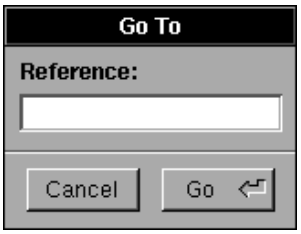
The coordinates of your selection appear in the *Range* field. Enter the range name in the *Name* field and click *Add*.

A range name can contain only letters, numbers, and underscores. The name must begin with either a letter or an underscore. ParaSheet doesn't distinguish between uppercase and lowercase letters; you cannot have two different ranges in the same spreadsheet named *Sales* and *sales*, for example. Finally, you cannot name a range with a cell coordinate, such as D10 or A1.

To delete a range, select its name in the panel and click the *Delete* button. To modify the name of a range or the cells included within it, select it in the panel, type your changes directly into the *Name* or *Range* fields and click the *Modify* button.

Go To (g)

The *Go To* command is useful if you want to scroll to an area of the spreadsheet not currently in view. If you know the coordinates of the cell or range you want to select, choose *Go To* to raise this panel.



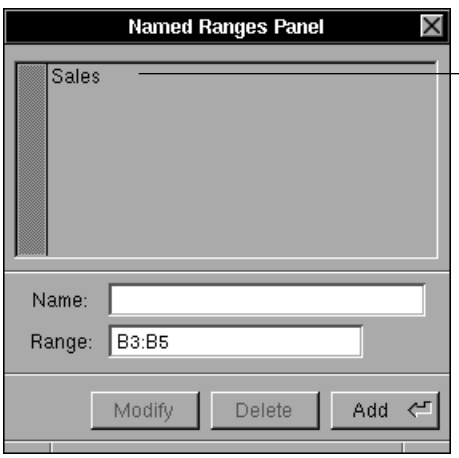
Type the coordinates of the cell or cell range you want to select and click the *Go* button. The cursor moves to the cell or range.

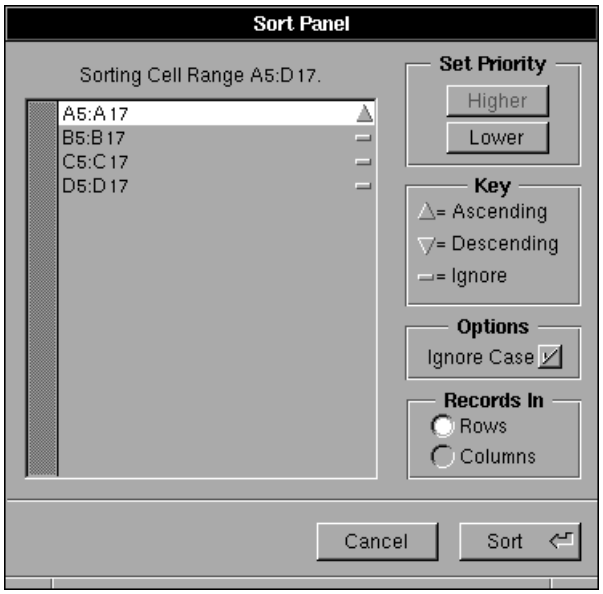
Note *Remember to separate a cell range with a colon, like M15:P22.*

Named Ranges (N)

A range is referred to by either its cell coordinates, such as A1 or C55:G92, or by a specific name that you define.

To name a range, select the range and choose the *Named Ranges* command to raise the following panel:



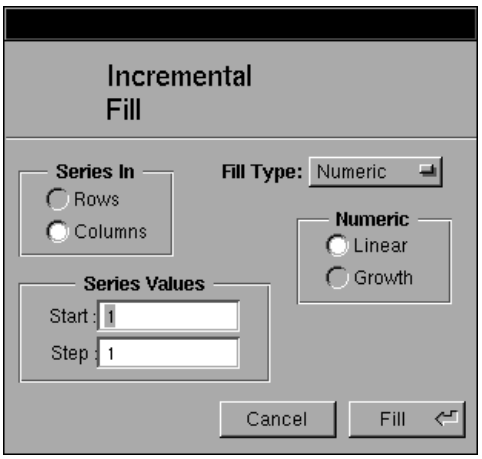


The panel that appears contains the list of fields you have selected. Through the panel you control which fields take precedence over others by setting their priority. You also determine here whether to sort by rows or columns. Set the sorting options you prefer and click *Sort*.

