

# Quicksheet 3.1 Users Manual

Spreadsheet for 3Com® PalmPilot

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## Introduction

Thank you for purchasing Quicksheet by Cutting Edge Software, Inc. Quicksheet is the fully functional spreadsheet that enables you to work with spreadsheets on your 3Com PalmPilot. Seamless and bi-directional connectivity with Microsoft Excel allows you to take existing Excel spreadsheets and synchronize them with your PalmPilot, and create spreadsheets on the PalmPilot and synchronize them with Excel on your PC. It works just like your desktop spreadsheet in a more compact manner.

Quicksheet is the handheld spreadsheet that:

- has 45 built-in scientific, financial, statistical, date & time, and aggregate functions.
- supports up to 15 named sheets per workbook and allows you to link the sheets
- has a comprehensive set of cell editing features that allow to you create and modify spreadsheets easily on the PalmPilot. Formulas with relative cell references are kept intact when copied and moved around.
- allows to you format cells in a number of different ways and allows you to name the styles for easy use throughout the open spreadsheet
- supports row and column freezing, column resizing, and cell locking with sheet protection to guard against accidental changes to critical formulas
- allows you to search an open spreadsheet for a value or formula and then replace that value with another
- supports beaming spreadsheet between Palm III and supports the Palm System Find feature
- has an intuitive user interface that takes advantage of the screen size of the 3Com PalmPilot
- has a slick Microsoft Excel Add-In that allows to you work directly within Excel to open and save spreadsheets for synchronization with Quicksheet on your 3Com PalmPilot
- has the features to turn your PalmPilot into a decision making tool

### Why use a spreadsheet on a 3Com PalmPilot

It has often been said that the spreadsheet is the most useful application program ever developed for the personal computer. With a spreadsheet, you can not only compute the answer to a complicated formula, you can play "what-if" with that formula. You can visually decompose the component parts of the formula to allow easy modification of one or more variables and immediately see how it affects the results. Not only are spreadsheets useful for mathematical computing, they have a place in information processing. The natural tabular representation of data is a common metaphor used everyday. Even if you do not have any need to calculate, a spreadsheet can still be useful to you. You can use a spreadsheet to display any data that can be organized in rows and columns. Many people use spreadsheets as a small database integrating table lookups with raw data.

The 3Com PalmPilot is arguably the best hand held computer developed for consumers. The small size, ease of synchronization with your desktop, long battery life, and robustness make it a reliable accessory for every day use.

The combination of a spreadsheet with the organizer allows you to create specific solutions for everyday tasks. Using Quicksheet on the 3Com PalmPilot and Microsoft Excel with the Quicksheet add-in on your desktop, you can easily synchronize your spreadsheets for mathematical computing, information retrieval, and data collection on the go.

There are numerous books available on spreadsheet's and how to use them. You can supplement this manual with either your desktop spreadsheets manual or a 3<sup>rd</sup> party text on the subject.

## What's New

### More functions

We've added the functions DATE, DATEVALUE, TIMEVALUE, DAY, HOUR, MINUTE, SECOND, MONTH, YEAR, TODAY, NOW, WEEK, WEEKDAY, MOD, HLOOKUP, VLOOKUP, PI

### Enhanced international support

Date and time supports regional formatting on device. You can now choose to place the single currency character to the right of the currency value.

### Date and Time

Date and time acts similar to Excel and input and output date and time formats match those in Palm Formats Preference. Added are a fundamental set of date and time functions including IF and LOOKUP support for dates with quoted literals; e.g. IF(A1="11/19/98", "12/15/97", NOW()). Search and replace with date and times is also included.

### Table Functions

Using our new HLOOKUP and VLOOKUP support, you can create spreadsheets that act like small databases.

### Sheet References in Range

Now you can refer to other sheets in the same workbook within a range or table lookup function.

### Formatting

Columns can be resized by dragging the header. The currency character can be appending to the end of a value for use in international currencies.

### System Support

Palm OS System Find function locates Quicksheet spreadsheets by name. When using a Palm device with IR support, you can beam your spreadsheets to other Quicksheet users. Quicksheet can now be loaded into flash memory using an after-market package by TRG.

### Performance improvements

Many operations have been optimized and noticeable performance improvements are realized. In particular, open/save performance is 2-3 times as fast.

# System Requirements

## PalmPilot

- 3Com® Palm device running Palm OS 2.0 Professional or greater with at least 150K available memory

## PC

- Microsoft® Windows® 95 or Windows NT® operating system for full connectivity
- Windows 3.1 users can backup and restore workbooks
- 5MB of free hard disk space
- HotSync 2.0 or greater
- Microsoft Excel™ 5.0 or greater (optional)

## Mac

- Any Macintosh® Model
- 3MB of free hard disk space
- 3Com MacPac
- Backup and Restore of workbooks is supported
- minimal desktop spreadsheet connectivity via MemoPad is included



# Installation

## PC

### CD or Diskette (Windows 95/NT)

1. Place the CD or installation disk #1 in your drive.
2. Click the Start Menu and choose Run...
3. Type the following command line and then click the OK button to begin the setup process:  
D:\setup.exe (where D: is the drive letter for your CD-Rom drive. If using diskettes substitute A: for D: )
4. Follow the directions in the setup wizard. The setup wizard will ask you for your serial number. This number can be found either on inside cover of the CD-ROM jewel case, on a registration card in the box, or printed on disk #1.

If you have difficulty during the installation process, please see the Troubleshooting section below for a list of common problems and their resolution.

### CD (Windows 3.1)

1. Place the CD in your CD-ROM drive
2. Use File Manager to create a QSHEET directory on your hard-drive
3. Use File Manager to copy the contents of the Win31 folder on the Quicksheet CD to the new QSHEET folder on your hard-drive
4. Use Program Manager to run the PalmPilot Installation Tool
5. Click the Browse button and navigate to the new QSHEET folder you just created
6. Select the file QSHEET.PRC
7. Click OK, Install, and then Exit
8. Place your 3Com PalmPilot in the cradle
9. Make sure HotSync Manager is running
10. Press the HotSync button on the cradle to install Quicksheet onto your PalmPilot

If you have difficulty during the installation process, please see the Troubleshooting section below for a list of common problems and their resolution.

### Download (Windows 95/NT)

1. Download the file QUICKSHEET.EXE and save it on your Desktop or hard-drive.
2. If you saved the file on your desktop, double-click the Quicksheet icon to start the setup process
3. If you saved the file on your hard-drive, use Windows Explorer to navigate to the location you saved the file QUICKSHEET.EXE. Double-click on the file name to start the extraction process
4. When the first screen pops up, click the SETUP button to unpack the installation files and begin the setup program. You will be prompted for a password to unlock the self-extracting executable file. This password was emailed to you when you purchased Quicksheet from Cutting Edge Software, Inc.
5. Follow the directions in the setup wizard. The setup wizard will ask you for your serial number. This number was emailed to you when you purchased Quicksheet from Cutting Edge Software, Inc.

If you have difficulty during the installation process, please see the Troubleshooting section below for a list of common problems and their resolution.

## Download (Windows 3.1)

1. Download the file QSHEET.ZIP and save it on your Desktop or hard-drive.
2. Use Winzip or PKUNZIP to extract the contents of the archive to a separate directory on your hard-drive. The archive is password protected and you will need to specify the password to unzip the contents. The password was emailed to you when you purchased Quicksheet from Cutting Edge Software, Inc.
3. Use Program Manager to run the PalmPilot Installation Tool
4. Click the Browse button and navigate to the new QSHEET folder you just unzipped the installation files into
5. Select the file QSHEET.PRC
6. Click Install and then Exit
7. Place your 3Com PalmPilot in the cradle
8. Be sure HotSync Manager is running
9. Press the HotSync button on the cradle to install Quicksheet onto your PalmPilot

If you have difficulty during the installation process, please see the Troubleshooting section below for a list of common problems and their resolution.

## Mac

### CD or Diskette

1. Place the CD-ROM or diskette in your drive.
2. Copy the folder Quicksheet to your hard-drive.
3. Start the PalmPilot Application Install program
4. Navigate to the new Quicksheet folder
5. Change the Files Type filter to include 'All Files'
6. Select QSHEET.PRC and click Install
7. Exit the installation program and place your PalmPilot in the cradle.
8. Press the HotSync button to transfer QSHEET.PRC to your device

If you have difficulty during the installation process, please see the Troubleshooting section below for a list of common problems and their resolution.

## Download

1. Download the file QUICKSHEET.HQX from our server and save it to your hard-drive
2. Use UnstuffIt to unpack the contents to your hard-drive. The archive is password protected. The password was emailed to you when you purchased Quicksheet from Cutting Edge Software, Inc.
3. Start the PalmPilot Application Install program
4. Navigate to the new Quicksheet folder
5. Change the Files Type filter to include 'All Files'
6. Select QSHEET.PRC and click Install
7. Exit the installation program and place your PalmPilot in the cradle.
8. Press the HotSync button to transfer QSHEET.PRC to your device

If you have difficulty during the installation process, please see the Troubleshooting section below for a list of common problems and their resolution.

# Tutorial

Please install Quicksheet on your desktop and 3Com PalmPilot before proceeding to the Tutorial

## Step 1 – Move an existing Excel spreadsheet to Quicksheet

1. Start Microsoft Excel on your desktop
2. Open or create a spreadsheet within Excel. If using an existing spreadsheet, remember that Quicksheet is best suited for small- to medium- sized spreadsheets. For the best performance and reasonable memory usage, we recommend spreadsheets that have 500 total cells or less.
3. Click the Quicksheet menu (next to Data) and choose 'Save As...'
4. Create a new category to place this spreadsheet by clicking the yellow bar under the category list box.
5. Name the category something appropriate for the type of spreadsheet ex: Customers. Click OK to create the new category
6. Select the new category in the Category list box
7. Enter a name for this spreadsheet in the field labeled 'Name:' and click Save.
8. Place your 3Com PalmPilot into the cradle
9. Make sure that HotSync Manager is running and press the HotSync button

## Step 2 – Open and modify the spreadsheet in Quicksheet

1. After the synchronization is complete, start Quicksheet on your device by clicking the Applications silkscreen button and choosing Quicksheet. If Quicksheet is already running and has a workbook open, close the open workbook by clicking the Menu silkscreen button and choose Book|Close.
2. When the workbook selection screen displays, click the upper right hand corner on the current category name.
3. Choose the new category that you created earlier on the PC
4. Select your new spreadsheet from the list
5. Click the menu silkscreen button and choose Workbook|Open...
6. The spreadsheet will open on your device.
7. Change the value of one or more cells in the spreadsheet. To change a value, click the cell and then change the contents of the cell in the formula field. Accept the change by stroking the enter gesture (top right to bottom left), clicking on the cell, or clicking a different cell.

## Step 3 – Synchronize the changes back to Excel

1. Close and save the workbook by clicking the menu silkscreen button and selecting Book |Close
2. Choose Yes to save the changes
3. Place the PalmPilot back into the cradle and press the HotSync button
4. After HotSync completes, switch back to Microsoft Excel on your desktop.
5. Click the Quicksheet menu and choose Open...
6. Select the category that your workbook was saved in earlier
7. Select the workbook name in the Workbooks list and choose Open

Quicksheet has many features that you can incorporate into your regular use of the program. Please read the rest of the manual to understand the particulars of these features so that you can make the most of Quicksheet and its' Excel interface.

# Synchronization

## How it works

Quicksheet comes with a custom HotSync conduit that integrates directly with the HotSync process when using Windows 95 or NT. Quicksheet does not offer synchronization with the Macintosh at this time, but you can still backup and restore your Quicksheet workbooks. Shortly after 3Com releases the updated MacPac that allows for 3<sup>rd</sup> party conduits, we will finalize our Macintosh conduit and MS Excel Add-In and make it available as a free downloadable upgrade to all users. If you didn't purchase Quicksheet directly from us, be sure to register online at [www.cesinc.com/register.asp](http://www.cesinc.com/register.asp) so that we can notify you of upgrades when they are available.

