

**Answer  
Card**


**Super**  
**calc<sup>®</sup>**

**SORCIMA<sup>®</sup>**

## SuperCalc Slash Commands

 Key might be labeled **RETURN**, **ENTER** or **CR** on your keyboard

/ **Blank** — range   
 for active cell only

**/ Copy** — from range, — to upper/left cell [  adjust  
[ , options — **No adjust**  
**Ask for adjust**  
**Values only**



/ Delete — [ Row — row ↵  
Column — column ↵  
File — filename ↵  
          ↵ for directory — Choose drive  
Disk directory  
SuperCalc files

**/ Edit** — any cell (↵)  
(↵) for active cell

/ Format	Global	Integer for no decimals
	Column — column ,	General for numbers with best fit
	Row — row ,	Exponential numbers only
	Entry — range ,	\$ for two decimal places

/ Global	<b>F</b> ormula display (on/off)	* for bar graph
	<b>N</b> ext move (on/off)	<b>D</b> efault settings (G, R, TL, 9)
	<b>B</b> order display (on/off)	( <b>0-127</b> ) column width
	<b>T</b> ab cursor lockout (on/off)	
	<b>R</b> ow or <b>C</b> olumn calc. order	
	<b>M</b> anual or <b>A</b> uto recalculate	

/ Insert — **Row** — row (↵)  
**Column** — column (↵)

/ Load	filename ,	<b>All</b>		
	 for directory	<b>Part</b> – from range , – to upper/left cell	 adjust	<b>No adjust</b>
		<b>Choose drive</b>	[ , options	<b>Ask for adjust</b>
		<b>Disk directory</b>		<b>Values only</b>
		<b>SuperCalc files</b>		

**/ Move** — [ **R**ow — from row , — to row number (↵)  
**C**olumn — from column , — to column letter (↵)

**/ Output** — [ **D**isplay — [ range , — [ **P**rinter — **L**ength (lines)  
**C**ontents — [ **S**etup — **W**idth (characters)  
**C**onsole — **S**etup codes  
**D**isk — **P**rint — **C**hange name  
 filename , ----- **B**ackup  
 (↵) for directory — **O**verwrite  
**C**hose drive  
**D**isk directory  
**S**uperCalc files

**/ Protect** — [ range (↵)  
 (↵) for active cell only

**/ Quit** — [ **Y**es to erase all not saved & exit  
**N**o to cancel this command

**/ Replicate** — [ from cell , — to cell/partial row/partial column — (↵) adjust  
 from partial row , — to left partial column — , options [ **N**o adjust  
 from partial column , — to top partial row [ **A**sk for adjust  
**V**alues only

**/ Save** — [ filename , ----- [ **C**hange name — **A**ll  
 (↵) for directory — [ **B**ackup — **V**alues only  
**O**verwrite — **P**art [ **A**ll — [ range (↵)  
**C**hose drive  
**D**isk directory  
**S**uperCalc files

**/ Title** — [ **H**orizontal lock  
**V**ertical lock  
**B**oth  
**C**lear

**/ Unprotect** — [ range (↵)  
 (↵) for active cell only

**/ Window** — [ **H**orizontal split  
**V**ertical split  
**C**lear to right or below split  
**S**ynchronize split-wise scroll  
**U**nsynchronize split-wise scroll


**/ X (eXecute)** — [ Filename for execute file (↵) [ **C**hose drive  
 (↵) for directory — **D**isk directory  
**S**uperCalc files

**/ Zap** — [ **Y**es to erase all not saved  
**N**o to cancel this command

# SuperCalc Entry Guidelines

## How to Begin, Save, Print, & End

Type the entry & respond to prompts:


To Begin at system prompt†	<b>SC</b> 
To Save your work	<b>/S</b>
To Print your work	<b>/O</b>
To End your work	<b>/Q</b>

Notes: •  is your Return or Enter key.

- **CTRL** (below) means hold down CTRL key.

