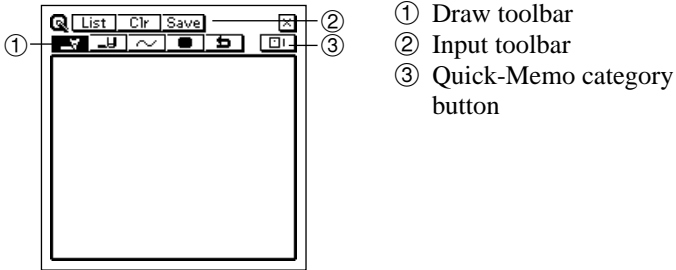



Quick-Memo is like having a digital memo pad on which you can sketch simple line drawings or jot down reminders.

Entering the Quick-Memo Mode

Tap the **Quick-Memo** icon below the PV Unit screen to enter the Quick-Memo Mode.







- This is the Quick-Memo input screen, which appears first whenever you enter the Quick-Memo Mode.
- Tap  in the upper right corner of the screen to exit the Quick-Memo Mode and return to the screen from which you originally entered it.

Quick-Memo Categories

There are three Quick-Memo categories. As with categories in other modes, Quick-Memo categories let you group your memos for easier management.

To select a Quick-Memo category

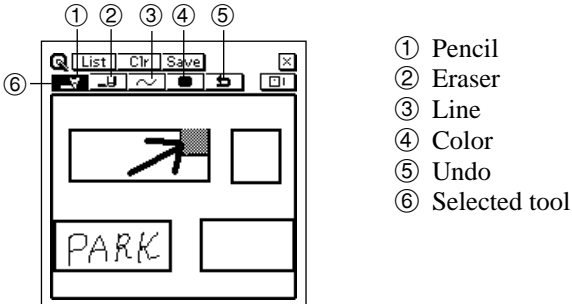
Tap the Quick-Memo category button to cycle through the Quick-Memo categories in the following sequence:  fi  fi  fi , etc.

The display shows the Quick-Memos that are stored under the currently selected category.

Using the Quick-Memo Drawing Tools

The following describes the functions of the Quick-Memo Drawing tools when inputting Quick-Memo data.





Tap a drawing tool with the stylus to select it. The currently selected drawing tool is highlighted on the toolbar. Tapping some of the drawing tools also cycles through a number of optional settings.







Important!

A diagonal line may appear jagged on the display, even in the Quick-Memo list (page 82).






Pencil Tool

- Tap this tool to cycle through line thickness in the sequence: medium  fi thick  fi thin  fi medium , etc.
- Dragging the stylus on the screen while this tool is selected draws a line.
- Note that you can control the type of line produced by the pencil tool with the line tool, described below.

Eraser Tool

- Tap this tool to cycle through eraser thickness in the sequence: medium  fi thick  fi thin  fi medium , etc.
- Dragging the stylus on the screen while this tool is selected erases anything along the line.
- Note that you can control the type of path produced by the eraser tool with the line tool, described below.

Line Tool    

- Tap this tool to cycle through the type of line or eraser path produced when dragging the stylus on the display while the line tool or eraser tool is selected. Each tap of this tool cycles through the line type in the sequence: freehand  fi straight  fi vertical/horizontal  fi rectangle  fi freehand , etc.

Color Tool  

- Tap this tool to toggle the darkness of the line between the following settings: black  < gray .


Undo Tool 

- Tap this tool to undo the last draw operation you just performed.

Creating a New Quick-Memo

Use the procedures in this section to draw the figures you want in a Quick-Memo.

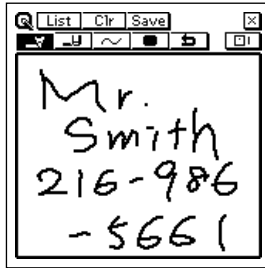
To input a new Quick-Memo

1. Enter the Quick-Memo Mode.
2. Tap the  (category) button to select the category where you want to save the Quick-Memo.
3. Use the drawing tools to draw the figure you want.
 - To clear all Quick-Memo screen contents, tap **Clr**.
4. After you are finished, tap **Save** to save the Quick-Memo.
 - If you want to input another Quick-Memo, tap **New**.

To draw a line or rectangle

1. Select the line tool for the type of figure (freehand, straight line, vertical/horizontal line, rectangle) you want to draw.