The Quicksheet Options program, accessed via either Start|Programs|Quicksheet on your PC, or using the Quicksheet menu from within Excel, is used to configure the synchronization. If you choose to 'Synchronize the Workbooks', both the PC and the PalmPilot are kept up to date with the latest updates from either direction. At times, it makes sense to do a full copy from one direction to the other. For example, if you are synchronizing with your office and home, one PC you would set to 'Synchronize', and the other PC you would set to 'Copy from PalmPilot to PC'. This forces the workbooks to be updated at the alternate (satellite) location.

The process of synchronization compares the existence and modification status of each workbook on the PC and on the PalmPilot. If a workbook does not exist in the same category on both sides, it is copied in the direction that it doesn't already exist. If a workbook is present on both sides and only one side has been modified, it is copied over the non-modified copy. If both sides have been modified, the overwritten copy is determined by the 'Synchronize' setting in the Quicksheet Options program.

## What is synchronized

Quicksheet makes every attempt to preserve the existing format, dimensions, and formula of the source spreadsheet on both the PalmPilot and within Microsoft Excel.

Many formatting options are not supported in Quicksheet on the PalmPilot and these are filtered out when the Quicksheet workbook is saved from within Excel. The formatting will be dropped permanently unless you set up a template to open the workbook back into. This is easily accomplished by opening the original Excel spreadsheet before opening the Quicksheet workbook and choosing the 'Open in current spreadsheet' option in the Quicksheet|Open dialog.

Cells that have formulas that are not supported in Quicksheet are transferred intact with their current value. After recalculating, these cells and any cells that depend upon them will display #ERR. When you import the spreadsheet back to Excel, these cells will restore their full functionality. You can use this to your advantage if you have a complex read-only type spreadsheet. Transfer the spreadsheet to Quicksheet and immediately turn off auto-recalc. This way, the values will never be recomputed and you can always refer to the original value as it was computed on your desktop.

Objects, pictures, tables, database links, inter-spreadsheet links, and ActiveX links are not transferred.

## Where the synchronized files are stored on your PC

Quicksheet workbooks have a .qsh file extension and they are stored on your desktop computer in a single-level directory tree. The base location, or root, of this tree is set using the Quicksheet Options program and choosing the General tab. You can also set this location directly from within the Open or Save dialogs using the Location... button in the dialog.

Each time you synchronize, the Quicksheet conduit writes entries to the HotSync Log on your PC. These entries can be useful when diagnosing problems with the synchronization process.

## Excel Interface

### How it works

The Quicksheet interface with Microsoft Excel is via an add-in to Microsoft Excel. This add-in is named QSHEET5.XLA, QSHEET7.XLA or QSHEET8.XLA depending upon whether you are using Excel 5.0, 95, or 97 respectively. By default, the setup program places this file in your XLStart directory. The Excel program loads all add-ins in this directory when it starts. You can move the file from this directory and place it in another location if you wish. If you do this, you must manually install the Add-In using the Tools|Add-Ins menu from within Excel. Please see your Microsoft Excel documentation for more details on Add-Ins and how to install them.

### Excel 95 and 97

### How to use it

Click the Quicksheet menu (next to Data) from within Excel to begin using Quicksheet functions. See below for specifics.

## Quicksheet menu

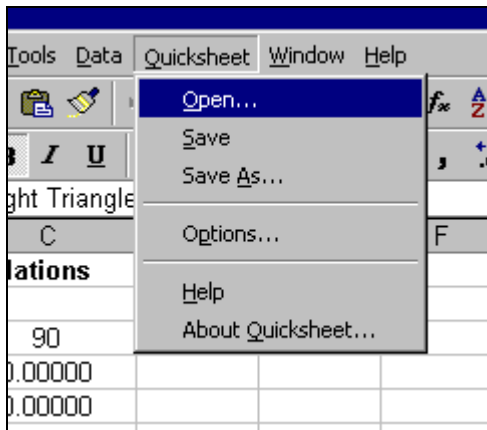


Figure 1 - Open Menu

## Open

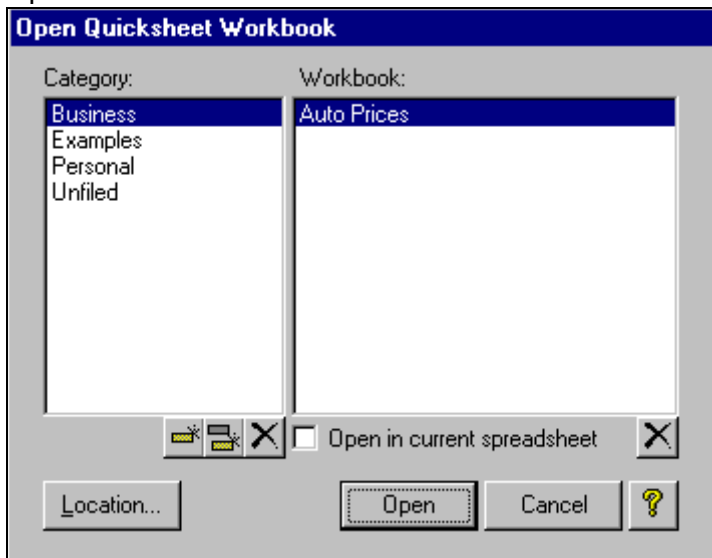


Figure 2 - Open Dialog

Use this option to open an existing Quicksheet workbook with a .qsh file extension. You can change the open dialog to use the standard Windows Open dialog by choosing 'Use Windows Open and Save dialogs' in the Quicksheet Options screen. See below for more details.

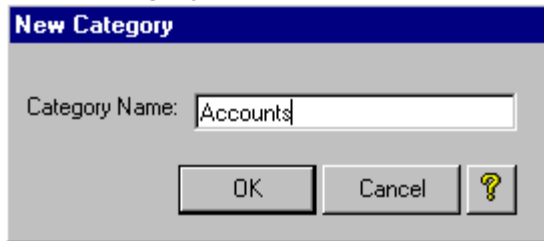
The left pane shows your existing categories. You can create a new category by clicking the 'New Category' button (single yellow bar), rename a category by selecting the 'Rename Category' button (double bars), and delete a category by clicking the 'Delete Category' button (black X).

The right pane shows your existing workbooks. You can delete a workbook by clicking the 'Delete Workbook' button (black X on right).

You can drag and drop workbooks between categories. If you move a workbook to a different category, you should manually change the synchronization type to 'Copy from PC to PalmPilot' to ensure that the workbook will be properly placed on the PalmPilot. If you do not change the synchronization type, it is possible that the workbook will reappear in its old category.

Quicksheet uses directories on your PC as containers for categories on the PalmPilot. These directories are automatically maintained for you using the standard Quicksheet Open and Save dialogs. If you use the Windows dialogs, you must maintain these directories on your own. **It is important that you do not save workbooks with the same name in two different categories. If you do this, you will experience difficulty in synchronizing the proper workbook as two copies will be sent to your PalmPilot and the last one copied will overwrite the first one.**

#### New Category



Enter the name for the new category. A new subdirectory in the workbook path will be created on your PC. When you next synchronize, this category will be created on your PalmPilot.

#### Rename Category

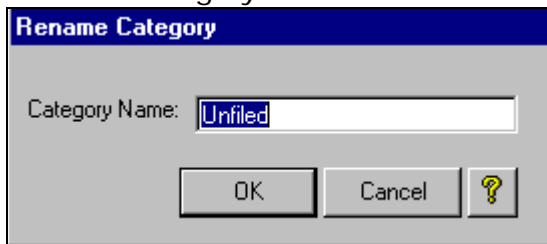


Figure 3 - Rename Dialog

If you rename or delete a category, Quicksheet will prompt you to make a temporary change to the synchronization type for Quicksheet. Your current Quicksheet synchronization option will be restored after the next HotSync synchronization. The reason for the temporary change is to allow Quicksheet to properly update your categories on the device using a 'Copy From PC to PalmPilot' synchronization. This change enables Quicksheet to properly set up and transfer your workbooks to the new category structure. See the section below on 'Options' for more details.

#### Delete Category

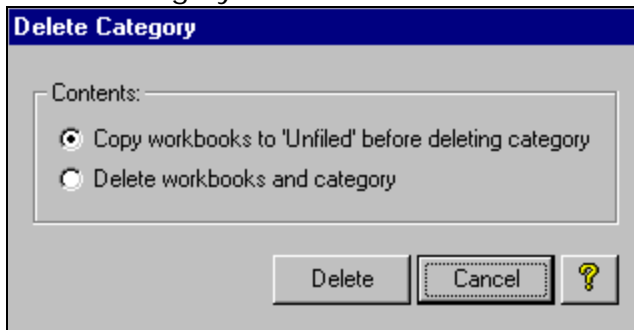


Figure 4 - Delete Category Dialog

If you delete a category, Quicksheet will prompt you to copy the existing workbooks in that category to the Unfiled category or delete the workbooks and the category.



After selecting the workbook to open, click the 'Open' button to open the workbook

You can open the Quicksheet workbook into the original Excel workbook that the spreadsheet was created from if you open the Excel spreadsheet prior to opening the Quicksheet workbook and select the 'Open into existing spreadsheet' option. This allows you to preserve all of your existing Excel spreadsheet formatting options. *It is important to note that Quicksheet makes no attempt to determine if cells have been moved, inserted, or deleted when it opens the workbook into your existing Excel spreadsheet.* If you have modified your Excel spreadsheet or inserted/deleted rows in Quicksheet, the import will be merged with your existing spreadsheet and it is possible for data to appear to be in the wrong cells. This feature is only intended to allow you to export an Excel spreadsheet, modify values in Quicksheet on the PalmPilot and then import it back into your existing sheet to preserve formatting and complex styles.

### Workbook Location

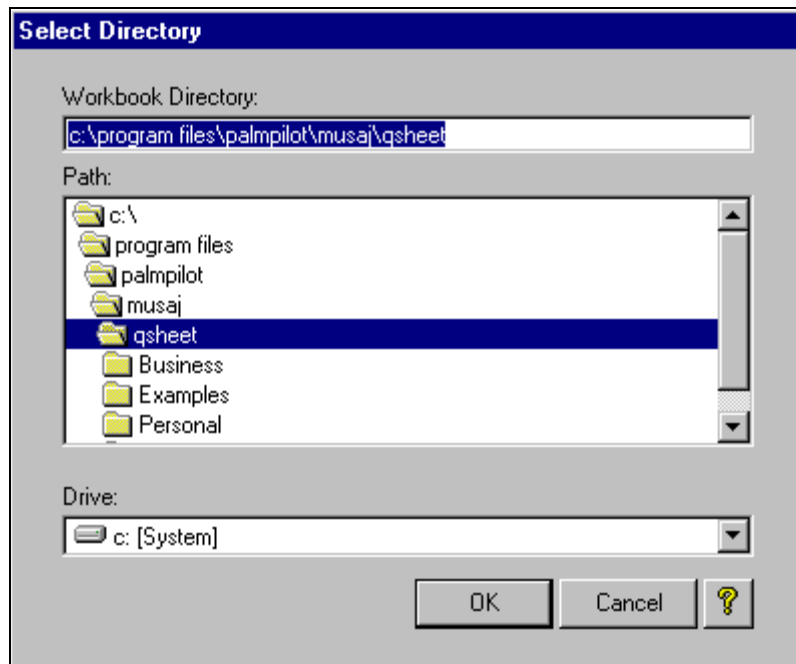


Figure 5 - Quicksheet Workbook Location Dialog

You can change the location that Quicksheet synchronizes with by clicking the 'Location' button and choosing a new directory. Changing the location of the workbooks is useful if multiple users are using the same PC to synchronize Quicksheet. However, users must remember to manually make the appropriate change before synchronizing. See the section 'Options' below for more details on the workbook location.

