

# Ebuyer Office Suite — Quick Start Tutorial

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## Introducing Ebuyer Office Suite

### Write, Spreadsheet, Database, Photo Album and Draw

Thank you for choosing Ebuyer Office Suite. Your office suite consists of six powerful applications:

- WRITE lets you create, format and print documents.
- SPREADSHEET lets you create numeric models, make “what if” projections, produce cash flows, and draw charts.
- PRESENTATION lets you create slide shows and presentations.
- PHOTOALBUM can arrange photos into logical albums.
- DRAW lets you create vector object based drawings.

Plus LAUNCHER, this provides a tool for starting all the Ebuyer Office Suite applications and opening Ebuyer Office Suite files.

## How to use this booklet

This booklet presents some of the basic concepts and features of the applications in your Ebuyer Office Suite and shows you how to use them. It is intended to give you clear guidelines to some of the fundamental ways in which Ebuyer Office Suite can help you get your work done. There is often more than one method for performing a particular action, but here only the simplest method is used.

For more detailed information each application has built-in automated Help files that explain specific features in greater depth.

## Windows Basics for the Beginner

Many basic features of Write will be familiar to anyone who has used other Windows applications. If you're new to computing the following is an explanation of some of these fundamentals:

## Clicking

If your mouse button has more than one button, use the left button unless otherwise advised. To click on an item (such as a button or a window), move the mouse until the mouse pointer is resting on the item on-screen. Then push down and release the mouse button.

To double-click on an item, position the mouse pointer and then click and release the mouse button rapidly, twice in succession.

## Selecting

You will constantly be selecting text and other items, for instance, when you select text for formatting. Follow this procedure:

1. Use the mouse to point to the start of the area you want to select.
2. Holding down the mouse button, move the mouse pointer to the end point of the area you want to select.
3. Release the mouse button.

The area should now be selected (visible by inverse color on screen).

## Using menus

Ebuyer Office Suite has a series of pull-down menus from which you can select commands. The titles of these menus (File, Edit, etc.) appear along the menu bar at the top of the window.

To open a menu, click on the required menu title; to choose a command from the menu, move the mouse pointer to the command and click again. The menu will close and Ebuyer Office Suite will perform the chosen action (or sometimes open up a dialog box for you to select further commands).

**Note:** Not all menu commands are available at all times. For instance, if no document is open, the **Save** command will not be available, and appears “grayed out” in the **File** menu.

## Shortcut menus

Shortcut menus are special menus that are tailored to match the application you are currently working in. They are accessed by right-clicking (pressing the right mouse button) over a part of the working document; the shortcut menu will pop up displaying a list of relevant commands. Many of the shortcut commands are also available through the normal menu bar at the top.

## Shortcut keystrokes

Ebuyer Office Suite includes a number of *shortcut keystrokes*. These can save you time by letting you execute commands without opening the menus. They appear in the pull down menus next to the name of the command.

# Installation

## Hardware and software requirements

To run Ebuyer Office Suite, you need a minimum configuration of:

- A Personal Computer with a processor running at 200MHz or better.
- 64MB RAM recommended.
- A hard disk with at least 60 MB of free space.
- A Microsoft Windows compatible mouse (optional)
- Ebuyer Office Suite works with the Microsoft Windows operating systems. This includes Windows 98/ME and Windows 2000/XP/2003 and later.

## Installation – CD/DVD

1. Put the Ebuyer Office Suite CD into the CD or DVD drive.
2. The Ebuyer Office Suite installation program will start automatically (if not, select **Start** and then **Run** and enter **D:SETUP** where *D*: is your CD or DVD drive).

## Starting and ending an Ebuyer Office Suite session

### Starting an application

To start any of the Ebuyer Office Suite applications, follow these steps:

1. Click the **Start** button on the Windows Taskbar
2. Select **Programs**
3. Select **Ebuyer Office Suite**
4. Select the application name

The application will then open ready for use. Alternatively, select the Ebuyer Office Suite Launcher from the list of Ebuyer Office Suite applications under Programs, and then click on the application button:



**Write**



**Spreadsheet**



**Database**



**Photoalbum**



**Draw**

### Switching between Ebuyer Office Suite applications

If you already have one of the applications open, you can open or switch to any other application simply by clicking on its button on the launcher toolbar (If you can't see this toolbar, select the **Toolbars** option from the **View** menu and then check the **Launch** option.).

### Exiting an application



To exit an application, select the **Exit** command from the **File** menu. If you have made changes to any open document since you last saved, you will be asked if you want to save them first.

Alternatively, click on the close box  in the top right-hand corner of the application window.

## Getting help

Each of the Ebuyer Office Suite applications has a comprehensive Help facility.

## Context sensitive help

- In Dialog windows you can use the dialog "Help" button  on the dialog title bar.
- You can also select the "What's This?" help button  and point and click on any toolbar button or any other part of the application window, to view specific help on that item.

Also, note that *tooltips* are always available for toolbar buttons - just place the mouse pointer over a button and a brief description will pop up.

## General help — the on-line help system



- Select the application help command e.g. **Write Help** from the **Help** menu to access the on-line help for that application.
- Select the **User's Guide** command from the **Help** menu to get the full on-line manual, which covers *all* the Ebuyer Office Suite applications plus basic file management tasks, such as how to organise documents and folders.

## Using the on-line help

The Help Topics window provides you with three different ways of browsing the on-line help information. Note, if you cannot see the left navigator pane of the help window, click Show button:



Click on one of the three tabs (from left to right):

**Contents** - this is like the contents page of a book and is arranged in chapters, sub-chapters and, finally, help pages. Double-click on any chapter  to see what's in it, and double-click on a help page  to display the actual help.

**Index** - allows you to search for key words. For example, enter "Mail Merge" (without the quotes) to locate all the help pages containing this key word.

**Search** - searches for the supplied word in all the text within Help. When you first use this option, Windows will index the help system - this will take a short while.

## Navigating inside the help pages

In the help pages, you can navigate through the rest of the help system as follows:

- Click on the [green underlined links](#) to move to related help topics.
- Use the Contents pane.
- Use the Back button to jump to the last visited topic.



Ebuyer Office Suite Write is Ebuyer Office Suite's word-processing application. With Write you can type a document, format it for features such as italics, font size and color, and then revise it till it matches what you're after. Using Write, you can create and edit documents, letters, business reports, and other materials meant for print.

## Write Tutorials

The following tutorials have been designed to equip you with the basics of how to use Write successfully.

Note, there is often more than one method for performing a particular action, but in this booklet only the simplest method has been included.

### Tutorial 1 — Getting to know the Write Window

The following section briefly covers the parts of the Write window that it is essential for you to understand.

Start Write by selecting **Start** from the Taskbar and then selecting **Programs** then **Ebuyer Office Suite** and then **Ebuyer Office Suite Write**. You will be presented with a blank document.

#### The toolbars

Across the top of the window are the *toolbars*. The toolbars contain buttons and drop-down lists that enable you to format and manipulate the text quickly and easily. The two main toolbars in Write:

The **Standard** toolbar contains basic file opening, closing, saving, printing, editing, searching and zoom functions:

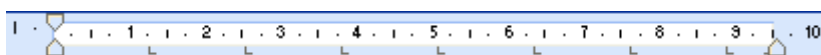


The **format** toolbar contains text styling options for fonts and paragraphs:



#### The horizontal ruler

Across the top of the window is the *horizontal ruler*. It shows the current margin settings and tab stops.



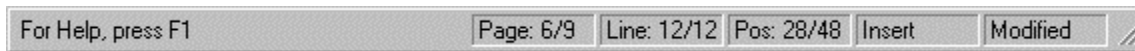
## The vertical ruler



Down the left side of the Write screen is the *vertical ruler*. This is used to change the size of the top and bottom margins.

## The status bar

At the bottom of the Write window is the status bar , which indicates the position of the cursor within the document, as well as providing other useful information.



## Tutorial 2 — Entering text in a document

Start Write as described in the above section on **Starting and Ending a Write Session**. Write will open with a blank unsaved document – let's use this to explore the basic features.

### The workspace and the cursor

The area in which you work on a Write document is called the *workspace*. You can think of this as a piece of paper that is ready to write on. If you click anywhere in the workspace a flashing vertical line will appear in the upper left area of the page: this is the cursor. Once you start typing, the letters appear to the left of the cursor location and the cursor moves to the right.

You do not need to press the Enter key at the end of a line of typing: Write automatically wraps the text round onto the next line when there is no more room on the current line. If, however, you want to start a new line of text, press Enter to force the cursor to jump to the start of the next line.


If you make a mistake you can use the ← (**backspace**) key to erase the offending letters one at a time.

### Moving around a document

To move the cursor around a Write document, place the mouse pointer at the position required in the document and click. You can also move the cursor one character at a time using the arrow keys on your keyboard.


To view parts of the document not visible on screen, use the scroll bars at the right and bottom of the window: position the pointer over the slider and then click and hold down the mouse button to drag the slider in the required direction.

## Closing a document


Look at the top right-hand corner of the screen, where there are two **Close** buttons . Clicking on the top one will close down Write; clicking on the one beneath that will close down the current document. Do the latter. A dialog window will open asking you if you wish to save the document. Since we've just been warming up so far, click on **No**.


## Tutorial 3 — Writing a letter

### Creating a new document

This time we're going to create a document from scratch. Click on the **New** button  on the toolbar to open a new document. The cursor should already be flashing at the top left of the document (if not, click once in the workspace). Type your letter, remembering to press the Enter key whenever you wish to force the cursor to start a new line (such as after the "Dear Sir" part). Don't forget to include the address at the top and space to add your signature once the letter is printed.

### Saving a document


Click on the **Save** button  and the "Save as" dialog window will be displayed. Enter a name in the **File name** box and then click **Save**. Your letter will be saved under this name in the currently selected folder (the "My Documents" folder is the default current folder).


**Note:** It is recommended that you save your work regularly (to minimize what you lose in the event of a power cut or system crash). Simply click on the **Save** button  at any time.

## Tutorial 4 — Editing Shortcuts

As you write your letter you may find it useful to edit the text, using the following commands.

### Moving text


Select the text you wish to move, then click on the **Cut** button  on the toolbar. The text is removed from the document and placed in the clipboard, which can be thought of as your computer's scratchpad.

To put the text back into another part of the document (or into another document), click where you want the removed text to go and then click on the **Paste** button  on the toolbar. The text will be inserted at the cursor.

**Note:** The cut text stays in the clipboard until you put something else in there, so you can paste it into documents as many times as you like.

