Conclusion

In this chapter you've learned about the three main windows of ParaSheet, you've learned how to select cells, how to enter and edit text and numbers within them, and how to copy formulas across cells.

Next you'll learn how to create and work with formulas.

temporary result, 32.00. After you fill column D with the correct formulas, this cell will show the average spent by males and females in all four regions.

Now to determine the average by region, copy the formula in D5 down the column:

3. Click and drag to select the range of cells D5 through D8.

4. Select the *Fill Down* menu command.

ParaSheet copies the formula in D5 to the other selected cells and calculates the results, as shown below.

Income.parasheet — ~

	A	B	C	D	E
1	Percent of Income Spent on Cars				
2					
3		Male	Female	Average by Region	
4					
5	Atlantic	30	34	32.00	
6	Pacific	40	35	37.50	
7	Southern	36	32	34.00	
8	Central	28	17	22.50	
9					
10	Average by Gender	33.50	29.50	31.50	
11					
12					

Because you've filled the cells above it, the value in cell D10 has changed to 31.50.

Now you have enough information to determine how and where your client should spend future advertising dollars.

Saving Your Document

If you wish to save the changes you've made to the *Income* spreadsheet, choose the *Save As* command from ParaSheet's Document menu. When the Save panel appears, you'll be prompted to name the document and save it to a specific directory.

3. Click at the insertion point and drag to the end of the entry.

The words "Passenger Vehicles" should now be selected.

4. Type "Cars" to replace the selected characters, then press Enter.

Cell A1 now should now show "Percent of Income Spent on Cars."

Copying to Adjacent Cells

Now, we want to find out what are the average amounts spent on automobiles by men and women, across the four regions.

As we discovered in an earlier section, the *Income* spreadsheet already included formulas when we opened it. However these formulas are only contained within two cells: B10 and D5.

To figure out the averages across all of the rows and columns where we have added data, we need to copy the averaging formula in cell B10 across row 10, and the formula in D5 down column D. To do this you'll use the *Fill Right* and *Fill Down* commands, which copy an entry into adjacent cells.

1. Click in cell B10 and drag across to cell D10 to select the range B10 to D10.

2. Open the Sheet menu and choose *Fill*. Then choose *Fill Right*.

ParaSheet copies the formula into cells C10 and D10, as shown below.

Income.parasheet — ~

	A	B	C	D	E
1	Percent of Income Spent on Cars				
2					
3		Male	Female	Average by Region	
4					
5	Atlantic	30	34	32.00	
6	Pacific	40	35		
7	Southern	36	32		
8	Central	28	17		
9					
10	Average by Gender	33.50	29.50	32.00	
11					
12					

C10 now displays 29.50. This is the average percentage of income spent on automobiles by females in all four regions. D10 contains a

1. **Select cell A5 and type "Atlantic."**

   As you type each character, it appears in the input window. Remember that you can press the Backspace key to correct errors while you're making an entry.

2. **Press Enter.**

   ParaSheet replaces what was originally in the cell with the new entry.

Income.parasheet

	A	B	C	D	E
1	Percent of Income Spent on Passenger Vehicles				
2					
3		Male	Female	Average by Region	
4					
5	Atlantic	30	34	32.00	
6	Pacific	40	35		
7	Southern	36	32		
8	Central	28	17		
9					
10	Average by Gender	33.50			
11					
12					

Replacing Parts of an Entry

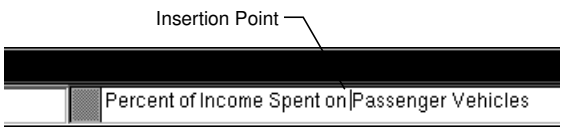
Now let's also simplify the entry in cell A1 so that it reads Percent of Income Spent on Cars. In this case you can save yourself some typing by replacing only the last two words.

1. **Select cell A1.**

   The cell contents, *Percent of Income Spent on Passenger Vehicles*, appear in the input window.

2. **In the input window, click to the left of the letter "P" in the word Passenger.**

   The insertion point appears, as in the figure below.



3. **With cell B6 selected, type "40" and press Return.**

   Because you've entered another number that affected the formula in B10, ParaSheet recalculates it. Now 17.50 appears in cell B10. Every time you enter or change a number in the spreadsheet, ParaSheet recalculates each cell that refers to the changed value.

