HancomMobileOffice
Operation Manual

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CAUTION

Before using HancomMobileOffice, first refer to the table referring to the available functions when importing/exporting Microsoft Office files from the Appendix. When importing/exporting Microsoft Office files, you may have problems with the source files. To avoid such problems, you must first read the description of importing/exporting functions below. HancomLinux, Inc. will not be responsible for any possible problems that may rise in importing/exporting, due to unsupported functions.

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For more information, please visit the following web site or contact us at the e-mail address below.

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ABOUT CAPTURED IMAGES IN THE MANUAL

Some of captured images in this manual may be different from the actual images due to the printing.

Contents

CHAPTER 1: Introduction of HancomMobileOffice

About HancomMobileOffice

The following applications are included :

- **HancomMobileWord**, A powerful word processor capable of creating everything from the simplest document to the most complex report. You can import and export Microsoft Word files. For details, see the Appendix.
- **HancomMobileSheet**, Tackle even the most complex spreadsheet problems with powerful functions and an intuitive interface. You can import and export Microsoft Excel files. For details, see the Appendix.
- **HancomMobilePresenter**, A powerful presentation viewer. You can import Microsoft PowerPoint files. For details, see the Appendix.

HancomLinux will make every effort to provide you with the best customer support possible.

For more information, please visit the following website or contact us at the e-mail address below.

* Web Site : http://mobile.hancom.com
* Email : mobile@hancom.com

CHAPTER 2: HancomMobileWord

Introduction

HancomMobileWord is a word processor program for PDA's. You can type text, edit documents and insert images. Microsoft Word and HancomMobileWord documents can be imported to your Zaurus SL series. For details, see the Appendix. You can check and modify documents while away from your desk.

Starting HancomMobileWord

To start HancomMobileWord on your SL-5600, tap the [HancomWord] icon with the stylus, on the "**Applications**" tab.
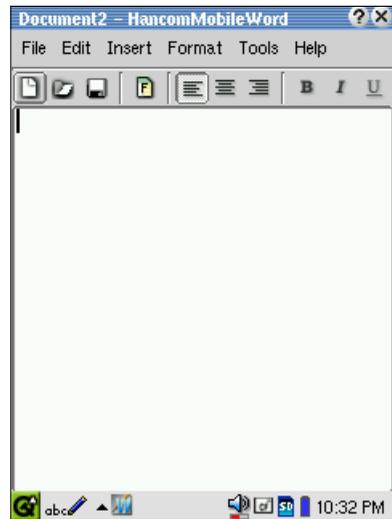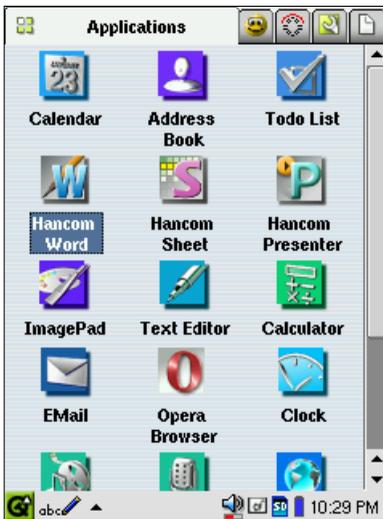
When you start HancomMobileWord for the first time, a new document will appear.

Saved files will be displayed in the SL series "**Files**" tab. Tap on HancomMobileWord or Microsoft Word files to open them in the HancomMobileWord application.

Caution

The SL series runs the document editor application as the default. Therefore, text files cannot be opened in HancomMobileWord from the "Files" tab.

Screen Layout

When you start HancomMobileWord, the following menu items will appear.

- *Titlebar* : Shows a title of documents. 'Document 1' is displayed as a default title.
- *Menubar* : Shows functions available in HancomMobileWord : File, Edit, Insert, Format, Tools and Help menus.
- *Toolbar* : Shows icons provided for frequently used menus, such as open, save, change font, and paragraph alignment, etc.

Titlebar ——▶ Document2 - HancomMobileWord
Menubar ——▶ File Edit Insert Format Tools Help
Toolbar ——▶
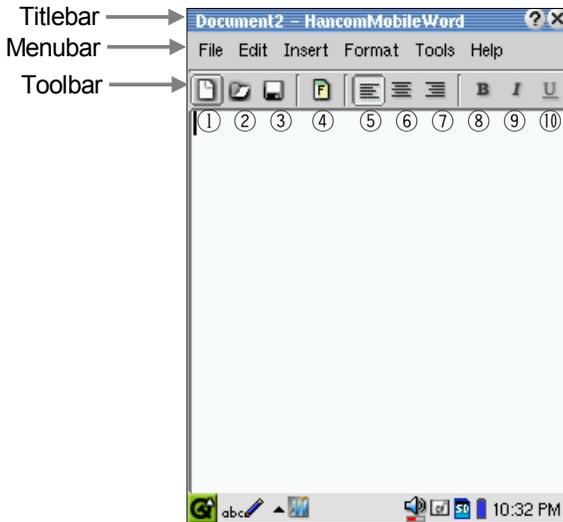
① New   ② Open   ③ Save   ④ Format
⑤ Align Left   ⑥ Align Center ⑦ Align Right   ⑧ Bold
⑨ Italic   ⑩ Underline

File Menu

New

To create a document in HancomMobileWord, tap "**File-New**" or the "**New**" icon on the toolbar.

● **Text Typing**

You can type text in HancomMobileWord in one of the following ways.

- *Typing using the Hardware keyboard* : You can type text on the built-in QWERTY keyboard for quick data input.
- *Using the Stylus* : Tap the triangle(to the right of the input method icon) at the bottom left of the screen to pop up a list of input methods. You can handwrite with the stylus or use the software keyboard on the screen.
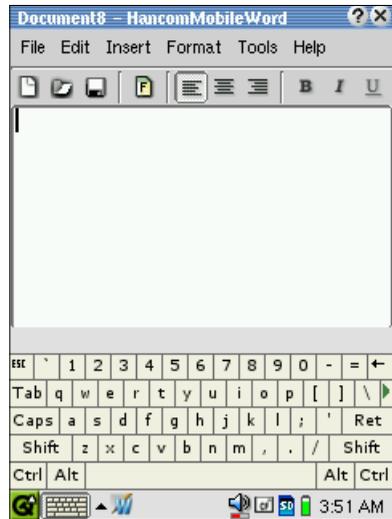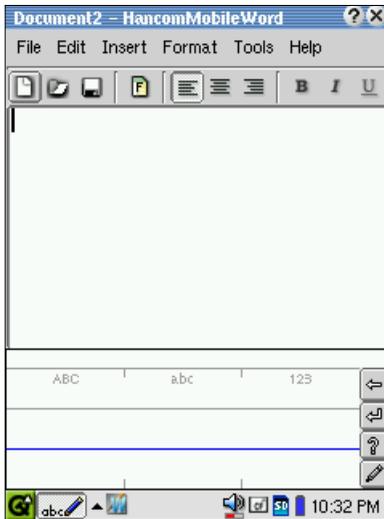
Open
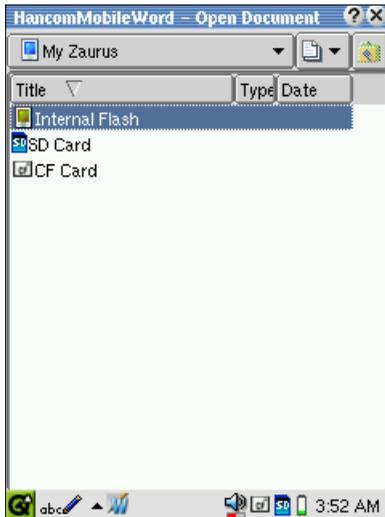
To view or edit a document written and saved in HancomMobileWord, Tap "**File-Open**" or the "**Open**" icon to pop up the File List window. When you tap a document, it will be opened in the HancomMobileWord window.

**Note : HandcomMobileWord cannot open password-protected files.

- **File Formats Importable into HancomMobileWord**

HancomMobileWord can read HancomMobileWord files(*.hmw), Microsoft Word 97/2000/2002 files(*.doc), text document files(*.txt) extensions.

Save

The word processor program can overwrite a document several times. To overwrite a document, the document should be saved as a file. A saved document will be saved again under the existing file name and format when you select [**File-Save**] or tap the [**Save**] icon. If you attempt to open another document or create a new one without saving the changes to the document, a warning dialog box will prompt you to save the changes in the current document.

As shown below, a dialog box will appear when you tap [**File-Save**] or the [**Save**] icon on the toolbar to save a new document.

Items in the dialog box are :
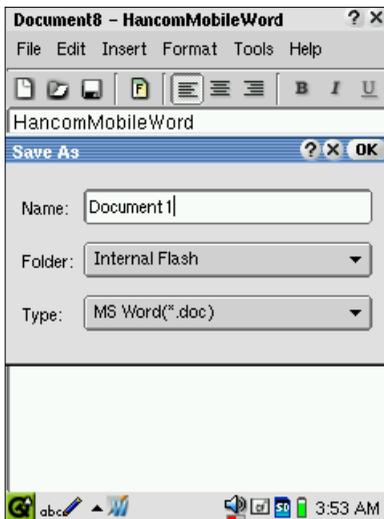
- *Name* : Input the filename for the current document.
- *Folder* : Designate the location to save the document. The list of locations will appear by tapping the combo box. As a default, files will be stored in the internal storage(main memory). If an SD Card or CompactFlash Card is being used with the SL-5600, they will appear in the list allowing you to save files to these cards.

- Type : Select the type of file to save the document as. The list of file types available will appear when you tap the combo box button. The default file type is *.doc(MS Word format). Currently, the file types available are HancomMobileWord format(*.hmw), Microsoft Word 97/2000/2002 format (*.doc), and text file format(*.txt).

Input a filename, select the folder to save the file to, and enter the file type. Tap the **OK** button to save the document. The new document will be saved under the designated filename.

Save as

To save the current document with a new filename and/or in a different format, select "**File-Save as**". When you tab "**Save as**", the following screen will pop up, allowing you to select the file name and format.

Enter the document name in "**Name**" and choose the document type by tapping "**Type**". Tap **OK** to save the document.
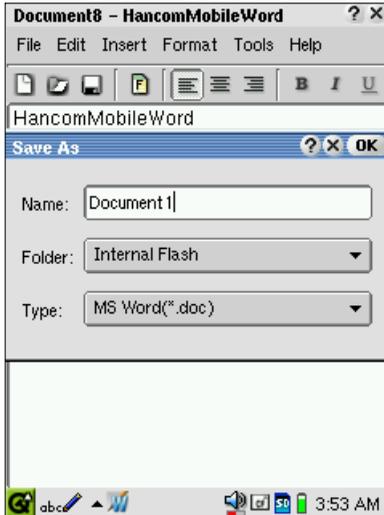
Template

Templates available in HancomMobileWord are predefined documents frequently used, such as Meeting Notes, Memo, Phone Memo, and To Do. Such predefined document templates allow HancomMobileWord beginners to create a document quickly and conveniently by only typing text in a document. When you select [**File-Template-Meeting Notes**], a new template will appear in HancomMobileWord.
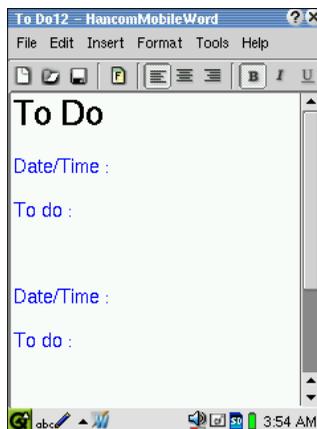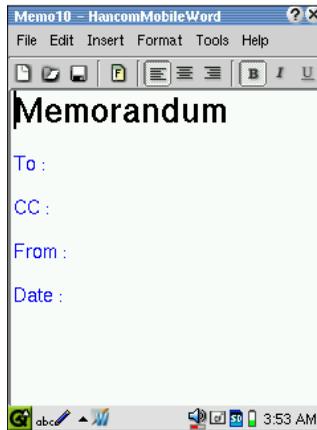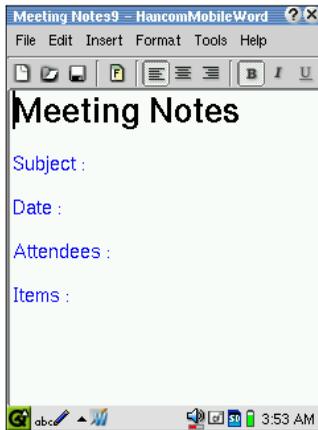
Exit

This command saves the file and exits HancomMobileWord. Instead of using this command, you can tap ⊗ at the top right corner of the titlebar.

Edit Menu

Undo/Redo

In HancomMobileWord, Undo is used to cancel the last action and Redo is used to recover to the previous status which was canceled by Undo.

Cut

The cut menu is used to temporarily cut data and move it to a different location. The data can be re-added within the document by selecting [**Edit-Paste**].

Note	Setting a selection area

Drag the stylus over the selected area with the stylus to set the desired contents.

Copy

Copy operates similar to Cut, but leaves the original information intact, so you have a copy of the selected content stored in memory that can be pasted elsewhere.

Paste

You can paste content that was cut or copied anywhere you desire. Simply move the cursor to the location and tap paste.

- *Paste Plain Text* : You can paste plain text only from cut or copied content that contains images or tables.

• **Document Content Copy and Paste**

① **Type the sentence below.**

HancomMobileWord is an intelligent and robust word processor providing an easy interface for creating professional documents.

---

② Select HancomMobileWord in the first line by dragging the Stylus over it.

③ Select "**Edit-Copy**".

④ Place the cursor to the location you desire to Paste.

⑤ Use "**Edit-Paste**" to insert HancomMobileWord in the new location.

Clear

This function will delete the content currently being edited. Use Undo to retrieve your cleared information.

Select all

This command selects the entire document. It is useful for changing the font or paragraph as well as applying Copy, Cut, and Delete commands to the entire document.

Find/Replace

The find command searches for a specific word or string of words in a document. The Replace command replaces the word with a different one.

• **Find**

If "**Edit-Find/Replace**" is selected after the cursor is placed at the beginning of the document or a desired location, the screen will switch to the Find screen as follows.

- *Find what* : Type in a word to look for.

- *Match case* : This is an option for finding words that are case sensitive. For example, when you type HancomWord into the box and select this option, hancomword (lower case "h") will not be recognized.
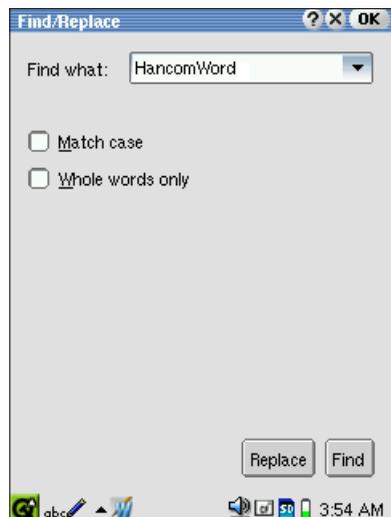
- *Whole words only* : This is an option for finding the exact match for the word typed in. This option will discard all partially matching words. For example, when you type Han only into the box and select this option, HancomWord will not be recognized.

When you tap on the **Find** button, the document edit screen will appear, the **Find/Replace** buttons at the bottom of the screen.

When Next is selected, the find command executes again. To cancel, tap the ⊗ button.

● **Replace**

When "**Replace**" is selected in the Find window, the **Replace with** option will appear. By typing in a word to find and the new word to replace it with, the command will be executed.

Unlike the [**Edit-Find**] window, in the Replace mode, additional "**Replace**" and "**Replace All**" buttons will appear simultaneously.

