



Apply auto  
**See** .CAL files only  
**Enter** filename  
**Graphs**— current spreadsheet

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

**/ Unprotect** — range (↵)  
 (↵) for current cell

**/ View** — (↵) to view current graph  
 [?] for current graph description summary  
 (1-9) graph #

**Data** — Variable range or block, or (↵)  
**Pie**  
**Bar**  
**Stacked-Bar**  
**Graph-Type** — **L**ine  
**H**i-Lo  
**X**-Y  
**A**rea  
**Time-Labels** — Range (↵)  
**Variable-Labels** — Variable range, or (↵)  
**Point-Labels** — Variable range or block, or (↵)  
**Headings** — **M**ain  
**S**ub  
**X**-axis  
**Y**-axis  
 Cell (↵)

**Format** — **A**xis scale labels  
**T**ime-Labels  
**V**ariable-Labels  
**P**oint-Labels  
 % pie segment labels  
**Explosion** — **A**ll pie segments  
**N**one  
 (1-8) pie segment #  
**Pie-Mode** — **O**ne Variable  
**A**ll Variables  
**Scaling** — **X**-axis  
**Y**-axis

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

**/ X(eXecute)** — Filename for execute file (↵)  
**ESC** for current name (↵)  
 (↵) for directory

**Change drive**  
**Display all files**  
**See** .CAL files only  
**Enter filename**  
**Graphs**— current spreadsheet

**/ Zap** — **Y**es to erase all not saved  
**N**o to cancel this command  
**C**ontents to erase all but User-defined format table

**// Data mgt.** — **I**nter (↵)  
**C**riterion — range (↵)  
**O**utput —  
**F**ind —  
**E**xtract records specified (↵) to exit  
**S**elect records or veto — **Y**es to accept  
**N**o to reject  
**R**emain at current location — → next field  
 ← previous field  
 (↵) to exit

## SuperCalc<sup>3</sup> Entry Guidelines

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

Type the entry & respond to prompts:

To Begin at system prompt **SC3** (↵)  
 To Save your work **/S**  
 To Print your work **/O**  
 To End your work **/Q**

Notes: • (↵) is your Enter key.

- Your SuperCalc<sup>3</sup> might be installed to begin when equipment is switched on.

### Range Entries

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

Examples:

Top-left cell: **A1** Bottom-right cell: **BK254**  
 Row: **7** Column: **G**  
 Partial row: **A5:H5** Partial column: **D2:D18**  
 Row range: **2** or **2:10** Column range: **A** or **A:P**  
 Block range: **C3:H20** Entire spreadsheet: **ALL**  
 Graph range: **3** or **1:9** Graph number: **6**

### Initial Entry Keys

**/** Begin a slash command.  
**"** or text; Begin a text entry.  
**'** Begin a repeating text entry.  
**!** Recalculate (default is auto-recalculate).  
**&** Return to "Execute File."  
**=** Move cursor to cell specified (GoTo).  
**;** Move cursor to other window of split-screen.  
**↑** or **CTRL E** Move spreadsheet cursor up.  
**↓** or **CTRL X** Move spreadsheet cursor down.  
**←** or **CTRL S** Move spreadsheet cursor left.  
**→** or **CTRL D** Move spreadsheet cursor right.  
**?** or **F1** Display AnswerKey™ help screen.  
 (↵) Move cursor in current direction (when "Next" is on).  
**F9** or **CTRL Y** Plot current graph.  
**F10** or **CTRL T** View current graph.  
**HOME** Move cursor to cell A1.

- Notes: • **CTRL** means hold down CTRL key.  
 • Also see "Formula Entries" other side.  
 • Function keys F1-10, HOME, DEL, INS, do not perform indicated functions on all computers.

(continued)

# SuperCalc 3

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## AnswerCard™

See AnswerCard #2 for Graphics Guidelines  
 Slash commands Map • Formulas & Functions

Define and save up to 9 graphs with every spreadsheet

Calendar and date calculations

Text can "spill over" to next column

Two Key sort

Floating \$ signs

Variable column widths

Dictionary sort order

Scaling

Consolidation

A	B	C	D	E	F	G
1: CONSOLIDATED MONTHLY PAYROLL						
2:						
3: Today's Date			4/15/1983	3: Deduction Percentages		
4: Payroll Start Date			4/ 1/1983	4: Fica 0.0670		
5: Days this period			15	5: State 0.008		
6: Recalculate YTD Y/N?N						
7:						
			Gross	7: Net		YTD
8: Emp#	Employee	Status	Salary	8: Pay		Gross
9: =====						
12: 84	Johnson	S	\$1,200.00	10: D10+E10 IF (C6="Y",G10+D10,G10)		
13: 92	Jones	M	\$900.00	11: D11+E11 IF (C6="Y",G11+D11,G11)		
14: 12	Samson	S	\$560.00	12: D12+E12 IF (C6="Y",G12+D12,G12)		
15: 19	Santos	M	\$650.00	13: D13+E13 IF (C6="Y",G13+D13,G13)		
16: 45	Smith	S	\$700.00	14: D14+E14 IF (C6="Y",G14+D14,G14)		
17: =====						
18: Total # employees			7	15: D15+E15 IF (C6="Y",G15+D15,G15)		
19: =====						
20: Total Gross Salaries(100s)			\$55.1	16: D16+E16 IF (C6="Y",G16+D16,G16)		
21: Total Deductions(100s)			\$4.1	17: =====		
22: Total Net Pay(100s)			\$51.0	18:		
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Hidden formulas

