



VISI ON™

*New Uses!
New Methods!
New Capabilities!*

VISI ON CALC™

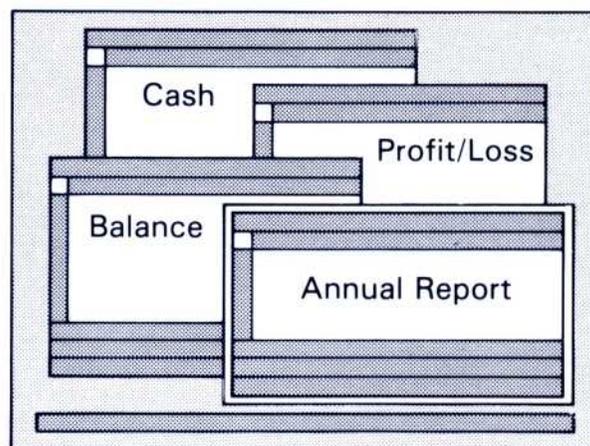
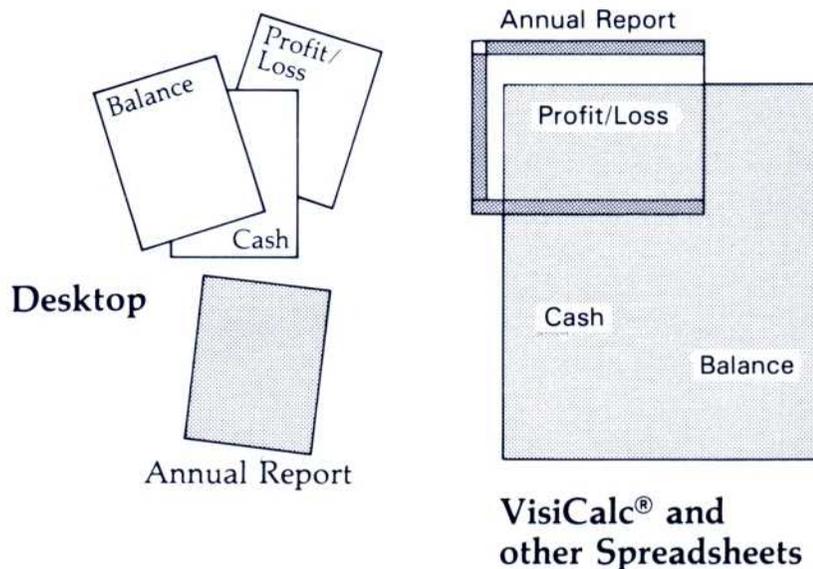
WORKING
IN WINDOWS

VISICORP™

The Spreadsheet Revisited

Since the VisiCalc® program was introduced five years ago, the spreadsheet has become a common productivity tool in business, education, and the home. In the United States alone, there are literally millions of spreadsheet users.

Spreadsheet products have continued to evolve during this period—both in their capabilities and functions and in the uses to which they've been put. Today, spreadsheet programs like the VisiCalc program are used in applications as diverse as farm management, estate planning, and inventory balancing.



Visi On Calc™

By giving you access to several different spreadsheets at the same time, each displayed in its own window, the Visi On Calc program gives you back the flexibility you had when you could move paper worksheets around on your desk. Gone are the limitations of working with one huge electronic spreadsheet containing many different kinds of data.

The new Visi On Calc program is a significant step in the evolution of spreadsheet products. It's a result of many years of study and development that gives today's user perhaps the broadest set of modeling capabilities to be found in any existing spreadsheet product.

Among these capabilities, the Visi On Calc spreadsheet program has these unique characteristics:

Windows

The Visi On windowing environment lets you use and display several spreadsheets at the same time. Because of this, you can use them more naturally—more like you would do if you were constructing them on paper. No longer do you have to fit profit and loss, cash budget, and balance sheets into one unwieldy spreadsheet, as with conventional spreadsheet programs. Instead, you can put each logical function in its own spreadsheet and display it in its own window.

