

## **EnterpriseSheet 3.0 Functions**

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## 1 Introduction

EnterpriseSheet provides code level integration to build your business spreadsheet inside your existing application. It is an online spreadsheet application running on your server and you control the whole security levels of your data.

With Enterprise Spreadsheets, you can easily create, share, and edit spreadsheets online. Here are a few specific things you can do:

- Import file with .xlsx, .csv. format and export as .xlsx type.
- Format your cells and edit formulas so you can calculate results and make your data look the way you want it.
- Supports different kinds of [formulas](#) with name manager.
- Cross sheet reference
- Add condition
- Add validation
- Group, split, auto-fill and filter
- Create pie, bar, column charts from the selected data range
- Multiple worksheet support

To see the application, please visit: <https://www.enterprisesheet.com>

## 2 Create and save a Spreadsheet

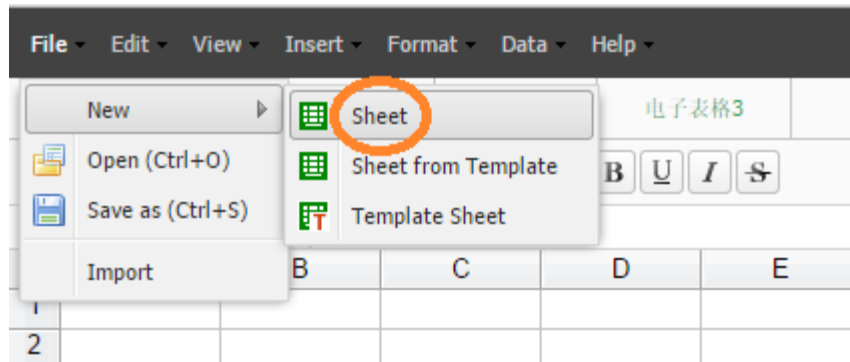
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There are different ways of getting started using EnterpriseSheet, you can create a new spreadsheet or upload a Microsoft Excel file or CSV file from your computer.

### 2.1 Create Spreadsheet

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To create a new spreadsheet, you click the menu **File** → **New** → **Sheet** button and start entering information. EnterpriseSheet will automatically save your work every few seconds. At the top and right of the spreadsheet, you will see text that indicates when your spreadsheet was last saved. You can access your spreadsheet at any time by clicking the **Open** button to open your Documents List.



### 2.2 Create Template Spreadsheet

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To create a new template spreadsheet, you click the menu **File** → **New** → **Template Sheet** and start entering information. This file will be saved as a template.

### 2.3 Create Sheet from Template

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To create a new spreadsheet from existing template, you click the menu **File** → **New** → **Sheet from Template** button. A popup window with existing template files will appear and you can select one of template to create a new sheet. System will copy existing template information into your new sheet file.

### 2.4 Open sheet

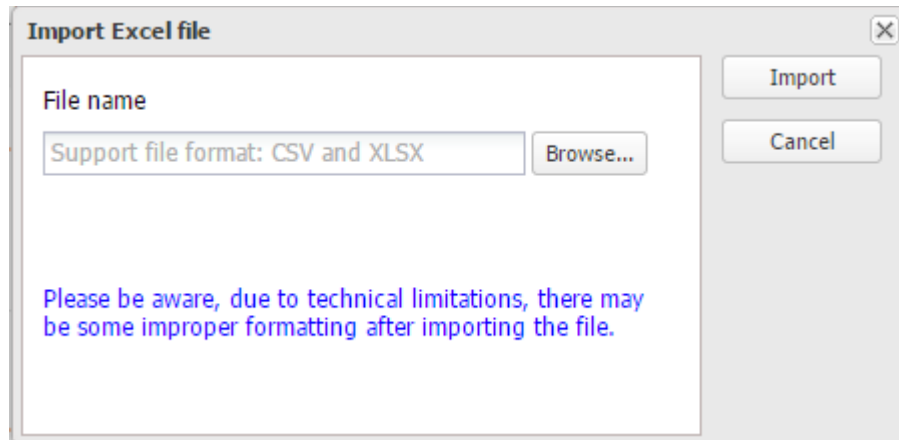
---

To open an existing spreadsheet, you click the menu **File** → **Open** button. A popup window with existing files will appear and you can select one of spreadsheets to open. Double click the sheet to open the file.

## 2.5 Upload a file

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To upload a file, go to the **File** menu and click the **Import** button, you will be able to upload the those types of files (.XLSX and .CSV) and convert them into EnterpriseSheet file format.



If file is succeed uploaded without error, spreadsheet file will be opened automatically. Otherwise, an error message appears which allow your open and view the detail failed cell information.

For performance consideration, we recommend setting the size to less than 2048K.

## 2.6 Save sheet as

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To save an existing file as a new file, you can click the menu **File** → **Save as** button. A popup window with existing files appear and you can enter new file name to process. Click **Save** button to finish your process.

## 3 Edit and format the spreadsheet

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### 3.1 Edit content in a cell

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To enter content in an empty cell, click the cell and add your content. To edit a cell that already has content, double-click the cell and edit the content. You can also click the "F2" key to start editing in the selected cell.

### 3.2 Format data in the cells

---

You can format data in your spreadsheets in a variety of ways using the options in the spreadsheet toolbar. You can hover over an icon on the toolbar to see a message describing what that option can do. You can also use menu button to process data format.



Here are the main formatting options:

- Undo or redo last operation
- Change the number, date or currency format
- Add number custom
- Format cell contents
- Change font size
- Add bold or strike through
- Change color of the text or a background color
- Add different type of borders
- Align text
- Merge cells
- Wrap text
- Format brush
- Add formulas
- Disable/enable cell

### 3.3 Cut, copy and paste

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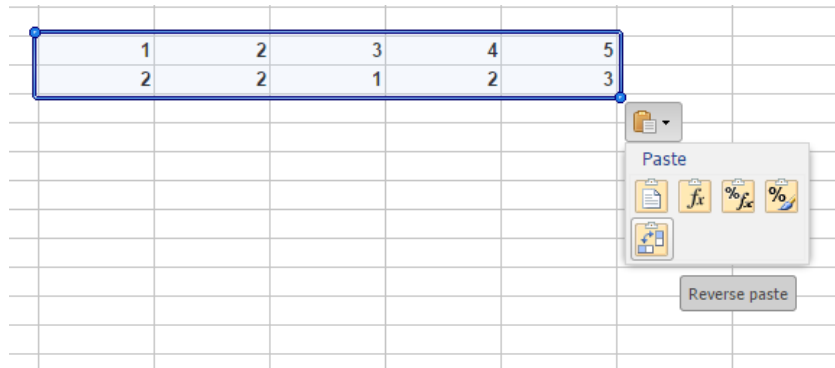
EnterpriseSheet allows you to copy and paste text and images between your cells or tabs. You can either use keyboard shortcuts (Ctrl+C and Ctrl+V), the options under the **Edit** menu, or the icons in the toolbar to copy and paste.

Here are some examples of things you can do:

- Copy a set of cells in a spreadsheet, and paste it into another place in the spreadsheet as a properly formatted table
- Copy something in your work computer and paste it into your spreadsheet cell

When you copy data, the border of the cell or range of cells will turn solid to help you remember where you copied the data from. When you cut data from a cell or a range of cells, you'll see a dotted line around the cell(s).

Copying and pasting in EnterpriseSheet copies all properties of a cell into the cell you're pasting into, including text, formatting, and data validation. The paste special option gives you more control about what properties you're copying and pasting into a range of cells. An icon is popup during paste the cell information, in the drop-down list of this icon, you can select different paste options.



- Paste
- Paste only with data and calculate
- Paste only with calculate and format
- Only paste with style
- Reverse paste

### 3.4 Insert an image into a spreadsheet or cell

---

By selecting **Insert** from the toolbar and selecting the **Image** menu, you can select an image from the system and insert it, or you can insert the URL of the image.



By selecting **Insert** from the toolbar and selecting the **In-cell** menu,, you can select an image from the system and insert into the cell, or you can insert the URL of the image to the selected cell.

Before you select an image to insert into the spreadsheet, you might need to upload an image to the system first. After that, this image can be inserted into different spreadsheet as your like.

### 3.5 Add, edit or delete comment

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To add a comment to your spreadsheet, follow these steps:

- Click the cell you want to insert a comment
- Right-click the cell and select **Insert Comment**
- A popup window will appear
- Enter the text of your comment
- An orange mark will show in the top left corner of the cell where you inserted the comment

To view a comment after it has been inserted hover the mouse over the orange comment indicator. Then, right-click the cell and select one of the menu options to edit or delete the comment.

You can also insert comments from **Insert** menu and click **Insert comment** button.

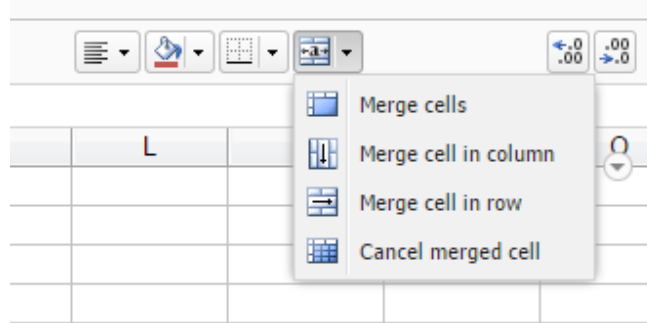
### 3.6 Merge Cells

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To merge cells horizontally or vertically in a spreadsheet, select the cells you wants to merge and select **Merge** icon in the toolbar and click **Combine cells** to process. There are 3 options allow your to process merge:

- Merge cells
- Merge cells in column
- Merge cells in row

If you want to unmerge a selected range of cells, select the merged cell(s) and select **Merge** icon in the toolbar and click **Cancel merged cell** button to process.



