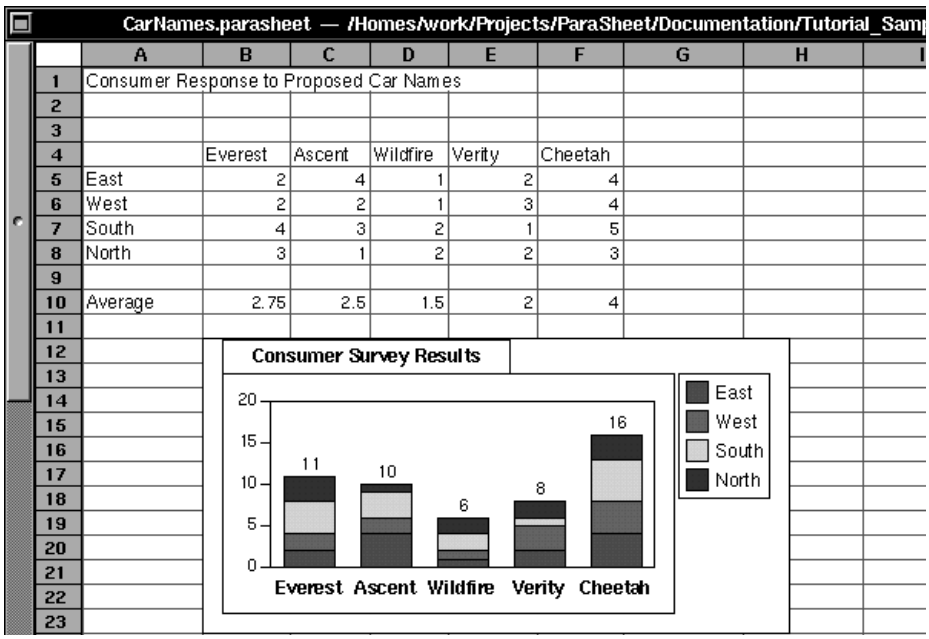
You can also change the font size or style in a variety of ways through the Font panel.



Now you have completed a basic report, which will communicate to your client that the Cheetah name received the most positive feedback across all four of the regions, while the Wildfire received the most negative results.

Conclusion

In this chapter you've rounded out your ability to use ParaSheet. You've learned how to insert, delete and rearrange the rows and columns in your spreadsheet, how to format the contents of cells using the Inspector, how to create reports that include charts, and how to fine tune those charts to communicate the information in the most effective way.

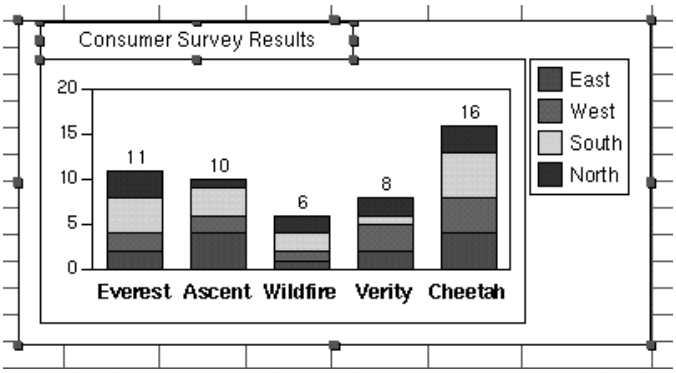
For more detailed information on any of the concepts introduced in the Tutorial, please turn to the Concepts or Command Reference sections in this manual.

5. **Enter "Consumer Survey Results" in the box and press Enter.**

   Your chart has a title, though now we need to arrange its placement within the chart area.

