
Quick Start

PlanMaker 2004

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Introduction

Welcome!

Welcome to PlanMaker, the powerful and easy-to-use spreadsheet application for Windows, Linux, Pocket PCs, and Handheld PCs.

Functional Overview

We have made every effort in the development of PlanMaker to integrate its functions to provide the maximum benefit while minimizing user time and effort.

Some of PlanMaker's Features:

- Available for **PCs (Windows and Linux), Pocket PCs, and Handheld PCs**
- PlanMaker has more than **320 built-in mathematical functions**.
- The integrated **charting module** allows you to present numbers vividly in charts.
- Creating attractive worksheets is made easy through **numerous formatting options**. Long, boring columns of numbers can be turned into attractive worksheets with the **AutoFormat** command. With **cell stylesheets** and **character stylesheets**, you apply frequently needed formatting through a simple key press.
- The full range of PlanMaker functions is available through a **well-designed, ergonomic user interface** that includes user-configurable toolbars and keyboard mappings, as well as context menus (accessible with the right mouse button).
- ...and much more!

PlanMaker is in continuing development and we welcome comments and suggestions from our users.

Technical Support

If you want to contact us for technical support, you have the following options:

World Wide Web: www.softmaker.com

Our web site is kept current with answers to frequently asked questions, the latest program updates, and much more. Visit us at: **www.softmaker.com**

Support Forums at www.softmaker.com/forum

The easiest way to communicate with our technical support team as well as other users is to visit our support forums at: **www.softmaker.com/forum**

E-mail

You can send support-related e-mail to: **support@softmaker.com**

Fax or Snail Mail

You can mail or fax questions to us at:

SoftMaker Software GmbH
Kronacher Str. 7
D-90427 Nuremberg
Germany

Fax: +49-911-303796

Phone

You can also phone us. Before calling, please have your customer number ready. The number of our technical support department is:

Phone: +49-911-936 386 50

About this Manual

PlanMaker has been developed with an understanding that there is a broad range of user experience. While it has many functions and customization options for the advanced user, it is designed to be an extremely useful tool for the novice as well.








The chapters of this manual are organized as follows:

- Chapter "Installing and Starting PlanMaker" (page 11): Describes how to install PlanMaker
- Chapter "Screen Elements" (page 17): Describes the individual components of PlanMaker's application window.
- Chapter "PlanMaker Basics" (page 25): Describes the basic functions of PlanMaker and explains basic spreadsheet terminology.
- Chapter "The PlanMaker Tour" (page 33): Provides an introduction into the practical use of spreadsheets

Typographical Conventions

In this manual, menu commands and dialog box components are in **boldface** type. **File > New**, for example, describes the command **New** in the **File** menu.

File names are represented as follows: C:\IMAGES\BEACH.BMP

The Enter key is represented by , the arrow keys by ,  etc. To enter a key combination such as  , press the  key while at the same time holding down the  key.

Note: A text section highlighted like this contains important information or useful hints.

System Requirements

To use this software, you need the following hardware and software:

Windows Version

- Windows 95 or higher
- CD or DVD drive
- RAM requirements:
 - Windows 95: 8 MB
 - Windows 98 and NT: 16 MB
 - Windows ME: 32 MB
 - Windows 2000 and XP: 64 MB

Pocket PC Version

- Pocket PC 2000/2002/2003, Windows Mobile 2003/2003 SE, or Pocket PC Phone Edition
- Required memory:
 - 6 MB storage memory (can be installed on a memory card)
 - 3 MB program memory (while PlanMaker is running)

Handheld PC Version

- Handheld PC with a screen resolution of at least 640 x 240
- Windows CE 2.11, or higher, or Windows CE.NET
- Required memory:
 - 6 MB storage memory (can be installed on a memory card)
 - 3 MB program memory (while PlanMaker is running)

Linux Version

- CD or DVD drive
- Any glibc-based x86-Linux with kernel 2.0 or higher
- X Window system with any window manager

Installing and Starting PlanMaker

Overview: Installing and Starting PlanMaker

In this chapter you will find out how to install and start PlanMaker.

The chapter is divided into the following sections:

- **Installing PlanMaker for Windows** (page 11)
- **Installing PlanMaker for Pocket PCs** (page 14)
- **Installing PlanMaker for Handheld PCs** (page 15)
- **Installing PlanMaker for Linux** (page 15)

Please go directly to the section that is suitable for your operating system.

Installing PlanMaker for Windows

Note: If you are using Windows NT/2000/XP, Administrator login is required for installation.

Note: If your computer is attached to a **local area network (LAN)**, in addition to the following information, please read section "Using PlanMaker on Local Area Networks (Windows-only)" below (page 12).

Download

If you purchased PlanMaker as a *download* from our web site, you will find installation instructions included in the e-mail that you received after purchasing the software.

CD-ROM

If you have received PlanMaker on *CD-ROM*, please insert the installation CD into your CD-ROM drive and follow the installation instructions displayed.

If the installation program is not started automatically on your computer, you can start it manually by double-clicking the program file **Setup** on the installation CD.

For a **first-time install** you will need to enter your serial number (found on the CD wrapper).

For an **upgrade install** you will first need to enter the serial number from your previous version of PlanMaker (printed on the *original* CD wrapper) followed by the upgrade product code (printed on the *new* CD wrapper).

