Macmillan Modern Office

Easily into
SuperCalc[®] 4

Peter Gosling

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MACMILLAN

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BIOGRAPHY

Peter Gosling has been working in computer education since the late 1960s. He was a lecturer at Peterborough Technical College until 1981 when he took early retirement having been Principal Lecturer in charge of the Computer Centre since 1974. In that year he inaugurated the first educational time-sharing service in Cambridgeshire and taught Computer Science at GCE A Level as well as working for the Open University as a part-time Tutor in Mathematics and Computing. For a number of years he was a member of the joint City and Guilds/NCC Committee for Computer Programmer Training. Since 1981 he has devoted his time to writing books on computer programming and software. These books have been translated into Indonesian and Hebrew as well as the major European languages. During this time he has also carried out computer training for a large number of local and national companies. In 1986 he was joined by his daughter, Joanna, who had inherited his enthusiasm for the written word and they have already produced one book jointly for Macmillan Education – *Mastering Word Processing* (2nd edition). This partnership is continuing in the current Macmillan Modern Office series.

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ABOUT THIS BOOK

Spreadsheet programs are among the most useful that are available for your Personal Computer (PC); the others are word processors and database programs. The first spreadsheet program to come on the market was called VisiCalc and was the program that really put personal computing on the map. In the ten years or so since this program appeared, many versions of the spreadsheet concept have become available. One of these is Lotus 1-2-3 which is the subject of another book in the Macmillan Modern Office series. SuperCalc appeared shortly after VisiCalc and has gone through a series of improvements known successively as SuperCalc2, SuperCalc3 and finally SuperCalc4. In this book, which introduces you to the basic concepts of this program, you will become familiar with all the commands that will enable you to create and save a sheet, print it, load a sheet for modification and printing, and manipulate the data stored on a spreadsheet. Finally you will be shown how to play the "Whatifi" game. This is the game you can play with a spreadsheet by saying "What if I changed the value of this figure? What would be its effect on the rest of the figures?"

DESIGN OF THE LESSONS

Each of the twelve lessons in this book will give you experience in using one or more commands available in Version 1.0 of SuperCalc4. The lessons contain a brief description of what the command does together with a step-by step-set of instructions designed to lead you easily into the use of that command (hence the title *Easily into SuperCalc4*). The lessons are displayed in a two-column format where the keys for you to press are listed in the left-hand column and the results that you will see, usually in the form of a screen display, appear in the right-hand column. Most lessons are fairly short but by the time you have worked through any one of them you should feel competent to use the commands dealt with in a real-life situation. The later lessons incorporate commands used earlier - thus enabling you to have constant revision.

The course book is accompanied by a floppy disk. This is your practice disk and you will find that you will be using it constantly. It is a good idea for you to copy the disk and preserve the original. You can then work on the copy, safe in the knowledge that if you do any damage to the disk all is not lost.

As with any well-designed program, SuperCalc4 goes out of its way to help you. Press the F1 function key and you will be presented with a series of help screens each containing information relevant to whatever you are doing at the time. By the time you have finished this course, and the advanced course in the companion book to this one, you will be in a position to use the manual supplied with the program easily and efficiently.

We hope that you find the course interesting, stimulating and above all useful.

WHAT IS A SPREADSHEET?

We all make lists to help us in our work or in the running of our home. A spreadsheet is nothing more than a series of lists stored in the form of a large "sheet". This sheet is divided into a series of cells into which you can "write" the words or numbers that go to make up your lists. The numbers can be manipulated by a series of simple instructions in order to produce such things as cashflow forecasts, price lists, stock lists or even invoices and bills. By using selections from the large number of built-in functions you can easily calculate averages, standard deviations, internal rates of return and a wide range of mathematical functions.

Each cell is identified by means of its reference which consists of its column letter and row number - A1 being the reference of the top left-hand cell in the sheet. The number of rows and columns that you can use in SuperCalc4 is considerable so that very large spreadsheets can be manipulated.

A spreadsheet program can be of great value to accountants, engineering designers, teachers and even, as the author once discovered, an ice cream company.

In order to use SuperCalc4 efficiently you need a Personal Computer with at least 512 kbytes of RAM, two floppy disk drives or a single floppy disk drive and a hard disk, and a printer.

NOTE: when going through the practical exercises in the lessons, only when you see the instruction (**Ret**) should you press the **Return (Enter)** key on your keyboard. A number of SuperCalc4 commands do not require you to press the **Return** key. You have been warned!