



Quality Computers™

# AppleWorks® 4

## Quick Reference

### GLOBAL COMMANDS (available anywhere in AppleWorks)

Delete	Delete character left of cursor	⌘-Q ⌘-D	Disk activities
⌘-Delete	Delete character at cursor	⌘-Q ⌘-F	File activities
⌘-E	Switch between Insert and Replace cursors	⌘-Q ⌘-S	Standard settings
⌘-H	Print Hardcopy of screen	⌘-Q ⌘-V	View all three Desktops
⌘-Q	QuickSwitch (display Desktop Index)	⌘-Y	Delete to end of line (also Control-Y)
⌘-Q Escape	Go to main menu	⌘-?	Display help (when available)
⌘-Q ⌘-C	Edit active clipboard	⌘-Escape	Display TimeOut menu (when available)
		⌘-Escape	Display macro menu (when available)

### REVIEW/ADD/CHANGE COMMANDS (available at the Review/Add/Change screen)

WORD PROCESSOR	DATA BASE	SPREADSHEET
⌘-A	Add/Edit Mail Merge/Glossary	Arrange rows
⌘-B	—	Blank cells
⌘-C	Copy text	Copy cells
⌘-D	Delete text block	Delete rows or columns
⌘-F	Find text, page number, marker, or printer options	Find cells containing a specific value, text, or formula
⌘-G	Use a Glossary	—
⌘-I	—	Insert rows or columns
⌘-J	—	Jump to other window
⌘-K	Calculate page breaks	Recalculate formulas
⌘-L	—	Change cell layout
⌘-M	Move text	Move cells
⌘-N	Change filename	Change filename
⌘-O	Printer options	Printer options
⌘-P	Print text	Print worksheet
⌘-R	Find and replace text	Find and replace text
⌘-S	Save file to current disk	Save file to current disk
⌘-Control-S	Save file to original disk	Save file to original disk
⌘-T	Tab ruler	Freeze or thaw titles
⌘-U	—	Update category formatting
⌘-V	Verify spelling	Set standard values
⌘-W	Split window	Set standard values
⌘-Z	Zoom printer options on/off	Split window
⌘-1...9	Zoom between Single and Multiple Record Layout	Zoom between formulas and cell values
⌘-"	Zoom proportionally within file	Zoom proportionally within file
⌘-`	Ditto (copy entry from same category in previous record)	Ditto (copy entry from cell above current cell)
⌘-^	Word processor window (category help)	Word processor window (category help)

## MOVING AROUND

	WORD PROCESSOR	DATA BASE	SPREADSHEET
Right	Move right one character*	Move right within category	Move cell pointer right
Left	Move left one character*	Move left within category	Move cell pointer left
Up	Move up one line	Move up one line or record	Move cell pointer up
Down	Move down one line	Move down one line or record	Move cell pointer down
⌘-Right	Move right one word*	Move right one screen	Move right one screen
⌘-Left	Move left one word*	Move left one screen	Move left one screen
⌘-Up	Move up one screen	Move up one record or screen	Move up one screen
⌘-Down	Move down one screen	Move down one record or screen	Move down one screen
⌘-<	Move to beginning of line*	Move to first category	Move to first column
⌘->	Move to end of line*	Move to last category	Move to last nonblank column
Tab	Insert Tab/Move to next tab stop	Move to next category	Move cell pointer right
⌘-Tab	Move to previous tab stop	Move to previous category	Move cell pointer left
Control-T	Move to next tab stop	—	—
Return	Mark end of paragraph, or move to beginning of next line	Accept current entry, or move to next category	Accept current entry

\* also available when answering an AppleWorks prompt

## PRINTER OPTIONS

⌘-O from Review/Add/Change in Word Processor or Spreadsheet; or from Data Base Report Format

	CODE	FUNCTION	MODULES
<b>PRINTER &amp; PAPER</b>	PL	Paper Length	WP/DB/SS
	PW	Platen Width	WP/DB/SS
<b>PAGE DESCRIPTION</b>	BM	Bottom Margin	WP/DB/SS
	EK	Enter from Keyboard	WP
	FO	Footer	WP
	HE	Header	WP
	LM	Left Margin	WP/DB/SS
	MM	Mail Merge	WP
	NP	New Page	WP
	PD	Print Dash when blank	DB
	PD	Print Date	WP
	PE	Pause Each Page	WP
	PH	Pause Here	WP
	PH	Print Header	DB/SS
	PN	Set Page Number	WP
	PP	Print Page Number	WP
	PT	Print Time	WP
	PT	Print Titles	SS
	RM	Right Margin	WP/DB/SS
SK	Skip Lines	WP	

