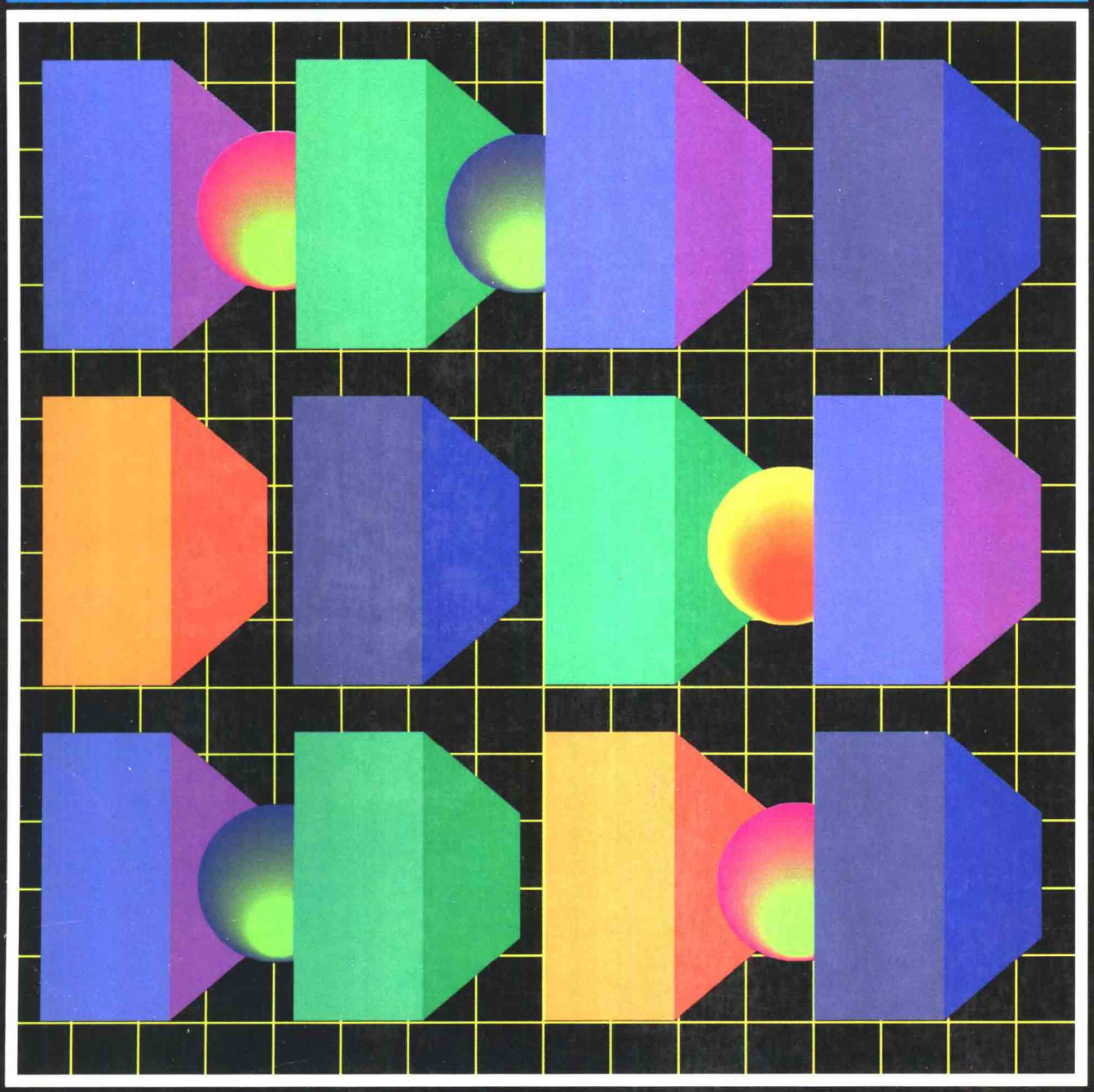
Using Quattro Pro 2.0/3.0

Lisa Rosner & James Shuman



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Preface

The rapid rise of electronic spreadsheet programs has been extraordinary, even for the personal computer field which has itself grown remarkably over the past ten years. Whatever their chosen field, students will, almost certainly, work with a personal computer; the odds are very good that their work will involve using electronic spreadsheets. ***Using Quattro Pro 2.0/3.0*** provides a practical, hands-on guide to developing expertise in one of the fastest, most powerful—and most popular—electronic spreadsheet programs: Quattro Pro, versions 2.0 and 3.0.

