

# Cells Quick Start Guide

Version 1.2

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## Table of Contents

What is Cells?	1
System Requirements	1
Step-by-Step Instructions	1-8
• Creating a New Spreadsheet	1
• Entering Data	2
• Functions	3
• Inserting a Single Blank Row or Column	4
• Deleting a Single Row or Column	5
• Resizing a Cell	6
• The Menu Bar	7
Additional Support	8

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## What is Cells?

Cells is a versatile spreadsheet program. Perfect for any data collection, whether it be in the laboratory, by the stream, or at a gymnastics meet, Cells offers everyday functions such as average, minimum, maximum, and sum, and a simple interface.

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## System Requirements

- Palm OS 3.5 or higher
- Windows 98 or higher, running Palm Desktop 4.0.1 or higher. (Palm Desktop 4.1 recommended)
- Macintosh OS 9.x or OSX, running Palm Desktop 4.1.
- 48 KB memory on handheld.

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## Creating a New Spreadsheet

1. Tap the **Cells** icon to open Cells.
2. If you want to work on an existing project, tap **Open** or **Last**.
3. Let's create a new spreadsheet. To create a new Cells spreadsheet, tap **New**. (Figure 1) Note: if this is the first time you're using Cells, New will be your only option.



Figure 1

4. Type a title and your name in the space provided. (Figure 2) Tap **OK** to begin.



Figure 2

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### Entering Data

1. You arrive at your main Cells screen, a screen full of cells laid out in columns and rows. A cell is a box that holds your data. All cells have an address. For example, cell B1 is in column B, row 1.
2. To enter data into a cell, tap the desired cell. The cell blackens and a cursor appears on the dotted line near the top of the screen, awaiting your typed data. Enter your data (Figure 3) and tap the check mark, ✓, to place it.

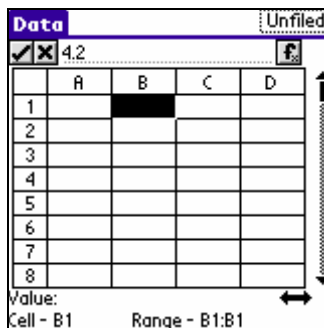


Figure 3

3. Your data is now placed. (Figure 4)

The screenshot shows a spreadsheet window titled "Data" with a status bar "Unfiled". The spreadsheet has columns A, B, C, and D, and rows 1 through 8. Cell B1 contains the value "4.2". The status bar at the bottom indicates "Value: 4.2", "Cell - B1", and "Range - B1:B1".

	A	B	C	D
1		4.2		
2				
3				
4				
5				
6				
7				
8				

Figure 4

## Functions

Functions are mathematical actions that operate on a group of cells. Cells offers four of the most familiar and used functions: average, maximum, minimum and sum. Let's take a look at one of these: sum. Once you understand the basic premise of one, you'll have the knowledge to perform all four.

1. To take a sum, tap a cell to host the results. For example, we've selected B8.

The screenshot shows the same spreadsheet as Figure 4, but with more data entered. Cells B1 through B5 contain the values "4.2", "5.7", "3.4", "9.8", and "12.1" respectively. Cell B8 is selected. The status bar at the bottom indicates "Value:", "Cell - B8", and "Range - B8:B8".

	A	B	C	D
1		4.2		
2		5.7		
3		3.4		
4		9.8		
5		12.1		
6				
7				
8				

Figure 5

2. Tap the  $f_x$  button. Tap **SUM**.
3. Your dotted line now reads " $=SUM(B8:B8)$ " (Figure 6).

The screenshot shows the spreadsheet with the formula "=SUM(B8:B8)" entered into cell B8. The status bar at the bottom indicates "Value:", "Cell - B8", and "Range - B8:B8".

	A	B	C	D
1		4.2		
2		5.7		
3		3.4		
4		9.8		
5		12.1		
6				
7				
8				

Figure 6

4. In plain English, this means, 'I am taking the sum of the cells over the range of B8 to B8.'
5. For functions to work properly, you'll have to give them proper ranges to work over. For instance, if we are looking for the sum of our five cells, B1 to B5, we should inform Cells that our range is B1:B5.
6. To set the range of cells for your function, tap and drag your stylus over the cells you would like to include. (Figure 7)

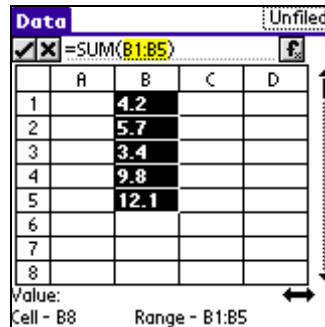


Figure 7

7. Tap '✓' to finalize your function, to take the sum. Your sum appears in the host cell. (B8 in Figure 8)

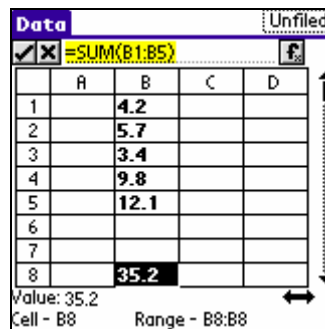


Figure 8

8. To take the minimum, the maximum or the average, follow these same basic steps, differing only when selecting the appropriate function from the  $f_x$  menu.