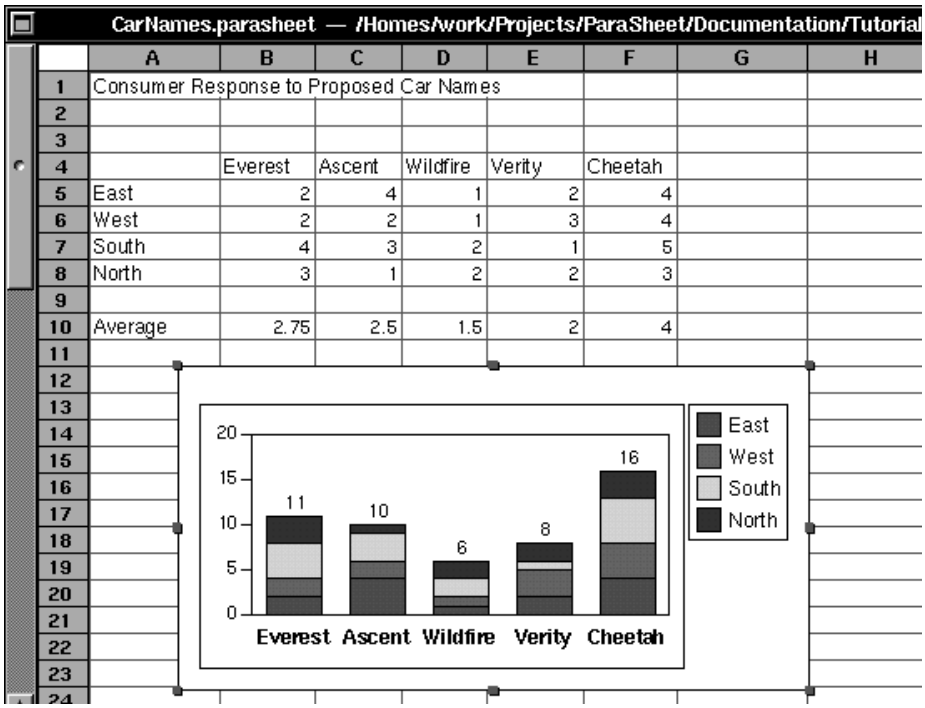
6. **Select the text box and drag it to the upper left hand corner, so it appears just above the chart**

   A text box can be moved anywhere within the chart.



7. **Now, to make the title stand out, select the words and choose *Bold* from the Font submenu.**

Your chart should now look something like this:

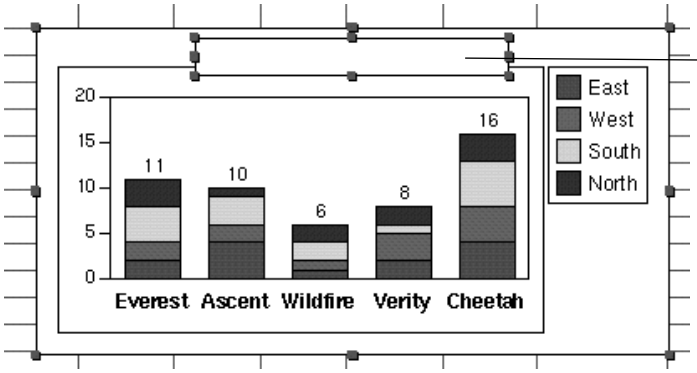


Now, let's add the finishing touch by labeling our chart.

3. Select your chart, if it's not already selected.

4. Select the *Add Chart Text* command from the Charts menu.

A box will appear above the graph, into which you can freely enter text. This box can be moved anywhere within the chart.

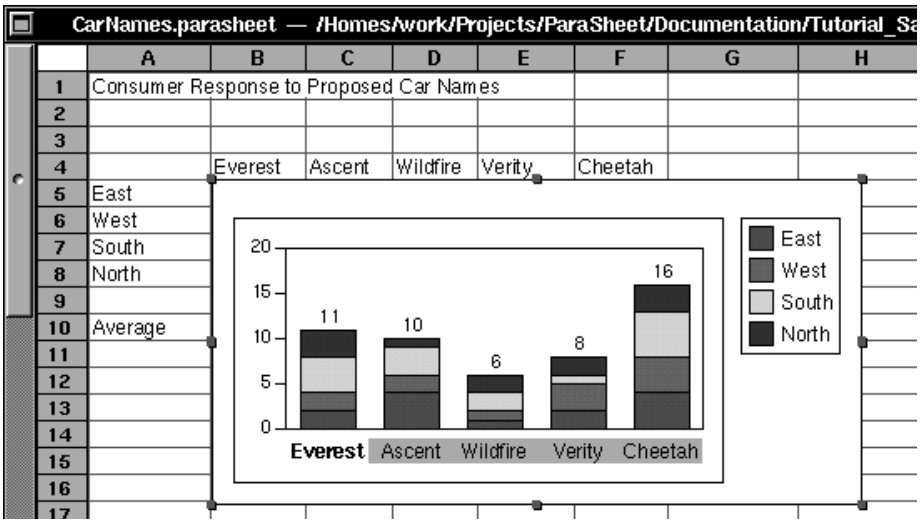


Enter a title for the chart here.

