

<b>SUMMARY TABLE: CELL CURSOR CONTROL</b>		
<b>COMMAND</b>	<b>ARROW KEY</b>	<b>FUNCTION</b>
<b>^D</b>	<b>→</b>	Moves cell cursor right one column
<b>^S</b>	<b>←</b>	Moves cell cursor left one column
<b>^E</b>	<b>↑</b>	Moves cell cursor up one row
<b>^X</b>	<b>↓</b>	Moves cell cursor down one row
	<b>HOME</b>	Moves the cursor to cell A1
<b>=n</b>		Moves the cursor to the cell specified by <i>n</i> , where <i>n</i> is a cell reference.

<b>SUMMARY TABLE: DATA ENTRY COMMANDS</b>	
<b>KEYS</b>	<b>FUNCTION</b>
DEL, BS, ^H	Backspace and delete previous character
,	Repeat text

<b>SUMMARY TABLE: INITIAL INDICATORS OF DATA TYPE</b>		
<b>TEXT</b>	<b>NUMBERS</b>	<b>EXPRESSIONS</b>
a-z	0-9	0-9
A-Z	+	+
''	-	-
,	.	.
space		@ followed by a function cell name

<b>SUMMARY TABLE: OPERATORS</b>			
<b>ARITHMETIC</b>		<b>COMPARISON</b>	
<b>Key</b>	<b>Function</b>	<b>Key</b>	<b>Function</b>
+	add	=	equal to
-	subtract	<	less than
*	multiply	>	greater than
/	divide	< >	not equal to
		< =	less than or equal to
		> =	greater than or equal to

**SUMMARY TABLE: FUNCTIONS**

<b>ABS</b> ( <i>argument</i> )	Returns absolute value of argument
<b>AND</b> ( <i>list of arguments</i> )	Returns 0 if any argument evaluates to 0, otherwise returns 1
<b>AVG</b> ( <i>list of arguments</i> )	Returns average value of arguments
<b>CHOOSE</b> ( <i>argument, range</i> )	Returns value of xth cell in range (x=value of first argument)
<b>COUNT</b> ( <i>list of arguments</i> )	Returns number of arguments
<b>E</b>	Returns value of natural logarithm base (2.718...)
<b>ERR</b>	Returns <b>ERR</b> (error) in current cell
<b>FALSE</b>	Returns a value of 0
<b>IF</b> ( <i>argument, argument, argument</i> )	If value of first argument is non-zero, returns value of second argument, otherwise, returns value of third argument
<b>INT</b> ( <i>argument</i> )	Returns integer part of argument
<b>ISERR</b> ( <i>cell, list of cells, or range</i> )	Returns <b>ERR</b> if any cell contains <b>ERR</b>
<b>ISNA</b> ( <i>cell, list of cells, or range</i> )	Returns N/A if any cell is empty or contains N/A
<b>LOOKUP</b> ( <i>argument, range</i> )	Searches range for value equal to or higher than first argument. Returns value of cell immediately to right of matching cell if a column range, or cell immediately below matching cell if a row range
<b>MAX</b> ( <i>list of arguments</i> )	Returns maximum value from arguments
<b>MIN</b> ( <i>list of arguments</i> )	Returns minimum value from arguments
<b>NA</b>	Returns N/A (not available) in current cell
<b>NOT</b> ( <i>argument</i> )	If argument evaluates to 0 returns 1, and vice versa
<b>OR</b> ( <i>list of arguments</i> )	Returns 1 if any argument is non-zero, otherwise returns false
<b>PI</b>	Returns value of pi (3.14159...)
<b>SUM</b> ( <i>list of arguments</i> )	Returns sum of arguments
<b>TRUE</b>	Returns a value of 1

**NOTE:** A single **argument** can be a number, an expression, a function, or a cell name. A **list of arguments** can be any of the preceding or a cell range, in any combination. **Range** refers to a cell range.

<b>SUMMARY TABLE: COMMANDS</b>		
<b>COMMAND</b>	<b>OPTION</b>	<b>ACTION</b>
/B		<b>Blank</b> contents of current cell
/D	Row Col	<b>Delete</b> current row or column
/E		<b>Edit</b> contents of current cell
/F	Global Column Field	Set <b>Format</b> for current cell or column, or entire spreadsheet
	* <b>Default</b>	Reverts format to next lower priority level
	Exponential	Displays numbers in scientific notation
	* <b>General</b>	Displays numbers in decimal format; converts to scientific format to fit cell width if necessary
	Integer	Displays numbers rounded to integers
	\$ Dollar	Displays numbers with two decimal places
	L Numeric Left Adjustment	Displays numbers flush left
	* <b>R</b> Numeric Right Adjustment	Displays numbers flush right
	* <b>TL</b> Text Left Adjustment	Displays text flush left
	<b>TR</b> Text Right Adjustment width.dec	Displays text flush right
		Sets column width and number of decimal places to display. The default width is 8; the default for decimals is 0, which produces variable decimal entry.
/G		Set <b>Global</b> features (for entire spreadsheet)
	Adjust → * ALL/LOW	Expression adjustment of lowercase cell references
	Border → * YES/NO	Display of row and column borders
	Calc → YES/* NO	Enable automatic recalculation
	Order → * ROW/COLUMN	Recalculation order
	Scroll → * YES/NO	Turns off screen update when cell cursor moves off screen.
/I	Row Col	<b>Insert</b> row or column at current cell cursor position
/L		<b>Load</b> a saved spreadsheet
/O	Printer File	<b>Output</b> to printer or file
/Q		<b>Quit</b> Portable Calc
/R		<b>Replicate</b> cells
/S		<b>Save</b> spreadsheet

\* Default setting