

# MiniExcel User Guide

## MiniExcel User Guide



This user guide describes high level functionalities and focuses on user interface guide. We assume you know how to use expression formula. MiniExcel's formula is compatible to Microsoft Excel.

MiniExcel is a portable spreadsheet program for Java enabled mobile phone. It helps you to keep track of your money, expenses, budget and anything you like wherever you are.

MiniExcel is designed for small and portable mobile phone in mind. It has ease of use navigational menu and innovative user interface for users to input date and number (including currency, decimal number and percentage) quickly using ITU-9 keypad. ITU-9 keypad is common keypad used in most mobile phones.

## 1. Overview

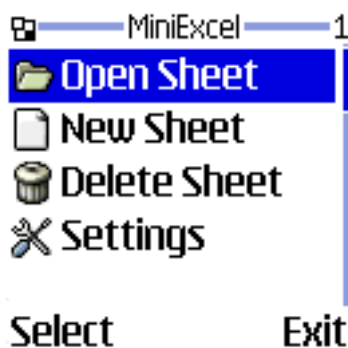
Before we proceed to detailed functionalities, we would like to provide an overview features supported by MiniExcel first:

- Optimized for small and portable mobile phone.
- 26 columns (A to Z) and 99 rows (1 - 99). No resize is required. The more cells used the more memory required.
- Arithmetic calculations: addition (+), subtraction (-), multiplication (\*), division (/) and power (^).

- Relational operators: equal to (=), not equal to (<>), greater than (>), smaller than (<), greater and equal to (>=) and smaller and equal to (<=).
- Supported functions: SUM, IF, AND, OR, NOT, ABS, SIN, COS, TAN, ASIN, ACOS, ATAN, POWER, LOG, LN, EXP, SQRT, INT, ROUND, COUNT, AVERAGE, RAND, NOW, TODAY, DATE, TIME, DATEVALUE, TIMEVALUE, YEAR, MONTH, DAY, HOUR, MINUTE, SECOND, PI and E.
- Supported data type: decimal value, currency, percentage, date/time, boolean and string.
- String concatenation (&).
- Auto alignment based on data type.
- Custom format for number, currency and date/time. Negative currency values show red.
- Cut/copy a cell or a range of cells to clipboard, and paste it to any target cell location.
- Insert/delete column/row.
- Set column width.
- Quick Number Edit. You can input date and number like currency, decimal value and percentage easily with this feature.
- Function Key. Function key is similar to windows system's shortcut key. With combination number of keys pressed, certain function will be triggered and run. You will find this feature handy for you to work with your data.
- Internet enabled. You can download and upload your data to a server.
- **Integrates with Excel and Quicken now!!!**

## 2. Menu

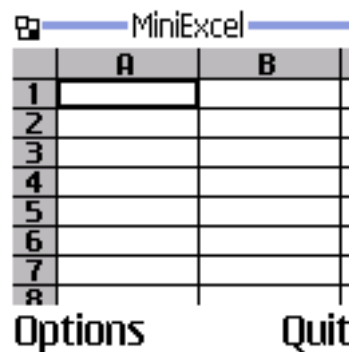
After you launch MiniExcel, you will see MiniExcel main screen as the following diagram shows.



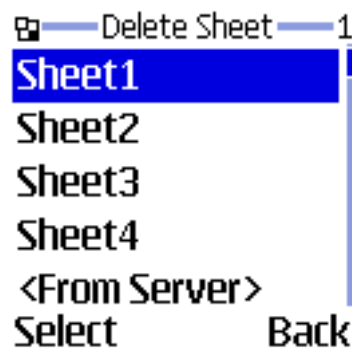
You can use arrow key to move the selection and make selection by pressing **Select** soft button. Since menu is one of the most frequently used feature, we describe the meaning of each menu item in hierarchy structure in this section. See the following list for main screen

menu hierarchy:

- **Open Sheet** - When this menu item is selected, a list of sheets that saved in the system will be listed.
  - **<New Sheet>** - This is not an actual sheet. It appears when there's no saved sheet on the system. This happens when your system is new. When this menu item is selected, a new sheet is created.
  - **<From Server>** - This is to load a list of sheets from an Internet server. If you first use the system, you will be prompted to input server host (preset), user id and password. After you input, these settings will be stored in the system and you will not be asked again next time. You can also change the settings through **Settings/Server** menu. For more details please refer to [Internet enabled](#) section
- **New Sheet** - When this menu item is selected, a new sheet is created. See the following screen:



- **Delete Sheet** - This is to delete sheet from the system. A list of sheets that saved in the system is listed after this menu item is selected. The screen you shall see is shown below:



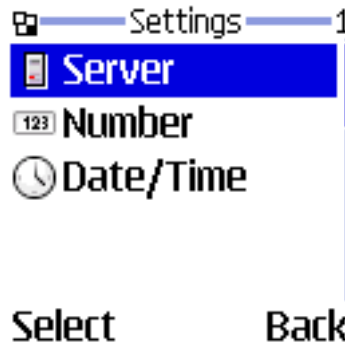
When you select a sheet to delete, a confirmation screen will appear as the following

screen shows:



Use **left/right** soft button to select **Yes/No** option.

- **<From Server>** - This menu item always appears at the last item as above screen shows. This menu item is used to delete sheets from server instead of local system.
- **Settings** - This is used to change system settings. When this menu item is selected, the following screen will appear:



- **Server** - This is to change server settings including server host, user id and password.
- **Number** - This is to change number settings including currency symbol, currency decimal places, and option to show negative amount in red (on by default).
- **Date/Time** - This is to change date/time settings including date format, time format and date separator.

We have gone through main menu, we are going to show menu in sheet's **Options**. Most menu items in sheet's **Options** have corresponding function key, we show function key in parenthesis (please note that this is not shown in the actual menu item). We will describe function key in the next section. See the following list first:

- **Sheet**
  - **Save (F1-1)** - This is to save a sheet that you are working on.
  - **Save As (F1-2)** - This is to save a sheet that you are working on to another name.
  - **Save To Server** - This is used to save a sheet that you are working on to a server.
- **Cell**
  - **Edit (5)** - Edit focus cell.
  - **Cut (F1-4)** - Cut focus cell or a range of cells to clipboard. See [Cut, Copy and Paste](#).
  - **Copy (F1-5)** - Copy focus cell or a range of cells to clipboard. See [Cut, Copy and Paste](#).
  - **Paste (F1-6)** - Paste clipboard content to target location (focus cell location). See [Cut, Copy and Paste](#).
- **Column**
  - **Insert (F2-1)** - Insert column at the location focus cell located.
  - **Delete (F2-2)** - Delete column at the location focus cell located.
  - **Width (F2-3 and F2-6)** - Change width of the column focus cell located.
- **Row**
  - **Insert (F2-4)** - Insert row at the location focus cell located.
  - **Delete (F2-5)** - Delete row at the location focus cell located.