4. **Enter "36" in cell B7 and "28" in cell B8.**

5. **Select cell C5.**

6. **Enter the numbers in column C as shown in the figure below. After each entry, press Return to move down to the next cell.**

Income.parasheet — ~

	A	B	C	D	E
1	Percent of Income Spent on Passenger Vehicles				
2					
3		Male	Female	Average by Region	
4					
5	Eastern	30	34	32.00	
6	Pacific	40	35		
7	Southern	36	32		
8	Central	28	17		
9					
10	Average by Gender	33.50			
11					
12					

Editing Cells

When you edit a cell, you can choose to replace specific characters or the entire entry.

You don't have to delete a cell's contents first in order to enter something new. When you select the cell, the contents of that cell are automatically selected and appear highlighted in the input window.

Replacing an Entry

You decide that a better term for the Eastern region would be *Atlantic*. To replace that entry:

3. Now select cell A10 and type "Average by Gender." Press Enter.

Your spreadsheet should look like this:

Income.parasheet

	A	B	C	D	E
1	Percent of Income Spent on Passenger Vehicles				
2					
3		Male	Female	Average by Region	
4					
5	Eastern	0	0	0.00	
6	Pacific	0	0		
7	Southern	0	0		
8	Central	0	0		
9					
10	Average by Gender	0.00			
11					
12					

Entering Numbers

To enter numbers, just select a cell and type the number. Number entries are automatically aligned with the right edge of the cell. Let's enter two columns of numbers in the *Income* spreadsheet.

1. Select cell B5.

2. Type "30" and press Return.

The number 30 appears in cell B5, and the outline moves down to cell B6.

Notice that the zeros at the bottom of column B and at the end of row 5 have been replaced with 7.50 and 15.00. Once you entered a number, ParaSheet was able to calculate the existing formulas in those cells. Cell B10 contains a formula that averages the values in cells B5 through B8. Cell D5 contains a formula that averages the values in cells B5 and C5.

We'll learn how to create formulas in the next chapter.

You can see the formula in a cell by selecting that cell and looking in the input window. For example, if you select B10, you'll see this formula: =Avg(B5:B8).

Entering Text

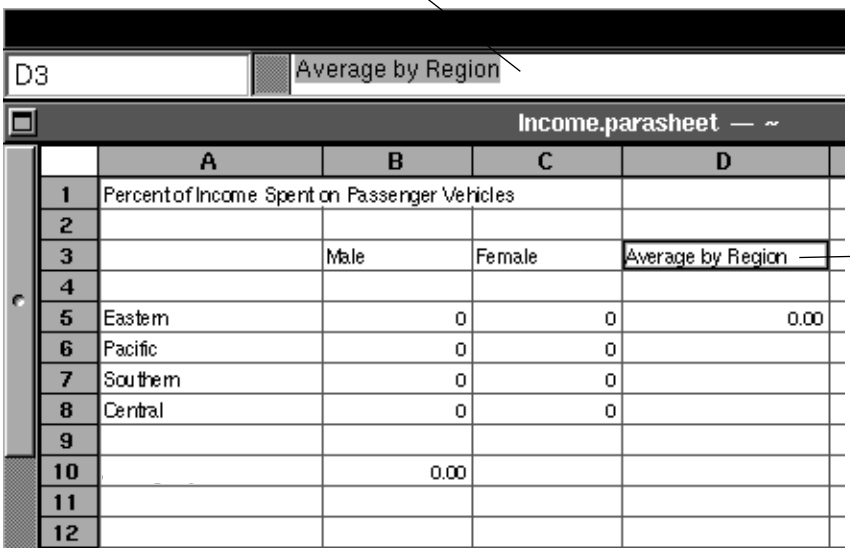
Entering text into a ParaSheet spreadsheet is easy: you just select a cell and type the entry. Text entries are automatically aligned with the left edge of the cell. We'll look at some other alignment and formatting options in the Advanced section of the Tutorial.

In this spreadsheet, we'll be calculating averages. Let's now label the columns that will contain these values.

1. **To add the label, select cell D3. (Click in the cell to the right of the word Female.)**
2. **Type "Average by Region" and press Enter.**

   What you type appears in the input window, as shown below.

Text appears here as you type it.



Note *Press Enter (on the numeric keypad) to put the entry in the cell without moving the outline to another cell. Use Return, Tab, or one of the arrow keys to commit the contents to a cell and move the outline in a specific direction.*

If you make a mistake while typing, press the Backspace key to delete one character to the left repeatedly until you've erased the mistake. Then retype the entry.

Building a Spreadsheet

Now that we've learned about the different parts of ParaSheet and how to select a cell or a range of cells, let's open a sample spreadsheet and begin entering data.

