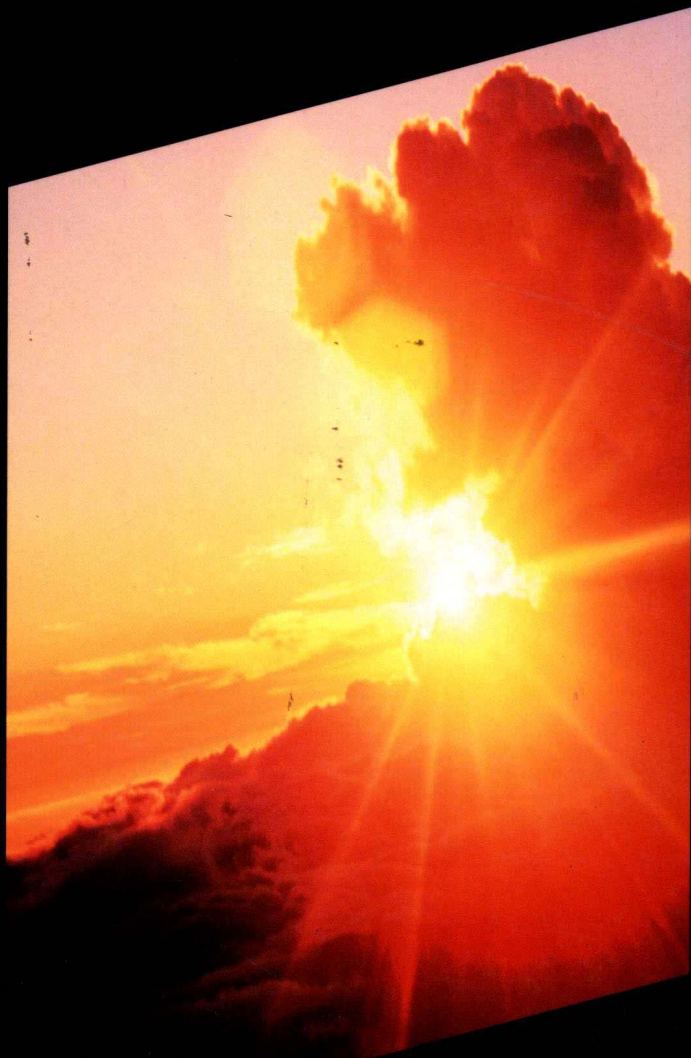


LISA ROSNER

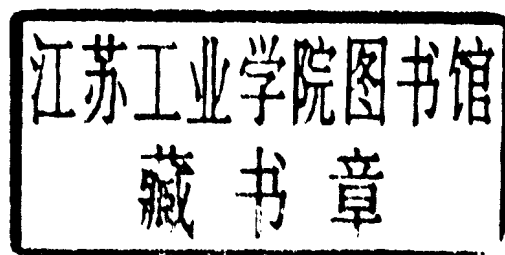


FIRST LOOK AT . . .

QUATTRO PRO
FOR WINDOWS

First Look at... Quattro Pro for Windows

Lisa Rosner



Mitchell McGRAW-HILL

New York St. Louis San Francisco Auckland Bogotá Caracas
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First Look at Quattro Pro for Windows

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ISBN 0-07-053830-1

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Compositor: Christi Payne Fryday, Bookman Productions
Printer and binder: R. R. Donnelley & Sons

Library of Congress Card Catalog No. 92-64184

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Preface

First Look at Quattro Pro for Windows is a self-paced, hands-on tutorial that covers the essential and most commonly used features of Quattro Pro for Windows. This book can be used:

- in a short course on Quattro Pro for Windows
- as a supplement in a microcomputer applications course
- as a supplement in a variety of business courses
- as a self-paced guide to Quattro Pro for Windows

..... ORGANIZATION

Written in plain English using step-by-step instructions, this book and other books in the First Look Series quickly get the reader “up to speed” with today’s popular software packages in a minimum number of pages. Complete with a Command Summary, a helpful Troubleshooting Guide, and a thorough Index, *First Look at Quattro Pro for Windows* makes reference quick and easy.

First Look at Quattro Pro for Windows begins with basic start-up information, then progresses to more advanced features of Quattro Pro for Windows. The following features aid learning in each lesson:

- **Objectives** provide an overview.
- **Step-by-step, hands-on tutorials** guide the reader through specific functions and commands.
- **Screen displays** monitor the reader’s progress.
- **Summary of Commands** makes reference quick and easy.
- **Review Questions** reinforce key concepts.
- **Hands-On Exercises** require readers to apply the skills and concepts just learned.