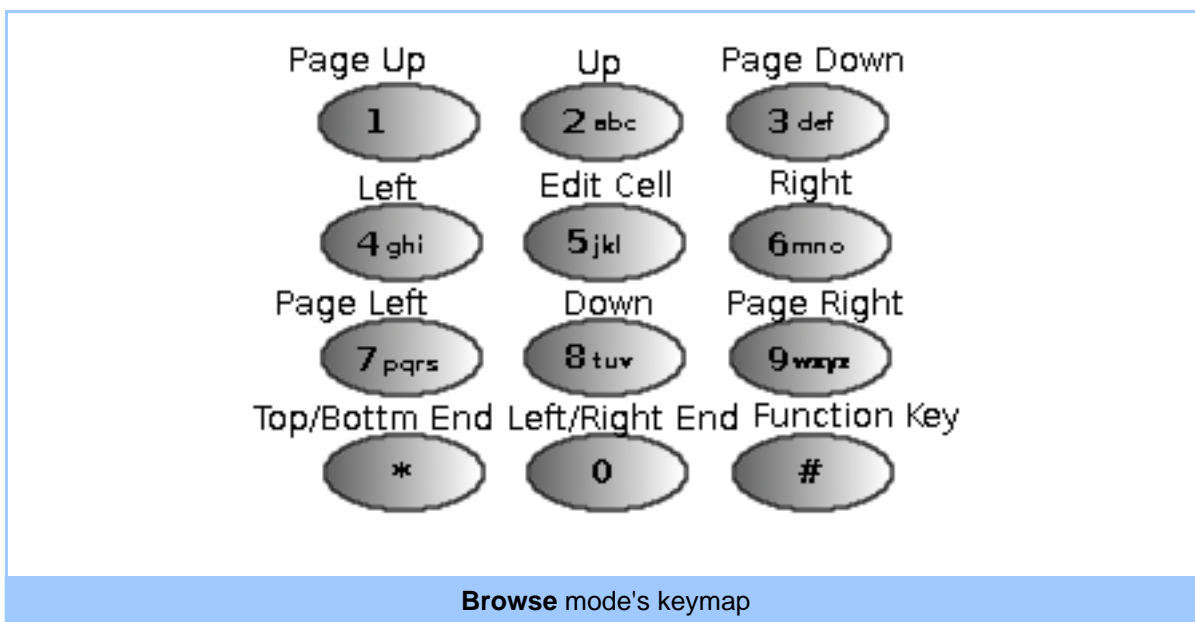
### 3. Working Mode

There are four working mode in MiniExcel's sheet screen, they are **Browse**, **Function Key 1 (F1)**, **Function Key 2 (F2)**, and **Quick Number Edit** mode.

Keypad used in mobile phone is not as flexible as desktop's keyboard, it is less functions and less keys than desktop's keyboard. Therefore we divide working mode into a few modes to expand functionalities of keypad. Similar key in different working mode has different functionality. No worries, this is designed with ease of use and user friendliness in mind, we hope you will find this feature handy for you to work with MiniExcel.

When sheet first appears, it is always in **Browse** mode. In **Browse** mode, you can use arrow keys (up, down, left and right) to move focus cell. You can also use keypad's keys to move the focus cell, functions like page up, page down, page left, page right, etc are supported. See the following diagram for Browse mode's keymap:





As the above diagram shows, if you are in **Browse** mode, when keypad 1 (top-left button) is pressed, the activated sheet will scroll up a page; when keypad 3 is pressed, the sheet will scroll down a page. Most functions are self-descriptive, except **Edit Cell**, **Top/Bottom End**, **Left/Right End** and # (**Function Key**). We will describe these functions briefly:

- **Edit Cell** - This is used to input cell value in free text format, you can input any values including formula , text, decimal value, currency, etc.
- **Top/Bottom End** - This is used to move focus cell to top or bottom end. When focus cell is not in top end, it will be moved to top end, otherwise it will be moved to bottom end.
- **Left/Right End** - This is used to move focus cell to left or right end. When focus cell is not in left end, it will be moved to left end, otherwise it will be moved to right end.

**Function Key #** is used to switch between **Browse**, **F1** and **F2** mode. For example, when you are in **Browse** mode, press **Function Key** once, your screen will be switched to **F1** mode; press **Function Key** again, your screen will be switched to **F2** mode; to switch back to **Browse** mode, press **Function Key** once again. You might have notice that in different working mode, top-left corner of your screen shows differently, this is to provide visual feedback which working mode you are in. See the following screens:



MiniExcel			
	A	B	C
1		Jan	Feb
2	Inc	\$3000.00	\$3000.00
3	Exp	\$2896.95	\$3800.00
4	Bal	\$103.05	-\$800.00
5			
6	Tot	-\$297.90	
7			
8			
Options		Quit	

**Browse mode**

MiniExcel			
1!	A	B	C
1		Jan	Feb
2	Inc	\$3000.00	\$3000.00
3	Exp	\$2896.95	\$3800.00
4	Bal	\$103.05	-\$800.00
5			
6	Tot	-\$297.90	
7			
8			
Options		Quit	

**F1 mode**

MiniExcel			
2!	A	B	C
1		Jan	Feb
2	Inc	\$3000.00	\$3000.00
3	Exp	\$2896.95	\$3800.00
4	Bal	\$103.05	-\$800.00
5			
6	Tot	-\$297.90	
7			
8			
Options		Quit	

**F2 mode**

Following are the keymap diagrams for F1 and F2 mode:

Save	Save As		Column Insert	Column Delete	Column Width +
1	2 abc	3 def	1	2 abc	3 def
Cut	Copy	Paste	Row Insert	Row Delete	Column Width -
4 ghi	5 jkl	6 mno	4 ghi	5 jkl	6 mno
7 pqrs	8 tuv	9 wxyz	7 pqrs	8 tuv	9 wxyz
Number Edit	Quick # Edit	Function Key		Memory Info	Function Key
*	0	#	*	0	#

F1 mode's keymap

F2 mode's keymap

We work out a simple scenario to demonstrate how to use this feature. Say you are going to save a sheet and you have finished entering your data. You can do so by going through **Options** menu hierarchy we have mentioned in the previous section. You will need to traverse through a few menu levels. In fact, the fastest and easier way to do it is to use **Function Key**. If you are in **Browse** mode, you can press a # key follow by a 1 key to activate **Save** function. This has the similar effect as traverse through **Options/Sheet/Save** menu.

