Welcome to the Quattro Pro tutorials

Welcome to the Quattro Pro tutorials.

Quattro Pro is a spreadsheet application that lets you manage, analyze, report, and share data. By creating projects in the tutorials listed below, you will be introduced to the tools and features of Quattro Pro.

Please choose a tutorial from the following list:

 Quattro Pro workspace tour
—takes you on a tour of the Quattro Pro workspace, introducing you to the basic tools and features of the application

 Creating a pie chart of household expenses
—teaches you how to create a table of typical household expenses, and then shows you how to use that data to create a pie chart

 Creating a currency conversion table
—teaches you how to create a table that converts US dollars into foreign currencies using the specific exchange rates that you enter

 Creating a customized Quattro Pro toolbar
—teaches you how to create and customize a Quattro Pro toolbar

 Creating a map of Australian cities
—teaches you how to create a map of Australia that displays the country's major cities

 Creating a sortable demographics table
—teaches you how to create a table of demographic data, and then sort that data in different ways based on criteria you choose

 Creating a team roster database
—teaches you how to use a database form to create a notebook database containing roster information for a softball team

Creating a statistics tracking table
—Teaches you how to create a table of sports statistics data, copy that table, and quickly create a second table

 Creating a vacation tracking table
—Teaches you how to create a table that tracks the amount of vacation time you have taken, and the amount you will have remaining at the end of subsequent months

Quattro Pro workspace tour

Quattro Pro lets you create professional spreadsheet-based documents to help you manage data. It provides all the tools you need to produce tables, financial forms, lists, databases, charts, reports, or any other type of document that stores and presents data.

In this tutorial, you will learn about the basic workspace tools of Quattro Pro, and you will then use those tools to create a temperature conversion table.

What you will learn

During this tutorial, you will learn to use

- the property and application bars
- Quattro Pro toolbars
- the QuickFill, QuickFit, and sort features
- spreadsheet functions and formulas
- customization features
- the Quattro Pro online Help

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Using the property bar

You can edit the properties of labels, values, and objects with the property bar. The property bar is context-sensitive; it displays the properties associated with an item you have selected.

You will now use the tools on the property bar to edit text labels on your spreadsheet, and add borders to the cells.

1. In cell A1, type the label **Month**.
2. In cell B1, type the label **Average Temperature in Celsius**.
3. In cell C1, type the label **Average Temperature in Fahrenheit**.
4. Select cells A1 to C1, and click the **Bold** button on the property bar.
5. With cells A1 to C1 still selected, click the **Border** button flyout on the property bar, and click one of the border styles.

Using the QuickFill feature

You can use QuickFill to enter values in multiple cells without having to type each value. QuickFill has a variety of series to choose from, including months, days of the week, and custom series.

You will now use QuickFill to enter labels for the months.

1. Select cells A2 to A13.
2. On the **Notebook** toolbar, click the **QuickFill** button.
3. From the **Series name** list box, choose **Months**.
4. Click **OK**.
5. In cells B2 to B13, type the average temperature for the corresponding month.

   Click here for a list of values you can use in the table.

Using the QuickFit feature

Using the QuickFit buttons on the **Notebook** toolbar, you can change row and column widths to fit their largest entries.

You will now use the QuickFit buttons to expand the width of each column to fit its largest entry.

1 Select columns A, B, and C.

2 On the **Notebook** toolbar, click the **Column QuickFit** button.

Using customization features

You can add keyboard shortcuts to Quattro Pro. Adding shortcuts for commands you use frequently can save time.

You will now use the customization feature to add a keyboard shortcut for the **Paste** command.

1. Click **Tools** menu ▸ **Customize**.
2. In the list of categories, double-click **Customization**, and click **Commands**.
3. From the list box, choose **Edit**.
4. From the list, choose the **Paste** command.
5. Click the **Shortcut keys** tab.
6. In the **New shortcut key** box, press **ALT + P**, as if you were using a keyboard shortcut.
7. Click **Assign**.
8. Click **OK**.

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Using formulas

In a cell, you can enter a formula that will perform a calculation using values in other cells.

You will now use a formula to convert the temperatures from Celsius to Fahrenheit.

1. In cell C2, type the formula **(B2*9)/5+32**.
2. Select cell C2.
3. Click **Edit** menu ▸ **Copy**.
4. Select cells C3 to C13.
5. Press **ALT+ P** to paste the formula.