### 3.7 Format data, numbers

---

You can format numbers in the sheet in a variety of ways, including decimal, percent, fraction and scientific. You can even build your custom number.

To format or change the format of numbers in a sheet, follow these steps:

- Select the range of cells you want to format or update
- Click **Format** menu and you can select
  1. Number format
  2. Number custom
  3. Number special
- Select the format your want to apply to those cells.

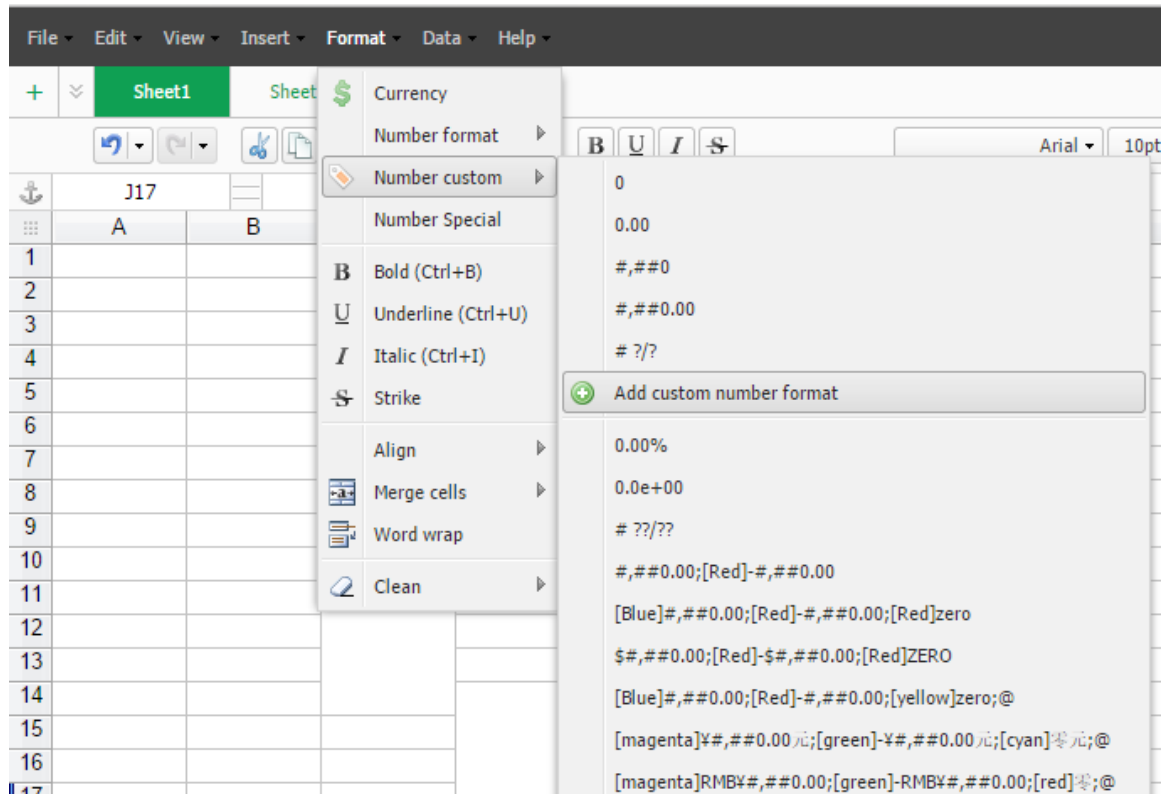
#### 3.7.1 Number Custom

You can apply number custom format to the selected cells.

Select the cells you want to format

Click **Format** menu and hover over **Number custom**

Select one of the format to apply for your data.



You can also create a new custom format. Click **Add custom number format** button to add new format.

Here lists some common syntax characters that you can use to create a custom number format.

0	A digit in the number. A 0 will appear in the results.
#	A digit in the number. A 0 will not appear in the results.
\$	Format number as a dollar value
.	Format numbers with a decimal point.
/	Format number as a fraction
%	Format number as a percent
e	Format number as an exponent



You can use colors in the formatting, for example to differentiate between positive and negative numbers, by adding a color in brackets (for example, [Blue]) anywhere within the first part of the format. The colors that can be used are:

- Black
- White
- Red
- Blue
- Green
- Magenta
- Yellow
- Cyan

A list of example format:

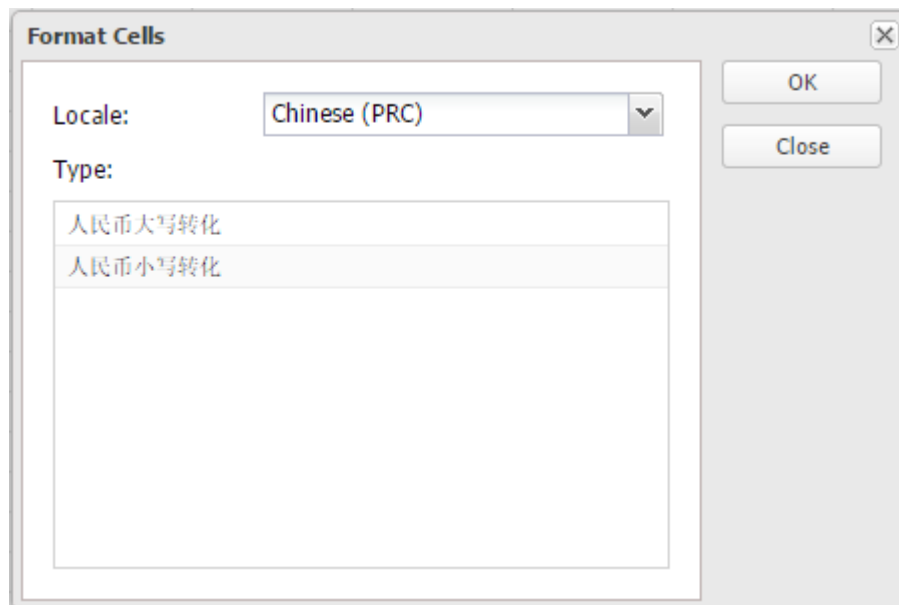
[magenta]RMB¥#,##0.00;[green]-RMB¥#,##0.00;[red]零;@
[Blue]#,##0.00;[Red]-#,##0.00;[yellow]zero;@
\$#,##0.00;[Red]-\$#,##0.00;[Red]ZERO
#,##0.00;[Red]-#,##0.00
# ??/??
# ??/16

0.00%
0.0e+00

### 3.7.2 Number Special

You can apply number special format to the selected cells. Each locale has some special format like phone, SIN number etc.

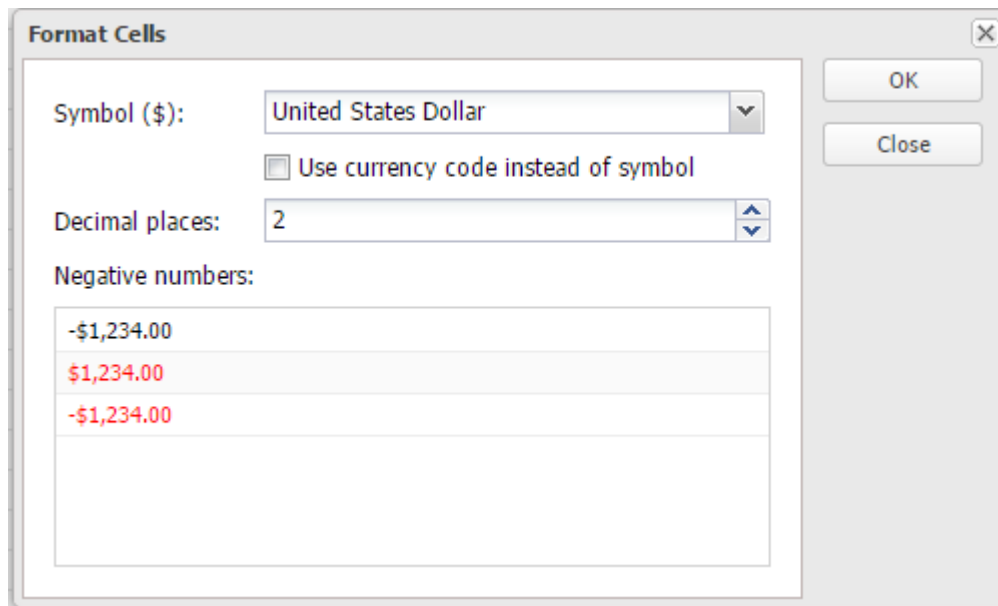
Select **Format** menu and select **Number special**. You can apply phone, SIN etc to your cells.



## 3.8 Format currency

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You can format numbers in the sheet in a currency to correctly display the data in your spreadsheet. To do this, select the cell you want to format and click **Format** menu and select **Currency** button. Or you select the currency icon to process.