You can also use **Drag and Drop** to move text: Select the text and then depress and hold down the left mouse button. A square will appear beneath the mouse pointer. Keeping the mouse depressed, you can drag the square to a new location in the document. When you release the mouse the selected text will move to the new location.

### Copying text

Select the text you wish to copy and then click on the **Copy** button  on the toolbar. The text stays where it is but a copy is placed in the clipboard and can be pasted as above.

### Deleting text

To remove text, first select it and then do one of the following:

- press the **Del** key
- press the ← (backspace) key


- simply overtype with something else

## Replacing Text Automatically


You can use Write to find a word or phrase anywhere in a document. You can even change all occurrences of a particular word or phrase in a single “search and replace” operation. For example, if you have written a report on a company called *Jeans Limited*, and realise later that it is called *Genes Limited*, you can quickly search for every occurrence of *Jeans* and replace it with *Genes*.

### Replacing text


To find and replace text, follow these steps:


1. Click on the **Replace** button  on the toolbar to display the “Replace” dialog.
2. In the **Find What** box, type the text you wish to find.
3. In the **Replace With** box, type the text or phrase you wish to replace the found text with.
4. Click on the **Replace** button to find the next occurrence of the find text.
5. Now click on the **Replace** button again to perform the replacement or the **Find Next** button to skip that occurrence. Write then moves on to the next occurrence.

Alternatively, if you’re sure you wish to replace every instance of the find text without exception, you should click on the **Replace All** button.

**Note:** If you only wish to find a certain word or phrase (without replacing it) you can click on the **Find** button .


### Rectifying mistakes

If you change your mind after making any changes to your document, you should click on the **Undo** button . Note that you can undo as many actions as you like e.g. you can retrace your steps, undoing each of your actions in order.


Similarly, if you change your mind again, you can reverse the undo by clicking the **Redo** button .

## Tutorial 5 — Tidying up your letter

### Formatting text

Scroll to the top of the letter, position the mouse pointer just to the left of the first line of the address, and then press and hold the mouse button. Now move the pointer to the right of the last line of the address and release the mouse button. The address should now be highlighted in inverse colors (white on black) to show you it has been selected. Now click on the **Right Align** button  and the address will move across to the right of your page. You’ve now performed your first piece of formatting. See Appendix A for a list of commonly used formatting functions.

### Checking the spelling

Before printing any document it’s a good idea to use Write’s built-in spell checker. Click on the **Spell** button  to begin. When the spell-checker comes across a word it does not recognise, the “Spelling” dialog is displayed.

The unrecognised word is shown in the **Suggestion for** box, and the reason for the query (e.g. *word not found*, or *word doubled*) is given next to it. The closest replacement (if any can be found) is given in the **Change To** box. To accept this suggestion, click on the **Change** button.

To see other suggestions, click on the **Suggest** button (which will be grayed out if there are no other suggestions). To choose one of these other suggestions, click on it and then on the **Change** button.

There are several other buttons you can use:

- **Add** - adds the highlighted word to your personal dictionary - (for more details select Write help from the Help menu and type “user defined dictionary” into the index).
- **Ignore** - ignores the highlighted word. Use this if the word is not misspelled but you do not wish to add it to the dictionary (for instance if it’s a person’s name or post code)

## Using the thesaurus

For most of the words in your Write document, you can select, from a list of words, another one which has a similar meaning but is perhaps more appropriate in the context. These words are called *synonyms*.

To use the thesaurus, select the word whose synonym you wish to find, and then select the **Thesaurus** command from the **Tools** menu. The “Thesaurus” dialog window is displayed.

In the **Looked Up** box is the word you originally selected. Its broad meaning is given beneath in the **Meanings** box; of course, a word might have several meanings, in which case they will all be listed here. (Note, if the word you have looked up is not in the thesaurus, the title of the **Looked Up** box is changed to **Not Found**).


Contained in the **Replace With Synonym** box is the synonym that Write has chosen as being closest in meaning to the original word. Any further synonyms are listed beneath in the **Synonyms** box. Click on one of these **synonyms** to place it in the **Replace With** box. Double-click on a synonym to place it in the **Looked Up** box (you can then click on the **Look Up** button to display its synonyms).

When you have put the synonym you require into the **Replace With Synonym** box, click on the **Replace** button.

## Tutorial 6 — Printing your letter


If you have a printer you can print a copy of your letter onto paper by clicking on the **Print** button  on the toolbar.

### Print Preview

Before printing you might like to see how your document is going to look on paper. To do this, click on the **Preview** button  on the toolbar. The display switches to print preview mode, in which the document is shown at a reduced size, to give you an overall view. If you are happy with the layout, press the **Print** button; if you wish to make some more changes first, click on the **Close** button.

**Note:** If your letter goes over more than a single page you may find that a paragraph is split between two pages. If you don’t want the paragraph to be split, click on the start of the paragraph and select **Page Break** from the **Insert** menu. The paragraph is kept intact at the top of the second page.

### Printing

Once you’ve clicked on the **Print** button  the “Print” dialog window appears. Click on the **OK** button and the printing process will commence. There will be a pause while the information is sent to the printer, and then the physical printing will begin. For more information on printing select Write help from the Help menu and type “Printing” into the index.


If you have any trouble printing, see your printer documentation, or Windows help, for more details.


## Tutorial 7 — Some More Advanced Features

We’ll now look at some more advanced features in Write.

### Opening an existing document

To open an existing document, say the letter you created earlier, do the following:

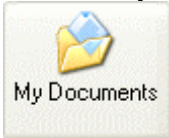
1. Click the **Open** button  on the toolbar. The “Open” dialog window will appear with a list of all the documents in the current folder (the “My Documents” folder is usually the default current folder).


- To open a document located in another folder, use the **Up One Level**  button and the Look in box to find the appropriate folder.

## Saving a document under a different name

We're going to make some changes to this document, but before we do that we're going to save it under a different name and place it in a new folder. It is often a good idea to keep the original copy of a document and use save as to create a new document for you to edit.


- Select the **Save As** command from the **File** menu.
- At the top of the list is Write's own format – aww. You can select this or export it to another format. Select "AWW Ebuyer Office Suite Write Document"
- Click the "My Documents" button to make sure My Documents is the current folder:



- We could save the document here but, since it's a good idea to get into the habit of organising your documents, we're going to create a new folder within the "My Documents" folder instead. Click on the **Create New Folder**  button and then type in the name for the new folder. Call it "Letters", say, and then press the Enter key. Double-click on this new folder.
- Enter a new name in the **File name** box, call it "New Letter", say, and then click **Save**. The new document is now saved in the new folder.


## Tutorial 8 — Using styles

A style is a collection of attributes that you can apply to the different parts of your text, for example, font, font size and paragraph settings.

Click anywhere in the document and then look at the style box  on the left of the Format toolbar - it should say "Normal". Now select "Heading 1" from the style box, and after that "Heading 2". As you can see there is a variety of styles for you to choose from, some with indents. Change the style back to "Normal".

The general idea is to implement different formats in your text: headings can all be formatted with a "Heading 1" style, sub-headings can be formatted with a "Heading 2" style, and the general text can be left as the default "Normal" style.

To apply a style:

- Select the text
- Click on the arrow on the right of the Styles drop-down box .
- Then select the style name from the style drop down list on the toolbar.

Note that the style is applied to a whole paragraph, or to all the paragraphs within a selected area.

For more details, select Write help from the Help menu and type "Styles" into the index.


## Tutorial 9 — Advanced formatting

As an example of the kind of professional results you can achieve very easily with Write, we'll take a look at some powerful additional features.

**Note:** If you are unsure how any piece of text has been formatted, you can select it and then look at the toolbars to see which of the formatting buttons is activated.

## Inserting a picture

To insert an existing picture or image file into your document, do the following:







1. Select the **Picture** option from the **Insert** menu.
2. Select **From File** (the other options – **New Ebuyer Office Suite Drawing** and **New Ebuyer Office Suite Painting** – allow you to use the full facilities of the Ebuyer Office Suite Draw and Woolworths Photo Editor (NB – This is available separately in Ebuyer stores) applications to create a picture from scratch).
3. A dialog will appear with a preview of all the pictures in the current folder. You can use the folders panel to navigate to any other folder on your computer.
4. Once you've found the picture file you want, select it and then click on the **OK** button (or double-click directly on the picture file).
5. Now use the **Align** buttons  to position the picture either to the left, in the middle or to the right of the page (you can do this at any time in the future but you must click on the picture first to select it).
6. As an alternative to aligning the picture, click on it and select **Frame** from the **Insert** menu. The picture is now in a frame and can be moved anywhere within the page. You can choose to have the text flow around the picture using the **Frame** dialog on the **Format** menu.

## Placing borders around text

We'll now put some borders round selected text, using the **Borders and Shading** toolbar. (If you cannot see a particular toolbar, open the **View** menu and click on the **Toolbars** option - click in the box to the left of the required toolbar. Click on the **Close** button when you've finished).

First select the text you wish to put a border around. Note that borders are applied at the paragraph level - you can put a border around one or more paragraphs but not around individual sentences within paragraphs. The tools for applying borders are listed below.



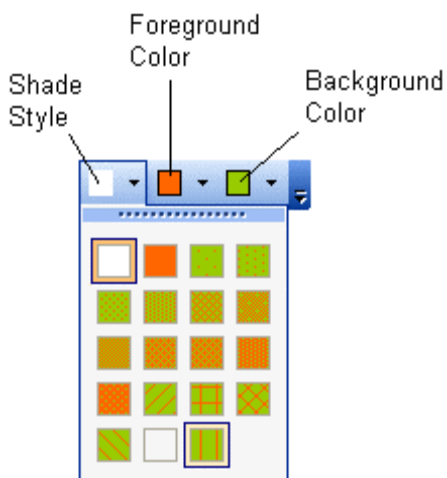
Set a top , bottom , left  or right  border or select the all borders  button or the no borders button 



Set a border color



Set the border line style




The screen shot on the left shows how the Shade Style, the Shading Forecolor and Shading Backcolor combine.

As an alternative to using the Borders toolbar you can open the "Borders" dialog by selecting the **Borders** option from the **Format** menu. This provides you with extra control over the borders, including the **Offset** (the distance between the border and the text).

## Setting colors for text

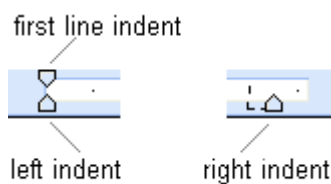
Color can be used effectively to highlight text you want to stand out. To apply color to any selection of text, do the following:

1. Select the text you want colored.
2. Click on the **Font Color** button  on the Format toolbar.

## Paragraph indents and the horizontal ruler

The paragraph indent settings are set using the horizontal ruler (if this is not displayed, select the **Ruler Bars** option from the **View** menu and then select **Horizontal**).