Likewise, you can use **Function Key** feature to perform **Cut**, **Copy** and **Paste** functions, and

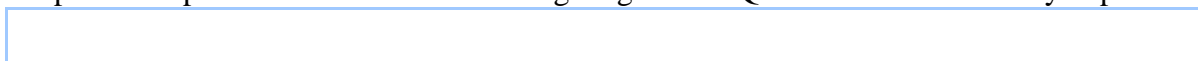
any other functions supported in **F1** and **F2** mode.

Most of the function keys have corresponding menu to perform similarity function except **Number Edit**, **Quick Number Edit** and **Memory Info**. We are going to describe these features below:

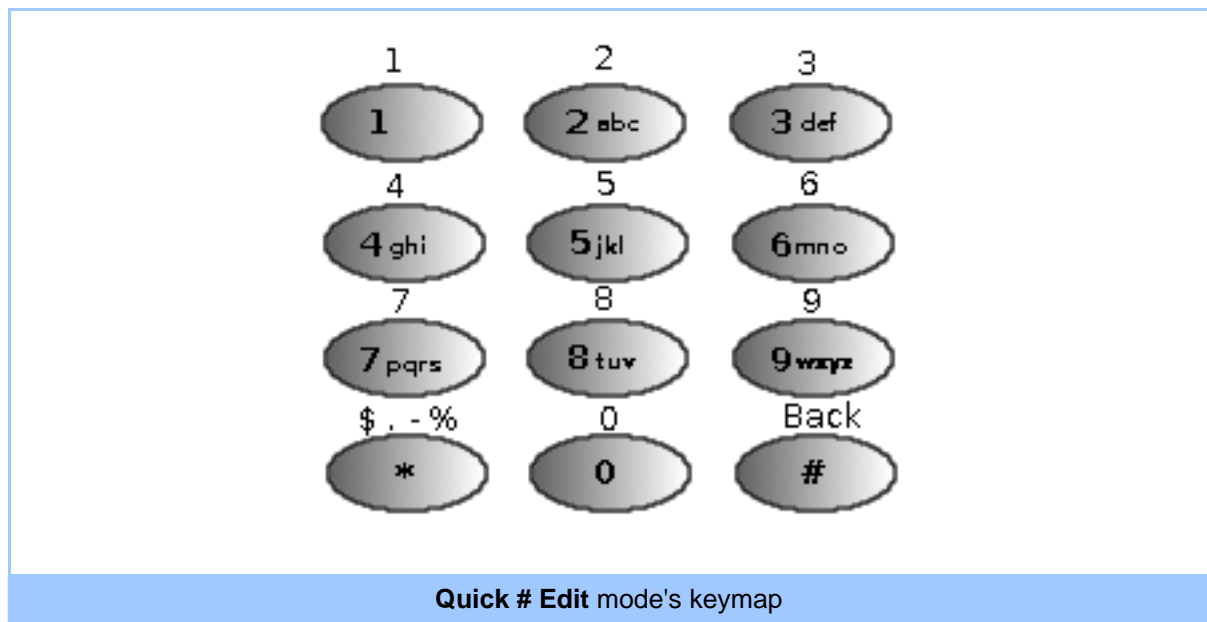
- **Memory Info** - This is used to show available and free memory in your system.
- **Number Edit** - This is similar to **Edit Cell** except digits and certain symbols allowed to input only.
- **Quick Number Edit** - This is mainly used to input date and number like currency, decimal value and percentage. You can input number faster by using this feature. When this function is activated, your screen will be switched to **Quick Number Edit** mode, you will see the following screen:



In **Quick Number Edit** mode, cursor can be moved by using arrow keys; **OK** and **Clear** soft button are used to accept the input number and remove character respectively; # key is used to cancel the edit and go back to **Browse** mode; '\$', '.', '-', '%' character can be inputted by pressing \* key in short period, this behaviour is similar to most mobile phones' input method. See the following diagram for Quick Number Edit's keymap.



