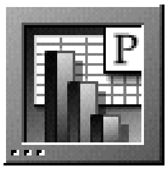
Chapter 4

Getting Started

This chapter will explain how to get started, what to expect when you first open ParaSheet, how to select individual or ranges of cells, how to customize ParaSheet to your own work habits, and how to close and save your documents.

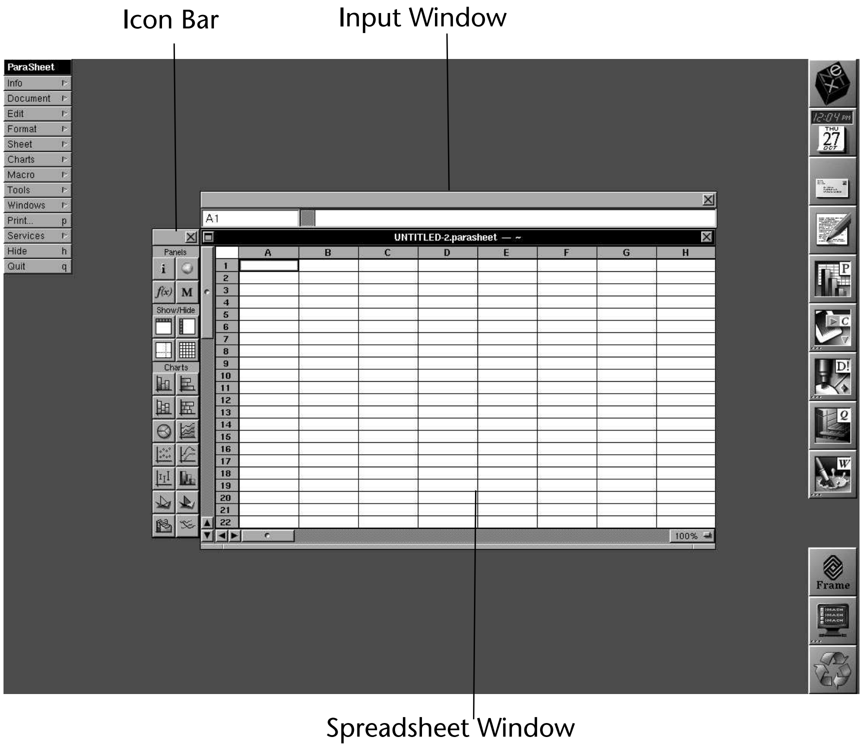
Starting Up ParaSheet

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



Parts of ParaSheet

After launching ParaSheet, you will see the three windows appear— 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 which are known as the cell *coordinates*. For instance, the cell in the upper left corner is in column A, row 1, so it is referred to as cell A1.

Input Window

The *input window* is used to enter data and formulas into your spreadsheet. The left side of this window, the *selection box*, displays the coordinates of the cell or range of cells you've selected. The right side of this window, 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.

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

Icon Bar

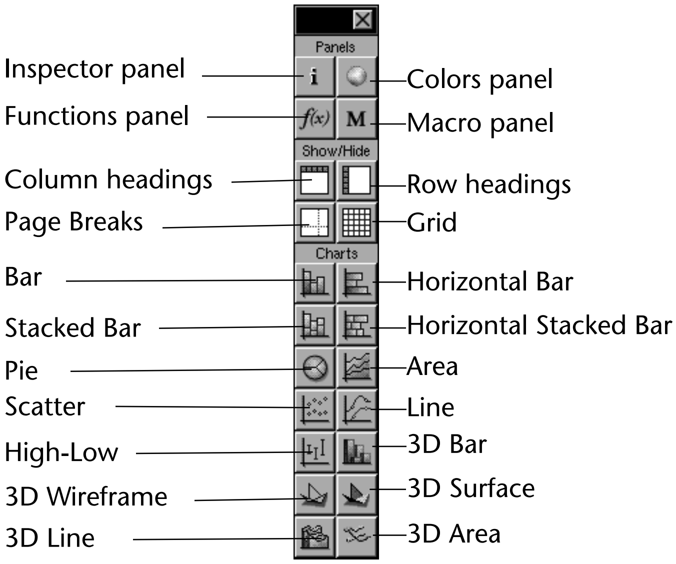
The *icon bar* includes push-button shortcuts to menu commands also accessible through ParaSheet's menus.

The icon bar is divided into three sections: *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 *Charts* section buttons are used when you want to chart selected data in your spreadsheet. ParaSheet includes a number of different charting options, which are explained in Chapter 19, "Charts."



Selecting Cells

Before entering data into a cell or range, you need to select it. Cells are selected either by pointing and clicking with the mouse or by using the keyboard.

Using the Mouse

To select a cell or range of cells with the mouse use the following rules:

To Select this:	Do this:
A single cell	Click in the cell.
A cell range	Click in a cell and drag. Or, select a cell, hold down Alternate, and select the cell at the opposite corner of desired range.
A row or column	Select the row or column heading.
Disconnected cells	Make a selection then hold down Shift and make multiple selections.
The entire spreadsheet	Click in the box where the row and column headings intersect (upper left corner at the top of the spreadsheet). Or, choose *Select All* from the Edit menu.