To set the indent first click in the paragraph to select it. To set the amount of extra indent from the left and right margins, click on one of the indent markers on the horizontal ruler (see diagram) and drag it to a new position. When you release it the paragraph will move to its new location. You can move both left indent markers together by pressing the shift key as you drag.







Note that to save time you could set this up as a style. For more details, select Write help from the Help menu and type *Styles, using* into the index.





## Headers and footers

We'll now take a look at how to create *headers* and *footers*, at the top and bottom of the document pages respectively, into which you can insert page numbers, dates and text.

To create a footer for every page select the **Footer** option from the **View** menu. This places the cursor in the footer and displays the headers and footers toolbar. You can now type in any text you wish. The buttons on the toolbar allow you to do the following:

-  Insert the page number
-  Insert the date
-  Insert the time
-  Insert the document title

Use these buttons to move between headers, footers and the body text, and to set up the header and footer:

-  Move to the header (when in a footer)
-  Move to the footer (when in a header)
-  Move to the body text
-  Setup (use this to set different headers or footers for each page).

Once they've been created, headers and footers can be treated in the same way as text in the body of the page - you can format and style them, add borders, and insert pictures or other objects.

## Tutorial 10 — Using Tables

Tables allow you to section off information in a Write document. Since each one is comprised of rows and columns in a grid pattern, tables are also useful in structuring and organizing data. Moreover, you can easily edit and format the tables you have created, add or delete rows and columns, join one table to another, and so on.

In the following tutorial you will be shown how to create, edit, format and enter data into a table.

The example will show a tabulation of the gifts awarded to the four best salesmen of the month. We will also create a similar table for the two best newcomers.

Create the first table:

1. Select **Insert Table** from the **Table** menu
2. In the **Insert Table** box, select 2 columns and 6 rows and then click on **OK**.

Once the table is inserted you can go ahead and enter text and data.

<b><u>Salesmen of month</u></b>	<b><u>Award</u></b>
Jackie Jones	Weekend for two in Paris
Delia House	Leather bound set of complete works of George Elliot
Terry Rivers	Fly fishing rod, net and tackle
Don Sharp	Two bottles of vintage wine

Since the first row contains titles, it is a good idea to format it in bold type and with underlining:

Move your mouse just to the left of the first row (it will display as an arrow) and click. The row will be selected and highlighted in gray.

Right click and select **Bold**, **Underline** and **Center** from the **Format** tools bar.

You can now create the second table, enter the data, and format the first row as above:

Unfortunately it is discovered that one of the salesmen of the month exaggerated his success.

<b><u>Best newcomers</u></b>	<b><u>Gift</u></b>
Simon Hammond	Pen
Jenny Trestle	Pen

Remove Terry Rivers as follows:

1. Select the row on which he appears.
2. Right click, select **Delete** from the short-cut menu, and then select **Rows**. The selected row will be deleted.

It is then discovered that the best newcomers were just as good as the regulars, so it is decided that the two tables should be combined.

1. Click anywhere within the first table.
2. Right-click and select **Join Table** from the menu.

The second table will join with the first to form one table. Note that Join Table always joins the selected table to the next one *below* it in the document. Any text *between* the two tables is then placed *after* the new combined table.

In the combined table delete the title line from the original second table:

Select the appropriate row, right-click, select **Delete** and then **Rows**.

Add an extra column to include the cost of the items:

1. Click anywhere in the last column of the table, right-click your mouse and select **Insert Columns** from the menu.
2. In the "Insert Columns" dialog, set the **Number of columns** at 1 and click on **Insert to the right of current cell**.

You can now add the prices of the items (and change the presents for the best newcomers to something more appropriate). You may also want to center the numbers in the last column.

The final table will be like this:

<u>Salesmen of month</u>	<u>Award</u>	<u>Value</u>
Jackie Jones	Weekend for two in Paris	600
Delia House	Leather bound set of complete works of George Elliot	400
Don Sharp	Two bottles of vintage wine	300
Simon Hammond	Pen and CD token	200
Jenny Trestle	Pen and CD token	200


These are the basics of creating, editing and joining tables. See the Write Help notes (type Tables in the index line) to read up on how to split a table or a cell, and other Table operations.

## Tutorial 11 — Creating newsletters

In this section we'll look at some interesting techniques that can help you to create "newsletters" and simulate other familiar printed formats.

### Columns

The text in a newsletter is usually placed in vertical columns, like in a newspaper. To create columns, follow these steps:

1. Select the text you want to put into columns. This may be a paragraph or several paragraphs.
2. Click the **Columns** button  on the format toolbar.
3. Set the number of columns (up to a maximum of six) and click **OK**.

The text takes the selected paragraphs and places them in order in the columns i.e. you read down the first column, then the second, and so on.

You can now edit the text in the normal way.

### Frames

A *frame* is like a mini page that can be positioned and sized to sit anywhere on top of your standard page. It can contain objects such as pictures or text, formatted in any way you wish. The text in the main body of the document is rearranged to flow round the frame whenever you move it (you can change this to have the non-frame text flow "under" the frame).

To create a new frame follow these steps:

1. Select the **Frame** option from the **Insert** menu. The mouse pointer will change to a +.
2. Click and drag the pointer across the document to define the size.
3. Now simply click anywhere in the frame to make it active. It will be displayed with a border and you can now enter and edit text or insert pictures. Click anywhere on the standard page to leave the frame.

Once your frame is in place you can resize or reposition it using the following procedure.


1. Click in a frame so that the frame edges are visible (i.e. to make it active).
2. Click on the frame edge to display the eight resize boxes.
3. Click on one of the boxes and drag to define a new shape.
4. Click anywhere else on the frame edge i.e. not on a box, and drag to a new location.

You can exercise even more control over your frames using the "Frames" dialog, accessed via the **Frames** option in the **Format** menu. For more details, select Write help from the Help menu and type *Frames* into the index.

## Tutorial 12 — Using templates

If you create similar documents time after time, you can save a lot of work by defining a *template*. A template can be used as the basic design or prototype for any new documents you open. Typically a template can include settings for margins, font styles, pieces of text, and most other document features. The template can then act as a new default design for the documents you wish to base on it.

The Normal template is the standard default template. Here we will go through how to create a template based on a document that you have formatted yourself.













1. Select the **New** command from the **File** menu.
2. Click on Normal from the list of templates and select the **Templates** radio button. Click **OK** to create the new template.
3. Format the document in any way you like e.g. set the margins, insert a date field, insert page numbers into a footer, type in and format text that is likely to be repeated across many documents, etc.
4. Click the **Save** button  and give the template a name. Note that the Template folder is made the current folder in the **Save in** line at the top of the dialog, hence making sure that the template is always saved to the right place.
5. Click on **Save**.

Next time you create a new document using the **New** command from the **File** menu, just click on the new template to use it as the basis of the document with all the settings you created already there.

Type Templates in the index of Write Help for a full account of the various ways to work with templates.

## Appendix A — Format Toolbar Buttons

To format text, first select it and then use one of the following (arranged horizontally on screen).

Tool	Name	Description
	<b>Style</b> box	Click on the arrow to display a list of available styles, then choose the one you want for the current paragraph.
	<b>Font name</b> box	Click on the arrow to display a list of available fonts, then choose the one you want.
	<b>Font size</b> box	Click on the arrow to display a list of font sizes, then choose the one you want.
	<b>Bold</b> button	Emboldens the selected text.
	<b>Italic</b> button	<i>Italicises</i> the selected text.
	<b>Underline</b> button	<u>Underlines</u> the selected text.
	Strike out button	Draws a line through the selected text.
	<b>Left Align</b> button	Aligns the current paragraph to the left.
	<b>Center</b> button	Centers the current paragraph between the margins.
	<b>Right Align</b> button	Aligns the current paragraph to the right.
	<b>Justify</b> button	Justifies the current paragraph (alters the spacing between the words so that straight left and right margins are created).
	Columns button	Opens the “Text Property” dialog window at the Columns tab (let's you break up the current paragraph into columns).



Bullet button

Selected text is redrawn with bullets preceding the first line of each paragraph.



Numbering button

Selected text is redrawn with numbers, in sequence, preceding the first line of each paragraph.



Increase Indent button

Moves the current paragraph to the right.



**Decrease Indent** button

Moves the current paragraph to the left.



Spreadsheet is Ebuyer Office Suite's application for analysing and working with numerical and financial data. With it you can organise and track data, perform calculations, create formulas, find totals and averages, project business trends, experiment with "what if" scenarios, utilise Ebuyer Office Suite's extensive range of functions, and much more.

## Spreadsheet Tutorials

The following tutorials are designed to take you through the most basic tasks you will need to use Spreadsheet successfully.

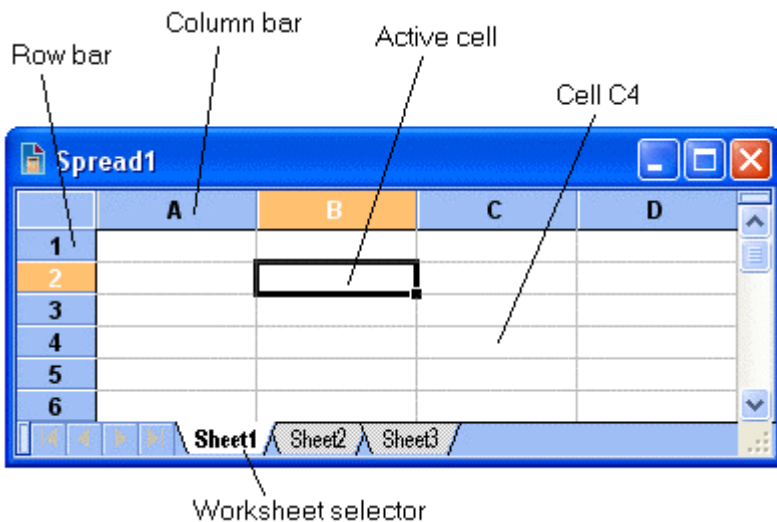
Before starting the tutorials you should read the section **Getting Help** and acquaint yourself with Spreadsheet's on-line help facility. Any questions you have that aren't answered by this booklet will almost certainly be answered there.

### Tutorial 1 — Getting to know the Spreadsheet Window

Start Spreadsheet by selecting **Start** from the Taskbar and then selecting **Programs** then **Ebuyer Office Suite** and then **Ebuyer Office Suite Spreadsheet**. You will be presented with a blank spreadsheet document. We're going to use this blank spreadsheet to explore the spreadsheet environment.