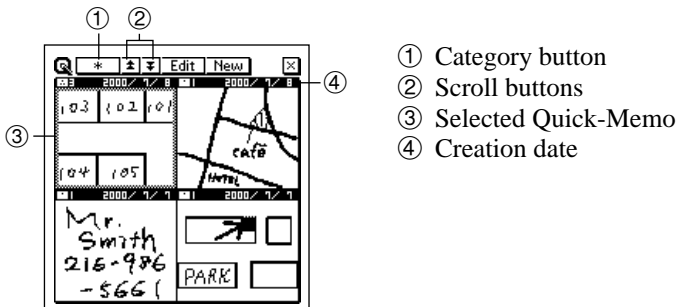
2. Drag the stylus on the display to draw the figure.



Recalling a Quick-Memo

Use the following procedure to scroll through a list of Quick-Memos and find the one you want. Then you can select a Quick-Memo in the list to view it.

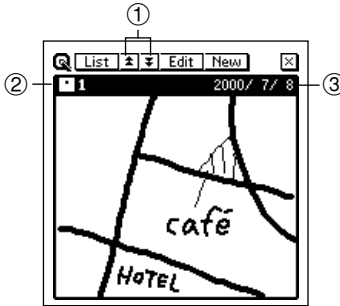
1. While the Quick-Memo input screen is on the display, tap **List**.



- ① Category button
- ② Scroll buttons
- ③ Selected Quick-Memo
- ④ Creation date

- This is the Quick-Memo list screen.
2. Tap the category button to specify the category whose Quick-Memos you want to view. Selecting displays the Quick-Memos in all categories.
 3. Use the scroll buttons to scroll through the Quick-Memos in the currently selected category.
 4. When the Quick-Memo you want to recall is on the screen, tap it with the stylus to select it.

5. Tap the selected Quick-Memo to change to its data display.



- ① Scroll buttons
- ② Category of displayed Quick-Memo
- ③ Creation date

6. In the Quick-Memo data display, you can use the scroll buttons to scroll back and forward to the data display of other memos.

7. After viewing the Quick-Memo, tap **List** to return to the list screen.

Screen Copy

The screen copy feature lets you copy an image of certain screens and store it as a Quick-Memo screen. The following is a list of screens that you can copy with the screen copy feature.

Mode	Data that can be screen copied
Contacts	All list and data screens
Scheduler	All calendar screens (1, 2, 3-month) Weekly Scheduler Daily Scheduler To Do List Reminder List All data screens
Expense Manager	Screens listing periodic totals by expense types or payment types (page 69) All list and data screens
Memo	All list and data screens
Currency Converter	Conversion calculation screens

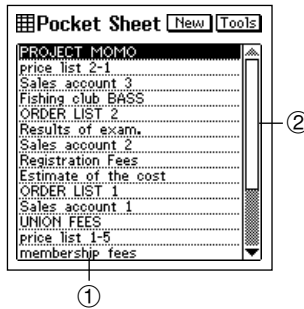
To record a screen copy

1. Display the data for which you want to record a screen copy.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Screen copy**.
 - The PV Unit switches to the Quick-Memo Mode, with the new screen copy on the display. Make any additions or changes if you want, and then store the image by tapping **Save**.

Pocket Sheet gives you access to basic spreadsheet capabilities while on the go. You can build your own spreadsheets from scratch, and even synchronize with Microsoft® Excel data on your computer.

Entering the Pocket Sheet Mode

1. Tap the **Menu** icon to display the Mode Menu, and then tap **Pocket Sheet**.



- ① Sheet titles
- ② Scroll bar

- This is the Pocket Sheet list screen, which appears first when you enter the Pocket Sheet Mode.

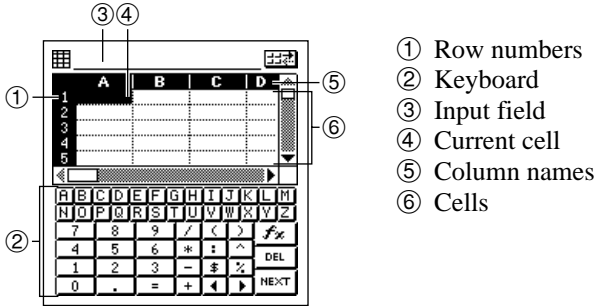
Pocket Sheet Basics

With Pocket Sheet, you can open up a blank sheet and build the sheet you want from scratch.

The following sections describe how to open a new sheet, and how to perform some of the most basic sheet operations.

