will be forgotten the next time you run EasyCalc Plus.

1.15 autosave

AUTOSAVE allows you to program EasyCalc Plus so that it reminds every few minutes to save your worksheet. Normally you set a time such as 1000 seconds and every 1000 seconds EasyCalc Plus puts a message on the screen that your worksheet needs saving. This can save a lot of re-typing in the event of a power failure.

This sub menu contains two options:

- ENABLED - When this is checked you will be prompted when the autosave duration is reached.

- SET TIMER - This options lets you choose an amount in seconds between each autosave message.

1.16 Global Menu

Please pick a menu option you want info on:

Column Width

Recalc Now

Uplink

Precision

Cell Format

Bookmarks

Justify

Style

1.17 uplink

This option updates any cell links you may have with other worksheets. If you have many links or are running from floppy then it may take some moments. An uplink is performed every time you load in a file that uses links. However the first time you create a link you will need this option to get a starting value in the cell.

1.18 Justify

A cell can be justified in three ways:

- LEFT - The cell contents are aligned to the left of a cell.
- RIGHT - The cell contents are aligned to the right of a cell.
- CENTRE - The cell contents appear in the middle of a cell.

1.19 Style

A cell can have any combination of three styles:

- BOLD - The text appears more distinct than the rest of the text.
 - ITALIC - The text appears slanted.
 - UNDERLINE - The text has a line under it.
-

1.20 Recalc Now

RECALC NOW (Amiga-R)

This causes the whole worksheet to be recalculated.

1.21 Bookmarks

The Set x options allow you to remember upto 5 cursor positions on your worksheet.

The Goto x options allow you to jump back to a stored position.

These commands allow to quickly move around a large worksheet.

1.22 Column Width (global)

COLUMN WIDTH (Amiga-T)

Choose this and you can enter the width that all the columns are to become.

1.23 psize

The first four options control how many characters can be output on a line.
NOTE: If you want to use 160 columns then you must set preferences to 160 columns as well. These options adjust the width of the text so even if you only have a ten inch carriage, you still will be able to fit your wide sheets in. In time I hope to provide a sideways printing utility (for registered users of course!)

80 chars is the standard print size.

increasing to

160 chars which halves the width of the output.

HINT: One EasyCalc screen with the standard columns is 74 chars wide.

1.24 Copy Relative

COPY RELATIVE (Amiga-O)

When performing copying operations on cells, this option will modify the cell contents. For example if you copy a cell with the formular:

=10+A1

Then paste it down two cells down and across, then the cell will be become:

=10+C3

See how it works? The delta x and y (the direction of movement from the source) is added to all cell references. This is usefull for pasting simular formulars down all over the place with little modification. If you turn it off, then formulars will be unmodified (usefull if you have a cell you want referenced in all the formulars, like the VAT rate). Both modes are very usefull, remember to use the right one! and it will save you a lot of work. See later on for details on absolute cell references.

1.25 Iterations

ITERATIONS (Amiga-I)

If your worksheet has "forward references" then you will need to recalculate the worksheet more than once to resolve these. Remember that large values can cause the recalculation to slow to a snails pace. If the recalc is slow, then turn off the autorecalc and just recalc when you need to.

1.26 European Dates

EUROPEAN DATES (Amiga-E)

When you enter a date, it is in the format: DD-MM-YY. This is the standard European format. However our Trans-Atlantic cousins have their own date system, MM-DD-YY. If the check mark is NOT set next to this option then all dates are in American format. However remember that this option only effects cells entered AFTER this is changed. If you want to change the format of an existing cell then press F2 while over the cell then press RETURN. This will force EasyCalc to recalculate the date in the new format.

1.27 Auto move

AUTOMOVE

This option allows you to control the direction the cursor automatically moves in after a cell has been entered. This option is great when you have a large column or row of data to enter. You can make the cursor move up/down/left/right or not move at all.

1.28 Icon Files

ICON FILES (Amiga-F)

This toggles whether icon files are created with saved worksheets. If icons are created then you can invoke EasyCalc just by clicking on the worksheets icon (which will automatically load the worksheet as well).

1.29 Auto Recalc

AUTO RECALC (Amiga-U)

With this option on, everytime you enter a formular or a number, the entire worksheet is recalculated. This is usually quite rapid but if you have a large worksheet or perform multiple iterations then this can be slow.