As readers work through *First Look at Quattro Pro for Windows*, they create files that they use in later lessons. These files should be saved on a data disk so they can be easily located and retrieved; instructions for formatting disks

are given in Lesson One. It is assumed that readers have access to the full-powered software package and all its features.

First Look at Quattro Pro for Windows has two special features that appear throughout the text to help readers master the software.

- **Caution boxes** warn readers about common pitfalls that beginning users encounter and describe how to avoid them.
- Borland's **Object Inspector menus icon** (displayed in the left margin) lets readers know when they should right-click to bring up an Object Inspector menu.



Use the *First Look Series* for brief and affordable coverage of today's most popular software applications packages.

..... ACKNOWLEDGMENTS

I would like to thank John Theibault, Lillian Rosner, Henry Rosner, Marianne Rosner, Andrew Rosner, Abbee Goldstein, Mark Rosner, April Jade Rosner, and of course, Alice Rebecca Theibault, all of whose help and encouragement was necessary for this book's completion.

I would also like to thank the following reviewers for their excellent suggestions: Jeff Mock of Diablo Valley College, Curtis Meadow of the University of Maine at Orono, Pamela J. Cox of Johnson County Community College, Jerald Cole of the U.S. Coast Guard Academy, and Marilyn R. Zook of Mt. Hood Community College.

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Contents

Preface viii

..... LESSON 1

Introducing Windows

Objectives	1
How to Use This Book	1
The Keyboard and the Mouse	2
What Is Windows?	4
Starting Windows	6
Understanding the Desktop and the Windows	6
Moving Around the Desktop • Moving Around the Menu Bar •	
Resizing, Opening, and Closing Windows	
Starting a Program	12
Formatting a Disk	14
Exiting a Windows Program	15
Exiting Windows	15
Summary of Commands	16
Review Questions	17
Hands-On Exercises	18

..... LESSON 2

Exploring Quattro Pro for Windows

20

Objectives	20
Starting Quattro Pro for Windows	20
The Spreadsheet Notebook	22
Moving Around the Spreadsheet Notebook	23
Moving Among Pages • Moving Within a Page	
Editing Cell Information	25
Entering Data: Labels, Values, and Formulas	26
A Shortcut for Entering Data • Formulas Using Cell Addresses	
Deleting Cell Contents	28
The SpeedBar	28
The Menu Bar	30
Choosing a Menu Command • Menu Terminology	

The Title Bar	31
Saving Your Spreadsheet Notebook	32
Closing a Notebook and Displaying a New, Blank Notebook	33
Exiting Quattro Pro for Windows	33
Summary of Commands	34
Review Questions	35
Hands-On Exercises	36

..... **LESSON 3**

Creating a Notebook

38

Objectives	38
Creating a Spreadsheet Notebook	38
Selecting a Block with the Mouse	39
Copying a Block with the Mouse	40
Using Formulas	42
Relative and Absolute Cell Addresses	43
An Easy Way to Enter Cell Addresses in Formulas	
Using SpeedSum to Add Up Columns	45
Introducing Functions	45
Changing the Display of Values	46
Object Inspector Menus	
Changing Column Width with the SpeedBar	49
Deleting a Block	50
Summary of Commands	51
Review Questions	52
Hands-On Exercises	52

..... **LESSON 4**

Editing a Notebook

55

Objectives	55
Opening a Notebook	55
Changing Values in a Notebook	56
Inserting and Deleting Rows and Columns	57
Inserting Rows • Inserting Columns • Deleting Rows and Columns	
Subtotals: More About Formulas	59
Copying Cell Contents	60
Copying and Modifying Labels • Copying Numbers • Copying Formulas and Functions	
Moving Cell Contents	63
Drawing Lines and Boxes	63
Printing the Active Notebook Page	65

Summary of Commands	66
Review Questions	67
Hands-On Exercises	68

..... **LESSON 5**

More Editing, More Functions

70

Objectives	70
Specifying Column Width	71
Using the Keyboard to Select a Block	72
Changing Alignment	73
Combining Currency and Comma Format	73
Using the SpeedSort Button	74
Using the @COUNT, @MAX, and @MIN Functions	76
Using the @PMT Function	77
Creating Links	78
Copying Functions	78
Using the @IF Function	81
Summary of Commands	82
Review Questions	83
Hands-On Exercises	84