### Save

Use the 'Save' menu item to save changes to your open spreadsheet. If you have not already saved this spreadsheet as a Quicksheet workbook, the 'Save As' dialog will be opened for you automatically. See the section 'Save As' below for more details.

## Save As

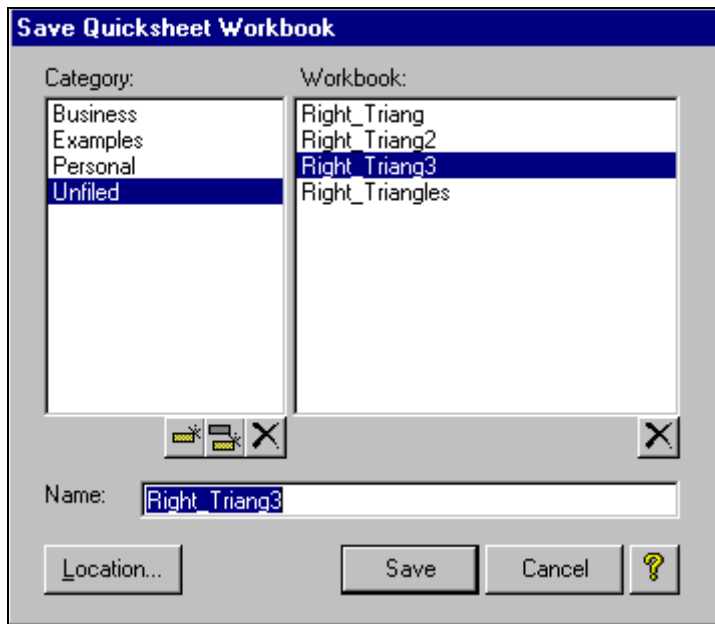


Figure 6 - Save Workbook As Dialog

Use the 'Save As' menu item to save the open Excel spreadsheet as a Quicksheet workbook for synchronization with your PalmPilot during the next HotSync synchronization. All workbooks are stored in categories for grouping on the device. Select the category on the left pane and enter the workbook name in the 'Name:' field. Click the save button to save the Quicksheet workbook.

When saving, Quicksheet will check for empty sheets and will prompt to you delete them. It is a good idea to remove empty sheets to ensure that Quicksheet will not occupy unneeded memory resources when opening and recalculating your workbook.

Quicksheet will also check that your workbook cell count is within a reasonable size to be imported and opened on the PalmPilot. The cell count reported in parentheses is a simple math calculation multiplying the number of rows by the number of columns. If your spreadsheet is mostly blank cells you can either ignore the warning or change the limit in the 'Options' dialog. See 'Options' below for more details.

Each used cell takes approximately 100 bytes of storage memory when the spreadsheet is opened in Quicksheet. We recommend 500 used cells or less for the best Quicksheet experience. You can have spreadsheets considerably larger than that as Quicksheet supports a maximum of 996 rows by 254 columns. If your workbook is very large, it will take as long as a minute or two to open and recalculating performance will be degraded. You should consider turning off auto-recalc for large spreadsheets.

Once a workbook has been opened, you can switch to a difference Palm application. Upon returning to Quicksheet, the last opened workbook will be immediately available. You do not have to open it again.

## Quicksheet Options – HotSync Tab

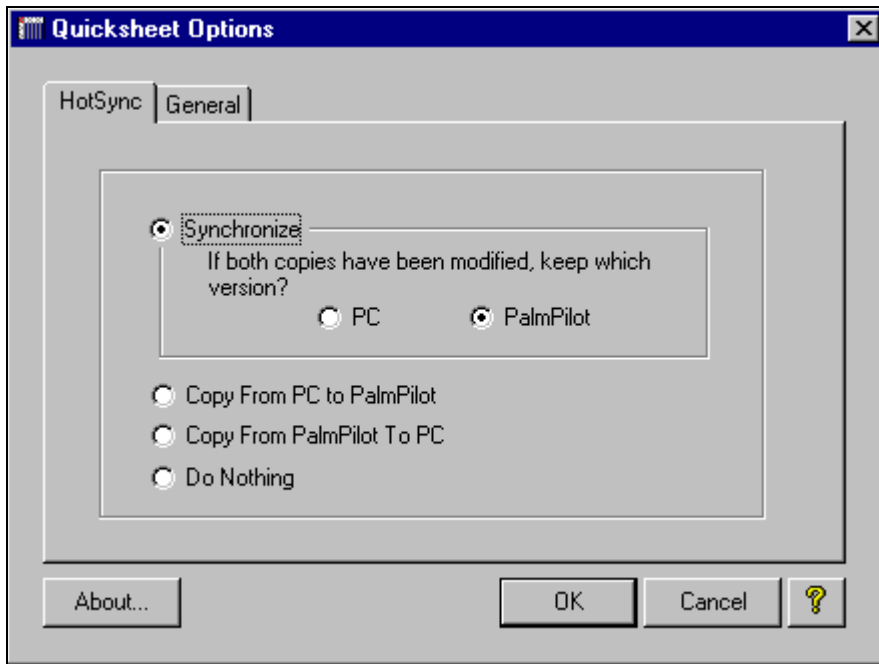


Figure 7 - Quicksheet Options Dialog

The sections below describe each of the four Quicksheet synchronization options. In a nutshell, the Synchronize option keeps both sides up to date with each other, but does not allow you to delete an existing workbook from either side nor effectively change the category structure. The Copy options allow you to delete workbooks and also update the category structure. You should only use the Copy methods if you have made changes to already synchronized categories or workbooks and you wish to update the receiving side with those changes. If you do not use the Copy method when you have changed the structure or deleted already synchronized workbooks, they will reappear. You can view the HotSync Log on your PC to determine what was copied and where.

### Synchronize

1. Synchronizes categories with directories and directories with categories (add only).
2. Synchronizes workbooks in both directions based upon whether it was modified or not. If both copies have been modified, the side specified in the dialog is kept. In neither workbook is modified, nothing is copied.

### Copy From PC to PalmPilot

1. Copies the directory structure from the PC and creates device categories that match.
2. Removes all the categories on the device that do not match a directory on the PC.
3. Copies each workbook from the PC to the device and places the workbook in the category that matches its name.
4. Deletes all other workbooks.

### Copy From PalmPilot To PC

1. Copies the main Quicksheet category list from the device and uses it to create subdirectories in the Quicksheet directory on the PC
2. Removes all directories from the PC that are not on the PalmPilot
3. Copies the workbooks from the PalmPilot to the associated directory on the PC.
4. Deletes all other workbooks.

Do Nothing  
Skips all Quicksheet synchronization.

## Quicksheet Options – General Tab

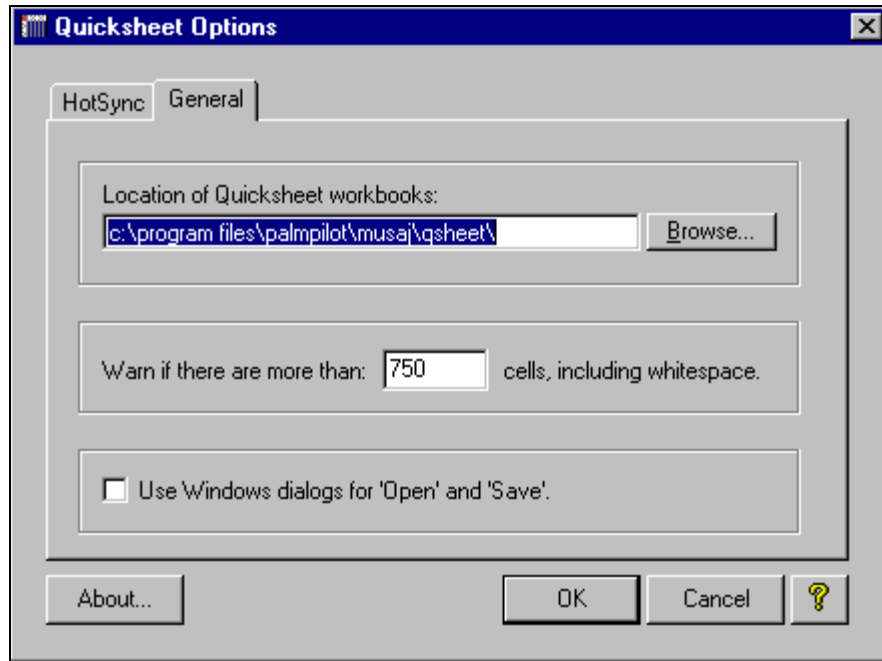


Figure 8 - Quicksheet Options Dialog #2

Quicksheet uses directories on your PC to store Quicksheet workbooks. The base location of these directories was setup during installation and can be modified using this dialog.

Select the parent directory where you want the category directories to be created. For example:

```
C:\
  Program files
    Qsheet ← this is the correct directory to choose.
      Business ← not this directory
        Workbook1.qsh
        Workbook2.qsh
      Personal
        Workbook3.qsh
        Workbook4.qsh
```

If you have workbooks that are largely whitespace, you can increase the value in the Warning field to accommodate this condition and avoid having the warning dialog displayed when you save the workbook. In general, we recommend 500 used cells or less for best operation.

If you would rather use standard Windows dialog boxes for opening and saving workbooks, mark the checkbox. This option is best suited for existing Quicksheet users that are accustomed to the standard Windows dialogs used in previous versions.

## Help

Use this option to open the Windows help system and view the Help file.

## What's saved

- The first 50 characters of the formula in each used cell
- Sheet names and sheet references
- Formatting options for precision, bold, justification, currency, percentage, scientific, underline
- Cell locking

## Excel 5.0

The Excel 5.0 add-in is derived from the same code base as the Excel 95/97 add-in. Please read the above section on Excel 95/97 for a description of the functionality. Then, see the sections below that describe the differences.

## Caveats

All named styles and workbook properties are reset when the existing Quicksheet workbook is resaved using Excel 5.0.

You cannot open a Quicksheet workbook into an open Excel spreadsheet, but you can open it into a new spreadsheet in Excel.

## Macintosh

There are two ways to move spreadsheets to and from computers running the Macintosh operating system.

- 1) Use Connectix VirtualPC (or other Windows emulator) and use the Windows HotSync Manager. Just install the PalmPilot desktop, Excel 95, and Quicksheet into Virtual PC. This method provides you with all of the Quicksheet integration available for a native Windows user.
- 2) Copy and Paste a block of your spreadsheet from Excel 5.0 for the Macintosh to MemoPad in PalmPilot desktop. *NOTE: If you have formulas to copy, use the Options dialog in Excel to check the Formulas box. This will show the formulas on the grid so that you can copy them to the clipboard and then paste them into MemoPad in Palm Desktop.* Synchronize your PalmPilot. Open the MemoPad document on the PalmPilot and copy its contents (up to 1K at a time). Start Quicksheet and create a new workbook. Use the 'Edit|Paste Special' command in Quicksheet to paste the spreadsheet into Quicksheet. You can do the reverse to copy a spreadsheet from the PalmPilot to MemoPad and then to Excel on your desktop. You can copy the formula's from Quicksheet by selecting 'Copy Formulas to Clipboard' in the open spreadsheets Book|Properties dialog. See below for more details.

# Spreadsheet Basics

## Formulas

Formulas can be any algebraic expression and any variable can be replaced with an A1 style (A1, B3, C2, etc) cell reference. Formulas are automatically recalculated when any dependent cells value is changed. You can turn off the auto-recalc feature in Quicksheet.

Formulas are only calculated when the cell format has a type of numeric. This can be Decimal, Percent, Currency, or Scientific. Cells with a Text format are never computed and if used in a formula will cause the formula cell to display '#ERR'.

## Text

Text cells always display their formatted contents within the cell boundary. It is not possible to overlap or spill over into an adjacent cell. You can break a cells text into multiple cells to simulate a spillover effect if the additional text display is required.