Creating a New Sheet from Scratch





1. Display the Pocket Sheet list screen.
2. Tap the **New** button.



- Columns are named using the letters of the alphabet from A to Z, while rows are numbered sequentially from 1 to 999.
- The maximum capacity for a single sheet is about 32KB (about 1,900 cells when each cell contains one character, without any format settings or borderlines). The message “Sheet is too big!” appears on the display whenever the contents of a file exceeds this limit.
If a sheet being received by the unit during a Pocket Sheet Sync operation exceeds the maximum limit (about 32KB), the excess cell data is automatically cut off. In this case, the sync operation ends normally, with no indication that the data was cut off. This means you should always check sheet contents visually after a sync operation is complete.
- A cell is referred to using its cell reference, which is made up of the cell’s column name and row number. This means that the cell reference of the upper left cell in the above sheet is A1, and the cell reference of the lower right cell is D5.
- The active cell is the one that is currently selected for input. The active cell is highlighted.
- The numeric keyboard appears first whenever you open a new sheet.

Making a Cell the Active Cell

You can make a cell active by tapping it with the stylus so it becomes highlighted. You can also move the highlighting around the display using the scroll bar as described below.

To do this:	Tap here on the Scroll Bar:
Move the highlighting one cell left	
Move the highlighting one cell right	
Move the highlighting one cell up	
Move the highlighting one cell down	

- Tapping the gray areas of the scroll bar scrolls the entire screen with the highlighted active cursor in the same relative position in the newly displayed screen.

Selecting a Range of Cells

While a sheet is open on the display, drag the stylus across the range of cells you want to select. The cells become highlighted as you drag across them.

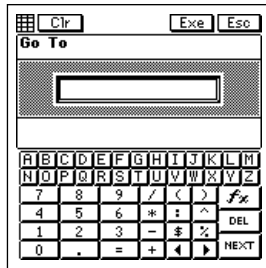
- Dragging straight left or right selects a range of cells in the same row.
- Dragging straight up or down selects a range of cells in the same column.
- Dragging diagonally selects a block of cells (multiple rows and columns).

Jumping to a Specific Cell in a Sheet

Important!

- You cannot jump to a cell located inside a row or column that is frozen. To jump to such a cell, you must unfreeze the row or column first.

1. While a sheet is on the display, tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Go To** to display the **Go To** screen.



2. Use the on-screen keyboard to type in the cell reference (column and row) of the cell to which you want to jump.
 - To jump to cell Z999, for example, type “Z999”.
3. Tap **Exe** to jump to the cell you specified.

Inputting Data Into a Cell

This section explains the rules and procedures for inputting text, values, and mathematical expressions into sheet cells. It also contains detailed information on the various cell functions that are available.

General Input Rules

The following are the general rules that you should observe whenever inputting data.

- Anything you enter on the keyboard is input into the sheet's active cell.
- You can input up to 256 characters into each cell.
- Mixing text and numbers inside the same cell causes everything in the cell to be treated as text.
- Do not manually input commas as separators inside values. Doing so interferes with correct display of calculation results. Use the procedure under “Changing the Format Settings of a Cell” on page 95 to turn on automatic comma separators.

Cell References

The term *cell reference* means calling the contents of one cell into another cell. Pocket Sheet supports three types of cell references: *relative*, *absolute*, and *mixed*. Whether a cell reference is relative, absolute, or mixed does not make affect the results it normally produces. The cell reference type matters only when the contents of the cell are copied and then pasted into another location. See “Copying a Relative Cell Reference” on page 109 and “Copying an Absolute or Mixed Cell Reference” on page 109 for full information about how cell references are affected by cut, copy, and paste operations.

Relative Cell References

As its name suggests, a relative cell reference is one that references a cell in relation to the cell where the reference is made. Note the following examples.

Relative Cell Reference	Meaning
A1	Contents of cell A1
A1:A10	Contents of the column of cells from A1 through A10
A1:E1	Contents of the row of cells from A1 to E1

Absolute Cell References

An absolute cell reference is one that references a specific cell, no matter where it is located in relation to the cell where the reference is made. A reference is made absolute by inserting a dollar sign in front of its column name and row number. Note the following examples.

Absolute Cell Reference	Meaning
\$A\$1	Contents of cell A1. Both the column (\$A) and row (\$1) references are absolute.
\$A\$1:\$A\$10	Contents of the column of cells from A1 through A10. All the column and row references are absolute.
\$A\$1:\$E\$1	Contents of the row of cells from A1 to E1. All the column and row references are absolute.



Mixed Cell References

A mixed cell reference is one in which one component (column name or row number) is relative, and the other component is absolute. Note the following examples.

Mixed Cell Reference	Meaning
\$A1	Contents of cell A1. The column reference (\$A) is absolute, and the row reference (1) is relative.
A\$1	Contents of cell A1. The column reference (A) is relative, and the row reference (\$1) is absolute.

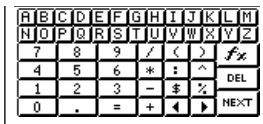
Using the On-screen Keyboards

Opening a new sheet that does not contain any data or tapping the highlighted cell within a sheet causes an on-screen keyboard to appear.