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### Inserting a Single Blank Row or Column

1. To insert a single blank column or row into your Spreadsheet, you must first highlight an entire row or column. Highlight an entire column by tapping on the letter that designates that column. Highlight an entire row by tapping of the number that designates that row. (Figure 9)

	A	B	C	D
1	Trait	blue	brown	green
2	#	9	18	7
3	Total	34		
4				
5				
6				
7				
8				

Value: Trait  
Cell - A1      Range - A1:DX1

Figure 9

2. To insert a blank column, tap **Insert** from the **Edit Menu**.
3. Notice that the row inserts itself **BEFORE** the highlighted column. (Figure 10)

	A	B	C	D
1				
2	Trait	blue	brown	green
3	#	9	18	7
4	Total	INVALI..		
5				
6				
7				
8				

Value: Trait  
Cell - A2      Range - A2:A2

Figure 10

4. **Be careful:** Inserting blank columns may interfere with the original intent of your functions.
5. Notice that our function's host cell containing the sum, originally B3, is now B4 because of the column insertion. The only problem is: B4 is now invalid—we have moved the cells that were the basis of our Sum!

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### Deleting a Single Row or Column

1. To delete a single column or row from your Spreadsheet, you must first highlight the row or column you wish to delete.
2. Once you have highlighted your column or row, tap **Delete** from the **Edit Menu**.
3. If there are cells in the soon-to-be-deleted column or row that contain data, a caution box will prompt you with a warning of 'Data Loss.' (Figure 11)



Figure 11

4. To permanently delete the row or column, tap **Yes**. To return to your Spreadsheet without deletion, tap **No**.

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### Resizing a Cell

You may need to resize a cell, depending on how long the word or number is you're placing in that cell.

1. To resize a cell, tap the cell you wish to resize.
2. Tap **Resize** from the **Cell** menu.
3. A new window appears with four sizes to choose from. (Figure 12)

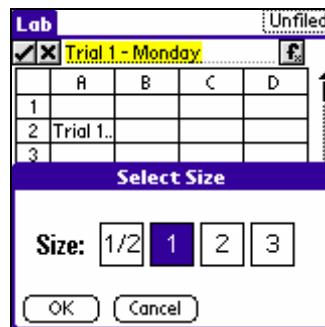


Figure 12

4. Select the size of the cell you would like.  $\frac{1}{2}$  is one-half of a normal cell, 1 is a normal cell, 2 is double a normal cell, and 3 is three times the size of a normal cell.
5. Tap **OK**. Your cell is resized. (Figure 13)

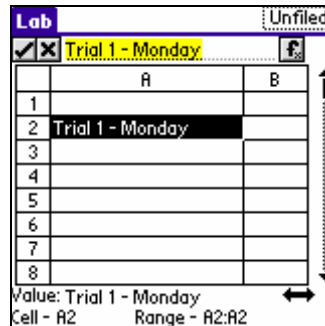


Figure 13

## The Menu Bar

The Menu Bar consists of the Project menu, the Edit menu and the Cell menu.

1. The **Project** menu (Figure 14) consists of:

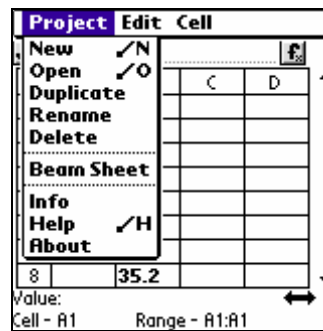


Figure 14

- New: creates a new spreadsheet.
  - Open: opens a preexisting spreadsheet.
  - Duplicate: duplicates your spreadsheet under a different name; this is a good way to save drafts of your work.
  - Rename: renames your spreadsheet.
  - Delete: deletes your spreadsheet.
  - Beam Sheet: beams your spreadsheet to a friend via the IR port.
  - Info: details the time and date your spreadsheet was created.
  - Help: offers tips on using Cells.
  - About: showcases the hard-working programmers.
2. The **Edit** menu (Figure 15) consists of:

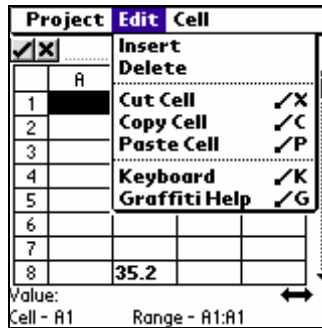


Figure 15

- Insert: inserts a single blank column or row.
  - Delete: deletes a single blank column or row.
  - Cut Cell: deletes data in cell; can be pasted elsewhere.
  - Copy Cell: copies data in cell; can be pasted elsewhere.
  - Paste Cell: pastes copied/cut data.
  - Select All: highlights all cells.
  - Keyboard: shows keyboard for non-graffiti typing.
  - Graffiti Help: shows screen with example graffiti strokes.
3. The **Cell** menu consists of:
- Resize Cell: resizes a cell

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## Additional Support

Additional support and user information can be found at <http://www.goknow.com/Support/>.

If you have any questions or concerns, please contact: [support@goknow.com](mailto:support@goknow.com).