**Jazz
Quick
Reference**

Quick

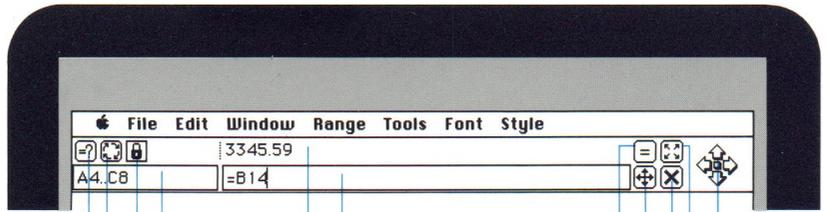Jazz™

Worksheet

Console

- Recalculate icon
- Circular Reference icon
- Protect icon
- Selection box
- Contents box
- Entry box

- Calculate icon
- Absolute icon
- Cancel icon
- Corner Navigator
- End Navigator

Menu bar: ♦ File Edit Window Range Tools Font Style

Contents: 3345.59
Selection: A4..C8   Entry: =B14

Worksheet Tables:

Text Formatting Characters:

To set this format for a text entry	Type as the first character:
Left	´
Right	`
Center	^
Repeat	\
Default	"

Formula Operators and Precedence Numbers:

Operator	Operation	Precedence No.
^	Exponentiation	7
− +	Negative, Positive	6
* /	Multiplication, Division	5
+ −	Addition, Subtraction	4
= < >	Equal, Not equal	3
< >	Less than, Greater than	3
< =	Less than or equal	3
> =	Greater than or equal	3
#NOT#	Logical NOT	2
#AND# #OR#	Logical AND, Logical OR	1
&	Character combination	1

Display Formats:

| Format	Examples	Format	Examples
Fixed	25.00	Bar Graph	
	−278.2		
Scientific	1.346E3		
	8.09E−12	Date	
	−7.3E8	1. DD-MMM-YY	23-FEB-85
Currency	$6.98	2. DD-MMM	23-FEB
	($36.00)	3. MMM-YY	FEB-85
Percent	24.7%	4. MM/DD/YY	2/23/85
	−0.06%		
Comma	89,898.00		
	(1,000.00)		
General	Name		
	10.3		
	6.03592E8		

Console

Recalculate icon
Circular Reference icon
Protect icon
Selection box
Contents box
Entry box

Calculate icon
Absolute icon
Cancel icon
Corner Navigator
End Navigator

Menu bar: **⧉ File Edit Window Range Tools Font Style**

3345.59
A4.C8 =B14
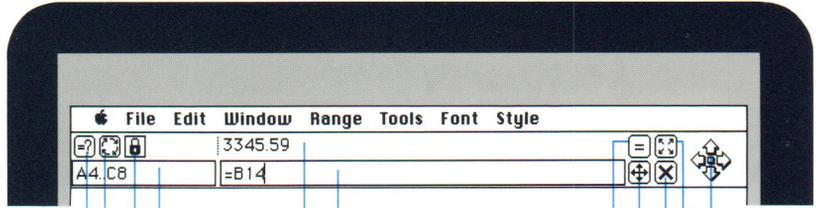
Display Formats:
Continued

Format	Examples	Format	Examples
Time		Text	
1. HH:MM:SS AM/PM	10:03:39 PM	Left	Text
		Right	Text
2. HH:MM AM/PM	5:17 PM	Center	Text
		Repeat	TextTextTextText
3. HH:MM:SS	23:03:45	Formula Text	= PRINC*RATE
4. HH:MM	14:45		

Worksheet Command Key Equivalents:

⌘ +
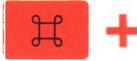
Edit

Z	Undo	X	Cut	C	Copy	V	Paste
A	Select All	I	Insert	O	Open Cell		

Window

W	Zoom Up/Down

Range

R	Recalculate

Graphics
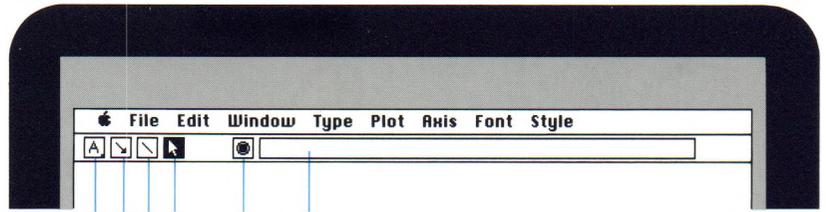
Console

- Notation well
- Arrow well
- Line well

- Reference box
- Plot Selector
- Cursor well

Menu bar: **File Edit Window Type Plot Axis Font Style**

Parts of a Graph:

Menu bar: **File Edit Window Type Plot Axis Font Style**

Graphics 1

- Legend
- Data Point
- Grid
- Axis
- Notation
- Arrow
- Plot
- Tick Mark
- Text Axis
- Axis Label
- Axis Title

Difference in Sales

Thousands of Dollars — axis values: 0, 2, 4, 6, 8, 10, 12, 14, 16, 18

First full year of operation

Legend: Last year / This year

Store 1   Store 2   Store 3   Store 4

District 7
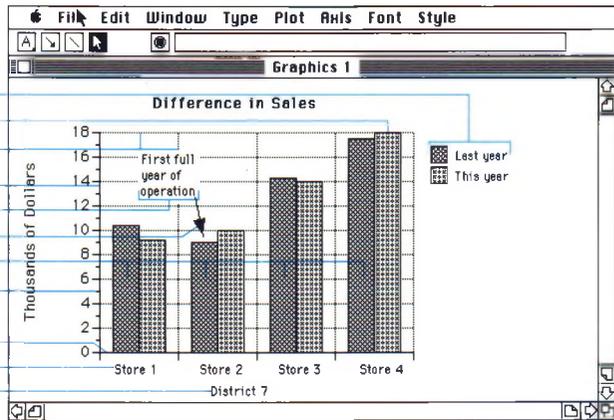
Graph Types:
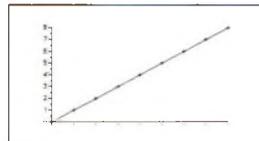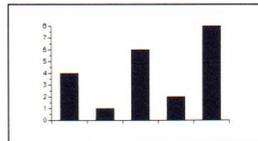
Line

Bar
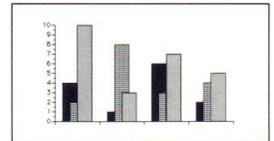
Overlapped Bar
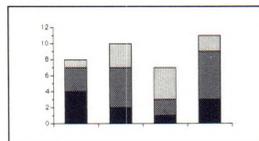
Stacked Bar

Area
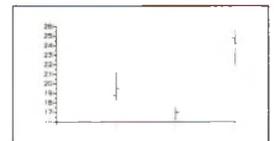
Stock Market
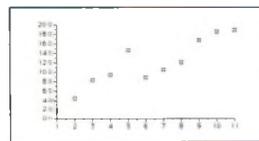
Scatter
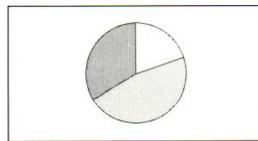
Pie
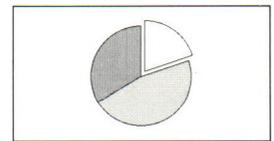
Pie with Exploded Wedge
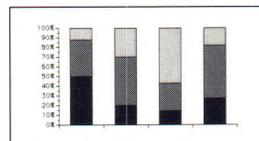
Percent Stacked Bar
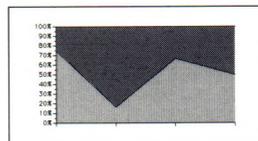
Percent Area
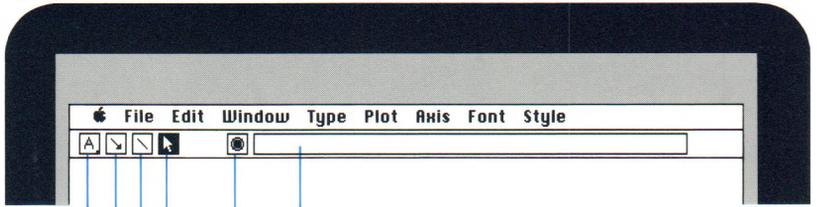
Console