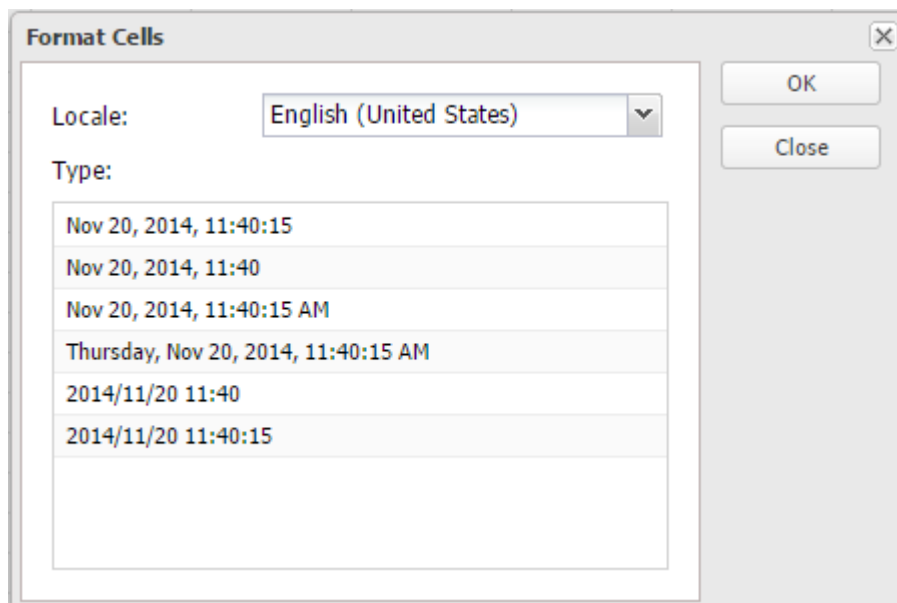
From the drop down list, you can select different currency. You can also choose use symbol or currency code to process, and select decimal places too.

For negative numbers, there are 3 pre-defined formats for your to select and apply.

### 3.9 Format date

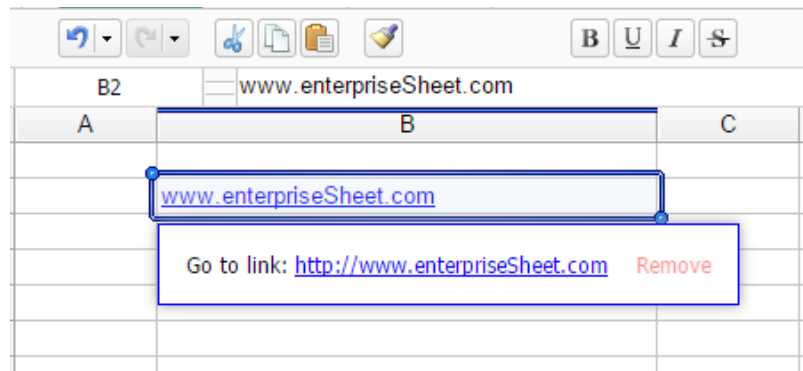
You can format numbers in the sheet in a date to correctly display the data in your spreadsheet. To do this, select **date** icon from toolbar to process.

Click **More...** button under date icon, you will be able to apply more date format.



### 3.10 Edit a link

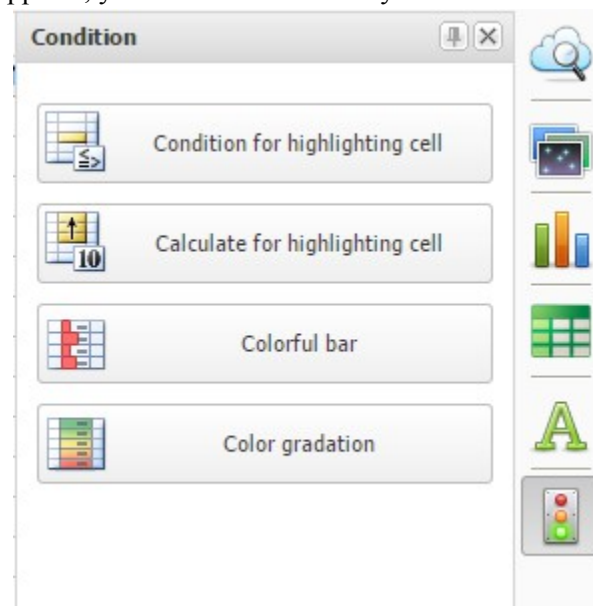
You can just enter an url to the cell and link will be auto added. When the cell is selected, a pop-up window appears. You can click **Remove** to delete the hyperlink. Right click and show contextmenu to add hyperlink.



### 3.11 Add Condition

Use conditional formatting rules to get a visual summary of complex or changing data. You can format cells to change the text or background colors if they meet certain conditions, for example if the cells contain certain words or number.

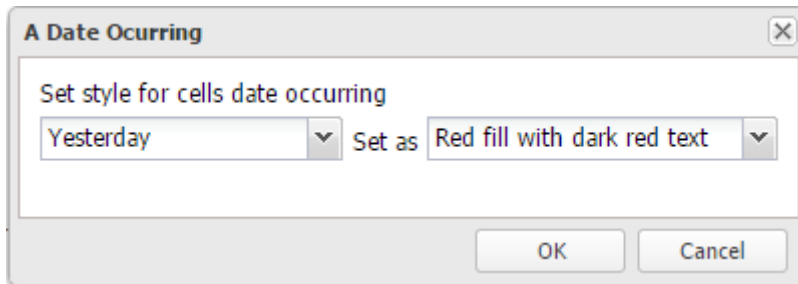
Select a range of cells and click **Edit** in the menu bar and go to **Condition management...** button. Right side bar appears, you can add condition by select different kinds of rules.



#### 3.11.1 Condition for highlighting cell

Here lists the condition for highlighting cell which can be applied to the range of cells

- Greater than ...
- Less than ...
- Equal ...
- Between ...
- Include ...
- A Date Occurring ...
- Repeat value ...



You can apply a range of cells for the different kind of condition as following example.

Green fill with dark green text if cells value greater than 210

100	120	120	140	150
200	210	220	250	240
300	310	320	330	350

Red fill if cells value between 220 and 250

100	120	120	140	150
200	210	220	250	240
300	310	320	330	350

Red fill with red text if cell value is this month

2014-11-20	2014-11-21	2014-11-23	2014-11-19	2014-11-27
2014-11-29	2014-12-05	2014-12-20	2014-12-30	2015-01-19

Red text if cell value contains "o"

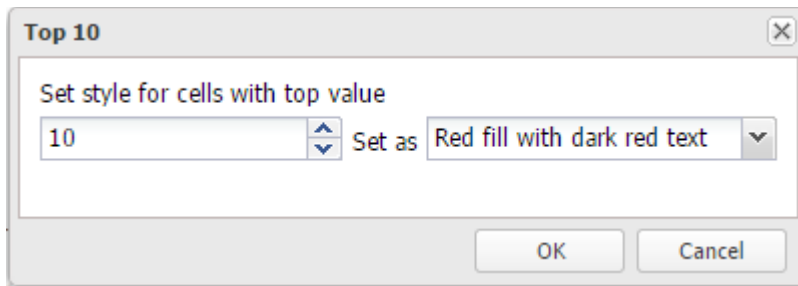
test	can	ok	who	one
six	two	three	four	five

### 3.11.2 Calculate for highlighting cell

Here lists the calculate for highlighting cell which can be applied to the range of cells

- Top 10 ...
- Top 10% ...
- Bottom 10 ....
- Bottom 10% ...
- Above average ...
- Below average value ...





You can apply a range of cells for the different kind of condition as following example.

Red fill with red text if those cells value are top 10 cell

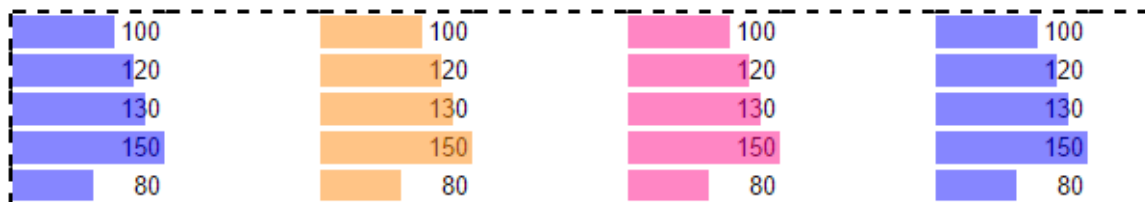
100	290	120	140	150
200	210	220	250	240
300	20	320	330	350

Grey text if those cells value are below average values

100	290	120	140	150
200	210	220	250	240
300	310	320	330	350

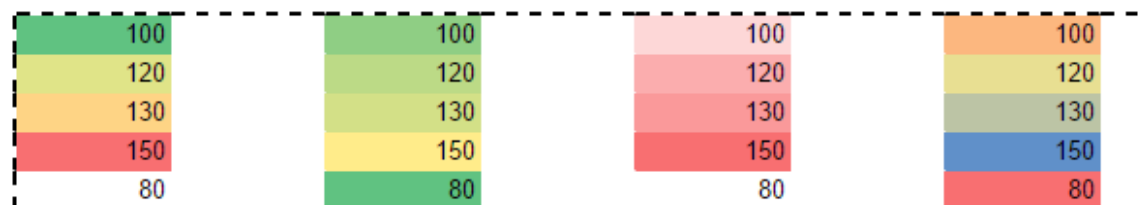
### 3.11.3 Colorful bar

Select a range of cell data and apply colorful bar to the data.



### 3.11.4 Color gradation

Select a range of cell data and apply color gradation to the data.