#### The spreadsheet window

The area in which you work is called the *spreadsheet window*. The different parts are shown in this diagram:



A spreadsheet is organised into *rows* and *columns*, like a table. The rows are numbered down the left edge of the spreadsheet window. The columns are labeled with letters across the top of the spreadsheet window.

## Cells and cell ranges

The spot where a row and column intersect is called a *cell*. A cell is the place in a spreadsheet where you enter text, numbers or formulas.

Each cell in a spreadsheet has a unique identifier, called a *cell address*.

For example, the active cell in the above diagram is B2, where column B and row 2 intersect:

A *range* is simply a group of cells. For example, the cells A1, A2, A3, A4, A5 can be referred to as a group by using the following notation:

A1..A5

## Selecting cells

Click on any of the cells in the spreadsheet window; you'll notice a black highlight appears around the cell showing you that it's now the active cell. In the above diagram the *active cell* is B2.

Clicking on a column letter on the column bar selects that column, while clicking on a row number on the row bar selects that row (selected rows or columns become highlighted in inverse colors). You can select multiple rows or columns by dragging the cursor across several row or column bars, or you can select the entire sheet by clicking the button at the intersection of the row and column bars.

## Moving around a spreadsheet

To move around a spreadsheet, you can either use the mouse to click where you want the cursor to go or move the cursor directly with the arrow keys on the keyboard.

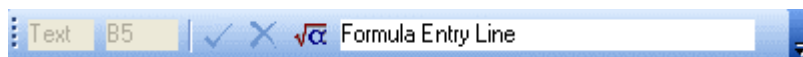
If you are working on a larger spreadsheet, you can either use the scroll bars at the right and bottom of the screen to move vertically and horizontally respectively through the spreadsheet or use the **Go To** command from the **Edit** menu to jump straight to the cell you want.


## Tutorial 2 — Entering data into cells

Every cell is comprised of two features: its contents and its formatting.

### Assigning cell contents

Across the top of the window are the various toolbars containing the buttons and drop-down lists that enable you to format and manipulate the cells and figures quickly and easily. The lower bar is called the formula bar; this is where you enter text, numbers and formulas into the current cell.




Type some text in the box, your first name say, then press the **Confirm** button . Your text should now appear in the active cell - you have now assigned the contents for that cell.

### Assigning cell formatting

Now with that cell still active you can specify how you want the cell contents to appear, using the buttons on the format bar (above the formula bar). Many of the formatting tools will be familiar if you have used a word processor, but there's a full listing in Appendix B at the end of this booklet.

**Note:** You format a single cell or range of cells in the same way.



## Closing a spreadsheet


Look at the top right-hand corner of the screen, there are two **Close** buttons . Clicking on the top one will close down Spreadsheet; clicking on the one beneath that will close down the current spreadsheet. Do the latter. A dialog window will open asking you if you wish to save the spreadsheet. Since we've just been warning up so far, click on **No**.

## Tutorial 3 — Creating your first spreadsheet



We're now going to create a proper spreadsheet from scratch, one that tracks the profit of a company over a year based on income and expenditure. It's going to be short and simple but it will take you through all the fundamentals of setting up a spreadsheet.



### Creating a new spreadsheet and giving it a name

First click on the **New** button  on the left of the standard toolbar (the one above the format toolbar). Now click on the **Save** button  to bring up the "Save as" dialog window. Enter a new name, "Profits" say, in the **File name** box and then click **Save**. Your spreadsheet will be saved under this name in the currently selected folder (the "My Documents" folder is the default current folder).

**Note:** It is recommended that you save your work often (to minimize what you may lose in the event of a power cut or system crash). Simply click on the **Save** button  whenever you wish to save your work.

### Entering and formatting headings

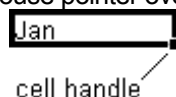
First click on the D3 cell and then type "Income" (note that though we've picked D3 it doesn't really matter whereabouts on the spreadsheet you place your data). Now press the right cursor movement key on the keyboard. This performs the same action as when you click on the **Confirm** button , except that the active cell moves to the right – E3 now has the highlighted outline. Type "Expenditure", press the right cursor movement key again, type "Profit" and then press the **Confirm** button .

Next, click in the D3 cell and drag the mouse along to the F3 cell so that the three words are highlighted. Click on the **Bold** button  and the **Center** button  so that they stand out.

### Drag and fill

Next we'll need a vertical column listing the months of the year. Enter the abbreviation "Jan" in the C4 cell. We're now going to use a shortcut technique called *drag and fill* to add all the other months below this. Follow these steps:

1. Click into the source cell (C4).
2. Move the mouse pointer over the cell handle in the bottom right corner of the cell:




3. When the mouse pointer turns to a cross, hold down the left mouse button and drag the cell outline down to C15.

The contents of the source cell will *fill* the selected cells with the twelve months in ascending order.



Numbers, days and months can all be entered using the drag and fill method - for more details select Spreadsheet help from the Help menu and type *Drag and Fill* in the index.

### Entering some figures

Now we'll produce two columns of numbers to get income and expenditure figures for every month. You enter values in the same way as you enter text: point to the cell where you want the value to appear, then type it in. It's faster working through long columns of numbers if you simply press return instead of using the **Confirm** button .

**Note:** Values are automatically put to the right of cells (this is to make sure that columns of figures line up neatly), though you can change this alignment if you prefer another.

## Entering currency values

You should now have two columns of figures running from D4 to E15. Highlight this range and then click on the **Currency** button  to label each figure as a currency value. Click on the **Commas**  button to put a comma after thousands i.e. after every three digits.

## Tutorial 4 — Formulas


Formulas are the real heart of the spreadsheet. You can use formulas to perform all manner of calculations based on the numbers in your spreadsheet. In our spreadsheet we're going to use a simple formula to calculate the income less the expenditure i.e. the profit.

### How to enter a formula

Formulas are entered in the active cell just as you enter text or values. However, you always start a formula with an equals sign (=), which lets the Spreadsheet know that the following expression is to be evaluated. After that you build a formula using standard arithmetical expressions, for example, "+" or "-", and by making reference to other cells. (See Formulas in Spreadsheet Help.)



Click in the F4 cell then type

=D4-E4



When you click on the **Confirm** button  the difference between the income and expenditure for January appears in the F4 cell.

**Note:** If you were now to go back and change one of these figures the contents of F4 would automatically be updated.

### Copying a formula

Now we're going to work out the profit for every month but to do this we'll use a handy shortcut to copy our formula from one cell to another. First make sure that F4 is the active cell and then click on the **Copy** button from the toolbar . Next, select the cells from F5 to F15 and click on the **Paste** button  on the toolbar. The profit for every month of the year is now listed.

If you click on any of these cells and examine its formula in the formula bar, you will notice that it has been altered slightly from cell to cell. This is because Spreadsheet automatically adjusts the cell addresses in the formula so that they work logically in the new location. So, for example, F5 is calculated from D5-E5.

You can now format the Profit column by selecting the range F4..F15 and clicking on the **Currency**  and **Commas**  buttons, as was done above for the other columns.



## Tutorial 5 — Formulas using absolute addresses

Sometimes you might want to define a constant, that is a fixed value that can be referenced by any other cell, and which can be changed easily as required. An example might be the interest rate at a bank. Its value naturally fluctuates but you wouldn't want to go through your banking spreadsheet and update each cell that calls on the interest rate every time the rate changed. It would be far better to store the value of the constant in a particular cell and then update that cell when necessary.

However, as discussed in the last tutorial, when you paste formulas, Spreadsheet normally adjusts the cell addresses so that the formula works in the new locations. So how do we ensure that the cell address where our constant is stored remains fixed during pasting? The answer is *absolute addresses*.

## Absolute Addresses

Say our imaginary company had a profit share scheme whereby a certain percentage of the profits, let's say 5% to begin with, was distributed amongst the employees as a monthly bonus. One way of calculating the size of this bonus is as follows:

Create a new heading, "Profit Share", in H3. Click in the cell I3 and enter the value 0.05. Click on the **Confirm** button  and then click on the **Percentage** button  on the formatting toolbar (notice that percentages are entered in decimal notation e.g. 50% is entered as 0.5; 5% as 0.05).

Click in H4 and enter the formula:

=F4\*\$I\$3

The dollar sign preceding the "I" and the "3" indicates that this an absolute row and column address. It tells Spreadsheet to copy that part of the formula exactly, leaving the field address unchanged. Now when you paste the formula into the range, all the cells in the range will reference the I3 cell. Modify the contents of that one cell to see what effect this has on the profit share pay out for every month of the year.


Your spreadsheet will now look something like this:


C	D	E	F	G	H	I
	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>		<b>Profit Share</b>	5%
Jan	\$ 1,232	\$ 500	\$ 732		\$ 37	
Feb	\$ 3,400	\$ 500	\$ 2,900		\$ 145	
Mar	\$ 3,400	\$ 750	\$ 2,650		\$ 133	
Apr	\$ 2,000	\$ 1,000	\$ 1,000		\$ 50	
May	\$ 3,400	\$ 750	\$ 2,650		\$ 133	
Jun	\$ 4,000	\$ 750	\$ 3,250		\$ 163	
Jul	\$ 4,000	\$ 750	\$ 3,250		\$ 163	
Aug	\$ 4,000	\$ 5,000	-\$ 1,000		-\$ 50	
Sep	\$ 5,250	\$ 750	\$ 4,500		\$ 225	
Oct	\$ 6,100	\$ 1,000	\$ 5,100		\$ 255	
Nov	\$ 6,120	\$ 1,000	\$ 5,120		\$ 256	
Dec	\$ 6,120	\$ 1,000	\$ 5,120		\$ 256	

Once again you can format column H for currency and commas.

## Tutorial 6 — Functions


### Automatic Totals

Summing values in a column, row or range is a function so commonly used in spreadsheets that a button, the **Sum** button , is provided on the standard toolbar to make the process easier. Say we wanted to display the total expenditure of our company over the year, we would follow this process:

Highlight the cell range (E4..E17), which includes the monthly expenditure. Click on the **Sum** button .

The total of the twelve monthly expenditures will be pasted in the bottom cell (E17). To complete the exercise, embolden the total so that it stands out.

### Built-in functions


Spreadsheet provides you with a list of over 200 built-in functions. These can be placed in your formulas and are accessed by clicking on the **Functions** button . To explore their use we'll calculate the average monthly income for our company over the twelve-month period.

## Naming a range

The income data for which we wish to work out the average resides in cells D4 to D15. We could refer to this range in our formula as “D4..D15”. However, it is a good habit to give the range a meaningful name. Both cells and ranges of cells can be assigned names - once you’ve done this you can use the assigned name in formulas, instead of the more cumbersome cell addresses.