Notation well

Arrow well

Line well

Reference box

Plot Selector

Cursor well

Graphics Command Key Equivalents:

⌘ ✚

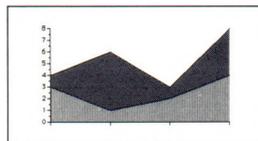| Edit			
Z Undo	X Cut	C Copy	V Paste
A Select All			

Window

W Zoom Up/Down

Style			
P Plain Text	B Bold	I Italic	U Underline
O Outline	S Shadow		

Word Processing

Console and Ruler

Menu bar: File Edit Window Format Search HotView Font Style

Reference box: Annual Sales:A3..D10

Memo

- Single Space icon
- 1.5 Space icon
- Double Space icon
- Left margin marker
- Indentation marker
- Left icon
- Right icon
- Center icon
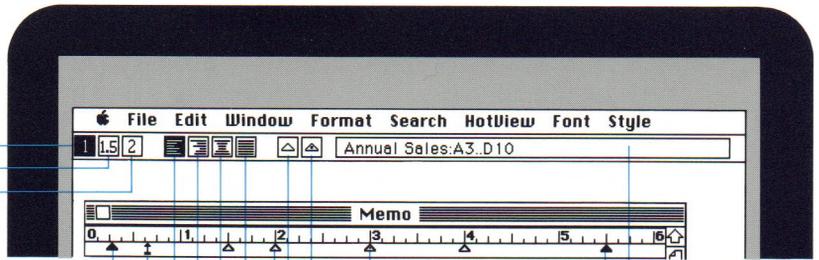
- Right margin marker
- Reference box
- Decimal tab marker
- Decimal Tab icon
- Tab icon
- Tab marker
- Full Justification icon

These are examples of fonts and point sizes you can use with Jazz:

Point size			
9 point	Toronto	Monaco	Chicago
10 point	Toronto	Monaco	Chicago
12 point	Toronto	Monaco	Chicago
14 point	Toronto	Monaco	Chicago
18 point	Toron	Monac	Chicag
24 point	Torc	Monac	Chica
36 point	Tor	Mon	Chi

Point size			
9 point	Venice	Geneva	New York
10 point	Venice	Geneva	New York
12 point	Venice	Geneva	New York
14 point	Venice	Geneva	New York
18 point	Venice	Geneva	New Yo
24 point	Venic	Genev	New
36 point	Ven	Gen	New
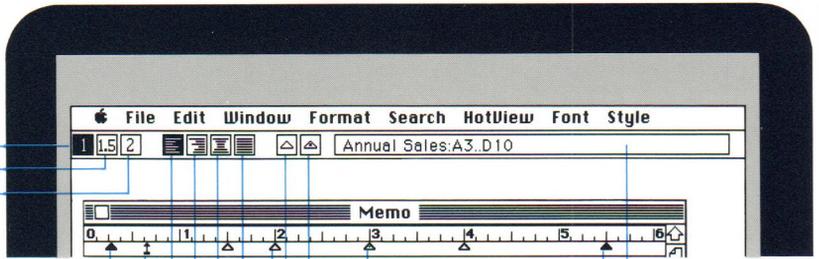
**Console
and Ruler**

	File Edit Window Format Search HotView Font Style

| 1 | 1.5 | 2 | | | | | △ | △ | Annual Sales:A3..D10 |

Memo

0 . . . | . . . |1 . . . | . . . |2 . . . | . . . |3 . . . | . . . |4 . . . | . . . |5 . . . | . . . |6

