Note *Initially the icon bar appears to the left of the spreadsheet window, but it can be dragged to any location.*

By default the icon bar appears with a new spreadsheet window and is "sticky," meaning that it will automatically attach itself to the spreadsheet window whenever it is moved. This behavior can be changed by adjusting ParaSheet's preferences. For information, refer to page 66 in Chapter 4.

To close the icon bar, click its close box . To make it reappear, select the *Icon Bar* command.

By default the input window appears with a new spreadsheet window and is "sticky," meaning that it will automatically attach itself to the spreadsheet window whenever it is moved. This behavior can be changed by adjusting ParaSheet's preferences. For information, refer to page 66 in Chapter 4.

To close the input window, click its close box . To make it reappear, select the *Input Window* command.

Icon Bar

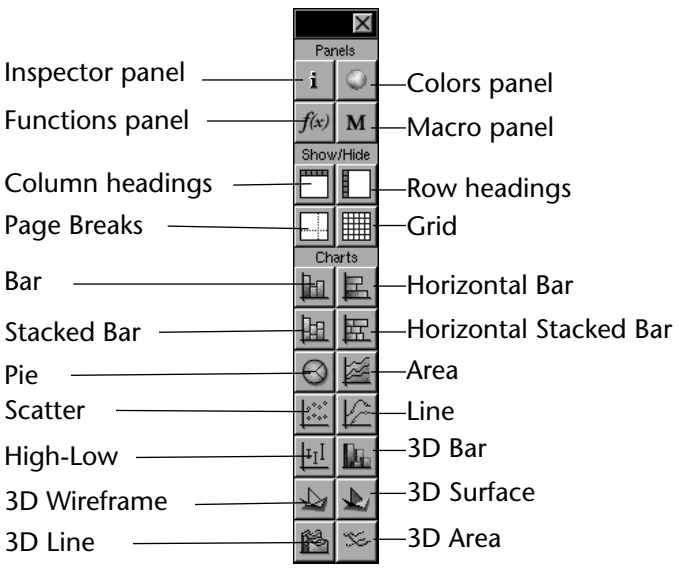
This command raises the *icon bar*, which includes push-button shortcuts to menu commands also accessible through ParaSheet's menus.

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.

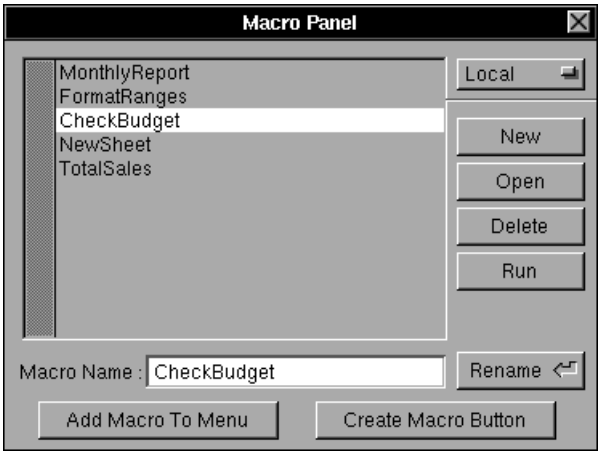
Clicking buttons in the *Show/Hide* section, enables you show or hide away several parts of the spreadsheet.

The *Charts* section buttons are used when you want to chart selected data in your spreadsheet. ParaSheet includes 14 different charting options, which are explained in Chapter 19, "Charts."



Macro Panel (M)

The Macro Panel is where ParaSheet macros are stored, added, named and deleted. Choose *Macro Panel* to raise the following panel:



Shortcut

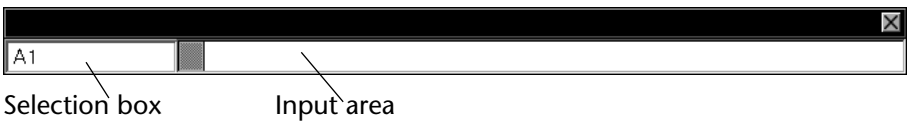
You can also raise the Macro Panel by clicking the **M** *button on the icon bar.*

This panel is fully documented in the "Macro Panel (M)" section on page 245 in the previous chapter.