1. Click on D4 and drag the mouse down to D15.
2. Select **Range Name** from the **Insert** menu, then type “Cash\_In” into the name box. Notice the underscore used between the two words – range names can’t contain spaces.
3. Next, click on the **Add** button to add the new name to the list of named ranges
4. Click on the **Close** button to finish.

## Functions and arguments

Click on a free cell away from the rest of your data, A16 say, and then click in the text box on the formula bar. Click on the **Functions** button  – an alphabetical list of functions is displayed. Click on one and you’ll notice a brief description of the function appears underneath, along with the format that the function should appear in. Most functions have one or more arguments, that is, variables into which data is inserted so that the spreadsheet can calculate the function’s result. A good example is DAYS360, a function that works out the number of days between two dates based on a 360 day year. It has two arguments: the start date and the end date.

Getting back to our spreadsheet, click on the **Statistical** tab, select the function named AVERAGE, and then click on OK. The following text will have been inserted in the function bar text box:

=AVERAGE()

The cursor is flashing between the brackets ready for you to enter the argument, that is, the list of cells whose average you wish to calculate. Type in “Cash\_In” and then click on the **Confirm** button . The average monthly profit appears in the A16 cell. You can edit format this to display currency, commas, decimal places, etc. Don’t forget to place a title in A15 (e.g. “Avg Monthly Income”), so that it’s clear what the figure represents.

## Tutorial 7 — Worksheets

Each spreadsheet is comprised of *worksheets*, which help you to structure and separate related data. These are numbered along the bottom of the spreadsheet window: *Sheet1*, *Sheet2*, *Sheet3*, ... with the current worksheet selected. Ebuyer Office Suite Spreadsheet allows you to use up to 255 worksheets in any one spreadsheet file.

The great advantage of worksheets is that they allow you to hold together in the one spreadsheet related data that you nonetheless want to keep apart, but at the same time connect the data through formulas that work *across* the worksheets.

Each of the worksheets is displayed in the familiar spreadsheet layout. By default there are 15 worksheets immediately available for you to work in when you open a spreadsheet file, with *Sheet1* as the current worksheet. To display all these position your mouse pointer over the right-hand edge of the last visible sheet name in the row. When the pointer turns to a cross click and drag to the right to display higher sheet names.

The following tutorial takes you through a calculation across two worksheets, and shows you how to rename, move, add and delete worksheets.

Using the previous example on *Sheet 1*, we will make a summation of the values in the first column and place the result in cell A1 of *Sheet 2*.

	C	D	E	F	G	H	I
3		Income	Expenditure	Profit		Profit Share	5%
4	Jan	\$ 1,232	\$ 500	\$ 732		\$ 37	
5	Feb	\$ 3,400	\$ 500	\$ 2,900		\$ 145	
6	Mar	\$ 3,400	\$ 750	\$ 2,650		\$ 133	
7	Apr	\$ 2,000	\$ 1,000	\$ 1,000		\$ 50	
8	May	\$ 3,400	\$ 750	\$ 2,650		\$ 133	
9	Jun	\$ 4,000	\$ 750	\$ 3,250		\$ 163	
10	Jul	\$ 4,000	\$ 750	\$ 3,250		\$ 163	
11	Aug	\$ 4,000	\$ 5,000	-\$ 1,000		-\$ 50	
12	Sep	\$ 5,250	\$ 750	\$ 4,500		\$ 225	
13	Oct	\$ 6,100	\$ 1,000	\$ 5,100		\$ 255	
14	Nov	\$ 6,120	\$ 1,000	\$ 5,120		\$ 256	
15	Dec	\$ 6,120	\$ 1,000	\$ 5,120		\$ 256	
16							
17							
18							

First, note that the general formula for making a calculation from one sheet to another is this:

=sheetname!cell

For example,

=Sheet1!A1

entered in any cell in any sheet in the spreadsheet will access the data in cell A1 of Sheet1.

Any formula involving a sheet can also be used in a larger formula:

=Sheet5!D4 \* 2

takes the data from cell D4 in Sheet 5 and multiples it by 2.

In our example we want to sum up the values in the *range* D4 to D15, which will give a total income from January to December. This can be done by summing these figures in *Sheet 1* using the **Sum** button on the toolbar and then making a reference from *Sheet 2* to the sum cell; or by actually calculating the sum from *Sheet 2* by using a formula that refers to the appropriate range in *Sheet 1*. To refer to a range, you just prefix the range with the sheet name and exclamation mark.

Thus in our example, first click on *Sheet 2* and then enter this formula in cell A1 of *Sheet2*:

=SUM(Sheet1!D4..D15)

to get the result \$ 49,022.

If you have already summed the same column directly in *Sheet 1*, putting the result in D16, you would bring the result over to *Sheet 2* in a simple formula:

=Sheet1!D16

In future, whenever you change any of the values in the range in *Sheet 1*, the result in *Sheet 2* will be updated automatically.

A cell in one sheet that calls on the data in another can also be referred to in a third sheet, and so on.

You will probably want to give some of your worksheets more informative titles:

1. Right-click on *Sheet 1*
2. Select **Rename** from the drop-down menu to open the "Rename Worksheet" dialog.
3. Type in the new name: for example, Profit.

*Sheet1* along the bottom will become *Profit*.

Note that there is no need to worry about formulas that use the old sheet name: these are automatically updated with the new name.

You don't have to stick with the given order of the worksheets:

1. Right-click on *Sheet1* (or *Profit*, as we have renamed it)
2. Select **Copy/Move** from the drop-down menu

In the "Copy or Move Worksheets" dialog follow these steps:

1. In the **Copy/Move selected sheets** box make sure that the relevant sheet is selected (since you right-clicked on *Profits* it should be selected anyway).
2. All the sheets are listed – in order – in the **Before sheet** box. Select the sheet *before* which you want to copy or move *Profits*.
3. Choose whether to *copy* (duplicate without deleting the original) or *move* (duplicate and delete the original) by selecting either the **Copy** (you'll need to enter a new name for the second copy) or the **Move** button.

The order of the sheets will change there and then, so you can continue in the same dialog to make all the moves you like.

When you're finished, click on **OK** to close the dialog.

Note that there is also an option to copy or move to a completely different spreadsheet (see the Spreadsheet Help notes for more information).

Again, by right-clicking you can use the same drop-down menu to **Delete** the current worksheet, **Insert** a new worksheet (up to 255 in total), **Rename** the current worksheet, and give a **Color** to the current worksheet (a palette will be displayed from which to choose a color).

## Tutorial 8 — Charts

A chart lets you represent the data on your spreadsheet graphically. There are several chart styles to choose from and a single spreadsheet can contain many different charts. We're going to create a "columns" chart representing our company's monthly income, expenditure and profit over the year.

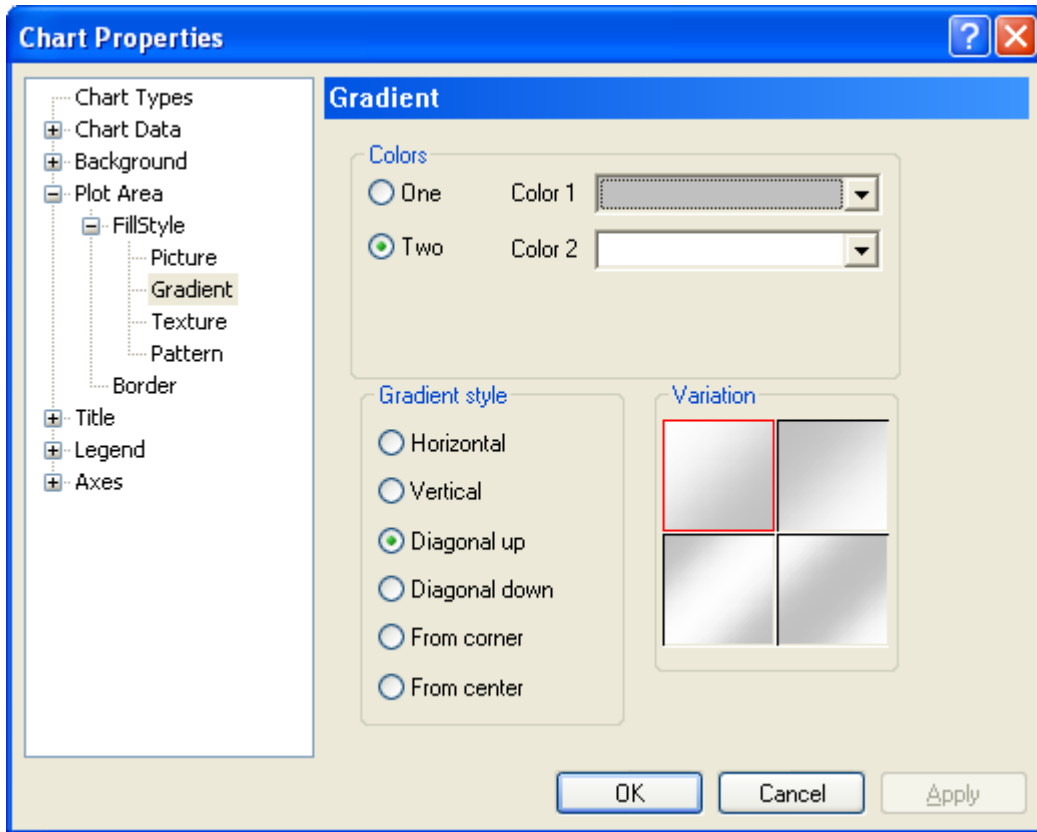
### Creating a chart

1. Select the range C3..F15. Note that this covers the relevant data, the column of months and the row of data headings.
2. Select **Chart** from the **Insert** menu.
3. Choose **On This View** to insert the chart into the current spreadsheet (**As New View** places the chart in a new window which is attached to the spreadsheet).