When "**Replace**" is selected, existing words will be replaced with the new words. Currently, the Replace command does not automatically find multiple words for replacement. When there are additional words to be replaced, simply tap "**Next**" to look for additional replacement words after typing in the new word, then tap "**Replace**" again to replace the newly found word for replacement.
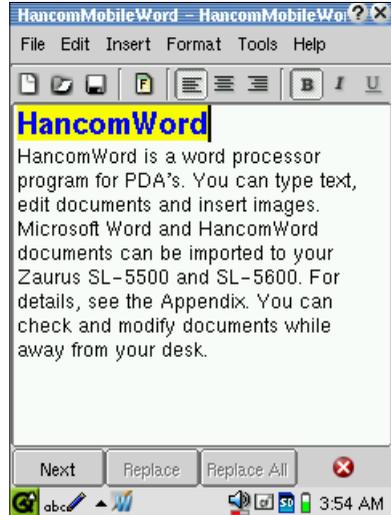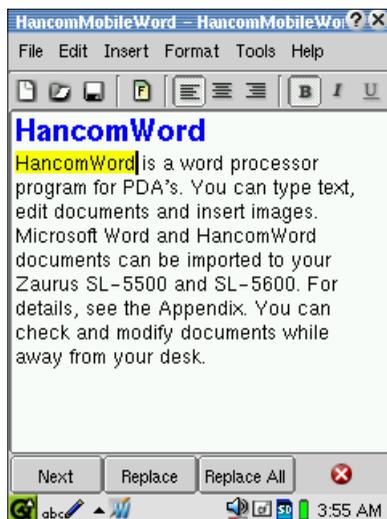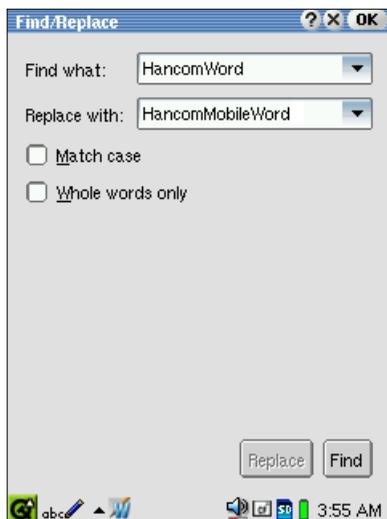
"**Replace All**" is used to replace the selected word in the entire document all at once. After the command is completed, it will show how many selected words have been found and replaced.

Tap **OK** to close the dialog.

Insert Menu

Provides the user with functions for inserting an image file, date, and time into the prepared document.

Image

HancomMobileWord will insert images stored in the PDA into documents.

Simply place the cursor where the image is desired and select [**Insert-Image**]. Image files with *.bmp, *.gif, *.jpg and *.png extensions can be inserted into HancomMobileWord documents.

Once the image file list appears, select the images that you want inserted into the document. The selected image will then appear in the document. The abiltiy of HandcomMobileWord to insert a large size image file depends on the memory.
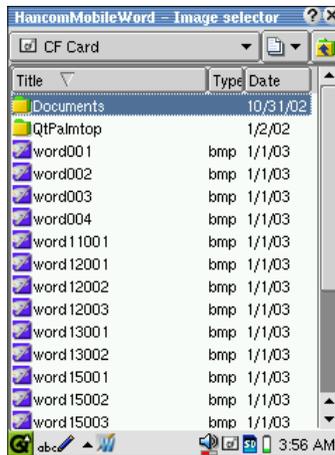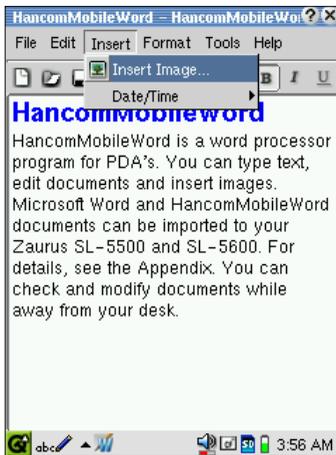
Date/Time

This function automatically sets a Date and/or Time to be inserted into the document.

- Month/Day/Year
- Month/Day/Year Time (Hour:Minute AM/PM)
- Month/Day/Year Time (Hour:Minute:Second AM/PM)
- Hour:Minute AM/PM
- Hour:Minute:Second AM/PM

Format Menu

Format menu is divided into two main parts, allowing the user to assign fonts and alter paragraphs of the document content. You can select the Format menu not only from the main menu, but also with the Tool icon.

Format

The Format menu is where you can change the font type, size and color and select attributes such as bold, italic and underline, etc for the document. In order to apply forms, select a string and select [**Format-Format**]. When the Format dialog box appears, select the font type, size and color of your choice.
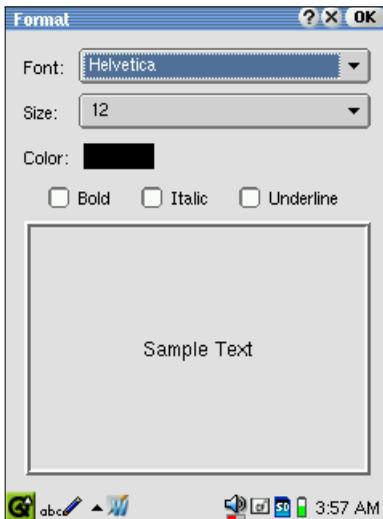
Note

Currently, font attributes such as size, boldface and italicization can be changed only for some Helvetica type fonts.

You can change font type and size by selecting a font and size from the list. You can change the color by tapping on the color button and selecting from the color pallette. After finding a desired color, tap **OK**.

You can select Bold, Italic and Underline by tapping on the check box with the Stylus. To cancel the selection, tap the check box again.

The preview window allows you to preview the results.
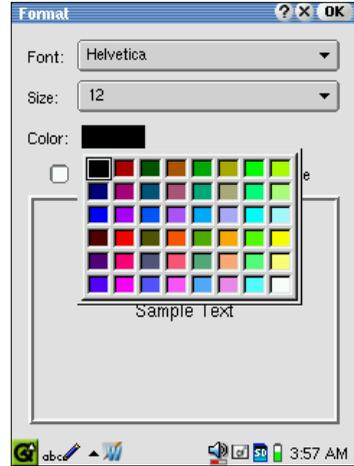
Paragraph

To start a new paragraph in Hancom-MobileWord, simply press the **Enter** key.

Paragraphs may be altered by using [**Format-Paragraph**] which enables you to group paragraphs into large bodies as well as bullets as used in outlines. Also, you can select line spacing and paragraph numbering.

- *Paragraph Formats* : Paragraph formats are only applied to individual paragraph units. Therefore, if the cursor is placed anywhere in a paragraph, the changes will only be applied to the paragraph where the cursor is located. Paragraphs that come before and after the paragraph with the cursor will not be affected by the changes made. If the user wants to apply the changes to multiple paragraphs simultaneously, the desired paragraphs should be selected and changed accordingly.
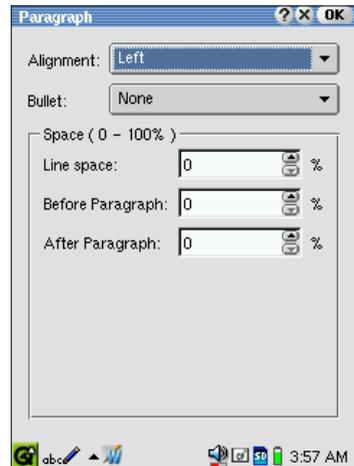
- *Form Toolbar* : Paragraphs can be aligned easily from the Form Toolbar
  instead of a dialog box.

● **Alignment**

Alignment lets you decide the horizontal placement (also known as 'justification') of each line within the paragraph.

- *Left Alignment* : Aligns paragraph to the left side
- *Center Alignment* : Centers Paragraph
- *Right Alignment* : Aligns paragraph to the right side.

● **Bullet**

This function is used to organize content into ordered sections. Three options are provided: None, Numbering, and Dots.

For example, when **"Bullet-Numbering"** is selected, paragraphs are automatically numbered.
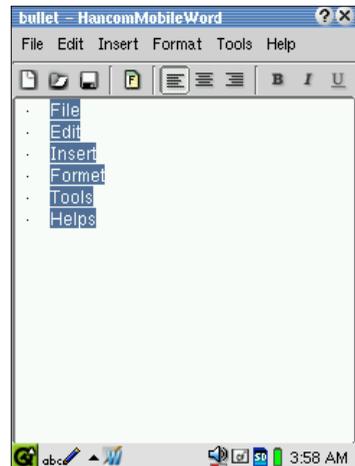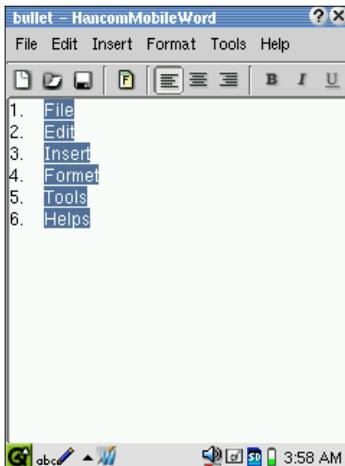
● **Space**

Space specification is a function that lets you control line spacing. Listed buttons may be tapped or desired numerical values may be typed in.

- *Line space* : This function allows users to assign the space between lines
  and paragraphs. Units are entered in as a percentage value of the space
  between the lines. For example, when you input 100%, the line spacing is
  set to the character height of the line. To adjust paragraph spacing, input

the % value to be lesser than 100%. For example, if you input 50%, the line spacing will adjust to 1/2 of the height of the characters in the current line.
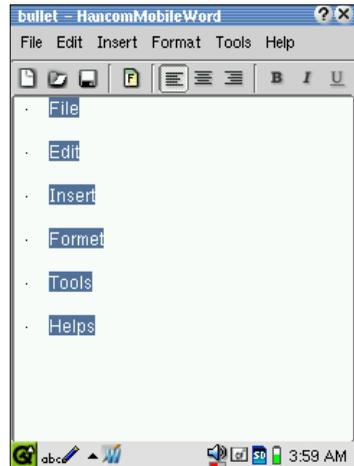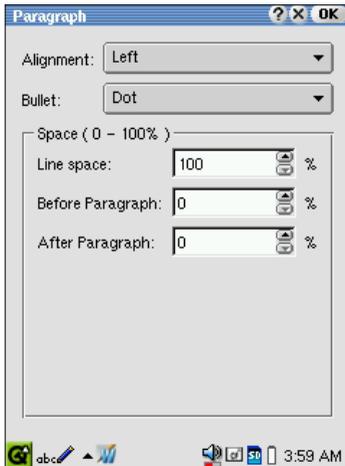
- Before/After Paragraph : You may simply press the **ENTER** key to create space between the title and body paragraph. However, inserting a space using the Paragraph function enables the spacing to be changed automatically.
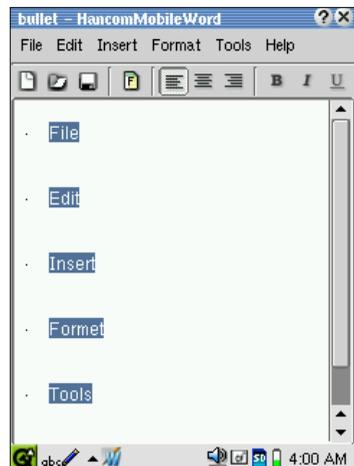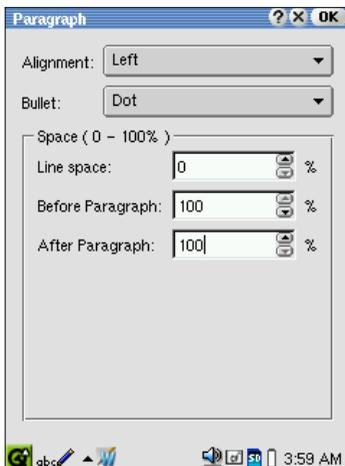
Alignment

Similar to [**Format-Paragraph-Alignment**], you may do this from the toolbar or the main menu without using the dialog box.

Indent/Outdent

This is a function for controlling paragraph indentation. By controlling indentation, you may create a document that is easy to read.

Tools Menu

Show Toolbar

This function is used to display or hide the toolbar which shows the formatting commands. Once the tool box is hidden, the Edit Window area can be viewed.
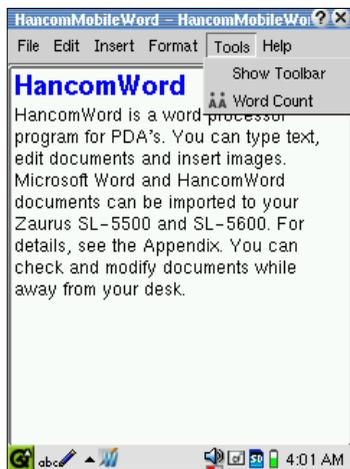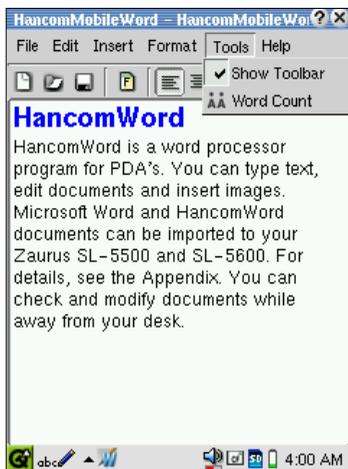
Word Count

This function is used for counting words in any document.
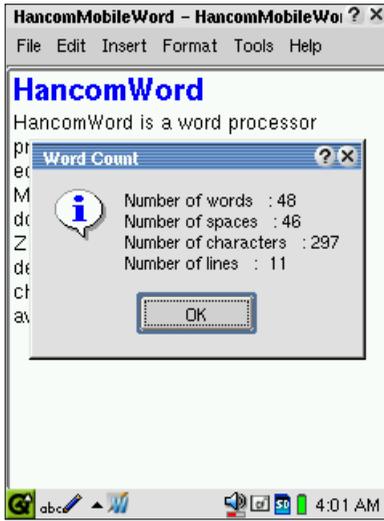
Help Menu

The [**About**] submenu appears in the Help menu. In the [**About**] menu, the version, copyright, and homepage address of the HancomMobileWord product installed in the SL-5600 is displayed. To acquire more information about HancomLinux and its HancomMobileWord products, tap on the address.

? help

In the HancomMobileWord dialog box, there is a question mark(?) on the title bar. If you tap on this, the help menu of HancomMobileWord will appear on the screen.

CHAPTER 3: HancomMobileSheet

Introducing HancomMobileSheet

Introducing HancomMobileSheet

HancomMobileSheet is a spreadsheet program for PDA's. You can complete simple and complex calculations, use formulas to automatically propagate information throught the spreadsheet, and create complex documents. Microsoft Excel and HancomMobileSheet documents can be imported to your Zaurus SL series. For details, see the Appendix. You can check and modify documents while away from your desk.

Full Screen

Prior to creating documents with HancomMobileSheet, this manual will first familiarize you with some of the screen elements which compose a spreadsheet. Let's first look at the screen interface to help you work more efficiently. The following graphic shows how a new document looks on HancomMobileSheet.
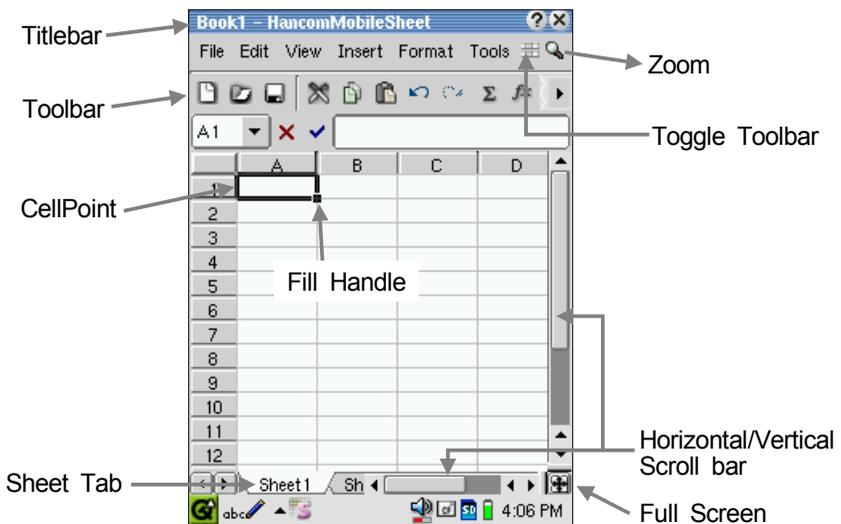
● Documents and Sheets

Normally a new document will consist of 7 pages or "sheets". Each of the sheets is stored as a part of a single document. You can add or remove sheets from your document as needed. It's important to understand the difference between a document and a sheet. A document is like a file cabinet and a sheet is like the documents within the cabinet.

Up to 255 sheets can be saved in a book. HancomMobileSheet can not open a document which includes more than 255 sheets.