Input Window

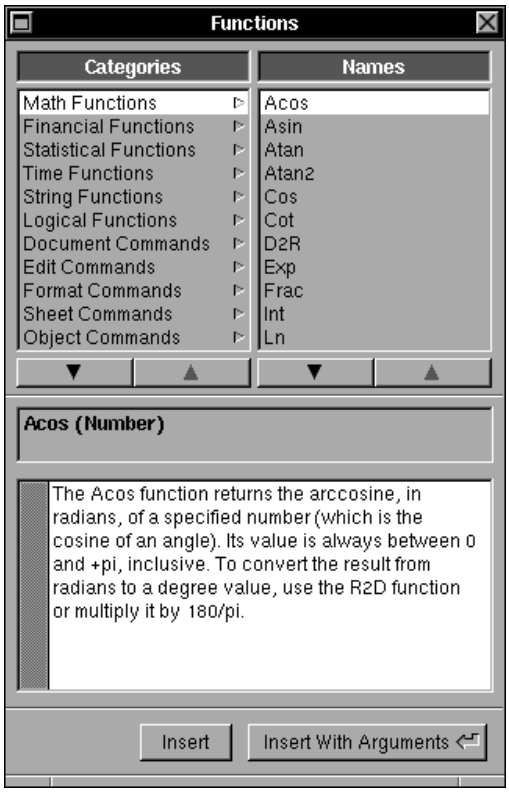
This command raises the *input window,* which is used to enter data and formulas into your spreadsheet.

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.



To use the Functions panel to enter a function, select a cell and type "=" to begin the formula. Click the category of function you want from the left column in the panel and then choose the specific function from the right column. Click *Insert With Arguments* or *Insert*.

Insert With Arguments includes placeholder arguments in the input window, which you can select and substitute with valid arguments. *Insert* positions the insertion point between the parentheses so you can add valid arguments immediately.

For more information about ParaSheet functions, refer to the "Parts of a Function" section on page 97 and the "Basic Steps for Using Functions" section on page 98 in Chapter 7.

Inspector (I)

The *Inspector* is used to modify the formatting, alignment or color of a cell's contents, to add a border to a cell or cell range, and to modify charts in a variety of ways. Depending on what is selected will depend on which Inspector is raised when choosing this command.

For information on using the Inspector to modify a cell's format, refer to the "Displaying Numbers in Different Formats" section on page 116 in Chapter 9.

To learn how to add a border or a color to a cell or to change the alignment of a cell's contents with the Inspector, see pages 125, 126, and 127.

For information about how you to use the Inspector to modify charts, refer to the "Using the Chart Inspector" section on page 146 in Chapter 11. To learn all of the different ways a chart can be modified, it is recommended that you read Chapter 11 in its entirety.

Functions (T)

A *function* is an instruction you add to a formula to perform a calculation in your spreadsheet. The result of a function's calculation is a single value. Choosing the *Functions* command, raises the Functions panel, which is where ParaSheet stores functions within six different categories.

The Functions panel provides a quick way to access and add functions to ParaSheet formulas, and alleviates you from having to memorize names or worry about typing them exactly.

You can also raise the Functions panel by clicking the *button on the icon bar.*

Functions are listed with commands and statements, all of which are elements of the WILMA language.

Chapter 21

Tools

The commands found in the Tools menu give you access to panels for modifying the attributes of cells and charts. Other commands here raise panels which are used as shortcuts to perform some functions more quickly.

Colors (k)

Color can be added to a cell's contents, a cell's border, or to a chart. Choosing *Colors* raises the standard NEXTSTEP *Colors* panel from which you can drag a color tile to the Inspector.

For information about adding a color to a cell's contents, refer to the "Setting Colors" section on page 125 in Chapter 9.

To learn how to add a color to a border, refer to the "Adding Borders" section on page 126 in Chapter 9.

Finally, to learn how to add color to a chart, refer to the "Controlling Shading and Width" section on page 161 in Chapter 11.

For additional information about the *Colors* panel, please refer to your NEXTSTEP User's Guide.