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Using the sort feature

You can use the sort function to sort information based on one or more criteria in your table. You can sort information in ascending or descending order.

You will now use the sort function to sort the temperatures from coldest to hottest month.

1. Select cells A1 to C13.
2. Click **Tools** menu ▸ **Sort**.
3. From the **1st** list box, choose **Average Temperature in Celsius**.
4. Click **Sort**.

Using the QuickCell and Undo buttons

The QuickCell button on the application bar lets you see how changing the value in one cell will affect the value in another cell. After changing a value, you can undo the change, or multiple changes.

You will now learn how to use QuickCell and undo changes you make.

1 Select cell C4.

2 On the application bar, click **QuickCell**.

3 Select cell B4, and change the value to **12**.

The value in **QuickCell** has changed to reflect the new result.

4 Select cell C5, and change the value to **15**.

5 On the **Notebook** toolbar, click the **Undo** button flyout.

The actions are listed from most to least recent.

6 Click the second entry to undo the last two actions.

7 To reset **QuickCell**, select any empty cell and click the value in **QuickCell**.

Using functions

Quattro Pro has a number of preset functions that you can use to calculate a variety of equations.

You will now use the @AVG function to calculate the average temperature for the year.

1 In cell A14, type the label **Average Temperature**.

2 Select column A.

3 On the **Notebook** toolbar, click the **Column QuickFit** button.

4 Click cell B14.

5 Click the **Insert function** button.

6 From the **Function category** list, choose **ALL**.

7 From the **Function** list, choose **AVG**.

8 Click **OK**.

9 Type **B2..B13**.

10 Press **ENTER** to calculate the average temperature for the year.

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Using online Help

Quattro Pro has detailed online Help for answering any questions you may have about the application. Online Help can assist you in performing simple or more complex operations.

You will now use the online Help to save your notebook.

1. Click **Help** menu ▸ **Help topics**.
2. Click the **Index** tab.
3. In the input box, type **saving, notebooks**.
4. Click **Display**.
5. Click **To save a notebook** in the **Topics found** window.
6. Click **Display**.
7. Follow the instructions to save your notebook.

For more information about the Quattro Pro workspace

Congratulations! You have completed the Quattro Pro workspace tour. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu ▸ **Help topics**.

Creating a pie chart of household expenses

Quattro Pro lets you present data graphically by plotting it on a chart. In this tutorial, you will create a table of typical household expenses, and then you will use that data to create a pie chart. Click here to see what the final chart will look like.

What you will learn

During this tutorial, you will learn how to

- use the Quattro Pro charting tool
- display spreadsheet data graphically
- change the numeric format of spreadsheet values

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Setting up the data table

Before creating a chart, you must enter data on your spreadsheet that can be represented graphically. For this tutorial, you will first create a table representing typical monthly expenses in the categories House, Car, Utilities, Groceries, and Other.

To set up the data table

1. In cells A1 to A5, type the labels **House**, **Car**, **Utilities**, **Groceries**, and **Other**.
2. In cells B1 to B5, type the values **1000**, **400**, **250**, **250**, and **500**.
3. Select cells B1 to B5.
4. Click **Format** menu ▸ **Selection properties**.
5. Click the **Numeric format** tab.
6. Click **Currency**.
7. Click **OK**.

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Creating the pie chart

Once you've entered data onto your spreadsheet, you can use it as the basis of a chart. To create the chart you will be using the Quattro Pro charting tool, which allows you to present spreadsheet data graphically using a variety of chart types and styles, customized titles and legends, and advanced rendering and lighting options.

To create the pie chart

1. Select cells A1 to B5.
2. Click **Insert** menu ▸ **Chart**.
3. Click **Next**.
4. Click **Next**.
5. In the **Title** box, type **Household Expenses**.
6. In the **Subtitle** box, type **Monthly Percentages**.
7. Click **Next**.
8. Click **Finish**.
9. Click the point on the spreadsheet where you want to place the upper-left corner of the chart.

Customizing the pie chart

After you've created the pie chart, you can customize its appearance.

To customize the pie chart

1. Click a slice of the pie.
2. Right-click the slice, and click **Series properties**.
3. Enable the **Values outside slices** option.
4. Enable the **Display values as percentage** check box.
5. Click **OK**.
6. Click **Chart** menu ▸ **Legend properties**.
7. Enable the **Display legend** check box.
8. Click **OK**.

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For more information about creating pie charts

Congratulations! You used Quattro Pro to create a pie chart of household expenses. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu ▸ **Help topics**.

