

QUICK GUIDE TO FRAMEWORK For Advanced Users of Spreadsheets



A QUICK GUIDE TO FRAMEWORK FOR ADVANCED SPREADSHEET USERS

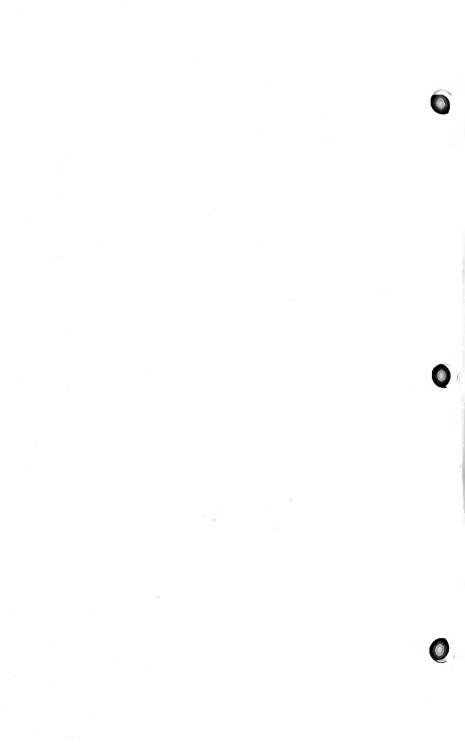
Designed and developed by:

Micro Mentor, Inc. University Place Cambridge, MA 02138



TABLE OF CONTENTS

INTROD	UCTION	. 1
PART I:	THE CONCEPT AND STRUCTURE	
	OF FRAMEWORK	. 3
	Organizing Outline	
	Linking — Spreadsheet Consolidation	4
	Creating Graphs	. 5
	The Desktop	. 5
	Formula Documentation	
	A Workstation For The Power User	. 6
	Some Key Conventions	. 6
	The Critical Keys	. 7
	Navigating In Framework	. 8
	The Function Keys	. 9
	Basic Framework Principles	. 10
PART II:	A TRANSLATION OF COMMON COMMANDS,	
	LOTUS-TO-FRAMEWORK	. 11
	Crucial Skills	. 11
	New And Advanced Features	
	Lotus-To-Framework Conversion Table	. 15
PART III:	BUSINESS APPLICATIONS WITH	
	FRAMEWORK	. 16
	Forecast Income	
	(Build A Spreadsheet)	. 16
	Forecast Additional Businesses	
	(Create Two More Spreadsheets)	. 17
	Consolidate Forecasts	
	(Create A Consolidating Spreadsheet)	. 18
	Present Results to Management	
	(Create A Graph And Print It)	. 19
	Prepare Summary Report	
	(Type A Cover Letter)	. 19
	Leave for the Weekend	
	(Clean Up the Desktop)	. 20
	GRADUATING TO FRAMEWORK	



INTRODUCTION

If you are an experienced Lotus 1-2-3th user who is looking for a fast, effective way to come up to speed in Framework; this booklet is for you. With it, you can become an effective Framework user in under an hour.

This booklet shows you how to translate 1-2-3 functional commands and options into the appropriate Framework commands. But it does more. It presents a concise overview of the important concepts and structural characteristics embodied in Framework as well as the key conventions you need to know.

To help you make a smooth transition as a Framework user, the booklet also provides an applications-oriented exercise through which you can prepare a corporate business plan by integrating all the key capabilities Framework offers.

Not only will you come away a Framework user, you will also have a good sense of what aspects of Framework you would like to give more attention.

© Copyright 1984 Ashton-Tate

Lotus 1-2-3™ is a trademark of the Lotus Development Corporation.
Framework™ is a trademark of Ashton-Tate.



PART I: THE CONCEPT AND STRUCTURE OF FRAMEWORK

FRAMEWORK is organized in a modular structure. These modules are called FRAMES.