Starting PlanMaker for Windows

Note: If your computer is attached to a **local area network (LAN)**, in addition to the following information, please read section "Using PlanMaker on Local Area Networks (Windows-only)" below (page 12).

Use the Start menu to start the installed programs. Click e.g. **Start > Programs > SoftMaker Office > PlanMaker** to open PlanMaker.

Note: When opening PlanMaker for the first time, you will be asked to enter your name and contact info. This is *not* for registration purposes. It will allow you to insert your name, mailing address, etc. in documents through the USERFIELD function. You can change this information at any time.

Using PlanMaker on Local Area Networks (Windows-only)

Note: This section is relevant for Windows users only.

If you plan to use PlanMaker for Windows on a computer that is connected to a local area network (LAN), please read the following information carefully.

Installing PlanMaker for Windows on a Local Area Network

To install PlanMaker on a local area network (LAN), you should first perform a normal installation of PlanMaker (as described above in section "Installing PlanMaker for Windows").

Tip: To simplify the installation on additional computers and administration of the user files, it is advisable to install PlanMaker to a shared file folder (e.g., on a file server) that is accessible to all PlanMaker users.

Setting Up Additional Workstations on the Same Network

Note: Skip this section if you plan to use PlanMaker on a single workstation only.

Follow this procedure if PlanMaker is to be used on multiple computers connected to the same local network:

Basic Installation

First perform a normal installation of PlanMaker on one of the network computers, then, in order to give other network computers access to PlanMaker, share the folder where PlanMaker is installed.

Preparing Additional Workstations

After the regular install on one computer, PlanMaker can easily be set up on additional workstations.

To facilitate installation, PlanMaker has an automatic installation routine. All you have to do is to manually start PlanMaker on the workstation:

1. Open the Windows Explorer.
2. Navigate to the shared folder on the file server where PlanMaker is installed.
3. Navigate to the PROGRAM FILES folder within the shared folder.
4. Double-click the program file pmw32 to open the PlanMaker application.

5. Follow the Set-up Wizard prompts to configure PlanMaker automatically.

Initial Set-up of PlanMaker for Windows on a Workstation

If your computer is attached to a local area network (LAN), you will be asked to create a new user profile the first time you start PlanMaker. PlanMaker stores all your personal program settings in this user profile:

- User preferences (including keyboard layout and toolbars)
- User dictionaries (used by the spell-checker)
- Personalized SmartText glossary entries

To create a new user profile, simply enter the name under which you want to store the profile. PlanMaker automatically suggests your Windows login name, which you can accept or change.

PlanMaker now creates a user profile and stores all future settings changes you make to this profile.

Please Pay Attention to your License Agreement!

Note: The Software License Agreement allows you to install PlanMaker on multiple computers – however, only one copy of the program may run at any point. If several users will be running PlanMaker simultaneously, you have to purchase a corresponding number of PlanMaker licenses.

Installing PlanMaker for Pocket PCs

Information on installing PlanMaker can be found in the confirmation e-mail that you received after purchasing the software.

Note: If you are using Windows NT/2000/XP, Administrator login is required for installation.

Starting PlanMaker for Pocket PCs

Use the Start menu of your Pocket PC to start the installed programs. Click e.g. **Start > Programs > PlanMaker** to open PlanMaker.

Note: When opening PlanMaker for the first time, you will be asked to enter your name and contact info. This is *not* for registration purposes. It will allow you to insert your name, mailing address, etc. in documents through the USERFIELD function. You can change this information at any time.

Installing PlanMaker for Handheld PCs

Information on installing PlanMaker can be found in the confirmation e-mail that you received after purchasing the software.

Note: If you are using Windows NT/2000/XP, Administrator login is required for installation.

Starting PlanMaker for Handheld PCs

Use the Start menu of your Handheld PC to start the installed programs. Click e.g. **Start > Programs > PlanMaker** to open PlanMaker.

Note: When opening PlanMaker for the first time, you will be asked to enter your name and contact info. This is *not* for registration purposes. It will allow you to insert your name, mailing address, etc. in documents through the USERFIELD function. You can change this information at any time.

Installing PlanMaker for Linux

Information on installing PlanMaker can be found in the confirmation e-mail that you received after purchasing the software.