..... **LESSON 6**

Creating a Database

87

Objectives	87
Designing a Database	87
Filling a Block with Sequential Values • Assigning Names to Fields	
Sorting the Database	92
Locating Records in a Database	94
Extracting Records from a Database	95
Resetting Data Query	96
Using Point Mode in Dialog Boxes	97
Summary of Commands	98
Review Questions	98
Hands-On Exercises	99

..... **LESSON 7**

Creating Graphs

102

Objectives	102
Creating a Graph with the Graph Tool	103
Changing the Graph Type	103
Printing a Floating Graph	104

- Creating a Graph Using the Graph Menu 106
 - Specifying Series • Editing Series • Adding Text
- Viewing a Graph from the Graphs Page 110
- Naming a Graph from the Graphs Page 110
- Line Graphs 110
- Adding Series Labels Using Object Inspector Menus 111
- Printing a Graph 114
- Summary of Commands 114
- Review Questions 115
- Hands-On Exercises 116

.....
LESSON 8

Working with Multiple-Page Notebooks 118

- Objectives 118
- Moving a Block Between Pages 119
 - Changing Page Names
- Splitting the Screen into Two Windows 122
 - Moving Between and Within Windows • Resizing Windows
- Using File | Retrieve 124
- Dividing a Notebook into Multiple Pages 125
 - Using Drag and Drop to Move Blocks • Absolute Cell References with Multiple-Page Notebooks
- Defining a Group of Pages 127
- Defining Noncontiguous Blocks 128
- Using SpeedBar Buttons with Grouped Pages 129
- Adding Cell Contents Across Grouped Pages 130
- Summary of Commands 131
- Review Questions 132
- Hands-On Exercises 133

.....
LESSON 9

Printing Notebooks and Graphs 135

- Objectives 135
- Printing a Multiple-Page Notebook on One Page 135
 - Setting Heads and Footers • Centering Text on the Printed Page
- Previewing Before Printing 138
 - Adjusting Margins • Changing Header Font Attributes • Printing from the Preview Screen
- Saving Print Settings 140
- Selecting a Multiple-Page Print Block 141
 - Printing Notebook Pages Separately • Alignment, Dates, and Page Numbers in Headers and Footers

Creating Headings from Row and Column Labels	144
Printing a Graph from the Graphs Page	145
Adding Headers and Footers to Graphs	
Summary of Commands	146
Review Questions	148
Hands-On Exercises	148
Answers to Review Questions	150
Quattro Pro for Windows Reference and Command Summary	154
Troubleshooting Guide	161
Index	163

Introducing Windows

OBJECTIVES

At the end of this lesson, you will be able to:

- Understand the keyboard and the mouse.
- Start Windows.
- Understand the desktop and the windows.
- Move around the desktop.
- Move around the menu bar.
- Resize, open, and close windows.
- Start a Windows program.
- Format a disk.
- Exit a Windows program.
- Exit Windows.

.....

HOW TO USE THIS BOOK

Borland's Quattro Pro for Windows is a new entry into the Windows spreadsheet market. Although it is based on Borland's earlier spreadsheet program, Quattro Pro for DOS, Borland's CEO, Philippe Kahn, has been widely quoted as saying that the program is more than just an upgrade. Instead it has been completely redesigned from the bottom up. The standard benefits of a spreadsheet program are the ability to carry out calculations and to analyze different scenarios for decision making. Quattro Pro for Windows can do all that, but it also takes full advantage of new features that spreadsheet users have asked for: use of the mouse to move and edit data, shortcuts for selecting frequently used commands, easy formatting of spreadsheet contents, enhanced graphs and charts, a quick and intuitive way to link many spreadsheets together, and presentation-quality spreadsheet printing. *First Look at Quattro Pro for Windows* mirrors Borland's approach by introducing both basic spreadsheet skills and the most innovative features of the program. By concentrating on

what is new and improved, *First Look at Quattro Pro for Windows* allows you to acquire a state-of-the-art knowledge of this state-of-the-art spreadsheet.

This book, which is organized into nine lessons, assumes that you are using Quattro Pro for Windows 1.0 and Windows 3.1. The first lesson is a general introduction to Windows 3.1 and to the keyboard and mouse skills you will need for both Windows and Quattro Pro for Windows. The remaining eight lessons are devoted to Quattro Pro for Windows itself. The book assumes that you begin Lessons Two through Nine by starting Quattro Pro for Windows and that you end each lesson by saving your work and exiting the program. I recommend that you do each lesson in the order in which it appears because later lessons build upon skills acquired in earlier ones. Each lesson has a set of review questions in addition to two or three hands-on exercises. The first exercise is designed to test your skills in the topics covered in the lesson. Subsequent exercises are more challenging and require you to apply your skills in more creative ways.