Glossary popups - QP Tutorials

Absolute cell reference

An absolute cell reference is a reference in a formula that always refers the same cell, even if the formula is copied to a different part of the notebook. To make a cell reference absolute, use the Abs key (F4) to insert dollar signs ($) in a cell address--for example, A5. Named cells are absolute, unless a tilde (~) has been added in front of the name. For example, AGE would be an absolute cell reference. ~AGE would be a relative cell reference.

Parse

You can split a column of long labels (such as those created by importing a text file) into two or more columns of data, usually by copying the data to a new destination. To do this, use **Tools** ▸ **Data tools** ▸ **QuickColumns**.

Delimited file

A delimited file is a file containing delimiters which indicate parses or breaks in text. Delimiters are used to set up columns, rows, cells and so on, when the text is imported to a spreadsheet.

Fixed width text

Fixed width text appears in columns of a set number of characters.

Property Bar

The property bar contains buttons you can press to perform frequent tasks. The property bar appears above the column letters, and changes depending on what you are working on. For example, when you are working on a graphic, the property bar displays graphics tools. When you are working on a chart, the property bar displays chart tools.

Notebook toolbar

The **Notebook** toolbar provides tools for entering and editing data.

Series

Series are cells of data plotted as a group on a chart. Each value in a series is represented by a bar in a bar chart, a point on a line in a line chart, a slice in a pie chart, and so forth.

Formula

A formula is a mathematical equation that calculates a final value, such as the difference between the values in two cells or the total of values in a column.

In spreadsheet applications, a formula is an expression that defines how one cell relates to other cells. For example, you can input the formula B5*E8 which means to multiply the value in cell B5 by the value in cell E8.

Sort function

Sorting arranges table data based on an order you specify. For example, you can sort data alphabetically in ascending or descending order.

Application Bar

The application bar, usually located at the bottom of the Quattro Pro desktop, shows different program status modes. For example, it will display **NUM** when the number lock is enabled and **CAPS** when the capitalization lock is enabled. The **QuickSum** and **Calc-As-You-Go** features are located on the application bar.

Function

A function is a command you can enter in a cell, either alone or in a formula. Functions perform calculations and return the resulting value.

Database

A database is an organized collection of information. In the notebook, a database is organized by rows (or records of information), divided into separate columns (or fields).

Record

A record is a set of information in a database. In notebook databases, records are set up as rows of data.

QuickTips

QuickTips is an identifying name that appears when you use the mouse to point to an item, such as a toolbar button.

Datamap files

Datamap files store sample data and can be copied to a spreadsheet and combined with your own data. These files are installed with the Quattro Pro mapping component and contain statistical and geographic data related to various world regions.

 The **Bold** button darkens the text.

 The **Column QuickFit** button adjusts a column's width to its longest cell entry.

 The **QuickFill** button lets you automatically insert a series to a selection of cells.

 The **Browse** button lets you search for a path and enters the path for you so you do not have to type it in.

 The **Close all** button.

 The **Save all** button.

 The **Pattern** picker lets you apply a pattern fill to the selected item.

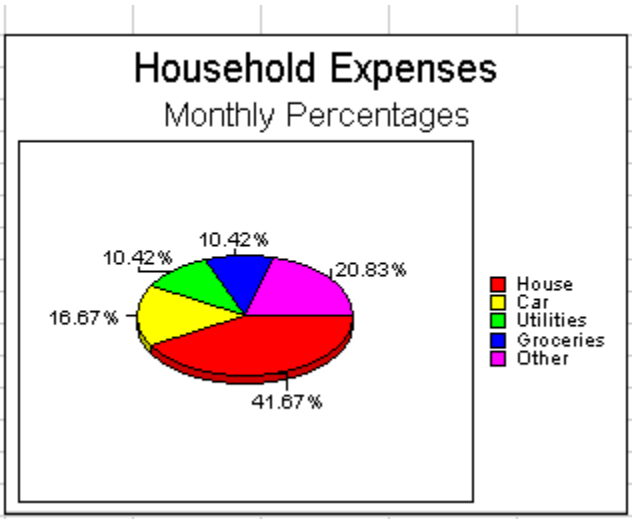
Month	Average Temperature in Celsius
January	-11
February	-10
March	-3
April	5
May	13
June	18
July	21
August	19
September	14
October	8
November	1
December	-8

 The **Column QuickFit** button lets you change row and column widths to fit their largest entries.