Starting PlanMaker for Linux

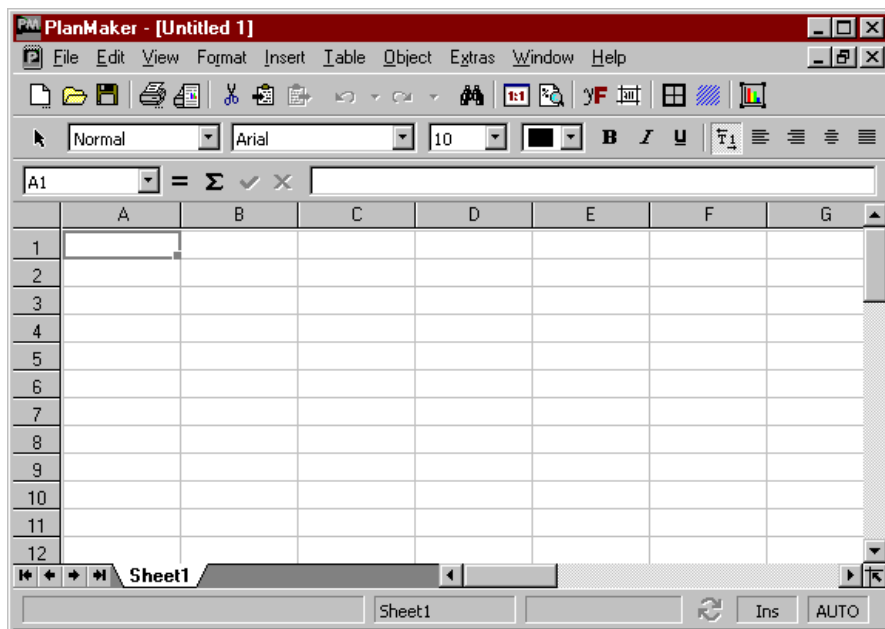
To start PlanMaker for Linux, switch to the folder where PlanMaker is installed and start PlanMaker by executing the program file **planmaker**.

Note: When opening PlanMaker for the first time, you will be asked to enter your name and contact info. This is *not* for registration purposes. It will allow you to insert your name, mailing address, etc. in documents through the USERFIELD function. You can change this information at any time.

Screen Elements

Overview: Screen Elements

This chapter discusses the use of the individual components of PlanMaker's application window.



The PlanMaker application window

Note: The illustrations in this manual were taken from PlanMaker for *Windows*. Under other operating systems, some control elements may look slightly different, however, their functions are identical to those described in this section.

Pocket PC users: Please pay attention to the special notes for Pocket PC users at the end of this chapter (page 22).

Application Title Bar

At the top of PlanMaker's work screen is the *title bar*.



The title bar indicates the name of the program and the currently opened document, e.g. PlanMaker - Worksheet.pmd.

Menu Bar

Under the application title bar is the *menu bar*.



The menu bar contains all commands of PlanMaker in the form of *menus*. To execute a menu command, open the menu by clicking on it, then click on the desired command.

Note for Pocket PC users: To open PlanMaker's menu bar on a Pocket PC, tap on the Menu icon in the lower-left corner of the screen.

Toolbar

Below the Menu bar is the *toolbar*, which provides access to PlanMaker's most frequently used commands.



Control strips like the *toolbar* facilitate easy access to application functions. Every icon represents a certain command. If you click on an icon, the corresponding command is executed.

Tip: If you move the mouse pointer to a control strip icon, a short explanation of its function is displayed.

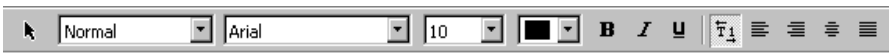
There are additional control strips in PlanMaker that you can display or hide at will. Call up the **View > Control strips** command, or right-click on one of

the control strips. A list of all available control strips will be displayed allowing you to choose which control strips are visible.

Design your own control strips: You can customize the existing control strips, or create your own.

Format Strip

Directly below the toolbar is the *Format strip*. Here you can access the most-frequently used formatting functions – e.g., font, style, color, paragraph format, etc.



For example, to select another font, click on the small arrow to the right of the font name. This opens the font list drop-down menu, and allows you to select a font.

Other icons in the Format strip are on/off formatting options such as the **B** icon to apply a bold style to selected text.

Tip: If you move the mouse pointer to a control strip icon, a short explanation of its function is displayed.

Edit Strip

Below the toolbar and the Format strip is the *Edit strip*.



The Edit strip contains the following control elements (on Pocket PCs, only some are shown due to limited space):

Cell Address



The address of the currently active cell is displayed at the very left.

Symbols and Input Field for Editing Cell Contents

To the right of the cell address are four icons and an input field.

Click into the input field to edit the content of the current cell. Or, to edit the cell directly, simply click on the cell and begin typing.

The Edit strip icons have the following functions:

Icon	Function
=	Calls up the Insert > Function command
Σ	Inserts the SUM function
✓	Accepts the user input in the input field (identical to pressing the Enter key )
✗	Cancels the user input in the input field (identical to pressing )

Document Window

With PlanMaker for Windows and Linux, every document you create or open is displayed in its own *document window*. You can work on multiple documents simultaneously, and copy data between them at will.

A document window consists of the following components:

Title Bar

Provided that a document window is not maximized, it has its own *title bar* in which the name of the document is displayed.

Document

The document itself takes up most of the screen real estate. This is the work area where you enter data, carry out calculations etc.

Worksheet Tabs

Below the document are the *worksheet tabs*.

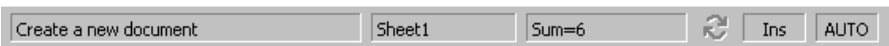
A PlanMaker document can consist of several worksheets, which are layered like a stack of paper sheets, one on top of another. With the *worksheet tabs* you can switch between the individual worksheets in a document, create new sheets and delete existing ones.



In the illustration above, the document consists of three worksheets, with "Sheet1" the active worksheet.

Status Bar

At the bottom of the PlanMaker window, the *status bar* is displayed.



Tip: If you move the mouse pointer to a control strip icon or a command menu, the status bar will display a short explanation of its function.