Changing Chart Fonts

Let's further adjust our chart, so that the names of the cars appear in a bold font.

1. **With the chart selected, click the word "Everest" to highlight it.**
2. **Choose *Bold* from the Font submenu, or type Command-b.**
3. **Now click the word Ascent, and while holding down the shift key, click the rest of the car names.**



4. **Select the *Bold* command.**

Each of the titles of the cars should now be bold.

Note *If making the text bold causes the car name text to wrap, simply grab one of the chart's handles and drag to resize it until the titles fit on one line.*

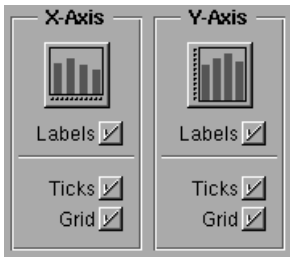
Moving a Chart

Since our chart only shows a total of the ranks each car named received, we might also want the recipients of our report to be able to see our spreadsheet numbers, which show the rank averages. To do this, let's move the chart so that it is positioned lower on the page.

1. **Click any part of the chart border that isn't a handle.**
2. **Drag it so that its top is aligned with row 11, below the line containing the rank averages.**

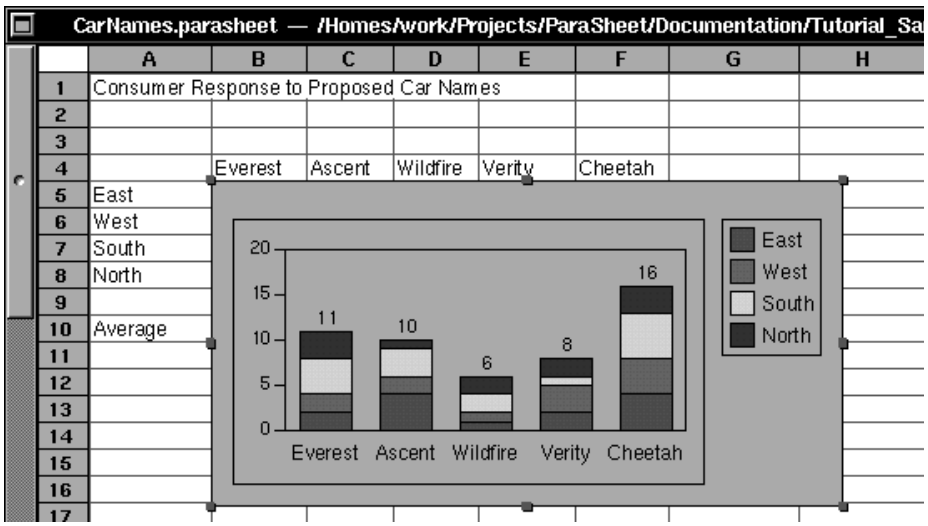
Now, let's make the grid within our chart disappear.

7. **With the chart selected, choose *Marking* from the Inspector's pop-up list.**
8. **In the X-Axis area, deselect the *Grid* check box by clicking it to make the check disappear.**

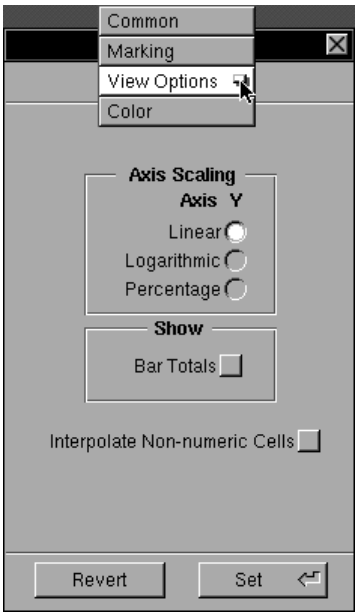


9. **Now do the same in the Y-Axis area.**
10. **Let's also make the *ticks* disappear from the bottom of our spreadsheet, by deselecting the X-Axis area *Ticks* check box.**
11. **Click the Set button.**

    Your chart will now appear without the grid behind it, and with no marks along the bottom edge:



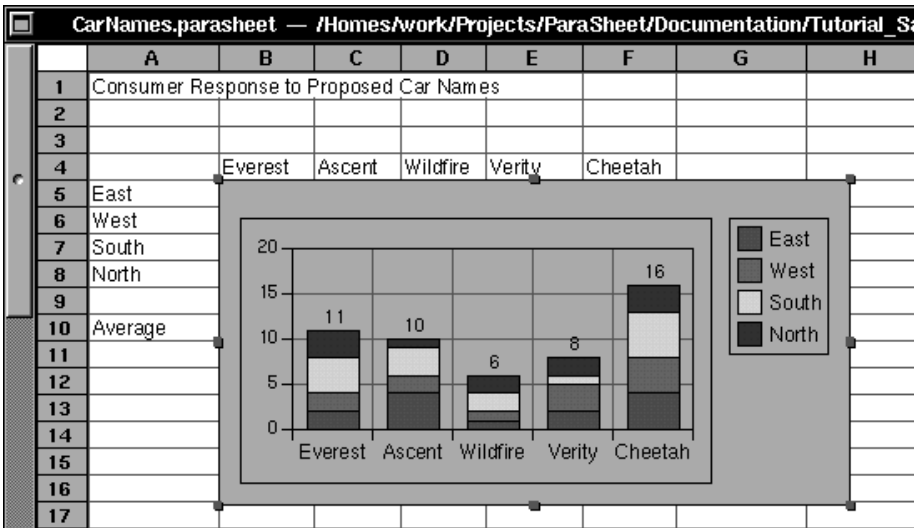
4. Select the Inspector's pop-up list and drag to *View Options*.



5. Click the *Bar Totals* check box so that a check mark appears.

6. Click *Set* to see the chart modified.

Your chart should now look something like this:



The chart or the graph itself can be selected and moved around or resized, by grabbing any of the handles .

Through ParaSheet's Inspector, you can fine tune the way this chart is displayed.

Modifying a Chart

Now your group decides that a stacked bar chart would more clearly show the survey results. You can also show cumulative bar totals with that type of chart. Let's now change our chart.

1. **Make sure the entire chart is still selected (it should have handles around it). If it isn't selected, click in any cell and then click anywhere in the chart.**
2. **Click the *Stacked Bar* menu command in the Charts menu or click the button on the icon bar.**
3. **With the chart still selected, raise the Inspector panel by choosing the *Inspector* command from the Tools menu, or by clicking the button on the icon bar.**

   The Inspector panel presents many options for fine tuning the way this chart is displayed.

1. Select the range B5:F8, as shown below.

CarNames.parasheet — ...mes/work/Projects/ParaSheet/Documentation/Tut

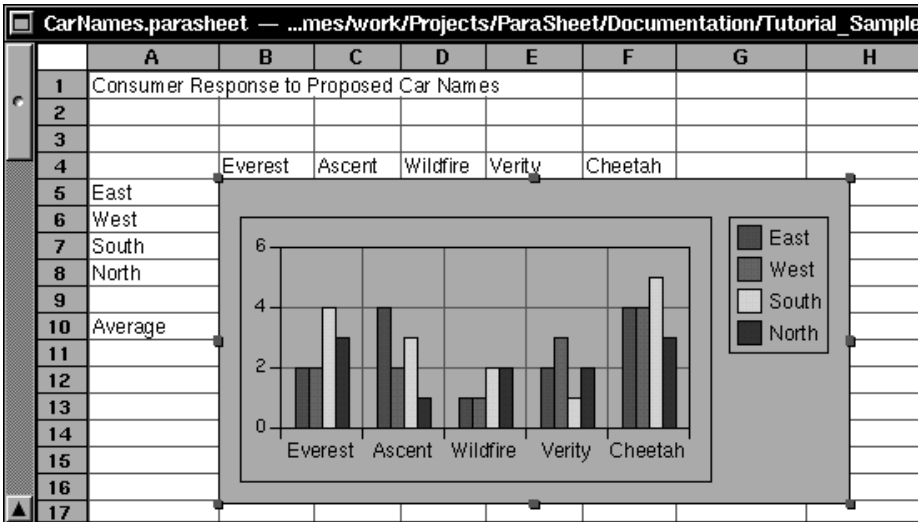
	A	B	C	D	E	F	G
1	Consumer Response to Proposed Car Names						
2							
3							
4		Everest	Ascent	Wildfire	Verity	Cheetah	
5	East	2	4	1	2	4	
6	West	2	2	1	3	4	
7	South	4	3	2	1	5	
8	North	3	1	2	2	3	
9							
10	Average	2.75	2.5	1.5	2	4	
11							
12							
13							

2. Click the Charts menu.

Notice that ParaSheet offers over 15 different charting options. Remember that these chart commands are also accessible through the icon bar.