● Sheet Tab

A name can be added to the tab associated with each sheet and the sheet is easily selected by tapping on the tab and holding down. The currently active sheet will be white in color and the inactive sheets will be grayed out.

To use this menu, touch the "Sheet" tab below until the menu pops up. You may insert new sheet by clicking "Insert" menu, delete current sheet by "Delete", change name of current sheet by "Rename", move or copy current sheet by "Move/Copy".

● Row and Column

The sheets take the shape of a grid pattern, consisting of horizontal and vertical lines. The horizontal lines designated with letters are called columns, and the vertical lines with the numbers are called rows. The squares that are formed when the rows and columns intersect are called cells. Data is entered into cells. One sheet consists of 512 columns(A~SR) and 16,384 rows. The gray buttons on top of the columns are called column heads, and the numbers on the buttons to the left of the rows are called row heads. Each coordinate of a cell is designated according to these row and column heads. For example, the first and top cell on the far left is called A1 and refers to the first row of column A. When a cell is selected a bold outline will appear to distinguish it. This is called the "**Cell Point**".

● Scrollbar

You can scroll the screen vertically and horizontally by using the scroll bars in the bottom right section of the application.

● **Titlebar**

Titlebar indicates the currently opened file name.

● **Menubar**

The Menubar contains all the commands for HancomMobileSheet. Simply select one of them as you would with any other Windows style application.

● **Inputbar**

The Inputbar indicates the contents of the currently selected cell and allows data to be input directly or to be revised. When a cell is selected and data is typed the data is automatically displayed in the inputbar. The Inputbar can be selected by tapping on "**Inputbar**".

Cancel Button : Cancel input of data

Name list : Indicates the Coordinate or the set area.

OK : Completes the input of data.
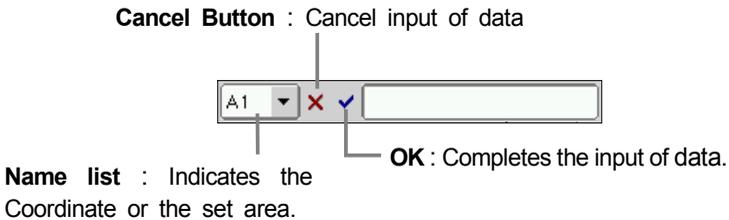
Tools and Dialog Boxes

● **Toolbars**

To open a saved file, tap the [**File-Open…**] menu. or use an icon on the toolbar to execute the command with one tap. HancomMobileSheet provides standard tools and templates which support menu functions. Each toolbar appears on the screen when tapped once from the [**View**] menu, and disappears when it is tapped again.

● **Dialog box**

A dialog box will appears whenever you perform an operation that requires HancomMobileSheet to communicate with you. A good example is the File Open operation, in this case you need to tell which file to open.

SpreadSheet Basics

SpreadSheet Basics

• Area setup

When entering a date or calculating figures on a spreadsheet, you often have to select one or more cells at a time. For entering data, you select either one cell or a group of cells to copy or cut.

• Select cell

A single cell can be selected with the stylus, keyboard or formula bar.

- *Stylus* : Selects the desired cell by tapping the cell.
- *Formula bar* : Select a cell in the formula bar by inputting the coordinates of the cell in the name list box.

• Selecting a Consecutive Area

- *Area* : An area means the selection of two or more cells. You can select a continuous area by tapping down with the stylus and dragging accross the area you want to select. Lets try selecting continuous cells B2~D5 by following the instructions below.

① Press on cell B2.

② While pressed, drag the stylus diagonally to cell D5. The color of the area is inverted, indicating that the cells are selected.

	A	B	C	D
1				
2	Dept	Name	2002	
3	Marketing	eric	100	
4	Sales	John	200	
5	Managment	Tim	130	
6				

It may take a while, depending on the cut and pasted size.

Reference

1. The consecutive area is indicated with the colon(:). placed between the cell coordinates. Example: Cells B2 to D7 are shown as B2:D7. If you set 'the cell on the very top left : the cell on the very right bottom', the cells within this area will be indicated in the coordinates.
2. To exit the area selected, use the stylus to tab on another cell that is not selected.

- *Rows and Columns* : To designate multiple continuous rows and columns, select the column header or row header, and drag the stylus upward/ downward or to the left/right.

- **Selecting a Full Sheet**

To select the current sheet, tap on the Select All button which is the top-left cell where the column and row heads meet. Formatting options, including font formatting, can then be applied to the entire sheet.

Data Input

- **Types of Data**

- *Value* : Value refers to the data that are directly input into the cells including numbers or letters. Numbers $0\sim9$ can be used, and the data format can include date, time, number, percentage, fractions, exponents, letters, etc. To change these values, re-input the different value into the input bar. In order to change the format, select the [**Format**] menu and select the format options. The fastest way is to use the template toolbar and select from the templates which are presented.

- *Calculating Formulas* : This means calculations that use values in other cells. Formulas start with the equal sign[=] and when the referred value changes, the resulting value also changes automatically. This eliminates the inconvenience of manually changing/correcting all the values in the spreadsheet.

- **Data Input**

- *Entering Data Into One Cell* : When a cell is selected and a letter or number is typed in it will be automatically displayed in the inputbar. Whenever a cell containing contents is selected, the contents will appear in the inputbar. Input is completed by either tapping on the ✓ button, pressing the **ENTER** key, or by selecting another cell.

- *Entering in the Selected Area* : To enter a substantial amount of data, it is useful to select a certain area first. Whenever you press the **ENTER** key after typing data, the next cell will be selected automatically. Once you get to the end of a column or row, the selection will cycle to the first cell in the

next row or column.

① Type the example in cell A1 and cells A2～D2.

② Block the area from cell A3 through D5 by pressing and dragging the stylus.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Jan	Feb	Mar
3				
4				
5				
6				

③ With the area blocked ('selected'), type 'North East' and press the **ENTER** key. The contents will be displayed in cell A3, and then cell A4 will be highlighted.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Jan	Feb	Mar
3	North East			
4				
5				
6				

④ Continuously input the data into cells and press the **ENTER** key. Then, the cell sign moves to columns C and D as the data is entered, as illustrated in the following picture.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Jan	Feb	Mar
3	North East	255	280	
4	North West	230	320	
5	South East	250	200	
6				

- *Changing Input Data* : When you select a cell with contents using the stylus or keyboard, it is displayed in the input line. Use the stylus to select the input line, and when the cursor appears in the input line, you can change or delete the content.

Entering Data by Type

• Entering Numbers

Numeric values are aligned to the right of the cell by default, but can be aligned to the left or center with the alignment function.

i) You can use symbols(+, -, (), ?, $, %, E, e, etc) and letters in combination with numbers.

ii) If a [+] sign is used it will be ignored since positive values are assumed.

iii) For negative numbers, simply add the symbol [-] in front of the number.

• Entering Letters

One cell can accommodate unlimited characters. When saving in Excel 95 format, one cell can only accomodate 255 English letters or 127 2-byte characters. If you go beyond this limit, the excess will automatically be deleted.

Letters are typically left aligned in the cell, but can be aligned in different way using the [**Format**] menu or toolbar. When the data to be entered is a combination of letters and numbers, the format type is for letters. Except when the alpha data is the name of the cell, letters can not be used in calculating formulas.

・Text Prefix

Prefix	Result	Input	Result
'	Left	'Text	Text
"	Right	"Text	Text
^	Center	^Text	Text

It may be used in case that you would like to indicate "%" or "Numeric value" as "Text value".

• Entering Calculating formulas

Formulas are calculations using the cell data and are input similar to general math calculations. To input a formula in HancomMobileSheet, you must start with the equal sign[=]. There are two ways to write formulas. One is to directly input the data, such as '3+4', into the cell. The other is to use the cell number, such as 'A1+B1'. When the value of the cell number is changed, the result value also changes automatically. This reduces time and effort.

● **Entering Numbers into formulas**

In entering numbers into calculating formulas, numbers 0~9 can be used. Commas, parentheses and currency symbols cannot be used together with numbers in a calculation formula. Negative numbers are indicated with a [-] in front of the number.

● **Entering Letters into formulas**

For entering letters into calculating formulas, input the quotation mark["]. For example if you input ="year 2000" then the letters 'year 2000' can be used together with the formula sign [=]. Letters used in functions can also be used with quotation marks in a formula.

● **Entering Dates**

If the date or time is input according to the formats that are designated in HancomMobileSheet, they will always follow one of those formats. Dates use the slash [/] or dash [-]. For example, August 1, 2000 could be entered as 08/01/2000.

● **Entering Time**

You can either use a 12 or 24-hour format to input time. A time value is distinguished by virtue of the colon [:] in the data. To use a 12 hour clock you must indicate AM or PM and it must be preceded by a space after the time.

Reference

1. Dates are stored as a numeric offset in days beginning with January 1, 1900. So the date 1900/1/10 would internally store the value 10. This means that if you enter a numeric value into a cell that is designated as a date, that value will be applied to the date and converted to a date value. The same is true for time, everything is an offset from midnight which starts at 0

2. The results of these appear the same as contents entered on the screen. However the format of the contents in the cell and the contents in the inputbar are different. In HancomMobileSheet dates follow the format of 1996/10/1, and only this format appears in the inputbar.

● Division of Input Contents and Screen Display

As in the case of displaying dates, sometimes the contents entered in a cell and in the inputbar may appear differently. This format can be changed according to your preferences.

(1) Commas can be set without direct input.

(2) When the figure of the number becomes too large, the numbers are indicated in exponential format.

(3) When a formula or number with a set format is entered into a cell and ###### appears, this means that the width is too small. The width can be extended by dragging the border of the column head.

(4) When there is an error in a cell, the number sign # will appear as indicated. #0DIV, #CALC, #OPRND, #REFF, #NAME?, and etc all refer to formulas or formats with errors.

(5) In standard formats when the cell width cannot be accommodated, ### will appear. When there are too many letters compared to the cell width the contents appear to overflow into the cell to the right. However, if there is data in the right cell, only the contents that fit within the current width will be shown.

● Data auto fill

This provides a function for inputting data that is that increases in set increments, such as when inputting sequential dates or numbers, by dragging the area with the stylus. When working with text, this provides a function for inputting repeated content easily. This function can also automatically input the day of the week and/or quarter.

① Input '100' in cell A1, and use the stylus to block an area by dragging to the bottom corner of the cell. The numbers are filled in automatically, in increments of 1.

	A	B	C	D	
1	100	101	102	103	
2					
3					
4					
5					

② Input '1' in cell A2, and '3' in cell B2, and block the area and then drag the stylus across row 2. Data are filled in automatically in regular increments.

	A	B	C	D	
1	100	101	102	103	
2	1	3	5	7	
3					
4					
5					

③ Input 'LasVegas' in cell A3 and drag the stylus. The 'LasVegas' string is automatically input repeatedly.

	A	B	C	D	
1	100	101	102	103	
2	1	3	5	7	
3	LasVegas	LasVegas	LasVegas	LasVegas	
4					
5					

④ Drag the stylus while a text string block is selected. The same data is filled in as well.

⑤ Input 'Mon' in cell A4 and drag the stylus. The days are input to the selected cells automatically.

	A	B	C	D	
1	100	101	102	103	
2	1	3	5	7	
3	LasVegas	LasVegas	LasVegas	LasVegas	
4	Mon	Tue	Wed	Thu	
5					

● **Data Move and Copy**

When creating data with HancomMobileSheet, you will likely want to copy and change some data without directly entering it. For this, the copy and move functions are very useful. Let's try to copy and move with the following data.

i) Copy and move with the Menu : When you use [**Edit-Copy**] the formula is copied and when [**Edit-Cut**] is selected the formula is deleted. When an area is selected the formula can be copied and the data is pasted at the same time.

ii) Copy and move with Tools : Formulas can be copied or deleted by using the cut, copy, and paste functions.

iii) Copy and move with the Shortcut Menu : If you press down with the stylus for a few moments a submenu(shortcut menu) will appear with the cut, copy and paste functions (similar to doing a right click with the mouse on your PC.).

Creating Formulas

● Basics of Formulas

SpreadSheet programs are convenient in that they provide functions for complex calculations by using just a few formulas. In formulas there are numbers and operators, but also cell addresses, functions, data area names, etc. (Please notice that file names can not be used as function arguments.) The following are an example of formula usage.

Formula	Explanation
=A1+B1	Adds the values of cells A1 and B1
=Sheet1!B4+B8	Adds the values of cell B4 of Sheet1 and cell B8 of the current sheet.
=sum(A1:B2)-2	Using the SUM function, adds the values of A1, A2, B1, B2 and subtract 2

● Operator

The operator is a sign that indicates what the data in the cells will do.

① Arithmetic Operator : +(add), -(subtract), *(multiply), /(divide), %(percentage), ^(exponent)

② Comparison Operator : =(equal), >(larger), <(smaller), >=(larger or equal), <=(smaller or equal), !=(unequal)

The formulas are calculated from left to right and are calculated according to the order of the operators. However, data with parentheses have first priority.

Operator	Contents
-	negative
%	percentage
^	exponent
* /	multiply, divide
+ -	add, subtract
&	letter combination
= > < >= <= !=	comparison

● Creating Formulas

Formulas can be created to complete a variety of calculations from simple arithmetic to high-level mathematical calculations such as log and exponents. You can use to perform complex calculations that can incorporate up to 183 overlapping functions. Calculation formulas can be created by using the

keyboard, stylus cell copy and move, or reference to other sheet cells. It is preferable to use calculation sheets using cell addresses, rather than inputting them directly in the cell. When using cell addresses in calculation formula, you must always start with the equal sign [=]. You can also use the keyboard or stylus to select the address directly.

① Input the following data to enter a formula.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Price	Shipment	
3	North East	1000	10	
4	North West	2000	10	
5				
6	If you sell		It can be	
7				

② Tap on cell B6 to create a formula calculating the number of shipments, and enter [=]. When you press the UP arrow key you will see that the cell addresses are changing in cell B6. Once the C3 cell is selected, press **ENTER** and the formula will be created.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Price	Shipment	
3	North East	1000	10	
4	North West	2000	10	
5				
6	If you sell	=C3	It can be	
7				

③ tap on cell D6 for a mathematical calculation, enter [=] and tap on cell B3.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Price	Shipment	
3	North East	1000	10	
4	North West	2000	10	
5				
6	If you sell		10 It can be	=B3
7				

④ Enter an asterisk [*] and tap on cell C3, then the formula will be completed. The result appears when you press the **ENTER** key.

	A	B	C	D
1	Sales Forecast : Region Totals			
2	Company	Price	Shipment	
3	North East	1000	10	
4	North West	2000	10	
5				
6	If you sell		10	It can be	=B3*C3
7				

● **Relative and Absolute Reference**

When you cut, copy and paste cells that contain formulas which include cell references, they can either be copied with relative or absolute reference. Pasting can be done by using [**Paste**] from either the [**Edit**] menu or by using the toolbar.

i) Relative Reference : The cell sign that indicates the location of a cell consists of the column and row heads. Relative Reference automatically changes to the relative location where the row and column coordinates are copied, as the cell with the coordinate input is being copied.

ii) Absolute Reference : Unlike relative reference where the cell address changes, absolute reference is used when the cell addresses should not be changed, by indicating with a dollar sign, [$]. There are three ways of applying absolute reference only to columns. Putting a [$] in front of the column coordinates or row coordinate applies absolute reference to only that coordinate, and putting a [$] in front of both the column and row coordinates applies absolute reference to both coordinates.

● **Inserting and Deleting in formulas**

Reference errors appear when rows or columns are deleted and a deleted cell is included in a formula.

	A	B	C	D
1	=B1+C1	100	200	
2	=SUM(B1:C1)	100	200	

	A	B	C
1	#REFF	200	
2	200	200	

For example: '=B1+C1' is entered in a cell. If cell B1 is deleted or the whole column is deleted, a reference error will appear in cell A1. The result value of the cell will be '200'. However as '=SUM(B2:C2)' is entered in cell A2, even if column B is deleted, only the values of cells A2 and B2 are excluded. The result of '=SUM(B2:B2)', (with cell C2 moved to the location of cell B2) is still calculated. This indicates that it is preferable to use areas and functions, rather than using a cell addressed directly with operators.