 The **Undo** button reverses the last change made.

 The **Function** button lists all the spreadsheet functions available and allows you to nest a function in another spreadsheet function or formula.

House	$1,000.00
Car	$400.00
Utilities	$250.00
Groceries	$250.00
Other	$500.00



Value in US Dollars	**$100.00**	
Foreign Currency	**Exchange Rate**	**Value in Foreign Currency**
Swiss Franc	1.73	SFr. 173.00
Canadian Dollar	1.54	$154.00
Japanese Yen	123.6750031	¥12,367.50
Mexican Peso	922.50004	N$92,250.00
European Euro	1.1235955	€112.36

Exchange Rate
1.73
1.54
123.6750031
922.50004
1.1235955

	A	B	C	D
1	**Country**	**Population**	**Growth Rate**	**Birth Rate**
2	Argentina	36955182	1.16	18.59
3	Brazil	172860370	0.94	18.84
4	Canada	31281092	1.02	11.41
5	Mexico	100349766	1.53	23.15
6	United States	275562673	0.91	14.2

 The **QuickFilter** button lets you sort data into subsets, allowing you to display only the values you specify.

Name	Position	Phone Number
Jamie Ballard	First Base	555-1111
Dale Johnson	Second Base	555-2222
Mark Smith	Shortstop	555-3333
Blake Milacki	Third Base	555-4444
Mike Thurmond	Catcher	555-5555
Donny Schmidt	Outfield	555-6666
Miles Willamson	Outfield	555-7777
Mario Weston	Outfield	555-8888
Johnny Tibbs	Outfield	555-9999
Bruce Holton	Pitcher	555-0000
Mickey Huisman	Pitcher	555-1010

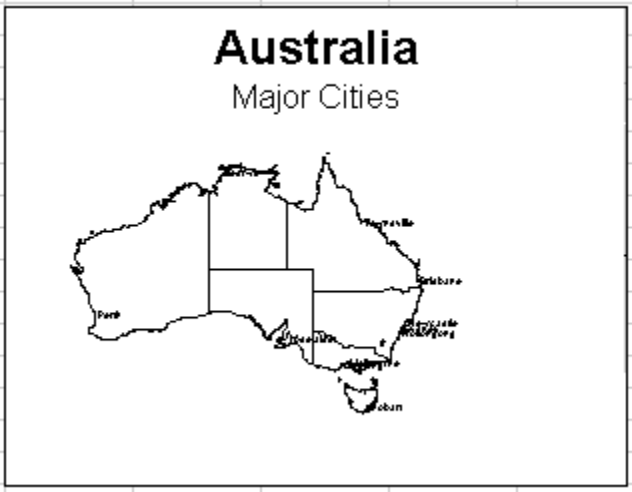
Team 1			
Player	**Goals**	**Assists**	**Points**
Maneluk	40	37	77
Stodson	33	20	53
Beston	58	41	99
Garson	36	29	65
Simone	46	39	85
	213	**166**	**379**
Team 2			
Player	**Goals**	**Assists**	**Points**
Trombley	21	62	83
Danone	48	67	115
Keiser	45	23	68
Barry	33	32	65
Sibley	25	28	53
	172	**212**	**384**

Team 1
Player
Maneluk
Stodson
Beston
Garson
Simone

Team 2
Player
Trombley
Danone
Keiser
Barry
Sibley

Month	Start	Earned	Used	Remain
January	0.00	1.25	0.00	1.25
February	1.25	1.25	0.00	2.50
March	2.50	1.25	0.00	3.75
April	3.75	1.25	0.00	5.00
May	5.00	1.25	0.00	6.25
June	6.25	1.25	0.00	7.50
July	7.50	1.25	0.00	8.75
August	8.75	1.25	0.00	10.00
September	10.00	1.25	0.00	11.25
October	11.25	1.25	0.00	12.50
November	12.50	1.25	0.00	13.75
December	13.75	1.25	0.00	15.00
Year Total	**0.00**	**15.00**	**0.00**	**15.00**

PIN_NAM	LAT	LONG
Adelaide	-34.933331	138.599997
Brisbane	-27.499999	153.016665
Darwin	-12.466664	130.833332
Geelong	-38.149997	144.349996
Hobart	-42.916664	147.333328
Melbourne	-37.833331	144.999997
Newcastle	-32.916663	151.749997
Perth	-31.933331	115.833331
Sydney	-33.883331	151.199997
Townsville	-19.422185	146.554295
Wollongor	-34.416665	150.899998



 The **Range picker** lets you select data or cells of data.