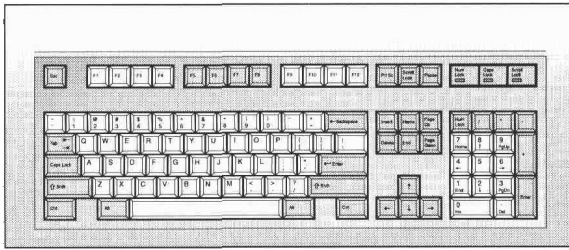
You can save your work on either the computer's hard disk or on a floppy disk. If you use a brand-new floppy disk, it will have to be formatted. Instructions for formatting a disk using Windows 3.1 are given in Lesson One. Lesson Two gives instructions for saving your work on either the hard disk or on a floppy disk in drive A.

Both Windows and Quattro Pro for Windows are very visual and give you as much information on-screen as possible. For that reason you should watch your computer screen carefully as you carry out the instructions in this book. You will also find it helpful to pay close attention to the figures in each lesson. Since, as the saying goes, A picture is worth a thousand words, you will find a single figure more useful than many pages of description. You should be aware, though, that computers can be set up in different ways, which may affect the way programs are displayed on the monitor. If you notice that your computer screen looks very different from the figures in this text, check with your instructor to see if the difference is due to your computer setup.

..... THE KEYBOARD AND THE MOUSE

If you haven't used a computer before, take time to examine the **keyboard** (see Figure 1-1). Most keys are exactly like typewriter keys and you type on them as you would on a typewriter. Instead of appearing on paper, though, the words you type will appear on the computer monitor.

The keyboard also contains some special keys used only in computer programs: **Enter** (also called **Return** in some programs), the function keys (**F1**, **F2**, **F3**, **F4**, **F5**, **F6**, **F7**, **F8**, **F9**, **F10**), and the arrow keys (**←**, **→**,



IBM PC/XT Keyboard Layout



Enhanced IBM PC/AT Keyboard Layout

Figure 1-1
The keyboard

(↑, ↓). Other special keys are the **Ctrl**, **Esc**, **Ins**, **Alt**, **Del**, **Backspace**, **Home**, **End**, **Pg Up**, and **Pg Dn** keys.

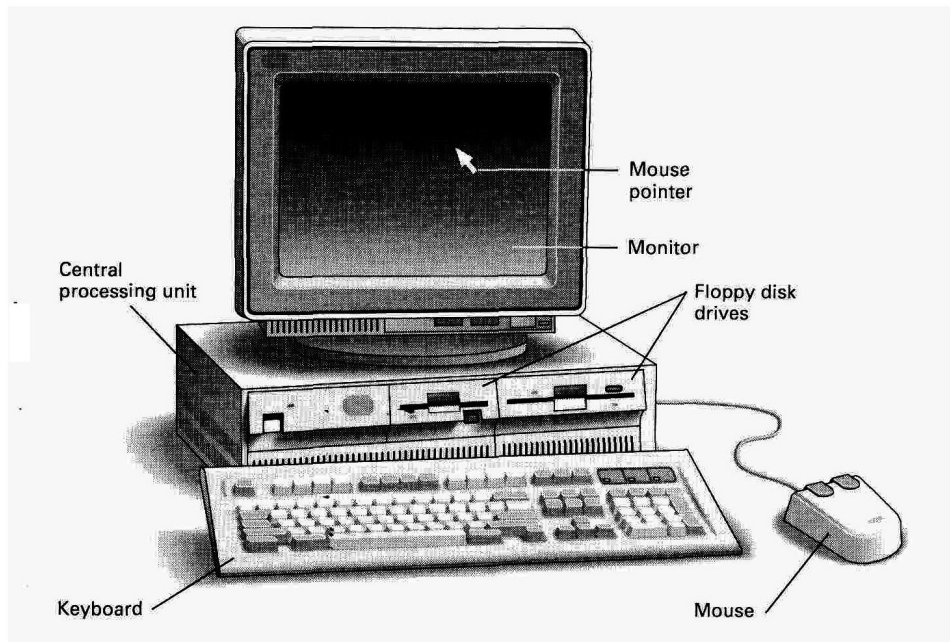
For most keystrokes, you press the key for the count of 1, as you would on a typewriter. For some commands, though, Quattro Pro for Windows will expect you to press one key while holding down another. In this book, these commands will be written as two keys separated by a hyphen. An example of this is the keyboard command **Alt-F3**, discussed in Lesson Three. This requires you to first press **Alt**, then hold it down while pressing **F3**. To get the feel of this, think of counting 1...2...3. On the count of 1 hold down **Alt**, on the count of 2 press **F3**, and on the count of 3 release them both.