Using Quattro Pro 2.0/3.0 teaches commands and features specific to Quattro Pro, but at the same time emphasizes the underlying concepts and uses of electronic spreadsheets in general, e.g., how a spreadsheet is used in data analysis, problem solving, forecasting, and report development. Students acquire skills in spreadsheet design, including how to plan a spreadsheet and how to avoid common pitfalls. The examples, applications, and exercises used in the text are drawn from management, marketing, accounting, finance, and personal budgeting.

This text assumes no prerequisites. It is designed to be used as a stand-alone textbook in a spreadsheet course using Quattro Pro 2.0 or 3.0, as a lab supplement in an introductory computer course, or by anyone who wishes to master spreadsheet programs to increase their own productivity.

FEATURES AND BENEFITS

As you review the chapters, please note these features and benefits:

- **Either version 2.0 or 3.0** of Quattro Pro can be used with this text. Those features not available in version 2.0, such as the WYSIWYG option, are clearly labeled.
- **Students gain an understanding** of electronic spreadsheets and graphs beyond the specific program taught. The concepts and skills learned are easily transferred to other software programs.
- **Step-by-step instructions** allow students to progress at their own pace from basic commands to more advanced concepts. Word lists, questions, and challenge exercises guide students through the material covered in each chapter.
- **Extensive use of screen displays** allows students to check what is shown on their monitor against screen displays provided in the text.

- **Students are guided** by a series of interactive steps that ask them to carry out an Action (keystrokes) and observe the Result (screen display). This reinforces learning and keeps students on track.
- **The data disk** packaged with the Instructor's Manual has 34 files, including practical exercises, comprehensive applications, spreadsheet templates, report setups, and challenge exercises. The data disk enables students to work with larger and more complex worksheets by conserving data entry.

TEXT ORGANIZATION

Using Quattro Pro 2.0/3.0 is presented as a self-paced tutorial. Each chapter begins with an overview of the material to be covered and introduces commands by developing specific applications. In each chapter the student works through several examples so new commands can be practiced as they are presented. We recommend that applications be assigned in the order they appear in the book. However, many of the chapter sections can stand alone and can be assigned to illustrate material an instructor has covered in class.

Chapter One: Introduction to the IBM PC Students develop skills necessary to operate an IBM PC or compatible and practice the most common DOS commands. They also learn about the components of a personal computer and how to use data disks to store and retrieve information.

Chapter Two: Electronic Spreadsheets Includes a description of spreadsheets and is designed to teach the most commonly used functions. It assumes no prior knowledge of spreadsheets.

Chapter Three: Worksheet Planning and Decision Making Discusses the planning process and includes step-by-step instructions for the development of practical applications.

Chapter Four: Putting Quattro Pro to Work Teaches students how to design presentation-quality spreadsheets and reports, develop graphs, and utilize the worksheet as a database. Upon completing this chapter students will have acquired the basic skills for using electronic spreadsheets in business and personal decision making.

Chapter Five: Advanced Features Includes creating a data entry form, writing macros, determining a frequency distribution, using the Solve For option, annotating graphs, working with more than one spreadsheet, and using Quattro Pro with other programs.

Chapter Six: Customizing Quattro Pro Students learn how to change default values, alter the menu structure, and undo mistakes they have made. They also learn how to take advantage of special hardware they may have as well as how to debug their macros.

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Appendix Lists cell selector movement keys, shortcut keys, function keys, macro commands, and error messages.

By the time they complete this text, students should have a broad range of spreadsheet skills that will stand them in good stead as they prepare to develop their own applications. Of course, the ultimate test of any textbook comes when students are ready to move beyond it. We hope that ***Using Quattro Pro 2.0/3.0*** passes that test with flying colors.

