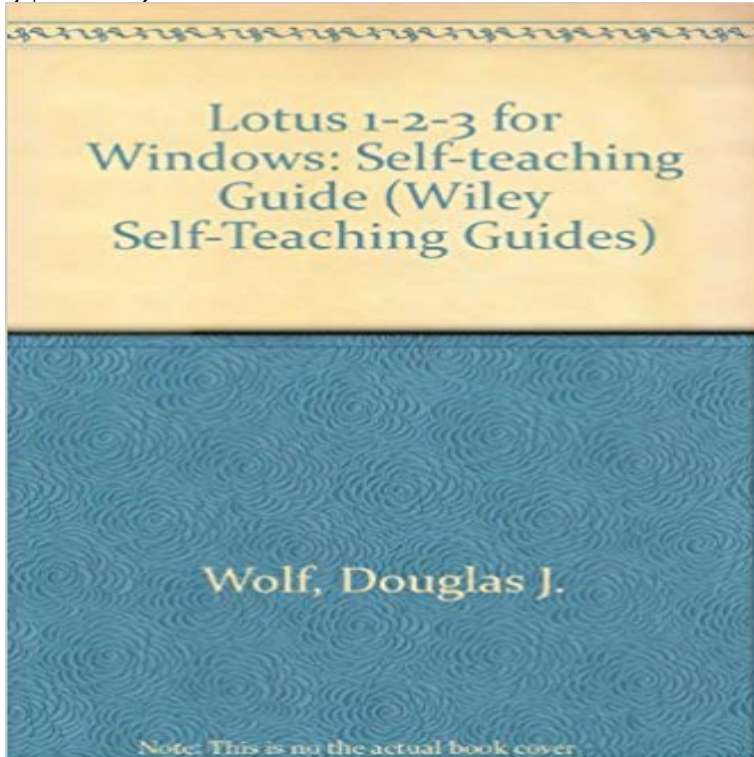


Lotus 1-2-3 for Windows: Self-teaching Guide (Wiley self-teaching guides)



This guide intends to take the novice user through the program, commands and functions of this software package step-by-step and features a learn by doing, practising and checking process. It discusses the use of Windows as an operating environment and how 1-2-3 fits that environment. The book demonstrates the spreadsheet screen and the menu system, concentrating on the different types of cell entries that can be made. It covers editing the spreadsheet, using cell ranges, using formulas with functions, adding enhancements to the spreadsheets appearance, printing spreadsheets, working with graphs and using the database capability of 1-2-3, and creating and using macros.

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