**PRINTER OPTIONS** continued

	<b>CODE</b>	<b>FUNCTION</b>	<b>MODULES</b>
	SM	Set Marker	WP
	TM	Top Margin	WP/DB/SS
<b>FONT/ SPACING</b>	CI	Characters per Inch	WP/DB/SS
	LI	Lines per Inch	WP/DB/SS
	P1	Proportional Font 1	WP
	P2	Proportional Font 2	WP
<b>FORMAT</b>	CN	Center Text	WP
	DS	Double Space	WP/DB/SS
	GB	Group Begin	WP
	GE	Group End	WP
	IN	Indent	WP
	JU	Justify Text	WP
	RJ	Right Justify Text	WP
	SS	Single Space	WP/DB/SS
	TS	Triple Space	WP/DB/SS
	UJ	Unjustify Text	WP
<b>STYLE</b>	+B	Superscript Begin	WP
	+E	Superscript End	WP
	-B	Subscript Begin	WP
	-E	Subscript End	WP
	BB	Boldface Begin	WP
	BE	Boldface End	WP
	SC	Special Printer Codes	WP/DB/SS
	UB	Underline Begin	WP
	UE	Underline End	WP
<b>SPECIAL</b>	NT	Number of Times to recalculate	SS
	RP	Recalculate before Printing	SS
<b>KEYBOARD EQUIVALENTS (WP only)</b>	<b>Keystroke</b>	<b>Function</b>	<b>Code</b>
	Control-A	Apple (for expansion)	—
	Control-B	Begin/end boldfacing	BB/BE
	Control-C	Begin center text	CN
	Control-F	Begin full justification	JU
	Control-L	Begin/end underlining	UB/UE
	Control-N	Begin normal justification	UJ
	Control-P	Begin new page	NP
	Control-R	Begin right justification	RJ
	␣-Space	Sticky space	—

# FORMULAS & FUNCTIONS

## ARITHMETIC OPERATORS

^	Exponentiation
*	Multiplication
/	Division
+	Addition
-	Subtraction and negation
()	Precedence

## LOGICAL OPERATORS

<	Less than
>	Greater than
=	Equal to
<=	Less than or equal to
>=	Greater than or equal to
<>	Not equal to

FUNCTION	DESCRIPTION	MODULES
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### TIME & DATE FUNCTIONS

@Date	Converts separately-entered year, month, day to Julian date	SS
@DateToJul	Converts a date to a Julian date (days since January 1, 1904)	DB
@DayFromJul	Returns day (1-31) from Julian date	DB
@JulToDate	Converts a Julian date to text	DB
@MoFromJul	Returns month (1-2) from Julian date	DB
@Time	Returns the current time	DB
@TimeToNum	Converts time category into minutes past midnight	DB
@Today	Returns current date	DB
@YrFromJul	Returns year from Julian date	DB

### STRING FUNCTIONS

@Caps	Capitalizes the first letter of each word in a string	DB
@Find	Returns the position of a string within another string	DB/SS
@Join	Joins two or more strings	DB/SS
@Left	Returns characters from the left of a string	DB
@Len	Returns the length of a string	DB/SS
@Lower	Converts a string to all lower case	DB/SS
@Mid	Returns characters from the middle of a string	DB/SS
@Right	Returns characters from the right of a string	DB
@Text	Converts a numeric value to a string	SS
@Upper	Converts a string to all upper case	DB/SS
@Val	Converts a text string containing numeric characters to a number	DB/SS