## Date & Time

You can format the numeric representation of a date into the format specified by your Palm device Preferences for dates by selecting the "Date" format from the format popup list just as you would format any other cell.

You must enter dates in the format specified in the Palm Preferences. For example, if the format is set to US, you must enter dates in "mm/dd/yy" format. If the format is set to Switzerland, you must enter the dates in the format "dd.mm.yy". Times are always entered using a colon to delimit the fields in the format hh:mm:ss.

If you enter a formula that looks like a date, for example 11/23/98 into a cell formatted as numeric, Quicksheet will change the cell to a Date format and calculate the proper numeric value for the date. If you intended to calculate the number 11 divided by the number 23 divided by 98, prefix the formula with an equal sign (=) to force Quicksheet to calculate the value and not the date.

Quicksheet is tested for the year 2000 and beyond. Date formats display two digit years and are interpreted as follows: Single digit years between 00-36 imply 2000-2036. Single digit years between 37-99 imply 1937-1999. Four digit years are always treated at face value. As an example, if you enter 11/23 in a cell or as a parameter to a function, Quicksheet will interpret this to be 11/23/98 (if the year is still 1998). If you enter 11/23/04, Quicksheet will interpret this to be 11/23/2004. Lastly, if you enter 11/23/67, Quicksheet will interpret this to be 11/23/1967. This behavior mimics MS Excel.

Dates can be used a literal values to most functions if you enclose the date in double quotes. For example: HLOOKUP("11/23/98", A1:C7, 2) would look for the date value 11/23/98.

Using the Find function with date and time is enhanced to allow you to search for a date or time value by searching in the Value. You can also search in the Formula for the literal text of the date or time. See Search and Replace for more details.

Date and time values are stored as a number. The integer portion of the number represents the number of days since January 1, 1904. The fractional portion represents the ratio of the number of seconds elapsed in the day over the total number of seconds in a day. This representation is fully compatible with MS Excel for years equal to or greater than 1904.

Since Quicksheet is limited to 8 digits of precision, time combined with dates do not support seconds. Time alone supports seconds but the display format is limited to minutes. You can compute elapsed

time in seconds and perform time math with accurate seconds, but the display format will not display seconds in Quicksheet.

## Main Screen

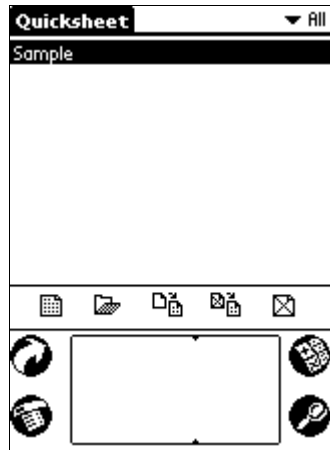


Figure 9 - Main Screen

The Main Screen is where you perform workbook maintenance functions. The screen is divided into three sections; 1) the top line shows the application name and the currently selected category; 2) The middle section is a list of the existing workbooks for the current category; 3) the bottom section has icons to create a new workbook, open the selected workbook, copy a workbook, rename a workbook, and delete a workbook, respectively.

In Quicksheet, you can group workbooks by category and these categories are preserved on your desktop in the form of file system directories. See the section 'Synchronization' for more details on categories and how they are integrated with your desktop.

## Workbook Screen

	A	B	C
1	Symbol	Shares	Price
2	INTC	200	83.250
3	COMS	100	33.750
4	MSFT	400	81.000
5	DELL	100	80.125
6	BARON	694.23	51.800
7	APPL	400	27.250
8			
9	Port Value		\$ 107,298.61

Figure 10 - Workbook Screen

The workbook screen is divided into three sections; 1) the *Status* section where status messages are displayed and the worksheet is selected, 2) the *Spreadsheet* view, where the current worksheet tabular contents are displayed, 3) the *Editing* section where you select styles, edit the cell contents, and

navigate cell by cell around the worksheet. Within the editing section are multiple signals that display the current state of Quicksheet.

Stocks		Sheet1	
A		B	
		Clipboard	
		Edit Categories...	
1	Symbol	Share	
2	INTC	200	83.250
3	COMS	100	33.750
4	MSFT	400	81.000
5	DELL	100	80.125
6	BARON	694.23	51.800
7	APPL	400	27.250
8			
9	Port Value		\$ 107,298.61
=SUM(D1:D7)			
M			

Figure 11 - Sheet Selection List

On the right side of the first line is the worksheet selection drop down list. When you click the selection trigger (or click on the worksheet name), a list of the existing worksheet names for the workbook are displayed. You can select any worksheet to make it current. To add additional sheets or rename the sheet from its default "Sheet1" name, scroll to the bottom of the list and click "Edit Categories...". The operating system displays the standard category editing dialog box for you to add or edit any of the worksheet names.

## Edit Field

The edit field uses the same editing techniques that the built-in PalmPilot applications use. To select a few characters to cut, copy, or paste over, use the stylus to drag-select the characters, then use the menu or command stroke equivalent to initiate the desired Edit Menu action.

## Cells

Quicksheet supports enhanced Cut, Copy, and Paste operations on cells, groups of cells, rows, and columns. It is important to understand the distinction and behavior of each of the operations.

When using the row/column/sheet level cut, copy, and paste functions, offsets are relative to the top left row and column of the entire spreadsheet (1,1). This allows you to copy a row, click the destination row and select paste, and have the original row duplicated properly. The same holds true for columns and spreadsheets.

When using the cell level cut, copy, and paste functions, offsets are relative to the pasted regions upper left corner. This allows you to cut or copy a region and paste it elsewhere while preserving the original relations. Using this method, you can also replicate the selected region by selecting a destination area that is larger than the source area. Quicksheet will automatically reuse the source region as many times as required to fill the destination region. When pasting a region, you only need to select the upper left cell and Quicksheet will paste the entire copied region. If you explicitly select a region to paste into, then Quicksheet will only paste into the selected region.

When you cut cells and then immediately perform a paste operation, the cut is interpreted as a move and cell references are updated.



## The Current Cell

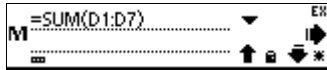


Figure 12 - Current Formula

The double horizontal lines are the input and display area for the formula/value of the current cell. Click a cell on the spreadsheet to make it current. The current cell always has a bold border around it. Enter a formula into the edit field, for example, =SUM(D1:D7). To accept changes to the cell, use either the graffiti Enter gesture (start from the upper right and stroke down to the lower left), or click the cell you are editing, or click any place outside the Formula Edit Field.

To use the stylus to select a region of the spreadsheet, click the starting cell and drag the stylus to the ending cell in the region. When you have dragged the stylus across the region to be selected, lift the pen and the region will be boxed. This becomes the selected region. You can use this same process to automatically fill in a range parameter for functions that take a range, example SUM(exprlist). When the "exprlist" parameter is highlighted, you can click on the starting cell, drag to the ending cell, and have the range filled in for you automatically.

## Taping out a Formula

When the selected region or cursor is directly to the right of one of these special characters [=, +, -, \*, /, ^, (, comma] you can tap the screen and Quicksheet will automatically insert the cell reference in the current formula. You can also drag-select a region and Quicksheet will insert a colon delimited range. Starting any formula with an equal sign will automatically change the cells format to Number if it is not of a numeric type already. The equal sign allows you to tap the first reference in the formula.

## Function Picker

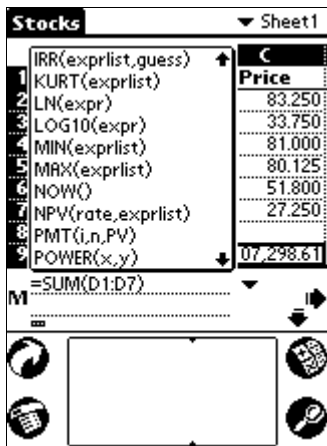


Figure 13 - Function Picker

To the right of the edit field is a popup list trigger. Clicking this trigger displays a list of predefined Quicksheet functions. The list provides quick insertion of the function and has placeholders for required parameters. Notice the first parameter is always highlighted when you select a function from the popup list. This enables you to immediately begin tap selecting the parameters.

## Changing Styles

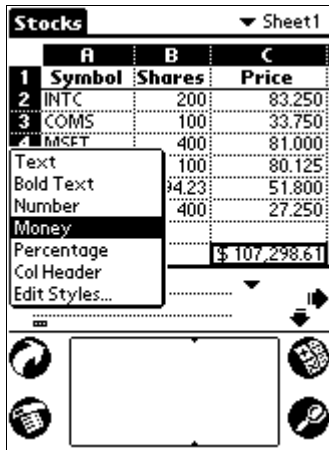


Figure 14 - Style Selection List

On the far left next to the formula field, you see a bold capital letter. This is the first letter of the current style. Clicking the letter brings up the Style Selection List. Quicksheet comes with a number of preset styles and you can create your own, see 'Named Styles' below. Each workbook contains its own named styles. You create new named styles by clicking Edit Styles. These styles are specific to the workbook. To change the style of the current cell, select a style from the list. If you need a custom format for a cell and do not want to create a new style, use the Edit|Formatting... menu item.

There are two ways to specify the formatting of a cell. You can use the named styles by clicking the name from the Style Selection list, or you can use the Edit|Formatting menu to customize the format of the selected region only. When you enter the Formatting dialog from the Style Selection menu via Edit Styles..., it is assumed that you intend to edit the styles and you are not prompted to save changes to any styles. When you enter the Formatting dialog from the Options|Formatting menu, it is not obvious whether you intend to change the makeup of the named style or if you would just like to specify formatting for the individual cell. For this reason, you are prompted to save the changes to the style, or just the cell when you make changes.

## Named Styles



Figure 15 - New Named Style

Named styles are formatting options that are grouped together. You can create up to 15 named styles for each workbook. Styles are stored with the workbook. To create a new style, select "Edit Styles..." from the style popup list or "Options|Formatting..." from the main menu. Once the Style Dialog is

active, you can click the plus sign (+) to add or edit the current style name, or click the minus sign (-) to delete the current style. When you click the plus sign to add/edit a style, you enter the new or edited name in the dialog that follows and click OK. The New button clears the current style name to allow you enter a new name for the style.

After you make changes to a named style, click the OK button to save them. If you made changes to the style from the "Options|Formatting..." menu item, you are prompted to save the changes to the style or just the current selection. This feature allows you to specify custom formatting options for the selected region rather than modifying the Style. If you make changes to a style from the "Edit Styles..." item in the QuickFormat popup list, you are not asked to confirm the style change because it is implied that this is the behavior that you want. You can always select the *Custom* style to specify a custom style from either mode of entry and you will never be prompted to save the "Custom" style.

When you enter the Style dialog, an attempt is made to identify the style of the current cell or group of cells. If this cell has a custom style, the style name *Custom* is used.

Changing the makeup of a Named Style affects all cells formatted with that same named style.

## Clipboard

Quicksheet uses its own internal clipboard for "in worksheet" operations. The internal clipboard has meta-data associated with it that allows the program to offset cell references and keep track of formatting as appropriate. The internal clipboard is only available while you are in the Quicksheet application. In addition to the internal clipboard, Quicksheet populates the PalmPilot Clipboard with either CSV (comma separated values) or TSV (tab separated values) so that you can share your Quicksheet data with other PalmPilot applications. The default formatting of the system clipboard is CSV and only cell values are copied. You can change this option by using the Book|Properties menu and selecting *Copy Formulas to Clipboard*. This causes Quicksheet to copy the formulas to the clipboard in tab separated (TSV) format.

You can paste the TSV clipboard to MemoPad, HotSync with your desktop, copy the MemoPad document and paste it into Microsoft® Excel™. This function is intended to allow Macintosh users a method to transfer their data to the desktop. The opposite is also true. You can copy from Excel into MemoPad, HotSync, copy the MemPad document and then paste a single worksheet into Quicksheet. To paste data into Quicksheet from the system clipboard, use the Paste Special Command.