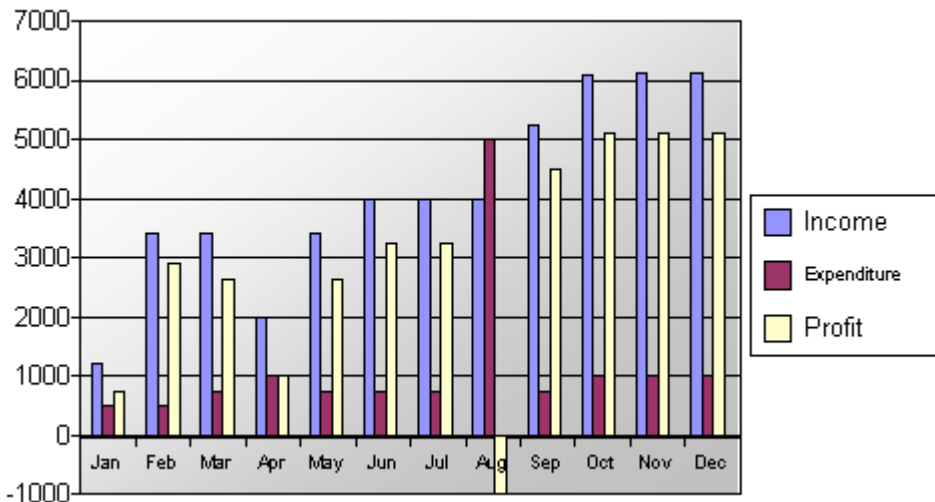
In the "Chart" dialog there are several pages to help you set the style, range, color, etc. of the chart. We will go through the steps to create one type of chart (see Spreadsheet Help for further information on using charts).

**Chart Type** – Click on a major category like **Column** or **Line**. Note the sub-type options change for each category. You can click on any of the sub-categories and view what the chart looks like. For the data we've chosen, probably **Line chart with Markers** is the most useful chart. For now, select the **Column chart**.

Click on the + next to **Plot Area** and then **Gradient**. Select **Two** colors, grey and white and set **Diagonal up** so the dialog look like this:



This will set a gradient fill for the background – a little touch to make the chart a bit more visually interesting. You could also set a simple color, pattern or even use your own picture instead of a gradient fill. Select **OK** to close the chart dialog. Your chart should now look like this:



### Resizing and moving an embedded chart

Now that your chart is embedded in the spreadsheet you can change its size or positioning until you're happy with it. Click once in the main body of the chart and handles will appear at various places along its border.


*Move* the chart by holding down the left-hand mouse button when the cross cursor is showing over the body of the chart. Drag the chart outline to the new position and release the mouse button.

*Resize* the chart by pointing at one of the handles and holding down the left-hand mouse button when the cursor changes to a double-headed arrow. Drag the border till it is the size you require and then release the mouse button.

For more information on charts, select Spreadsheet help from the Help menu and type *Charts* into the index.

## Tutorial 9 — Printing your spreadsheet

### Printing

You can print a copy of your spreadsheet onto paper by clicking on the **Print** button  on the toolbar. This opens up the “Print” dialog, in which you can choose which pages of the spreadsheet to print, how many copies and their order, and select a particular printer to print from. Click OK to print.

### Print setup

Before printing you may want to set some other options in **Print Setup** from the **File** menu:


In the “Print Setup” dialog you can choose which printer, paper size and orientation you want to use and which bin you want the paper to feed from. In addition, there are scaling and print-to-fit options available. These help you to control the appearance of your spreadsheet when it is printed.

Set up the scaling options in the Scaling section as follows:

- Select the **Adjust to** button to reduce or enlarge the printed spreadsheet by percentage of the normal size. Set the percentage in the % normal size box by either typing it directly or using the scroller.
- Select the **Fit to** button to make the printed spreadsheet fit onto a specified number of pages. Enter the required pages, by width and height, in the accompanying boxes (or use the scrollers). Typically, if you want to fit the spreadsheet onto 1 page, leave the boxes set at 1 for both width and height.








Click on OK once you have selected your print settings.












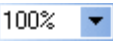


### Print Preview

It is a good idea to check what your spreadsheet will look like before printing to paper. To do this, click on the **Preview** button  on the toolbar. The display switches to print preview mode, in which the spreadsheet is shown at a reduced size, to give you an overall view. If you are happy with the layout press the **Print** button; if you wish to make some more changes first, then click on the **Close** button.

If you have any trouble printing, but can't find the solution in Spreadsheet Help, it may be necessary to check your printer documentation, or Windows help, for more details.




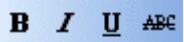


## Appendix A — The Standard Toolbar









Tool	Name	Description
	<b>New</b> button	Opens a new, blank spreadsheet.
	<b>Open</b> button	Opens an existing spreadsheet.
	<b>Save</b> button	Save the current spreadsheet.
	<b>Print</b> button	Prints the current spreadsheet.
	<b>Print Preview</b> button	Use this before printing to see how your spreadsheet is going to look on paper.
	<b>Spell checker</b> button	Searches your spreadsheet for any misspelt words and tries to suggest the correct spelling if it finds any.
	<b>Cut</b> button	Removes the selected text from the spreadsheet and places it on to the computer's clipboard.

	<b>Copy</b> button	Copies the selected text from the spreadsheet and places it onto the computer's clipboard.
	<b>Paste</b> button	Inserts the contents of the computer's clipboard at the cursor.
	<b>Fill Format</b> button	Click on this button; click on a cell whose formatting you wish to copy; then click on the cell or range of cells that you wish to paste the formatting into.
	<b>Undo</b> button	Undoes the last action you performed.
	<b>Redo</b> button	Redoes the last undone action
	<b>Repeat</b> button	Applies the last formatting action to the current selection.
	<b>Find</b> button	Searches the spreadsheet for any numbers or text that you specify.
	<b>Replace</b> button	Same as above except you also specify numbers or text to be used as a replacement.
	<b>Fill</b> button	Fill a range of cells with a sequence of numbers or plain text.
	<b>Sum</b> button	Instantly adds row and column totals to the selected range.
	<b>Edit Source</b> button	Converts a one-way link between two cells into a two-way link, and vice versa. See Spreadsheet Help.
	<b>Zoom</b> box	Sets a magnification at which to view the spreadsheet.
	<b>Zoom in, Zoom out</b> buttons	Increases/decreases the magnification at which the spreadsheet is viewed.
	<b>What's this</b> button	Click this and then point and click on any part of the application window to view specific help on that item.

## Appendix B — Format Toolbar

The format tools can be used to change the appearance of your spreadsheet. To format a cell (or a range of cells) first select it and then use one of the following (displayed horizontally from left to right on screen).

Tool	Name	Description
	<b>Font Name</b> box	Sets the font for the current cell/s. Click on the arrow on the right to display a list of available fonts, then choose the one you want.
	<b>Font Color</b> box	Sets the font color for the current cell/s. Click on the arrow on the right to display a color palette from which to choose.
	<b>Font size</b> box	Sets the font size for the current cell/s. Click on the arrow to the right, then choose the font size you want.
	<b>Bold, Italic, Underline</b> and <b>Strikeout</b> buttons	<b>Emboldens</b> , <i>Italicizes</i> , <u>Underlines</u> , or draws a line through text in the current cell/s.
	<b>Left Align, Center,</b> and <b>Right Align</b> buttons	Aligns the contents of the current cell/s to the left, center or right.
	<b>Top, Middle</b> and <b>Bottom</b> buttons	Sets the vertical alignment for the contents of the current cell/s.

	<b>Wrap</b> button	Wraps the text within the cell (switches the cell from a single line to as many lines as it needs to fit all the text within it).
	<b>Currency</b> button	Add currency format to cell
	<b>Percentage</b> button	Add percentage format to cell.
	<b>Commas</b> button	Format thousands with comma separator.
	<b>Decrement precision</b> button	Increase number of decimal places by one.
	<b>Increment precision</b> button	Decrease number of decimal places by one - the numbers will be rounded to the nearest decimal place.
	<b>Lock and Hide</b> buttons	<p>When the spreadsheet is protected, <i>Locking</i> a cell prevents the cell from being changed.</p> <p>When the spreadsheet is protected, <i>Hiding</i> a cell means that its value will not be displayed, either in the cell itself or on the status bar. Note that hidden cells should also be locked.</p>
	<b>Format Border</b> button	Sets a border for the current cell/s. Click on the arrow to choose which borders to apply.



Presentation allows you to create slide shows, or rolling demonstrations, where a series of screens are displayed in sequence. You can have the slide show move from one slide to the next automatically, or you can do this manually using the keyboard or mouse if you are talking over the slide-show.

## Presentation Tutorials

The following tutorials have been designed to equip you with the basics of how to create a simple Presentation.

Tutorial 1 — Getting to know the Presentation Window

Start Presentation by selecting **Start** from the Taskbar and then selecting **Programs** then **Ebuyer Office Suite** and then **ebuyer Office Suite Presentation**.

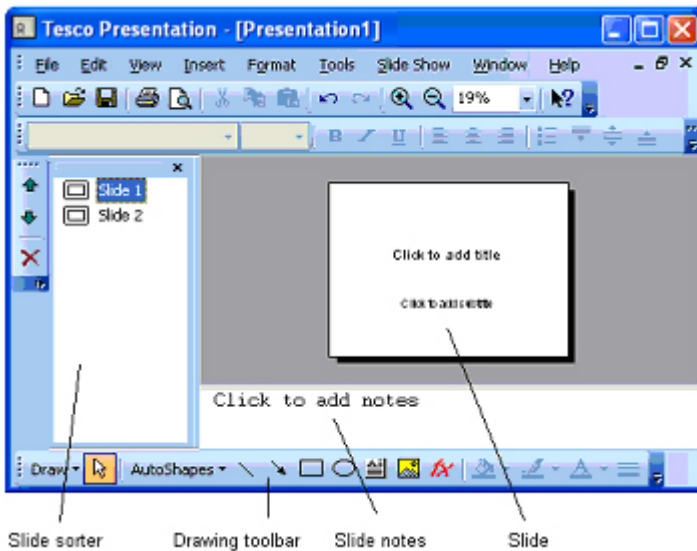
You will be presented with a dialog prompting to select a slide layout for the first slide of a new presentation:

Click the top left box, the Title slide, and click **OK**. The Presentation Windows is displayed:


The main Presentation Window is split into two main parts or "panes":

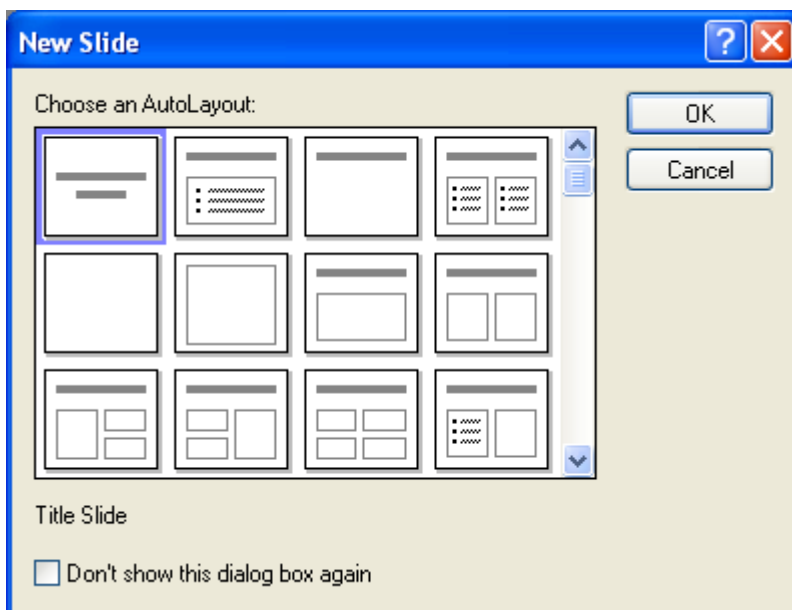
- **Slide Sorter pane.** The Slide Sorter displays all the slides in the current presentation, in order of appearance. Click on individual slides to select them and use the buttons on the left to change the slide order and delete slides.
- **Slide pane.** The Slide pane shows the current slide in an "edit" mode. You can select individual elements of the slide-text, pictures or shapes - by clicking on them. At the bottom of this pane is an area for making **notes**.