Use full memory

Negatives shown in ( )

Find and extract data using spreadsheet as a database

AnswerKey™

Two windows—  
 one can display values, while  
 the other displays formulas

User set  
 decimal places

Text in formulas

Protected entries

## Data Entry Line Edit Keys

- ←** or **CTRL S** Move cursor left.
- or **CTRL D** Move cursor right.
- ↓** or **CTRL X** or **DEL** Delete character at cursor.
- ↑** or **CTRL E** Insert blank space at cursor.
- INS** Allow insert at cursor (some computers).
- ESC** Allow arrow or cursor CTRL keys to move cursor to another cell and return cell location.
- TAB** Move between start and end of entry.
- CTRL Z** or **CTRL C** or **F2** Clear current entry line.
- ↵** Enter value from entry line into active cell.

- Notes:
- To scroll spreadsheet, move spreadsheet cursor beyond edge of window (stops at extreme edges).
  - Display format order of precedence is: Entry, Row, Column, Global
  - Maximum characters per entry: numbers 16, formulas 116, text 115
  - **CTRL** means hold down CTRL key.

## Formula Entries

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

Formula values can be Numeric, Textual, Date, Error, or NA.

### Arithmetic Operators

- |   |                   |   |             |
|---|-------------------|---|-------------|
| + | addition          | - | subtraction |
| * | multiplication    | / | division    |
| ^ | or ** to power of | % | percent of  |

### Relational Operators

- |   |              |    |                          |
|---|--------------|----|--------------------------|
| = | equal to     | <> | not equal to             |
| < | less than    | <= | less than or equal to    |
| > | greater than | >= | greater than or equal to |

### Logical Functions

- IF** (expression a, expression b, expression c)  
If a is true, then b, else c.
- OR** (expression a, expression b)  
If either a or b is true, then 1, else 0.
- AND** (expression a, expression b)  
If both a and b are true, then 1, else 0.
- NOT** (expression a)  
If a is false, then 1, else 0.

## Financial Functions

- NPV** (Discount, Col/Row range) net present value.
- IRR** (Col/Row range) or (Guess, Col/Row range) internal rate of return.
- PMT** (Principal, Interest rate, Periods) payment.
- FV** (Payment, Interest rate, Periods) future value.
- PV** (Payment, Interest rate, Periods) present value.

## Calendar Functions

- |  |   |
|--|---|
| <b>DATE</b> or <b>DAT</b> (MM, DD, YY) | <b>MONTH</b> or <b>MON</b> (Date Value) |
| <b>TODAY</b>                           | <b>YEAR</b> (Date Value)                |
| <b>DVAL</b> (Numeric Value)            | <b>WDAY</b> (Date Value)                |
| <b>DAY</b> (Date Value)                | <b>JDATE</b> (Date Value)               |

## Special Functions

- ERROR** or **ERR** displays "ERROR".
- LOOKUP** or **LU** (Value, Col/Row Range) lookup table.
- NA** displays "N/A" for data not available.
- ISDATE** (Value) checks for date value.
- ISTEXT** (Value) checks for textual value.
- ISNUM** (Value) checks for numeric value.
- ISERROR** (Value) checks for "ERROR" value.
- ISNA** (Value) checks for "N/A" value.
- TRUE** checks expression for True.
- FALSE** checks expression for False.

## Arithmetic Functions [(V) = Value (R) = Range (L) = List]

A List is two or more ranges or values separated by comma(s).

- |  |  |
|--|--|
| <b>ABS</b> (V) absolute value              | <b>MIN</b> (L) minimum value             |
| <b>AVERAGE</b> or <b>AV</b> (L) mean       | <b>MOD</b> (a, b) remainder of a/b       |
| <b>COUNT</b> (L) formula cells             | <b>PI</b> 3.141592653589793              |
| <b>EXP</b> (V) exponent base e             | <b>ROUND</b> (a, n) rounds a to n places |
| <b>INT</b> (V) integer                     | <b>SIN/COS/TAN/ASIN/</b>                 |
| <b>LN</b> (V) natural log base e           | <b>ACOS/ATAN</b> (V) radians             |
| <b>LOG10</b> or <b>LOG</b> (V) log base 10 | <b>SQRT</b> (V) square root              |
| <b>MAX</b> (L) maximum value               | <b>SUM</b> (L) total value               |

## Textual Values

("any text") values, up to nine characters, can be referenced as formula values.

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