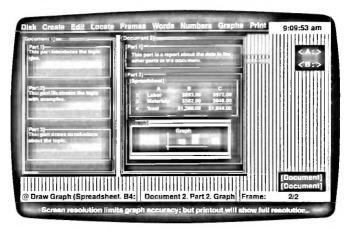


Figure 1

A FRAME holds up to 32,000 characters and may be designated as either a:

- SPREADSHEET
- GRAPH
- DATABASE
- WORDS

The ability to create multiple FRAMES dramatically simplifies the task of creating and using large, complex spreadsheets. Rather than wandering around rows and columns searching for the impact of a market upturn upon next quarter's short-term loan balance, FRAMEWORK allows you to move directly to the FRAME containing the answer.

The analogy might be: rather than struggling with an unwieldy large printout, your input assumptions are stored neatly, sheet by sheet, in a file folder.

ORGANIZING OUTLINE

As soon as you have created more than three or four FRAMES which apply to the same problem, you will discover a need to organize your thoughts, data, and graphs into a more coherent structure. FRAMEWORK provides a convenient structure for your frames—a CONTAINING FRAME—which holds all of the individual FRAMES in an outline form. This outline structure can be thought of as a "task processor," as it allows you to re-order your FRAMES and add new FRAMES as your ideas evolve and your task grows. Essentially, FRAME-WORK works any way you choose to work on a problem:

Thoughts→FRAMES → Outline or Outline→Thoughts→FRAMES

LINKING—SPREADSHEET CONSOLIDATION

A major strength of FRAMEWORK is the ability to link frames together. In 1-2-3, data is shared between spreadsheets by using the <File><Combine> or <File> <Import> commands; FRAMEWORK enables you to create formulas in one spreadsheet which refer to values in several other spreadsheets. Most importantly, the FRAME structure allows you to move quickly from one spreadsheet to another as you build the formula, pointing to the appropriate values from different spreadsheet frames. Conceptually, FRAMEWORK has made the third dimension of spreadsheets more accessible.

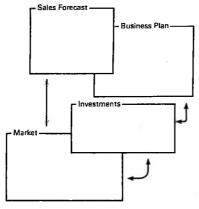


Figure 2 Linking FRAMES

Moreover, linking can be achieved at two levels. Formulas can reference each other and only recalculate manually upon command. Or, frames can be linked together such that new input assumptions in one frame alter the results in another linked frame automatically. As a result of this logical linking structure, spreadsheet consolidations are greatly facilitated. In addition, individual scenarios of a given spreadsheet model can be saved while you alter the input assumptions. And when you are done, a CONTAINING FRAME complete with covering memo and graphs can be printed out in one procedure.

CREATING GRAPHS

GRAPHS are created simply by designating the range of numbers to be plotted. The graph title comes from the frame name, while the X-axis labels and legends for the graph are taken automatically from the column and row headings. Truly, graphing is as easy as pie.

An added plus: graphs print directly from FRAMEWORK.

THE DESKTOP

Some of you have messy desks...like ours. Others, while perhaps more neat in your work habits, try to accomplish several tasks at the same time and are continually answering important phone calls in the middle of everything else. FRAMEWORK's desktop is structured to let you work the way you want to work. You may leave a couple dozen file folders (FRAMES) open on your desktop and shuffle through them quickly when that important customer finally returns your call—without disturbing your work. There is no penalty in terms of waiting time as you move from one task to another. To clean up quickly at lunch time just throw all your folders into an easily readable in-basket.

FORMULA DOCUMENTATION

Another facility of FRAMEWORK which will enhance your productivity is the ability to read your formulas in "English language." For example, profit in 1984 in the example below may be calculated by pointing, as in 1-2-3. However,

you can use the exclamation point to create the formula as either: +B3-B4 or sales. 1984 -cost. 1984

	A	В	С	D	E
1 2		1984	1985	1986	1987
3	Sales	122	157	179	213
4	Cost	101	123	145	168
5	Profit	[+b3 -b4]			

In this simple spreadsheet, this feature is less critical. However, whenever you have built a formula which draws its arguments from more than one frame, this feature is a goldmine—particularly if you expect anyone else to use your spreadsheet model. Thus a formula which consolidates chip sales from several divisions might be automatically documented as:

Potatochip.sales. 1984 + Microchip.sales. 1984 + Buffalochip.sales. 1984

Perhaps the most innovative feature in the category of cell documentation is the ability to add text to a formula, appending words after a semi-colon. For example:

Potatochip.sales. 1984 +Microchip.sales. 1984 + Buffalochip.sales. 1984 -Market.Niagara. 1984 *.05;

This formula calculates total corporate chip sales, adjusting for the decline in market share in the Niagara Region.