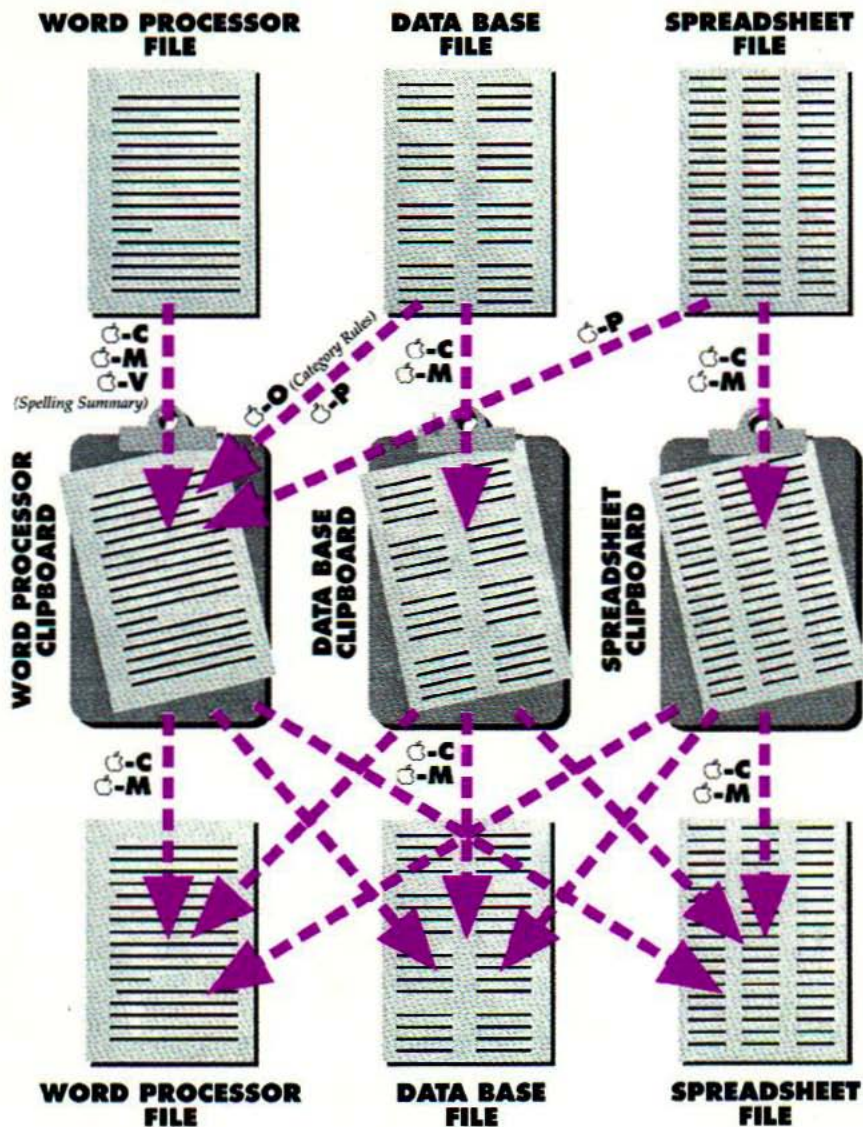
### ARITHMETIC FUNCTIONS

@Abs	Returns the absolute value of a number	DB/SS
@Avg	Averages a series of numbers	DB/SS
@Dec	Returns the fractional (decimal) portion of a number	DB
@Exp	Returns $e$ raised to the specified power	SS
@Int	Returns the integer portion of a number	DB/SS
@Inv	Reverses the sign of a number	DB
@LN	Returns the natural logarithm of a number	SS
@Log	Returns the base-10 logarithm of a number	SS
@Max	Returns the highest value in a series of numbers	DB/SS
@Min	Returns the lowest value in a series of numbers	DB/SS
@Mod	Returns the remainder of a division	SS
@Pi	Returns the mathematical constant $\pi$	SS
@Round	Rounds a number to a specified number of decimal places	DB/SS
@Sqrt	Returns the square root of a number	DB/SS
@Sum	Returns the total of a series of numbers	DB/SS

**FORMULAS & FUNCTIONS** *continued*

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>MODULES</b>
<b>TRIGONOMETRIC FUNCTIONS</b>		
@Acos	Returns the angle with the specified cosine (arccosine)	SS
@Asin	Returns the angle with the specified sine (arcsine)	SS
@Atan	Returns the angle with the specified tangent (arctangent)	SS
@Atan2	Returns the angle with specified x and y coordinates	SS
@Cos	Returns the cosine of the specified angle	SS
@Deg	Converts an angle in radians to an angle in degrees	SS
@Rad	Converts an angle in degrees to an angle in radians	SS
@Sin	Returns the sine of the specified angle	SS
@Tan	Returns the tangent of the specified angle	SS
<b>FINANCIAL FUNCTIONS</b>		
@FV	Returns the future value of an annuity based on rate, term, and payment	SS
@IRR	Internal Rate of Return: Calculates the interest rate which corresponds to a series of cash flows	SS
@NPV	Net Present Value: Calculates the current value of a future flow of cash	SS
@Pmt	Returns the periodic payment on an annuity based on rate, term, and present value	SS
@PV	Returns the present value of an annuity based on rate, term, and payment	SS
@Rate	Returns the interest rate based on term, present value, and future value	SS
@Term	Returns the term of an annuity based on rate, payment, and present value	SS
<b>LOGICAL FUNCTIONS</b>		
@And	Returns the logical AND of two Boolean expressions	DB/SS
@False	Returns the value false (0)	SS
@If	Returns different values based on a Boolean expression	DB
@IsBlank	Returns true if specified cell is empty	SS
@IsError	Returns true if specified cell contains ERROR	SS
@IsNa	Returns true if specified cell contains NA	SS
@Not	Returns the logical inverse of a Boolean expression	DB/SS
@Or	Returns the logical OR of two Boolean expressions	DB/SS
@True	Returns the value true (1)	SS
<b>OTHER FUNCTIONS</b>		
@Alert	Sounds an error tone and displays an alert message	DB/SS
@Choose	Selects an item from a list based on an item number	DB/SS
@Count	Returns the number of non-blank cells in a range	SS
@CurRecNo	Returns the current record number	DB
@CurRow	Returns the current row number (based on selection rules)	DB
@Error	Displays ERROR in a cell	SS
@Inc	Returns an increasing number, different for each record	DB
@Lookup	Looks up a specified value in one column of a table and returns the corresponding value from a second column	SS
@Match	Finds the position of an item in a list of possibilities	DB
@NA	Displays NA in a cell	SS
@PriorRec	Returns the contents of a category from the prior record	DB
@TotRecs	Returns the number of records in a file	DB

## THE CLIPBOARDS



When you move or copy information to the Clipboard, the information is placed on the Clipboard associated with that module. When you print to the Clipboard (or have the category rules or spelling summary placed on the Clipboard), the information is placed on the Word Processor Clipboard.

When you move or copy from the Clipboard, the information comes from the last Clipboard information was placed on. Hold down ⌘ while selecting "From Clipboard" to move or copy information from a different Clipboard.