
TRS-80®

Model 100 Portable Computer

**Executive Calendar
Quick Reference**

Executive Calendar Program:

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EXECUTIVE CALENDAR QUICK REFERENCE

The Executive Calendar system consists of two programs. After loading and saving the programs according to the instructions in "Model 100 Applications Quick Reference," access a program by using the arrow keys to move the cursor over the desired program and then press **ENTER**.

Calendars

The Calendars program is used to display monthly calendars, and daily or weekly schedules. When you access the Calendars program, the current month's calendar is automatically displayed.

Prev — To display the calendar for the month prior to the one that is on the screen, press **F1**.

Next — To display the calendar for the month after the one that is on the screen, press **F2**.

Any — To display the calendar for any month of any year, press **F3**. Then type the two-digit number representing the month, a slash (/), and the number of the year.

Week — To produce a schedule for any week, use the week function. Be sure the calendar displayed is the one you need. Using the arrow keys, move the cursor over the date of one of the days in the week you wish to see. Press **F4**. The time slots from 08:00 to 10:30 are displayed.

Pressing **↑** or **↓** moves the displayed time

segments up or down 30 minutes. Pressing **(SHIFT)** and **(↑)** or **(↓)** moves the segments 3 hours at a time. Pressing **(CTRL)** and **(↑)** displays 00:30 to 03:00. Pressing **(CTRL)** and **(↓)** displays 21:30 to 24:00.

A * indicates a filled time slot. A . indicates an unfilled time slot. To return to the Calendar menu, press **(F8)**.

Day — To produce a schedule for any day, use the Day function. Be sure the calendar displayed is the one you need. Using the arrow keys, move the cursor over the date of the day you wish to see. Press **(F5)**. The screen clears and displays the date, time, duration, and description of the events scheduled for that day.

Add — To add an appointment, press **(F1)** or **(F2)**. Using a 24-hour clock, type the time and duration in the HH:MM format. You must press **(ENTER)** if you type a fewer than 21-character description.

Edit — To edit a scheduled event, use the arrow keys to move the cursor over the item you wish to change. Press **(F3)** or **(F4)**. Type the correct information and press **(ENTER)** if you type a fewer than 21-character description.

Remove — To delete a scheduled event, place the cursor in the line you wish to remove. Press **(F5)** or **(F6)**. The event is displayed in reverse video. Press **(Y)** to remove the event.

Calendar — To return to the Calendar menu, press **(F7)** or **(F8)**.

WRAM — To save the NOTE.DO file in computer (RAM) memory, press **(F6)**.

Wtpe — To save the NOTE.DO file to cassette tape, press **(F7)**. Be sure the cassette recorder is properly connected, and that the tape is fully rewound. Press the record mechanism on the cassette recorder, and then press **(ENTER)**.

Menu — To return to the Model 100 Main Menu, press **(F8)**.

(SHIFT) (PRINT) — To print a displayed calendar, or daily or weekly schedule, press **(SHIFT) (PRINT)**. Be sure the printer is properly connected, turned on, and on-line and then follow the displayed prompts.

Dates

To access the Dates program, use the arrow keys to move the cursor over the file labeled DATES.BA and then press **(ENTER)**.

Conversions — To display the Conversions screen, press **(F1)**.

Gregorian — To convert a Gregorian date to Julian days, press either **(F1)** or **(F2)**. Enter the date to be converted in the MM/DD/YYYY format.

Julian — To convert Julian days to a Gregorian date, press either **(F3)** or **(F4)**. Enter the number of Julian days.

Day of Yr — To convert the day of the year to the Gregorian date and number of Julian days, press **(F5)** or **(F6)**. Enter the number of the day and the year you wish to convert.

Date Menu — To return to the Dates program menu, press **(F7)** or **(F8)**.

Holidays — To display the Holidays screen, press **(F2)**.

This Year — Use the arrow keys to move the cursor over the name of the holiday you wish to see. Then to display the day and date of that holiday in the current year, press **(F1)** or **(F2)**.

Any Year — Use the arrow keys to move the cursor over the name of the holiday you wish to see. Press **(F3)** or **(F4)**. Enter the year in which you want to see the date of the holiday.

Find — Use the arrow keys to move the cursor over the holiday you wish to find. Press **(F5)** or **(F6)**. Enter the starting date in the MM/DD/YYYY format.

Date Menu — To return to the Dates program menu, press **(F7)** or **(F8)**.

Weekdays — To display the Weekdays screen, press **(F3)**.

Days between — To calculate the number of days between two dates, press **(F1)**. Enter the starting date in the MM/DD/YYYY format. Enter the ending date in the MM/DD/YYYY format.

Wkdays between — To calculate the number of weekdays between two dates, press **(F2)**. Enter the starting date in the MM/DD/YYYY format. Enter the ending date in the MM/DD/YYYY format.

of times — To calculate the number of times a given day of the week falls between two dates,

press **(F3)**. Enter the number representing the day of the week you wish to find. Enter the starting date in the MM/DD/YYYY format. Enter the ending date in the MM/DD/YYYY format.

Nth Occurrence — To find the date of the nth occurrence of a day of the week in a given month and year, press **(F4)**. Enter the number corresponding to the day of the week you wish to find. Enter the month and year in the MM/YYYY format.

Year given day — To calculate the years in which a specific day of the week falls on a given date, press **(F5)**. Enter the number corresponding to the day of the week you wish to find. Enter a starting date in the MM/DD/YYYY format.

Date given day — To calculate the nine dates that a specific day of the week falls on after a given starting date, press **(F6)**. Enter the number corresponding to the day of the week you wish to find. Enter a starting date in the MM/DD/YYYY format.

Date Menu — To return to the Dates program menu, press **(F8)**.

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