1.30 Project Menu

Please pick a menu option you want info on:

Clear Sheet

Load Sheet

@{ Save Sheet " link saveq}

Save As...

About

Quit

1.31 saveq

Save Sheet saves the current worksheet with the same name it was loaded with.

1.32 Quit

QUIT (Amiga-Q)

Exits from EasyCalc (after asking you). Remember to save your worksheet first, because it will be lost when you quit.

1.33 Clear Sheet

CLEAR SHEET (Amiga-Z)

Removes the current worksheet from memory. Choose this option and a requester will appear asking you to confirm your choice. Choose Ok and the spreadsheet will be returned to the initial state. Please not if you have a big worksheet to remove, then it may take some moments to clear. Just be patient.

1.34 Load Sheet

LOAD SHEET (Amiga-L)

The ReqTools file requester will appear. Choose a file to load or cancel. Remember to save the existing worksheet first.

1.35 Save Sheet

SAVE SHEET (Amiga-S)

Using the ReqTools file requester, choose the file to save as. Cancel will return you to the (unaffected) worksheet.

1.36 About

ABOUT (Amiga-A)

This simply displays some information about the program. If this is an unregistered copy of EasyCalc then you will be seeing it alot!

1.37 Block Menu

Please pick a menu option you want info on:

Cut

Copy

Paste

Delete

Print

Precision

Justify

Style

Lock

Unlock

Cell Format

Export

Import

1.38 xport

The EXPORT sub menu allows you to save your worksheets or blocks in an ASCII format which (should) be easy to import into other software on the Amiga or other computers. The first two options below export as Comma Separated Values, and the third exports as a listing.

Currently there are three ways of exporting:

- Cell Contents - What you see on the screen is exported in CSV format. If you program you could easily read in the file. Each cell is stored as a string delimited by ""s and ,s. A blank cell is stored as a "" (NULL) string.
- Cell Formulas - Similar to the above except cell formulars are exported instead of the values in the cells. If you intend importing this into another spreadsheet be warned that many functions are different on other programs and will not evaluate without lots of editing.
- Listing - A simple dump (one cell per line) is sent to the disk file. This is intended as a last ditch way of getting data to other computers. Each cell comprises of its address, followed by the cell format, finally by the EXACT cell contents.

1.39 iport

The IMPORT sub menu contains three options for importing ASCII files at the current cursor position.

PARSING - Text files are split into "components". So that all numbers become numeric cells, any recognised formulars become formular cells any anything else is a string. eg.

"10 plus 15 is 25" would become:

```
A....B.....C.....D.....E.....
10  plus   15   is   25
```

Commas and quotes (") are recognised as delimiters.

- TEXT - Text is read in an one line of text become one string cell in the worksheet.

- INFOBASE2 - This is a pretty good shareware database (not by me!) This mode allows an entire database to be loaded into EasyCalc Plus.

Note: ASCII files are by their very nature very variable and unpredictable. The import functions work well with simple CSV data or unformatted ASCII but on anything else the results will vary. It is even possible EasyCalc Plus may crash on exceptionally weird files.

1.40 pblock

PRINT BLOCK will send the current marked block to the printer using all your settings.

1.41 Cut

CUT (Amiga-X)

Removes the marked block (see BLOCK MARKING) from the worksheet and stores it in the internal clipboard. When you have copied something to the clipboard don't forget it! The clipboard is NOT saved with the worksheet.

1.42 Copy

COPY (Amiga-C)

Copies the marked block into the internal clipboard. The data is also left on the worksheet.

1.43 Paste

PASTE (Amiga-V)

Copies data from the clipboard into the marked block. Please note that any formulas may be modified, depending on the copy mode (see OPTIONS MENU/COPY RELATIVE).

1.44 Delete

DELETE (Amiga-D)

Simply removes the marked block from the worksheet. Be careful this option will happily remove the block with no way of restoring it.

1.45 Precision

PRECISION (Amiga-P)

This lets you choose how many decimal places to display in cells. Note: If you are using general format cells then this value is ignored. Also this function only affects cells entered AFTER this was changed.

1.46 Lock

This option prevents a cell being edited. Any attempt to edit (using F2) will be cancelled.

1.47 Unlock

Cancels the lock allowing a cell to be edited again.