† Your SuperCalc might be installed to begin when equipment is switched on.


## Initial Entry Keys

<b>/</b>	Begin a slash command.
<b>"</b>	Begin a text entry.
<b>'</b>	Begin a repeating text entry.
<b>!</b>	Recalculate (default is auto recalculate).
<b>=</b>	Move cursor to cell specified (GoTo).
<b>;</b>	Move cursor to other window of split-screen.
<b>↑</b>	or <b>CTRL E</b> Move spreadsheet cursor up.
<b>↓</b>	or <b>CTRL X</b> Move spreadsheet cursor down.
<b>←</b>	or <b>CTRL S</b> Move spreadsheet cursor left.
<b>→</b>	or <b>CTRL D</b> Move spreadsheet cursor right.
<b>?</b>	Display AnswerKey™ help screen.
	Move cursor in current direction (when "Next" is on). Any other character begins a "formula" entry.

Notes: • To scroll spreadsheet, move cursor beyond edge of window (stops at extreme edges).

- Formatting order of precedence is:  
Entry, Row, Column, Global
- Maximum characters per number entry: 16
- Maximum characters per formula entry: 116
- Maximum characters per text entry: 115

## Data Entry Line Edit Keys

<b>←</b>	or <b>CTRL S</b> Move cursor left.
<b>→</b>	or <b>CTRL D</b> Move cursor right.
<b>↑</b>	or <b>CTRL E</b> Insert blank space at cursor.
<b>↓</b>	or <b>CTRL X</b> Delete character at cursor.
<b>ESC</b>	Allow arrow or cursor CTRL keys to move cursor to another cell and return cell location.
	
<b>TAB</b>	Move between start and end of entry. Enter value from entry line into active cell.
<b>CTRL Z</b> or <b>CTRL C</b> or <b>F2</b>	Clear current entry line.

**INSERT** (Some Machines).

Allows you to insert characters at current cursor position.

**DELETE** (Some Machines).

Allows you to delete characters at current cursor position.

## Range Entries

A range is a cell, row, partial row, column, partial column, block, or entire spreadsheet.

Examples:

Top-left cell:	<b>A1</b>	Bottom-right cell:	<b>BK254</b>
Row:	<b>7</b>	Column:	<b>G</b>
Partial row:	<b>A5:H5</b>	Partial column:	<b>D2:D18</b>
Block range:	<b>C3:H20</b>	Entire spreadsheet:	<b>ALL</b>

## Formula Entries

Formula entries include numbers (integer, decimal, exponential), cell references, mathematical operators, functions, and values.

Cell values can be Numeric, Error, or NA.

## Arithmetic Operators

<b>+</b>	addition	<b>-</b>	subtraction
<b>*</b>	multiplication	<b>/</b>	division
<b>^</b>	or <b>**</b> to power of		

## Relational Operators

<b>=</b>	equal to	<b>&lt;&gt;</b>	not equal to
<b>&lt;</b>	less than	<b>&lt;=</b>	less than or equal to
<b>&gt;</b>	greater than	<b>&gt;=</b>	greater than or equal to

## Logical Functions

**IF** (expression a, expression b, expression c)

If a is true, then b, else c.

**OR** (expression a, expression b)

If either a or b are true, then 1, else 0.

**AND** (expression a, expression b)

If both a and b are true, then 1, else 0.

**NOT** (expression a)

If a is false, then 1, else 0.

(continued on back panel)

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## SuperCalc Entry Guidelines *(continued)*

### Arithmetic Functions

[(V) = Value; (R) = Range]

**ABS**(V) absolute value

**AVERAGE**(R) mean

**COUNT**(R) formula cells

**EXP**(V) exponent base e

**INT**(V) integer

**LN**(V) natural log base e

**LOG10**(V) log base 10

**MAX**(R) maximum value

**MIN**(R) minimum value

**PI** 3.141592653589793

**SIN / COS / TAN / ASIN /**

**ACOS / ATAN**(V) radians

**SQRT**(V) square root

**SUM**(R) total value

### Special Functions

**ERROR** displays "ERROR".

**LOOKUP**(Value, Col/Row Range) lookup table.

**NPV**(Discount, Col/Row Range) net present value.

**NA** displays "N/A" for data not available.

Note: For more information, examples, and applications see SuperCalc User's Guide & Reference Manual.