1. **In the Info menu, select the *Samples* command to raise a panel in the Workspace.**
2. **Find the document titled *Income.parasheet* and double click to open it.**

   The spreadsheet that appears should look like this:

Income.parasheet — ~

	A	B	C	D	E
1	Percent of Income Spent	on Passenger Vehicles			
2					
3		Male	Female		
4					
5	Eastern	0	0		
6	Pacific	0	0		
7	Southern	0	0		
8	Central	0	0		
9					
10					
11					

The sample spreadsheets shown throughout this tutorial assume that you're under contract to a major automobile manufacturer to analyze the target market and competition for a new car.

The *Income* spreadsheet will show how much of their income males and females in four regions of the country spend on automobiles. By calculating averages by region and by gender, you can advise your client on how best to design an advertising campaign.

Now let's enter some data into this spreadsheet.

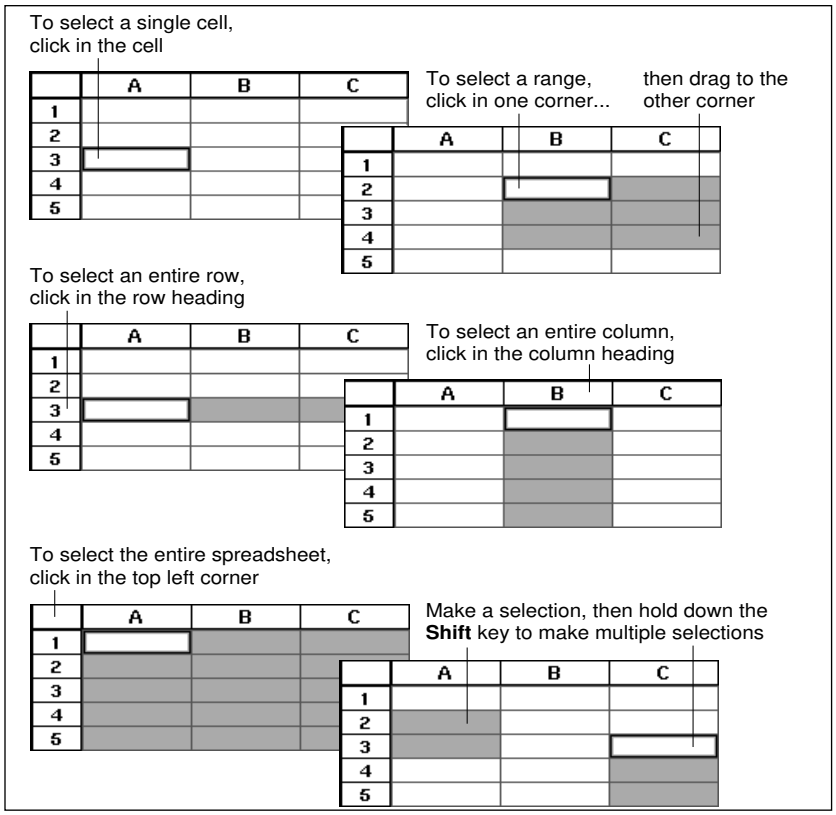
Adding Information to a Spreadsheet

A well-designed spreadsheet contains more than just numbers. It also contains text entries that help explain what the numbers mean. For example, in the *Income* spreadsheet, the *column labels* (Male and Female) and the *row labels* (Eastern, Pacific, Southern, and Central) are all text entries that help clarify the spreadsheet. You'll be making both text and numeric entries later in this chapter.

To close the icon bar, click the close button . To open it again, choose the *Icon Bar* command from the Tools menu.

Selecting Cells

You've already used arrow keys and the mouse to select cells and move around in the spreadsheet. This section shows you other ways to select cells with the mouse, shown below:



You can use the keyboard instead of the mouse to page through a spreadsheet, anchor a cell and select a range, or go to a cell by typing its reference.

