

Quattro Pro 9

For Windows

WHAT IS QUATTRO PRO 9?

Corporation's Quattro Pro 9 is a robust spreadsheet application ideal for sales tracking and analysis, accounting, and finance. Quattro Pro 9 integrates with all other Corel and Microsoft Office products and has three capabilities. Quattro Pro 9's vast amount of features makes it the most customizable programming and calculation platform in existence today.

Quattro Pro 9
- Enjoy!

GUIDE DESCRIPTION

Welcome to the Quattro Pro 9 Global Reference Guide. This guide has been designed to give you, the user, a head start on learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. Using this guide alongside Quattro Pro 9, your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource within reach at all times.

GLOBAL LEGEND

- BASIC
- INTERMEDIATE
- POWER USER
- GREAT TIP
- WATCH OUT!
- ADVANCED TIP
- FREQUENTLY ASKED QUESTIONS

The screenshot shows the Quattro Pro 9 interface with the following components labeled:

- Menu Bar**: Located at the top of the window.
- Standard Toolbar**: Contains buttons for common commands.
- Name Bar**: Contains the cell reference.
- Formatting Toolbar**: Contains buttons to format the spreadsheet.
- Row Headings**: Located on the left side of the spreadsheet.
- Sheet Tab**: Displays sheet in a notebook. Click on a sheet to view it.
- Title Bar**: Program name and current sheet notebook name.
- Column Headings**: Located at the top of the spreadsheet.
- Formula Bar**: Displays formula or contents of a cell.
- Cell Content**: Displays the content of the active cell.
- Active Cell**: (P02 in this example).
- Spreadsheet**: Grid of cells to enter information.
- Status Bar**: Displays information about the mode and the sheet name.

Selecting Cells

- To select:**
 - A cell: click in the center of the cell with the mouse. A dark border will appear around the cell.
 - A range of cells: click and drag from the upper leftmost cell to the lower rightmost cell.
 - Non-adjacent cells: click on the first cell, then while holding the **Ctrl** key down, click the other cells. Release the **Ctrl** key after all non-adjacent cells are selected.
 - A column of cells: from row 1 to row 1,000,000, click on the column header letter - eg. **A, AB, BA**.
 - A row of cells: from column A to column G (default setting - up to 16,383 are available), click on the row header number - eg. **1, 547, 1,000,000**.
 - All cells on the spreadsheet: click on the Name Bar above the **B1** row heading.
- Cells by their contents: right-click on the **Click to Browse** button on the lower right portion of the screen and select from the resulting pop-up menu.

Editing Cells

- To edit cells: select the cell, open the information, press the **Enter** key.
- To name ranges and cells: select the cell or range, click the **Insert** drop-down menu and select **Name, Cells**. Type in a name for the cell or range, click the **Close** key.
- To insert a cell: select one or more cells, click on the **Insert** drop-down menu and select **Insert Cells**.
- To join cells: select the cells to be joined, click on the **Format** drop-down menu, select **Selection**, click on the **Alignment** tab, place a check in the **Join Cells** check box, click **OK**.

- Clipboard**
 - Cell** - Individual component where text, numbers, and formulas can be placed.
 - Cell Address** - The location of the cell indicated by the row number and column letter.
 - Row** - A group of cells, arranged horizontally that are numbered 1 to 1,000,000.
 - Column** - A group of cells arranged vertically that are in an alpha order A to Z (default setting - up to 16,383 are available).
 - Selection** - A list of cells that can be viewed on the front of the spreadsheet.
 - Worksheet** - Sheets within the notebook that include cell rows and columns.
 - Range** - A group of cells on a spreadsheet; all cells in a group do not need to touch each other.

- Corel Quattro Pro 9 comes with its own Help Function that programs, at the heart of the application, in great detail. Tapping into this Help Function, along with the reference guide, will allow you to increase productivity and efficiency as well as use Quattro Pro 9 to its full potential. Here's how:**
 - Click on the **Help** drop-down menu, select **Help Topics**.
 - In the next, new and powerful window, different tabs that we offer different ways to access **Help** information.
 - Contents** lists all available **Help** topics. Double-click a selected topic to reveal specific information on that topic.
 - Index** is used to search for a certain keyword or page topic. The index is in alphabetical order and will suggest you topic.
 - Find** is used to locate all instances of a word in the **Help** text. There are also tabs for user instructions for using many features found under **Help** options.
- Ask the PerfectExpert** will give you type in a question and select from the resulting topic.
- Quick Knowledge Base** accesses the Corel web site. Type in a keyword for your search and click on **Search**. This must have an internet connection to use this function.

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Tina Rathbone



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even if you've never used Excel before. With Excel guru John Walkenbach to guide you, you'll get the low down on everything from enhanced what-if analysis tools to the easy-to-use Internet Assistant which turns your spreadsheet into a Web page that others can view over the Internet or your organization's intranet. Comprehensive and authoritative, Excel 97 Bible is the indispensable all-in-one reference you need to unleash the power of the world's most popular spreadsheet application.

God on the Internet Mark A. Kellner, 1996 Religious and computer columnist Mark Kellner begins with an overview of the Internet and various online services and moves on to more detailed descriptions of religious resources available on each service. This book explains where to find everything from the Book of Mormon online to a tour of the Vatican's artwork. Interspersed throughout the book are examples of how people use the Internet for religious experiences.

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