Reference

When the formula is entered incorrectly, HancomMobileSheet indicates an error message. The error starts with '#' and the type of error is indicated by the following letter code.

Types	Meaning
####	When the cell width is too small to accomodate all of the data. The width can be extended by double-tapping on the border of the column head.
#NAME?	When you use unregistered cell or area as registered one.
#CALC	When it is impossible to show the result.
#REFF	When a cell related to a formula is being deleted.
#OPRND	When input data type is wrong.
#0DIV	When the value is divided by 0.
#NUM	When using an invalid numeric argument in a function.
#N/A	When using an unsorted data in functions same as LOOKUP, VLOOKUP, HLOOKUP, and MATCH.

• **Formula Copy and Move**

It is not necessary to enter the same formulas or functions all over again when the same formulas need to be applied to other cells. Simply enter one formula and copy it into other cells.

• **Reference to Other Sheets**

It is also possible to refer to other cells with formulas or functions in other sheets of the file.

• **Auto Sum**

SUM(Σ) is a frequently used function that automatically provides the summation of a set area. An area does not have to be manually set, as the auto sum function automatically sets an area.

File Menu

New

Create a new workbook with an automatic temporary file name.

① Tap on the **New** button on the tool bar or select the [**File-New**] menu.

② A blank sheet will appear.

Reference

If there is a previously opened file, it will still exist under the new sheet that has been opened. If you wish to view the previous document, open the [**View-Workbook**] menu and select the name of the previous file.

Open

To view or edit a previously saved document, you must first open the document in the current window. The Open dialog box of HancomMobileSheet provides a list of files. Simply tap the file you want to open. HancomMobileSheet cannot open password-protected files.

Close

When the [**File-Close**] menu is run the current document will be closed. If the final changes of the current document have not been saved a dialog box asking whether to save or not will appear.

Save & Save As

Most of the documents made in a spreadsheet are standardized documents and can be endlessly edited for additional data and changes.

Currently the file types supported by HancomMobileSheet are its own HancomMobileSheet file(*.hst) including files created in earlier version of HancomMobileSheet and Microsoft Excel 95/97/2000/2002 files(*.xls).

Note that some of the form attributes may be lost or altered when the spreadsheet is saved in XLS format.

• Save

When saving a document for the first time, the save dialog box will appear. Designate a name and tap on the **OK** button. The file names can accomodate up to 83 characters without consideration of 1-byte or 2-byte. When working on a previously created document, tapping SAVE on the menu will save the file using the same name without opening the dialog box.

• Save As

This is used to create a new document from the current document with a different name. When the [**File-Save as**] menu is selected the save dialog box appears.

Some portion of the cell format attributes may be lost when you import the spreadsheet data created be Excel 95/97/2000/2002.

Reference

The location to save to can be set to the Main Memory, a Compact-Flash or SD Card.

• Save Location

Classification	Location
When saving at Handset(hst)	/root/Documents/application/hancomsheet
When saving at Handset(xls)	/root/Documents/application/excel

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Edit Menu

Undo

This function is used to cancel the last action.

Redo

This function is used to recover to the previous status which was canceled by Undo.

Cut

The cut menu is used to temporarily cut data from the selected cell, or block and move it to a different location. The data can be inserted within the document by selecting [**Edit-Paste**].

Copy

Copy is used just like Cut, but leaves the original information intact, and places a copy into memory that can be pasted elsewhere in the document.

Paste

Content that is cut or copied is placed in memory and can be pasted (inserted) at a different location.   There are several options available for pasting such as [**Paste special**] and [**Paste link**].

Paste Special

To paste previously cut or copied contents to other locations, just tap [**Edit-Paste**]. However, there are cases where you want to paste only the data value or only the format of the cell. In these cases, [**Paste special**] is useful. When there are contents that have been copied and this menu is selected a Paste Special dialog box like the following will appear.

● **Paste**

This allows you to select an item to paste among the copied contents, and refers only to pasting the results of a formula. When the Formula paste is selected the copied results appear according to which copy method is used, relative reference or absolute reference. Format refers to setting the fonts, color etc. of the cell, regardless of the values.

Please notes that "Paste" or "Formula paste" will not be available when entire sheet is selected.
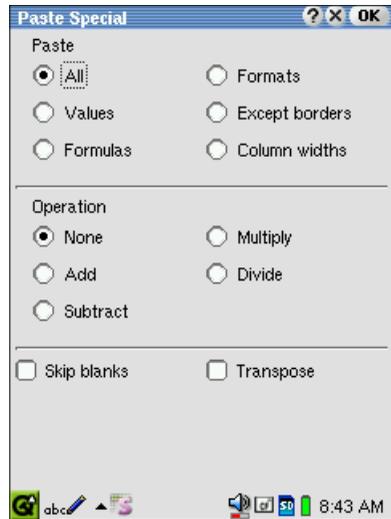
● **Operation**

With similar looking data tables, this shows the results of the summation, subtraction, multiplication, and division by pasting the values of the data table.

① Create data such as the following, select a block and copy it. Tap on cell A5, select [**Edit-Paste special**] and select "**Add**".

② The results of the adding appear as the following.

Paste Link

"**Paste link**" copies changes, for example, when there is a sales invoice composed of 3 sheets, and the sum value of Sheet1 and Sheet2 is pasted in Sheet3, as the three sheets are linked the data will automatically change according to any changes.

Fill

• Down

Select an area, copy the data on the very top, and the data will be filled automatically in all cells below.

• Right

This function allows data to be filled by using the menu. You can select a specific area, then the data on the very left of the area will be copied and filled in all cells to the right.

• Up

Select an area, copy the data on the very bottom and the data will be filled in all the cells on the top.

• Left

Select an area, copy the data on the very right and the data will be filled in all of the cells on the very left.

Clear

• All

This is the simplest way to clear data. This clears all data within the selected area or cell. When data is cleared in this way not only are text or number data cleared but also formats as well. This is very useful for initializing an area and eliminating any hidden surprises.

• Formats

Using this option allows you to clear all the formatting options such as font and color, but the data remains intact.

 • **Contents**

This option just clears the data, and all formatting options are maintained, this is the inverse of the previous function.

Delete

This option physically removes data, rows and columns. As you can see from the following dialog, you can specify how to shift the data accordingly.
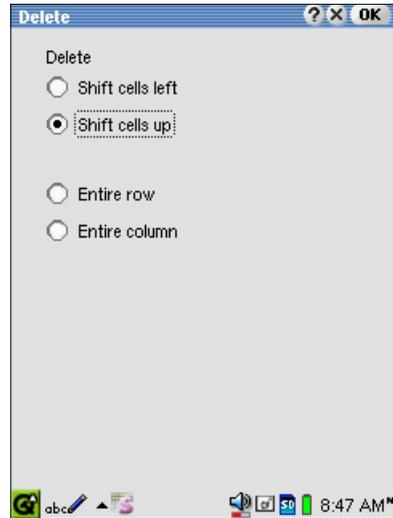
Delete Sheet

This is used in deleting a sheet in the current document.

Find/Replace

 • **Find**

This menu is used to find a word, text, number or an equation within the current document. The [**Find**] menu can be set with a horizontal or vertical direction and also match the case of the string as an option.

 • **Replace**

This menu is used to find and replace any text or a number on a sheet. The find function can be set with a horizontal and vertical direction and match case option. The text that has been previously entered on the find or replace dialog box can be utilized in both the find and replace menus as well.

Go To

This helps you find cells without using the keyboard or stylus. For example if you wish to find the 100th row of column SR, select [**Edit-Go to...**] and directly input the cell name in the dialog box and tap **OK**.

View Menu

Toolbars

You can close and open toolbars as needed for use, or to create a larger working area on the screen.

● Standard Tool

	New		Comma
	Open		Protect cell
	Save		Remove cell protection
	Cut		Ascending sort
	Copy		Descending sort
	Paste		Draw border
	Undo		Erase border
	Redo		Right range selection
Σ	Automatic sum		Down range selection
ƒx	Function		

● Formatting Tool

	Bold		Alignment Horizontal title
I	Italic		Alignment Vertical title
U	Underline		Currency
	Alignment Left	%	Percent
	Alignment Center		Increase decimal digit
	Alignment Right		Decrease decimal digit
	Alignment Standard		Cell color
	Merge cells	A	Font color

● Etc.

	Toggle Toolbar		Full Screen
	Zoom		

Formula Bar

The inputbar indicates the contents of the currently selected cell. You may change the contents of a cell at the Inputbar directly.

Protection mark

Cells can be set to be protected so that cells cannot be randomly deleted or changed. Select [**View-Protection mark**], then the Protected Cell will be indicated by a symbol in blue in the upper left corner. Select this menu option once to activate and twice to deactivate.

Grid line

This determines whether the grid lines for cell division on the sheet is indicated or not.

Full screen

Displays the current window in full screen mode.

Zoom

To enlarge or to reduce the size of view screen, can be modified from 10%~400% or a user defined value.

Split

This function separates the current window into several windows and help the view of multi-tasks.

Freeze panes

Freeze Panes fix a certain location within a file. When scrolling, the fixed section does not move, only the remaining parts of the sheet move up, down, left and right. This is used when there is a substantial amount of data, and you need to check what kind of data is being input. Freeze Panes freezes the upper row and left column to the fixed cell.

① Select cell B2 as the pane to freeze.

② When [**View-Freeze panes**] is selected a line appears and the pane is frozen around that specific location.

	A	B	C	D	
1	Country	Staff	Dept	Product	Qu
2	Singapore	John	Export1	machine	
3	Singapore	John	Export1	machine	
4	Singapore	John	Export1	Electronic:	
5	Japan	Kimura	Export2	Mobile	

③ You can cancel Freeze by selecting [**View-Unfreeze panes**].

Workbook

This shows all the files that are currently open, and from here, you can open, close, change names, and delete the files.
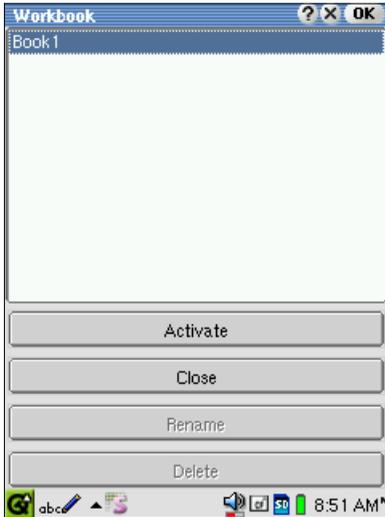
Insert Menu

Cells, Rows, Columns, Worksheet

Used when inserting a new cell. Select "**Insert-Cells**", and set the path of the previous cell when inserting a cell in the dialog box. [**Insert-Rows**], [**Insert-Columns**], [**Insert-Worksheet**] menus are used when inserting new rows, columns, worksheets on the Sheet.

Function

● **Function**

Function is a predefined equation that operates on one or more values and returns a single value. A function returns value without sophisticated numerical and text processing operation. Each function begins with an equal sign(=).

Each function must be entered with a particular syntax or structure between the parenthesis. The abbreviated words shown between the parentheses are called arguments. For example, you can get an average value in selected row or cell by using "AVR" function. Each cell is used arguments for this function. HancomMobileSheet includes a collection of 183 functions in several useful categories like financial, date and time, statistical.

● **Constitution of Functions**

Functions consist of the function name, parentheses, and invariables. Each invariable can include value, cell area, or letter according to the function type. The number of invariables differ according to the functions and there are various types of functions, including numbers, letters, area, and arrangement. Select [**Insert-Function...**] and functions can be entered through the dialog box.

Function Name	Invariable
PV	(pmt, nper, rate, fv, point)

● **Creating Functions**

The following is a simple example of a function and invariables. The formula of cell A4 uses multiple functions to perform a simple mathematical calculation. The result of cell A5 is an example of using the result of one function as an invariable of another function. Cell A5 is the average of the sum of profits and expenses. In this way, a function can also be used in a different function as an invariable. There are always parentheses around functions, therefore the two parenthesis must always match, otherwise an error will occur.

	A	B	C
1	Cost	Revenue	
2	10	3	
3	14	8	
4	=SUM(A2:A3)–SUM(B2:B3)		
5	=AVR((A2:A3),SUM(B2:B3))		
6			

Name

To indicate a name in a certain area of the Sheet, put the cursor in cell A1 and select [**Insert-Name**], then the Define name dialog box will appear. Name the area 'Jacky' and tap **Add**. then tap on cell A1, the name 'Jacky' will be shown in the name box, on the contrary you can move to cell A1 by selecting 'Jacky' using the name box.

Hyperlink

This function allows you to easily link to another document or an Internet web page. The following example shows the how to call up another document with an inserted hyperlink.

● **Inserting the Hyperlink**

① Select the cell to insert the hyperlink.

② Choose the menu [**Insert-Hyperlink...**].

③ Tap the **Find** button to find the document.

④ Press the **OK** button.

The contents of the corresponding cell will be underlined and the letters will turn blue. Both the underline and font color can be changed by the user.

● **Hyperlink Dialog Boxes**

- *Cell Text* : If the chosen cell has a numeric input, the displayed text can not be changed. But with letters, the corresponding contents will be indicated in the displayed text box and can be changed by the user.

- *Type file path or web page address* : select the file name or type the address that you wish to make hyperlink

- *Recent File List* : Will display a list of recently opened files or web pages.

- *Book mark* : This allows you to create a predefined link between cells or sheets.

Format Menu

Cells

Select [**Format-Cells...**] from the format menu to assign various cell formats.

● **Types of Data Format**

Category		Description
General	General	General data format of the input state
Number	0	This appoints formats of decimal point figures, and indication of commas and negative numbers.
	0.00	Displays down to 1/100
	#,##0	Displays a comma for every 1000 unit
	#,##0.00	Displays decimal a point and a comma
Number	#,##0;-#,##0	Displays a comma. "-" is displayed for negative numbers
	#,##0;[Red]-#,##0	Displays a comma.Negative numbers are displayed using '-' and red
	#,##0.00;-#,##0.00	Displays a decimal point and a comma. "-" represents negative numbers
	#,##0.00;[Red]-#,##0.00	Displays a decimal point and a comma. Negative numbers are displayed using '-' are red
Accounting	_-* #,##0_-;-* #,##0_-;_-* "-"_-;_-@* _-	ex) _-* #,##0_-;-* #,##0_-;_-* "-"_-;_-@* _- The form of accounting is divided into four levels. Positive Number(_-* #,##0_-) ; Negative Number(-* #,##0_-) ; 0(_-* "-"_-) ; Character(_-@* _-). Positive Number: _- leaves space for the number of - and the width of - symbol, the number leaves space for the number of _ and the width of - symbol which will be put right after comma. Negative Number: After marking as - symbol, the number leaves space for the number of _ and the width of - symbol which will be put right after comma. 0: _- leaves space for the number of _ and the width of - symbol, and 0 leaves space for the number of _ and the width of - symbol after marked as "-". Character: _- leaves space for the number of _ and the width of - symbol, and after marking as character, it leaves space for the number of _ and the width of - symbol.
	_-* #,##0.00_-;-* #,##0.00_-;_-* "-"_-;_-@* _-	
	_-"$"* #,##0_-;-"$"* #,##0_-;_-* "-"_-;_-@* _-	
	_-"$"* #,##0.00_-;-"$"* #,##0.00_-;_-* "-"_-;_-@* _-	
	-"Euro"*#,##0-;-"Euro"*#,##0_-;_-*"-"_-;_-@*_-	
	-"Euro"*#,##0.00-;-"Euro"*#,##0.00_-;_-*"-"_-;_-@*_-	

Category		Description
Currency	"$"#,##0;-"$"#,##0	Monetary unit '$', displays a comma
	"$"#,##0;[Red]-"$"#,##0	Monetary unit '$', comma and negative numbers are displayed in red
	"$"#,##0.00;-"$"#,##0.00	Monetary unit '$', A Comma, decimal point are displayed. "-" is displayed for negative numbers
	"$"#,##0.00;[Red]-"$"#,##0.00	Monetary unit '$', Comma, decimal point, negative numbers are displayed in red
	"€"#,##0;-"€"#,##0	Monetary unit '€', displays a comma
	"€"#,##0;[Red]-"€"#,##0	Monetary unit '€', comma and negative numbers are displayed in red
	"€"#,##0.00;-"€"#,##0.00	Monetary unit '€', A Comma, decimal point are displayed. "-" is displayed for negative numbers
	"€"#,##0.00;[Red]-"€"#,##0.00	Monetary unit '€', Comma, decimal point, negative numbers are displayed in red
Percentage	0%	% display
	0.00%	Displays a % and decimal point
Fraction	# ?/?	Leave a space between the integer and fractions and disignats a one figure digit for fractions
	# ??/??	Leave a space between integers and fractions, and designates two digits for fractions
Exponent	0.00E+00	Displays two digits above and under the decimal point, and displays E+00 for the rest
	##0.0E+0	Displays one digit above and under the decimal point, and displays E+0 for the rest
Date	yyyy-m-d	year-month-day (1900-1-1)
	yyyy/m/d	year/month/day (1900/1/1)
	m/d/yyyy	month/day/year (1/1/1900)
	yy-m-d	year-month-day (00-1-1)
	yy/m/d	year/month/day (00/1/1)
	yy-m	year-month (00-1)
	yy/m	year/month (00/1)
	m-d	Month-day (1-1)
	m/d	Month/day (1/1)
Time	h:nn AM/PM	Hour:Minute. Display AM for morning, PM for afternoon
	h:nn:ss AM/PM	Hour:Minute:Second. Display AM for morning, PM for afternoon
	h:nn	Hour:Minute
	h:nn:ss	Hour:Minute:Second
Text	@	Changes to text format
Etc	00000-0000	Shows a zip code
	000-00-0000	Social Security Number
	[<=9999999]###-####;(###) ###-####	Displays 3 digit phone numbers

● **Draw Border**

A border can easily be drawn by tapping the draw border button or by selection from the line input window. According to the number of selected cells, the number of 'text' letters indicated in 'the line input window' will differ. When more than 2 cells are selected a line can be selected between the cells.