All of these annotations can be stored in a single cell to the benefit and relief of the next user.

A WORKSTATION FOR THE POWER USER

We think you will find FRAMEWORK to be a powerful "task processor." Advanced features—such as the ability to create your own user-defined functions, to establish a library file of macro commands usable in any spreadsheet, and to create your own menus—are likely to make FRAMEWORK a true workstation for the power user.

SOME KEY CONVENTIONS

A quick pass over some of FRAMEWORK's more critical and unique keys might assist you in your understanding of the logic and power of this software package. This discussion is organized in terms of:

- The Critical Keys
- The Function Keys

THE CRITICAL KEYS

This keypad is illustrated in Framework Reference, Appendix A.

[Scroll Lock] toggles the cursor from the disk drive selection to the desktop, and back.

[Gray +] the plus sign on the lower right corner has a special purpose in FRAMEWORK; it moves your cursor from the border of a frame into the frame itself. This key cannot be used for addition. Use the plus sign above [=] as you build formulas.

[Gray –] the minus sign on the right hand side of the numeric keypad moves the cursor out of a FRAME onto the border. Use the minus sign on the top row of the keyboard for arithmetic calculations.

[Ins] moves the cursor to the command menu line. This is equivalent to [/] in 1-2-3, except that FRAMEWORK brings you back to your last selected command.

[Enter] will perform the command or pull down a sub-menu. The [Enter] key has multiple functions, most of which are familiar to you from 1-2-3. In Framework, the [Enter] key also:

- Opens and closes frames,
- Opens and closes the disk directory,
- Moves the cursor down in a spreadsheet.

[Del] is an extremely powerful key, and can be used to delete highlighted:

characters
cells
frames
fields
words
sentences
paragraphs
records or FILES

[Ins]<Edit><Undo> from the command menu will allow you to recover from most inadvertent deletions or other destructive actions. HOWEVER, there is no method to "undo" certain operations, such as file deletion, so Framework warns you when actions are "Not undoable."

NAVIGATING IN FRAMEWORK

When the cursor is on the desktop, the arrow keys move the cursor from the border of one frame to the border of the next frame. They also move the cursor between disk drives.

[Up Arrow] places you into pointing mode when you are building a formula.

[Esc] takes you out of the command menu completely. To move up one level in the command structure, use the [Gray -] key.

[Esc] will also cancel an activity before it is completed. But after it is completed, remember the [Ins] <Edit> <Undo> command to recover.

[Tab] terminates a cell entry and moves the cell pointer to the right one cell. [Shift tab] moves the pointer one cell to the left.

[Enter] + [Enter] while placing data in a spreadsheet allows you to first enter the data and then move down one cell. This feature, along with the [Tab] key above will free up your numeric keypad to be used in [Num Lock] mode.

[Home] will move the cursor to the left-hand end of the row, NOT cell A1.

[Control] + [Home] moves the cursor to cell A1.

[End] moves the cursor to the right-hand end of a row.

[Control] + [End] moves the cursor to the lower right corner of the frame.

[Space Bar] operates as the equivalent of the edit key [F2] in 1-2-3 for text cells. Also, as the first key in a cell entry, it allows the entry of numbers as labels rather than values.

[Ctrl] [Enter] allows you to save and resume.

THE FUNCTION KEYS

This keypad is illustrated in Framework Reference, Appendix A.

[F1 - Help] This brings up context-sensitive help text.

[F2 - Edit] This is the equivalent of 1-2-3's edit key for numbers and formulas. The [space bar] is the edit key for labels.

[F3 - Drag] This is used to move frames about on the desktop. The cursor should be on the border of a frame when this function is started.

[F4 - Size] This is used to re-size frames on the desktop and extend column widths in a spreadsheet. The cursor should be on the border of the frame when this function is started.

[F5 - Recalc] This works like 1-2-3.