- Tapping the  button above the text keyboard changes to the numeric keyboard.
- Tapping the  button above the numeric keyboard changes to the text keyboard.



Text Keyboard



Numeric Keyboard

- Tapping  displays a menu of built-in functions.

Inputting Mathematical Expressions

You can set up a cell to perform arithmetic operations (addition, subtraction, multiplication, division), and other useful functions like SUM (sum of a series of values), MIN (extracts the lowest value), and COUNT (counts the number of values). You can also use parentheses to ensure that operations are performed in the sequence you want.

- Inputting a mathematical expression causes its result to be displayed in the cell. The mathematical expression itself appears in the input field only.
- The results of mathematical operations are normally displayed flush right in the cell.
- If the result of a mathematical expression is longer than the cell that contains it, the contents of the cell are replaced by a string of # marks. This is to let you know that the cell contains a value, but the value cannot be displayed. If this happens, try making the cell wider (page 100).

To input a mathematical expression

1. Make the cell where you want to input the expression the active cell.
2. On the on-screen keyboard, tap =.
 - Inputting = as the first character tells the PV Unit that what follows is a mathematical expression.
3. Use the on-screen keyboard to input the mathematical expression you want.
 - Tapping the buttons above the keyboard inputs the corresponding function. See “Examples” below for details.
4. After the content of the cell is the way you want, tap **NEXT** to store it.

Examples

The following are some examples of mathematical expressions you can input into sheet cells.

Cell Contents	Displayed Result
=1+2-3	0
=(1+2)*(3+4)	21
=(A1+B5)*2	Result of expression using contents of cells A1 and B5
=\$A\$1+B2	Contents of cell A1 + Contents of cell B2
=2^3	8 (Raises left value to power specified by right value.)
=ABS(A1)	Absolute value of value in A1
=AVERAGE(A1:D5)	Average of values in cells A1 through D5
=COUNT(A1:D5)	Number of values in cells A1 through D5
=COUNTA(A1:A7)	Number of non blank cells in cells A1 through A7
=EVEN(3)	4 (Rounds up to the nearest even number.)
=INT(8.9)	8 (Rounds down to the nearest integer.)
=MAX(A1:D5)	Greatest value of those in cells A1 through D5
=MIN(A1:D5)	Least value of those in cells A1 through D5
=MOD(3,2)	1 (Integer result when left value is divided by right value.)
=ODD(2)	3 (Rounds up to the nearest odd number.)
=ROUND(2.15,1)	2.2 (Rounds left value to decimal places specified by right value.)
=SQRT(A1*5)	Square root of value in cell A1 multiplied by 5
=SUM(A1:D5)	Sum of contents of cells A1 through D5

Inputting Text

Text (letters and numbers) can be input into the active cell using the on-screen text input keyboard.

- Input made up entirely of numbers (including decimal point) is treated as a numeric value. Inclusion of even a single non-numeric character (alpha-character or symbol) causes the input to be treated as text.
- Text is normally aligned in the cell flush left, while numbers are aligned flush right.
- If a text string is longer than the cell, the extra text is allowed to extend into the next cell to the right in the sheet display, as long as the neighboring cell does not contain any data. If it does, the extra characters are cut off in the sheet display.
- If an input value is longer than the cell that contains it, the contents of the cell are replaced by a string of # marks. This is to let you know that the cell contains a value, but the value cannot be displayed. If this happens, try making the cell wider (page 100).
- If the first character in a cell is an equals sign (=), the text is considered to be part of a mathematical expression.

Input Example

This section contains an example that illustrates a number of Pocket Sheet input techniques.

Example Data

All of the operations in this section are performed using the data shown below.



	A	B	C	D
1	Math-1	Math-2	NUMBER	
2	50	45	4	
3	45	40		
4	45	40		
5	40	40		
6				
7				
8				
9				
10				
11				
12				

Example: To input the function below into cell C5.

$=\text{SUM}(\text{A2}:\text{B5})*\text{C2}$

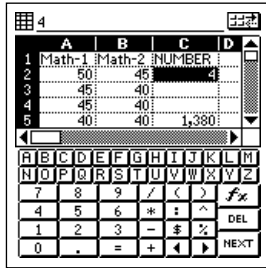
- This calculates the total of the values from cell A2 through cell B5, and then multiplies it by the value in cell C2 (4).
1. Open a sheet and then tap cell C5.
 2. Perform the following key operations to input characters into the input field.

 SUM

 =SUM() 

3. Next, use the stylus to drag from cell A2 to cell B5, so all the required cells become highlighted.
4. Remove the stylus from the screen to input the range of selected cells into the input field.
5. Tap in the input bar to the right of the close parenthesis to move the cursor there.

