Keyboard shortcuts

XL Office

XL Write, XL Calc and XL Show for Atari XL and XE computers

^ means CONTROL: ^S is CONTROL and S.

XL Write

Word processor

Arrows	Move the cursor
RETURN	New paragraph, with the same alignment
BACK S	Delete the previous character
CTRL BACK S	Delete the character under the cursor
TAB	Four spaces
^B ^I ^U	Bold, italics and underline from the cursor on
^L ^E ^R	Align the paragraph left, center or right
^N ^O ^S	New, open and save (`.XLW`)
^X	Export text for the PC (`.TXT`)
^P	Print on printer `P:`

XL Calc

Spreadsheet

Arrows TAB RETURN	Move between cells
Typing	Edits the cell in the formula bar
^E	Edit the current contents of the cell
BACK S DELETE	Clear the cell
^B	Bold
^N ^O ^S	New, open and save (`.XLC`)
^X	Export CSV for the PC, separated by semicolons
^P	Print

XL Show

Presentations

Up and down	Choose an element: title, bullets or chart
RETURN	Edit the chosen element in the bottom bar
Left and right	Previous or next slide
^A ^D	New slide or delete the current one
^K ^J	Change the background gradient or the accent color
^G	Edit the chart: values from 0 to 255 separated by commas, for example `20,30,38,52`
^P	Present full screen
^N ^O ^S	New, open and save (`.XLP`)
^X	Export titles and bullets to `.TXT`

In all three programs

ESC	Open the menu
^Q	Back to the start menu
Atari + vowel	á é í ó ú
Atari + n	ñ, and ? ! give ¿ ¡
CAPS	Caps lock
Y N	Yes or no (RETURN, ESC)
Joystick	Port 1: pointer and click

Start menu

1 2 3	XL Write, XL Calc, XL Show
4	Settings: language
5	Back to DOS

XL Calc formulas

`=B2*12`	Start with =
`=SUM(A1:A9)`	Also AVG, MIN and MAX
`1.5E3`	The point is the decimal
`#ERR`	Error, such as division by zero

Files: `D2:LETTER` opens from drive 2; the extension is added for you.

xloffice.mycomuapp.com