[F6 - Extend Select] This one is important! Similar to the anchoring process in 1-2-3. Very consistent. Select a range of cells in a worksheet, block of text in word processing, multiple frames on the desktop or files on disk. Select first, then act on the selected objects.

[F7 - Move] This is the same as 1-2-3 except that you select objects before implementing a move. It moves the selected object(s) to another location and operates within frames or on frames. A difference: in Framework this is a function key; in 1-2-3 it is buried in the menus.

[F8 - Copy] This copies selected objects from one place to another. The original object is unchanged. It performs the same functions as 1-2-3. It differs from 1-2-3 in that it is a function key, not on the menus.

[F9 - Zoom] This is a toggle switch which expands the selected frame to fill the screen or reduces it to a window on the desktop.

[F10 - View] This is a toggle switch to change the view of a document between outline view and frame view. Not used in spreadsheets. When frames are nested, it shows the contents of nested frames.

BASIC FRAMEWORK PRINCIPLES

There are three basic principles which are important to keep in mind as you use Framework:

- 1) Select, then operate. Whenever you are using the function keys, other special keys, or commands from the menu, you should select the object or range of objects to be operated on prior to invoking the command. For example, to copy cells within a spreadsheet, first Extend Select [F6] the range, then invoke the Copy function [F8].
- 2) Keep it simple. In Framework, it is easy to relate multiple frames. This makes it easy to keep individual spreadsheets, data bases, and documents simple. Ultimately this leads to applications which are more concise, faster, and easier to document and understand than larger, more complex frames.
- 3) NUMLOCK really makes the number pad usable. When the number lock key has been toggled on, the numeric keypad works as such, and the [Gray +] and [Grey -] keys assume their [+] and [-] interpretations. When you are building rows or columns of numbers in a spreadsheet, you do not need to toggle in and out of number lock in order to use the cursor control keys because Framework moves the cell pointer down one row when you strike the [Enter] key twice, and it moves the cell pointer right one cell when you strike the [Tab] key.

PART II: A TRANSLATION OF COMMON COMMANDS, LOTUS-TO-FRAMEWORK

CRUCIAL SKILLS

CRUCI	AL SKILL	3		
ACTION	I	LOTUS	FRAMEWORK	
Indicate typing pointi	ng (Specify rai	 nge when typing in end p ange, press F6, and point	: [F6 Extend Select] oints, or point to upper to lower right of range.)	
Column	Width	/ <worksheet> <column-width></column-width></worksheet>	[F4 Size]	
	(F4, then us	se arrow keys to change s	ize, [Enter].)	
Commar	(<ctrl>+[i</ctrl>	/[first letter] First letter] of the comma and menu chosen.)	<ctrl> + [first letter] nd will go directly to</ctrl>	
Commai	nd Menu (<ins> rem it.)</ins>	/[arrows] embers the last comman	[Ins] [arrows] d chosen and point to	
Сору	(Use F6 Ext	/ <copy> tend Select to highlight r</copy>	[F8 Copy] ange first.)	
Edit	(F2 edits no modify lab	[F2] umbers and formulas. Pre els.)	[F2 Edit] or [Space] ess space bar once to	
End of D	(To reach t	[End][arrows] he end of a range of filled + [up-arrow], [down-arr v].		
Erase		/ <range><erase> tend Select to highlight natever is highlighted! [Inommand.)</erase></range>		

ACTION LOTUS FRAMEWORK

Format Range /<Range><Format> [Ins] <Numbers> (Use F6 Extend Select to Highlight range first. Then select format.)

Formula or Number + [F2 Edit] or +

(Type a number, [F2] or + ([shift =] not [Gray +]) to insure that Framework does not consider a cell entry as a label.)

Insert Rows /<Worksheet> [Ins]<Create><Row>

[Ins]<Create>

<Insert><Column> <Column>
(Insert rows or columns after the cursor, not before it.)

/<Worksheet>

Insert Columns

Name Spreadsheet /<File><Save>Name Name [Enter]

(When the cursor is on the Frame Border you can type in a new name or edit an old name with [Space].)