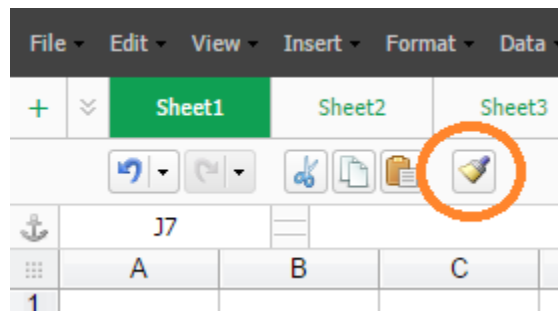
## 3.12 Paint format

You can apply formatting or conditional formatting rules you've used on one set of cells to another separate set of cells using the Paint Format tool, where "paint" is used figuratively to describe copying the formatting rules. The types of formats that you can paint are style, fonts, number formats and conditional formatting.

If the range of cells you're painting the formatting across is larger than the source area, the formatting will tile across the target area. If the range of cells you're painting the formatting across is larger than the source area, the formatting will tile across the target area.

To paint formatting from one area across another area, follow these steps:

- Select the range of cells that contain the formatting and/or conditional formatting rules you'd like to paint across another range of cells.
- Click the Paintbrush toolbar icon.
- Select the range of cells you'd like the formatting to be copied across. The cell formatting will then be applied to the range of cells you've selected.



## 4 Spreadsheet sheets, rows and columns

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### 4.1 Copy, paste, rename and delete sheet

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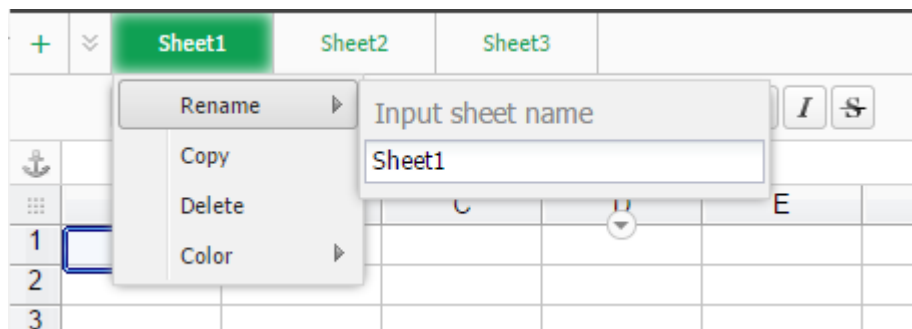
You can make a duplicate copy of any sheet in a spreadsheet. That copy can be made within the same spreadsheet. To copy a sheet to another spreadsheet:

- At the top or bottom of a spreadsheet, right-click the mouse for the sheet name
- From the menu, click **Copy**
- enter the new sheet name from the popup window
- Click OK to create this new sheet

To rename a single sheet from a spreadsheet, first go to the sheet you want to remove. Right click on the sheet tab, and select **Rename** from the menu. Enter new name for process.

To delete a single sheet from a spreadsheet, go to the sheet you want to remove, right-click on the Sheet tab, and select **Delete** from the menu. A warning dialog will appear. If you want to delete the sheet, click **OK**.

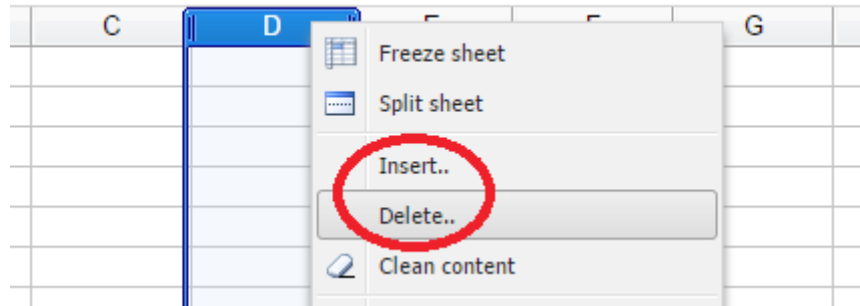
You can also add color to the sheet tab by select **Color** button and apply one of color.



### 4.2 Add and delete rows and columns

---

To add a row or column to a spreadsheet, right-click on the gray area containing the column letter or the row number and select the action you want to complete. For example, to insert a blank column to the left of the column you selected, you would select **Insert...** from the Insert menu in the context menu. To delete a row or column, select **Delete** row from the drop-down menu in the context menu (right click mouse and context menu will appear.)



### 4.3 Change row height and column width

---

To change the row height and/or column width, place your cursor at the outlying border next to either the number or label of the column you want to re-size. Then, drag your cursor with the mouse to re-size the row width or column height.

You can also re-size rows or columns using the mouse right-click menu and entering the row height or column height in the Context menu.

### 4.4 Freeze or unfreeze columns and rows

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Freezing rows and columns allows you to keep some of your data in the same place as you scroll through the rest of your spreadsheet. This is particularly useful if you have headings or labels that you want to keep in one place as you scroll through a large data set.

You can freeze different rows or columns in any particular sheet. Here's how:

- Select the row or column you want to freeze
- Right-click the mouse and select the **Freeze sheet** menu
- The column or row will now be frozen
- Click **Cancel freeze** to unfreeze it.

### 4.5 Hiding rows or columns

---

To hide one or more rows, select the rows by clicking the number of rows and right-clicking and selecting **Hide** from the drop-down menu. The row's number will no longer be visible.

To show the hidden rows, select the rows including the hidden rows and right-click and select **Show** from the drop-down menu. The row's number will be visible again.

To hide and show columns process the same action as above.

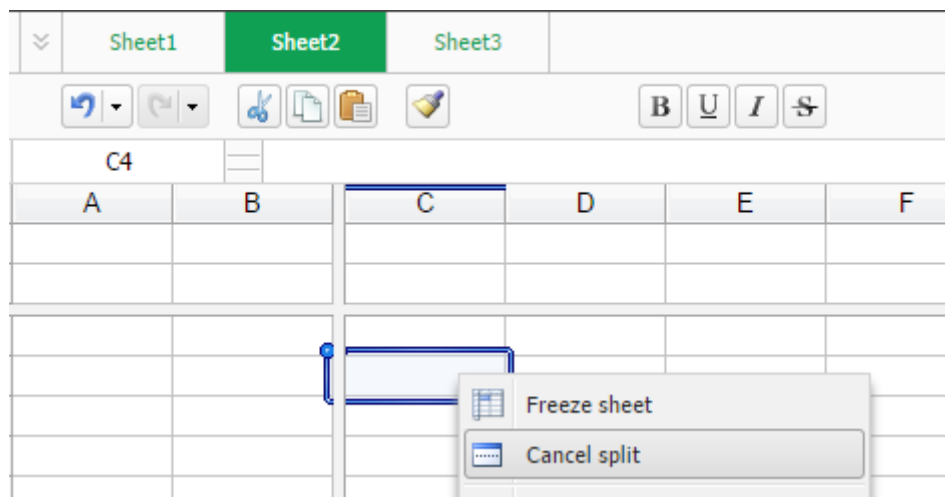
## 4.6 Split sheet

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To split the sheet horizontally, hover the mouse into the top/right corner and click and drop. There will now be two different windows – each with their own scroll bar.

To split the sheet vertically, hover the mouse into the bottom/right corner and click and drop. There will now be two different windows – each with their own scroll bar.

To cancel the split, right-click on the Context menu and then select the "Cancel Split" button..



## 4.7 Hide and show grid line

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To hide and show the grid line, select the View **menu**, and click **Hide gridline**. The line in the sheet will now be hidden. To display the grid line, click **Show gridline**.

## 4.8 Group and ungroup the rows or columns

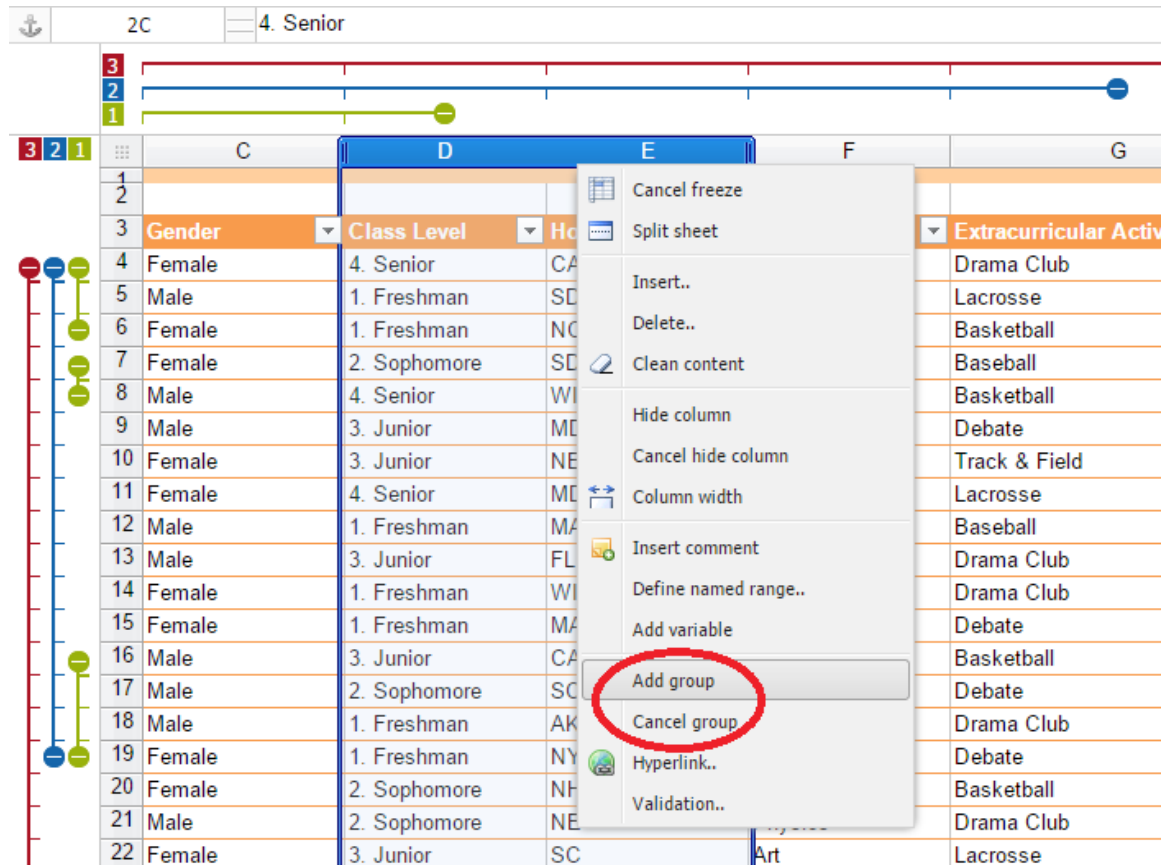
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The GROUP and UNGROUP feature provides an easy and transparent way to hide and unhide rows and columns.