 The **Border** button lets you choose from a wide range of borders.

Creating a currency conversion table

Quattro Pro allows you to use different numeric formats and currency symbols to display international data. In this tutorial, you will create a table that converts US dollars to foreign currencies using the specific exchange rates that you enter. Click here to see what the final table will look like.

What you will learn

During this tutorial, you will learn how to

- create formulas using absolute cell references
- align labels in cells
- resize columns to fit the data size
- change the numeric format of spreadsheet values
- add appropriate currency symbols to values

Setting up the currency tables

For this tutorial, you will convert $100 US into its equivalent value in Swiss francs, Canadian dollars, Japanese yen, Mexican pesos, and European euros. First, you must set up the tables into which you will enter the currency data.

To set up the currency tables

1 In cell A1, type the label **Value in US Dollars**.

2 In cell B1, type the value **100**.

3 Select columns A, B, and C.

4 Click **Format** menu **Selection properties**.

5 Click the **Row/column** tab.

6 In the **Column options** area, type **30** in the **Set width** box.

7 Select cells A1 to B1, and click the **Bold** button on the property bar.

8 Select cell B1.

9 Click **Format** menu  **Selection properties**.

10 Click the **Numeric format** tab.

11 Click **Currency**.

Entering the currency data

Once you have set up your tables, you can enter the currency data.

To enter the currency data

1 In cell A3, type the label **Foreign Currency**.

2 In cell B3, type the label **^Exchange Rate**.

The **^** will align the label in the center of the cell.

3 In cell C3, type the label **"Value in Foreign Currency**.

The **"** will align the label at the right of the cell.

4 Select cells A3 to C3, and click the **Bold** button on the property bar.

5 In cells A4 to A8, type the labels **Swiss Franc**, **Canadian Dollar**, **Japanese Yen**, **Mexican Peso**, and **European Euro**.

6 In cells B4 to B8, type the exchange rates, preceding each with the **^** symbol.

Click here for exchange rate values that you can use in the table.

Entering the exchange formulas

Once the data has been entered in the table, you can compose your formulas.

To enter the exchange formulas

1 In cell C4, type the formula **=B1*B4**.

The dollar signs indicate an absolute cell reference; each formula in column C must use the value in cell B1.

2 Select cell C4.

3 Click **Edit** menu  **Copy**.

4 Select cells C5 to C8.

5 Click **Edit** menu  **Paste**.

Entering the currency symbols

Finally, you can format each of the converted currencies using their corresponding monetary symbols.

To enter the currency symbols

1 Select cell C4.

2 Click **Format** menu  **Selection properties**.

3 Click the **Numeric format** tab.

4 Click **Currency**.

5 From the list box, select **Switzerland**.

6 Click **OK**.

7 Repeat steps 1 to 6 for cells C5 to C8, selecting the appropriate currencies.

For more information about creating tables

Congratulations! You used Quattro Pro to create a currency conversion table. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.

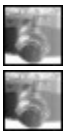
Creating a customized Quattro Pro toolbar

Quattro Pro toolbars give you quick access to the features you frequently use. In this tutorial, you will create and customize a toolbar that links to a calculator application and includes buttons for the **Close all** and **Save all** commands. Click here to see what the final toolbar could look like.

What you will learn

During this tutorial, you will learn how to

- create and customize a Quattro Pro toolbar
- attach an application to a toolbar button
- customize the appearance of toolbar buttons
- customize the QuickTips for toolbar buttons



Creating the toolbar

In this lesson, you will be using the toolbar customization features to create a new, blank toolbar.

To create the toolbar

1. Click **Tools** menu  **Customize**.
2. In the list of categories, double-click **Customization**, and click **Toolbar**.
3. Click **New**.
4. Type a name for the toolbar, and press **ENTER**.

The new toolbar displays as a floating toolbar.

Adding an application to the toolbar

Once you have created the toolbar, you can begin to add buttons. The first button you add will start a calculator application.

To add an application to the toolbar

1. In the list of categories, click **Commands**.
2. From the list box, choose **Programs**.
3. Click **Add**.
4. In the **Target** box, click the **Browse** button.
5. Browse to the drive and folder containing the application file **calc.exe**.
6. Double-click the file **calc.exe**.
7. Click **Apply**.


Customizing the toolbar button

Once you have added a toolbar button, you can customize its appearance and the associated QuickTips.