Single Space icon
1.5 Space icon
Double Space icon
Left margin marker
Indentation marker
Left icon
Right icon
Center icon

Right margin marker
Reference box
Decimal tab marker
Decimal Tab icon
Tab icon
Tab marker
Full Justification icon

**Word Processing
Command Key
Equivalents:**

⌘ +

Edit

Z	Undo	X	Cut	C	Copy	V	Paste
A	Select All						

Window

W	Zoom Up/Down

Search

F	Find Next

Style

P	Plain Text	B	Bold	I	Italic	U	Underline
O	Outline	S	Shadow				

Database

🍎 File Edit Window Query Sort Report Font Style

Last Name	"Miller
5	Muell

Console

Active field box
Active record box
Contents box
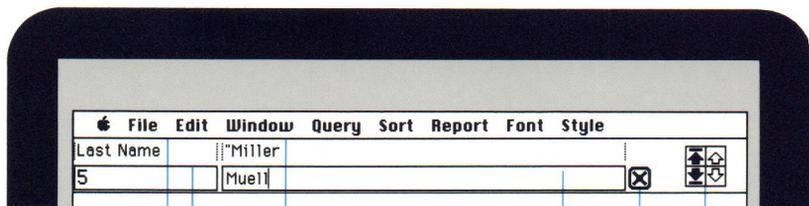
Entry box
Cancel icon
Record Navigator

Entering Criteria in Queries:

To find records that:	Enter in query			Jazz finds
	Name	**Age**	**Sex**	
are identical to	Jones			all people named Jones
are less than or equal to		<= 50		all people whose age is less than or equal to 50
are greater than		>25		all people over age 25
are different from	<>"Foster"			all people except those named Foster
are greater than or equal to	>="Hudson"			all people including and alphabetically following Hudson
meet more than one criterion		25	M	all people who are 25 and male
meet any one of several criteria		25 / 26		all people whose age is 25 or 26
match any single text character	Ada?s			all people whose name is either Adams, Adans, Adads, etc.
match any number of text characters at the end of an entry	A*			all names that begin with A and end with any number of other characters (e.g., Abbott, Acker)
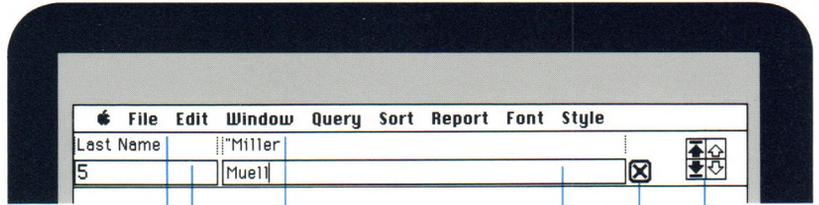
Console

Active field box

Active record box

Contents box

Entry box

Cancel icon

Record Navigator

Menu								
🍎	File	Edit	Window	Query	Sort	Report	Font	Style

Last Name   "Miller

5   Muell

**Database
Command Key
Equivalents:**

⌘ +

Edit

Key	Command	Key	Command	Key	Command	Key	Command
Z	Undo	X	Cut	C	Copy	V	Paste
A	Select All Records	I	Insert	N	Add Record	O	Open Cell

Window

Key	Command
W	Zoom Up/Down

Query

Key	Command
Q	Select with Criteria

Form
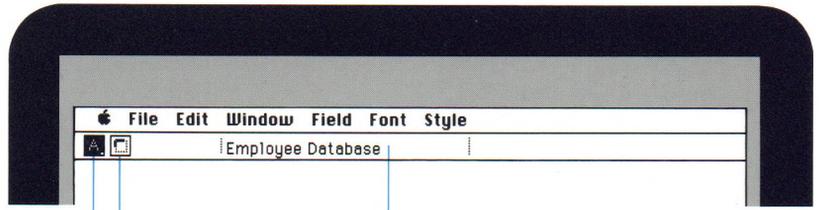
Modify Form Console

Notation well
Anchor well

Employee Database

Reference box

Modify Form Command Key Equivalents:
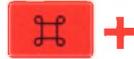
⌘ +