- Order of Drawing border

① Choose the type of border.

② Decide a color for the border. If left at the automatic setting, the standard color will be used.

③ Either select the position to locate the border from the line input window or tap the corresponding button.

In order to draw a diagonal border, tap on the corresponding center part of each cell.

● **Font**

This is the menu used to set text font, size, color, and attributes.

● **Alignment**

Select [**Format-cells**], and choose the Align tab. Select the position of the cell data in a horizontal or vertical direction.

- Horizontal Alignment : As the default setting, the letters will be aligned on the left and the numeric numbers will be aligned on the right.

- Vertical Alignment : Cell data is positioned vertically.

- Merge Cells : This function is used to merge several cells into a single cell. When several cells are merged together, the contents of the merged cell will be in the top left cell. Cancelling the merge cell function will show the hidden cells as before.

● **Pattern**

Select the color for a cell by using this 64 color palette. If left at the automatic setting, the standard color will be used. For example, after selecting "**yellow**" for the background color of the cell, the background color of the cell will turn yellow.

Row

• Height/AutoFit

The default height of a row is set to '1' and modification is allowed. To return to the default height, tap the [**Autofit**] menu or tap [**Format-Row-Height**] menu and select [**Use default**].

• Hide/Unhide

To hide or unhide a row, tap the [**Format-Row-Hide**] menu and the row will be hidden. To unhide the row, tap [**Format-Row-Unhide**].
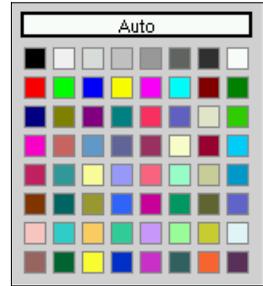
Column

• Width/AutoFit

The default width of the column is set to '8', but can be modified. To return to the default width, tap the [**Autofit**] menu or tap [**Format- Column-Width**] menu and select [**Use default**].

• Hide/Unhide

To hide or unhide a column, tap the column head and tap [**Format -Column-Hide**] menu, and the column will be hidden. To unhide the column, tap [**Format-Column-Unhide**].

• Standard Width

The default width is set to '8', but you can modify it as you like.

Sheet

• Rename

Changes the name of the sheet.

• Hide/Unhide

To hide or unhide a sheet, just tap the [**Format-Sheet-Hide**] menu and the sheet will be hidden. A list of the hidden sheets will be shown in the dialog box when you select the **Unhide...** button.
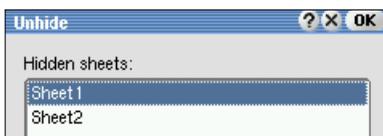
Tools Menu

Protection

This prevents any change to a cell or any designated area of the sheet, or to an entire document.

• Protect Cell / Remove Cell Protection

You may protect selected cell by tapping [**Tools-Protect cell**] from the menu, and cancel the selection by tapping [**Tools-Remove cell protection**]. Once cells are protected, selected cells are not to be altered.

• Protect sheet

To prevent any new values from being added to the sheet, tap the menu [**Tools-Protect sheet...**]. You can select the protection type. If you select [**Cell**], no data in the cells can be edited.

A protected sheet cannot be deleted. A password can also be applied.

[**Tools-Unprotect sheet**] will be seen when the sheet is protected. Selecting this menu will remove the protection.
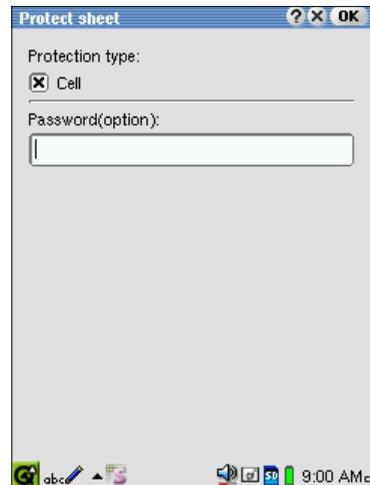
Recalculate/Manual Calculation

If many cells have an equation input, it can take a long time to carry out the calculations. If there are many equations, select either the automatic or manual calculation option to carry out the entire recalculation process. With the automatic option, calculations are immediately carried out as soon as the cell information changes.

With the manual option, tap the [**Tools-Recalculate**] menu to calculate the total. Therefore before recalculation, the previous information will be indicated in the cell. If the file is saved in a manual calculation state, recalculation will be carried out to update the equation results, then saved.

Sort

Allows you to sequence information alphabetically or numerically in either ascending or descending order.

● **Range :**

To sort all data in the sheet, select any sell in the sheet and touch [**Tool-Sort**]. To sort only a specific range, first select that range and then touch [**Tool-Sort**].

● **Vertical / Horizontal**

Rearrange records from top to bottom with the vertical option, or from left to right with the horizontal option.

● **Use first row or column as title**

If you check this option, the first row or column of data will be used for the title.

● **Ascending**

This is used when the order of the values is set from lower to higher. This order is set in different ways according to the numbers, letters, date, etc. and the standard for the "**Ascending Order**" is as follows.

① Numbers are aligned in increasing order, from lowest to highest.

② Date and time are aligned from earlier to later.

③ Letters are aligned alphabetically from A to Z.

④ When numbers and letters appear together are arranged in numerical-alphabetical order.

⑤ When there is a blank cell within the aligned area, all blank cells will be placed at the very end. This applies to the Descending Alignment as well.

● **Descending**

Descending Alignment follows the opposite standards of Ascending Alignment.

Automatic Filter

This provides the ability to select only desired information from the various data on the sheet. However, note that HancomMobileSheet only supports the column auto filters.

• Filter

When the filter command is running, HancomMobileSheet will ask whether the filtered results will be created on a new sheet or if the present data range is to be created.
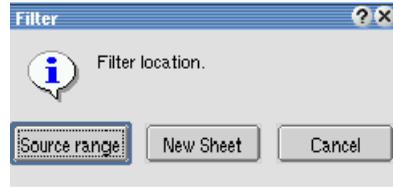
The database range will be automatically set to the consecutive data range where the cursor is located(in the selected cell). An auto filter created in a new sheet will be linked to the original data, and will automatically update data. When the auto filter is created, arrow buttons are added to the top cells according to each selection. With column auto filters, a column title table is created as in the left image below, with data on the bottom.

• Select in Automatic Filter

You will see the image below after selecting Singapore from the list. The arrow in the field where a list has been selected is displayed in blue. Products within the Singapore category include machines and electronics. To extract only the electronics data, press the product column arrow and select 'electronics' in the list.

● New Sheet

In order to create an auto filter in a new sheet, the filtered results are linked to the original data. Therefore the filtered results will change when the original data values are changed.

● Cancel

To display the hidden contents without cancelling the filter, press the blue arrow and select "**Show All**". If several columns are selected then the same should be done in each field. Following are steps to cancel the auto filter completely. Select [**Tools-Automatic Filter**] on the sheet containing the filtered results. Select the menu, uncheck the "**Check Mark**", and then the "**Filter**" will be cancelled. When the auto filter is created in the same location as the original range, the original data will be displayed. In creating a filter on a new sheet, only the selected contents will remain when cancelled. The formula will disappear and only the cell values will remain.

● Select Customize

The Customize menu is composed of two options.

- Top 10

The 'Top 10 Filter' will select requested data upper values to lower values. The second option "**Customize**" allows the user to set the conditions.

For example, If you have selected item, upper, 10, this means that 10 items will be selected starting from the highest values. In the case of the Top 10, character cells will not be apparent. When "**Percentage**" is selected, the cell values within the top 10% among the total numeric values will be selected and displayed.
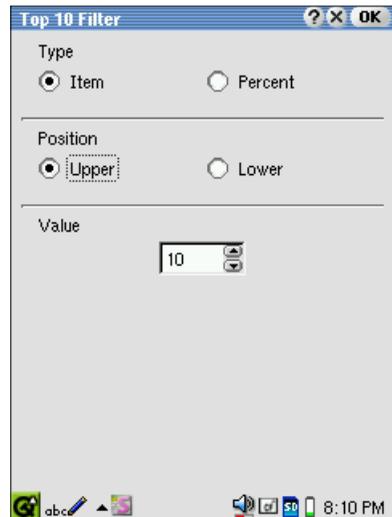
- User Defined : Select "**User Defined**" in the "**Autofilter**" List and the following dialog box will appear.

The data matching the value and condition in the quantity field will be extracted.

- The definition of the condition list is as follows.

=	Extracts data that equals the selected data.
<>	Extracts data unequal to the selected data.
<	Extracts data less than the selected data.
>	Extracts data larger than the selected data.
<=	Extracts data less than or equal to the selected data.
>=	Extracts data larger or equal to the selected data.
start char	Extracts data starting with the input character.
excluded start char	Extracts data excluding the data starting with the input data.
end char	Extracts data that ends with the input character.
excluded end char	Extracts data excluding the data where the input character comes at the end.
included char	Extracts data including the input character.
excluded char	Extracts only data not including the input character.

The character mentioned above refers not only to one letter, but also to text strings. Select "**OR**" and the data values that match more than one condition will be selected. When "**AND**" is selected, only data matching the first and second conditions will be extracted.

Function List

ABS(value)	Returns the absolute value of a number.
ACOS(cos value)	Returns the radian value of the inverse cosine value.
ACOSH(hyperbolic cos value)	Returns the inverse hyperbolic cosine of a number
AND(logical1, logical2, ...)	Returns True(1) only if all arguments are true.
ASIN(sin value)	Returns the arcsine of a number in radians.
ASINH(hyperbolic sin value)	Returns the inverse hyperbolic sine of a number.
ATAN(tan value)	Returns the arctangent of a number in radian value.
ATAN2(x value, y value)	Returns the arctangent of the specified x and y coordinates, and radian value of the inverse tangent between X-ax and a line connected with a point whose coordinate is (x value, y value).
ATANH(hyperbolic tan value)	Returns the inverse hyperbolic tangent of a number.
AVGRELIDX(base period, compare period)	Calculates average relative price index.
AVR(value1, value2,..)	Calculates the arithmetic mean of the values.
BETA(alpha, beta)	Calculates beta function value according to alpha and beta.
BETADIST(value, alpha, beta)	Returns the ratio of the probability variable X(value) against the unknown number 'alpha' and 'beta'.
BINOMIAL(trials, number of success, probability, cumulative)	Calculate the probability of binominal distribution.
CAUCHY(value, cumulative)	Calculates probability of Cauchy distribution.
CAUCHYINV(probability)	Calculates the inverse of the cumulative probability from Caushy distribution.
CELL(type, range)	Returns information about the formatting, location, or contents of the upper-left cell in a reference.
CHAR(value)	Returns the character specified by the value from the character set.
CHISQR(value, freedom, cumulative)	Calculates probability of Chi-square distribution.
CHISQRINV(probability, freedom)	Calculates the inverse of the cumulative probability from Chi-square distribution.
CHIVALUE(value, sample number, variance of population)	Calculates Chisquare statistic. Value is sample variance.
CHOOSE(number, value1, value2,...)	Returns a value from value arguments, based on an index number.
CODE(character)	Returns a numeric code for the first character.

COMBI(value, chosen number)	Calculates the number of combinations for a given number of items.
CONVERT(from_unit, to_unit, value)	Converts a value from one measurement system to another.
CORREL(range1, range2)	Calculates the correlation coefficient of two cell ranges, which have the data from sample.
CORRELMO(range1, range2)	Calculates the correlation coefficient of two cell ranges, which have the data from population.
COS(radian value)	Returns the cosine of radian value.
COSH(radian value)	Returns the hyperbolic cosine value of radian value.
COUNT(value1, value2,...)	Counts the number of cells that contain numbers and the result of formula is number.
COUNTA(object value, value1, value2,...)	Calculates the number of object value within values.
COUNTEXT(value1, value2,...)	Counts the number of cells that contain characters and the result of formula is number.
COUNTIF(data range, condition)	Calculates the number of data from data range that meets the given condition.
COV(range1, range2)	Calculates covariance, the average of the products of deviations of corresponding components of two ranges, which is from sample.
COVMO(range1, range2)	Calculates covariance, the average of the products of deviations of corresponding components of two ranges, which is from population.
CRITBINOMIAL(trial, probability, criterion probability)	Calculates the largest value for which the cumulative binomial distribution is less than or equal to a criterion probability.
DATE(number)	Calculates date from a number.
DAVR(data, field, condition)	Calculates the average of the field column which fits the condition.
DB(cost, salvage, life, period, month)	Calculates the depreciation of an asset for a specified period using the fixed declining balance method.
DCOUNT(data, field, condition)	Calculates the number of data that match the conditions.
DDB(cost, salvage, life, period, rate)	Calculates the depreciation of an asset for a specified period using the double declining balance method or some other method by rate.
DECTOHEX(decimal value, character number)	Converts decimal value to hexadecimal.
DEGREE(radian value)	Converts radians into degrees.
DEVSUMSQR(value1, value2,...)	Calculates the sum of squares of deviations of data points from their sample mean.
DMAX(data, field, condition)	Calculates the largest value in the field that matches the conditions.

DMIN(data, field, condition)	Calculates the smallest value in the field that matches the condition.
DPROD(data, field, condition)	Calculates multiplication of data that matches the condition.
DSTDEV(data, field, condition)	Calculates standard deviation of data that matches the condition.
DSTDEVS(data, field, condition)	Calculates sample standard deviation of data that matches the condition.
DSUM(data, field, condition)	Calculates summation of data that matches the condition.
DVAR(data, field, condition)	Estimates variance of data that matches the condition.
DVARS(data, field, condition)	Calculates sample variance of data that matches the condition.
EXACT(string1, string2)	Compares two text strings and returns 1(true) if they are the same one, returns 0(false) otherwise.
EXP(value)	Calculates the exponent for basis e.
EXPDIST(value, lambda, cumulative)	Calculates the probability from exponential distribution.
FACT(value)	Returns the factorial of a value.
FDIST(value, freedom1, freedom2,cumulative)	Calculates the F probability distribution.
FDISTINV(probability,freedom1, freedom2)	Calculates the inverse of the F probability distribution.
FINDTEXT(find what, within what)	Returns the first digit number of find what within what.
FISHER(base period price, base period quantity, compare period price, compare period quantity, type)	Calculates the Fisher index.
FORECAST(value, independent range, dependent range)	Calculates prediction of dependent variable at the value of an independent variable by regression.
FREQUENCY(data range, interval hurdle range)	Calculates number of data for each class from data range by interval hurdle range.If a data is less than a hurdle range,it will increase the number of that class.
FV(pmt, nper, rate, pv, point)	Calculates the future value of an investment based on periodic, constant payments and a constant interest rate.
FVDIFF(rate array, principal)	Calculates the future value of principal with applying compound interest rate array.
GAMMA(value)	Calculates the gamma value.
GAMMADIST(value, alpha, beta, cumulative)	Calculates the probability of the gamma distribution.
GAMMALN(value)	Calculates the natural logarithm of the gamma function.