Pointing [Arrow] [Up Arrow] [Arrow]

(Press Up-Arrow to enter pointing mode, before any other arrow, Gray+, or Gray-cursor movement.)

Label-Prefix /<Range> [Ins]<Numbers> <Format><Label>

(Left-Justify, Right-Justify or Center Labels or Numbers.)

Save to Disk /<File><Save>Name [Ctrl]+ [Enter] or [Ins]<Disk><Save>
(Save the entire File containing the Cursor to Disk.)

Save to Disk /<File><Save>Name [Ins]<Disk><Putaway>
(Saves the File to Disk and removes it from the Desktop.)

NEW AND ADVANCED FEATURES

ACTION LOTUS FRAMEWORK

Boldface

Not Available

[Ins]<Words>

Italics Underline

([F6 Extend Select] to highlight the Range first.)

Change Spreadsheet Not Available

[F4-Size][Arrows]

Screen Size

(At the frame border, F4, then arrows.)

Move Spreadsheet

Not Available

[F3-Drag]

(At the frame border, F3, then arrows.)

Full Screen

Not Available

[F9-Zoom]

(F9 to zoom any frame or cell formula to full screen for easy viewing and editing.)

English Language

Not Available

!

Labels

(In pointing mode, Press Exclamation Point to convert C3 to 1984 .Sales or back again. Labels are taken from first row and column.)

Undo a mistake

Not Available

[Ins]<Edit><Undo>

(Reverse the effects of the last number command, if at all possible.)

Link Spreadsheet

Not Available

(Point to Cell)

References

(Use [Grey -], [arrows], and [Grey +] to point any cell in any spreadsheet.)

Link Spreadsheet Recalculation Not Available

@Name

(Enter @ and the name of the second spreadsheet (e.g. @Name) in the lower right hand corner of the first spreadsheet to automatically recalculate the second spreadsheet every time the first spreadsheet changes.)

ACTION

LOTUS

FRAMEWORK

Re-Execute Last Command

Not Available

[Ins][Ins]

Search and Replace

Not Available

[Ins]<Locate>

(Use word processing techniques to change one or all references, labels, formulas.)

Comments and

Not Available

; [semicolon]

Documentation

(Add comments to formulas, numbers or labels which do not appear on the spreadsheet, only on the edit line.)

User-Defined **Functions**

Not Available

@user reference

(You can define your own functions in a frame and use them in any spreadsheet.)

Library of Macros

Not Available

Lib

(Store favorite formulas, constants and macros in a frame called Lib and use them in any spreadsheet.)

Programming

Macros

Fred Language

(Instead of programming with keystrokes, Framework offers a full featured programming language.)

Menu-creation

Macros

Outline Frames

(Framework's outlining capabilities make full-screen menus easy to create and use.)

LOTUS-TO-FRAMEWORK CONVERSION TABLE

ACTION	LOTUS	FRAMEWORK
Range typing	[period]	: [colon]
Range pointing	[period]	[F6-Extend Select]
Formula or Number	+ [plus]	[F2-Edit] or +
Addition	+ or [Grey +]	+ not [Grey +]
Pointing	[Arrow]	[Up Arrow] [Arrow]
Move to Lower Right	[End][Home]	[Ctrl]+[End]
End of Range	[End][Arrows]	[Ctrl]+[Arrows]
Abort Command	[Esc]	[Esc]
Help	[F1]	[F1-Help]
Edit	[F2]	[F2-Edit] or [Space]
Recalculate	[F9]	[F5-Calc]
Replace with Value	[F9]	# [Shift-3]
Move to Upper Left	[Home]	[Ctrl]+[Home]
Command Menu	1	[Ins]
Command	/[first letter]	[Ctrl]+[first letter]
Copy	/C	[F8-Copy]
Sort	/DS	[Ins] <locate><sort></sort></locate>
Data Query	/DQE etc.	[F2]Extract formula
Name Spreadsheet	/FS	Name [Enter]
Save to Disk	/FS	[Ctrl]+[Enter] or
		[Ins] <disk><save> or</save></disk>
		[Ins] <disk><putaway></putaway></disk>
Draw Graph	/G	[Ins] <graph><draw></draw></graph>
Move a Range	/M	[F7-Move]
Erase Range	/RE	[Del]
Format Range	/RF	[Ins] <numbers></numbers>
Label-Prefix	/RL	[Ins] <numbers></numbers>
Column Width	/WCS	[F4-Size]
Erase Worksheet	/WEY	[Del]
Format Worksheet	/WGF	[Ins] <numbers></numbers>
Insert Columns	/WIC	[Ins] <create><column></column></create>
Insert Rows	/WIR	[Ins] <create><row></row></create>
Titles	/WT	[Ins] <edit><title-locking></title-locking></edit>
Windows	/WW	[F4-Size] & [F3-Drag]