3. Click the *Bar* command at the top of the menu.

The chart is displayed over the data it represents in your spreadsheet.



Creating Reports

Although numbers are useful for analysis, they don't always tell the whole story. Sometimes you need to add charts to a spreadsheet for emphasis or clarification.

For this exercise, we're going to open a different sample spreadsheet.

1. **Choose the *Samples* command from ParaSheet's Info menu.**

   This will raise a panel in the Workspace showing all of ParaSheet's sample documents.

2. **Find the document titled *CarNames.parasheet* and double click to open it.**

   The spreadsheet that appears should look like this:

CarNames.parasheet — ~

	A	B	C	D	E	F	G
1	Consumer Response to Proposed Car Names						
2							
3							
4		Everest	Ascent	Wildfire	Verity	Cheetah	
5	East	2	4	1	2	4	
6	West	2	2	1	3	4	
7	South	4	3	2	1	5	
8	North	3	1	2	2	3	
9							
10	Average	2.75	2.5	1.5	2	4	
11							

The *CarNames* spreadsheet shows consumer response to five proposed automobile names. In a survey you commissioned, consumers were asked to rank each name from 1 to 5, with 5 being the best. Your advisory group has created a spreadsheet that summarizes the results. In this section, we'll add a chart to the *CarNames* spreadsheet to highlight the findings for the auto manufacturer.

Adding Charts to a Spreadsheet

Your findings will be easier to see at a glance if you present them in a chart. To create the chart, follow these steps:

3. Select the Currency 1 format and click the *Set* button.

ParaSheet displays all the numbers in that column as currency, with a dollar sign, a comma after the thousands place, and no decimal places.

Comparison.parasheet — ~

	A	B	C	D	E	F	G	H
1	Specifications of Competitive Automobiles							
2								
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE	
4								
5	*Allegro*	95	6	2635	17	21	$26,000	
6	*Dancer*	75	6	3725	12.6	19	$28,000	
7	*Express*	100	6	3060	13.8	15	$24,550	
8	*Questor*	105	6	3300	15	20	$26,500	
9	*Raven*	97	6	3465	16.6	14	$28,750	
10	*Tornado*	90	6	2890	17.1	15	$26,400	
11	*Victor*	115	6	3300	15	20	$23,000	
12	*Xenon*	110	6	3410	12.4	22	$26,850	
13								

4. Click the Inspector panel's close button.

Aligning Entries

ParaSheet automatically aligns text with the left edge of the cell. Numeric entries are aligned with the right edge of the cell. You can change the way any entry is aligned by choosing the *Align Left, Align Center,* or *Align Right* commands from the Format menu's Text submenu.

Let's format the labels for the columns containing numeric information (HPWR, CYL, and so on) to be right-aligned rather than left-aligned. This is a two-step process:

1. Click cell B3 and drag to G3 to select the range B3 to G3.

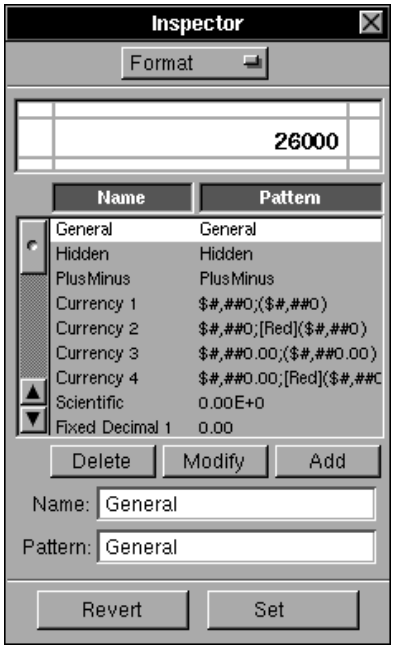
2. Choose *Text* from the Format menu. Then choose *Align Right*.

Now the labels should be aligned right in their columns.

You've now entered the final research data into the spreadsheet and made sure that the information is presented as clearly as possible. You can go ahead and close this sample spreadsheet; we'll be using a different sample for the final section of the Tutorial.

1. **Make sure the range G5:G12 is selected. (It should still be selected from the last typeface change.)**
2. **Choose *Inspector* from the Tools menu.**

   The Format inspector appears, as shown below.



2. Open the Format menu and choose *Font*. Then choose *Italic*.

Now all the car names are italicized.