When pasting from the system clipboard (see Paste Special below), Quicksheet will force a cells type to Number if the formula begins with an equal (=) sign. All other cells are interpreted as text. Quicksheet will automatically prefix the equal sign to all numeric cells when cut or copied from the worksheet to the PalmPilot clipboard.

## Paste Special

Since Quicksheet supports two clipboards and mediates between them based upon context, Quicksheet has a method to explicitly specify that the system clipboard be used. This option always uses the system clipboard and cell references are never offset. You can use Paste Special with CSV or TSV text.

## Cell and Sheet References

### Cell References

Cell references in Quicksheet follow the normal alphabetic column numeric row standard, example A1 represents the cell at column 1, row 1. By default, all cell references are relative. This allows Quicksheet to update the cell references as required when a row/column is inserted or deleted or a cell

is pasted into the worksheet. If you have a reference that must remain absolute, prefix the column letter and/or row number with a dollar sign (\$), example \$A\$1 permanently fixes the cell reference at (1,1). Absolute references are not adjusted when the referencing cells move. You can specify an absolute reference on a row, column or both by using the \$.

When adjusting cell references, if Quicksheet cannot adjust the reference because doing so would cause invalid references, the offending cell references are filled in with pound signs (##) and you are required to manually make adjustments to these cells. These cells will display “#ERR” when recalculated.

### Sheet References

You can refer to the values of cells in other worksheets within the current workbook. To specify the sheet reference in a formula, you preface the cell reference with the sheet name (enclose the sheet name in quotes if it has any spaces) and then an exclamation point (!).

For example:

=SUM(A3:B3)/Sheet2!D5; sums the values in A3 through B3 in the current sheet and divides the result by the value of cell D5 in the sheet named “Sheet 2”.

Sheet references are always absolute and are never offset with insert, delete, cut, copy, or paste.

You can specify sheet references within a range. For example: =SUM(Sheet2!A4:B6) .

### Selecting a region

To use the stylus to select a region of the spreadsheet, click the starting cell and drag the stylus to the ending cell in the region. If you drag to the edge of the screen, it will automatically scroll in that direction. You can use this same process to automatically fill in a range parameter for functions that take a range, example SUM(exprlist). When the “exprlist” parameter is highlighted, you can click on the starting cell, drag to the ending cell, and have the range filled in for you automatically.

### Extending a Selected Region Beyond One Screen

Dragging to the edge of the screen scrolls and selects the region in that direction.

Alternatively, you can use the Edit|Extend Selection menu command to select a region larger than one screen. Select the first bounding cell and then scroll the screen to the second bounding cell. Turn on extended select using the menu option. When in extended select mode the letters “ex” will appear above the scroll right arrow. Click the cell that represents the second bound of the region and Quicksheet will select the entire region for you. This function operates in a way that is similar to the shift-click operation in the Microsoft Windows family of operating systems.

### Scrolling Arrows

The far right of the editing and navigation section has four directional arrows grouped to allow you to move the viewing window to your spreadsheet. Clicking a directional arrows moves the window in that direction. If you cannot move any further in a particular direction, that directional arrow is removed from the display. If you need to move a page at a time, you can use the Page| [Up|Down|Right|Left] menu items or use the hardware buttons.

### Resize Columns

To resize a column, click the divide between columns and drag the column to the new width. You can resize the first 20 columns.

## Various Indicators

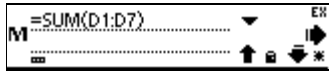


Figure 16 - Various Indicators

### Edit Menu State Indicator (EMSI)

Under the left hand side of the formula edit field are three small squares that indicate the context of the edit menu. The edit menu supports dual functionality depending upon the state of this indicator. When illuminated, the spreadsheet area is the target of some edit menu commands (undo, cut, copy, paste, paste special, select all, clear, formatting). When not visible, the edit field is the target and the standard system field editing commands are in place.

### Recalc Indicator

When auto-recalc is off, as defined with the Book|Properties dialog, Quicksheet has a special indicator to let you know that the current workbook has been modified and needs to be recalculated. The indicator can be seen as a small star at the bottom right of the screen. When this indicator is present, it means that the workbook needs to be recalculated. You can click the indicator or use the Bool|RecalcNow menu option to initiate the recalculation.

### Calculating Indicator

The watch that displays on the screen indicates that Quicksheet is calculating.

### Workbook Protected Indicator

This small lock next to the Graffiti State indicator will illuminate when the workbook is protected. If the current cell is not locked, the indicator will show an unshackled lock to indicate that the cell can be edited.

### Extend Select Indicator

The small ex to the upper right of the up arrow will illuminate if extend select mode is on. The next cell selected will extend the region down to and including it.

## Math

Quicksheet allows you to enter complex expressions to be evaluated. You can begin a formula with the equal “=” sign to force the cells type to number (if it is not defined as something numeric already). Starting a formula with an equal sign also allows you to begin tap selecting cell references right away.

### Operator precedence

Math operators are evaluated and applied in the following order: ^, \*, /, +, -

### Basic math operations

- addition (+)
- subtraction (-)
- division (/)
- multiplication (\*)
- power (^)

### Parentheses

Parentheses can be used to explicitly specify an order of evaluation.

Since the PalmPilot has limited stack space, you should limit your use of parentheses to those cases where the standard rules of operator precedence do not provide the order of evaluation required for the formula. If you nest too many levels of parentheses, you can cause a "Fatal Exception". If this happens reset your PalmPilot and break apart your expression into multiple cells. The Palm III has a larger internal system stack and Fatal Exceptions due to nested parentheses or functions is somewhat mitigated.

## System Find

Quicksheet supports the built-in System Find feature on your Palm device. Workbook names but not the contents are searched during the find operation. If you have created a new workbook that has not been saved, it will not be located by the System Find function.

If you switch to a workbook using the System Find function and a workbook is already open in Quicksheet, you will have to close the open workbook to switch to the found workbook. The found workbook should be automatically selected for you after you close the open workbook.

To search for specific values or text in your workbook, use the internal Quicksheet find feature within an open workbook. See Find and Replace for more details on the internal find feature.

# Menus

## Workbook Menu

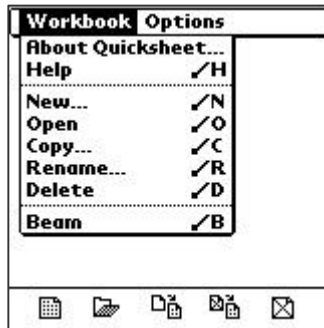


Figure 17 - Workbook Menu

## About Quicksheet

Shows the current version of Quicksheet

## Help

Displays our email, web address, and phone number for support. Our website has a support database online and you can usually find your problem with a resolution already posted. If not, feel free to post a new request.

We prefer to use email for initial support. If we determine that a voice communication is required, we are happy to call you to discuss a complicated support issue. Most issues are resolved more quickly using email and we check and respond to electronic support requests daily. Please help us contain our support costs by using email as your first support choice.

## New



Figure 18 - New Workbook

Select this option to create a new workbook. Enter the workbook name in the dialog and click OK.

## Open

Select the existing workbook from the workbook list and choose this option to open the workbook.

## Copy

Select the workbook you are going to copy and choose the 'Copy' menu item. You will be prompted for the new name for the workbook. Enter the new name and click OK.

## Rename

Select the workbook to be renamed and choose the 'Rename' menu option. You will be prompted for the new name of the workbook. Enter the new name and click OK.

## Delete

Select the workbook to delete and click OK. When deleting workbooks that have been already synchronized to your PC, you should change the Quicksheet synchronize option to 'Copy from PalmPilot to PC' to ensure that your workbook will be permanently deleted. Otherwise, it will reappear during the next HotSync synchronization because the conduit will think that there is a new workbook on the PC and it needs to be copied to the device.

## Beam (Palm OS 3.0 or greater)

Select the workbook to beam. This option requires Quicksheet on the receiving Palm device. Workbooks received from beaming are always placed in the Unfiled category. See the Palm user manual for more information on beaming and troubleshooting the beam process.

## Picture Buttons

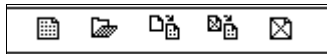


Figure 19 - Main Screen Icons

The main screen has 5 icons that can be pressed and function as shortcuts to the same functions that are in the Workbook menu.

In order from left to right: new, open, copy, rename, delete. Click on the picture to initiate the action.



## Book Menu



Figure 20 - Book Menu

## About Quicksheet

Displays the current version of Quicksheet by Cutting Edge Software, Inc. This is useful when calling for technical support.

## Help

Displays our email, web address, and phone number for support. Our website has a support database online and you can usually find your problem with a resolution already posted. If not, feel free to send post a new request.

We prefer to use email for initial support. If we determine that a voice communication is required, we are happy to call you to discuss a complicated support issue. Most issues are quickest resolved using email and we check and respond to electronic support request daily. Please help us contain our support costs by using email as your first support choice.

## Save

Use this option to save an intermediate state of the workbook.

## Save As



Figure 21 - Save As Dialog

Use this option to save the workbook under a different name. Enter the new name of the workbook and choose OK.

## Properties



Figure 22 - Workbook Properties

### Category

Select the category for this spreadsheet.

### Private

Check this box to make this spreadsheet invisible when you have chosen to Hide Private Records in the Security applet.

## Show Grid

	A	C	D
1	Symbol	Price	
3	COMS	33.750	33
4	MSFT	81.000	324
5	DELL	80.125	8012
6	BARON	51.800	###
7	AAPL	27.250	109
9	Port Valu	\$ 107,298.61	

Figure 23 - Grid Off

Click to show the grid lines delineating rows and columns. Uncheck this box to hide them. The diagram above shows the grid turned off.

## Auto-Recalc

Check this option to have Quicksheet recalculate the cells whenever a dependent cell is changed. Uncheck this box to manually instruct Quicksheet to recalculate the spreadsheet using the Book|Recalc Now option. If auto-recalc is turned off, a small star will appear on the bottom right of the display if any data has been changed. You can also click the small star to initiate a recalculate operation.

## Copy Formulas To Clipboard

Check this option if you the cell formula to be copied to the PalmPilot clipboard. If this option is checked, the PalmPilot clipboard will be populated with tab-separated-value (TSV) text that is compatible with Excel. This is useful when you are a Macintosh user and are trying to replicate a Quicksheet spreadsheet to your desktop via MemoPad.

## Backup

Check this option if you are a Macintosh or Windows 3.1 user and would like to have this spreadsheet backed up each time you synchronize your PalmPilot. When using Windows 95/NT, you should not check this option.

## Template

Check this option to instruct Quicksheet to save all cells in the workbook that have a value or non-default formatting. This is useful when you are setting up a spreadsheet to be used as a template to create other spreadsheets.

## Use Buttons

Check this option to intercept the Todo button and Phone book button for use as page right and page left respectively.

## Recalc Now

Select this menu item to force the spreadsheet to be recalculated if auto-recalc is turned off in Book|Properties.

## Protect

Select this menu item to protect the spreadsheet. All cells that are locked cannot be modified. A small lock will be displayed next to the scroll arrows to indicate the cell cannot be modified. Cells that do not have the Lock attribute set can still be modified and will display an unshackled lock.

## Unprotect

Select this menu item to unprotect the spreadsheet.

## Close

Select this menu item to close the current spreadsheet. Quicksheet tracks changes that have been made to the open sheet. If this sheet has been modified, you will be prompted to save the changes.

## Edit Menu

The items Cut, Copy, and Paste work with selected text in the edit field or entire cell in the spreadsheet. If the indicator is illuminated, the spreadsheet has the focus and the entire cell will be operated upon. If the indicator is not illuminated, the selected text in the edit field is operated upon. For example, you have selected a few characters of text in the formula and choose cut, only those characters are cut from the edit field. If the indicator was illuminated and you selected cut, those cells that were selected would be cut from the spreadsheet.