Icon Bar

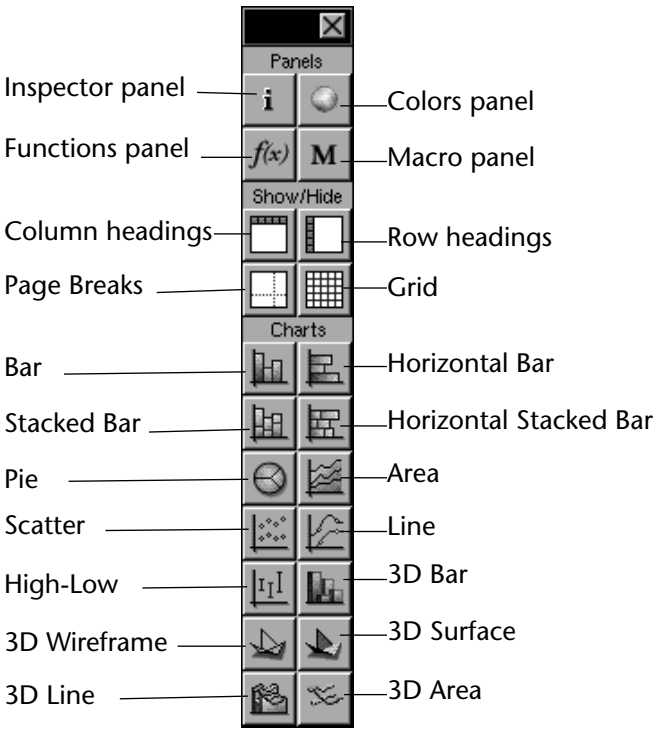
The *icon bar* includes push-button shortcuts to menu commands also accessible through ParaSheet's menus. You can choose commands more quickly by clicking these buttons than by choosing from menus.

The icon bar is divided into three categories: *Panels*, *Show/Hide*, and *Charts*.

Clicking buttons in the *Panels* section will raise ParaSheet's four main panels.

Clicking buttons in the *Show/Hide* section, enables you show or hide away several parts of the spreadsheet.

The *Chart*s section buttons are used when you want to chart selected data in your spreadsheet. ParaSheet includes a number of different charting options, which will be covered in the Advanced section of this tutorial.



To move the icon bar, click its title bar and drag it to a new location.

Input Window

The *input window* is used to enter data and formulas into your spreadsheet.

Selection box Input area

The *selection box* displays the coordinates of the cell or range of cells you've selected. The *coordinates* of a cell are its column letter and row number, such as D3 for the cell in column D row 3. A *range* is a rectangular group of cells on the spreadsheet, such as D3:E5. The colon separates the coordinates of the cells in diagonal corners of the range.

The *input area* displays the contents of the active cell, or the information you're currently entering into a cell. This is where you enter and edit cell contents.

To see how the selection box operates, follow these steps:

1. Press arrow keys on the keyboard to move the outline to cell C14.

The selection box shows C14.

2. Click cell D5.

The selection box shows D5.

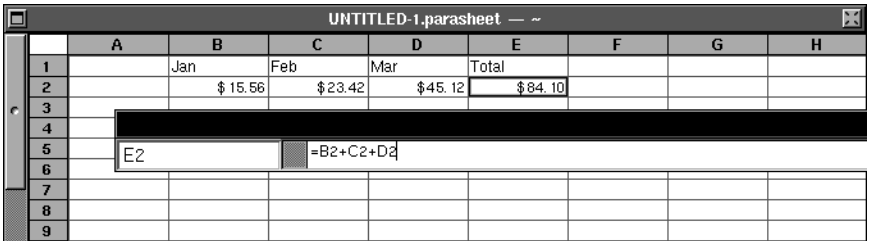
3. Click cell C2 and drag to cell D8.

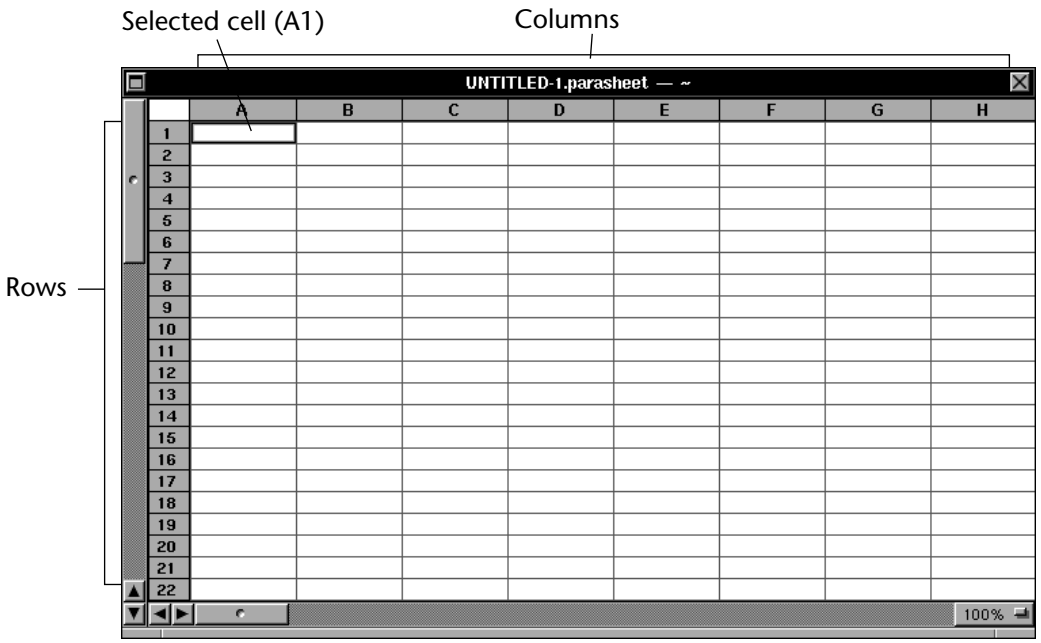
C2:D8 appears in the selection box.