You're not limited to changing the typeface of text. You can also use the commands in the Font menu to affect numeric entries. Try changing the retail price for each car to bold.

3. Select the range G5:G12.

This selects all the entries in the PRICE column.

4. Choose *Bold* from the Font menu.

Your spreadsheet should look like the figure below.

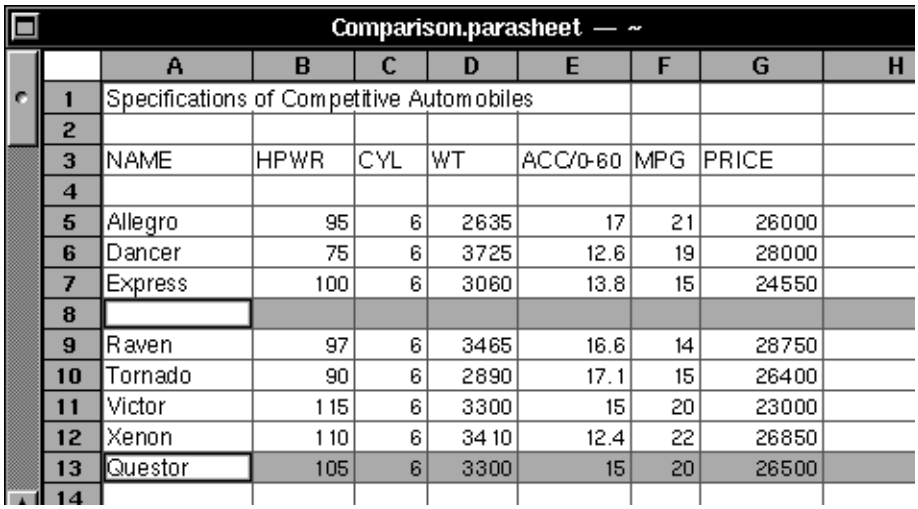
Comparison.parasheet — ~

	A	B	C	D	E	F	G	H
1	Specifications of Competitive Automobiles							
2								
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE	
4								
5	*Allegro*	95	6	2635	17	21	**26000**	
6	*Dancer*	75	6	3725	12.6	19	**28000**	
7	*Express*	100	6	3060	13.8	15	**24550**	
8	*Questor*	105	6	3300	15	20	**26500**	
9	*Raven*	97	6	3465	16.6	14	**28750**	
10	*Tornado*	90	6	2890	17.1	15	**26400**	
11	*Victor*	115	6	3300	15	20	**23000**	
12	*Xenon*	110	6	3410	12.4	22	**26850**	
13								
14								

Formatting Numbers

Now let's change the prices so that they're displayed as dollar amounts. The format ParaSheet uses, unless you specify otherwise, is *General*. This format displays each number complete with all of its decimal places. If the number doesn't fit in the column width, ParaSheet displays the number in scientific notation. If it still doesn't fit, as with every type of format, ParaSheet fills the cell with # signs.

Now you should have both rows selected, as shown in the figure below.



	A	B	C	D	E	F	G	H
1	Specifications of Competitive Automobiles							
2								
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE	
4								
5	Allegro	95	6	2635	17	21	26000	
6	Dancer	75	6	3725	12.6	19	28000	
7	Express	100	6	3060	13.8	15	24550	
8								
9	Raven	97	6	3465	16.6	14	28750	
10	Tornado	90	6	2890	17.1	15	26400	
11	Victor	115	6	3300	15	20	23000	
12	Xenon	110	6	3410	12.4	22	26850	
13	Questor	105	6	3300	15	20	26500	
14								

5. Choose *Move Cells* from the Cells submenu.

ParaSheet moves the specifications for the Questor into the blank row.

Formatting a Cell's Contents

ParaSheet has several commands to make spreadsheets more visually interesting. You can display numeric entries in a variety of different formats (such as currency or scientific notation), choose a font for each cell entry, or change the way entries are aligned in the cell (left-aligned, right-aligned, or centered).

Changing the Font

The *font* is the variation in the appearance of characters. For example, you can bold or italicize entries.

Through the Font panel, you can choose a font family (such as Courier or Helvetica), the typeface (such as bold or oblique), and the size in points.

Let's practice this by changing the typeface of the entries in the NAME column.

1. Select the range A5:A12.

All the automobiles in the *NAME* column should be selected.

ParaSheet moves the selected area and the rows below it down, and a blank row appears, as in the figure below.

