

Holos Worksheet

What are the buttons on the Field Selector?

Enter a pattern to make selection easier

Show current selections in a separate window

Select top level

Select child

Move to child

Select base fields

Select parent

Move to parent

Clear all

Invert selection

Select all

Toggle between:
Hierarchy
Flat
Sorted

OK
Cancel
Help
Expand>>

Fields

- All Products
 - Frozen Goods
 - Pastry
 - Frozen Produce
 - Speciality Breads
 - Speciality Rice
 - Dairy Produce
 - Wine and Spirits
 - Wines
 - Beers
 - Spirits
 - Other
 - Bakery
 - Loaves
 - Cakes and pies
 - Other
 - Grocery

934 / 934

How do I sort?

1. Select the row or column to sort.
2. Right click and choose First Sort.
3. Repeat the process for a secondary sort.

Click on the sort arrows to reverse a sort: ▲ ▼ ▲ ▼

How do I select top and bottom?

1. Select the row or column.
2. Right-click and choose Show Top /Bottom.

Show:

- Top N Items
- Bottom N Items
- Top N Percent of Total Value (Pareto)
- Bottom N Percent of Total Value (Pareto)

Where N is:

OK Cancel Help

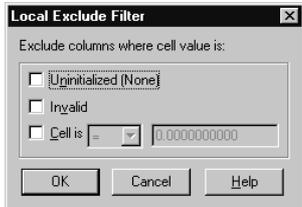
Choose Pareto to select the top/bottom rows that contribute to a percentage of the total.



Holos Worksheet (cont'd)

How do I exclude columns or rows?

1. Select the row or column.
2. Right-click and choose Local Exclude Filter.



How do I use colors, fonts and precision?

Quick highlighting

1. Select the rows or column to highlight.
2. Select the Format / Conditional / Selected Rows/ Columns menu option.
3. Select the kind of item from the Value is drop- down list in the Item editor section.
4. Enter the appropriate value in the box beneath the Value is drop- down list.
5. Select the colors from the Font color and Background drop- down lists.

Hint: To apply attributes to the whole Worksheet, just select the Format / Conditional / Whole Worksheet menu option.

Hint: To set additional attributes, click the Advanced button to display the Attributes dialog.

Advanced formatting

1. Select Attributes from the Format menu.

2. At the Attributes dialog, choose the Color tab and set the Foreground or Background color.
3. Choose the Font tab to set the font.
4. Choose the Number tab to set the precision.

To apply attributes to selected rows/columns, make sure the Scope at the top left of the Attributes dialog is set to Client.

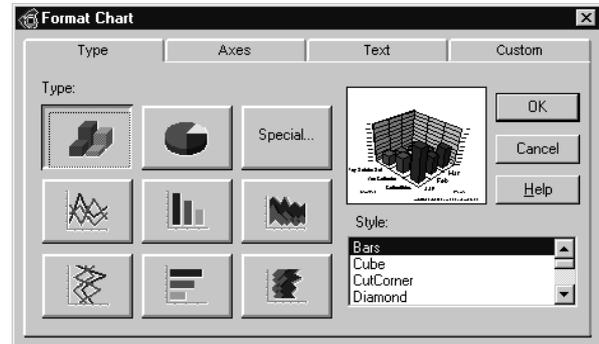
To apply attributes to the whole Worksheet, set the Scope to Global.

To apply attributes to positive or negative numbers only, use the Range box.

How do I draw charts?



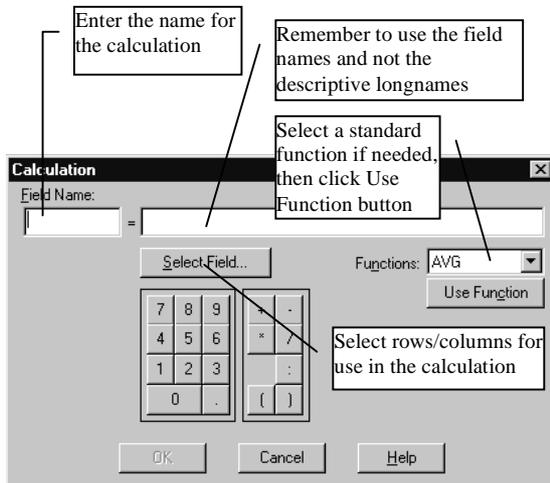
1. Select the columns/rows you want drawn as a chart, or leave them deselected if you want to draw a chart of the whole view.
2. Click the Chart button (this draws the chart according to the default chart format settings).
3. Right-click anywhere in the chart area and select the Format Chart pop-up menu option to display the Format Chart dialog.



4. Set the chart attributes you want in the Format Chart dialog, then click OK.
5. To change the chart's position, select the Window - Arrange Chart menu option to display the Arrange Chart dialog, and select the position option you want.

How do I insert calculations?

1. Right-click on the row/column to position the calculation and select the Insert Calculation pop-up menu option. Calculation dialog appears:



Example calculations:

```
Q1='Mth1'+ 'Mth2'+ 'Mth3'
'Half Year'= SUM 'Mth1': 'Mth6'
'Avg Sales'=AVG 'Mth1': 'Mth12'
'% Variance'=VAR('Actual', 'Budget')
```

Holo Worksheet (cont'd)

How do I set KPI color coding?

1. Select the rows or column to apply color coding.
2. Select the Format / Conditional / Selected Rows/ Columns menu option.
3. Click the Traffic Lighting button.
4. Enter the High Value and Low Value, then click OK.

Hint: Change the colors by selecting the item and changing the Color in the Drop down list.

Hint: To apply color coding to the whole Worksheet, select the Format / Conditional / Whole Worksheet menu option.

product	Jan	Feb	Mar	Apr	May	Jun
Toy Soldier Set	218.80	178.35	125.00	193.80	224.05	282.20
Zoo Collector	287.80	135.00	215.00	339.10	387.60	135.00
Pink Elephant	164.50	182.85	290.00	112.85	207.10	132.00
Aero Percy Pig	118.90	142.85	315.00	317.65	177.85	286.00
Spel Teach	209.35	207.80	335.00	174.45	265.80	172.00
Junior Maths	228.35	202.75	270.00	210.50	237.30	127.00
Junior Counter	199.35	149.20	221.50	269.85	124.00	142.00
Compu Prof	293.80	235.00	140.00	286.45	295.50	347.00
Micro Count	180.50	215.10	320.00	184.45	141.55	126.00
Holomania	333.30	216.05	260.00	313.55	252.70	178.00
Wing Commander	289.90	349.35	204.50	436.35	257.45	243.00
Princess of Doom	339.45	271.75	150.00	118.90	374.10	196.00