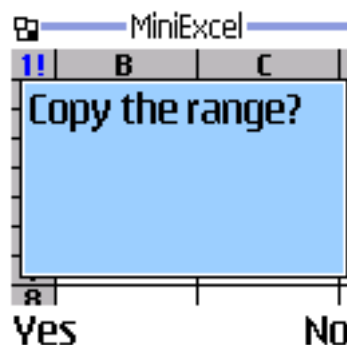




## 4. Cut, Copy and Paste

You might need to copy a cell or a range of cells which contain data and formula, and paste it to a new location. Like most spreadsheet programs, MiniExcel has this feature too.

To cut or copy a cell, press # key once, follow by a **3** or **4** key (**F1-3** or **F1-4**), focus cell will be cut or copied to clipboard. If you want to cut or copy a range of cells, move the focus cell to another cell, activate **F1-3** or **F1-4** again. You will be prompted whether you want to cut/copy the specified range of cells (from previous focus cell to current focus cell), answer yes by pressing **Yes** soft button in this case. See the following screen:



If **No** soft button is pressed, current focus cell will be cut or copied only.

After cutting or copying a cell or a range of cells to clipboard, move the focus cell to another location that you would like to paste to, and activate **F1-5** function. The cut or copied cell(s) will be moved or copied into the new location. You shall see the following feedback screen and it will disappear after a short period:



## 5. Touch Screen Support

- You can use stylus to point to a cell in order to make the cell in focus. If the cell is already in focus, edit cell screen will appear.
- You can resize a column by dragging the handle of the column header.
- Direction keys are used to scroll a page (up/down/left/right).

## 6. Internet Enabled

Internet enabled feature enables you to download and upload your data from/to Internet server. As of this writing, you can only use Internet enabled feature with our server and Connection Manager. Our server host setting has been preset in the system, it is <http://www.simprit.com/miniexcel/sheet/>. Please take note that you must have already activated WAP service on your mobile phone or Mobile Data Service (MDS) on your BlackBerry mobile phone in order to use this feature.

You might have noticed that when you select **Open Sheet**, **Delete Sheet**, and **Options/Sheet**, there are menu items which label as **<From Server>** and **Save To Server**. When these menu items are selected, you are performing an action toward server instead of local system. For example, when **<From Server>** is selected from **Open Sheet** menu, a list of sheets from server will appear. You can then select a sheet from the list, and the selected sheet will be

loaded from the server. That's easy, isn't it? This applicable to delete and save operation too.

In order to access data from a server, you need a user id and password. You will be prompted to input these information if you haven't done so. Once you have entered these information, they are stored in your system, you will not be asked again next time you access data from the server. If you want to change these settings manually, you can always go to **Settings/Server** to do so.

We do not provide account creation service. However you can use test user (user id is 'test' and password is 'password') for free. Each user has quota, if you encounter error like 'Quota exceeded!', please remove sheet from our server and try it again.

Since MiniExcel 1.2, you can use Internet enabled feature with Connection Manager. Connection Manager is a standalone program that makes Excel and Quicken integration possible. With Connection Manager, you can read and write your Excel files located on your PC from your mobile phone. Read more in the following section.

## **7. Integration with Excel and Quicken**

Integration with Excel and Quicken is enabled by Internet enabled feature and MiniExcel Connection Manager. MiniExcel Connection Manager is a client program running on your PC, it works as a Internet server and handles read and write requests from your mobile phone. File format that used by Connection Manager is Excel 2000 compatible. Therefore you can drop any excel files into workbooks directory for MiniExcel to read or copy excel files from the directory that MiniExcel has written.

We will show you how to setup and use Connection Manager in the following section.

### **7.1. MiniExcel Connection Manager's Requirements**

- Java Runtime 1.4 or later. If you do not have one, you can download it free from Sun Java web site.
- Internet connection. This is required for the PC that runs Connection Manager.

### **7.2. Setup Guide**

- Install Java Runtime 1.4 or later if you don't have it installed.
- Download MiniExcel Connection Manager zip file from our [download page](#). Unzip it to a directory and run miniexcel-cm.jar to launch Connection Manager (If you are on Windows platform, double click the jar file will do).

- If you have router or firewall, you need to configure your router or firewall to allow incoming Internet requests forward to your PC. Connection Manager uses port 8080 by default. You can change this setting in Preferences. Refer to your router/firewall manual for details.

**Note:**

Refer to <http://www.simpriit.com/miniexcel/routerconfig.html> for router configuration guide. Read README file in miniexcel-cm.zip file for more information and troubleshooting guide.