- Highlight the rows or columns what you want to be grouped.
- Click the mouse right button and open contextmenu, select **Add Group** icon to group them together.
- And the expand button - or + is added on the left part of rows. Click - or + button will allow your to show or hide the rows or columns.

To ungroup rows or columns,

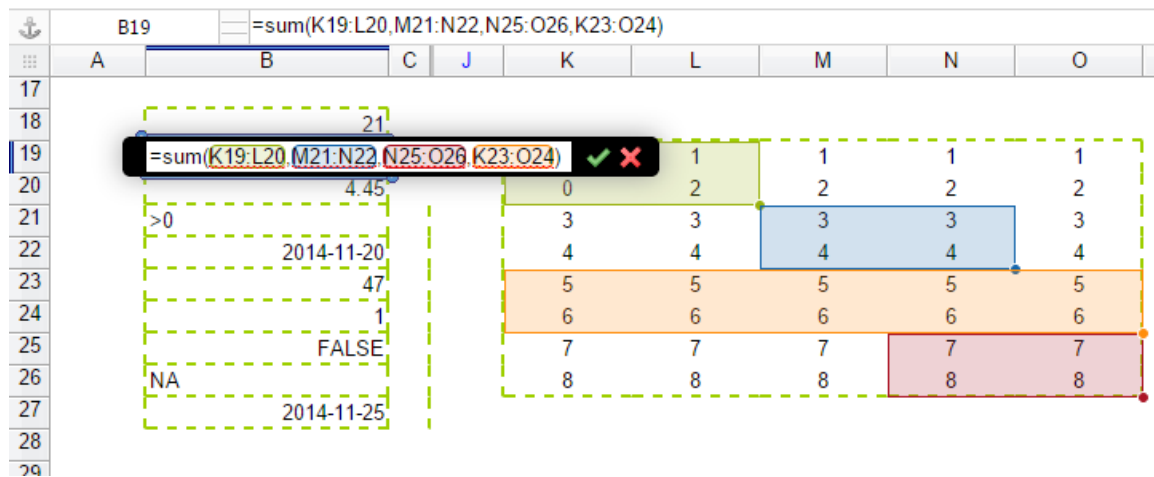
- Highlight the rows or columns what you want to be ungrouped.
- Click the mouse right button and open contextmenu, select **Cancel Group** icon to ungroup them.



## 5 Formulas

Formulas in the EnterpriseSheet are used to perform calculations. EnterpriseSheet Formulas range from basic mathematical operations, such as addition and subtraction, to complex engineering and statistical calculations. You can add a formula to any cell in a spreadsheet by typing an equal sign (=) followed by the name of the function.

To start the formulas, you can type the cell with = and following name, the existing formulas will be popped as following image. You can use your mouse to select cell or cell range. Different range can have different color as following example.



### 5.1 Formulas Types

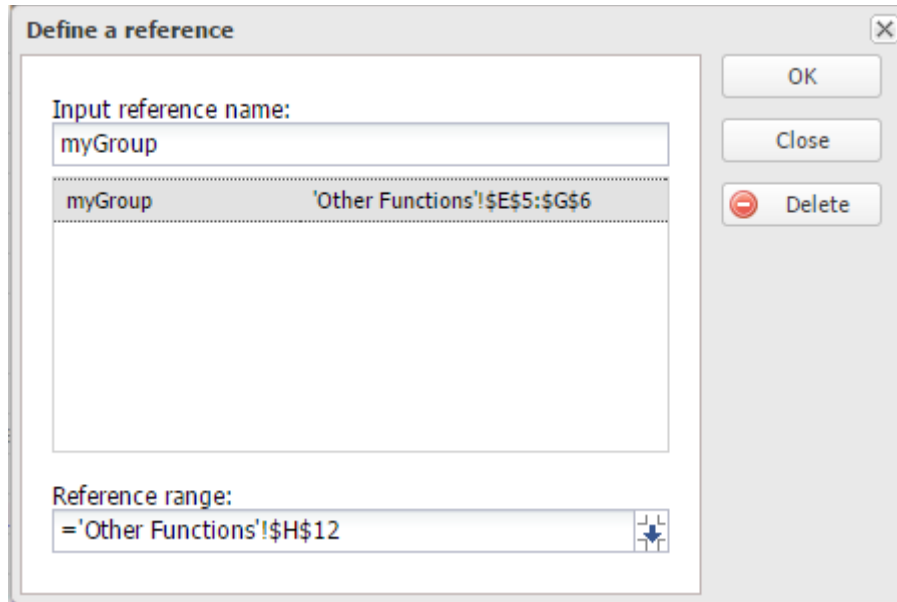
EnterpriseSheet includes the following types of formulas:

- Numeric / Mathematical Functions
- Logic Functions
- Lookup / Reference Functions
- Statistical Functions
- String Functions
- Date Functions
- Financial Functions
- Information Functions
- Engineering Functions

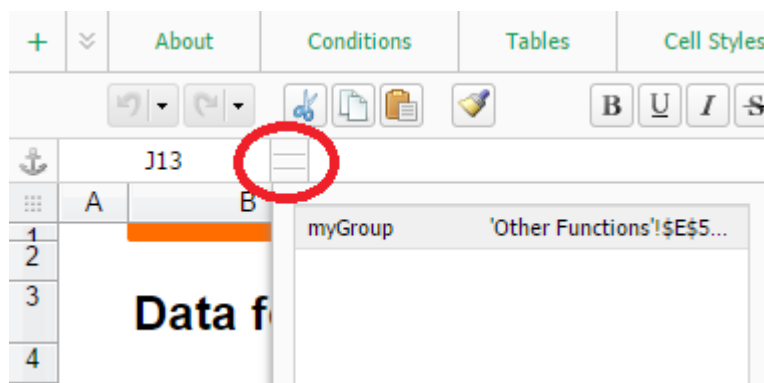
Click this link to see [more details about EnterpriseSheet formulas](#).

## 5.2 Range name manager

You can also define your range name manager by click **Insert** → **Define Named Range** in the menu bar or right click to open context menu to select it. It can make your formulas much easier to understand and maintain. You can define a name for a cell or call range. Once you adopt the practice of using names in your workbook, you can easily add, update, and manage these names.



You can also check the site button to get existing name range in the spreadsheet.





## 6 Work with Data

### 6.1 Select the data range

You can use mouse to select the range of data in the spreadsheet. You can also use the keyboard (Shift + key up/down/left/right) to select the range of data.