Most of the features in Quattro Pro for Windows can be selected using the **mouse** as well as the keyboard. In fact, the program has been widely praised for being so easy to use with a mouse. For that reason, *First Look at Quattro Pro for Windows* emphasizes mouse techniques. The mouse is designed to be held comfortably in one hand while being moved along any hard surface. On the top are from one to three buttons and on the bottom is a small ball. You **position** the mouse by moving it (thus rolling the ball) on the desk or computer table until the **mouse pointer** on the screen is correctly placed (see Figure 1-2).

The main mouse techniques that you will need for Windows and Quattro Pro for Windows are **clicking**, **right-clicking**, **dragging**, and **double-clicking**. To *click*, press the left mouse button once and release quickly. To *right-click*, press the right mouse button once and release quickly. When instructed to “press” or “click” the mouse in this book, press the left button unless the right button is specifically mentioned.

NOTE: If your mouse has three buttons, the left button is the one all the way on the left and the right button is the one all the way on the right. Ignore the one in the middle.

Figure 1-2
The mouse and
mouse pointer



To *drag*, press down on the left mouse button and hold it while moving the mouse, then release it. To *double-click*, quickly press and release the left mouse button twice without moving the mouse. These techniques have different purposes in different programs. Their use in Windows will be explained in more detail in this lesson; their use in Quattro Pro for Windows will be explained in later lessons.

..... WHAT IS WINDOWS?

Windows is a program that organizes and helps manage the other programs on your computer. It works together with the computer **operating system**, called "MS-DOS." "MS" stands for Microsoft, the company that makes the operating system. "DOS" stands for Disk Operating System.

But what, you may ask, is an operating system? The easiest way to answer that is to say what it does. An operating system keeps the parts of a computer—the monitor, disk drives, processing unit, and the like—running smoothly together. It copies, moves, and deletes files. It understands your commands to start a program as well as your commands to end it. You turn it on when you turn on the switches to your computer and you turn it off when you turn off the switches.

It may help to think of DOS as a reasonably large and intelligent octopus that lives in your computer. Each of its tentacles is attached to a different part of the computer, both the parts that you can see, like the monitor, and those you can't, like the circuitry. Part of the octopus's job is to make sure that all the parts run smoothly together. But the other part is to respond to commands that you give the computer by typing at the keyboard or using the mouse. These commands include housekeeping chores like formatting disks and copying files; they also include starting programs and ending them. To make the metaphor even more complicated, you can think of programs as compact disks and the octopus as a deejay who plays them for you. On a computer that has DOS but not Windows, the octopus is like a deejay with only one CD player and one broadcast microphone. That means you can only command it to "play," or **run**, one program at a time: When you are word processing, you can't use a spreadsheet program, and when you use a spreadsheet program, you can't use a database program.

Even more inconvenient is the fact that the DOS octopus only understands certain commands. Each program generally requires a different command to start; once it has started, each has a different set of commands to carry out specific tasks. Knowing the command for copying a file doesn't tell you anything about how to start a word processing program; knowing how to edit a letter doesn't tell you anything about how to start a spreadsheet program. In fact on many computers, you cannot even find out a list of available programs unless you already know DOS commands: All you will see when you turn on the computer is an almost blank screen displaying the **C prompt** (C:>). This is the sign that the octopus is waiting for a command. Unfortunately if you don't know what command to type, you and the computer can sit staring at each other all day.

Using Windows makes communicating with the octopus much easier. Windows arranges all the programs on your computer so that you can easily see them, and you can start each one with the same mouse techniques. Programs that are specially designed to run from Windows, like Quattro Pro for Windows, use similar techniques to carry out similar tasks. You can also use Windows to run more than one program at a time, though we will not be discussing that technique in this book. If you are interested, check your Windows manual for information on switching between applications.