To customize the toolbar button

1. Click the **Appearance** tab.
2. In the **Caption** box, type **Calculator**.
3. Click **Import**.
4. Click an icon to use for the button.
5. Click the **General** tab.
6. In the **QuickTips Help** box, type **Calculator**.
7. From the **Commands** list, choose the button you have just created.
8. Drag the button onto the floating toolbar.


Adding commands to the toolbar

Finally, you can add predefined buttons to your toolbar that access Quattro Pro menu commands.

To add commands to the toolbar

1 From the list box, click **File**.

2 Drag the **Close all** button to the floating toolbar.

3 Drag the **Save all** button to the floating toolbar.

4 Click **OK**.

5 Drag the new toolbar you have created onto the area above the input line.

For more information about toolbars

Congratulations! You used Quattro Pro to create a customized Quattro Pro toolbar. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.

Creating a map of Australian cities

Maps can be created from sample data provided with Quattro Pro, and then placed directly on your spreadsheet. In this tutorial, you will create a map of Australia that displays the country's major cities. Note that you must have the mapping component of Quattro Pro installed to complete this tutorial. Click here to see what the final map will look like.

What you will learn

During this tutorial, you will learn how to

- use the Quattro Pro mapping tool
- access the data contained in the datamap files
- use the **Range picker** to select blocks of spreadsheet data


Accessing the datamap file

Sample map data is stored in the datamap files provided with Quattro Pro. These files are installed with the Quattro Pro mapping component and contain statistical and geographic data related to various world regions. In this tutorial, you will use a datamap file containing information on Australia.

To access the datamap file

1 Click **File** menu  **Open**.
2 Select the drive and folder where you installed WordPerfect Office.
3 Double-click the **WordPerfect Office 11** folder.
4 Double-click the **Programs** folder.
5 Double-click the **Datamaps** folder.
6 Double-click the datamap file **australi.wb3**.
7 Click **Australian Major Cities**.


Copying the datamap information

Once you have accessed the datamap file, you can copy the data you need to a new spreadsheet.

To copy the datamap information

1 Select cells A1 to C12.

2 Click **Edit** menu  **Copy**.

3 Click **File** menu  **New**.

4 Click **Edit** menu  **Paste**.

Creating and inserting the map

Now that you have the necessary data, you can create your map using the Quattro Pro mapping tool, and then insert the map onto your spreadsheet.

To create and insert the map

1 Click **Insert** menu  **Graphics**

 **Map**.

2 Select **Australia by State**, and click **Next**.

3 Click **Next**.

4 Click **Next**.

5 In the **Title** box, type **Australia**.

6 In the **Subtitle** box, type **Major Cities**.

7 Click **Finish**.

8 Click the point on the spreadsheet where you want to place the upper-left corner of the map.

Adding the map data

Once the map has been created, you can add your map data. The sample information you copied from the datamap file will allow you to plot major cities onto your map of Australia.

To add the map data

1 Right-click the map, and select **Map data**.

2 Click **Add overlay**.

3 Click the **Pin** tab.

4 Enable the **Use Lat./Long.** option.

5 In the **Name** box, type **Major Australian Cities**.

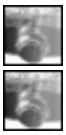
6 Click **OK**.

7 In the **Latitude** box, click the **Range picker** and select cells B2 to B12.

8 In the **Longitude** box, click the **Range picker** and select cells C2 to C12.

9 In the **Pin label** box, click the **Range picker** and select cells A2 to A12.

10 Click **OK**.



Viewing the map

Finally, you can enlarge your map for easier viewing.

To view the map

1 Right-click the map, and click **View**.

2 Press **ESC** to return to the spreadsheet.

For more information about creating maps

Congratulations! You used Quattro Pro to create a map of Australian cities. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials. to select another Quattro Pro tutorial.

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For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.

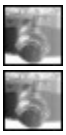
Creating a sortable demographics table

Using Quattro Pro you can set up sortable tables in your spreadsheets. In this tutorial, you will create a table of demographic data, and then sort and filter that data in different ways based on criteria you choose. Click here to see what the final table will look like.

What you will learn

During this tutorial, you will learn how to

- create a sortable table of data
- sort table data based on selected criteria
- display a subset of the data using the QuickFilter tool
- resize columns to fit the data size



Setting up the table

For this tutorial, you will create and sort a table of demographic data. First, you must set up the table into which you will enter the demographic data.