Virtual Memory

The Visi On environment also provides a "Virtual Memory" capability for your spreadsheets. You don't have to worry about exceeding the limits of your computer's memory. If you create and process very large spreadsheets, your hard disk is automatically used as an extension of computer memory—virtual memory. At times, while you're working, you may see your disk drive light as an indication of this.

New Features New Responsibilities

To use the product to your best advantage, these features require extra consideration as you develop your spreadsheets—particularly to assure expected performance. For example, Visi On Calc virtual memory *works for you* if you have large spreadsheets and tightly organized information. It can also work against you, however, if you've organized your spreadsheet poorly—particularly if cells regularly reference data or formulas "far away"—say, from one end of the spreadsheet to the other. In a virtual memory system, *long references* like these tend to require more time to find information on the disk and bring it into memory to work on.

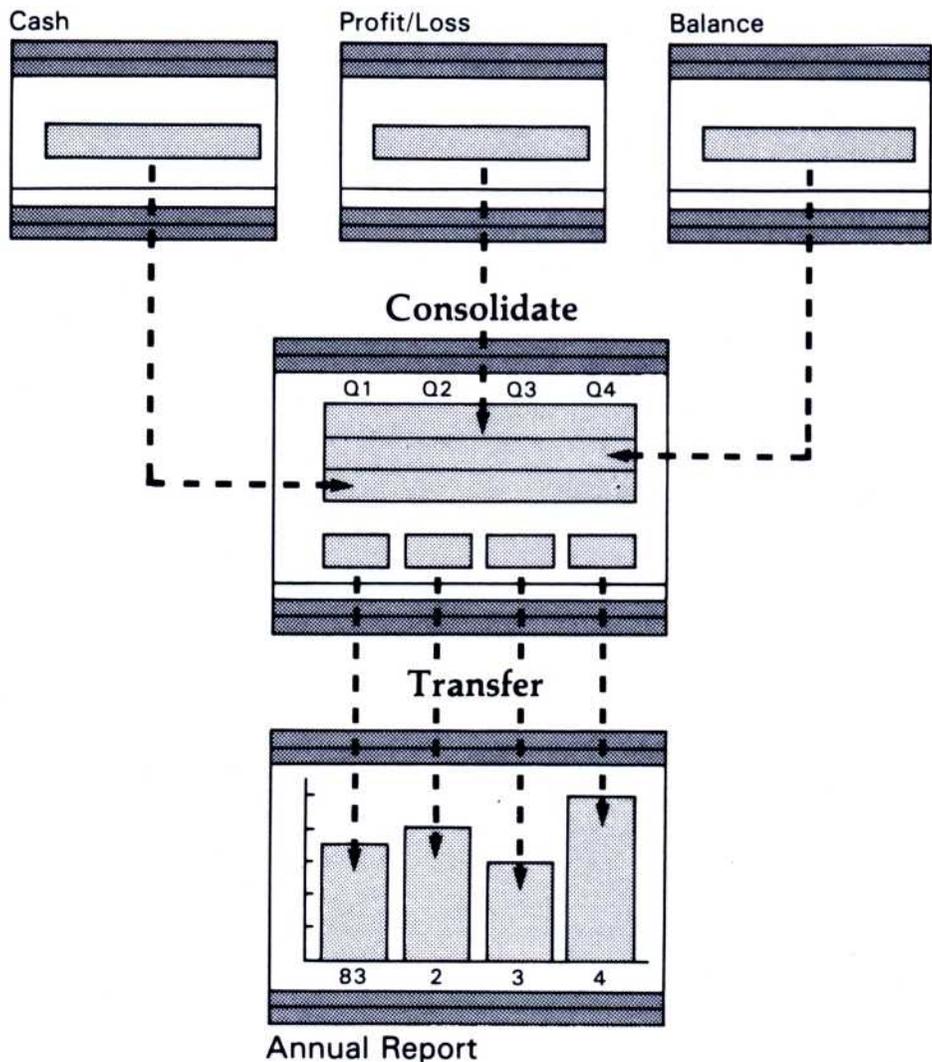
This booklet describes some useful techniques that will help you take advantage of these and other new features of the Visi On Calc program.