This panel is fully explained in Chapter 10, “Sorting Your Data,” which begins on page 133.

Warning! *Sorting data can make formulas calculate incorrect results. Before you sort valuable data, read the “Sort Precautions” section on page 139 in Chapter 10.*

To fill a range of cells with incremental values, select the cells you want to fill and choose *Incremental Fill* to raise the following panel:



Make your selections using this panel (which is described in detail on page 73 in Chapter 5) and click *Fill*.

Warning! *If the cells in your selection are not empty, the new values will replace the current entries.*

Sort

ParaSheet provides a variety of ways to reorder the contents of a range of cells. To begin sorting, first select the data you wish to rearrange and then choose the *Sort* command to raise the Sort panel.

Fill

The commands in the Fill submenu are used to save time when duplicating an entry many times across a row or column. The cells you fill must be adjacent to the cell (or cells) you're duplicating.

If the cells you fill are not empty, the new values will replace the current entries. If the cell or cells you're duplicating are blank, they will also overwrite current entries.

Fill Right (R)

To use the *Fill Right* command, select the cell or range you want to duplicate. The selection can contain as many cells in a column as you want. Indicate how far to the right to copy the cells by dragging across the cells or holding down the Alternate key and clicking the lower right cell of the range you want to fill. Then choose *Fill Right*.

The values in the first selected column are repeated in each cell in the columns to the right.

Fill Down (D)

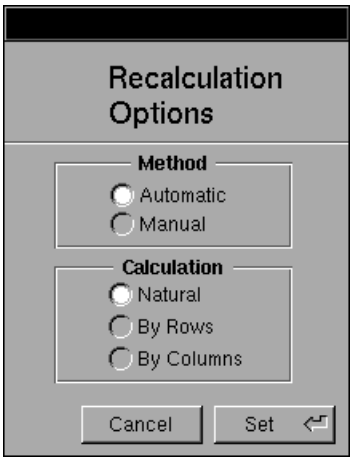
To use the *Fill Down* command, select the cell or range you want to duplicate. The selection can contain as many cells in a row as you want. Indicate how far down to copy by dragging across the cells or by holding down the Alternate key and clicking the lower right cell of the range you want to fill. Then choose *Fill Down*.

The values in the first selected row are repeated in each cell in the rows below.

Incremental Fill

An *incremental fill* is an automated way to enter a series of values that increase or decrease in a specific pattern.

A range can be filled with numbers or with dates. If you choose to fill with numbers, you can add the step value to the previous one, or you can multiply the step value by the previous one. If you choose to fill with dates, you add one or more days, months, or years to the previous date.



To control when recalculation occurs, choose *Manual* from the Recalc Options panel and click *Set*.

ParaSheet will then wait to recalculate until you choose *Recalc* or *Recalc All*. The *Recalc* command recalculates the active spreadsheet; *Recalc All* recalculates all spreadsheets open in the Workspace and retrieves changed data from any unopened supporting spreadsheets.

The Recalc Options panel is also used to change the *way* ParaSheet calculates.

Whenever you enter a number or a formula, ParaSheet automatically recalculates the spreadsheet. It updates cells in the order in which they depend on the new entry. This is called *natural* recalculation. Natural recalculation is appropriate for most spreadsheets, so change it only for an explicit reason.

Choosing *By Rows* from the *Calculation* portion of Recalc Options panel instructs ParaSheet to recalculate across each row from left to right starting with row 1. Choosing *By Columns,* instructs ParaSheet to recalculate down each column from top to bottom starting with column A.

For more information on recalculation, refer to the “Recalculating the Spreadsheet” section on page 87 in Chapter 6.

Chapter 18

Sheet

The commands found in the Sheet menu are used to control spreadsheet recalculation and sorting. There are also commands here for filling in a series of cells and naming cell ranges.

Recalc (=), Recalc All and Recalc Options

ParaSheet is initially set to recalculate the necessary parts of the spreadsheet every time you change a cell entry. However, when working with a very large spreadsheet, having the spreadsheet recalculate every time you make an entry can be time-consuming.

To control how and when to recalculate the spreadsheet, choose *Recalc Options* to raise the Recalc Options panel.