GEODIST(value, probability, cumulative)	Calculates the probability of the trial number of the first success as random variable(value).
GEOMEAN(value1, value2, ...)	Calculates the geometric mean of value or range.
HARMOMEAN(value1, value2, ...)	Calculates the harmonic mean of value.
HEXTODEC(hexadecimal value)	Changes the hexadecimal value into decimal.
HLOOKUP(lookup value, data range, row index, appropriate)	Looks for a value in the top row of a data range,and then returns a value in the same column from a row specified by row index.
HOUR(number)	Calculates the hour from a number.
HYPERGEO(number of population, number of success in population, number of sample, success number in sample, cumulative)	Calculates the probability of the hypergeometric distribution.
IF(condition, true value, false value)	Calculates a value if a specified condition evaluates to true and another value if it evaluates to false.
INDEX(data range, row number, column number)	Returns a value within a data range according to row number and column number.
INOMINAL(real rate, number of period)	Calculates nominal rate per year, which can make a real rate with applying compound interest rate.
INT(value)	Rounds a number down to the nearest integer.
INTERCEPT(independent range, dependent range)	Calculates intersection of the Y axis from regression.
IPMT(nper, per, rate, pv, fv, point)	Calculates interest payment for a given period(nper)for an investment in the case of constant payments and a constant interest rate.
IREAL(nominal rate, number of period)	Calculates real rate per year by applying compound interest rate.
IRR(value range, guess rate)	Calculates the internal rate of return at a regular interval.
KURTOSIS(value1, value2,...)	Calculates kurtosis to determine relative pickness of a distribution compared with normal distribution.
LARGE(data range, value)	Returns the k-th largest value in a data range.
LAS(base period price, base period quantity, compare period, type)	Calculates Laspeyres index.
LEFT(string, value)	Returns the leftmost characters in a text string.
LENGTH(string)	Returns the number of character in a string.
LN(value)	Returns the natural logarithm of a value.
LOG(base, value)	Returns the logarithm of a value to the base.
LOOKUP(lookup value, data range, result range)	Returns a value of result range based on the result of lookup value in data range.
LOWER(string)	Changes all uppercase letters into lowercase.
MAED(base period price, base period quantity, compare period price, compare period quantity, type)	Calculates Marshall-Edgeworth index.

MATCH(lookup value, data range, match type)	Returns the relative position of an item in an array that matches a specified value in a specified order.
MAX(value1, value2, ...)	Returns the largest value in a set of value.
MEANDEV(value1, value2,...)	Calculates the value that divides sum of absolute value of each deviation by the number of data.
MEDIAN(value1, value2, ...)	Returns the median.
MID(string, start, number of character)	Returns the characters by the starting value and the number of characters.
MIN(value1, value2, ...)	Returns the smallest number in a set of values.
MINUTE(number)	Calculates the minute from number.
MIRR(value range, financial rate, reinvestment rate)	Calculates modified internal rate of return.
MOD(value, divisor)	Returns the remainder after value is divided by divisor.
MODE(value1, value2, ...)	Returns the most frequently occurring value.
MOMENT(data range, power)	Calculate the moment.
MONTH(number)	Calculates the month from number.
MULTINOMIAL(value1, value2, value3,...)	Calculates the multinomial.
NEGABINOMIAL(number of trial, number of success, probability, cumulative)	Calculates the probability of random variable, which is number of trials before the number t-th success.
NORMAL(value, mean, standard deviation, cumulative)	Calculates the probability of normal distribution.
NORMALINV(probability, average, standard deviation)	Calculates the inverse of normal distribution.
NORMALSTD(z, cumulative)	Calculates the probability of standard normal distribution.
NORMALSTDINV(probability)	Calculates the inverse of standard normal distribution.
NOT(logical)	Reverses the logic of its argument.
NOW( )	Shows the current date and time.
NPER(pmt, rate, pv, fv, point)	Calculates the number of periods of an investment.
NPV(investment, rate)	Calculates the net present value of an investment, with substract present value of cash investment from present value of cash income.
NPVX(investment, rate, date)	Calculates irregular net present value.
OR(logical1, logical2, ...)	Returns False(0) only if all arguments are false.
PAAS(base period price, base period quantity, compare period, type)	Calculates Paasche index.
PERMUT(value, choose)	Calculates the number of permutations for a given number of objects that can be selected from value.
PI()	Returns pi value,(3.14159265358979324).
PMT(nper, rate, pv, fv, point)	Calculates the payment for a loan with constant payment.

PMTPV(nper, per, rate, pv, fv, point)	Calculates the payment for a given period for a loan with constant payment.
PMTPVCUM(nper, start, end, rate, pv, fv)	Calculates the cumulative payment for a series of period for a loan with constant payment.
POISSON(success, average, cumulative)	Calculates the probability from poisson distribution.
POWER(value, power)	Calculate the result of value raised to power.
PRODUCT(value1, value2,...)	Calculate multiplication of all the values.
PROPER(string)	Change the first character of each word to uppercase and following characters to lowercase.
PV(pmt, nper, rate, fv, point)	Calculates the present value of an investment.
QUADMEAN(value1, value2, ...)	Calculates quadratic mean.
QUARTILE(data range, quartile number)	Returns the quartile of a data set.
QUOTIENT(numerator, denominator)	Returns the integer portion of a division.
RADIAN(degrees)	Changes the degrees to radians.
RAND( )	Returns an evenly distributed random number greater than or equal to 0 and less than 1.
RANK(value, data range, direction)	Calculates the rank value in data range according to direction.
RATE(pmt, nper, pv, fv, point, guess rate)	Calculates the interest rate per period of an annuity.
REPEAT(string, repeat number)	Returns repeated character string of string repeat number times.
REPEATPERMUT(value, choose)	Calculates the number of permutations that can be selected from value with adding to repeating.
REPLACE(string, start, number of character, new string)	Replaces characters with a new text string.
RIGHT(string, value)	Returns the rightmost characters in a text string.
ROUND(value, digits)	Rounds a value to a specified number of digits.
ROUNDDOWN(value, digits)	Rounds down value to zero according to the number of digits.
ROUNDUP(value, digits)	Rounds up value away from zero according to the number of digits.
SECOND(number)	Calculates the second from number.
SIGN(value)	Returns 1 if the value is positive, zero if the value is 0, and -1 if the value is negative.
SIMPAGGIDX(base period price, compare period price)	Calculates simple aggregated price index.
SIN(radians)	Returns the sine value of radians.
SINH(radians)	Returns the hyperbolic sine of radians.
SKEW(value1, value2, ...)	Calculates skewness of a distribution.
SLN(cost, salvage, life)	Calculates the straight-line depreciation of an asset for one period.

SLOPE(independent range, dependent range)	Calculates the slope from simple regression.
SMALL(data range, value)	Returns the k-th smallest value in a data range.
SQRT(value)	Calculates a positive square root of value.
SQRTPI(value)	Calculates the square root of (value * pi).
STANDARDIZE(value, average, standard deviation)	Normalizes value with average and standard deviation.
STDEV(value1,value2,...)	Calculates standard deviation of sample data.
STDEVMO(value1,value2,...)	Calculates standard deviation of population.
STERR(independent range, dependent range)	Calculates standard error of estimated value from simple regression.
SUBSTITUTE(string, old string, new string, position)	Substitutes old string with new string at the position of old string.
SUBTOTAL(type, data range)	Calculates a subtotal by the type.
SUM(value1, value2, ...)	Adds all the numbers in a range of cells or values.
SUMIF(data range, condition, sum range)	Adds the cells specified by a given condition.
SUMPRODUCT(range1, range2, ...)	Multiplies corresponding components in the given ranges, and returns the sum of those products.
SUMSQ(value1, value2, ...)	Returns the sum of the squares of values.
SUMXMY2(range_x, range_y)	Returns the sum of the difference of squares of corresponding values in two ranges.
SYD(cost, salvage, life, point)	Calculates the sum-of-years-digits depreciation of an asset for a period.
TAN(radians)	Returns the tangent of radians.
TANH(radians)	Returns the hyperbolic tangent of radians.
TDIST(value, freedom, cumulative)	Calculates the probability of T distribution.
TDISTINV(probability, freedom)	Calculates the inverse of T distribution.
TRIM(string)	Removes all spaces from string except for spaces between words.
TRIMMEAN(data range, percent)	Calculates the mean taken by excluding a percentage of data points from the top and bottom tails of a data set.
TRUNC(value, digits)	Truncates a value to an integer by removing the fractional part of the number.
TVALUE(value, sample data range, mean of population)	Calculates T statistic under unknown variance of population.
UNIFORM(min, max, value, cumulative)	Calculates the probability of uniform distribution.
UNION(string1, string2, ...)	Joins strings into a unified string.
UPPER(string)	Changes all lowercase letters into uppercase.
VALUEIDX(base period price, base period quantity, compare period price, compare period quantity)	Calculates a value index.

VAR(value1, value2, ...)	Calculates variance based on a sample.
VARMO(value1, value2, ...)	Calculates variance based on a population.
VLOOKUP(lookup value, data range, column index, appropriate)	Searches for a value in the leftmost column data range, and then returns a value in the same row from a column specified by column index.
WEEK(number)	Calculates week day from number. Sunday is 1, Monday is 2 ... Saturday is 7.
WEIBULL(value, intensity, average, cumulative)	Calculates probability of Weibull distribution.
WINSOMEAN(data range, percent)	Calculates the mean taken by compensating a percentage of data points from the top and bottom tails of a data set.
YEAR(number)	Calculates year corresponding to a number.

CHAPTER 4: HancomMobilePresenter

Introduction

HancomMobilePresenter is a presentation tool for opening Microsoft PowerPoint (*.ppt) and HancomPresenter(*.hpt) files and presenting slide shows.

You can use HancomMobilePresenter for SL series to give sophisticated slide shows.

Reference

Some objects or slide properties may not be displayed for PowerPoint documents(*.ppt). For the functions available when using Microsoft PowerPoint files, see the Appendix.

Starting HancomMobilePresenter

In the Applications folder of the Home screen, tap the [**HancomPresenter**] icon, or move the focus to [**HancomPresenter**] by using the cursor key and then press the **SELECT** or **OK** key.

The HancomMobilePresenter screen will be displayed.
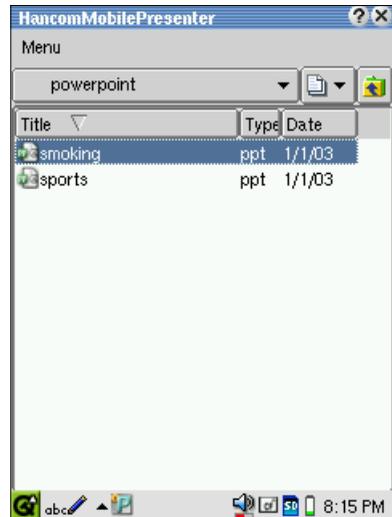
Opening Presentation Documents

The HancomMobilePresenter displays the following two document types on the screen.

- 📄 : Microsoft PowerPoint document
- 📄 : HancomPresenter document

When you tap the presentation document you want to open, the first slide will be displayed on the screen.

In the HancomMobilePresenter screen, you can move the focus to the desired document by pressing the **UP** or **DOWN** cursor key on the slide cover. Then press the **SELECT** or **OK** key to open the selected document.

Reference

You can open presentation documents from the **Files** folder.

Tap the **Files** tab from the Home screen and then tap the presentation document (📄 or 📄) to open.

Or move the focus to the presentation document by using the cursor key and then press the **SELECT** or **OK** key.

Running Slide Shows

You can run slide shows simply by tapping on the screen after opening a presentation document.

You can also run slide shows by using the following keys on the slide cover after opening a presentation document.

- **Up** or **Left** cursor key : Moves the screen to the previous slide.
- **Right** or **Down** cursor key : Moves the screen to the next slide.
- **SELECT** key : Moves the screen to the next slide.
- **Cancel** key : Exits the slide show and returns to the main screen.
- **Menu** key : Opens and then closes the Popup menu.
- **HOME** key : Displays the Home screen and allows you to do any task. In order to return to HancomMobilePresenter, tap <img> on the taskbar at the bottom of the screen.
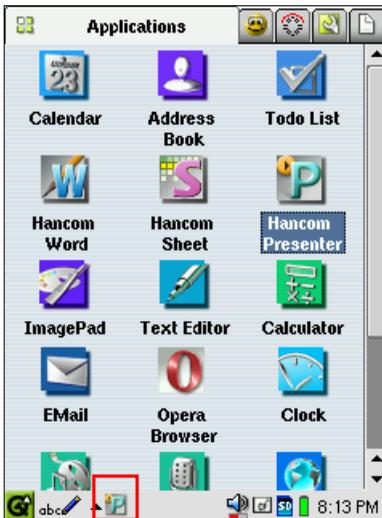
Popup Menu

While pressing the <img>(**SHIFT** key) on the hardware keyboard, tap on the screen to use the following Popup menus.

The **Menu** key and **Cursor** key also allow you to select them. The Popup menu pops up when you press the **Menu** key on the slide cover. Tap the desired menu command or press the **SELECT** key to execute the focused command.

SHIFT key

Menu key
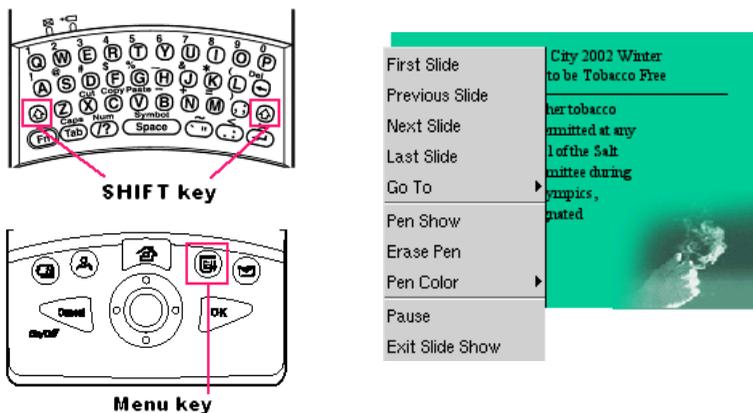
First Slide	Moves the screen to the first slide.
Previous Slide	Moves the screen to the previous slide.
Next Slide	Moves the screen to the next slide.
Last Slide	Moves the screen to the last slide.
Go To	Select this menu to move the screen to a desired slide.
Pen Show Pen Hide	Tap "Pen Show" to enter pen mode to mark simple contents on the slide. To exit pen mode, tap "Pen Hide" from the Popup menu.
Erase Pen	You can erase all contents that have been marked on the slide.
Pen Color	Tap this menu to select different pen colors.
Pause	You can momentarily pause animations. To continue with the slide show, tap "Pause" again.(only *.hpt file)
Exit Slide Show	Exits the slide show and returns to the main screen of the program.

Moving to a Desired Slide

The title of each slide is displayed when you tap "**Go To**" from the Popup menu(If there are no titles for the slides, they will be displayed in a "1 Slide, 2 Slide..." format.).