6. Type * into the input field.
7. Tap cell C2.



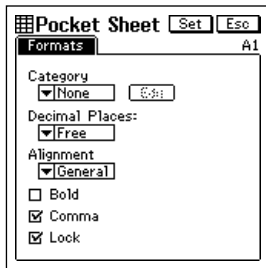
8. Tap any cell or the **NEXT** button to display the calculation result.
 - The value in cell C5 shows the result of the function.

Controlling the Appearance of a Cell

This section explains how to make cell format settings that control the format of data inside individual cells or a range of cells. The format settings are: numeric value category (monetary unit, percent), number of decimal places, alignment, text style (bold or normal), comma separators for values, and cell lock.

Changing the Format Settings of a Cell

1. Make the cell whose format you want to change the active cell (page 87).
 - You can select a single cell or a range of cells.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Formats** to display the **Formats** tab.



-
3. Make the format settings you want.
 - See the following sections for information about the settings you can make on the **Formats** tab.
 4. After making the settings you want, tap **Set** to apply them.
 - Tapping **Esc** exits the **Formats** tab without applying any changes you have made in the settings.

Category

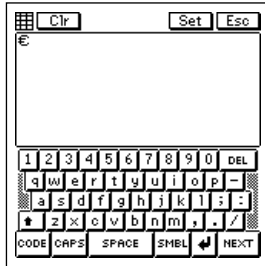
- Tap the ▼ arrow next to **Category** box to display a list of numeric value categories. You can specify whether a number should be treated as simply a numeric value, a monetary value, or a percent. The following shows the available settings and their meanings.

Category Setting	Description
None	• Numeric value (no setting)
%	• Percent
\$	• Dollar value
£	• British pound value
¥	• Japanese yen value
€	• Euro value

- For the monetary units and percent, the applicable symbol is appended automatically to the value in the cell.
- When percent is selected as the category setting, a value of 0.1 becomes 10%, 1 becomes 100%, 10 becomes 1000%, etc.

Edit

- Tap this button to display the euro currency symbol editing screen shown below.



- Note that you can edit the euro currency symbol only. The symbols for the other currencies are fixed.
- Use the on-screen keyboard to type up to three letters for the currency to which you want to change. You could input DEM for German marks, FRF for French francs, etc. After inputting the letters you want, tap **Set** to save them.
- The letters you input above replace the euro symbol in the **Category** list.

Decimal Places

- Tap the ▼ arrow next to the **Decimal Places** box to display a list of decimal place settings. You can specify anywhere from 0 to four decimal places. Selecting **Free** specifies a free-floating decimal place, which means the decimal point is located wherever you input it.

Alignment

- Tap the ▼ arrow next to the **Alignment** box to display a list of alignment settings. You can select from among General, Left, Center, and Right. Selecting General causes text to be aligned left, and numbers aligned right.

Bold

- Tap the check box to toggle bold text on (checked) and off (unchecked).

Comma

- Tap the check box to toggle comma separators every three digits on (checked) and off (unchecked).

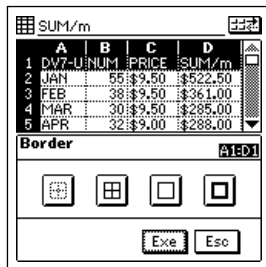
Lock

- Tap the check box to toggle cell lock on (checked) and off (unchecked).
- Note that the sheet where the locked cell is located must be a protected sheet (page 112) for the cell's locked status to be enforced. The content of a cell can always be edited whenever the sheet where it is located is unprotected, even if the cell is locked. The following shows the relationship between the cell lock and sheet protection.

Cell Status	Sheet Status	Cell Content Editing
Locked	Protected	Not allowed
Locked	Unprotected	Allowed
Unlocked	Protected	Allowed
Unlocked	Unprotected	Allowed

Specifying Cell Border Lines

1. Select the range of cells whose borderlines you want to change.
 - See “Making a Cell the Active Cell” on page 87.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Border**.



3. Tap the borderline option you want to select.

To select this type of border line:	Tap this button:
Bold outer lines only	
Normal outer lines only	
Normal outer lines and inner lines	
Borderlines off	

4. When the borderlines are the way you want, tap **Exe** to apply them and to close the **Border** screen.

Row and Column Operations

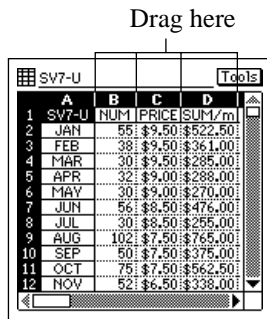
This section contains such information as how to change the width of a column, how to insert rows and columns, and how to delete rows and columns.