PART III: BUSINESS APPLICATIONS WITH FRAMEWORK

To illustrate how to use FRAMEWORK, imagine that you have just been asked to prepare a business plan for the Consolidated Chip Company which has three divisions. The plan must include a cover memorandum, financial projections for the three divisions, a consolidated financial projection, and a graph of the divisions' sales.

We will build this business plan while pointing out some of the power and ease of use of FRAMEWORK

Start FRAMEWORK by placing the program disk in the A drive and typing FW. Place a data disk in the B drive.

FORECAST INCOME—BUILD A SPREADSHEET

Create a forecast of the Potatochip Division's income statement for the next three years:

[Potatochip]	A		В		С		D
1		1	984	1	985	1	986
2		_		_		_	
3	Sales	S	100	S	105	\$	110
4	Cost of Potatoes		40		42		45
5	Marketing		10		11		12
6	Gen. & Admin.		8		9		9
7		_		_			
8		\$	42	S	43	\$	44
9		_					

From the desktop, use the [Ins] key to access the main menu. On the <Create> popdown menu, move the cursor to <Spreadsheet> and press [Enter]. The default initial size for a spreadsheet is 14 columns by 14 rows. This can easily be enlarged if necessary.

Name the spreadsheet at once by typing a name (Potatochip). The name can be any length, but the first eight characters of the name will be the file name when you save the frame to disk.

Move the cursor inside the spreadsheet using the [Grey +] key.

Fill the spreadsheet with numbers, formulas, labels, and functions. Place the column headings in the first row and the row titles in the first column. This allows you to build formulas using meaningful cell names. For example, cell B3 in the Potatochip spreadsheet can be referenced as:

Potatochip.Sales. 1984

The formula for incrementing 1984 sales by 5% would be:

1.05* 1984 .Sales

You can build this formula by pointing as follows: enter the value 1.05, the operator [*], and then use the [Uparrow] to begin pointing. Use the [!] key to toggle between row/column cell referencing and referencing cells by meaningful cell names.

Move the cursor to the border of the spreasheet using the

[Grey -] key.

Close the frame using the [Enter] key. Note that the closed frame is still on the desktop and can be re-opened using the [Enter] key.

Use the [Ins] key to get to the <Disk> menu command and select <Put Away>. This saves a copy of the frame to the default disk drive and removes it from the desktop.

FORECAST ADDITIONAL BUSINESSES — CREATE TWO MORE SPREADSHEETS

You can create the forecasts for the Buffalochip and Microchip Divisions by copying and modifying the Potatochip spreadsheet.

Retrieve the Potatochip spreadsheet from disk by selecting it from the B: disk drive: use the [Scroll Lock] key to toggle between frames on the desktop and the disk drive icons. Point to the B drive and open it by pressing [Enter].

Access the disk directory by entering the directory frame with the [Grey +] key. Point to the Potatochip spreadsheet and being it to the deskton using the [Fater] key.

bring it to the desktop using the [Enter] key.

Rename the frame by typing a new name, and modify the spreadsheet for the Buffalochip Division.

Close the new spreadsheet frame, and create a copy of it using [F8-Copy]. When you are prompted for a location for the new frame, pressing [Enter] puts it on the desktop. Toggle between the frames on the desktop using the [Uparrow] or [Downarrow] keys.