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1 Introduction to the IBM PC

GETTING STARTED WITH THE IBM PC
Overcoming Computer Anxiety
Using a Microcomputer
- Input
- Processing
- Output

HARDWARE COMPONENTS
Keyboard
Mouse
System Unit
- Main Memory
- Central Processing Unit (CPU)
- Disk Drives

Monitor
Disk Drives and Disks
- Hard Disk Drives
- Directories and Subdirectories

SOFTWARE (PROGRAM INSTRUCTIONS)

DISK OPERATING SYSTEM (DOS)
Loading DOS
- Computers with a Hard Disk Drive
- Menus
- Date and Time

DOS Commands
- Error Messages
- Obtaining a Directory (DIR)
- Formatting a Blank Disk (FORMAT)
- Copying a File (COPY)
- Creating a Backup of an Entire Disk (DISKCOPY)
- Deleting a File (DEL)
- Moving around a Hard Disk (CD)
- Displaying the Current Hard Disk Directory (PROMPT PG)

MS-DOS Version 5.0
- Startup Menu (MS-DOS Shell)
- Retrieving Previously Entered Commands (DOSKEY)
- Retrieving a Deleted File (UNDELETE)

ENDING THE SESSION

SUMMARY

WORD LIST

DOS COMMANDS

QUESTIONS

GETTING STARTED WITH THE IBM PC

This chapter helps you develop the skills necessary to operate an IBM PC or IBM-compatible microcomputer. You will learn about components of a microcomputer system, the programs used to operate the system, and how to store information using data disks. This chapter should be mastered before you continue with the rest of the book.

To complete this text you will need:

- An IBM PC (or compatible) computer with 640 kilobytes (640K) of memory, a hard disk drive, at least one floppy disk drive, and a graphics card.
- The Disk Operating System (DOS) version 2.0 or later. Version 3.1 is used here for most of the examples, but a brief discussion of the Microsoft Disk Operating System (MS-DOS) version 5.0 is included at the end of the chapter.
- A blank disk.
- The data disk provided by your instructor. The disk contains several files (documents such as budgets, sales reports, and financial statements) that utilize the Quattro Pro program taught in this text. You will use these files throughout the text and will also use the data disk to store your own work.
- For the following chapters, you will need Quattro Pro version 2.0 or 3.0.

The most common configuration for an IBM PC consists of a keyboard, system unit with hard disk drive and one or two floppy disk drives, a monitor, and possibly a mouse. Figure 1-1 illustrates this configuration.

Overcoming Computer Anxiety

If this is your first experience with a computer, you might feel anxious. A computer can seem very mysterious because it is able to do so much so quickly, and computer jargon can make even simple tasks sound very complicated. Don't worry: Developing expertise in computers is similar to learning any new skill. Follow the instructions, learn the basics, and practice, practice, practice. Soon even the jargon will seem crystal clear, and you will be able to help your friends get over their own computer anxiety.

As you prepare to use the computer, remember that it is simply a tool. You cannot do anything that will damage the computer, and, of course, it will not damage you. Other than typing at the keyboard, the only mechanical operations necessary are opening and closing disk drive doors, inserting and removing disks, and turning the computer and monitor on and off. Of course, a computer, like a stereo or a videocassette recorder (VCR), is an expensive electronic device, and you should treat it as gently as you would a stereo or VCR. Don't spill food or drinks on it, and if you ever have to carry it, do so carefully. Don't drop disks on the ground or in the pool or use them for Frisbee practice, unless you are sure you *never* want to use them again. Before long, using a computer will seem as easy as using a typewriter or calculator, and you will wonder how you ever got along without it.

Using a Microcomputer

The following example is used throughout this chapter to help explain the process of using a computer.

