This is a context-sensitive Help file that is called from an application.

Save All

Saves all open documents.

Send File

Send the current document through electronic mail.

Delete

Delete the selected cells. This removes the cell as well as the contents so surrounded cells are shifted into the gap.

Select an entire row (or rows) and select the Delete command to remove it completely.

Select an entire column (or columns) and select the Delete command to remove it completely.

Goto

Move the cursor to a particular cell, page or named range.

Fill button

Fill a range of cells with a sequence of numbers or plain text.

Edit Source button

Allows two-way editing of linked cells.

For example, a formula in cell A1 of a spreadsheet that simple references another cell with:

=A3

can be turned into a two way link by selecting the Edit Source button. Changes can then be made to either A1 or A3 and both cells will be updated.

The Edit Source button can be used in conjunction with links to other files as well.

Border button

Select a top, bottom, left and right border style for the selected cells.

If a range of cells is selected, you can specify an outline style for the range.

Spell Check button

Start the spell checker.

If you want to check only part of the spreadsheet, select the range you want before running the spell check.

Ability Write

Start the Write application. If Write is already open, switch to it.

Ability Database

Start the Database application. If Database is already open, switch to it.

Ability Draw

Start the Draw application. If Draw is already open, switch to it.

Ability Launcher

Start the Launcher. If Launcher is already open, switch to it.

Launcher allows you to open any Ability file and start, or switch to, any other Ability application.

Insert Function button √α

Insert a function into the formula. There are over 200 built-in functions - use the help button in the function dialog box to get   information on each function.

Currency button $

Applies the currency format to the current cell.Currency, on its own, does not set the number of decimal places or thousands punctuation. Use the **Increment, Decrement** and **Commas** buttons.

Percent button

Display the current cell as a percentage of 1 and include a % sign suffix.

Commas button **,**

Separate thousands with a comma (or period depending on digit grouping symbol in the Windows Regional Settings of Control Panel).

Increment Precision button

Increase the number of decimal places by one.

Decrement Precision button

Decrease the number of decimal places by one.

Bold button or Ctrl-B

Sets a bold font style for the selection.

Select bold again to turn off bold font style.

Italic button **or Ctrl-I**

Sets an italic font style for the selection.

Select italic again to turn off italic font style.

Underline button ![U] **or Ctrl-U**

Sets an underline font style for the selection.

Select underline again to turn it off.

Strikeout button

Draws a line throught the selected text.

Select strikeout again to turn it off.

Align Left button

Left aligns all cell contents - numbers, text, formulas and dates - within the current selection.

Left Align is the default for text cells.

Center button ≡

Centers all text, numbers, dates and formulas within the cell.

Align Right button

Right aligns all cell contents - numbers, text, formulas and dates - within the current selection.

Right Align is the default for numerics and dates.

Align Top button

Cell contents will be aligned to the top of the cell. You will only notice this effect if your row height is substantially bigger than the font size.

Center Vertically button

Cell contents will be aligned vertically to the middle of the cell. You will only notice this effect if your row height is substantially bigger than the font size.

Align Bottom button

Cell contents will be aligned to the bottom of the cell. You will only notice this effect if your row height is substantially bigger than the font size. This is the default vertical alignment.

Wrap button

Reformat the contents of the current cell, or range of cells, so that text will fit the cell width. Wrapped cells typically occupy   several lines.

Confirm button **or Enter key**

Save the current cell edit so that the result displays in the spreadsheet.

Cancel button **or Esc key**

Cancels the current cell edit and returns cell contents back to previous state.

Lock button

Locks the contents of the current cell, or selected range of cells, so that the cell contents cannot be changed.

Note that the spreadsheet needs to be protected (use the **Protect** command from the **Tools** menu) before the cell is actually locked. Until then, the hidden cells will be displayed with diagonal lines.

Hide button H

Hides the contents of the current cell, or selected range of cells.

Note that the spreadsheet needs to be protected (use the **Protect** command from the **Tools** menu) before the cell is hidden. Until then, the hidden cells will be displayed with diagonal lines.

Auto-Sum button Σ

Instantly adds row and column totals to a selected range.

If there is no current selection, Auto-Sum allows the range to be selected before the total command is completed.

Zoom In button

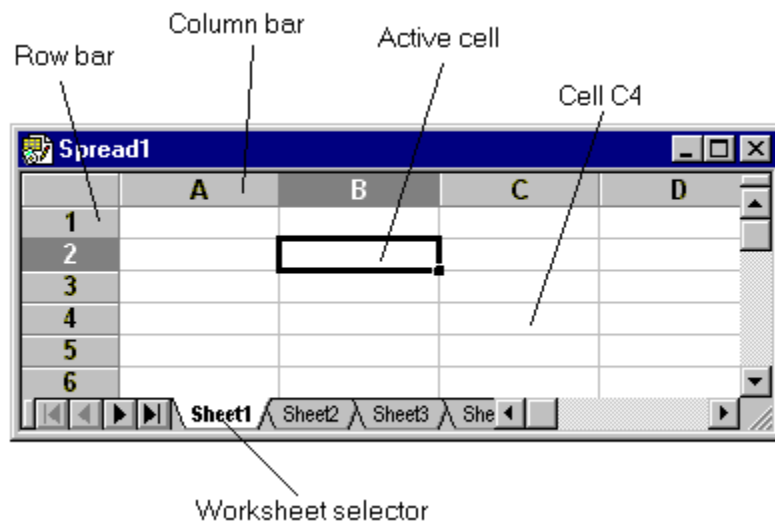Step up the magnification of the current document.