The status bar displays the following information (from left to right):

Example	Explanation
---------	-------------

are selected, the sum of the cell contents is indicated (see also the **Calculation in status bar** setting in **Extras > Preferences**).



This icon lights up in red if the worksheet contains circular references. This usually indicates an erroneously written formula – like e.g. a formula in cell A1 that refers to cell A1 itself.

If you click on this icon, PlanMaker selects the cell with the circular reference. If you click again, it jumps to the next such cell (if more than one such cells exist).

Ins

Indicates whether Insert Mode (Ins) or Overstrike Mode (Ovr) is active.

In Insert Mode (Ins), what you type is *inserted* before the existing text.

In Overstrike Mode (Ovr), what you type *overwrites* the existing text.

The default setting is Insert Mode. You switch between these modes by pressing the Ins key.

AUTO

Indicates the current input mode:

AUTO: Normal input mode – numbers are automatically recognized as numbers, formulas (which means input that begins with =), as formulas.

TEXT: Text entry mode – everything you enter is always interpreted as *text*, including formulas and numbers.

The default setting is AUTO. With the key combination Ctrl ⇧ F4 you can switch between the two modes.

Important: If you switch to TEXT input mode, an apostrophe is automatically prepended to all numbers and formulas you enter. This converts these inputs into text which can no longer be used for calculations. In order to turn text into numbers or formulas again, edit the affected cells and simply remove the leading apostrophe.

Special Notes for Pocket PC Users

On Pocket PCs, the application window looks a bit different: Menu bar and most control strips are replaced by a single control strip called the **Pocket PC strip**.



This control strip lets you access the menu, the other control strips, and some other important functions.

Pocket PC strip functions, from left to right:

- Open menu bar
- Object mode on/off
- Toolbar on/off
- Format strip on/off
- Edit strip on/off
- Status bar on/off
- Set magnification
- Row and column headers on/off

PlanMaker Basics

Overview: PlanMaker Basics

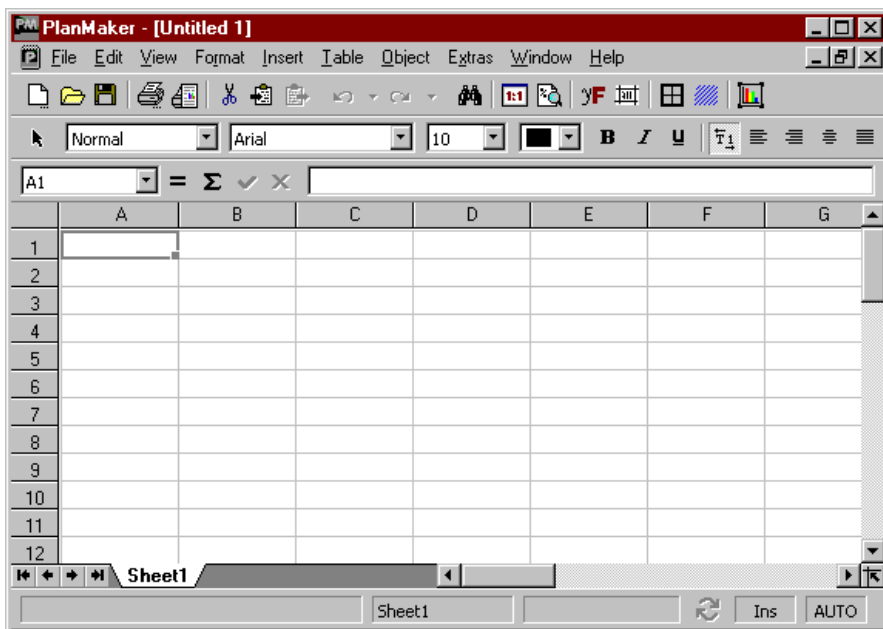
This chapter discusses basic PlanMaker spreadsheet functions and terminology. Users who have little or no experience in the use of spreadsheets should read this chapter thoroughly.

Included in this chapter:

- **The Structure of a Spreadsheet**
- **Moving Around in a Worksheet**
- **Entering Data and Deleting Data**
- **Undoing Changes**
- **Starting a New Document**
- **Opening, Printing and Saving a document**
- **Exiting PlanMaker**

The Structure of a Spreadsheet

First, let's have a look on how spreadsheets are organized.



Spreadsheets are divided into lines and columns. Every worksheet consists of 16384 rows and 256 columns. These are labeled as follows:

- The rows are numbered from 1 to 16384.
- The columns are labeled with alphabetic characters: A to Z, then AA to AZ, BA to BZ, etc.

The matrix of rows and columns results in a cell grid.

Every cell has exact coordinates: B5 describes for example the cell in the fifth line of column B (the second column). A3 would be the cell in the third row of column A (the first column) etc.

These coordinates are referred to as the *address* of a cell.

The cell address is very important because calculations often refer to other cells: If for example you want to put twice the value of cell A1 in cell A2, you enter in cell A2: $=A1*2$.

In A2, twice the value of A1 is displayed now – if you change the value in A1, the resulting calculation of cell A2 is automatically updated.

Moving Around in a Worksheet

If you enter data in PlanMaker, it is always inserted into the active cell. A thin gray frame, known as the *cell frame*, indicates the active cell.