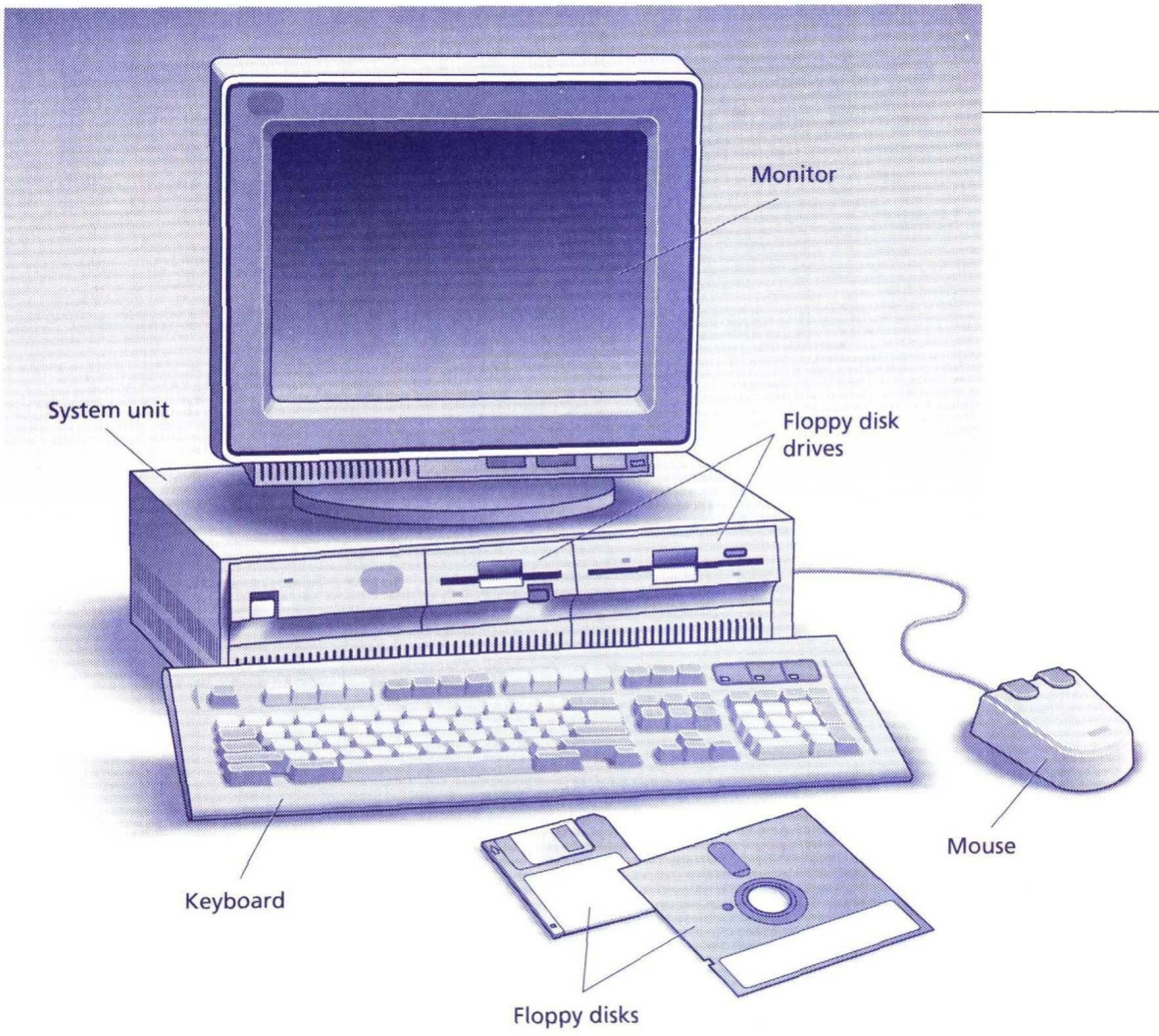

FIGURE 1-1

IBM PC computer

Susan, a college instructor, is interested in computerizing her grading system. Currently, she manually enters student names and scores in a gradebook and uses a calculator to add the scores and determine percentages for every student. Each time she enters new scores, she has to recalculate the totals. If she computerizes her grading system, totals and percentages will be automatically recalculated each time she records a new assignment or test, saving her a great deal of time. To move from the manual system to the computerized system, Susan will need:

- computer components (the **hardware**)
- instructions that control the operations of the computer and perform necessary calculations (the **software** or **program**)
- student names and scores (the **data**)
- knowledge of the **procedures** necessary to use the hardware and software (acquired through reading books like this one)
- a person to work with the above equipment (a **user**—in this case, Susan herself)

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