Comparison.parasheet — ~

	A	B	C	D	E	F	G	H
1	Specifications of Competitive Automobiles							
2								
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE	
4								
5	Allegro	95	6	2635	17	21	26000	
6	Dancer	75	6	3725	12.6	19	28000	
7	Express	100	6	3060	13.8	15	24550	
8								
9	Raven	97	6	3465	16.6	14	28750	
10	Tornado	90	6	2890	17.1	15	26400	
11	Victor	115	6	3300	15	20	23000	
12	Xenon	110	6	3410	12.4	22	26850	
13	Questor	105	6	3300	15	20	26500	
14								

Moving

To move a selection in ParaSheet, first you select what you want to move, then you select the new location, and finally you choose the *Move* command. For example, to move the Questor's specifications into row 8:

3. Select row 13.

4. Hold down the Shift key and select row 8 by clicking the row number.

After you complete these entries, row 12 should look like the figure below.

Comparison.parasheet — ~

	A	B	C	D	E	F	G	H
1	Specifications of Competitive Automobiles							
2								
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE	
4								
5	Allegro	95	6	2635	17	21	26000	
6	Dancer	75	6	3725	12.6	19	28000	
7	Express	100	6	3060	13.8	15	24550	
8	Raven	97	6	3465	16.6	14	28750	
9	Tornado	90	6	2890	17.1	15	26400	
10	Victor	115	6	3300	15	20	23000	
11	Xenon	110	6	3410	12.4	22	26850	
12	Questor	105	6	3300	15	20	26500	
13								

Inserting

Now that you've listed the specifications for the Questor, you want to move the row so that it appears in alphabetical order (after the Express and before the Raven). Before you can move the row, you need to make space for it by inserting a blank row.

1. Select row 8.

2. Choose *Insert Cells* from the Cells submenu of the Edit menu.

Suppose you want to add a car to the *Comparison* spreadsheet. Because the specifications of the new car are almost identical to the Victor, you decide to copy that row (row 10) and then change specific information where necessary.

First, copy the row:

1. Select row 10 by clicking the row number.

2. Choose *Copy* from the Edit menu, or press Command-c.

3. Select row 12 by clicking the row number.

This is the row to which you want to copy the information.

4. Choose *Paste* from the Edit menu, or press Command-v.

ParaSheet copies row 10 into row 12:

Comparison.parasheet — ~

	A	B	C	D	E	F	G	H
1	Specifications of Competitive Automobiles							
2								
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE	
4								
5	Allegro	95	6	2635	17	21	26000	
6	Dancer	75	6	3725	12.6	19	28000	
7	Express	100	6	3060	13.8	15	24550	
8	Raven	97	6	3465	16.6	14	28750	
9	Tornado	90	6	2890	17.1	15	26400	
10	Victor	115	6	3300	15	20	23000	
11	Xenon	110	6	3410	12.4	22	26850	
12	Victor	115	6	3300	15	20	23000	
13								

Now, let's enter information specific to the new car:

5. Select cell A12 and type the new car's name "Questor." Press the right arrow key.

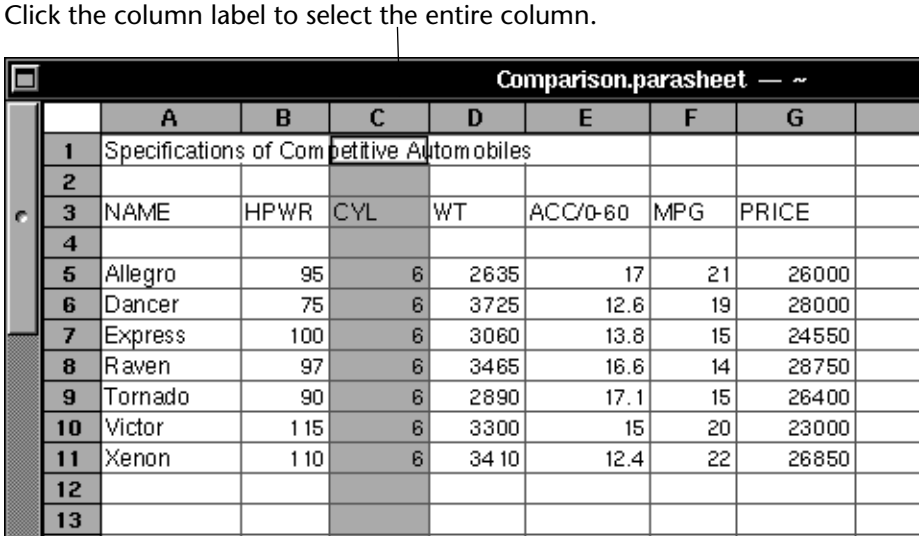
6. Type "105" for the Questor's horsepower.