### 6.2 Apply table template

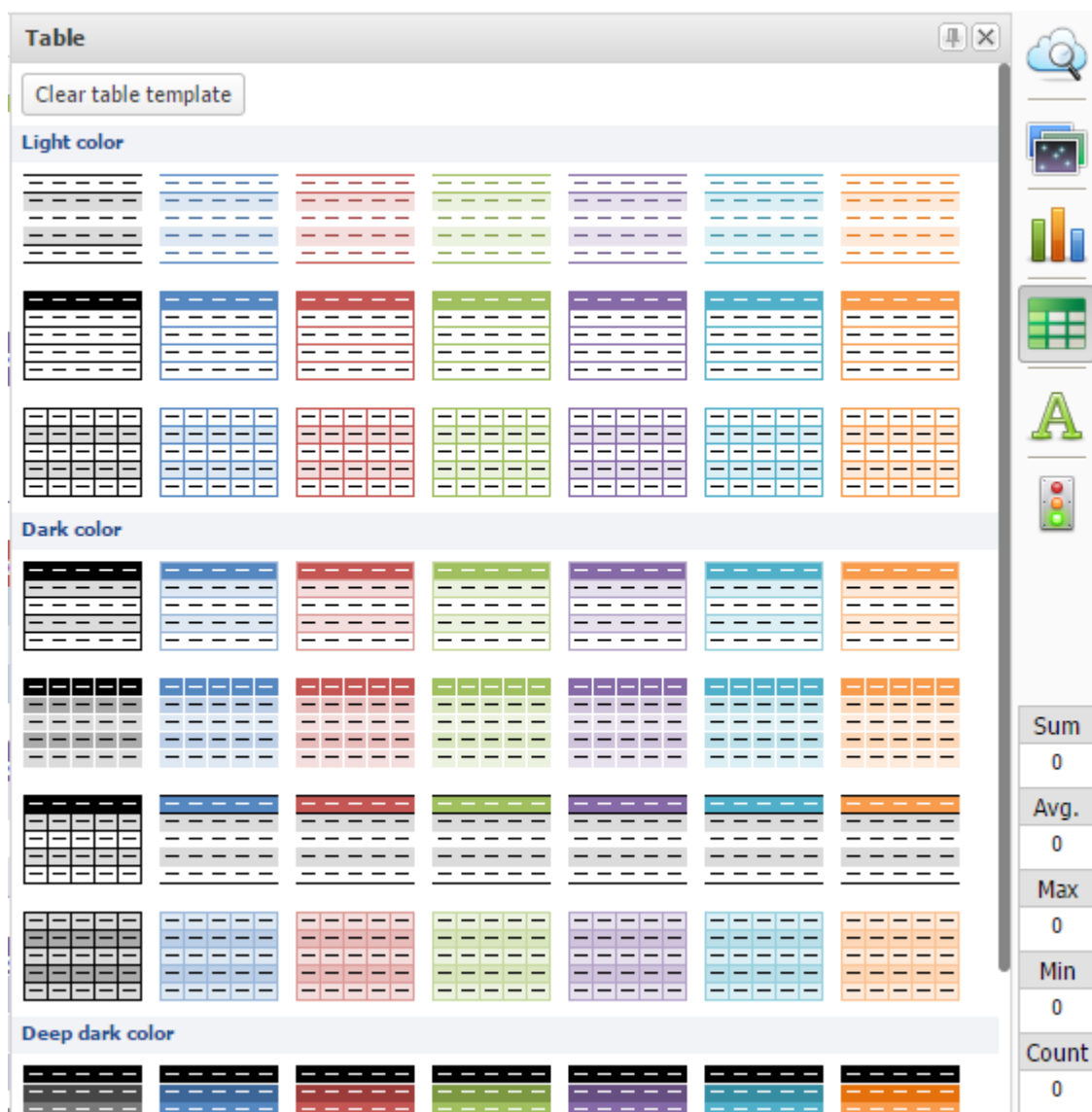


Table template in the spreadsheet makes it easier for user to decorate the data with different colorful view. You can select **Edit** menu and click **Table style...** to process. You can also click table icon from side bar to implement.

There have 3 types of table color

- light color
- dark color
- deep dark color

Select a range of cells and click one of table template to apply your format. You can also clear it by click **Clear Table Template** button.

Title	Column2	Column3	Column4	Column5
100	120	120	140	150
200	210	220	250	240
300	310	320	330	350

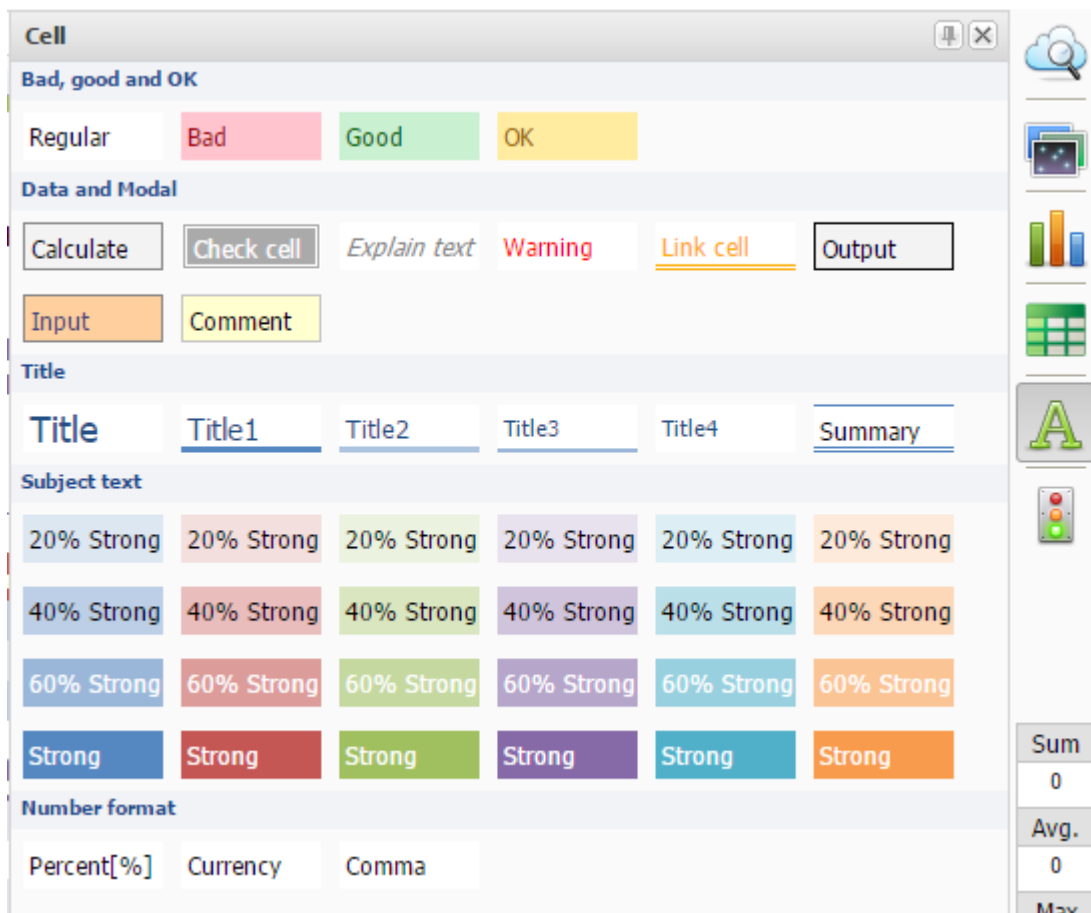
Column1	Column2	Column3	Column4	Column5
100	120	120	140	150
200	210	220	250	240
300	310	320	330	350

Column1	Column2	Column3	Column4	Column5
100	120	120	140	150
200	210	220	250	240
300	310	320	330	350

Column1	Column2	Column3	Column4	Column5
100	120	120	140	150
200	210	220	250	240
300	310	320	330	350

### 6.3 Apply cell style

Cell style in the spreadsheet makes it easier for user to decorate the cell with different colorful view. You can select **Edit** menu and click **Cell style...** to process. You can also click styl icon from side bar to implement.



Select a range of cells and click one of cell style to apply your format.

## 6.4 Validation

Validation feature in the spreadsheet makes it easier for user to validate the range of cell data.

- Select a range of cells
- Click **Data** menu for **Validation...** button.
- Enter you validation information, such as: set criteria, cell range, hint text.
- Click **SAVE** to implement

There have 4 kinds of criteria in the validation

- Number (between, not between, >, >=, <, <=, =, !=)
- Text (Contain, Not contain, Equal, Is valid email, Is valid URL)
- Date (Is valid date, Equal, Before, On or before, After, On or after, Between, Not between)
- Item list

**Validation**

Conditions!\$H\$41

Cell range: =Conditions!\$H\$41

Criteria: Number Between

Hint text

☒ Allow invalid data, but show hint

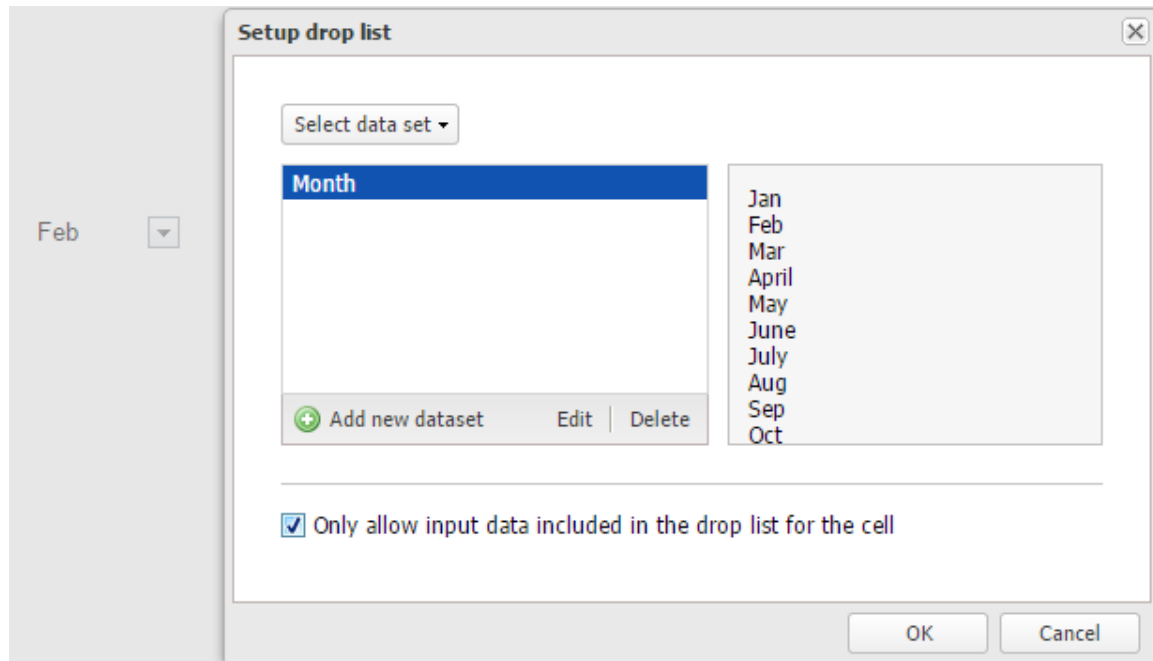
Save Remove validation Close

You can choose any of validation rules and apply to the selected range of cells. Click **Remove validation** button to remove it,

<b>Number</b>			
More than 65 will show hint text			
10	20	65	40
10	25	15	30
60	70	80	65
<b>Date</b>			
Date is between Oct 27 - Oct 29 2014			
2014-11-20	2014-10-29	2014-10-30	2014 10 25
2014 10 28	2014 10 19	2014 10 29	2014 10 10
<b>Item List</b>			
Item should be fruits			
Apple	Banana	Kiwi	Meat
Snake	Orange	Snail	Milk
<b>Text</b>			
Text need include "ok"			
ok	fine	ok ok	not ok
ok2	this is fine	two	one

## 6.5 Create an in-cell dropdown list

You can create dropdown lists in the cell by choose **Insert** menu → **Dropdown list** button. A popup window appears for your to create and edit dropdown list.