You can move to a selected slide by tapping the title or the number of the slide.
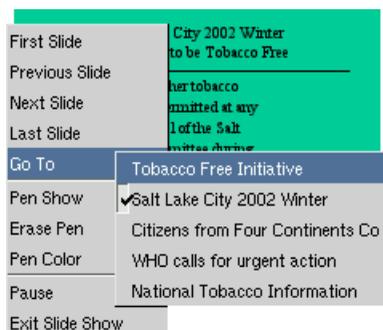
About Pen Marking

To mark simple contents on the slide, tap "**Pen Show**" from the Popup menu and manually drag on the screen. By selecting a pen color, you enter pen mode.
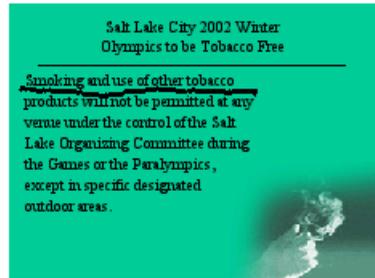
Tap "**Pen Color**" from the Popup menu to select a variety of pen colors.
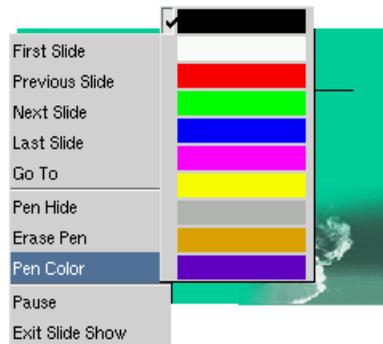
To finish using the pen marking, re-open the Popup menu, and tap "**Pen Hide**".
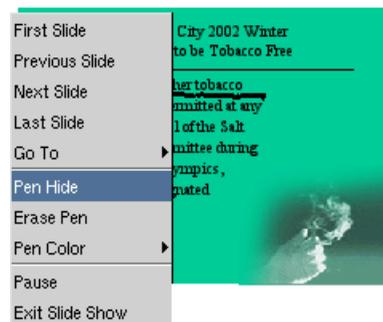
To erase the contents marked on the slide, tap "**Erase Pen**" from the Popup menu.

Ending a Slide Show

The Slide Show will end and the program will return to the main screen when you tap the screen at the final slide.

You can also end the slide show by tapping "**Exit Slide Show**" from the Popup menu or pressing the **Cancel** key.

Appendix

Items listed in "Available" does not mean they fully support all of the MicroSoft Word/Excel/Power Point 97/2000/2002 data formats and functions. Some of the functions may not be imported and/or exported. When you try to save your document with Microsoft Excel 95 formats, please refer to available function list of Microsoft Excel 97 formats. You may find that some of formats and functions are not exported properly when you save it in MS Excel 95 format.

Microsoft Office XP

1. Functions Available when Importing Microsoft Word 2002 Files

Features	Available	Not Available
Date and Time	· mm/dd/yyyy · Days of the Week, Month Day, Year · Month Day, Year · mm/dd/yy · yyyy-mm-dd · Day-Month-yy · mm.dd.yyyy · Month. Day. yy · Day Month Year · Month yy · Month-yy · mm/dd/yy y y hh:mm AM/PM · mm/dd/yyyy hh:mm:ss AM/PM · hh:mm AM/PM · hh:mm:ss AM/PM · hh:mm(24hours) · hh:mm:ss	· Language · Calendar Type · Use full width characters · Update automatically

Picture	· From File
	  - PNG, BMP, GIF, JPEG
	    PCX, PCT, TIF
		· From File
		  - EMF, WMF, Etc...
		· Crip Art
		· From Scanner or Camera
		· Organization Chart
		· New Drawing
		· WordArt
		· Chart
		· AutoShapes

Font	· Font Style
	  − Regular, Underline
	  − Bold, Italic, Bold Italic
	    (Helvetica font only)
	· Size (Maximun 24 points)
	· Font color
		· Font type
		· Underline color, Style
		· Emphasis mark
		· Effects
		· Character Spacing
		  (Scale, Spacing, Position, Kerning for fonts)
		· Text Effects (Animations)

Features	Available	Not Available
Paragraph	· Indents and Spacing (Alignment : Left, Centered, Right)	· Indents and Spacing (Alignment : Justified, Distributed Outline level, Indentation, Spacing, Tabs) · Line and Page Breaks · Asian Typograpy
Table	· Diplay only, not editable – Font Size (Maximum 24 points) – Font Color – Alignment in a table (Left, Centered, Right)	· Table (Size, Alignment, Text wrapping, Borders and Shading, Opitons) · Row (Size, Options) · Column(Size : Preferrend width) · Cell (Size, Vertical Alignment, Options, Margin) · Formula (Formula, Number format, Paste function, Paste bookmark)
File	-	· Insert file
Object	-	· Insert Object
Break	-	· Break types(Page break, Column break, Text wrapping break) · Section break types(Next page, continuous, Even page, Odd page)
Page Numbers	-	· Position · Alignment · Show number on first page · Number Format
Auto Text	-	· Auto Correct · AutoFormat As You Type · AutoText · AutoFormat · Smart tags
Field	-	· Categories · Field names · Field code · Formula
Symbol	-	· Symbols · Special Characters
Footnotes	-	· Location · Format · Apply changes
Caption	-	· Caption · Label, Postion · Numbering · AutoCaption
Cross-reference	-	· Reference type · Insert reference to · Insert as hyperlink · Include above/Below
Text Box	-	· Vertical · Horizontal
Index and Tables	-	· Index · Table of Contents · Table of Figures · Table of Authorities
Bookmark	-	· Insert Bookmark
Hyperlink	-	· Insert Hyperlink

2. Functions Available in Microsoft Word 2002 when Exporting files saved in MS-Word format.

Features	Available	Not Available
Format	· Font Style - Regular, Underline - Bold, Italic, Bold Italic 　(Helvetica font only) · Size · Font color	· Font Style(except Helvetica font) - Bold, Italic, Bold Italic
Paragraph	· Alignment (Left,Center, Right) · Bullet (None, Numbering, Dot) · Space (Line Space, Before 　Paragraph, After Paragraph)	-
Indent	**Available**	-
Outdent	**Available**	-
Image	· BMP, GIF, JPEG, PNG	-
Date and Time	· mm/dd/yyyy · mm/dd/yyyy hh:mm AM/PM · mm/dd/yyyy hh:mm:ss AM/PM · hh:mm AM/PM · hh:mm:ss AM/PM	-
Table	-	All format and function in table

3. Functions Available when Importing Microsoft Excel 2002 Files

Features	Available	Not Available
Function	· Part of Financial · Part of Date & Time · Part of Math & Trig · Part of Statistical · Part of Lookup & Reference · Part of Database · Part of Text · Part of Logical · 76 functions supported	· Part of Financial · Part of Date & Time · Part of Math & Trig · Part of Statistical · Part of Lookup & Reference · Part of Database · Part of Text · Part of Logical · All Information

Cell	· Category(except types not exis-ting on HancomMobileSheet.)
	  - General
	  - Number(except color tone)
	  - Currency(except color tone)
	  - Accrounting
	  - Date
	  - Time
	  - Percentage
	  - Fraction
	  - Scientific
	  - Text
	· Alignment
	  - Horizontal(General, Left, Center, Right, Justify, Center Across Selection)
	  - Vertical(Top, Center, Bottom)
	· Font(Size, Bold, Italic, Underline(single), Strikethrough,Color) Color tone is changed to most similar one.
	· Font Style
	  - General, Underline
	  - Bold,Italic,Bold Italic (Helvetica font only)
	· Border (Border, Line Style, Line Color) Color tone is changed to most similar one.
	· Patterns(Color). Color tone is changed to most similar one.
		· Font(Font, Underline(Double, Single Accounting, Double Accounting), Superscri-pt, Subscript)
		· Font Style(except Helvetica font)
		  - Italic, Bold, Bold Italic
		· Protection (Locked/Hidden)
		· Border(Diagonal)
		· Alignment
		  - Horizontal(Left(Indent), Fill, Distributed)
		  - Vertical(Justify, Distributed)
		  - Orientation
		  - Text Control
		· Patterns(Pattern)
		· Category（Custom）

Sheet	· Name	· Hide · Background · Unhide · Setting(Alignment, Font, Font style, Size)

Features	Available	Not Available
Header	-	· Text (Font, Font Style, Size, Underline, Effect) · Page · Pages · Date · Time · File name · Sheet Name
Footer	-	· Text(Font, Font Style, Size, Underline, Effect) · Page · Pages · Date · Time · File Name · Sheet Name
Chart	-	· Standard types (Column, Bar, Line, Pie, XY(scatter), Area, Doughnut, Radar, Surface, Bubble, Stock, Cylinder, Cone, Pyramid) · Customer types
Name	-	· Define · Label Ranges
Comment	-	· Hidden comment · Show comment · Text(Font, Style, Size, Underline, Color, Effect, Alignment)
Clip Art	-	· Not Available
Picture	-	· Insert Picture · Image control · More Contrast · Less Contrast · More Brightness · Less Brightness · Line Style · Transparent color
AutoShapes	-	· Line · Connectors · Basic Shapes · Block Arrows · Flowchart · Starts and Banners · Callouts · More Auto Shapes · Word Art
Object	-	· Not Available

Features	Available	Not Available
Hyperlink	-	· Exisiting File or Webpage · Place in This Document · Create New Document · E-mail Address
Row	· Height · Hide	-
Column	· Width · Hide	· Standard Width
Phonetic guide	-	· Not Available
Protection	-	· Protect sheet · Protect workbook
Scenario	-	· Not Available
Macro	-	· Not Available
Filter	-	· AutoFilter
Subtotals	-	· Not Available
Pivot Table	-	· Not Available
Group and Outline	-	· Group & Outline
Split	-	· Not Available
Freeze Panes	-	· Not Available
Diagram	-	· Not Available
Tab Color	-	· Not Available

4. Functions Available in Microsoft Excel 2002 when Exporting files saved in MS-Excel format.

Features	Available	Not Available
Function	· Part of Database Functions · Part of Date Functions · Part of Account Functions · Part of Information Functions · Part of Logical Functions · Part of Find Functions · Part of Mathematics Functions · Part of Statistics Functions · Part of Character Functions · 76 functions supported	· Part of Database Functions · Part of Date Functions · Part of Account Functions · Part of Information Functions · Part of Logical Functions · Part of Find Functions · Part of Mathematics Functions · Part of Statistics Functions · All Price Index Functions · Part of Character Functions
Cells	· Format -General -Number(except color tone) -Accounting -Currency(except color tone) -Percentage -Fraction -Exponent -Date -Time -Text -Etc · Alignment -Horizontal(Standard, Left, Center, Right, Fixed width) -Vertical(Top, Center, Bottom) · Font(Bold, Italic, Underline(single), Strikethrough, Color) Color tone is changed to most similar one. · Border(Border, Line Style, Line Co-lor) Color tone is changed to mo-st similar one. · Pattern(Color). Color tone is changed to most similar one.	· Font(Font,Size) · Border(Diagonal) · Alignment -Horizontal(Horizontal Title) -Vertical(Vertical Title) -Merge cells
Sheet	· Name	· Hide
Split	-	Not Available
Freeze panes	-	Not Available
Name	-	Not Available

Features	Available	Not Available
Hyperlink	-	-
Row	· Height · Hide	· Autofit
Column	· Width	· Autofit Selection · Standard Width · Hide
Protection	-	· Protect cell · Protect sheet

◇ Bold, Italic fonts are not available.

You may find that some formats and functions are not properly exported when you save it in MS Excel 95 format.

5. Functions Available when Importing Microsoft PowerPoint 2002 Files

Features	Available	Not Available
Text	· Size · Bold · Italic · Underline · Color · Alignment	· Font Type · Emboss · Text Direction · Numbered · Bulleted · Shadow · Superscript · Subscript · Upholding Fixed · Line Break
Shapes	· Fill · Line · Scale · Position on slide · 14 kinds of basic shapes	· Fill (Semi-transparent) · Alternative text · Size and rotate · Angle
Line/Arrow	· Line · Arrow · Size · Scale · Position on slide	· Alternative text · Rotate · Angle
Text box	· Fill · Line · Size · Scale	· Text anchor point, Effect · Internal margin · Alternative text · Angle · Rotate

Image	· jpeg, png, bmp, gif(except Animation
	  GIF)
	· Size
	· Scale
	· Relative to original picture size
	· Best scale for slide show
	· Position on slide
		· wmf, pcx, bmz, tif, tiff, eps, etc...
		· Lock aspect ratio.
		· Crop from(Left, Top Right, Bottom,
		  Brightness, Contrast)
		· Line(Color, Style, Dashed, Width)
		· Rotate
		· Image control
		· Alternative text

WordArt	-	· All functions
Master	· Slide · Title	· Handout · Notes
Movies/Sounds	-	· All functions

Features	Available	Not Available
Comment	· Fill color(Simple Color) · Line · Size · Scale · Position on slide · Text anchor point	· Fill Color(Semi-transparent) · Rotate · internal margin · Alternative text · Word wrap text in AutoShape · Resize AutoShape to fit text · Rotate text within Auto Shape by 90° · Angle
Table	· Text · Column · Rows	· Style · Color · Width · Fill color · Internal margin
Clip Art		· All functions
Slide	· Slide Layout	· Background · Header and Footer · Slide Number · Date and time · Slide Color Scheme
Chart		· All functions

Microsoft Office 2000

1. Functions Available when Importing Microsoft Word 2000 Files

Features	Available	Not Available
Date and Time	· mm/dd/yyyy · Days of the Week, Month Day, Year · Month Day, Year · mm/dd/yy · yyyy-mm-dd · Day-Month-yy · mm.dd.yyyy · Month. Day. yy · Day Month Year · Month yy · Month-yy · mm/dd/yy y y hh:mm AM/PM · mm/dd/yyyy hh:mm:ss AM/PM · hh:mm AM/PM · hh:mm:ss AM/PM · hh:mm(24hours) · hh:mm:ss	· Language · Calendar Type · Use full width characters · Update automatically
Picture	· From File - PNG, BMP, GIF, JPEG PCX, PCT, TIF	· From File - EMF, WMF, Etc... · AutoShapes · Crip Art · From Scanner or Camera · WordArt · Chart

Font	· Font Style
	- Regular, Underline
	- Bold, Italic, Bold Italic
	  (Helvetica font only)
	· Size(Maximum 24 points)
	· Font color
		· Font type
		· Underline color, Style
		· Effects
		· Character Spacing
		  (Scale, Spacing, Position, Kerning for fonts)
		· Text Effects (Animations)

Paragraph	· Indents and Spacing
	  (Alignment : Left, Centered, Right)
		· Indents and Spacing
		  (Alignment : Justified, Outline level, Indentation, Spacing, Tags)
		· Line and Page Breaks

Table	· Display only, not editable
	- Font Size
	  (Maximum 24 points)
	- Font Color
	- Alignment in a table
	  (Left, Center, Right)
		· Table (Size, Alignment, Text wrapping, Borders and Shading, Options)
		· Row (Size, Options)
		· Column(Size : Preferrend width)
		· Cell (Size, Vertical Alignment, Options, Margin)
		· Formula (Formula, Number format, Paste function, Paste bookmark)

Features	Available	Not Available
File	-	· Insert file
Object	-	· Insert Object
Break	-	· Break types(Page break, Column break, Text wrapping break) · Section break types(Next page, continuous, Even page, Odd page)
Page Numbers	-	· Position · Alignment · Show number on first page · Number Format
Auto Text	-	· Auto Correct · AutoFormat As You Type · AutoText · AutoFormat
Field	-	· Categories · Field names · Options
Symbol	-	· Symbols · Special Characters
Footnotes	-	· Insert(Footnote, Endnote) · Numbering(AutoNumber, Custon mark, Symbol) · Options (All Footnotes, All Endnotes)
Caption	-	· Caption · Label, Postion · Numbering · AutoCaption
Cross-reference	-	· Reference type · Insert reference to · Insert as hyperlink · Include above/Below
Text Box	-	· Insert Text Box
Index and Tables	-	· Index · Table of Contents · Table of Figures · Table of Authorities
Bookmark	-	· Insert Bookmark
Hyperlink	-	· Insert Hyperlink

2. Functions Available in Microsoft Word 2000 when Exporting files saved in MS-Word format.

Features	Available	Not Available
Format	· Font Style - Regular, Underline - Bold, Italic, Bold Italic (Helvetica font only) · Size · Font color	· Font Style (except Helvetica font) - Bold,Italic,Bold Italic
Paragraph	· Alignment (Left,Center, Right) · Bullet (None, Numbering, Dot) · Space (Line Space, Before Paragraph, After Paragraph)	-
Indent	**Available**	-
Outdent	**Available**	-
Image	· BMP, GIF, JPEG, PNG	-
Date and Time	· mm/dd/yyyy · mm/dd/yyyy hh:mm AM/PM · mm/dd/yyyy hh:mm:ss AM/PM · hh:mm AM/PM · hh:mm:ss AM/PM	-
Table	-	All format and function in table