Edit

Z	Undo	X	Cut	C	Copy	V	Paste
A	Select All						

Window

W	Zoom Up/Down

Style

P	Plain Text	B	Bold	I	Italic	U	Underline
O	Outline	S	Shadow				
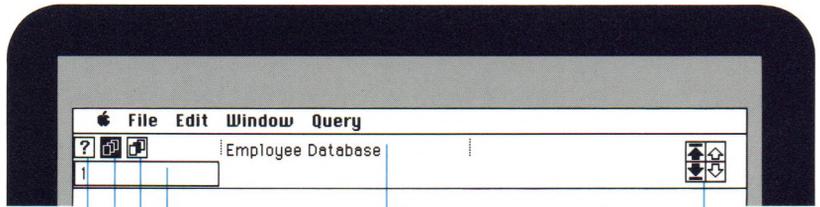
Use Form Console

Query icon
View All icon
View Matching icon

Employee Database

Reference box
Active record box
Record Navigator

Use Form Command Key Equivalents:

⌘ +

Edit

Z	Undo	X	Cut	C	Copy	V	Paste
I	Insert Record	N	Add Record				

Window

W	Zoom Up/Down

Query

Q	View Matching Records

Communications
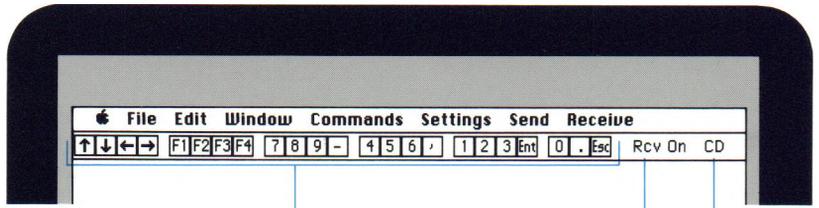
Console

Terminal keys

RCV indicator
CD indicator

Keyboard Legend

Black =	keyboard face value
Red =	ASCII Control characters; you produce these characters by holding down both the Shift and Command keys, while typing the character

VT 100 Keyboard Equivalents:

Keypad Legend

Blue =	VT 100 value
Red =	VT 100 value; you produce these by holding down the Shift key while pressing the key
White =	not used in Jazz Communications

Numeric Keypad Equivalents:

Communications Continued

File Edit Window Commands Settings Send Receive

↑ ↓ ← → | F1 F2 F3 F4 | 7 8 9 – | 4 5 6 , | 1 2 3 Ent | 0 . Esc | Rcv On   CD
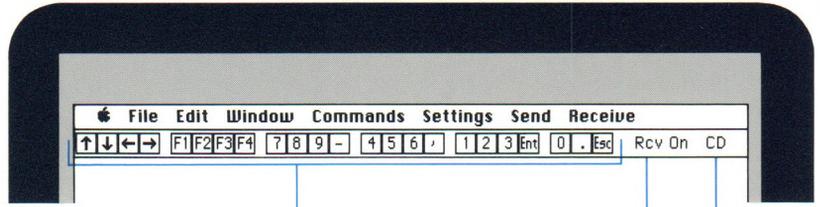
Console

Terminal keys

RCV indicator

CD indicator

Communications Command Key Equivalents:

⌘ +

Edit

| C | Copy | V | Paste | A | Select All |

Window

| W | Zoom Up/Down |

Commands

| D | Dial | H | Hang Up |

Jazz Functions

Functions:	Returns:
ABS *(x)*	Absolute value of *x*.
ACOS *(x)*	Angle, in radians, whose cosine is *x*.
ASIN *(x)*	Angle, in radians, whose sine is *x*.
ATAN *(x)*	Angle, in radians, whose tangent is *x*.
ATAN2 *(x,y)*	Angle, in radians, whose tangent is *y/x*.
AVG *(arg__list)*	Average of numeric values in *arg__list*.
CELL *(attrib, cell)*	Code representing the given *attribute* of *cell*.
CELLPOINTER *(attrib)*	Code representing the given *attribute* of the active cell, updated upon recalculation.
CHAR *(code__num)*	Macintosh character represented by *code__num*.
CHOOSE *(n, arg0, arg1,...)*	The *n*th argument in list *arg0, arg1,...*
CLEAN *(txt)*	*txt* without ASCII control characters.
CODE *(txt)*	Macintosh code number for the first character in *txt*.
COLS *(range)*	Number of columns in *range*.
COS *(x)*	Cosine, in radians, of angle *x*.
COUNT *(arg__list)*	Number of non-blank cells in *arg__list*.
CPYSGN *(to__x, from__y)*	Value of *to__x* with sign of *from__y*.
DATE *(yr, mon, day)*	Date number for numeric date *yr, mon, day.*
DATEVALUE *(d__txt)*	Date number for text date *d__txt*.
DAVG *(inp, col, crit)*	Average of numeric values in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
DAY *(d__num)*	Day value (1–31) of date number *d__num*.
DCOUNT *(inp, col, crit)*	Number of non-blank cells in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
DMAX *(inp, col, crit)*	Maximum numeric value in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
DMIN *(inp, col, crit)*	Minimum numeric value in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
DSTD *(inp, col, crit)*	Standard deviation of numeric values in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
DSUM *(inp, col, crit)*	Sum of numeric values in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
DVAR *(inp, col, crit)*	Variance of numeric values in column *col*, of input range *inp*, for rows selected by criterion range *crit*.
ERR	The value ERR.
EXACT *(txt1, txt2)*	TRUE (1) if *txt1* and *txt2* are exactly alike; otherwise FALSE (0).
EXP *(x)*	*e* raised to the power of *x*.
EXP1 *(x)*	(*e* raised to the power of *x*) minus 1.
EXP2 *(x)*	2 raised to the power of *x*.
FALSE	The value 0.
FAVG *(field)*	Average of numeric values in *field* for selected records.
FCOUNT *(field)*	The number of non-blank cells in *field* for selected records.
FIND *(txt1, in__txt2, pos)*	First occurrence of *txt1* in *in__txt2* starting at position *pos* in *in__txt2*.

