

QUATTRO PRO 3



Lisa Biow

- *A Time-Saving Step-By-Step Guide That Gets You Up and Running Fast*
- *Provides Thorough Coverage of the Important New Version 3 Features*
- *Includes a Handy Pull-Out Command Card*

Quattro Pro 3 Made Easy

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INTRODUCTION

When it was introduced in 1989, Quattro Pro was heralded as one of the most exciting software packages ever. Version 2, released in the fall of 1990, added even more features to an already rich product. Quattro Pro 3.0 has gone further still, adding three-dimensional graph types, a wealth of new presentation features, and a WYSIWYG (What You See Is What You Get) display mode that displays your spreadsheet as it will look when printed, complete with fonts, underlining, and shading.

Quattro Pro 3.0 is a combination spreadsheet, database, and graphics program that is both easy to use and extremely powerful. Given the range of its capabilities, Quattro Pro 3.0 can be used by almost anyone who needs to work with numbers, rapidly organize and access information, or speculate with different sets of data. Quattro Pro 3.0 is also extremely adaptable, providing a range of options for customizing the program to your own taste, informational needs, and style of working. And while newcomers to Quattro Pro 3.0 (and to spreadsheets in general) can learn to build functional worksheets in a matter of hours, experts will find that the program provides all the features, speed, and versatility they need. In fact, there is not another spreadsheet program on the market that packs this much power into 512K of memory, while taking full advantage of any extra memory you have on hand.

ABOUT THIS BOOK

Quattro Pro 3.0's set of tools for entering, organizing, and extracting information include hundreds of commands, 113 special operators known as functions, and 19 special function keys. Although this book does not cover all of these tools in depth, it introduces you to most of them. More important, it provides you with a thorough grounding in the basic concepts of spreadsheet design; you can build on this foundation as you continue to explore Quattro Pro 3.0's more esoteric elements on your own.

This book presumes no experience with spreadsheets, graphics, or databases, although it does assume that you know how to turn your computer on, are familiar with the basic keyboard layout, and have a rudimentary knowledge of DOS (the disk operating system for IBM PCs and compatibles). If you are not familiar with DOS, you should read the appendix entitled "A DOS Primer" in your Quattro Pro 3.0 user's guide before installing or working with Quattro Pro 3.0.

While you don't need to know anything about Quattro Pro 3.0 to read this book, you can expect to know quite a bit by the time you finish. Most chapters alternate between explanations of new ideas and techniques, and instructions for trying them out yourself. In general, the discussion of each command and function not only covers what that tool does, but also how and when to apply it. The emphasis is on general concepts—how a spreadsheet works or the implications of Quattro Pro 3.0's way of linking different items of data through formulas, for example—as well as on specific techniques.

This book assumes that you will be working primarily with the regular Quattro Pro 3.0 menu tree, rather than with the alternate menu tree, which uses a command structure similar to that of Lotus 1-2-3.

HOW TO LEARN A NEW PROGRAM

If you are new to electronic spreadsheets, the good news is that they are not only extremely useful, they are also fun. Creating your own models, changing a few numbers and watching the effects ripple instantly through the data, and creating graphics can be dramatic and exciting. Because you can learn Quattro Pro 3.0's fundamentals quickly, the rewards are almost immediate.

Perhaps the most important assets you can bring to the learning process are a sense of adventure and a willingness to experiment. As mentioned, this book will walk you through most of the commands and techniques that Quattro Pro 3.0 offers, providing hands-on practice exercises wherever possible. You should use these exercises as a starting point, applying what you learn to data and situations of your own choosing.

Try, when possible, to use real-life examples, drawn from your business or area of study. The more you apply Quattro Pro 3.0 to the problems that concern you, the more you will appreciate Quattro Pro 3.0's potential and the more likely you will be to remember particular commands and techniques.

In drawing exercises from your business, however, be wary of letting your work in Quattro Pro 3.0 become too practical too soon. While you are learning Quattro Pro 3.0, your emphasis should remain on increasing your knowledge and confidence rather than on immediate productivity. If you need to put Quattro Pro 3.0 to immediate practical use, try to set aside some additional time to simply experiment without the pressure of deadlines and without any goal other than increasing your mastery of the program.

As you follow the exercises in this book, be aware that there is often more than one way to accomplish something in Quattro Pro 3.0. If the text dictates one method of doing something and you think of another, try it your own way. In some cases, you will discover that the particular commands or sequence of actions used in the text were chosen for some objective reason; in other cases, you will find that the choice was simply a matter of taste and that you are free to use whichever method feels most natural to you.

For those of you who are new to computers and are wary of rampant experimentation, no command or random set of characters that you type in Quattro Pro 3.0 can in any way harm your equipment. At worst, you can damage or erase part of your data, making it necessary to redo some work. Assuming you are working with practice data, such mishaps are hardly worth worrying about, and in any case you can minimize potential damage by frequently saving your work to disk and backing up your data files.

HOW THIS BOOK IS ORGANIZED

This book is organized into several groups of chapters that introduce and then explore each of Quattro Pro 3.0's major functional areas. Chapters 1 through 6 cover the basics of creating and using Quattro Pro 3.0 worksheets, including entering and editing data, saving and retrieving worksheets, manipulating blocks of data, rearranging and formatting worksheets, and printing reports. Chapters 7 through 12 build on that foundation, introducing more advanced concepts and techniques for manipulating your data, including the use of functions, as well as methods of customizing Quattro Pro 3.0 to your own work style.

Chapters 13 through 15 cover all the fundamentals of designing, displaying, printing, and customizing graphs. Chapters 16 through 19 cover everything you need

to know about creating and using Quattro Pro 3.0 databases, and about sensitivity (or “what if”) and statistical tables. Chapters 20 through 24 cover more advanced topics, including commands for combining worksheet files, file management techniques, macros (miniprograms that allow you to initiate an entire series of actions with a single keystroke), and importing and exporting data to and from other software packages. If you have not already installed Quattro Pro 3.0, Appendix A walks you through the process.

Depending on your needs and your schedule, you might work your way through this book in a matter of a few weeks, or you may decide to cover only a section at a time, postponing your study of graphs or databases until you have a need for those functions, for example. If you do decide to take a break before finishing the book, you should at least skim Chapter 20, which covers File Management. Although you may have a little trouble understanding all of it if you have not read the previous chapters, you can at least pick up the basic concepts and learn some important techniques that can greatly enhance your work.

CONVENTIONS USED IN THIS BOOK

The following terms and conventions are used throughout this book for consistency and ease of understanding:

- Special keyboard keys are printed in keycaps, as in **PGUP** or **HOME**.
- Characters that you are supposed to type are displayed in boldface within numbered sequences.
- The word “type” means just type the characters indicated, while “enter” means type the characters indicated and then press the **ENTER** key.
- File names, block names, and cell references are always shown in uppercase, but entering them in lowercase will yield the same results.

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