

## IBM Software Demos

### Lotus Symphony - Spreadsheets

#### **Part 3: Lotus Symphony Spreadsheets**

<0:00>

Welcome to part 3 of "Getting Started with Lotus Symphony." In parts 1 and 2, we looked at Lotus Symphony Documents and Lotus Symphony Presentations. Here in part 3, we'll take a closer look at Lotus Symphony Spreadsheets.

<0:15>

I'm going to select a spreadsheet which happens to be the sales objectives spreadsheet. This has a summary of the different sales objectives by region, to be shown at the meeting I am attending.

<0:30>

As you can see, there are six regions and the four quarters of the year are listed here with the various selling objectives for this company.

<0:39>

I'm going to add a title to the top of this spreadsheet: "Annual Sales Objectives by Region".

<0:48>

And again, as I move to different parts of the spreadsheet, I'm given different types of tools that I can use to edit the content.

<1:00>

So, I'm going to make a header with this font. And, I'd like to add up all of these columns, and I'd like to do it quickly. I'm going to select all four of these columns and click the summation button. That quickly sums each one of these columns and gives me a sum at the bottom.

<1:22>

I also want to do the same thing, moving left-to-right. I'm going to add up each one of these regional sets of data using the summation button. As you can see it adds them all up here and places them into the proper cells.

<1:34>

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The last thing I want to do is come up with a summation of all four quarters or all six regions. If I press the summation button here, Symphony gives me a visual cue telling me it's adding up cells B11 through E11. If I accept that, I just have to hit the enter button and now that set of numbers is added here at F11.

<2:03>

I can change the look of this number as well. I can make it bold, and if I want to change the cell properties, I can launch this dialogue box and I can give that cell some color to make it a little more highlighted on the page.

<2:19>

The last thing I want to do with the spreadsheet is to create a chart to display my data in more of a visual manner. I have selected a section of the spreadsheet and I click on "Create->Chart". Symphony tells me what range of cells it's creating the chart from, which is the range that I have selected here.

<2:37>

I'm going to click "Next" and then pick the type of chart. I want a bar chart, so I'll select that.

<2:45>

I'm going to click "Next" and give this chart a title. I'm just going to call it "Sales Objectives", and then tell Symphony to create the chart.

<2:55>

You'll see that it very quickly creates a visual representation of the data. Now I've got a nice sales chart showing me all the different sales objectives by region with a legend so I can read by quarter which region is expected to reach specific sales objectives.

<3:14>

I can take this chart now, and copy it quickly. And I can go over to the presentation I was working on just a moment ago and add another page. I'm going to add a blank page here, so this page will not have any formatting on it other than the template.

<3:33>

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Visit: <http://demos.dfw.ibm.com> for more demonstrations

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If I right-click, I can paste that chart I created and I can expand it for better readability. Now I have something else I can use during my meeting.

<3:45>

I was able to quickly create that chart using Lotus Symphony Spreadsheets. Then, using this tabbed interface, quickly switch over to my presentation, embed that chart, and continue working on the presentation.

<4:01>

As you can see, the tabbed interface really makes it easy for users to move from application to application and from file to file.

<4:15>

IBM Lotus Symphony software can be distributed to all of your end users as an alternative to expensive and/or proprietary office suites. Because Lotus Symphony supports a variety of file formats, it can also be introduced into a mixed environment where some users may decide to continue using their existing office productivity suite while other users switch to Lotus Symphony.

<4:40>

IBM Lotus Symphony is available at no charge and you can download it from our web site at [symphony.lotus.com](http://symphony.lotus.com). We hope you give it a try. Thank you for your time.

**END**