Moving the Input Window

Initially the input window appears above the spreadsheet, but it can be dragged to any location.

For example, sometimes placing the input window close to the cells you're working with is convenient, as shown below:





When you first start ParaSheet, cell A1 is the active cell, as shown by the dark border around the cell. This border is called the *outline*. Practice moving the outline:

1. **Press the right arrow key several times.**

   The outline moves across row 1.

2. **When you reach the right edge of the window, continue pressing the right arrow key.**

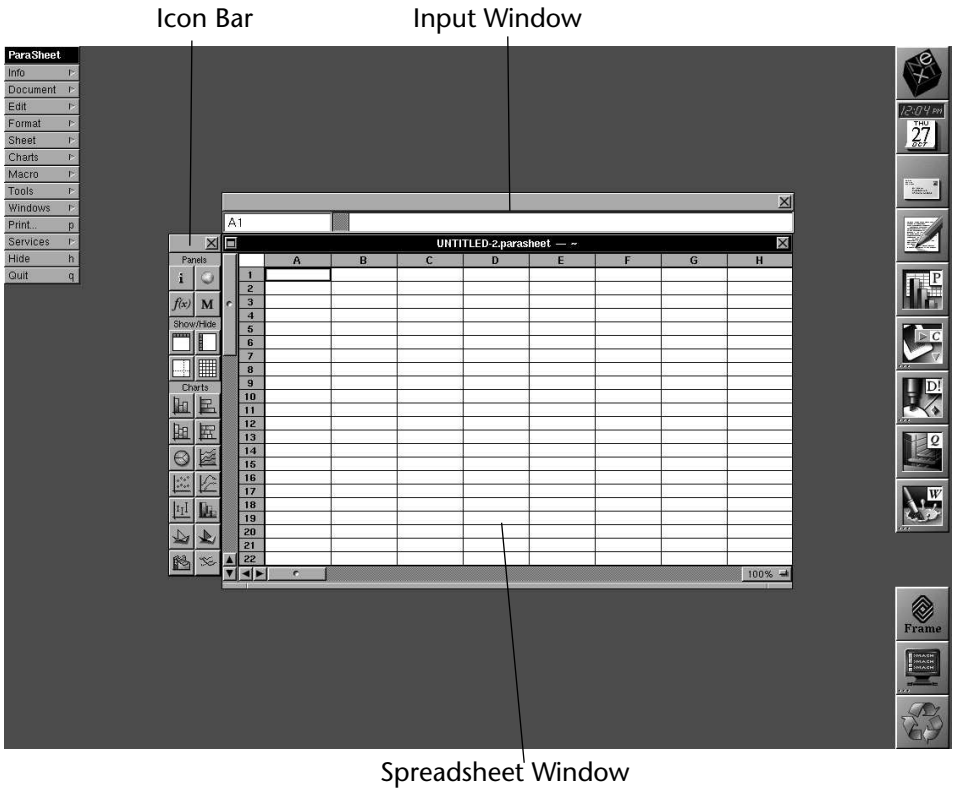
   Now you can see new columns. Column A is no longer in view. Bringing new parts of the spreadsheet into view is called *scrolling*.

3. **Press the left arrow key until the outline is on cell A1.**

   You can scroll the spreadsheet without moving the outline by dragging the horizontal and vertical scroll bars.

Parts of ParaSheet

After launching ParaSheet, you will see the three main windows: the *spreadsheet window*, the *input window,* and the *icon bar*:



Spreadsheet Window

The body of the spreadsheet is made up of column headings, row headings, and cells. Each cell is referred to by its column letter and row number. For instance, the cell in the upper left corner is in column A, row 1, so it is referred to as cell A1.

Chapter 1

Basics

This chapter introduces you to the basics of ParaSheet. You'll become familiar with ParaSheet's basic components, you'll learn how to select and edit the contents of a cell, how to enter text and numerical data within cells, and, how to apply formulas across a range of cells.

Starting Up ParaSheet

To begin working with ParaSheet, first you must launch the application. In the Workspace, find the ParaSheet application icon and double-click it.