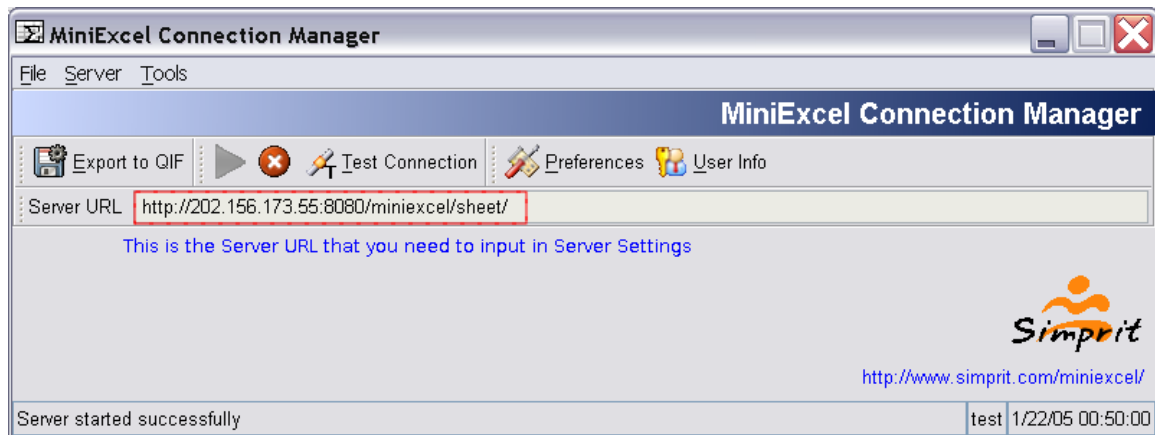
## 7.3. Using Connection Manager

When you run miniexcel-cm.jar (If you are on Windows platform, double click the jar file will do), you will see the following screen:



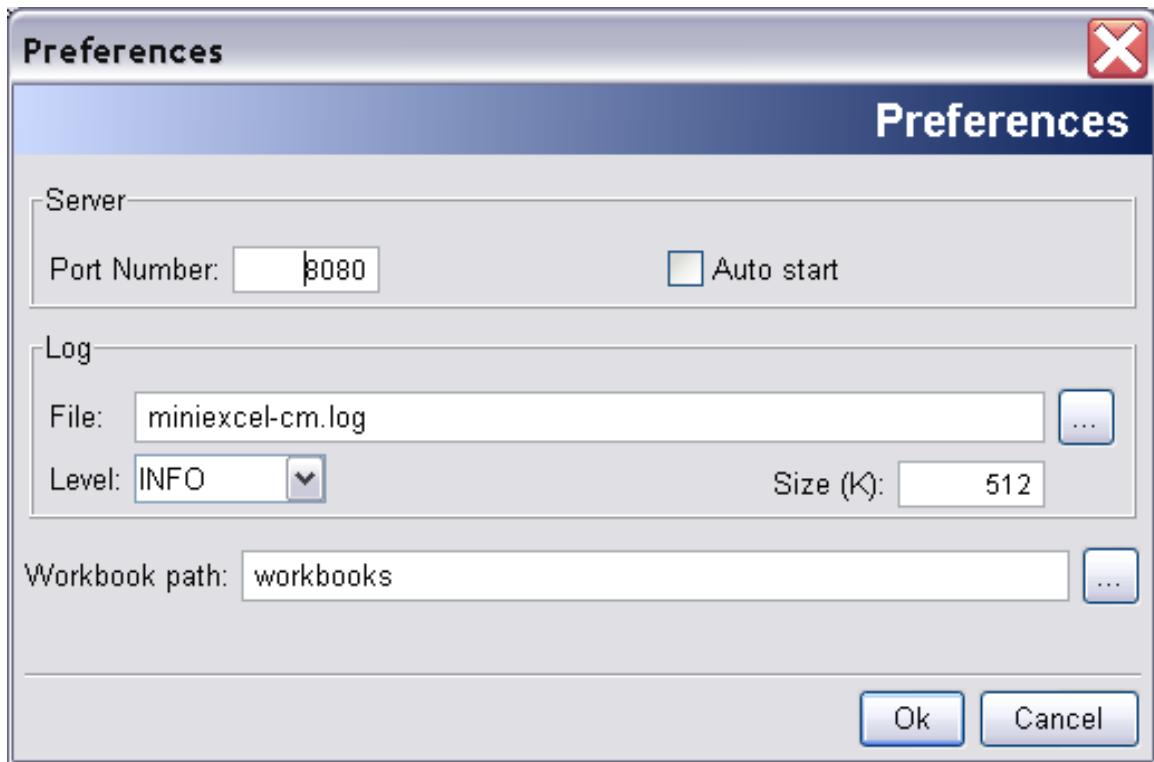
This is the main Connection Manager window. You can click toolbar item or menu item to run specific function. We will describe each function briefly:

- Export to QIF. This is used to export Excel file to QIF file. We will describe this function in details in the next section.
- Start. This is to start built-in Internet server. After server started, Server URL in main Connection Manager window will show your server URL. See the following screen:



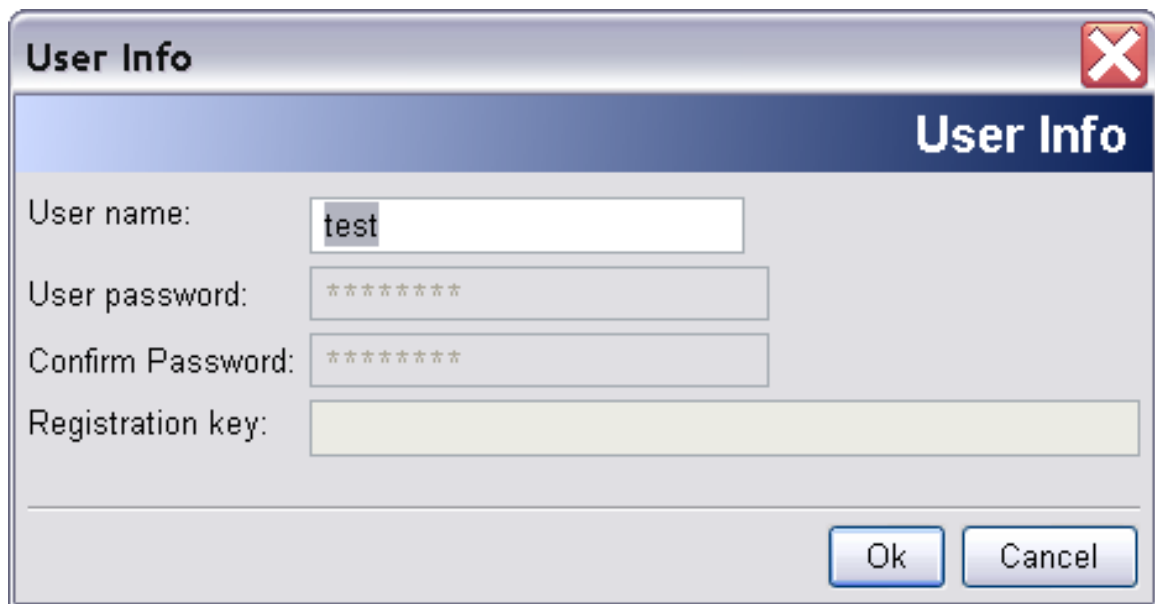
Server URL is a unique location address in Internet network. In order for mobile phone to connect to your server, you need to input the server URL correctly in MiniExcel's Server Settings.

- Stop. This is to stop built-in Internet server.
- Test Connection. Test connection is used when you want to check if your Internet server is reachable to your mobile phone. This is a useful function for you to troubleshoot network (router or firewall) configuration problem.
- Preferences. You can change system setting like server port, log file path, workbook directory, etc. through Preferences. See the following screen for Preferences dialog.



- User Info. User Info is used to input your user name, password and registration key. You need a valid registration key to change your user name and password, these are used for authentication purpose when you use mobile phone to connect to Connection Manager. Read README file for default user name and password. See the following screen for User Info dialog