Using the Keyboard

To select a cell or range of cells with the keyboard use the following rules:

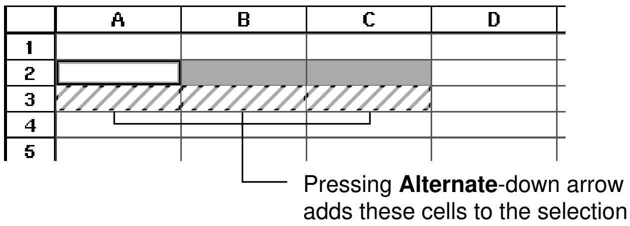
Key	Selection	Effect
Arrow	Cell	Moves cursor in direction of arrow.
Arrow	Range	Moves cursor within selection.
Alternate + arrow	Cell	Extends selection to adjacent row or column segment, or reduces selection by one row or column in range.

Key	Selection	Effect
Alternate + arrow	Range	Extends selection to adjacent row or column segment, or reduces selection by one row or column in range.
Shift + arrow	Cell	Moves cursor to the last cell in the current window or the next scrolled window.
Shift + arrow	Range	Same as pressing arrow within a selected range (see above).
Alternate + Shift + arrow	Cell	Extends selection to adjacent cells ending with the last cell in the current or next scrolled window.
Alternate + Shift + arrow	Range	Extends selection to adjacent same-sized range ending with the last cell in the current or next scrolled window.

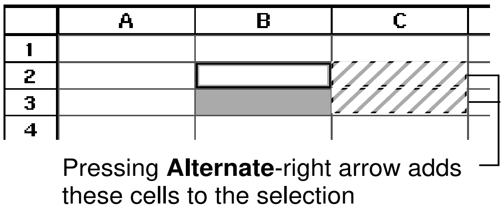
Anchoring a Selection

As noted above, using the Alternate key in combination with other keys causes the current selection to become the base from which you can extend the selection in any direction.

The cells added to the anchored selection always maintain the selection as a rectangular shape. For instance, with three cells across selected, holding down Alternate while pressing the down arrow key adds blocks of three cells across:



Similarly, with two cells in a column selected, holding down Alternate while pressing the right arrow key adds blocks of two cells:



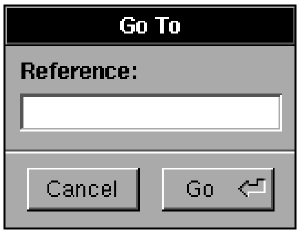
To release the anchor (to bring the selection back to the active cell only), press Esc.

Shortcut

If you first select a range, pressing Tab, Enter, or an arrow key cycles the cursor within the range. You can preselect ranges like this to speed data entry.

Typing the Coordinates

If you know the coordinates of the cell or range you want to select, choose the *Go To* command from the Sheet menu to raise the Go To panel.



The *Go To* command is especially useful if you want to scroll to an area of the spreadsheet not currently in view.

Type the coordinates of the cell or cell range you want to select and click the *Go* button. The cursor moves to the cell or range.

Note

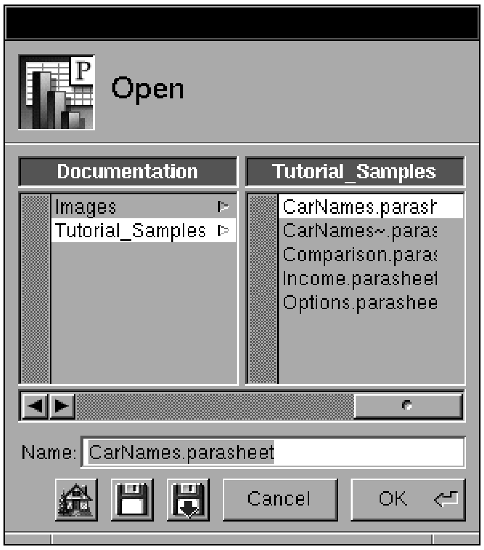
Remember to separate a cell range with a colon, like M15:P22.

Opening a Spreadsheet

The first spreadsheet that appears when you start ParaSheet is named Untitled1.parasheet.

To create a new empty spreadsheet, choose *New* from the Document menu. The new spreadsheet appears with the name Untitled2.parasheet. Each new spreadsheet is numbered in sequence.