In order to move the cell frame to another cell:

Mouse/Stylus: Click on the desired cell with the mouse or (on Pocket PCs or Handheld PCs) tap on it with the stylus.


Keyboard: Use the arrow keys of your keyboard to move the cell frame.

Entering Data

In order to enter data into a cell, move to the desired cell using the arrow keys or mouse and begin typing.

To complete your input, press the Enter key .


To revert an input error, press the  key. PlanMaker restores the previous cell content.

To edit the content of an already populated cell, double-click on it or activate the cell and press the  key.

Deleting Data

There are several ways to delete data from a document:

■ Deleting only parts of the cell content

In order to delete only a part of the contents of a cell, double-click on it. Alternatively, move to the cell and press the  key to edit it.

■ Deleting the entire cell content

In order to delete the entire cell content, move to the cell and press the **Del** key or call up the **Edit > Delete**.

■ Deleting the contents of multiple cells

Select the cells and press the **Del** key or call up **Edit > Delete**.

Undoing Changes

Edit > Undo reverses changes made to a document, one by one, in reverse order. The Undo command can be used repeatedly, if desired.

Reversing the Undo Command

There is a counterpart for the Undo command: **Edit > Redo**. This command restores the action last undone and can also be used repeatedly.

Starting a New Document

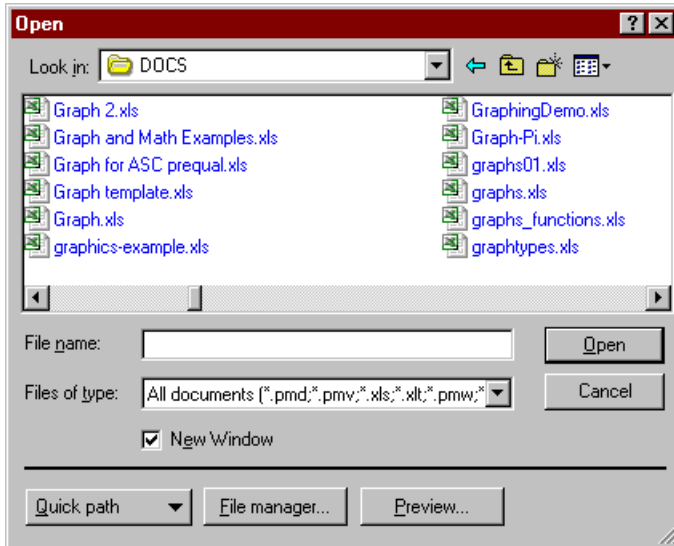
To create a new document, call up the **File > New** command or use the **Ctrl N** keystroke.

A dialog box will appear in which you can choose a document template for the new document. To create a document without any additional formatting, choose the standard document template, **NORMAL.PMV**. Press Enter **↵** or click **OK** to create the new document.

New window: If you have checked the **New window** checkbox in this dialog box, the new document will appear in a new document window. Otherwise, the current document is closed and the new document will be created in the same window (this option is only available in Windows and Linux).

Opening a Document

To open an existing document, call up the **File > Open** command or use the **Ctrl O** keystroke.



In the dialog box that now appears, navigate to the document and click on **Open**.

You can choose which drive and folder to display through the **Look in** drop-down list. To switch to a different drive or folder, click on the arrow to the right of this list to access the drop-down menu, and select the desired drive and/or folder.

New window: In order to open the document in a new window, check the **New window** checkbox. Otherwise, the current document will be closed and the new file will be opened in the same window (this option is only available in Windows and Linux).

Opening Other File Formats

PlanMaker can also open files created in other programs. Just select the appropriate file type in the **Files of type** dropdown menu.

Using QuickPaths

QuickPaths are a feature that lets you assign a name to often-used file paths. To use QuickPaths, click on the **QuickPath** button.

File Manager

Click on **File Manager** to access the built-in file manager. The file manager shows a list of your documents and lets you search, open, print, view, and rename them.

Previewing a Document

To preview a document from within this dialog, click on **Preview**.

List of Most Recently Opened Files

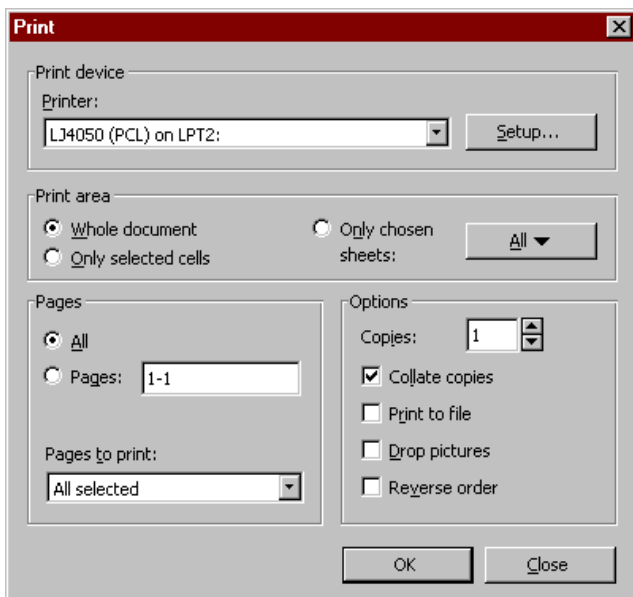
Tip: At the bottom of the **File** menu is a list of recently opened documents. Click a name on the list to reopen the document.