At the bottom of the Screen there is a **Drawing toolbar**. You can insert pictures, shapes and text using this toolbar.



## Tutorial 2 — Adding new slides

We now have a presentation with a single, blank title slide. Click on the **New Slide** button  to add another. The new slide dialog is displayed (the same dialog that appeared at the start of Tutorial 1).




This time, select the content layout – the 2<sup>nd</sup> one from the left on the 2<sup>nd</sup> row – and click OK.

The new slide will be added. Note that you can use the Slide Sorter pane on the left to move between the two slides.

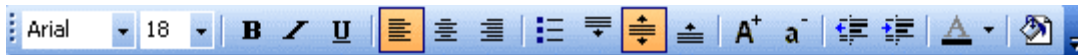
## Tutorial 3 — Adding text

Click on Slide 1 in the slide sorter pane. In the Slide pane, click where it says “Click to add title” and type in some text like “My first presentation”. Add some text to the sub-title box in the same way.

Now click the **Text Box** button  and drag out the shape of a rectangle on the slide using the mouse. Type some text in the resulting edit box.

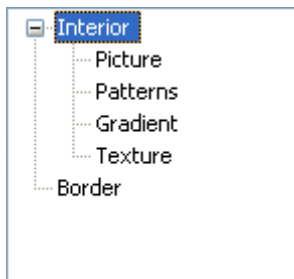
What you have now is a slide with three text boxes. Although the title boxes were created differently, as part of the slide template, and use different default fonts, they are all really the same type of object.

You can edit and format the text any time by clicking directly on the text. The **Format** toolbar has the usual options to set fonts, justification (horizontal and vertical), indents and list types:



## Tutorial 4 — Background fills, patterns and borders

Right-click over one of the text boxes and select **Format Object**. You'll get the following options:



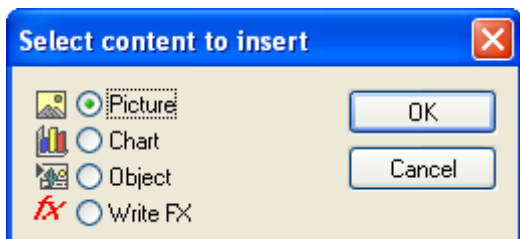
If you can't see them all, click on the + sign. Select **Interior** and pick a simple color and OK the dialog. The text box will now have the selected color as the background.

Right-click over another text box and select **Format Object**. This time, choose **Gradient** and pick a two color fill and OK the dialog.

In the same way, you can get to apply a wide range of colors, fills, patterns, borders to any text box (or any other shape for that matter). In addition, the background has the same properties. Right-click over a blank area of the slide, select **Background** and set a pattern for the entire background.

## Tutorial 5 — Add some shapes and pictures

In Tutorial 2, you added a new content slide - select Slide 2 in the slide sorter pane. Note that it invites you to double-click to add contents. Go ahead. The following dialog is displayed:



Select **Picture** and browse to any picture or image on your computer and insert it.

At the bottom of the screen there is a Draw toolbar:



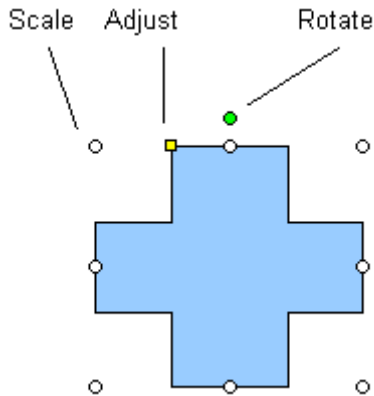
You can use it to add pictures, shapes, text boxes and also define some of the properties of these objects. Click on the simple rectangle and draw out the shape using your mouse in the Slide pane.

Right-click over the rectangle and set a format as described in Tutorial 4.

Next, click the Autoshape button – look through the menus and note all the different predefined shapes. Select one of the basic shapes and draw it on the slide using the mouse. Again, format it following Tutorial 4.

## Tutorial 6 — Moving, rotating and scaling objects

Click on the AutoShape you added in Tutorial 6. A series of color coded "grab" points or handles are displayed:



Depending on the object, you may have:

- White **Scale** handles – drag any of these to scale horizontally and/or vertically to alter the object's dimensions.
- Green **Rotate** handle – click over the Rotate handle and move the mouse pointer in a circular motion to rotate the object.
- Yellow **Adjust** handle – (AutoShapes only) click on the Adjust handle to modify the proportion of the determining feature of a shape (in the above example the width of the horizontal and vertical lines forming the cross).

To **Move** an object, click anywhere over it and drag to a new location.

**Note:** you can additionally use the **Draw** menu to **Rotate** and **Nudge** objects in any direction.

## Tutorial 7 — Preview the show and save

Select **Slide Show** from the **View** menu to preview the show in full screen mode. Use the PgUp or PgDn keys to move forward and backward through the show.

When you've exited preview, Click on the **Save** button . Enter a name for the new presentation. At this point, you could send the presentation to another computer via email using the **Send** command from the **File** menu. Providing they have a Ebuyer office suite Presentation or a PowerPoint viewer installed, they would be able to view the show.



Photoalbum is an image viewing and organising program that allows you to sort, view and convert stored images. Of course a tutorial can show you only a few of the basic operations, so you should refer to the online Help (access this through Help/Photoalbum Help) to read about the full range of Photoalbum features.


## Photoalbum Tutorials

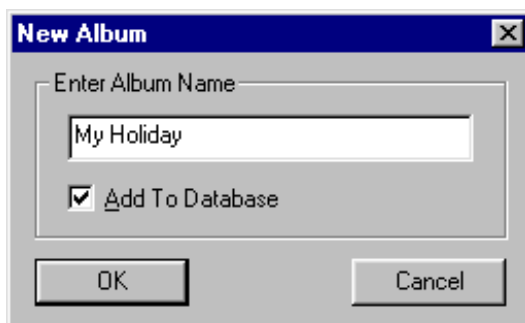
The following tutorials have been designed to equip you with the basics of how to create albums and convert pictures to other file formats within Photoalbum

### Tutorial 1 - Creating new album and adding photos to it

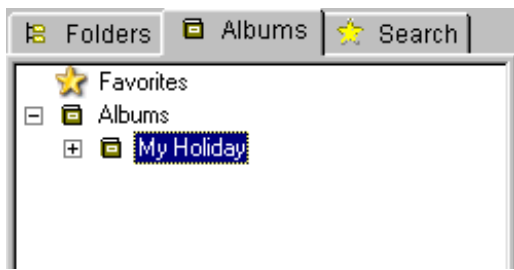
Begin by opening up Photoalbum: Click on **Start** on the Task Bar, then select **Programs** then **Ebuyer Office Suite** and then **Ebuyer Office Suite Photoalbum**.

#### Creating a new album


1. Click the down-arrow on the **New Album / Folder**  button on the toolbar and a drop down menu will appear.
2. Select **Album** and the “New Album” dialog window appears asking you to name the new album. Type the name required and click OK.



The album will appear under the “**Albums**” tab on the left pane of the Photoalbum window.



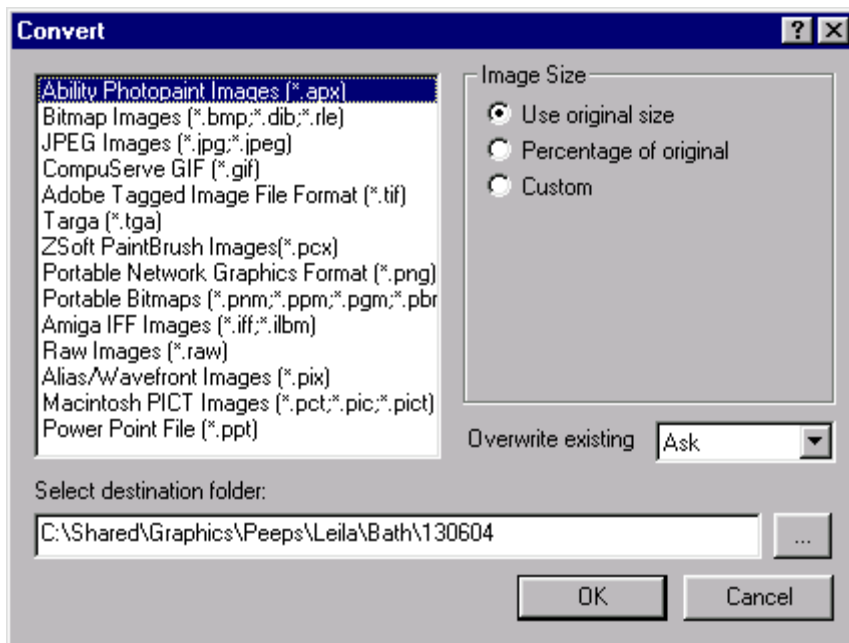
### Adding photos to an album

1. To add pictures to an album, first select the picture, so it shows in the “view” window and then click on the **Add to Album** button  (or right-click and select Add to Album).
2. In the Add to Album dialog, select the Album you want to add to or select the New button and create a new album.
3. Click OK to finish – you can now select the “**Albums**” tab and view the pictures in the selected album.

## Tutorial 2 - Converting pictures to another format

Photoalbum can convert your pictures to a variety of graphical formats required for different uses.

1. Select the picture or pictures you want to convert
2. Select **Convert** from the File menu.



3. Select the format you want to convert the pictures to.
4. In the destination folder box either leave it set to the current folder to convert all the pictures into the same location or use the browse button to select an alternate folder.
5. If you wish to resize the pictures as you convert them then select either “**Percentage of original**” or “**Custom**” then choose the picture size.
6. Select the OK button to start the convert process – if you have selected many pictures, it may take some time to complete.