7. Press the right arrow key five times to move to the PRICE column.

8. Type the new price, "26500," and press Enter.

1. **Select column C by clicking the column label, as shown in the figure below.**

Click the column label to select the entire column.



2. **Open the Cells submenu, located in the Edit menu, and choose the *Delete Cells* command.**

   ParaSheet removes the column from the spreadsheet. Other columns move left to fill the gap.

Undoing a Change

ParaSheet has an *Undo* command that reverses your last action. For practice, try undoing the last column deletion.

3. **Open the Edit menu.**
4. **Choose *Undo*.**

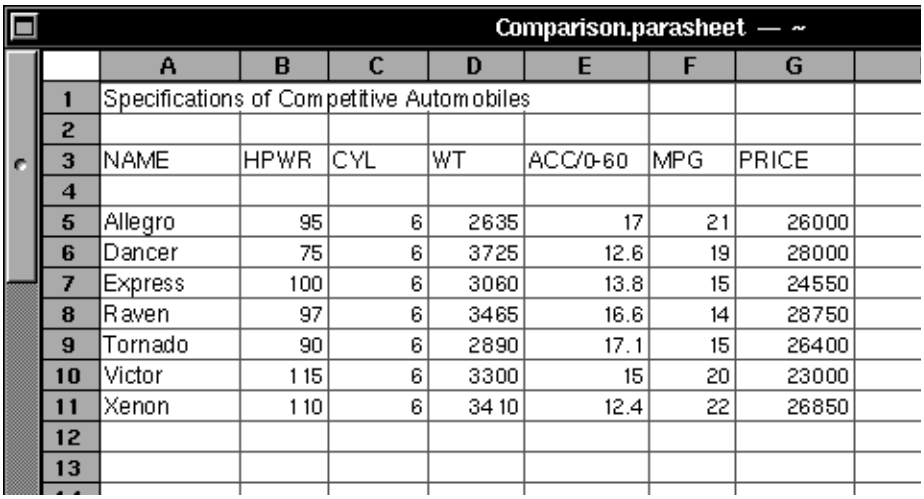
   ParaSheet displays the column as it was before you chose the *Delete* command.

Note *When your last action can't be undone, the Undo command is dimmed.*

Copying

If you completed the sample spreadsheet in the last chapter you already know how to copy cells by using *Copy* and *Paste*. You can use these same commands to copy entire rows or columns.

The spreadsheet that appears should look like this:



	A	B	C	D	E	F	G
1	Specifications of Competitive Automobiles						
2							
3	NAME	HPWR	CYL	WT	ACC/0-60	MPG	PRICE
4							
5	Allegro	95	6	2635	17	21	26000
6	Dancer	75	6	3725	12.6	19	28000
7	Express	100	6	3060	13.8	15	24550
8	Raven	97	6	3465	16.6	14	28750
9	Tornado	90	6	2890	17.1	15	26400
10	Victor	115	6	3300	15	20	23000
11	Xenon	110	6	3410	12.4	22	26850
12							
13							

Several members of your advisory group created this spreadsheet. They've listed likely competitive models and their relevant specifications, such as horsepower, number of cylinders, weight, acceleration rate, miles per gallon, and retail price.

Although the *Comparison* spreadsheet represents a good start by your staff, you want to make a few changes before you show the research to others.

By manipulating entire rows and columns, you can quickly make substantial changes to a spreadsheet.

Deleting

You've decided to remove the *CYL* column because the information in it isn't necessary.

Deleting a row or column is a two-step process: first you select what you want to remove and then choose the *Delete* command. Try this out by removing column C from your spreadsheet.

Chapter 3

Advanced

In this chapter you'll round out your knowledge of ParaSheet by learning how to delete, insert and rearrange rows and columns, how to format cell contents using the Inspector panel, and how to turn your spreadsheet into a report, complete with charts.

Working with Rows and Columns

1. **If ParaSheet isn't already running, find its icon and double-click it.**

2. **Choose the *Samples* command from ParaSheet's Info menu.**

   This will raise a panel in the Workspace showing all of ParaSheet's sample documents.

3. **Find the document titled *Comparison.parasheet* and double click to open it.**