Pocket PC: On Pocket PCs, the recently opened documents are accessed from the **Recent** menu.

Printing a Document

Note: Printing is not supported on Pocket PCs.

If you wish to print the current document, call up the **File > Print** command or use the Ctrl P keystroke.



A dialog box will appear in which you can select the number of copies and which pages to print. The dialog box defaults to printing one copy of all pages of the document.

Saving a Document

To save a document call up the **File > Save** command or use the **Ctrl P** keystroke. If the document has not been saved before, PlanMaker will request a document name before saving.

Saving under a Different Name, or in a Different Folder

PlanMaker also provides the **File > Save as** command. This command saves your document as well, but gives you the opportunity to assign a different file name or save it to a different folder.

Saving in a Different File Format

You can store the document in a different file format when using the **File > Save as** command. Select the desired file format from the **Files of type** drop-down menu.

Saving All Open Documents

If you have several documents open, call up **File > Save all** to save all open documents using their current name. PlanMaker checks the documents and saves only those documents that have been changed.

Exiting PlanMaker

To exit PlanMaker, use the **File > Exit** command.

If open documents have been modified, PlanMaker will automatically ask you if you want to save them before exiting.

The PlanMaker Tour

Overview: The PlanMaker Tour

Users unfamiliar with spreadsheets should read the following section thoroughly. More advanced users are encouraged to cull as needed.

Note: The illustrations in this manual were drawn from PlanMaker for Windows. Under other operating systems, some control elements may look slightly different, however, their functions are identical to those described in this section.

Five Minutes of Theory...

If you plan, for example, a computer purchase, you must compare various systems, which consist of individual hardware components: you will need a PC, a monitor, and a printer. One vendor may offer a competitively priced computer; another vendor may offer an inexpensive monitor, etc. Which is the best option?

In order to find this out, you have to add up the prices. So, grab your pocket calculator, type in the numbers one by one, jot down the result – and become frustrated: With every new offer, the game begins anew, even though the method of calculation never changes, only the values do.

Such calculations can be carried out much easier with the help of a spreadsheet application.

The first technique you will learn when using PlanMaker, is to employ "variables." Variables help you to generate abstract formulas, without the use of actual number (or dollar) values. For instance:

computer + monitor + printer = total price

abstracted:

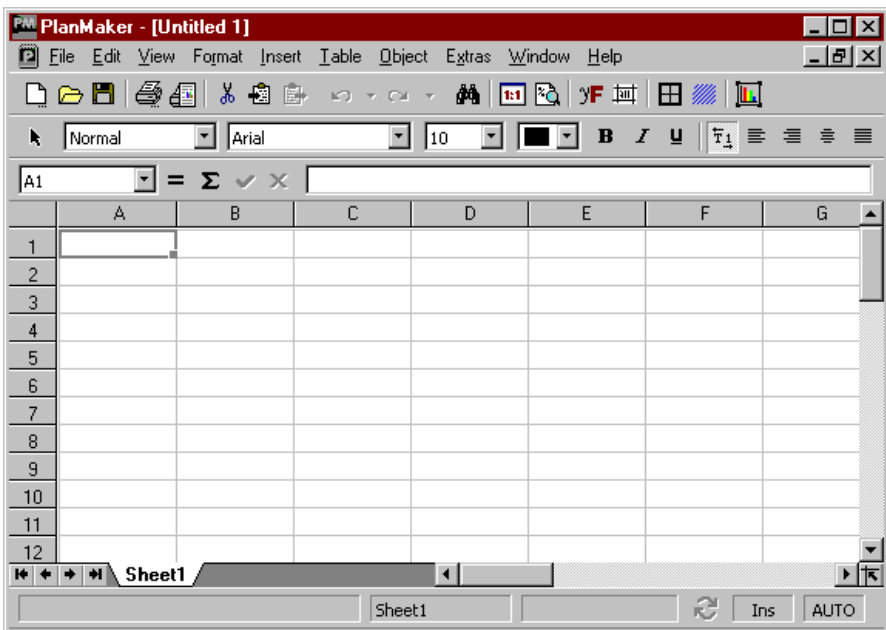
$$a + b + c = d$$

Without spreadsheets, such a formula has only practical benefit if you use a programmable calculator - you can enter the formula once, and can execute it multiple times. The calculator requests the values one by one and then shows the total value. Not much of an improvement over repeated individual calculations...

First Steps with PlanMaker

After these preliminary thoughts, now is a good time to look at how such tasks can be set-up using PlanMaker.

When you start PlanMaker, the following screen will appear (Windows version):



Most of the application window is taken up by your new worksheet. On the top, it is bordered by a row of alphabetic characters, on the left by a column of numbers.



Let's have a closer look at the worksheet:

The Basic Structure of a Worksheet

As you already know from chapter "PlanMaker Basics", a worksheet is divided into *rows* and *columns*. This is also visible through the gray lines that are displayed in the worksheet.

A dark gray frame that we call the *cell frame* surrounds the cell in the upper left corner. The cell frame indicates which cell is currently active. When entering data, it is always placed in the active cell.