You can also force user only select the value from drop down list. Or you can allow user enter data in the cell with dropdown list. After a dropdown list is created, you can apply it to the cells to build in-cell dropdown list.

## 6.6 Create an in-cell Checkbox

Select a range of cells and you can create checkbox in the cell by choose **Insert** menu → **Checkbox** button.

Checkbox		
I like:	<input checked="" type="checkbox"/> Ski	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Skate	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Swimming	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Soccer	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Basketball	<input type="checkbox"/>

## 6.7 Create an in-cell Radio button

---

Select a range of cells and you can create radio button in the selected range of cells by choose **Insert** menu → **Radio** button.

Insert Radio Button	
Favor Color:	<input type="radio"/> Blue
	<input type="radio"/> Yellow
	<input type="radio"/> Green
	<input checked="" type="radio"/> Orange
	<input type="radio"/> Red

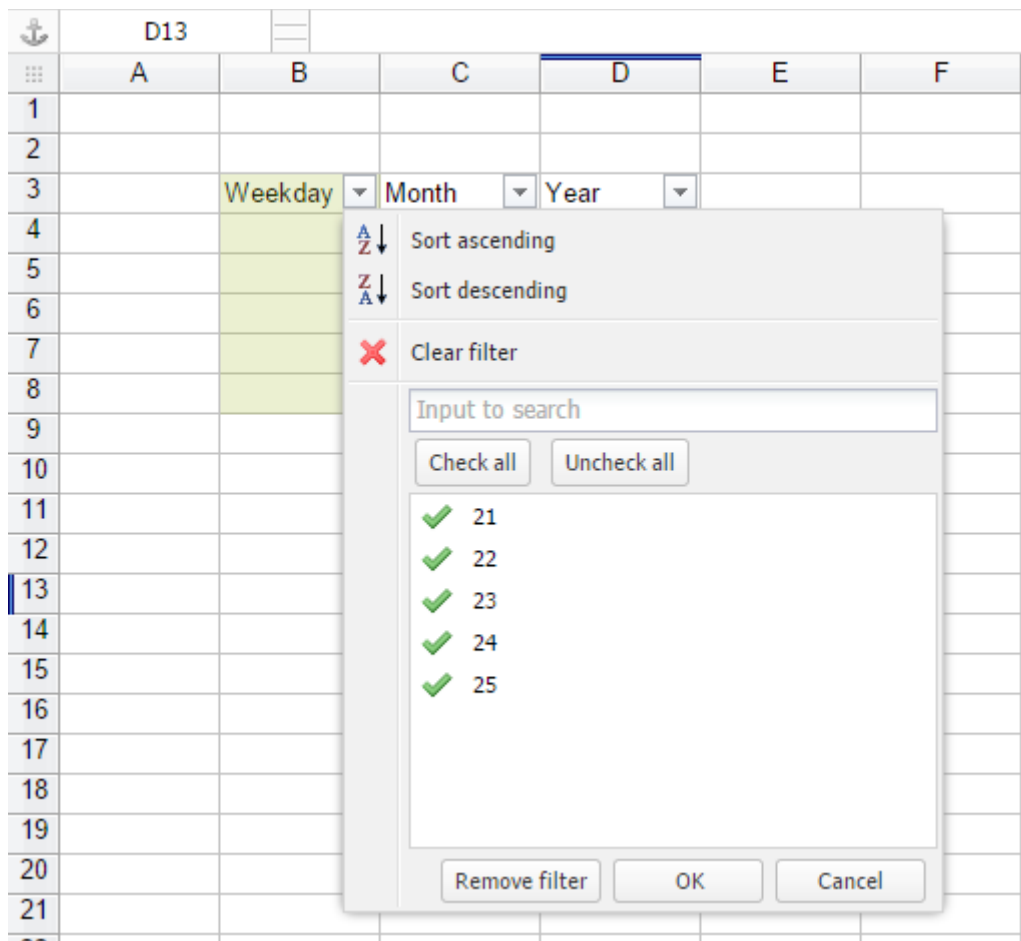
## 6.8 Filter and sort data

---

Filter feature in the spreadsheet makes it easier for user to analyze and view data by hiding the data that you temporarily want to take out of view. When you want all of your data to be visible again, all you have to do is clear the filter.

Following the steps to process filter

- Select the range of cells you'd like to apply the filter to.
- Click **Filter** icon in the toolbar. And a drop-down icon appear in the first selected cell.
- Click this icon to popup a filter window. Enter you criteria to process filter.
- After click OK button, the filtered row will be hidden.



To clear filter, select the filter drop menu and click **Clear filter** button. The filter will be removed from your selected range of cells. Drop-down menus will disappear from the first row of the selected range of cells.

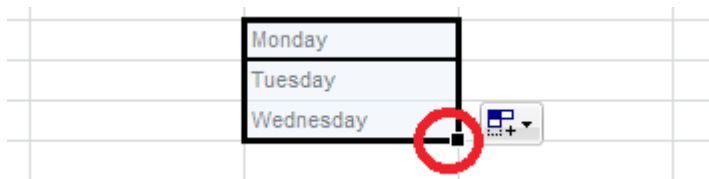
You can also sort the data in the select range of cells. However, after your cancel filter, your sorted data will not come back.

## 6.9 Auto fill data

You can use auto fill feature to repeat information or complete a pattern of content in the spreadsheet. See the following steps to process:

- Enter your content.
- Highlight the cells. A small black box appears in the lower-right corner.

- Click the blue black and drag it to select additional cells where you'd like your content to repeat.

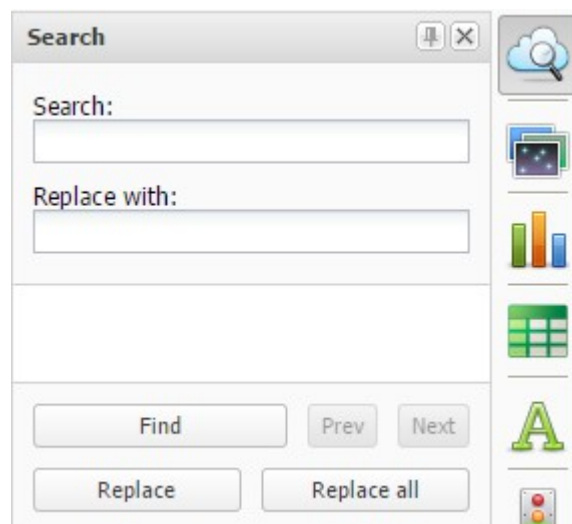


If Auto-Fill recognizes a pattern in the content of the selected cells, it fills in the remaining items to complete the pattern. In the example shown here, it finished the pattern by auto-filling Thursday, Friday, Saturday, etc. If Auto-Fill doesn't recognize a pattern, it will just repeat the content that was highlighted.

2014-10-31	2014-10-31	Oct 31, 2014	Jan	January	Monday	Mon
2014-10-31	2014-11-01	Nov 01, 2014	Feb	February	Yuesday	Tue
2014-10-31	2014-11-02	Nov 02, 2014	Mar	March	Monday	Wed
2014-10-31	2014-11-02	Nov 02, 2014	Apr	April	Yuesday	Thu
2014-10-31	2014-11-03	Nov 03, 2014	May	May	Monday	Fri
2014-10-31	2014-11-04	Nov 04, 2014	Jun	June	Yuesday	Sat
2014-10-31	2014-11-05	Nov 05, 2014	Jul	July	Monday	Sun
2014-10-31	2014-11-06	Nov 06, 2014	Aug	August	Yuesday	Mon

## 6.10 Find and replace

In the **Edit** menu, select **Find and Replace...** button to let your easy find the information in your sheet. You can also replace the content by select replace function.



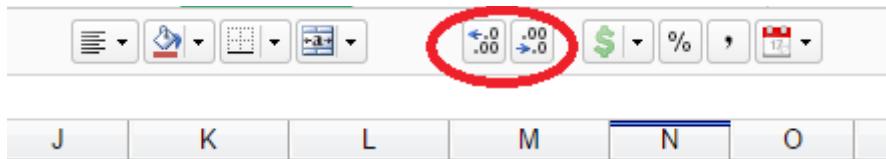


### 6.11 Increase or decrease the decimal places

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For numbers that are already entered on a worksheet, you can increase or decrease the number of places that are displayed after the decimal point by using the toolbar buttons.

- Select the cell or range of cells that contains the numbers for which you want to change the decimal places.
- On the toolbar, click Increase Decimal to display more digits after the decimal point. Click Decrease Decimal to display fewer digits after the decimal point.