Designing Efficient Spreadsheets

Design and work with spreadsheets of one to three printed pages in size that contain one basic type of information, such as budget figures for a certain period or profit and loss projections. You'll find that working with several spreadsheets in different windows is easy and efficient.

Simple spreadsheets are more natural and convenient to work with. You can create extremely large spreadsheets with the Visi On Calc program, but you may find that large, complex worksheets are more difficult to use.

Quickly and conveniently, you can get information from other spreadsheets using the Visi On Calc program's unique importing, naming, and fetching features to bring data into one consolidated spreadsheet.



The Visi On windowing environment lets you use small easy-to-use worksheets with powerful consolidation and transfer features.

Steps for Creating Worksheets Quickly

If you're experienced in using spreadsheets, you'll find you can create your new Visi On Calc spreadsheets fastest by following these steps:

1. Identify all the constant information (labels, numbers, and formulas) that you can enter at the same time without replication.
2. Enter these groups of information using the entry "value" and "label" commands, which allow you to enter large columns or rows of data quickly.

Keep the options sheet displayed so that you can quickly change from vertical to horizontal entry.

If you're creating a large spreadsheet, change to manual recalculation.

3. Do all your replications at one time.
Replicate by rows rather than by columns, so that the program will process your information faster.
4. Using the Attribute options sheet, select and apply formatting options to your entire spreadsheet.
5. After you've created your spreadsheet, return to automatic recalculation.

Tips for Using Spreadsheets

The following tips and techniques will help you create and change your spreadsheet faster as well as improve the speed with which the program recalculates it. Each hint contains a reference to the specific chapter in the *Visi On Calc User's Guide* where you can find more detailed information.

Manual Recalculation

One of the most important time-saving methods is to use manual recalculation when you are entering or changing a lot of numbers or formulas, especially on very large spreadsheets. You can then quickly recalculate your spreadsheet by selecting its upper left corner. If you make few changes, you may prefer to use automatic recalculation.

Chapter 6, "Recalculating the Worksheet"

Saving Your Spreadsheets

After you create a spreadsheet, save it before you change or update it. This allows the program to process these changes faster.

Chapter 2, "Saving, Getting, and Organizing Worksheets"

Natural Order Recalculation

Use natural order recalculation for best performance unless you specifically need to recalculate the spreadsheet by row or by column.

Chapter 6, "Recalculating the Worksheet"

Named Cells

When you first create a spreadsheet, use the cell-naming feature so you can easily reference cells later during consolidation.

Chapter 3, "Entering Labels, Formulas, and Named Cells"

Recalculation

Try to make your spreadsheet compact in design, without large numbers of empty cells between different areas of information.

Group cells that refer to each other as close together as possible. This makes recalculation faster because the program doesn't have to search the hard disk, which is used as an extension of memory.

Chapter 6, "Recalculating the Worksheet"

Creating Formulas

Use the program's special operator menu with the "value" command to enter numeric data or formulas using only the mouse.

Chapter 3, "Entering Labels, Formulas, and Named Cells"

Fast Scrolling

Scroll large areas of the spreadsheet either by using the "goto" command or by scrolling the left or top border of the spreadsheet.

Chapter 3, "Entering Formulas, Labels, and Named Cells"

Chapter 11, "Transferring Data with the Visi On Calc Program"

Of course, as you become more familiar with the Visi On Calc program's operation, you'll find other shortcuts that are best suited to your own particular needs. The possibilities for exploring the new Visi On windowing environment and its application programs are just beginning.

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