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### The SuperCalc display screen says it all

See value and content of any cell at a glance. Status, prompts and entry always in view below spreadsheet. Plenty of extra help available at AnswerKey™ help screens.

### [Form = F11-(B11/12)] Active cell content

Identified as a formula (Form =); displayed as entered.

### [P] Active cell is protected

Protected against alterations or deletions until you change cell back to unprotected status.

### [R\$TL] Active cell format

Defined quickly and easily through format-entry command.

### [G11] Active cell location

Displayed here at all times, even if you turn column and row border off.

### [<] Current cursor direction

Shows which way cursor is set to move if Return or Enter key is pressed. This function can easily be turned off, and back on, through global-next command.

### [Width:9] Current column width setting

Shows that column G is set at standard 9 character width. Columns C through F have been reset to 0. You can reset each column to any width between 0 and 127 characters.

### [13>F11-(B11/12)] Current entry

Displays position of cursor on entry line (13>), followed by entry as typed.

	A	B	G	H	M	N
1: This is a Sample SuperCalc Worksheet						
2:						
3:		Jan	Jun	Jul	Dec	Total
4: ASSETS						
5: Acct.s Receivable	1000.00	1276.28	1340.10		1710.34	15917.13
6: Cash	250.00	607.75	638.14		814.45	7353.39
7: Unsold Goods	250.00	319.07	335.02		427.58	3769.28
8: -----						
9: Total Assets	1500.00	2203.11	2313.26		2952.37	27039.00
10: LIABILITIES						
11: Acct.s Payable	1000.00	583.33	500.00		83.33	6500.00
12: Storage Costs	50.00	50.00	50.00		50.00	7100.00
13: Labor	100.00	127.63	134.01		171.03	1591.71
14: Materials	50.00	63.81	67.00		85.52	795.86
15: -----						
16: Total Liabilities	1200.00	824.78	751.01		389.88	9487.57
17:						
18: Net Income Before Tax	300.00	1378.33	1562.25		2562.49	17552.23
19: Dep. Allowance	100.00	100.00	100.00		100.00	1200.00
20: Taxable Income	200.00	1278.33	1462.25		2462.49	16352.23
( G11 R\$TL P Form=F11-(B11/12)						Protected Entry
Width: 9 Memory:451 Last Row/Col:N24 ? for HELP						
13>F11-(B11/12)						

### [Memory:451] Memory space available

Indicates space for 451k (over 451,000) characters remains in memory. Actual number depends on memory capacity of your computer. You never need be surprised by an "out of memory" message.

### [Last Row/Column:N24] Size Indicator

Reminds you that cell N24 is lower-right corner of current spreadsheet.

### Split-Screen: Two windows at once

Split screen horizontally or vertically; compare different parts of spreadsheet or different formats. Lock one or more columns and rows in place for even greater flexibility.

### Text Entries: Extra-long entries no problem

Spill text over into any empty neighboring cells—a real convenience when entering headings or labels.

### Active Cell: Over 16,000 cells available

Shows spreadsheet cursor at cell G11. With 63 columns by 254 rows, you can count on space being available for your spreadsheet applications.

### [Protected Entry] Message in plain English

Tells you what is wrong if you make a mistake. Here you are informed that you cannot change entry because it is protected. You can, of course, change status of cell back to unprotected whenever you wish.

### [? for HELP] AnswerKey™ help screens

Press ? key whenever you have a question. The appropriate help screen—one of many provided by SuperCalc<sup>2</sup>—will tell you what to do next.

*AnswerKey,  
SuperCalc® and SuperCalc®<sup>2</sup> are  
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