Changing the Width of a Column

You can change the width of a column of cells either by dragging the boundary to the width you want, or by specifying width value that represents a number of display dots.

To change the width of a column by dragging its boundary

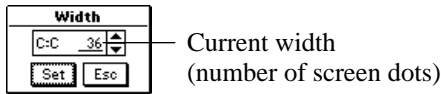
- In the black bar that shows the column names (A, B, C) at the top of a sheet, drag either of the white boundary markers of the cell left or right to change its width.



- You can drag a column boundary marker as far as the edge of the display screen.

To change the width of a column by specifying a value

1. Make a cell in the column whose width you want to change the active cell (page 87).
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Width** to display the **Width** dialog box.



3. Tap ▲ to increase the value or ▼ to decrease it.
 - You can set the width value in the range of 3 to 130.
4. When the setting you want is displayed, tap **Set** to apply it.
 - Tapping **Esc** closes the **Width** dialog box without applying any changes you have made in the setting.

Scroll Freezing Rows and Columns

“Scroll freeze” is a technique you can use to stop rows, and columns from scrolling when you tap the scroll bars on the screen. This is helpful when you want to leave row and column titles frozen on the screen as you scroll the data only.

You can freeze rows only or columns, or you can freeze rows and columns at the same time.

To freeze columns only

Example: The following procedure describes how to freeze column A.

1. In the top row of the displayed sheet, tap cell in the column to the right of the column you want to freeze.
 - To freeze column A, for example, you would tap cell B in the top row. To freeze both column A and column B, tap cell C.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Freeze**.

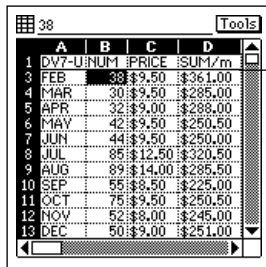


	A	C	D	E
1	DV7-U	PRICE	SUM/m	ORDER
2	JAN	\$9.50	\$522.50	15
3	FEB	\$9.50	\$361.00	14
4	MAR	\$9.50	\$285.00	15
5	APR	\$9.00	\$288.00	15
6	MAY	\$9.50	\$250.50	15
7	JUN	\$9.50	\$250.00	14
8	JUL	\$12.5	\$320.50	16
9	AUG	\$14.0	\$285.50	15
10	SEP	\$8.50	\$225.00	15
11	OCT	\$9.50	\$250.50	16
12	NOV	\$8.00	\$245.00	15

Solid line indicates column to the left is frozen.

To freeze a row only

1. In the far left column of the displayed sheet, tap the cell in the row below the row you want to freeze.
 - To freeze row 1, for example, you would tap cell 2 in the far left column. To freeze both rows 1 and 2, tap cell 3.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Freeze**.



	A	B	C	D
1	DV7-U	NUM	PRICE	SUM/m
2	FEB	38	\$9.50	\$361.00
3	MAR	30	\$9.50	\$285.00
4	APR	32	\$9.00	\$288.00
5	MAY	42	\$9.50	\$250.50
6	JUN	44	\$9.50	\$250.00
7	JUL	85	\$12.50	\$320.50
8	AUG	89	\$14.00	\$285.50
9	SEP	55	\$8.50	\$225.00
10	OCT	75	\$9.50	\$250.50
11	NOV	52	\$8.00	\$245.00
12	DEC	50	\$9.00	\$251.00

Solid line indicates row above is frozen.

To freeze a row and column at the same time

1. Tap the cell below the row and to the right of the column you want to freeze.
 - To freeze column A and row 1, for example, you would tap cell B2.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Freeze**.

To unfreeze rows and columns

If a row and/or column is frozen on the current sheet, tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Freeze** to unfreeze them.

Inserting Rows

1. Select the location in the sheet where you want to input the rows.
 - The number of cells you select determines the number of rows that are inserted. Selecting C1 inserts a single row at row 1. Selecting C1 and C2 inserts two rows at rows 1 and 2.
 - Existing rows will be shifted downwards to make room for the newly inserted rows.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Insert**.
3. On the dialog box that appears, tap **Rows** to perform the row insert operation in accordance with the cells you selected in step 1.

Inserting Columns

1. Select the location in the sheet where you want to input the columns.
 - The number of cells you select determines the number of columns that are inserted. Selecting C1 inserts a single column at column C. Selecting C1 and D1 inserts two columns at columns C and D.
 - Existing columns will be shifted right to make room for the newly inserted columns.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Insert**.
3. On the dialog box that appears, tap **Columns** to perform the column insert operation in accordance with the cells you selected in step 1.