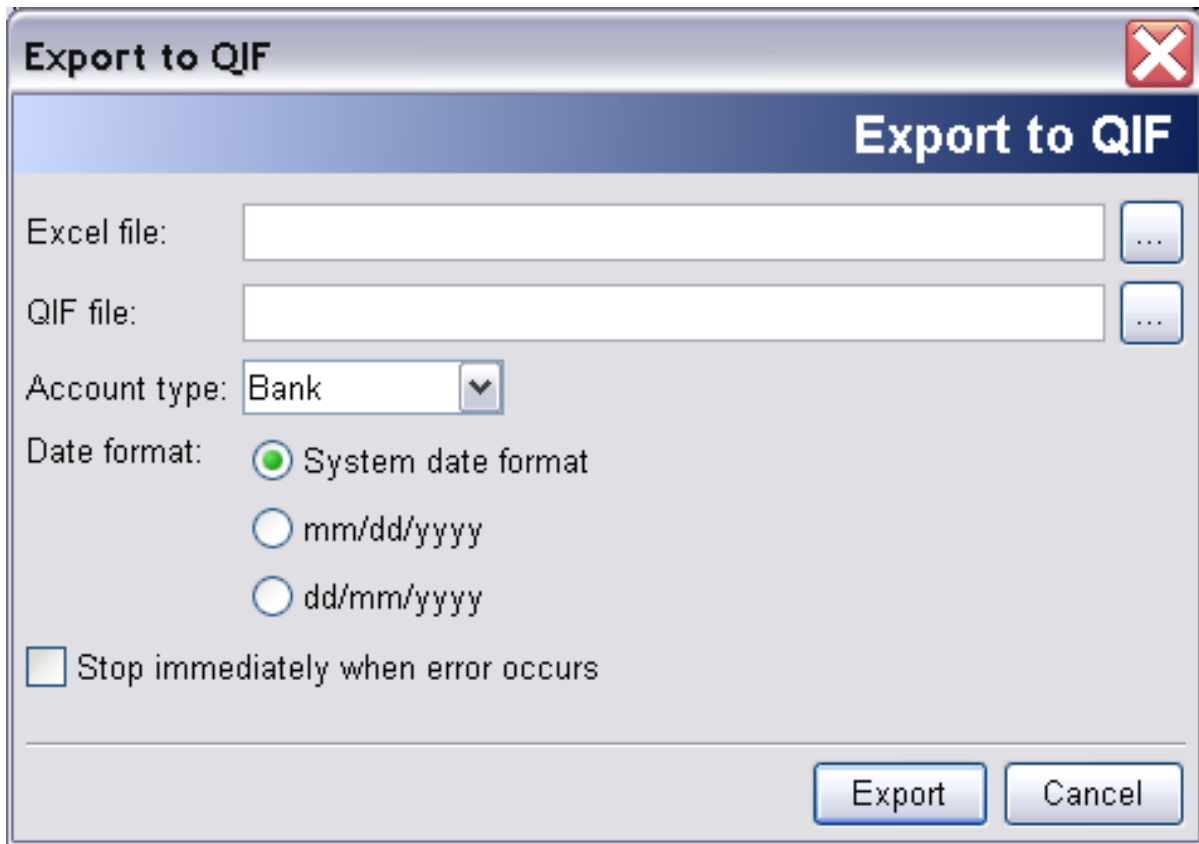
Note: If you don't have a valid registration key, you can only have 10 network access.



The image shows a 'User Info' dialog box with a title bar containing the text 'User Info' and a red close button. The dialog has a blue header bar with the text 'User Info' in white. Below the header, there are four input fields: 'User name:' with the text 'test', 'User password:' with eight asterisks, 'Confirm Password:' with eight asterisks, and 'Registration key:' which is empty. At the bottom right, there are 'Ok' and 'Cancel' buttons.

## 7.4. Export to QIF

Click 'Export to QIF' from menu item or toolbar item. Export To QIF dialog that the following screen shows will appear. Specify detailed information in the dialog box. When you're done, click 'Export' button, QIF file will be generated in specified location.



Your Excel file needs to have the following information:

- First row of sheet must contain header(s) with item name that you want to export to QIF. Following items are supported:
  - Date [D], Amount [T], Cleared status [C], Num [N], Payee [P], Memo [M], Address [A], Category [L] (, Category in split [S], Memo in split [E], Amount in split [\$] )\*.
- Header item name is case-insensitive. It can be in full text or single character specified in bracket.
- The non-split items can be in any sequence.
- Repeat the S, E, and \$ as many times as needed for additional items in a split. If an item is omitted from the transaction in the QIF file, Quicken treats it as a blank item.
- Cleared status must contain either \* (Cleared), [Blank] (Uncleared) or R (Reconciled). It's case-insensitive.
- Up to five Address items. Each of them is considered an address line.

You can refer to sample.xls provided in minixcel-cm.zip file. Please note that you can



specify items you require, there's no need to include all items, they're provided for your reference only.