3. Functions Available when Importing Microsoft Excel 2000 Files

Features	Available	Not Available
Function	· Part of Financial · Part of Date & Time · Part of Math & Trig · Part of Statistical · Part of Lookup & Reference · Part of Database · Part of Text · Part of Logical · 76 functions supported	· Part of Financial · Part of Date & Time · Part of Math & Trig · Part of Statistical · Part of Lookup & Reference · Part of Database · Part of Text · Part of Logical · All Information

Cell	· Category(except types not existing on HancomMobileSheet.)
	  - General
	  - Number(except color tone)
	  - Currency(except color tone)
	  - Accrounting
	  - Date
	  - Time
	  - Percentage
	  - Fraction
	  - Scientific
	  - Text
	· Alignment
	  - Horizontal(General, Left, Center, Right, Justify, Center Across Selection)
	  - Vertical(Top, Center, Bottom)
	· Font(Size, Bold, Italic, Underline (single), Strikethrough,Color) Color tone is changed to most similar one.
	· Border (Border, Line Style, Line Color) Color tone is changed to most similar one.
	· Patterns(Color). Color tone is changed to most similar one.
		· Font(Font, Underline(Double, Single Accounting, Double Accounting), Superscript, Subscript)
		· Font Style(Italic, Bold, Bold Italic)
		· Protection (Locked/Hidden)
		· Border(Diagonal)
		· Alignment
		  - Horizontal(Left(Indent), Fill, Distributed)
		  - Vertical(Justify, Distribute)
		  - Orientation
		  - Text Control
		· Patterns(Pattern)
		· Category(Custom)

Sheet	· Name	· Hide · Background · Unhide · Setting(Alignment, Font, Font style, Size)
Header	-	· Text (Font, Font Style, Size, Underline, Effect) · Page · Pages · Date · Time · File name · Sheet Name

Features	Available	Not Available
Footer	-	· Text(Font, Font Style, Size, Underline, Effect) · Page · Pages · Date · Time · File Name · Sheet Name
Chart	-	· Standard types (Column,Bar,Line,Pie,XY(scatter), Area,Doughnut,Redar,Surface, Bubble,Stock,Cylinder,Cone,Pyramid) · Custom types
Name	-	· Define · Label Ranges
Comment	-	· Hidden comment · Show comment · Text(Font, Style, Size, Underline, Color, Effect, Alignment)
Clip Art	-	· Not Available
Picture	-	· Insert Picture · Image control · More Contrast · Less Contrast · More Brightness · Less Brightness · Line Style · Transparent color
AutoShapes	-	· Line · Connectors · Basic Shapes · Block Arrows · Flowchart · Starts and Banners · Callouts · More Auto Shapes · Word Art
Object	-	· Not Available
Hyperlink	-	· Exisiting File or Webpage · Place in This Document · Create New Document · E-mail Address
Row	· Height · Hide	-
Column	· Width · Hide	· Standard Width
Phonetic guide	-	Not Available

Features	Available	Not Available
Protection	-	· Protect sheet · Protect workbook
Scenario	-	Not Available
Macro	-	Not Available
Filter	-	· AutoFilter
Subtotals	-	Not Available
Pivot Table	-	Not Available
Group and Outline	-	· Group & Outline
Split	-	Not Available
Freeze Panes	-	Not Available

4. Functions Available in Microsoft Excel 2000 when Exporting files saved in MS-Excel format.

Features	Available	Not Available
Function	· Part of Database Functions · Part of Date Functions · Part of Account Functions · Part of Information Functions · Part of Logical Functions · Part of Find Functions · Part of Mathematics Functions · Part of Statistics Functions · Part of Character Functions · 76 functions supported	· Part of Database Functions · Part of Date Functions · Part of Account Functions · Part of Information Functions · Part of Logical Functions · Part of Find Functions · Part of Mathematics Functions · Part of Statistics Functions · All Price Index Functions · Part of Character Functions
Cells	· Format -General -Number(except color tone) -Currency(except color tone) -Accounting -Date -Time -Percentage -Fraction -Scientific -Text -Etc · Alignment -Horizontal(Standard, Left, Center, Right, Fixed width) -Vertical(Top, Center, Bottom) · Font(Bold, Italic, Underline(single), Strikethrough,Color) Color tone is changed to most similar one. · Border(Border, Line Style, Line Col-or) Color tone is changed to most similar one. · Pattern(Color). Color tone is changed to most similar one.	· Font(Font,Size) · Border(Diagonal) · Alignment -Horizontal(Horizontal Title) -Vertical(Vertical Title) -Merge cells
Sheet	· Name	· Hide
Split	-	Not Available
Freeze panes	-	Not Available
Name	-	Not Available

Features	Available	Not Available
Hyperlink	-	
Row	· Height · Hide	· Autofit
Column	· Width	· Autofit Selection · Standard Width · Hide
Protection	-	· Protect cell · Protect sheet

◇ **Bold, Italic fonts are not available.**

You may find that some formats and functions are not properly exported when you save it in MS Excel 95 format.

5. Functions Available when Importing Microsoft PowerPoint 2000 Files

Features	Available	Not Available
Text	· Size · Bold · Italic · Underline · Color · Alignment	· Font Type · Emboss · Text Direction · Numbered · Bulleted · Shadow · Superscript · Subscript · Upholding Fixed · Line Break
Shapes	· Fill · Line · Scale · Position on slide · 14 kinds of basic shapes	· Fill (Semi-transparent) · Alternative text · Size and rotate · Angle
Line/Arrow	· Line · Arrow · Size · Scale · Position on slide	· Alternative text · Rotate · Angle
Text box	· Fill · Line · Size · Scale	· Text anchor point, Effect · Internal margin · Alternative text · Angle · Rotate
Image	· jpeg, png, bmp, gif(except Animation GIF) · Size · Scale · Relative to original picture size · Best scale for slide show · Position on slide	· wmf, pcx, bmz, tif, tiff, eps, etc... · Lock aspect ratio. · Crop from(Left, Top Right, Bottom, Brightness, Contrast) · Line(Color, Style, Dashed, Width) · Rotate · Image control · Alternative text
WordArt	-	· All functions
Master	· Slide · Title	· Handout · Notes
Movies/Sounds	-	· All functions

Features	Available	Not Available
Comment	· Fill color(Simple Color) · Line · Size · Scale · Position on slide · Text anchor point	· Fill Color(Semi-transparent) · Rotate · internal margin · Alternative text · Word wrap text in AutoShape · Resize AutoShape to fit text · Rotate text within Auto Shape by 90° · Angle
Table	· Text · Column · Rows	· Style · Color · Width · Fill color · Internal margin
Clip Art		· All functions
Slide	· Slide Layout	· Background · Header and Footer · Slide Number · Date and time · Slide Color Scheme
Chart		· All functions

Microsoft Office 97

1. Functions Available when Importing Microsoft Word 97 Files

Features	Available	Not Available
Date and Time	· mm/dd/yy · Days of the Week, Month Day, Year · Month Day, Year · mm/dd/yyyy · yyyy-mm-dd · Day-Month-yy · mm.dd.yy · Month. Day. yy · Day Month, Year · Month, yy · Month-yy · mm/dd/yy hh:mm AM/PM · mm/dd/yy hh:mm:ss AM/PM · hh:mm AM/PM · hh:mm:ss AM/PM · hh:mm(24hours) · hh:mm:ss	· Update automatically
Picture	· From File - PNG, BMP, JPEG, PCX, PCT, TIF	· From File - Gif, EMF, WMF, Etc... · AutoShapes · Clip Art · WordArt · Chart
Font	· Font Style - Regular, Underline - Bold, Italic, Bold Italic (Helvetica font only) · Size (Maximun 24 points) · Font color	· Font type · Underline style · Effects · Character Spacing (Scale, Spacing, Position, Kerning for fonts) · Animation (Animations)
Paragraph	· Indents and Spacing (Alignment : Left, Centered, Right)	· Indents and Spacing (Alignment : Justified, Outline level, Indentation, Spacing, Tabs) · Line and Page Breaks
File	-	· Insert file
Object	-	· Insert Object
Break	-	· Insert (Page break, Column break) · Section breaks (Next page, continuous, Even page, Odd page)

Features	Available	Not Available
Page Numbers	-	· Position · Alignment · Show number on first page · Number Format
Auto Text	-	· Auto Correct · AutoFormat As You Type · AutoText · AutoFormat
Field	-	· Categories · Field names · Options
Symbol	-	· Symbols · Special Characters
Footnotes	-	· Insert(Footnote, Endnote) · Numbering(AutoNumber, Custon mark, Symbol) · Options (All Footnotes, All Endnotes)
Caption	-	· Caption · Label, Position · Numbering · AutoCaption
Cross-reference	-	· Reference type · Insert reference to · Insert as hyperlink · Include above/Below
Text Box	-	· Insert Text Box
Index and Tables	-	· Index · Table of Contents · Table of Figures · Table of Authorities
Bookmark	-	· Insert Bookmark
Hyperlink	-	· Insert Hyperlink
Bullets and Numbering	-	· Bulleted · Numbered · Outline Numbered
Borders and Shading	-	· Borders(Setting, Style, Color, Width) · Page Border(Setting, Style, Color, Width) · Shading(Fill, Patterns)
Background	-	· Color · Fill Effects

2. Functions Available in Microsoft Word 97 when Exporting files saved in MS-Word format.

Features	Available	Not Available
Font	· Font Style - Regular, Underline - Bold, Italic, Bold Italic (Helvetica font only) · Size	· Font Style(except Helvetica font) - Bold, Italic, Bold Italic · Font color
Paragraph	· Alignment (Left,Center, Right) · Bullet (None, Numbering, Dot) · Space (Line Space, Before Paragraph, After Paragraph)	-
Indent	**Available**	-
Outdent	**Available**	-
Image	· BMP, GIF, JPEG, PNG	-
Date and Time	· mm/dd/yyyy · mm/dd/yyyy hh:mm AM/PM · mm/dd/yyyy hh:mm:ss AM/PM · hh:mm AM/PM · hh:mm:ss AM/PM	-

3. Functions Available when Importing Microsoft Excel 97 Files

Features	Available	Not Available
Function	· Part of Financial · Part of Date & Time · Part of Math & Trig · Part of Statistical · Part of Lookup & Reference · Part of Database · Part of Text · Part of Logical · 76 functions supported	· Part of Financial · Part of Date & Time · Part of Math & Trig · Part of Statistical · Part of Lookup & Reference · Part of Database · Part of Text · Part of Logical · All Information

Cell	· Category (except types not exis-
	ting on HancomMobileSheet.)
	 - General
	 - Number(except color tone)
	 - Currency(except color tone)
	 - Accrounting
	 - Date
	 - Time
	 - Percentage
	 - Fraction
	 - Scientific
	 - Text
	· Alignment
	 - Horizontal(General, Left, Center,
	  Right, Justify, Center Across
	  Selection)
	 - Vertical(Top, Center, Bottom)
	· Font(Size, Bold, Italic, Underline-
	(single), Strikethrough,Color) Color
	tone is changed to most similar
	one.
	· Border (Border, Line Style, Line
	Color) Color tone is changed to
	most similar one.
	· Patterns (Color) Color tone is
	changed to most similar one.
		· Font(Font,Underline(Double,Single Acco-
		unting,Double Accounting),Superscript,
		Subscript
		· Protection(Locked/Hidden)
		· Border(Diagonal)
		· Alignment
		-Horizontal(Left(Indent),Fill)
		-Vertical(Justify)
		-Orientation
		-Text Control
		· Patterns(Pattern)
		· Category(Custom)

Sheet	· Name	· Hide · Background · Unhide · Setting(Alignment, Font, Font style, Size)
Header	-	· Text (Font, Font Style, Size, Underline, Effect) · Page · Pages · Date · Time · File name · Sheet name

Features	Available	Not Available
Footer	-	· Text(Font, Font Style, Size, Underline, Effect) · Page · Pages · Date · Time · File Name · Sheet name
Chart	-	· Standard types (Column, Bar, Line, Pie, XY(scatter), Area, Doughnut, Radar, Surface, Bubble, Stock, Cylinder, Cone, Pyramid) · Customer types
Name	-	· Define · Label Ranges
Comment	-	· Hidden comment · Show comment · Text(Font, Style, Size, Underline, Color, Effect, Alignment)
Clip Art	-	· Not Available
Picture	-	· Insert Picture · Image control · More Contrast · Less Contrast · More Brightness · Less Brightness · Line Style · Transparent color
AutoShapes	-	· Line · Connectors · Basic Shapes · Block Arrows · Flowchart · Starts and Banners · Callouts · Word Art
Object	-	· Not Available
Hyperlink	-	· Link file or URL · Named location in file(optional)
Row	· Height · Hide	
Column	· Width · Hide	· Standard Width

Features	Available	Not Available
Phonetic guide	-	· Not Available
Protection	-	· Protect sheet · Protect workbook
Scenario	-	· Not Available
Macro	-	· Not Available
Filter	-	· AutoFilter
Subtotals	-	· Not Available
Pivot Table	-	· Not Available
Group and Outline	-	· Group & Outline
Split	-	· Not Available
Freeze Panes	-	· Not Available

4. Functions Available in Microsoft Excel97 when Exporting files saved in MS-Excel format.

Features	Available	Not Available
Function	· Part of Database Functions · Part of Date Functions · Part of Account Functions · Part of Information Functions · Part of Logical Functions · Part of Find Functions · Part of Mathematics Functions · Part of Statistics Functions · Part of Character Functions · 76 functions supported	· Part of Database Functions · Part of Date Functions · Part of Account Functions · Part of Information Functions · Part of Logical Functions · Part of Find Functions · Part of Mathematics Functions · Part of Statistics Functions · All Price Index Functions · Part of Character Functions
Cells	· Format -General -Number(except color tone) -Accounting -Currency(except color tone) -Percentage -Fraction -Exponent -Date -Time -Text -Etc · Alignment -Horizontal(Standard, Left, Center, Right,Fixed width) -Vertical(Top,Center,Bottom) · Font(Bold, Italic, Underline(single),Strikethrough,Color) Color tone is changed to most similar one. · Border (Border, Line Style, Line Color) Color tone is changed to mo-st similar one. · Patterns(Pattern, Color)Pattern and Color tone are changed to most similar one.	Font(Font,Size) · Border(Diagonal) · Alignment -Horizontal(Horizontal Title) -Vertical(Vertical Title) -Merge cells
Sheet	· Name	· Hide
Split	-	· View Split
Freeze panes	-	· View Freeze panes
Name	-	· Range, Name

Features	Available	Not Available
Hyperlink	-	· Bookmark · Use relative path
Row	· Height · Hide	· AutoFit
Column	· Width	· AutoFit Selection · Standard Width · Hide
Protection	-	· Cell Protect · Protect sheet

◇ Bold, Italic fonts are not available.

You may find that some formats and functions are not properly exported when you save it in MS Excel 95 format.

5. Functions Available when Importing Microsoft PowerPoint 97 Files

Features	Available	Not Available
Text	· Size · Bold · Color · Alignment · Italic · Underline	· Font Type · Emboss · Text Direction · Bulleted · Shadow · Superscript · Subscript · Upholding Fixed · Line Break
Shapes	· Fill · Line · Scale · Position on slide · 14 kinds of diagram	· Fill(Semi-transparent) · Alternative text · Size and rotate · Angle
Line/Arrow	· Line · Arrow · Size · Scale · Position on slide	· Alternative text · Rotate · Angle
Text Box		· All functions
Image	· jpeg, png, bmp, gif(except Animation GIF) · Size · Scale · Relative to original picture size · Best scale for slide show · Position on slide	· wmf, pcx, bmz, tif, tiff, eps, Etc... · Lock aspect ratio · Crop from(Left, Top Right, Bottom, Brightness, Contrast) · Line(Color, Style, Dashed, Width) · Image control · Rotate · Alternative text
WordArt	-	· All functions
Master	· Slide · Title	· Handout · Notes
Movies / Sounds	-	· All functions
Comment	· Fill color(Simple Color) · Line · Size · Scale · Position on slide · Text anchor point	· Fill Color (Semi-transparent) · Resize Auto Shape to fit text · Rotate text within Auto Shape by 90° · Alternative text · Angle · internal margin · Rotate · Word wrap text in Auto Shape

Features	Available	Not Available
Clip Art		· All functions
Slide	· Slide Layout · Slide Color Scheme	· Background · Slide Number · Date and time · Header and Footer
Chart	-	· All functions