Deleting Rows and Columns

1. Select the location in the sheet where you want to delete rows or columns.
 - The number of cells you select determines the number of rows or columns that are deleted.
 - Selecting C1 deletes row 1 or column C.
 - Selecting C1 and D1 deletes columns C and D.
 - Selecting C1 and C2 deletes rows 1 and 2.
 - Remaining columns will be shifted to fill the room created by the deleted rows or columns.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Delete**.
3. On the dialog box that appears, tap **Rows** or **Columns** to perform the delete operation in accordance with the cells you selected in step 1.

Sheet Operations

This section contains information about the procedures you need to perform when working with sheets.

Opening a Sheet

1. Display the Pocket Sheet list screen.
2. Double-tap the title of a sheet to open it.

Displaying the Input Screen

You can use any one of the following two operations to change from a sheet screen to the input screen.

- Tap the input field.
- Tap the currently selected (highlighted) cell.

To change back to the sheet screen from the input screen, tap **Esc**.

Saving a New Sheet

1. After inputting data into a sheet, tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Save**.



2. Type in up to 32 characters for the name you want to assign to the sheet.
3. Tap **Save** to save the sheet.

Saving an Existing Sheet Under a New Name

1. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Save As**.
2. Type in up to 32 characters for the name you want to assign to the sheet.
3. Tap **Save** to save the sheet.

Exiting a Sheet

While a sheet is on the display, tap **Esc** to exit.

- Instead of tapping **Esc**, you could tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Close**.
- If there are unsaved edits in the sheet, tapping **Esc** displays a screen for saving the sheet. Type in a name and then tap **Save** to save the sheet.
- If you want to quit without saving the sheet, tap **Esc**.

Renaming a Sheet

1. Display the Pocket Sheet list screen.
2. Tap the sheet you want to rename so it is highlighted.
3. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Rename item**.



4. Input up to 32 characters for the new name you want to assign to the sheet.
5. Tap **Save** to save the sheet under its new name.

Cut, Copy, Paste, Clear

The cut, copy, and paste operations in the Pocket Sheet Mode are somewhat different from those in other modes.

Cutting Cell Data

1. Select the cell or range of cells that contains the data you want to cut.
 - See “Making a Cell the Active Cell” on page 87.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Cut**.
 - The data is removed from the cell and placed on the clipboard.
 - The data includes format settings (page 95) as well as any text, numbers, and mathematical expressions. The border specification, however, is not included.
 - You can use the **Paste** command (page 108) to paste the contents of the clipboard into another cell or range of cells.

Copying Cell Data

1. Select the cell or range of cells that contains the data you want to copy.
 - See “Making a Cell the Active Cell” on page 87.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Copy**.
 - The data is copied to the clipboard, without affecting the selected original cells.
 - The copied data includes format settings (page 95) as well as any text, numbers, and mathematical expressions. The border specification, however, is not included.
 - You can use the **Paste** command (page 108) to paste the contents of the clipboard into another cell or range of cells.

Pasting Cell Data

Important!

- Pasting data into a cell or range of cells that already contains data causes the current data to be replaced with the pasted data.
 1. Select the cell or range of cells to which you want to paste the data currently on the clipboard.
 - See “Making a Cell the Active Cell” on page 87.
 - Data can be placed onto the clipboard using the cut (page 107) or copy (page 107) operation.
 2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Paste**.
 - The data is pasted from the clipboard into the currently active cells.
 - The pasted data includes format settings (page 95) as well as any text, numbers, and mathematical expressions. No border specification is included.

Note

- A paste operation that causes the maximum number of rows (999) or columns (26) to be exceeded causes the following message to appear: **This operation will push some data outside the sheet. Continue?**

Tapping **Yes** executes the paste operation, which causes any data that runs off the sheet to be deleted. Tapping **No** cancels the paste operation.
- Up to 256 characters can be pasted when pasting data from another application.
- The clipboard has a capacity of approximately 2KB.

Copying a Relative Cell Reference

With relative cell reference, the cell reference changes automatically to maintain the same relationship between the calling cell and the cell being called. Note the following example.

	A	B	C
1	=A2+B2+C2+D2		
2		PASTE	
3			
4		=B5+C5+D5+E5	
5			

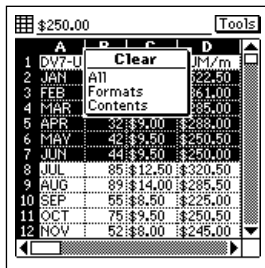
Copying an Absolute or Mixed Cell Reference

Since absolute cell references are “absolute,” they remain the same even when the expression is moved. With mixed cell references, the absolute part remains the same, while the relative part changes according to the location of the expression. Note the following example.