CAUTION: *This lesson is intended to be a brief introduction to those Windows skills that will make it easier for you to use Quattro Pro for Windows. It is not a complete guide to Windows. For more information, check your Windows manual or a textbook such as First Look at Windows 3.0/3.1 by Ruth Schmitz (Mitchell McGraw-Hill, 1992).*

STARTING WINDOWS

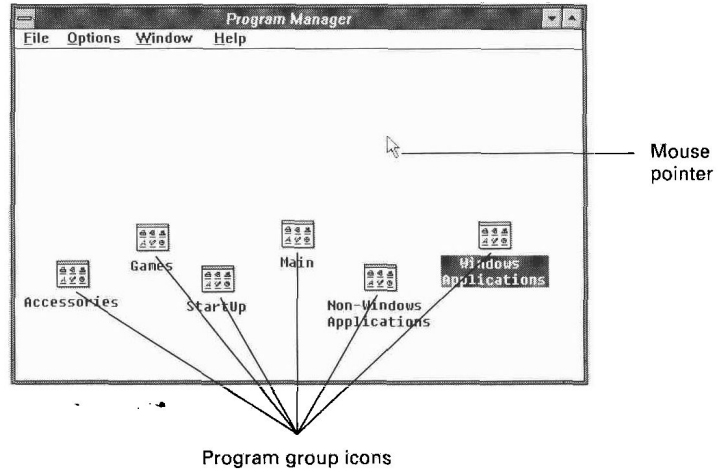
The programs on a computer, like furniture in a living room, can be arranged in many different ways. Some computers are set up so that Windows starts automatically whenever the computer is turned on. Others display a list, called a **menu**, of available programs and expect you to select Windows from the list. Still others display only the C prompt. If your computer fits any of those descriptions, follow the instructions below to start Windows; if not, consult with your instructor.

1. Turn on the computer. If the Windows logo appears or if the screen resembles Figure 1-3, then Windows has automatically started. Skip to the next section.
2. If a menu with a list of programs, one of which is Windows, appears, follow the instructions on the screen to select it. Usually the instructions will tell you to press a number or letter corresponding to the program you wish to select and then to press **Enter**. If the Windows logo appears or if the screen resembles Figure 1-3, then Windows has started. Skip to the next section.
3. If you see the C prompt (C:>), type **WIN** and press **Enter**. If the Windows logo appears or if the screen resembles Figure 1-3, then Windows has started. Move to the next section.

UNDERSTANDING THE DESKTOP AND THE WINDOWS

Part of the power of Windows comes from its successful mixing of two metaphors, the desktop and the window. When you first start Windows, the **desktop**, Windows' name for the screen background, appears on your monitor. It should look something like Figure 1-3, but because it is easy to rearrange (as you will see), some parts of it may look different. The idea behind the desktop is to simulate your ordinary working environment. If you sat down to work at a real desk, you would probably want to have everything you need conveniently located. Each of the projects you intend to work on might be filed away in a separate drawer; each of the tools you want to work with, such as a calculator or clock, might be on a shelf nearby. The Windows desktop is organized in the same way. Figure 1-3 shows an especially neat and tidy desktop: Each separate computer program you might wish to use is filed away in a box called a **program group**. The box labeled "Windows Applications" contains programs written especially to run with Windows, like Quattro Pro for Windows. The Accessories box contains tools, such as a calculator and a clock.

Figure 1-3
The Windows
desktop



To get at the programs and the tools, you need to understand Windows' other metaphor, the **windows** that give the program its name. Imagine that the windows on your house could be moved and stretched or contracted whenever you wished. You could rearrange them to look into any room, expand them to take up an entire wall, or shrink them until they closed up completely. If you wanted to add a new picture to a wall, you could move the windows out of the way; if you planted a new garden, you could expand the windows on that side of the house to enjoy the view.

You can't do that with real windows. But you can with Windows windows. Each of the program group boxes is really a window, shrunk down to the smallest possible size so that only a picture, called an **icon**, is displayed. You can **restore** each window to full size if you want to see what is in it, **maximize** it until it fills the entire screen, or manually expand or contract each side. In fact the large box you see in Figure 1-3 is itself a window containing the **Program Manager**, the part of Windows that organizes and displays the different programs on your computer. In Figure 1-3 the Program Manager window is displayed full size. Of course, combining the desktop and windows is mixing metaphors, because real desk tops don't have windows in them. But it is a useful mixed metaphor for getting work done on the computer.

Moving Around the Desktop

The easiest way to move around the desktop and carry out tasks in Windows is to use the mouse. The arrow you see on the screen is the mouse pointer in Windows (refer to Figure 1-3). You move the mouse pointer around the desktop by moving the mouse on a flat surface. When you lift the mouse from the surface, the arrow remains stationary. In other words, waving the mouse