Functions:	Returns:
FIXED *(x,n__digits)*	The number *x* as text in fixed format, with *n__digits* to the right of the decimal point.
FMAX *(field)*	Maximum numeric value in *field* for selected records.
FMIN *(field)*	Minimum numeric value in *field* for selected records.
FPAGE	The current page number of a report.
FPREV	Value in database report cell when last evaluated.
FSTD *(field)*	Standard deviation of numeric values in *field* for selected records.
FSUM *(field)*	Sum of numeric values in *field* for selected records.
FV *(pmt, int, term)*	Future value of a series of equal payments *pmt*, at periodic interest rate *int*, over number of periods in *term*.
FVAR *(field)*	Variance of numeric values in *field* for selected records.
HLOOKUP *(sel, tbl__range, n__rows)*	A value found by locating a cell in the top row of *tbl__range* with selector *sel*, then counting *n__rows* down in the same column.
HOUR *(t__num)*	Hour value (0–23) of time number *t__num*.
IF *(cond, t, f)*	The value of *t*, if *cond* is true or a non-zero number; otherwise the value of *f*.
INDEX *(range, col, row)*	Value in the cell located at the intersection of *col* and *row* in *range*.
INT *(x)*	Integer part of *x*.
IRR *(guess, range)*	Internal rate of return for *range* of cash flows based on *guess*.
ISBLANK *(cell)*	1 (TRUE) when *cell* is empty; otherwise 0 (FALSE).
ISERR *(cell)*	1 (TRUE) when *cell* has the value ERR; otherwise 0 (FALSE).
ISNA *(cell)*	1 (TRUE) when *cell* has the value NA; otherwise 0 (FALSE).
ISNUMBER *(cell)*	1 (TRUE) when *cell* has a numeric value; otherwise 0 (FALSE).
ISREF *(cell)*	1 (TRUE) when *cell* has the value REF; otherwise 0 (FALSE).
ISSTRING *(cell)*	1 (TRUE) when *cell* has a text value; otherwise 0 (FALSE).
LEFT *(txt, n__chrs)*	Left most *n__chrs* in *txt*.
LENGTH *(txt)*	Number of characters in *txt*.
LN *(x)*	Natural log (base *e*) of *x*.
LN1 *(x)*	Natural log (base *e*) of *1 + x*.
LOG *(x)*	Common log (base 10) of *x*.
LOWER *(txt)*	All letters in *txt* in lowercase.
MAX *(arg__list)*	Maximum numeric value in *arg__list*.
MIN *(arg__list)*	Minimum numeric value in *arg__list*.
MINUTE *(t__num)*	Minute value (0–59) of time number *t__num*.
MOD *(x,base)*	Remainder (modulo) of *x/base*.
MONTH *(d__num)*	Month value (1–12) of date number *d__num*.
N *(range)*	Numeric value in upper left corner cell in *range*.
NA	The value NA.
NOW	Serial number for present date and time.
NPV *(int, range)*	Net present value of a *range* of future cash flows at periodic interest rate *int*.
PI	The value π.
PMT *(prin, int, term)*	Amount needed per payment, on loan of amount *prin*, at interest rate *int*, over the number of payment periods in *term*.

Functions:	Returns:
PROPER *(txt)*	First letter of all words in *txt* in uppercase, all other letters in lowercase.
PV *(pmt, int. term)*	Present value of amount of money *pmt*, to be paid at interest rate *int*, over number of payment periods in *term*.
RAND	A random number between 0.0 and 1.0.
REPEAT *(txt, n__times)*	*txt* repeated *n__times*.
REPLACE *(orig__txt, pos, n__chrs, new__txt)*	*orig__txt* with *n__chrs* removed starting at position *pos*, replaced by *new__txt* beginning at *pos*.
RIGHT *(txt, n__chrs)*	Rightmost *n__chrs* in *txt*.
ROUND *(x, n__places)*	*x* rounded to *n__places*.
ROWS *(range)*	Number of rows found in *range*.
S *(range)*	Text value in upper left corner cell in *range*.
SCALE *(x, power)*	*x* times (2 raised to the integer value of *power*).
SECOND *(t__num)*	Second value (0-59) of time number *t__num*.
SIN *(x)*	Sine, in radians, of angle *x*.
SQRT *(x)*	Square root of *x*.
STD *(arg__list)*	Standard deviation of numeric values in *arg__list*.
SUBSTR *(txt, pos, n__chrs)*	String of characters *n__chrs* long, found at position *pos* of *txt*.
SUM *(arg__list)*	Sum of numeric values in *arg__list*.
TAN *(x)*	Tangent, in radians, of angle *x*.
TIME *(hr, min, sec)*	Time number for numeric time *hr, min, sec*.
TIMEVALUE *(t__txt)*	Time number for text time *t__txt*.
TRIM *(txt)*	*txt* with all space characters that precede the first non-blank and follow the last non-blank removed.
TRUE	The value 1.
UPPER *(txt)*	All letters in *txt* in uppercase.
VALUE *(txt)*	*txt* value that looks like a number in its actual numeric value.
VAR *(arg__list)*	Variance of numeric values in *arg__list*.
VLOOKUP *(sel, tbl__range, n__cols)*	A value found by locating a cell in the first column of *tbl__range* with selector *sel*, then counting *n__cols* to the right in the same row.
YEAR *(d__num)*	Year value (4–140) of date number *d__num*.