Press the  and  keys to move the cell frame (active cell) from one cell to another. Take a look at the Edit strip above the worksheet: at the very left, PlanMaker displays the *address* of the currently active cell. The address always consists of one to two alphabetic characters and a number:

A1 means column 1, row 1.

A5 means column 1, row 5.

D5 means column 4, row 5, etc.

The fact that every cell has a unique address is the key to all functions of a spreadsheet. Remember the variables a, b, c we talked about before? In PlanMaker, the *cells* are used as variables. Therefore, you can enter calculations in a cell that refer to other cells in your worksheet – and, for example, calculate the sum of several cells in another cell.


Entering Values and Formulas




Enough theory for now! Let's create our first calculation.

First we type in the price for the personal computer, under that the price for the monitor, and under that the price for the printer.

Use the arrow keys to go to cell B2 and enter the value 1499. The value appears both in the chosen cell and in the Edit strip above the table.

Note: Do not make the mistake of typing the letter "O" or "o" instead of the numerical digit "0". Computers make a clear distinction between letters and numbers. PlanMaker would accept the input but interpret it as text. When attempting to calculate with it, PlanMaker will generate an error message.

Press the Enter key  now to finish your input. The cell frame moves down one row to cell B3. Type the value 899 here and in the row below that type the value 499.

Tip: If you entered a wrong value and have already pressed , you can still correct your mistake. Move the cell frame to the cell with the error and enter the correct value. As soon as you press , the old content is overwritten by the new input. You can also edit the content of already filled-out cells by pressing the  key.

Entering Formulas

Let's enter our first formula:


In order to calculate the total cost of our computer equipment, we have to add up the unit prices. This is simple to do:

Go to cell B5 and type an = (equal sign). The equal sign shows PlanMaker that you would like to begin entering a formula.

Now enter the formula. For this purpose, you use the cell addresses as "variables". Type in:

=B2+B3+B4

Note: Cell addresses are not case-sensitive – you can type them in either upper- or lowercase.

As soon as you press , you can see the result of your first formula:

= Σ ✓ ✕ <input type="text" value="=B2+B3+B4"/>		
B	C	
1499		
899		
499		
2897		

See what happens if you change the numbers in the cells. Replace 899 by 799 or some other value. As soon as you press , the result of the calculation is updated immediately.

You see: Regardless of what cells B2, B3 and B4 contain, PlanMaker will always sum them up. If you get a quote for a computer system in which only the price for one component has changed, you only need to update the one value, and the new total price will be displayed in cell B5.

The "SUM" Function

The example above is a method of adding up several numbers. This method is adequate for a few numbers, but is certainly too cumbersome for adding 50 numbers - that would be one long formula! However, there are better ways to achieve this: the *arithmetic functions* of PlanMaker.

Let us find out more about them! Make cell B5 the current cell. It contains the formula you previously entered.

First, delete the old formula by pressing the key, or by simply overwriting the existing cell content. Now enter the following formula:

=SUM(B2:B4)

After you press , you can see the result in the cell.

PlanMaker has over 320 built-in mathematical functions - and one of them is SUM. The SUM function calculates the sum of the values your formula references. The expression in parentheses after the function name tells PlanMaker where to start and stop totaling:


You have directed PlanMaker to start adding in cell B2 and stop in cell B4. Between cell B2 and cell B4 sits one cell - B3, and it is included in the summing as well. You could easily have specified a larger range, such as B2:B123.

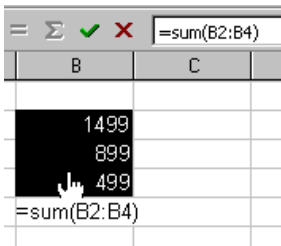
The notation *starting cell:ending cell* can also be used when both row and column changes. If, for example, you enter B2 as the starting cell and C4 as the last cell, these two coordinates form the corners of a rectangle. The formula =SUM(B2:C4) would sum all numbers contained within this rectangle.


Working with the Sum Icon

There is an even easier way to insert the SUM function:

Delete the contents of cell B5 again.

Now click on the sum icon  in PlanMaker's edit strip. Move your mouse pointer to cell B2 and select cells B2, B3, and B4 by pressing and holding the left mouse button while you move the mouse pointer down to cell B4.



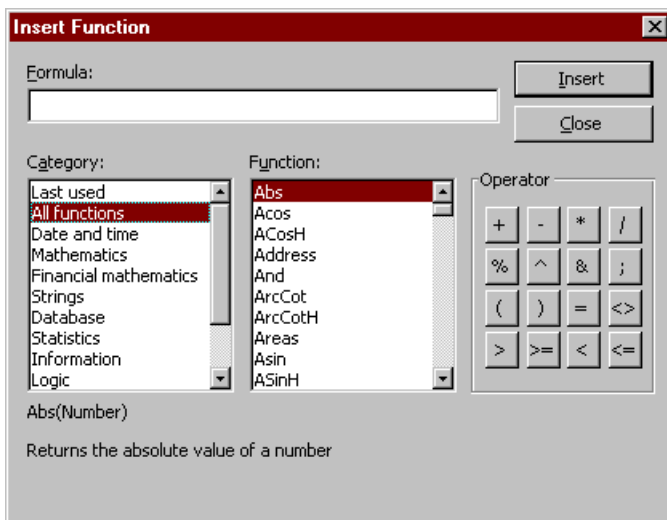
If you look at the Edit strip while you do this, the input area will display your new formula. PlanMaker builds the formula on the fly, while you are dragging the mouse pointer down. As soon as your formula is complete, release the mouse button and accept the formula in the Edit strip by pressing .