To set up the table

1. In cells A1 to D1, type the labels **Country**, **Population**, **Growth Rate**, and **Birth Rate**.
2. Select cells A1 to D1, and click the **Bold** button on the property bar.
3. Select columns A, B, C, and D.
4. Click **Format** menu  **Selection properties**.
5. Click the **Row/Column** tab.
6. In the **Column options** area, type **20** in the **Set width** box.
7. Click **OK**.


Entering the table data

Once you have set up your table, you can enter the demographic data.

To enter the table data

1. In cells A2, type the label **Argentina**.
2. In cells A3, type the label **Brazil**.
3. In cells A4, type the label **Canada**.
4. In cells A5, type the label **Mexico**.
5. In cells A6, type the label **United States**.
6. In cells B2 to D6, type the sample values for each of the categories.
   Click here for sample values that you can use in the table.


Sorting the data in ascending order

Once the data has been entered in the table, you can use criteria to sort the table. First, you will sort the data in the population column in ascending order.

To sort the data in ascending order

1 Select cells A1 to D6.

2 Click **Tools** menu  **Sort**.

3 Enable the **Selection contains a heading** check box.

4 From the **1st** list box, choose **Population**.

5 Click **Sort**.

The lines will be sorted in order from lowest to highest population.

Sorting the data in descending order

Next, you will sort the data in the growth rate column in descending order.

To sort the data in descending order

1. Click **Tools** menu  **Sort**.
2. Enable the **Selection contains a heading** check box.
3. From the **1st** list box, choose **Growth Rate**.
4. Disable the **Ascending** check box.
5. Click **Sort**.

The lines will be sorted in order from highest to lowest growth rate.


Sorting the data into subsets using the QuickFilter tool

The **QuickFilter** tool provides a quick way of sorting data into subsets, allowing you to display only the values you specify. In this last step, you will use the QuickFilter tool to filter the data using the birth rates.

To sort the data into subsets using the QuickFilter tool

1 Select cells A1 to D6.

2 Click **Tools** menu  **QuickFilter**.

3 Click the **QuickFilter** button on the **Birth Rate** column, and select **Custom**.

4 From the top-left filter option box, select **Less than**.

5 From the top-middle filter option box, select **18.84**.

6 Click **OK**.

Only those lines containing birth rates less than 18.84 will remain displayed.

7 Click the **QuickFilter** button on the **Birth Rate** column, and select **Show all**.

All lines will be displayed again.

For more information about tables

Congratulations! You used Quattro Pro to create a sortable demographics table. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.

Creating a team roster database

Database forms let you add data to a Quattro Pro spreadsheet using a form instead of typing the information directly into the notebook cells. This allows you to enter large amounts of data more accurately and efficiently. In this tutorial, you will use a database form to create a notebook database containing roster information for a softball team. Click here to see what the final roster table will look like.

What you will learn

During this tutorial, you will learn how to

- set up data in a notebook database
- enter data into a spreadsheet using a database form
- resize columns to fit the data size


Formatting the table

Before you can input data using a form, you must set up the table into which the data will be entered. Since the table will contain data for a softball roster, you will use the headings Name, Position, and Phone Number.

To set up the table

1 In cells A1 to C1, type the labels **Name**, **Position**, and **Phone Number**.

2 Select cells A1 to C1, and click the **Bold** button on the property bar.

3 Select columns A, B, and C.

4 Click **Format** menu  **Selection properties**.

5 Click the **Row/Column** tab.

6 In the **Column options** area, type **20** in the **Set width** box.

7 Click **OK**.

Accessing the data tools

Once your table has been set up, you must access the Quattro Pro data tools before you can start entering your data.

To access the data tools

1 Select cells A1 to C2.

2 Click **Tools** menu  **Data tools**

 **Form**.

3 Click **OK**.

Entering the data using a form

Finally, you can use the form you have created to quickly enter your roster data into the table. Click here for sample data you can use.

To enter the data using a form

1 In the **Name** box, type the name of the first player.

2 In the **Position** box, type the position of the first player.

3 In the **Phone number** box, type the phone number of the first player.

4 Click **New**.

5 Repeat for the rest of the records.

6 Click **Close**.

For more information about creating databases

Congratulations! You used Quattro Pro to create a team roster database. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.

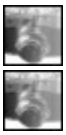
Creating a vacation tracking table

Formulas can be used within Quattro Pro to create dynamic tables. In this tutorial, you will create a table that tracks the amount of vacation time you have taken, and the amount you will have remaining at the end of subsequent months. Click here to see what the final table will look like.