CONSOLIDATE FORECASTS — CREATE A CONSOLIDATING SPREADSHEET

Create a new spreadsheet using the <Create > command on the menu line. Title its rows and columns as shown in the following illustration:

[Consolidation]

	A	В	C	D
1		1984	1985	1986
2	Potatochip Sales			
3	Buffalochip Sales			
4	Microchip Sales			
5				
6	Total Sales			
7				

Create formulas which retrieve the sales figures from the three Division spreadsheets. The easiest way to do this is to use pointing in building the formulas. Move the cursor to the Potatochip Sales. 1984 cell and begin entering the formula by pressing the [F2-Edit] key. Begin pointing using the [Uparrow] key. While pointing, move into and out of frames using the [Grey +] and [Grey -] keys.

The formulas in column B of the example above would be as follows:

Cell	Formula
B2 B3	Potatochip.Sales. 1984 Buffalochip.Sales. 1984
B 4	Microchip.Sales. 1984
B6	@SUM(Potatochip.Sales. 1984 :Microchip.Sales. 1984; bc)

Once you have entered the formulas for column B, you can copy them into columns C and D by first selecting the range B2:B6 and then executing the Copy function.

Formulas are stored when entered with either relative or absolute cell addressing. When you are pointing to a cell to be included in the formula, use [8] to specify absolute cell addressing. You can copy formulas with references to other frames, and the references are automatically adjusted.

Formulas using meaningful cell names can get quite large, but are easy to build using pointing. You can edit a formula or add descriptive documentation to it using the full screen (and all of Framework's word processing features) by using the edit [F2] and zoom [F9] keys.

The ability to create formulas which reference cells in other frames is extremely powerful. It allows you to create spreadsheets with entirely different formats and still create a consolidating spreadsheet which is automatically updated when the feeding spreadsheets change.

To link the frames so that the consolidation is recalculated when the Division frames are modified, enter a special formula into each of the Division frames which looks as follows:

@Consolidation

You can use the pointing feature after the [@] key to point to a frame, or a cell or range of cells in another spreadsheet which you want recalculated. For example:

@Consolidated(B2:D2)

PRESENT RESULTS TO MANAGEMENT—CREATE A GRAPH AND PRINT IT

Create a stacked bar graph of the three division's sales using the [F6-Extended Select] key to highlight the nine data points to be included in the graph and then using the <Graph> menu command. Select <Stacked Bar> from the memu, select <Draw a new graph>, and press [Enter] when prompted for a place to put the graph.

A new frame is created to contain the graph, and you name it, close it, open it, save it to disk, etc. just like all other frames.

Print the graph using the <Print> menu command and selecting <Begin>.

PREPARE SUMMARY REPORT—TYPE A COVER LETTER

Create an empty word processing frame using the <Create> menu command. Enter the frame and type a cover letter.

You can underline, bold, or center text as well as justify left or right using the <Word> menu command. Use the [F6-Extend Select] key to select text for any of these operations or to move, copy, or delete text.

LEAVE FOR THE WEEKEND—CLEAN UP THE DESKTOP

Now that the basic elements of the business plan have been created, clean up the desktop using the <Disk> menu command and selecting the <Clean up desktop> option. This closes all frames which were on the desktop.

Since all of the frames on the desktop are related to the Consolidated Chip business plan, it is logical to put them all into a "containing frame" and store them together on the disk.

Do this by creating an Empty/Word Frame on the desktop

and giving it a name.

Then select all of the other frames on the desktop using the [F6-Extend Select] key, and move them inside the new frame using the [F7-Move] key and pointing to within the new frame.

You can print the entire contents of the containing frame by moving the cursor to the border of the frame and using the

<Print><Begin> command from the menus.

You can now close this frame and save it to the disk. When you return to the business plan you need only bring this one file to the desktop and begin working on the existing plan or adding new sections at will—text, graphics, spreadsheets, or databases.

GRADUATING TO FRAMEWORK

Congratulations! Because of your previous level of expertise as a power spreadsheet user, you have already become a successful Framework user. In a very short time, you have utilized that 20% of Framework which will serve your needs 80% of the time. And, the process of your becoming a Framework power user is well underway.

Where do you go from here? To work. We suggest that the best way to expand your expertise with Framework is to begin to apply it to your business needs. Use it, and refer to this booklet or the Framework documentation as you need.