Zoom Out button

Step down the magnification of the current document.

Application background

This the background area of the application window and has no functionality whatsoever.

If you want to create a spreadsheet, click on the **New** button .

The Spreadsheet Document

Row bar

Column bar

Active cell

Cell C4

Worksheet selector

Enter your text, numbers and formulas into the **Active Cell**.

Use the **Column bar** to select a whole column (or columns) so you can apply formatting or insert and delete columns.

Use the **Row bar** in a similar way.

Zoom

Select a zoom factor between 25% and 400% to magnify or reduce the current view.

Font

Choose a font for the current cell (or selection of cells).

Font Size

Choose a font size for the current cell (or selection of cells).

Font Color

Choose a color for the text in the current cell (or selection of cells).

Formula Entry Bar

Type the text, number or formula you want for the current cell and press Enter.

Cell Type Indicator

Shows the type of information contained in the current cell.

Cell Name Indicator

Shows the name of the current cell. This is usually the row, column intersection, such as B12. If the cell is named, the name is shown instead.

If a range is selected, the top left and bottom right cells are shown, or the name if it is a named range.

Status Bar

Displays information about the current process, such as a progress report on saving a file or a description of the currently selected menu command.

To turn the status bar on off, select the Toolbars option from the View menu, and select the Show Statusbar box.

Toolbar Background

Use the **Customize** command from the **Tools** menu to add new buttons to the toolbar.

You can reposition collections of buttons (toolbars) using drag-and-drop.

No further help available.

No further help available.

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Mail Merge button

Toggles mail merge mode on and off.

When set to on (depressed), print will step through every record in the attached table. The browse buttons will also be available to view the data.

When set to off (button is up), print will print only the current record. You can still browse the data but you'll need to select a field first (that is, double-click on it).

Confirm button **or Enter key**

Save the current edit so that the result displays in the field.

Cancel button ✕ **or Esc key**

Cancels the current edit and returns field contents back to previous state.

Add Record button

Add a record. This button is only active in the Database application.

Delete Record button

Delete the current record. This button is only active in the Database application.

First Record button

Display the first record in the data.

This button is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Next Record button ▶

Display the next record.

This button is only available if mail merge is turned on (use the **Mail Merge** button 📄) or a field is selected (double-click on it).

Last Record button ▶|

Display the last record in the data.

This button is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Previous Record button ◀

Display the previous record.

This button is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Insert Function button

Insert a function into the formula. There are over 200 built-in functions - use the help button in the function dialog box to get   information on each function.

Insert Field

Insert the current field into the document.

Sort Order button

Define a new sort order for the records.

Filter button

Define a new filter for the current record source.

A filter allows you to view only specified records, for example, all red wines from a general list of wines.

Insert Field

Inserts the current field into the document.

Filter List

Select a filter from the named filters list. Select **Filter - None** to clear a filter.

Use the **Filters** button to define a new filter.

Sort Order List

Select a sort order from the named sort orders list. Select **Sort Order - None** to clear any sort order.

Use the **Sort** button to define a new sort order.

Field List

Use the **Field List** drop-down to select a field and then use the **Insert Field** button to insert it into the document.

Current Record Number

Display the current record number. You can type in a number to go to that record directly.

This control is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Formula Entry Bar

Type the text, number or formula you want for the current cell and press Enter.

File New button **or Ctrl-N**

Open a new, blank document.

File Open button or Ctrl-O

Open an existing document.

The Open dialog can also be used for finding, copying, moving and deleting files.

File Save button or Ctrl-S

Save the current document to disk.

File Print button ![icon] or Ctrl-P

Prints the current document.

Using the print button will print directly. If you need to specify printing options (which pages to print), select **Print** from the **File** menu or **Ctrl-P** instead.

Print button **or Ctrl-P**

Prints the current document.

Using the print button will print directly. If you need to specify printing options (which pages to print), select **Print** from the **File** menu or **Ctrl-P** instead.

File Print button ![printer icon] or Ctrl-P

Prints the current document.

Using the print button will print directly. If you need to specify printing options (which pages to print), select **Print** from the **File** menu or **Ctrl-P** instead.

Print Preview button **or Alt-F7**

Previews the current document.

Cut button **or Ctrl-X**

Cuts the current selection to the clipboard ready for pasting (using **Ctrl-V**) in another location.

Copy button or Ctrl-C

Copies the current selection to the clipboard.

You can subsequently paste it using **Ctrl-V** any number of times, in the current document, or in a document in another application.

Cut button **or Ctrl-X**

Cuts the current selection to the clipboard ready for pasting (using **Ctrl-V**) in another location.

Find button **or Ctrl-F**

Search the current document.

Depending on the context, Find can be used to locate text in a document, numbers or formula in a spreadsheet or records in a database.

Paste button **or Ctrl-V**

Pastes the contents of the clipboard into the current document.

Repeat Format button **or F4**

Applies the last formatting action to the current selection.

Replace button or Ctrl-R

Search for, and replace, within the current document. Use this to replace some or all occurrences of the supplied text.

Undo button **or Ctrl-Z**

Reverses the last edit.

Redo button **or F4**

Reverses the last Undo.

First Record button

Display the first record in the data.

Last Record button

Display the last record in the data

Next Record button

Display the next record.

Previous Record button

Display the previous record.