Figure 24 - Edit Menu

## Undo

Reverts the last Formula Field edit or **single** cell operation. The target of this command is affected by the Edit Menu State Indicator. If the EMSI is not illuminated, the first click of Undo attempts to undo the last text edit. The second click restores the entire cell to its last saved state. Sometimes, it is necessary to click off of the current cell and then choose Undo to back out of the current change. *You cannot undo a multi-cell operation.* If you make a change that involves multiple cells, close the workbook and do not save changes.

## Cut

Cuts the selected Formula Field text or worksheet cells. The target of this command is affected by the Edit Menu State Indicator.

## Copy

Copies the selected Formula Field text or cells to PalmPilot. The target of this command is affected by the Edit Menu State Indicator.

## Paste

Paste text or cells. The target of this command is determined by the Edit Menu State Indicator.

You can select a larger region than was copied and have the system automatically replicate the copied cells. In addition, by selecting a single column and multiple rows or a single row and multiple columns, Quicksheet will automatically paste the entire row or column and replicate as necessary.

## Paste Special

Pastes CSV or TSV contents of the PalmPilot Clipboard into the worksheet. Fields that are prefixed with a “=” are automatically converted to Number even if the cell type is Text. Otherwise, they are inserted into the appropriate cell and formatted as previous.

## Formatting



Figure 25 - Style Dialog

### Name

The style name must be unique. You should adopt a convention that allows each named style to begin with a different letter to aid in differentiating the style using the Quick Format selector.

### Sample

Shows you what the style will look like when applied.

### Justify

Causes the contents of the cell to be aligned to the left, center, or right of the cell bounds.

## Format



Figure 26 - Formatting Dialog

The output format of the cell. Cells that are to be calculated must not be of type Text.

### *Decimal*

Basic fixed point decimal notation. Select the number of decimal places of output precision. Note that the internal representation is always kept at the highest level of precision. The output value is rounded to the number of decimal places to be displayed.

### *Text*

Text value. This cell type is never calculated. When a text field is first entered, Quicksheet automatically sets the Graffiti shift state to uppercase. You can tap the input area to turn off this automatic capitalization of the first character.

### *Currency and Custom Currency Character*

Places the currency character to the left of the displayed value. You can specify any single character to be placed to the left of the cells displayed value. You enter this value in the edit field that appears to the right of the Format list when this option is selected in the Format list. In the example figure above, the currency character is set to a US dollar sign (\$).

### *Percent*

Multiplies the result by 100 and appends the percent (%) symbol to the displayed value.

### *Scientific*

Uses standard e notation to the level of precision defined in the decimals field.

### *Flip*

Appends the currency character (see above) to the right of the displayed value.

### *Decimals*

The number of display decimal places to show. Digits beyond the specified level of precision are rounded for display only. Quicksheet always uses the full precision for calculations.

### *Floating*

Choose floating to instruct Quicksheet to determine that number of decimal digits to display based upon the cell width. If the whole value to the left of the decimal is larger than the cell width, "####" will be displayed. You can widen the cell to see the contents or select 'Clip Cell'. See below for 'Clip Cells'.

### *Commas*

Separates every three digits with a comma.

### *Underline*

Underlines the displayed value or text or value.

## Clip Cells

Causes the cells contents to be truncated at the edge of the cell rather than filling the cell in with '#' when it overflows its width. Text cells are always truncated. This option only has an effect on numeric cells.

## Lock

Choose this option to have cells with this format locked when sheet protection is enabled. Deselect this option to allow cells with this format to be modified even when sheet protection is on.

## Default

The default style is that which is applied for all cells without an explicit format. You should specify a default format to make entering data easier and more natural. The standard default is "Number".

## Clear

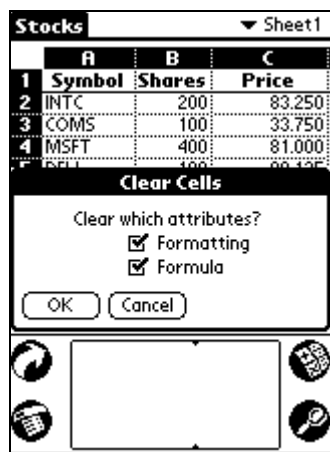


Figure 27 - Clear Cells Dialog

Choose whether to clear the selected cells formula, formatting, or both. Click OK to continue or Cancel to exit. The target of this command is affected by the Edit Menu State Indicator. If the EMSI is off, the selected characters in the formula field are cleared, otherwise the selected cells are cleared based upon the options checked in the dialog.

## Select All

Selects all of the text in the edit field or all of the cells in the worksheet. The target of this command is affected by the Edit Menu State Indicator.

## Extend Selection

Toggles extend select mode. When extend select mode is on, the letters "ex" appear above and to the right of the up scroll arrow. Extend select mode is used to select a region that is larger than one screen. To use extend select, click the first cell in the region to be selected and then turn on Extended Select. Scroll the last cell in the region and click it. All cells between will be enclosed in the selection rectangle. You can also drag select a region by clicking the first cell and dragging to the last cell. Dragging to the edge of the screen will scroll the spreadsheet in that direction and continue to select cells.

## Keyboard

Bring up the onscreen keyboard.

## Graffiti Help

Bring up the built-in Graffiti help screen.

## Search Menu

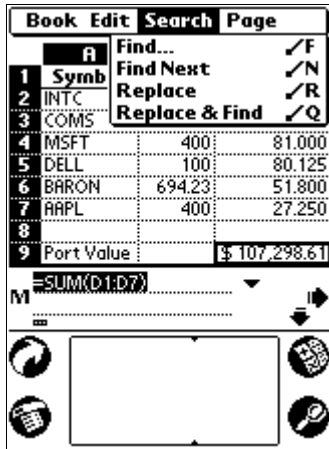


Figure 28 - Search Menu

## Find...

Choose this menu item to initiate the find operation on the open spreadsheet.



Figure 29 - Find Dialog

## Find

Enter the value or text to search for

## Replace

Enter the value or text to replace with

## Search For

Choose whether to search for a value in the spreadsheet or search in the formula field. If searching for a date or time value (like the result of a calculation that returns a date or time), select Value.

## Within

Choose to search in the current row, column, sheet, or entire workbook.



## Find Button

After filling in the Find field, click this button to begin searching the spreadsheet

## Replace All Button

After entering the Find and Replace fields, click this button to replace all occurrences of the Find field with the value in the Replace field. The Replace All operation cannot be undone. If you replace the wrong data, close the spreadsheet and do not save your changes.

## Find Next

After a value has been found, look for the next value starting at the current cell position. If the find operation has not been initiated, the Find dialog (see above) will be displayed.

## Replace

After a value has been found, replace it with the value in the replace field

## Replace & Find

After a value has been found, replace it with the value in the replace field and find the next occurrence.

## Page Menu



Figure 30 - Page Menu

## Top

Jump to the top left of the spreadsheet.

## Bottom

Jump to the bottom right of the spreadsheet.

## Up

Page up one screen. You can also use the cursor up button for this action.

## Down

Page down one screen. You can also use the cursor down button for this action.

## Left

Page left one screen. If you have turned on 'Use Buttons' in the Book|Properties dialog, you can also use the Phone Book button for this action.

## Right

Page right one screen. If you have turned on 'Use Buttons' in the Book|Properties dialog, you can also use the ToDo button for this action.

## Row, Column, and Sheet Popup Lists

	B	C
1	200	83.250
2	100	33.750
3	400	81.000
4	100	80.125
5	694.23	51.800
6	400	27.250
7		
8		
9	Port Value: \$ 107,298.61	
10	=SUM(D1:D7)	

Figure 31 - Workbook Popup List

Stocks		▼ Sheet1
	A	C
1	Symbol	Price
2	INTC	83.250
3	COMS	33.750
4	MSFT	81.000
5	DELL	80.125
6	BARON	51.800
7	AAPL	27.250
8		
9	Port Value:	\$ 107,298.61
10	=SUM(D1:D7)	

Figure 32 - Column Popup List

A	B	C
1	200	83.250
2	100	33.750
3	400	81.000
4	100	80.125
5	694.23	51.800
6	400	27.250
7		
8		
9	Port Value: \$ 107,298.61	
10	=SUM(D1:D7)	

Figure 33 - Row Popup List

Each row and column header has a special set of actions that can be performed on the row or column and there is also a special sheet popup for actions that apply to the entire sheet. To access the row or column popup, click the associated header. To access the sheet popup, click the upper left corner of the worksheet.

## Select

Selects the row, column, or sheet. Once the selection is made, you use the Edit Menu to perform actions on the region. See Edit Menu for more details.

## Copy

Copies the entire row, column, or sheet without manually selecting it

## Paste

Pastes a previously cut or copied row, column, or sheet while offsetting cell references as necessary

## Clear

Clears the row, column or spreadsheet. See the section Menu's and subsection Clear for more details.

## Insert

Inserts before the current row or column. When a row or column is inserted, existing cell format information is copied to the newly created row or column. When you insert a row or column, cell references within formula's are updated.

## Delete

Deletes the current row or column. When you delete a row or column, cell references within formula's are updated.

## Freeze

This operation is a toggle. To freeze a row or column, select Freeze from the popup list. To freeze the row or column, select the same row or column and choose the freeze function again. You can also change the frozen row or column by selecting the new row or column and choosing freeze. You cannot edit cells that are frozen. When a row or column is frozen, a solid line delineating those that are moveable from those that are frozen is displayed. You cannot remove this line.

Frozen cells are not editable but will recalculate.

## Functions

### Functions that operate on an expression list (exprlist)

If the parameter is 'exprlist', this function operates on a list of expressions. Valid expression types are literal values (100), absolute or relative cell references (A5 or \$A\$5), or a range cells specified as <start col><start row> : <end col><end row>. For example SUM(A1:C7) or STDEV(A4:A9, 25, B6).

### Functions that operate on an expression (expr)

If the parameter is 'expr' this function accepts a single value that must evaluate to a valid number. If any of the cells in the formula evaluate to text or '#ERR', the calculation will return '#ERR'.

#### AVEDEV(expr\_list)

Returns the average deviation of the values in the expression list.

#### ABS(expr)

Returns the absolute value of the expression.

#### ACOS(expr\_radians)

Returns arccosine of the expression in radians.

#### ASIN(expr\_radians)

Returns arcsine of the expression in radians.

#### ATAN(expr\_radians)

Returns arctangent of the expression in radians.

#### ATAN2(expr\_radians)

Returns the arctangent of the specified x- and y- coordinate expressions in radians.

#### AVG(expr\_list)

Performs a SUM on the values in the expression list and divides by the number of numeric elements in the list.

#### CNT(expr\_list)

Counts the number of used numeric cells in the expression list.

#### COS(expr\_radians)

Returns the cosine of the expression in radians.

#### DATE(yyyy, mm, dd)

Returns the serial date corresponding to the parameters; yyyy=four digit year; mm=month; dd=day

### DATEVALUE(expr\_date)

Returns the serial date corresponding to the quoted date literal. The date in quotes must be in the short date format as specified in your Palm Preferences. For example, if your Preferences are set for Germany which has a default short date of YY.MM.DD, you must enter DATEVALUE("1998.11.09") for November 9, 1998. Changing the Palm Preferences for formats will not update date literal values (quoted dates) to the new format and you must do this by hand.

### DAY(expr\_date)

Returns the numeric day of the month for the date value expression.

### EXP(expr)

Returns the exponential of the expression.

### FV(l, n, pmt, method)

Takes the rate, the payment amount, number of payments, and an optional method and returns the future value of an investment based upon the constant payments and a constant interest rate.

If method = 0, the payments are at the end of the period.

If method = 1, the payments are at the beginning of the period.

Using the method parameter is not 100% compatible with when imported into Excel since we do not have the option to specify the present value of the investment which is the 4<sup>th</sup> Excel parameter to this like function.