To open a spreadsheet that has previously been saved, choose *Open* from the Document menu to raise the Open panel:

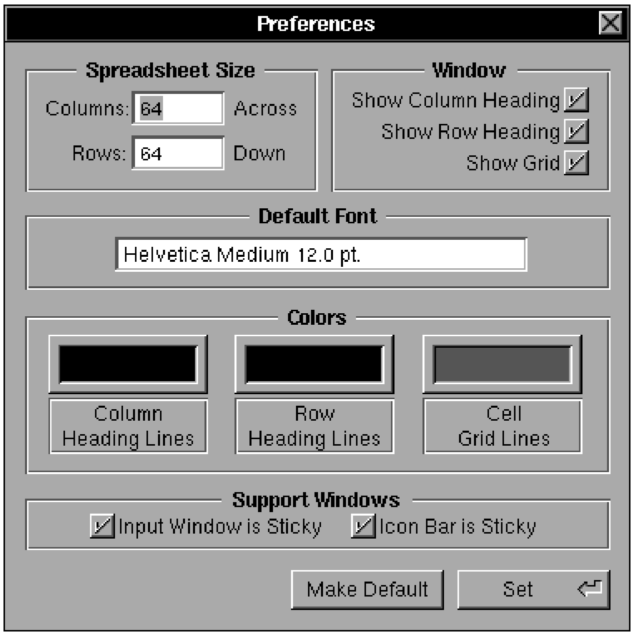


Select the spreadsheet you want to open and click *OK*.

Setting Preferences

To change some of the settings of the current spreadsheet you are working with, or to create default settings for new documents, use the Preferences panel.

To raise this panel, select the *Preferences* command from the Info menu.



Spreadsheet Size

A new spreadsheet has 64 columns and 64 rows. The maximum size of a spreadsheet is 16,384 columns and 16,384 rows.

To change the size of the spreadsheet you are currently working with, enter the coordinates directly into the *Columns Across* and *Rows Down* fields and click *Set*. To set coordinates as a default for all new spreadsheets, enter the values and click *Make Default*.

Warning! *If resizing a spreadsheet eliminates columns or rows that contained data, the data will be deleted. You cannot retrieve them by choosing Undo.*

Changing the Default Font

To change the default font and font size that appears in spreadsheet cells, enter a font name and a font size directly into the *Default Font* field and click *Set*.

Shortcut *You can also choose a font name and size directly from the Font panel. For more information on working with the Font panel, refer to your NEXTSTEP User's Guide.*

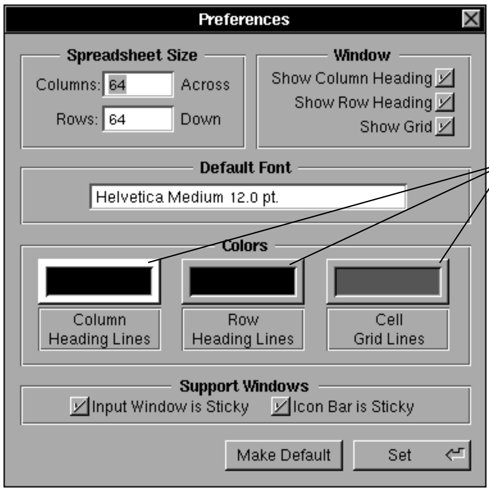
To change the default font used in the input window, enter a font name and click *Make Default*. To see the new font in the input window, you must restart ParaSheet.

Changing the Grid and Heading Shades

New ParaSheet spreadsheets have preset shades for cell grid lines, and row and column heading lines.

To change the shades, click the rim of a color well to raise the *Colors* panel.

Drag a new color or shade of gray to the well and drop it in. The color well displays the new shade.



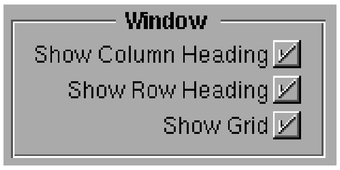
Click the rims of these color wells to raise the *Colors* panel and change the shade.

Click *Set* to apply it to the spreadsheet you are currently working in, or *Make Default* to make this the default setting for new spreadsheets.

For more information on working with the *Colors* panel, refer to your NEXTSTEP User's Guide.

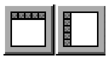
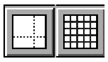
Hiding and Showing Headings and the Grid

Column headings, row headings and the grid automatically show in a new spreadsheet. To determine whether the headings and grid appear, toggle the check boxes in the *Window* section of the Preferences panel.



Click *Set* to apply these changes to the current spreadsheet, or *Make Default* to apply them to new spreadsheets.

Shortcut

You can also control these settings by clicking the Show/Hide   *buttons on the icon bar.*

Support Windows

By default, the input window and icon bar are "sticky" and will automatically attach themselves to the spreadsheet window whenever it is moved. To turn this behavior off for current or new spreadsheets, toggle the *Support Windows* check boxes at the base of the Preferences panel.

Closing and Saving

To close a spreadsheet, click its close button  or choose *Close* from the Document menu.

If the spreadsheet contains unsaved changes, the *Close Alert* panel will be raised giving you the option of cancelling the close process, closing without saving, or saving the spreadsheet.

Choosing *Save* for the first time will raise the Save As panel, which will prompt you to name your document and to save it to a specific directory.