	A	B	C
1	=A\$2+B2+C\$2+D2		
2		PASTE	
3			
4		=A\$2+B5+D\$2+E5	
5			

Clearing Cell Data

1. Select the cell or range of cells whose data you want to clear.
 - See “Making a Cell the Active Cell” on page 87.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Clear**.



-
3. On the dialog box that appears, tap the option you want to execute it.
 - **All** clears both cell format settings (page 95) and contents.
 - **Formats** clears the format settings of the cell without affecting the contents. The borders of the cell are not cleared.
 - **Contents** clears the contents (value, text, function) of the cell without affecting format settings.

■ Searching for Data in a Sheet

Use the following procedure to search for specific data in a sheet.

Note

- The Pocket Sheet search function checks cell data only for the characters you specify. It does not check calculation formulas and functions assigned to cells.
- The search starts from the cell that is currently selected in the sheet and proceeds to the right of the selected cell.
- The contents of cells located inside a row or column that is frozen are not searched. To search the contents of such cells, you must unfreeze the row or column first.

To search for data in a sheet

1. In the Pocket Sheet Mode, open the sheet whose data you want to search.
2. Tap the cell from which you want to start searching so it is highlighted.

- Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit - Search**.



- If you previously performed a search operation since opening the current sheet, the text you searched for will be shown on the above screen.
- Input up to 12 search characters.
 - Tap **Exe** to start the search.



- The message **Data item not found!** appears if there is no data in the sheet that matches the text you specify.
- To search for the next occurrence of the same data, tap **Next**. You can repeat this step as many times as necessary.
 - After you are finished searching for data, tap **Esc** to close the search screen.

Setting Sheet Calculation, Gridline, and Protect Options

1. Display the sheet whose options you want to set.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Sheet** to display the option setting dialog box.
3. Tap the check boxes to turn the options you want on (checked) and off (unchecked).
 - Check **Auto Calculation** when you want the calculations in the sheet performed automatically whenever a value is changed. When **Auto Calculation** is turned off, you can perform calculations manually by executing **Menu Bar – Option – Calc Now**.
 - Check **Gridlines** to display the sheets gridlines.
 - Check **Protect Sheet** when you want to protect the contents of the sheet from being changed. Note that sheet protection is related to cell locking described under “Lock” on page 99.
4. After the settings are the way you want, tap **Set** to apply them.

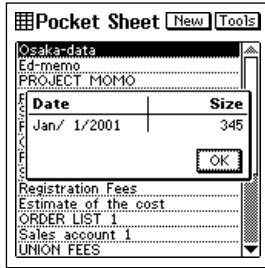
Date and Size Information

You can use the following procedure to display a dialog box that shows the date the sheet was created or modified, and the size of the sheet in bytes.

Displaying Date and Size Information

1. Display the Pocket Sheet list screen.
2. Select the name of the sheet whose date and size information you want to view.

3. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Date/Size**.



- The date format (M/D/Y, D/M/Y, Y/M/D) is in accordance with the system settings you make under “Setting the Date, Time, Calendar, and Keyboard Formats” on page 168.
4. After you are finished viewing the information, tap **OK** to close the dialog box.

Pocket Sheet Sync

Pocket Sheet Sync for Microsoft® Excel 95/97/2000 synchronizes Pocket Sheet data stored in your PV Unit with data in files created using Microsoft Excel (95, 97, 2000). For details on using Pocket Sheet Sync, see the documentation contained on the CD-ROM that comes with your PV Unit.

Computer System Requirements

The following are the minimum computer system requirements for running Pocket Sheet Sync.

- Windows 95/98/NT (English, Spanish, German, French, or Italian)
- Excel 95/97/2000

■ Pocket Sheet Errors

The message **#ERR** appears inside of a cell any time one of the following operations is attempted with the cell.

- Division by zero
- Any mathematical operation that produces a value that exceeds the calculation limit
- Any mathematical operation in which a cell references itself
- Deletion of a row or column that contains a cell referenced by the cell
- A copy operation that causes the referenced cell to be outside the sheet
- Any copy operation, or row or column insert operation that causes the length of a function to exceed 256 characters
- Mathematical error
- Adding a large number of mathematical expressions to a sheet for which **Auto Calculation** is turned off can cause the **#ERR** message to appear.
- Parentheses can be nested up to 10 times inside a single calculation.
- Referencing of other cells within the same sheet is limited to 256 levels per calculation.

Important!

- Referencing a cell that contains a calculation that has not yet been performed may cause the referencing calculation to take a long time.