### HLOOKUP(expr, range, offset, look)

Looks for a value in a table range and returns the cell in the offset row

Expr – the value to find. Can be a value, reference, or text string

Range – range of cells in table

Offset – the row offset from the first row in the range to return. Offset 1 is the search row

Look – if 1 or true and no exact match for expr, then search the row with the closest smaller value. This function does not work with a text string as expr.

### hour(expr\_time)

Returns the numeric hour for the time value expression.

### IF(expr, true\_expr, false\_expr)

Evaluates the condition (first parameter), which can be a cell reference, an expression, a conditional expression that uses the >, <, =, <> (not equal), <= (less than or equal), >= (greater than or equal) signs, or a literal value, and returns either the true expression or false expression. You can return any numeric expression or up to 15 quoted characters of text.

Example #1: IF(A1=3,SUM(A2:C6),MAX(A3:Z6)) - evaluates A1=3 and sets the current cell to the value returned from either the true portion or false portion of the statement depending on the trueness of the A1=3 expression. If A1 does equal 3, the sum of A1 through C6 is returned. Otherwise the maximum of A3 through Z6 is returned as the value of the current cell.

Example #2: `IF(A1=100,SUM(A2:C6),IF(A1<100,AVG(A2:C6),13))` - If A1 = 100, then the sum of cells in A2 through C6 is computed and returned. If A1 < 100, then the average of the cells in A2 through C6 is computed and returned. Otherwise, if A1 is > 100 and the literal value 13 is returned.

Example #3: `IF(A1>=100,"OK","IF(A1>0,"NOT OK","BAD"))` - If A1 greater than or equal to 100, then the text OK is placed in the cell. If A1 is greater than 0 but less than 100, then the text NOT OK is placed in the cell. Otherwise, the text "BAD" is placed in the cell. Since Quicksheet formula's are limited to 50 characters, you might need to break up your nested IF...ELSE construct into multiple cells and refer to the subexpression cells in each of the true/false parameters.

### INT(expr)

Returns the integer portion of the expression. For example: `INT(1.2)` returns 1.0

### IRR(expr\_list, guess)

Takes the series of cash flows and an optional guess and returns the Internal Rate of Return of the series. You should supply a guess if the IRR is larger than 100% or smaller than 100%. Quicksheet iterates 20 times looking for a NPV that evaluates to near zero. If the value is not found after the 20 iterations, the value #ERR is returned. The IRR cannot be computed if all cash flows are the same sign.

If you specify a guess, it must be in decimal form. For example use .45 instead of 45%.

#### Example #1

`IRR(A1:A7)` – computes the internal rate of return using the cells in A1 through A7 as cash flows.

#### Example #2

`IRR(A1:A7, 10, -100, .45)` – computes the internal rate of return using the cells in A1 through A7, the cash flow 10, the cash flow –100, and a guess of 45%. This expression list format is NOT compatible with Excel and is intended as a convenience for device use only.

### KURT(expr\_list)

Returns the statistical kurtosis of the values in the expression list. This function accepts from 2 to 25 values.

### LN(expr)

Returns the natural log of the express.

### LOG10(expr)

Returns the base 10 log of the expression.

### MIN(expr\_list)

Evaluates the values in the expression list and return the smallest value.

### MAX(expr\_list)

Evaluates the values in the expression list and return largest value.

### MOD(expr\_x, expr\_y)

Returns the remainder of x / y.

### MONTH(expr\_date)

Returns the numeric month for the date value expression.

### NOW()

Returns the current date and time. This function is evaluated each time the sheet is recalculated.

### NPV(I, expr\_list)

Takes the interest rate in decimal notation and an expression list of cash flows and returns the Net Present Value. The first parameter must be the interest rate in decimal form (.05 for 5 percent – you cannot specify 5% using the percent sign). Follow the rate by any combination of comma separated literal values, cell references, expressions, and ranges for cash flows.

Ranges are applied left to right and top to bottom.

#### Example #1

NPV(.10, -100, 300, 400) – computes the Net Present Value with a return of 10% on the cash flows – 100, 300, 400).

#### Example #2

NPV(B5, A1:A7, 20, -100, B4 - 6 \* 2) – computes the Net Present Value with a return of the value in cell B5 on the cash flows in cells A1 through A7, -20, -100, and the value of B4 – 6 \* 2.

### PI()

Returns an approximation for  $\pi$ .

### PMT(I, n, pv)

Takes interest (I) divided by the compounding period, number of periods (N), and present value (PV) and computes the payment.

Example: PMT(.08/12, 60, 25000) - computes the payment required when interest is at 8% compounded monthly for 60 months with \$25000 of principle.

### POWER(expr\_x, expr\_y)

Returns the first expression raised to the second expression. This function is the same as using the caret sign (^). For example: POWER(4, .5) = 4<sup>.5</sup>.

### PV(I, n, pmt, method)

Takes the rate, the payment amount, number of payments, and an optional method and returns the present value of an investment based upon the constant payments and a constant interest rate.

If method = 0, the payments are at the end of the period.

If method = 1, the payments are at the beginning of the period.

Using the method parameter is not 100% compatible with when imported into Excel since we do not have the option to specify the present value of the investment which is the 4<sup>th</sup> Excel parameter to this like function.

### ROUND(expr, decimals)

Rounds the first parameter to the second parameter decimal places. For example: ROUND(1.25, 1) returns 1.3 and ROUND(1.253, 2) returns 1.25.

**SECOND(expr\_time)**

Returns the numeric seconds for the time expression.

**SIN(expr\_radians)**

Returns the sine of the expression.

**SKEW(expr\_list)**

Returns the statistical skew of the values in the expression list. This function accepts from 2 to 25 values.

**SQRT(expr)**

Returns the square root of the expression.

**STDEV(expr\_list)**

Returns the standard deviation of the values in the expression list. This function accepts from 2 to 25 values.

**SUM(expr\_list)**

Evaluate the values in the expression list and returns the sum of the values.

**TAN(expr\_radians)**

Returns the tangent of the expression.

**TIME(hh, mm, ss)**

Returns the serial time corresponding to the parameters where hh=hour; mm=minutes; ss=seconds

**TIMEVALUE(expr\_time)**

Returns the serial time corresponding to the quoted time literal. The time in quotes must be in the format HH:MM using a colon separator.

**TODAY()**

Returns the serial value represented today's date. There is no time component when using this function.

**VAR(expr\_list)**

Returns the variance of the values in the expression list. This function accepts from 2 to 25 values.

**VLOOKUP(expr, range, offset, look)**

Looks for a value in a table range and returns the cell in the offset column

Expr – the value to find. Can be a value, reference, or text string

Range – range of cells in table

Offset – the column offset from the first row in the range to return. Offset 1 is the search column

Look – if 1 or true, if no exact match, then search the column with the closest smaller value. This function does not work with a text string as Expr.



**WEEKDAY(expr\_datetime, type)**

Returns the numeric day of week for the expr\_datetime based upon type.

If type equals:

- 1        Numbers 1 (Sunday) through 7 (Saturday).
- 2        Numbers 1 (Monday) through 7 (Sunday).
- 3        Numbers 0 (Monday) through 6 (Sunday).

## How To

### Enter a formula

To enter a formula, click the destination cell to make it current. The current cell has a bold border around it. Use graffiti or the onscreen keyboard to enter the formula into the edit field. The edit field is at the bottom of the spreadsheet screen. You can begin a formula with an equal “=” sign and then tap a cell to have Quicksheet automatically put in the cell reference for you. Formula’s can be up to 50 characters in length. For a formula to compute, it must either begin with an equal sign or the cells format must be set to something numeric.

Example formula: =PMT(.075/12, 60, 25000)

### Enter text

To enter text, click the destination cell to make it current. The current cell has a bold border around it. Use graffiti or the onscreen keyboard to enter the text into the edit field. The edit field is at the bottom of the spreadsheet screen. If you text cell display’s ‘#ERR’, you probably have the cell formatted as some numeric type. Click the bold letter next to the edit field and choose ‘Text’.

### Create and use templates

Normally, Quicksheet does not store cells that are only formatted but have no value. This is to conserve memory.

Quicksheet provides the ability to store empty but formatted cells and you implement the protocol required to use the template spreadsheets as they fit your particular application.

To create a template, create a new Quicksheet workbook. Set up the spreadsheet the way you want it to look. Select the Book menu (click the silkscreen button ‘Menu’) and choose Properties. Check the box next to ‘Template’. This spreadsheet is now considered a template and all cells with formatting will be saved. You must remember which spreadsheets are your templates. We recommend saving them with a distinctive name. For example: Office Visit Template.

To use the template, select it from the main screen and choose Open. Immediately after opening the workbook, use the Book menu to Save As this workbook under a different name. For example: Office Visits 3-31-98. Now, begin using the workbook. Alternatively, you can Copy the workbook from the main screen and then open the copied workbook.

### Use multiple sheets in a single workbook

Quicksheet allows up to 15 named sheets per workbook. You can use these sheets as separate entities or they can be related. In general, we recommend using separate workbooks unless all of the data on the separate sheets needs to be accessed at the same time.

To create a new worksheet, click the sheet name in the upper right hand corner of the open spreadsheet. By default, this sheet is named “Sheet1”. Choose ‘Edit Categories’ from the list. Click New and give the new sheet a name. There are some characters that are not allowed in a sheet name and these are filtered out automatically after you click OK.

Select the new sheet from the sheet list (upper right) and begin entering data. You can switch between the sheets by clicking the sheet list and choosing a different sheet.

If you delete a sheet from the sheet list, its' contents are deleted permanently. If you accidentally delete a sheet that you want to keep, close the workbook and do not save the changes. Reopen the sheet and continue.

### Refer to data on another sheet within the same workbook

You can refer to cells on different sheets by prefacing the cell reference with the sheet name and an exclamation point (!). If the sheet name has spaces, you must enclose it in single quotes. For example: Income!A4 or 'Network Hub'!C9. Sheet linking does slow down the recalculation as the secondary sheets are not cached like the main sheet.

An important caveat is that sheet references are never updated when referring or referred cells are moved. This can cause an intricately linked spreadsheet to cease to operate correctly if you move, insert, or delete rows or columns. If you have to make changes to a sheet that has links between sheets, it is best to open then workbook in Excel, make the changes, and then resynchronize it to the PalmPilot.

### Work with and differentiate between the two clipboards

Quicksheet supports both the standard PalmPilot clipboard (limited to 1K of data) and a proprietary clipboard that stores a richer set of cell information. Using the PalmPilot clipboard, you can copy and paste CSV and TSV text between applications. Using the Quicksheet clipboard, you can copy and paste cells with formatting intact between sheets on in the current spreadsheet.

The Quicksheet clipboard stores extra information that allows it to properly adjust the referring and referred formula's when the data is pasted into the spreadsheet. This feature enables you to cut/copy and paste cells and keep the formula's.

The Edit Menu State Indicator shows you which clipboard will be used by the Cut/Copy/Paste operation. If it is illuminated, then the Quicksheet clipboard will be used. If it is not illuminated, then the internal PalmPilot clipboard will be used and the contents will be pasted directly into the edit field at the current cursor location. You can force the PalmPilot clipboard to be used by using the Paste Special menu command. Both clipboards are automatically populated when you copy or paste and the Edit Menu State Indicator is illuminated.

### Move a block of cells and treat cell references as absolute

If you are trying to move a block of cells that have relative references and you do **not** want the cell references to be adjusted (i.e. you want them to be treated as absolute), you can cut the block, and then click the cell where you are going to paste the data. Use the Paste Special command to paste from the PalmPilot clipboard. You will have to reformat the cells since the PalmPilot clipboard does not store formatting, but you will be able to move the cells without adjusting the cell references.

### Change the default cell format

You can change the default cell format by choosing Edit|Formatting from within an open spreadsheet. Select name of the format that you want to make default or create a new named style. Click the "Default" check box at the bottom right of the Style screen and click OK.