As you have seen, there are several ways to enter formulas in PlanMaker. All these methods have their advantages and disadvantages. As you become better acquainted with PlanMaker, you will automatically pick the best method for each specific situation.

Working with the Insert > Function dialog

You now know the basics of working with a spreadsheet.

To get an impression of the large number of functions PlanMaker supports, call up the **Insert > Function** command now. A dialog box will appear that contains all the functions PlanMaker supports.



Tip: You can also call up this command by pressing the function key **[F7]**.

Let's try another function: Suppose we want to calculate the average value of our three numbers in the table:

Press **[Esc]** to dismiss the dialog box, return to the worksheet, and delete the contents of cell B5 again.

Call up the **Insert > Function** command. Choose the category **All functions** in the left list. Now scroll through the right list down to the "Average" function. Double-click on **Average**.

PlanMaker now places the Average function into the input field of the dialog box:

Average()

In order to complete the formula, enter the cell range B2:B4 between the parentheses.

Alternatively, you can select the cell range right in the worksheet: left-click on cell B2, then drag down the mouse to cell B4 (as you did in a previous example). If the dialog box covers the cells you want to select, simply drag the dialog box out of the way.

The completed formula should look like this:

=Average(B2:B4)

If you click on the **Insert** button now, this formula is placed into cell B5 and calculated immediately.

Going Three-dimensional

PlanMaker documents are not limited to single worksheets. If required, you can stack several worksheets on top of each other – just like a pile of paper. PlanMaker documents are therefore also called *workbooks*. Each workbook can contain up to 256 *worksheets*.

The main advantage of this is that calculations in one worksheet can also refer to cells in other worksheets of a workbook – this way you can create three-dimensional spreadsheets.

An example: If you maintain the financial records of three branches of a company on three worksheets, you can create a fourth worksheet that sums the financial results of the three branches, giving you an integrated view of the company finances.

To add a new worksheet to a workbook, use the **Table > Worksheet > Insert** command. To change between the individual sheets, use the worksheet tabs on the worksheet register.



Simply click on the worksheet tab to switch the currently active worksheet.


Changing the Layout of Worksheets

Let's return to our first sample worksheet and improve the visual layout. PlanMaker has many formatting functions that let you fine-tune how the worksheets look.

Adding a Heading

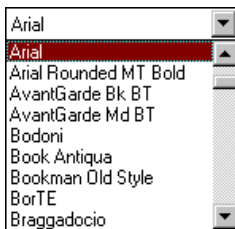
What is missing from our worksheet is a heading. So, let's enter a headline and increase the font size to make it stand out.

Click on cell B1 to make it the active cell. Type e.g. the following text:

My first worksheet 

Changing Character Formatting

Move the cell frame back to cell B1 again. Open the font list in the format strip by clicking the small triangle to the right of the font name.



PlanMaker now displays a list of all fonts installed on your computer. Choose the Tahoma font – or any other font you like. Now, open the list with the font sizes – this list is immediately to the right of the font list. Choose a font size of 24 point.

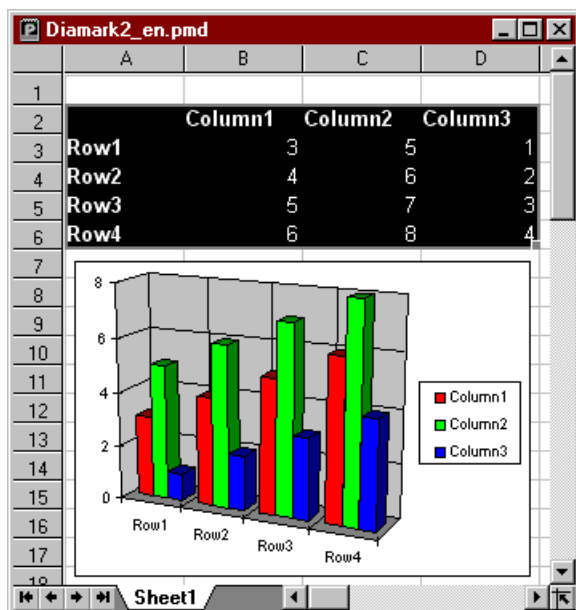
The remaining elements of the format strip allow you to change the color of text, and to apply various formatting attributes: **B** turns on bold printing, *I* switches to italics, U underlines the text etc.

Charts

At the end of this tour, let us have a quick look at *charts*.

In spreadsheets consisting of nothing but long columns of numbers, it is often hard to interpret their meaning. PlanMaker offers easy ways to turn raw numbers into charts that get the point across.

To insert a chart in a worksheet, select the values you want to base your chart on and call up the **Object > New Chart Frame** command. Use your mouse to draw a rectangle on your screen. This rectangle determines the position and size of the chart. After drawing the rectangle, a dialog box will open that lets you define the type (pie chart, column chart, etc.) and the graphical options (colors, headline, legend, etc.) of the chart.



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