Draw is a graphical applet that is called on by the main Ebuyer Office Suite applications - Write, Spreadsheet and Database - whenever they need to use vector drawing tools.

Draw can be used on its own to create and save graphical designs such as letterheads, logos, and emblems. These can be reused later by Write or Spreadsheet.

With Draw you can create lines, shapes and text boxes, and insert pictures from other applications.

## Draw Tutorials


The following tutorials have been designed to equip you with the basics of how to add and layout shapes and objects within Draw. Of course a tutorial can show you only a few of the basic operations, so you should refer to the online Help (access this through Help/Draw Help) to read about the full range of Draw features.

### Tutorial 1 – Adding a shape

Begin by opening up Draw: Click on **Start** on the Task Bar, then select **Programs** then **Ebuyer Office Suite** and then **Ebuyer Office Suite Draw**.


Shapes can be added to your draw document by using the tools bar.

#### To draw a line

1. Select the **Line** button .
2. Press the mouse button (without releasing it) to start the line, drag the mouse, and release the button to complete it.

#### To draw a polyline



A polyline is two or more lines joined together. You could make the letter "W" using the polyline tool.

1. Select the **Polyline** button .
2. Click at the start of the line, move the mouse, and click again when you wish to start a new segment of the line. Continue moving the mouse and clicking to draw connected lines.
3. Double-click with the mouse to finish the polyline.


You can also use the polyline tool to draw a freehand line, by dragging the mouse whilst holding down the mouse button.

Note: Unlike the Polygon Tool, double-clicking on the end point does not close the shape, unless you manually join the start and end points. You cannot fill a closed polyline with a color.


### To draw a square or rectangle

1. Select the **Rectangle** button .
2. Press the mouse button to start the rectangle, drag the mouse, and release the button to complete it.
3. Use the Rounded Rectangle button  instead to draw a square or rectangle with rounded corners.

### To draw an ellipse or circle


1. Select the **Ellipse** button .
2. Press the mouse button to start the ellipse, drag the mouse, and release the button to complete it.

### To draw a polygon (a many-sided shape)

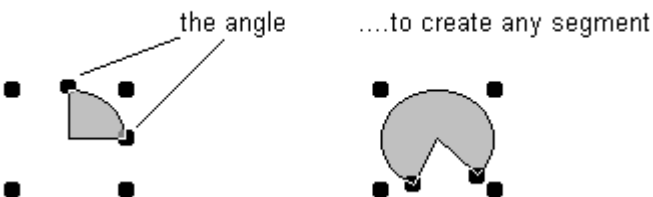
1. Select the **Polygon** button .
2. Click to start the polygon, move the pointer and click again to finish the first edge.
3. Repeat step 2 to create as many edges as you want.
4. Double-click to complete the shape - Draw automatically joins the first and last points with a straight line.

You can also use the polygon tool to draw a freehand shape, by dragging the mouse whilst holding down the mouse button.

To draw an arc (segment of a circle)

1. Select the **Arc** button .
2. Press the mouse button (without releasing it) to start the arc, drag the mouse, and release the button to complete it. The direction in which you drag determines which quadrant you draw.
3. Use the handles midway along each edge of the arc to adjust the angle:


Drag these points to change



## Tutorial 2 – Adding Text and Pictures

To put text into a drawing, you need to add a text box. A text box can contain a word, a line or several paragraphs.

### To add a text box:

1. Click on the **Text box** button  in the toolbar.
2. Press the mouse button (without releasing it) to start the text box, drag the mouse to the end point, and release the button. Alternatively, just click on the page - a default-sized text box will be added.

3. Type the text you require, and then press enter to finish.
4. The text will wrap to fit the width and depth of the text box you draw – you can fit more text into the box by increasing its size.

You can put several paragraphs in a single text box – type the first line or paragraph and then press ctrl+enter to start a new line. This works in the same way as the enter key does in Write.

### To insert a picture into a drawing

1. Select **Picture** from the Insert menu. The "Open" dialog box is displayed. Select the picture file you wish to use, and click on the OK button.
2. Position the picture by clicking on the page where you would like it to appear.
3. You can also use the clipboard to paste pictures into a drawing. For example, press ALT-Print Screen to get a snapshot of any window, and then select the Paste button to insert it into Draw.

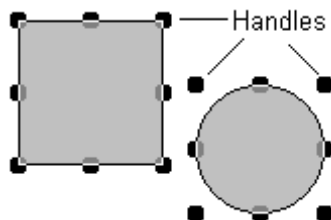
## Tutorial 3 – Selecting and Working with groups of objects

### Selecting multiple objects

Click on the **Select** button  and then do one of the following:

- Click outside the objects in question, and drag a selection box around them all. When the box is surrounding the shapes you require, release the mouse button. All the objects within the selection will now display their handles.
- Click on the first object and then click on subsequent objects with the Shift key held down.
- Choose the Select All command from the Edit menu to select every object in the drawing.

When a group of objects has been selected, "**handles**" will appear on every selected object:






### Working with groups of objects

You can work with groups of objects to resize, align and space the objects together. In addition, you can form objects into groups and manage drawings that have overlapping objects. The following sections show you how to work with groups of objects.

#### Resizing objects together

To evenly size two or more objects, first select them and then use any of the following buttons:

-  **Make Same Width.** All the selected objects are adjusted to have the same width.
-  **Make Same Height.** All the selected objects are adjusted to have the same height.
-  **Make Same Size.** All the selected objects are adjusted to have the same height and width.

## Overlapping objects

Even the simplest drawing can contain overlapping objects, so you need control over the order in which objects appear in the drawing.

To bring an object (or selection of objects) to the front of a drawing, right-click and select the **To Front command**.

To send an object (or selection of objects) to the back of a drawing, right-click and select the **To Back command**.

## Aligning objects

To align two or more objects, first select them and then use any of the following buttons.



**Align Left.** Aligns the left edges of all selected objects to the left edge of the left-most selected object.



**Align Right.** Aligns the right edges of all selected objects to the right edge of the right-most selected object.



**Align Top.** Aligns the top edges of all selected objects to the top edge of the top-most selected object.



**Align Bottom.** Aligns the bottom edges of all selected objects to the bottom edge of the bottom-most selected object.



**Center Vertical.** Aligns vertically the center points of all selected objects, around the center point between the outer edges of the highest selected object and the lowest selected object.



**Center Horizontal.** Aligns horizontally the center points of all selected objects, with the center point between the outer edges of the left-most selected object and the right-most selected object.

## Spacing objects

To evenly space three or more objects, first select them and then use any of the following buttons.



**Space Down.** Adjust the space between all the selected objects, so that it is vertically the same.



**Space Across.** Adjust the space between all the selected objects, so that it is horizontally the same.

## Grouping draw objects

Once you have determined the relative positions of several draw objects, you can group them together so that Draw treats them as a single object. In this way, you can prevent accidental movement of one of the elements.

1. Select all the objects.
2. Right-click and select Group from the shortcut menu. The Group command is also available from the Tools menu.
3. When objects are grouped they can be moved and formatted as normal, but they cannot be resized.
4. To split a group back into its individual objects, first select the group and then select the Ungroup command from either the shortcut menu or the Tools menu.

## Integration within Ebuyer Office Suite

Integration is a term used to describe how different applications work together and especially how they share data.

There are three main ways in which Ebuyer Office Suite can share information:

1. Copy and paste.
2. Linking through fields.
3. Embedding and linking documents.

### Copy and paste

In the previous tutorials we've discussed using the **Copy**  and **Paste**  buttons to transfer data from one part of a document to another. This technique can also be used to move data between applications.

Database and Spreadsheet both use rows and columns to order data, so when you copy data from one application to another this structure is preserved. Write also uses rows and columns, but here a row is represented by a paragraph and a column by a tab stop. So, for instance, if you were copying a selection of rows and columns from Spreadsheet and pasting it into a Write document, each column would appear separated by a tab stop and each row would begin on a new line. Conversely, when you paste from Write into Spreadsheet, tabs will begin new columns and paragraphs new rows.

For more details, select User's Guide from the Help menu and type *Copy and Paste* into the index.

### Linking through fields


Wherever you are working in Ebuyer Office Suite, whether in Write, Spreadsheet or Database, you will often find it useful to insert fields. Various types of field are available, including date and time, page number, formula, mail merge, database lookup, and linking.






One of the most powerful features of Ebuyer Office Suite is the capacity for a field in one document or application to refer to a field in any other Ebuyer Office Suite document or application. Such a relationship is called linking and can take two forms:

1. A one-way link is used to access data that is located in another document, from the current document. The data can be displayed or used in a formula, but cannot be changed unless you open the original document.
2. A two-way link allows you to change data at either end of the link. This means that the original document is updateable from the target document.

### Mail Merges

One of the easiest examples of linking fields is a mail merge, whereby names and addresses from a database can be inserted into a letter template in Write. This enables you to quickly create a number of letters that are identical in everything but the details of the recipients. To do this you would do as follows:

1. Open your Write document.
2. Select **Mail Merge Field** from the **Insert** menu to display the "Insert Mail Merge Field" dialog.
3. Enter the name of your Database file in the **File Name** box (or use the **Browse** button  to locate it).
4. From the **Data Source** drop-down box, choose from the list of tables from the selected database.
5. From the **Data Item** drop-down box, choose from the list of fields from the selected table.
6. Finally, click on the **OK** button. The field will appear on the page, with the first item of data from the first record in the database already displayed.

7. You'll probably want to add some more fields, especially if it's a whole address you want to display. At this point you can easily insert extra fields from the same table without your having to open the dialog again. Position the cursor where you want the next field to go and then click on the arrow in the box to the left of the **Insert Field**  button. Select the required field from the drop-down list and then click on the button to insert it.
8. Repeat this process till all the required fields are inserted.
9. Use the **Next** , **Previous** , **First**  and **Last**  buttons to move through the records as you wish, with the details changing, as you would expect, for each record.

For more details, select User's Guide from the Help menu and type *Mail Merge* into the index. Also, take a look at *Linking through fields*.

## **Embedding and linking documents**

It is possible with Ebuyer Office Suite to insert a chart or part of a spreadsheet into a report you are creating in Write, and to have the Write document update automatically should the original spreadsheet change. You can also insert Draw documents or picture files into either Write or Database Documents. This technique is called **Object Linking and Embedding** (or OLE for short) and is supported by all the Ebuyer Office Suite applications to some extent.

For more details, select User's Guide from the Help menu and type *Linking and embedding* into the index.