### Save formatted cells that have no value

To save formatted cells that have no value, you can either enter a zero or space into the cell or make the spreadsheet a template. See the section above on 'Create and Use Templates' for more details.

### See the contents of cells that display '#####'

If your cell displays '####' this indicates that the formatted output is too large to fit within the cell boundary. Most easily, you can increase the column width by clicking on divide between columns and dragging the column wider. Only the first 20 columns can be resized.

You can change the format of the cell to clip the value starting from the right. This allows you to always see the value with some characters partially truncated. To choose this option, edit the cells formatting using Edit|Formatting and select the 'Clip Cell' checkbox. When you click OK, be sure to select No you do not want to change the formatting for all cells with this style (unless you really do).

Lastly, you might consider changing the decimal precision for this style to be 'Floating'. With floating precision, Quicksheet determines how many decimals to display based upon the cell width. It will round those digits that are not displayed. If the non-fractional portion of the number will still not fit in the cell, it will display '####' and you have to use one of the methods above to resolve.

### Create a custom style

Enter the Style dialog by choosing Edit|Formatting from within an open spreadsheet. Click the plus (+) sign next to the current style name. Click the new button. Enter the new style name. Click OK. Adjust the makeup of the style using the different options in the Style dialog. See Formatting in the Menu section above for specific details about each option. Click OK to save the style. The style picker (bold letter to the left of the edit field) will now show your new style name. Choose the style from this list to apply it to the selected region.

### Navigate around an open spreadsheet

There are a number of ways to navigate the spreadsheet. Easiest is to use the onscreen scroll arrows to move in the direction indicated. You can also use the cursor up or down button to page up or down. Specifying in the Book|Properties menu to 'Use Buttons' allows you to page right and left with the todo and phone book buttons as well. You can use the Page menu (or associated shortcut keys) to accomplish the same effect as well as jumping to the top left or bottom right of the used spreadsheet area. Lastly, you can scroll and select a region by dragging the stylus to the edge of the spreadsheet area. You can easily use the technique to scroll and then click a cell to unselect the region and begin working with the spreadsheet in its new area.

### Close an open workbook

To close an open workbook, click the silkscreen 'Menu' button to the bottom left of the graffiti area and choose the Book menu. Select Close to close the spreadsheet. You can either save the changes or discard them by answering yes or no to the 'Save Changes' dialog.

### Open a Quicksheet workbook in Excel

See the tutorial section

### Save an Excel workbook to Quicksheet

See the tutorial section

### Permanently delete a workbook

Permanently deleting a workbook that has already been synchronized to your PC can be accomplished in any of four ways.

- 1) Select the workbook from the main screen workbook list and use the Book|Delete menu item to delete the workbook. Next, start Excel and choose Quicksheet|Open. Select the category and workbook in the Open dialog. Click the X button under the workbook list.
- 2) Delete the workbook from your PalmPilot. Change the synchronization option to 'Copy from PalmPilot to PC'. Place the PalmPilot in the cradle and press the HotSync button.
- 3) Delete the workbook from your PC using the Quicksheet Open dialog from within Excel. Change the synchronization option to 'Copy from PC to PalmPilot'. Place the PalmPilot in the cradle and press the HotSync button.
- 4) Delete the workbook (.qsh extension) from your PC using the Windows Explorer. Change the synchronization option to 'Copy from PC to PalmPilot'. Place the PalmPilot in the cradle and press the HotSync button.

If the workbook was never synchronized to the PC, you can just delete it from the PalmPilot and continue.

### Use Sheet protection

Sheet protection enables you to protect or lock those cells with important formula's and values. You can leave some cells unlocked to be used as input cells. By default, each of the formats are set to 'Lock' and we recommend that you continue this convention. You can create a new style for unlocked and set only those cells that are to be used as input to the new style. Of course, you don't have to go so far as to create a new style, you can just edit the formatting on those cells. After you have created your sheet turn on sheet protection using the Book menu and choosing the Protect menu item. When the spreadsheet is protected, a small lock will be displayed next to the scroll arrows. When you are in a cell that is not locked, the small lock will be displayed with an open shackle.

### Use the Todo and Phone buttons to page right and left

Within an open spreadsheet, choose the Book|Properties menu item to open the Properties dialog. Check the 'Use Buttons' box at the bottom right. This will cause the phone book button to be interpreted as scroll left and the todo button to be interpreted as scroll right. You can always use the cursor up and down buttons to page in the respective direction

### Return text values from an IF statement

The =IF statement evaluates the first expression and returns either the second expression if the first expression is true or the third expression if the first expression is false. The second and third expressions can be a quoted text value up to 15 characters. For example: =IF(A2>=1000, "approved", "denied"). If A2 is greater than or equal to 1000, then the cell that this formula is in will display "approved". Otherwise, it will display "denied".

## Tips and Tricks

### Freezing rows and columns with calculated cells

A simple trick to always be able to see important calculations is to place them in cells to the top or left of the spreadsheet. Then, freeze the row or column with the important formula. Now, as you scroll around changing data, you can always see the results of the calculation. An example would be a check register. You can place the formula that sums the debits and credits in cell A1 and then freeze the first row and first column with your headers. Now, as you enter new transactions, you can always see your current balance regardless of where you have scrolled to.

### Copying cells with relative references and not offsetting them

Sometimes you want to move a block of cells that are comprised of relative cell references. An easy trick to do this without causing the formula's to be adjusted is to select the region and cut and copy the cells to the clipboard. Then, select the destination cell and choose 'Paste Special'. This will paste your block of cells to the new location and will not offset the cell references. You will have to reapply any custom formatting to the cells, but this is trivial vs. having to reenter the formula.

### Scrolling to extend the selected region

Type the first cell in the range you want to select and drag the stylus to the edge of the screen in the direction you want to continue selection. The display will automatically scroll in that direction and continue to select the cells. You can drag to the bottom right or top left to scroll diagonally.

### Create custom cell formats and use them with multiple workbooks

Many times, you have a set of styles that you want to use again in other spreadsheets. This is best accomplished by creating the new styles in a blank spreadsheet and saving the sheet. Then, copy the sheet to a new name each time you want to create a new spreadsheet and your custom formats will be available for you to use.

### Improve performance

The single best way to improve spreadsheet performance is to make it smaller. Try distilling your data to just the required fundamentals.

You can turn off auto-recalc using Book|Properties. This will make entering data much faster and you just tell Quicksheet when to recalculate the values.

There is a shareware product available on the Internet ([www.pilotgear.com](http://www.pilotgear.com)) called Hack Master. It is a small program that allows system extensions to the PalmPilot. Using Hack Master and the associated Eco Hack ([www.pilotgear.com](http://www.pilotgear.com)), you can overdrive your PalmPilots CPU from 16MHz to 19, 21, or 23 MHz. It is important to note that not all PalmPilots can operate properly at all speeds. The speed improvement is very good at 21 MHz or greater. We are not making a recommendation to use this product, merely letting you know that it does exist.

Lastly, we have found that the expansion memory boards by TRG ([www.trgnet.com](http://www.trgnet.com)) also appear to boost performance by a noticeable margin.

# Troubleshooting

## PalmPilot

### Application will not install

Most problems that involve the QSHEET.PRC application not being installed onto your PalmPilot stem from fragmented memory on your device. To resolve, either use a defragmentation program on your PalmPilot (there are a couple at <http://www.pilotgear.com>), remove applications until Quicksheet will install and then reinstall the applications you removed, or perform a hard-reset. *Before performing a hard-reset, always backup your PalmPilot.* The hard-reset is initiated by holding down the green on/off button prior to depressing the reset button on the back of the device. You will know it was successful if the screen prompts to Erase All Data. Confirm this query and proceed to re-install Quicksheet.

### Reset when starting Quicksheet

This error message usually indicates that the previously opened worksheet was either corrupted or moved in memory. You can start Quicksheet by holding the Quicksheet icon down (it stays highlighted), then depress the down button on the device and hold it, next release the Quicksheet icon, and lastly release the hardware down button. Quicksheet should open to the main workbook selection screen.

If you use a defragmentation program on your PalmPilot, be sure to close any open spreadsheet before running it. If you do not, the open spreadsheet will become corrupt and you will lose your unsaved data.

If the problem persists, try deleting Quicksheet from the Palm device and reinstalling it using the Palm Install tool. The file to install is named QSHEET.PRC.

### Synchronized, but do not see changes

If you synchronize a workbook that is already opened on the PalmPilot or within Excel, you must close the open spreadsheet and reopen it to see your changes.

If you synchronize and have an open workbook, but have not saved the changes, the old copy is synchronized. Close the spreadsheet and synchronize again.

The HotSync Log on your PC can help diagnose which direction workbooks are being transferred and is a very good place to begin troubleshooting confusing synchronization problems.

## PC

### 'Compile error in hidden module', 'Format Invalid' or other QSHEET.XLA message

This message is usually seen on computers if the incorrect add-in was installed in your XLStart directory. The Quicksheet add-in for Excel 5.0 is QSHEET5.XLA, Excel 95 is QSHEET7.XLA, Excel 97 is QSHEET8.XLA. If you have the wrong file in your XLStart directory, delete it and reinstall Quicksheet by running SETUP.EXE. When the setup program asks for the setup type, choose 'Custom' and then press next. Select the Excel Add-In option and choose Change... From the next dialog, select only the Excel version that you have installed and click OK. Continue with the installation and then reboot your desktop computer.

## Duplicate Quicksheet menu in Excel

Upgrade users might find two Quicksheet menu's in Excel. This is usually caused by the file QSHEET.XLA still being installed on your computer. The setup program removes the file QSHEET.XLA from your XLStart directory, but if it installed someplace else, the setup program will not find it. Search your hard-drive for the file QSHEET.XLA and delete it. Be sure to not delete files named QSHEET5.XLA, QSHEET7.XLA or QSHEET8.XLA as these are the new add-ins for Quicksheet 3.1.

## No Quicksheet menu in Excel

Locate the file QSHEET5.XLA for Excel 5.0, QSHEET7.XLA for Excel 95, or QSHEET8.XLA for Excel 97 using the Find Files or Folders program off of the Start menu on your Windows computer. Note the directory where the file is located. Start MS Excel. Click Tools | Add-Ins to bring up the Add-Ins dialog box. Click Browse and navigate to the file you found above. Select the file and click OK twice. Now, you should see the Quicksheet menu next to Data on the Excel menu bar.

## General problems with the Excel Add-In

Although we ship and install what we believe to be every file that is required for Excel to run the Quicksheet Add-In, inevitably, a few computers are still missing some files. Usually, these are computers where MS Office was preinstalled by the hardware manufacturer. In many cases, re-installing Excel and choosing Typical as the setup type usually restores all of the required files and allows the Quicksheet Add-In to run.

You might have to reinstall Quicksheet after reinstalling Excel.

## Incorrect HotSync Manager version

Quicksheet is compatible with HotSync Manager version 2.0 or greater. If you are using an earlier version of HotSync, you can contact 3Com at ([www.3com.com](http://www.3com.com)) for an upgrade.

## Mac

### Cannot find the Quicksheet application to install

The file QSHEET.PRC can be found in the Quicksheet folder you created on your hard-drive. If you cannot see it in the PalmPilot installation application on your Macintosh, try changing the File Filter to 'All Files'.



## Technical Support

If you have access to the Internet, you can usually find the answers to common problems by checking the support section of our website. If you have a problem that is not listed, please send an email to us and we will answer it as quickly as possible. We read and respond to technical support requests daily. Thanks for using Quicksheet.

If you purchased Quicksheet from a reseller, please register before requesting technical support. You can register online at [www.cesinc.com/register.asp](http://www.cesinc.com/register.asp)

Web: [www.cesinc.com/support.html](http://www.cesinc.com/support.html)

Email: [support@cesinc.com](mailto:support@cesinc.com)

Phone: 972-473-8710 x 2