Datasheet Window

This window can be accessed by clicking and dragging out a rectangle to define the size of the chart, or Chart/Datasheets It can also be accessed from the Chart Properties dialog box.

Clear All: Clicking removes all data from the datasheet.

Import: Clicking displays the <u>Open File dialog box</u> which allows you to open an existing datasheet or spreadsheet data.

Export: Clicking displays the <u>Save As dialog box</u>, so you can save your datasheet. If you have previously saved your datasheet, no dialog box appears.

Set Data Range: Click this command to set the selected range of data to be plotted in the chart.

Automatic Data Range: Click to automatically set all of the data in the datasheet as the range of data to be plotted in the chart.

Exit: Click to exit the datasheet.

Paste Links: Click to paste an OLE link into the datasheet.

Edit Links: Click to edit an OLE link in the datasheet.

Select All: Click to select the entire datasheet.

Left Justify: Clicking aligns text to the left edge of the selected cells.

Center: Clicking ▤ centers text in the selected cells.

Right Justify: Clicking aligns text to the right edge of the selected cells.

Cell Properties: Click to display the Cell Properties dialog box where you can set the cell width, height, justification etc.

Go To: Clicking displays the <u>Go To Cell dialog box</u> so that you can specify a specific cell to select. This is useful for displaying distant parts of the datasheet that don't fit in the Datasheet window.

Exit and Create Chart: Clicking or the Exit and Create Chart command displays the <u>Row and Column Layout dialog box</u> and then the <u>Chart Gallery</u> where you can select the style of chart that you want to use.

Exit Replot Charts: Clicking or the Exit and Replot Chart command updates any charts in the presentation that are based on the current datasheet.

X: Clicking changes the contents of the Cell Edit field back to the contents of the cell.

Checkmark: Clicking changes the contents of the selected cell to reflect the changes you made in the Cell Edit field.

Cell Edit field: In this field, type the number or text you want to add to the selected cell. Click or press [Enter] to place what you typed into the cell.

Toolbar: Click to display or hide the toolbar along the top of the window.

Status bar: Click to display or hide the status bar along the bottom of the window.

Split: Click to split the window into up to 4 separate views of the same datasheet.

Options: Click to set the cell width and height.

Row and Column Layout Dialog Box

Click in the Datasheet window after you have entered your data to display this dialog box.

1st Row Contains Labels/Data Values: Specifies whether the first row contains labels or data values.

1st Row Contains Labels/Data Values: Specifies whether the first row contains labels or data values.

1st Column Contains Labels/Data Values: Specifies whether the first column contains labels or data values.

1st Column Contains Labels/Data Values: Specifies whether the first column contains labels or data values.

Each Column is a separate Series/Color: Enable this option to group data by column in the chart.

Each Row is a separate Series/Color: Enable this option to group data by row in the chart.

Go To Cell Dialog Box

Click the Cell/Go To… command in the Astound Datasheet window to display this dialog box.

Goto Cell: Type the cell you want to go to.

Clear dialog box

Contents: Enable this option to remove the contents of the selected cells, but leave the formatting attached to it.

Format: Click to remove the formatting from the selected cells.

All: Click to remove the formatting and the contents from the selected cells.

SHORTCUT Menu

Cut: Click this command to delete information from the selected cells and copy it onto the Clipboard.

Copy: Click this command to copy information from the selected cells to the Clipboard.

Paste: Click this command to paste the contents of the Clipboard into your datasheet.

Clear: Click this command to clear the contents and/or formatting from the selected cells.

Delete Row: Click to delete the row that contains the selected cell.

Delete Column: Click to delete the column that contains the selected cell.

Insert Row: Click to insert a row before the row containing the selected cell.

CELL PROPERTIES DIALOG BOX

Alignment: Enable this option to set justification for the selected cells.

Left: Enable this option to justify the contents of the selected cells with the left edge of the cell.

Right: Enable this option to justify the contents of the selected cells with the right edge of the cell.

Center: Enable this option to center the contents of the selected cells.

Column Width: Click to specify a column width for the selected rows.

Column Width: Specify (in pixels) the width of the selected columns.

Set to Default: Enable this option to return the column width of the selected columns to their default, as specified in the Options dialog box (accessed through the View menu).

Row Height: Click to specify a row height for the selected rows.

Row Height: Specify (in pixels) the height of the selected rows.

Set to Default: Enable this option to return the row width of the selected rows to their default, as specified in the Options dialog box (accessed through the View menu).

OPTIONS DIALOG BOX

Column Width: Click to specify a default column width.

Row Height: Click to specify a default row height.

Datasheets Dialog Box

Click the Chart/Datasheets… command to display this dialog box.

Datasheets: The datasheet names are listed here, along with their usage counts. Usage counts are the number of charts using the datasheet.

Import…: Click to import a datasheet you have already created into your presentation. You can import Astound datasheets, Excel, and Lotus 123 spreadsheets.

Export…: Click to save a datasheet you have created to an external file.

Edit: Click to display and edit information in the Datasheet window. Any charts in your presentation using this datasheet are altered to reflect your changes.

Delete: Click to remove datasheets that have not been used in your presentation. This option is only available for datasheets with 0 usages.