1.48 Cell Format

CELL FORMAT (Amiga-B)

Lets you choose the format to display cells in. This only affects cells entered AFTER this option is set. Currently the following types are available:

General

Fixed

Date

Time

Currency

Percent

Text

Hide

1.49 General Format

A number is displayed with as many decimal places as is needed. This can be very messy as decimal points will not be vertically aligned.

eg.

```
123.456
   4.4
  -2.12
```

1.50 Fixed Format

This uses the precision value to set the number of decimal places displayed. Even if a number has less than specified it will be padded out with zeros. The effect is similar to below:

```
123.456
  4.400
 -2.120
```

1.51 Date Format

The number in the cell is taken to represent the number of days since 1-Jan-1978. The cell is displayed in a DD-MM-YY format.

1.52 Time Format

The number in the cell is taken to represent the number of seconds since midnight (00:00). The cell is displayed as HH:MM:SS.

1.53 Currency Format

The number is displayed as a whole number followed by two decimal places. A £ sign is placed at the beginning of the number. This leads to an effect like the following:

£123.45
£67.23
£0.45

1.54 Percent Format

A percent symbol (%) is added to the end of the number.

eg.
145.6%

1.55 Text Format

The cell formular is displayed instead of the result.

1.56 Hide Format

The contents of the cell are not displayed. The cell is maintained but becomes invisible.

1.57 Icon Bar

Please pick an icon to get info on:

Load

Save

Print

Style
(B/I/U/P)

Justification
(L/C/R)

Worksheet

FuNction()
"F2:Edit" does not perform anything more than a reminder.

1.58 printsheet

PRINT

A requester appears first to give you a chance to cancel, or position some paper or get this help on printing. If you choose OK, another requester will appear asking you what sort of print out to perform. Currently there are three choices:

- Screen - Prints out everything that is visible on the screen.
- Block - Prints out everything in the marked block.
- Everything - Prints out the entire worksheet (carefull!)

1.59 fn

This option brings up a scrolling list of all the available functions and their parameters. When you choose one, it will be inserted into your input.

1.60 wksht

This option brings up a scrolling list of all the worksheets and their current filenames. All operations affect the current worksheet.

1.61 enter

ENTERING DATA

The moment you enter an alpha-numeric character, the spreadsheet enters COMMAND MODE. That is, all the menus are ghosted and everything you type appears at the top of the screen.

Keys available in command mode:

Left + Right cursor keys - moves left and right.
Escape - aborts input and leaves everything unchanged.
Return - enters the data.
Control + X - clears the input.
HELP - see the HELP SYSTEM below.

In addition if you click the mouse onto a cell, then that cell reference appears in the formular at the top of the screen. This makes it easier then following the column and row at the sides and entering it yourself. If you drag the mouse (like marking a block) then when the mouse is released the cell range will appear in the formular.

In EasyCalc there are three types of cell:

- Formular
- String Constant
- Numeric Constant

To denote the type of data you are entering, EasyCalc has the following rules for the first character of the input:

Start string with	Means
'	String (left justified)
^	String (centered)
"	String (right justified)
=	Formular
A..z	String Left justified (' will be added)
0..9	Numeric cell
\	String (repeats second character to width of column)
-	Negative numeric cell

In a string, the first character is not displayed.

Examples:

'hello - left justified string
\- - displays a line of '-' (to fill the whole column)
-3 - a numeric cell with -3 is created
Go away - left justified string (a ' is added to the start of string)
=10+2 - formular is displayed

Every cell in EasyCalc has a unique reference which is described by taking the letter from the column at the top of the screen and the row number from the left hand side of the screen. Using the system, the very first cell (in the top left corner) is called A1. The next cell across is B1 and so on. The cell below B1 is called B2 etc. In a formular you could have something like =10+B6. This would get the value in cell B6 and add 10 to it. Then the result would be displayed in this cell. This ability allows

you to have a global VAT rate (for example) and have all cells use the same VAT rate. If the VAT rate changes, then it would be easy to change this one cell and all the other cells would change to reflect the new rate.

In addition to cell references, there is something else called a cell range. Some functions (like SUM) take a range of cells and display an answer. A cell range is a rectangle of cells, everything in the rectangle becomes part of the range. Normally you describe a range by the cells that make up the top left corner and bottom right corner of the range. In a formular a cell range that was to include A5 to G8 would be written A5:G8. Simple really?

While entering a formular, if you want to add a cell range into a formular, then you can either enter the range manually with the keyboard, or drag the mouse (as if you were marking a block). When you have finished marking the block, it will appear in the formular.