## 7 Functions

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### 7.1 Cross sheet reference

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If you want the value from a cell in one sheet to show up in a cell in another sheet, you set up a formula to point back to the source data. Let's say you are on Sheet2 and want to get the value from Sheet1, cell A19. In a cell on Sheet2 you could manually enter with the formula **=Sheet1!A19**.

Please enter the following format if tab name included space: **= 'Sheet 2'!A1**

The screenshot shows a spreadsheet with columns A, B, and C, and rows 1 through 6. The formula bar at the top shows the formula **=Sheet1!A1:A5** entered into cell A6. The cell B3 is highlighted with a black background and contains the text **Sheet2!B3**. The cell A3 contains the formula **=Sheet1!A1:A5**.

	A	B	C
1			
2		Sheet2!B3	
3		=Sheet1!A1:A5	
4			
5			
6			

### 7.2 Relative And Absolute References

---

EnterpriseSheet accepts cell references in what are called absolute and relative ranges. Absolute ranges have a \$ character before the column portion of the reference and/or the row portion of the reference. Relative ranges do not use the \$ character. The \$ character indicates to EnterpriseSheet that it should not increment the column and/or row reference as you fill a range with a formula or as you copy a range.

For example A1 is a relative range, while \$A\$1 is an absolute range. If you enter =A1 in a cell and then fill that cell down a column, the '1' in the reference will increment in each row. Thus, the formula in row 50 would be =A50. However, if you enter =\$A\$1 in a cell and fill down, the range reference will remain \$A\$1 -- it will not increment as you fill or copy down a column.

Type	Description
------	-------------

\$A\$1	Both the column and row reference are fixed. Neither will be incremented or changed during a copy or fill operation.
\$A1	Only the column reference is fixed. It will not change during a fill or copy, but the row will change.
A\$1	Only the row reference is fixed. It will not change during a fill or copy, but the column will change.

## 8 Add Charts in the spreadsheet

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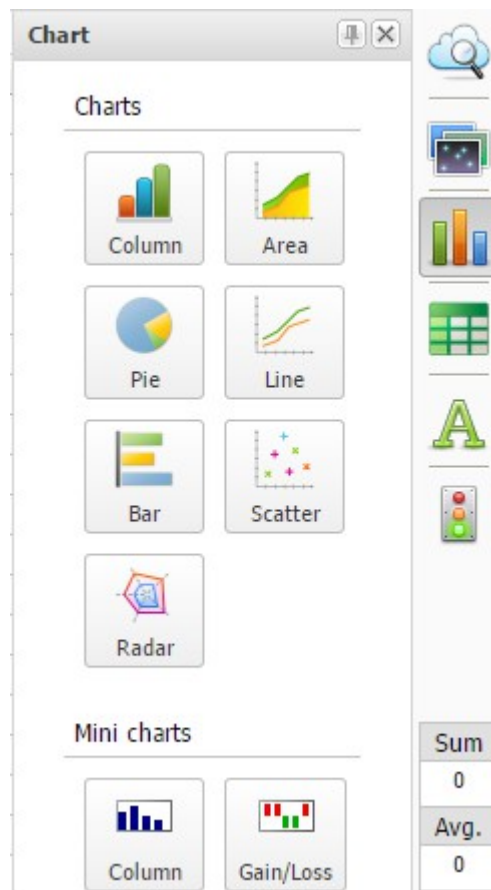
EnterpriseSheet lets you create charts to visualize a data set. You can find a list of chart types, customization options, and information about charts for your selection of data.

### 8.1 Create Chart

---

Follow the following steps to create the chart for your selected data.

- Enter the data in the spreadsheet, and select the range of data for process.
- Click **Chart** button in the **Edit** menu.
- Chart wizard side bar is displayed for your to set the detail of chart. You can also click chart icon from side bar to process.
- Click **Insert** button to insert chart to the spreadsheet.

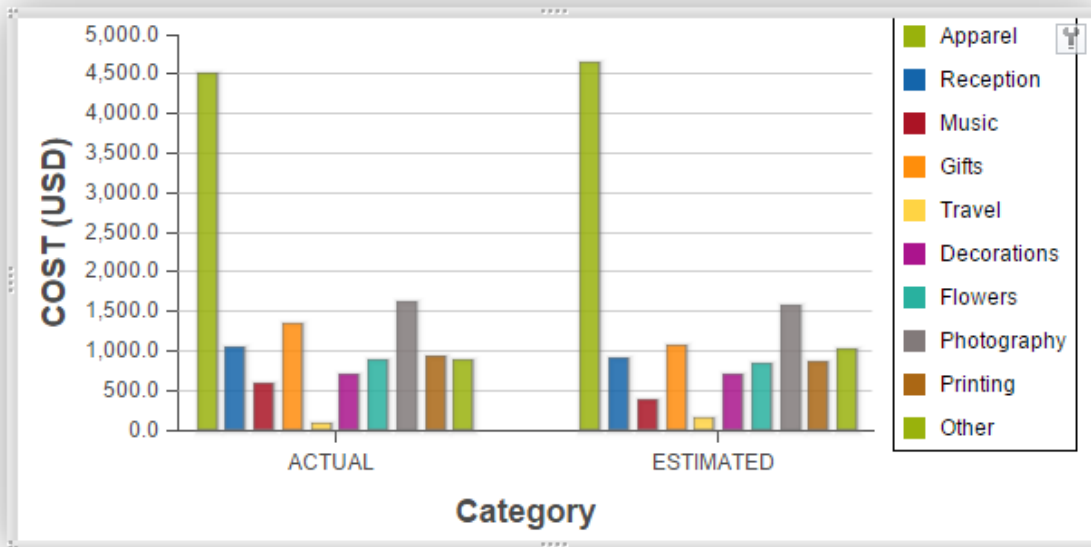


The following lists the charts we supported at this moment.

- Column Chart

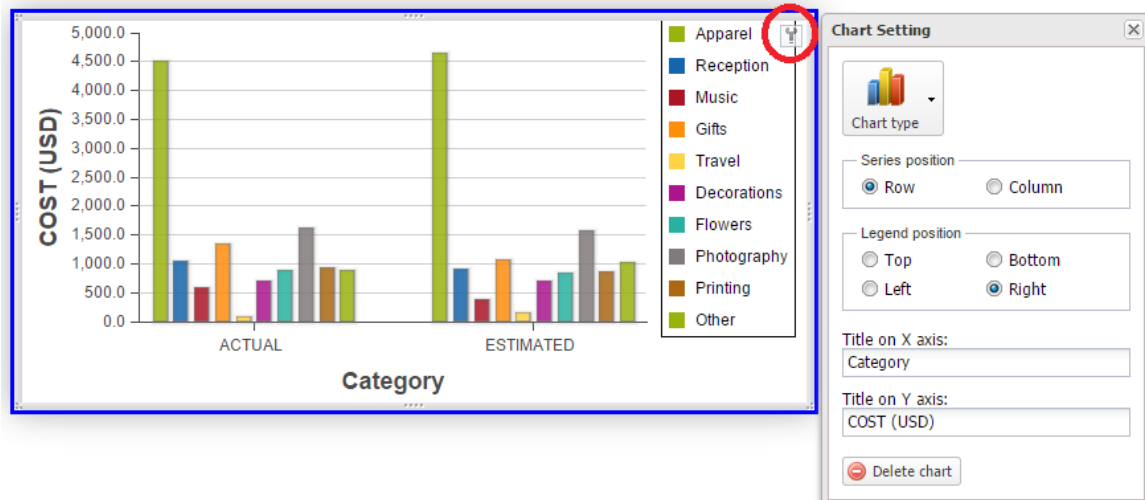
- Area Chart
- Pie Chart
- Line Chart
- Bar Chart
- Scatter Chart
- Radar chart
- Column mini chart
- Gain/lose min chart

CATEGORY	ACTUAL	ESTIMATED	Over
Apparel	¥4,520.00	¥4,645.00	-125.00
Reception	¥1,050.00	¥928.00	122.00
Music	¥600.00	¥400.00	200.00
Gifts	¥1,345.00	¥1,075.00	270.00
Travel	¥100.00	¥165.00	-65.00
Decorations	¥700.00	¥720.00	-20.00
Flowers	¥900.00	¥850.00	50.00
Photography	¥1,625.00	¥1,575.00	50.00
Printing	¥935.00	¥870.00	65.00
Other	¥885.00	¥1,021.00	-136.00



## 8.2 Edit chart

Click the chart and select from top right **setting** icon, you will be able to edit the generated chart.



To delete chart, click **Delete chart** button.

## 9 Size limit

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For enterprise spreadsheet, Every time a cell is updated, any cell that references it will also be recalculated. To improve performance, there are several size limitation for the spreadsheet:

- Number of cells: 250,000 total cells across all sheets
- Number of columns: 256 columns per sheet
- Number of formulas: 20,000 cells containing formulas across all sheets
- Number of tabs: 100 sheets per workbook

## 10 Keyboard shortcuts

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Keyboard shortcuts let you take a particular action in your spreadsheet by pressing a series of keys on your keyboard.

Description	Key
Formulas Keyboard navigation	Enter formulas and use <b>arrow</b> key to select the cell. Use <b>SHIFT + arrow</b> key for multiple cell selections.
Find & Replace	Ctrl + F
Open the file	Ctrl + O
Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Insert comment	Ctrl + Alt + M
Insert Link	Ctrl + K
Align Left	Ctrl + Shift + L
Align center	Ctrl + Shift + E
Align Right	Ctrl + Shift + R