What you will learn

During this tutorial, you will learn how to

- quickly fill cells using a predefined series
- change the numeric format of spreadsheet values
- add colors to cells
- compose and copy formulas



Entering the table labels

Your vacation table will track the amount of vacation time you have taken, and the amount you will have remaining at the end of subsequent months. First, you must enter the labels for the rows in the table, which can be done using the Quattro Pro QuickFill feature.

To enter the table labels

1 In cells A1 to E1, type the labels **Month**, **Start**, **Earned**, **Used**, and **Remain**.

2 Select cells A1 to E1, and click the **Bold** button on the property bar.

3 Select cells A2 to A13.

4 Click **Edit** menu  **Fill**

 **QuickFill**.

5 From the **Series name** list box, choose **Months**.

6 Click **OK**.

Customizing the table

Now that the labels have been entered, you can customize the table to best suit the data to be entered.

To format the table

1 Select columns A, B, C, D, and E.

2 Click **Format** menu  **Selection properties**.

3 Click the **Row/Column** tab.

4 In the **Column options** area, type **15** in the **Set width** box.

5 Click **OK**.

6 Select cells B2 to E14.

7 Click **Format** menu  **Selection properties**.

8 Click the **Numeric format** tab.

9 Click **Number**.

10 Click **OK**.

Entering data in the table

Now that the table is formatted, you can begin to enter your table data. For the purpose of this tutorial, you will acquire 1.25 days of vacation for each month worked (for a total of 15 vacation days a year).

To enter the table data

1. In cell B2, type the value **0**.
2. In each of cells C2 to C13, type the value **1.25**.
3. In each of cells D2 to D13, type the value **0**.
4. Select cells D2 to D13.
5. Click **Format** menu  **Selection properties**.
6. Click the **Fill/Pattern** tab.
7. Open the **Pattern** picker, and click a light color.
8. Click **OK**.

The cells requiring input after the table is complete are highlighted.

Entering the table formulas

Formulas will be used to complete your rows of data. Once the formulas have been entered, changes made to the data in the highlighted column will be reflected throughout the table.

To enter the table formulas

1. In cell E2, type the formula **=B2+C2-D2**.

   This formula calculates the amount of vacation days remaining at the end of January.

2. In cell B3, type the formula **=E2**.

   This formula calculates the amount of vacation days available at the start of February.

3. Select cell E2.

4. Click **Edit** menu  **Copy**.

5. Select cells E3 to E13.

6. Click **Edit** menu  **Paste**.

   If the **Cell reference checker** dialog box displays, click **Close**. This message displays because some of the formula cells do not contain a value. This will be fixed in the next steps.

Completing the table

Finally, you can complete your vacation tracker by adding a totals row to the bottom of the table.

To complete the table

1 Select cell B3.

2 Click **Edit** menu  **Copy**.

3 Select cells B4 to B13.

4 Click **Edit** menu  **Paste**.

5 In cell A14, type the label **Year Total**.

6 In cell B14, type the formula **=B2**.

7 In cell C14, type the formula **=Sum(C2..C13)**.

8 In cell D14, type the formula **=Sum(D2..D13)**.

9 In cell E14, type the formula **=B14+C14-D14**.

10 Select cells A14 to E14, and click the **Bold** button on the property bar.

For more information

Congratulations! You used Quattro Pro to create a vacation tracking table. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.

Creating a statistics tracking table

Copying and pasting both data and formulas can speed up the creation of a spreadsheet in Quattro Pro. In this tutorial, you will create a table of sports statistics data, copy that table, and quickly create a second table. Click here to see what the final table will look like.

What you will learn

During this tutorial, you will learn how to

- compose and copy formulas
- copy and paste ranges of spreadsheet data
- resize columns to fit the data size


Creating the first table

In this tutorial you will create and format one table of statistics, and then use it as the basis for your second table.

To create the first table

1. In cell A1, type the label **Team 1**.
2. In cells A2 to D2, type the labels **Player**, **Goals**, **Assists**, and **Points**.
3. In cells A3 to A7, type the labels representing the player names for Team 1.

   Click here for player names that you can use in the table.
4. Select column A.
5. Click **Format** menu  **Selection properties**.
6. Click the **Row/Column** tab.
7. In the **Column options** area, type **20** in the **Set width** box.
8. Click **OK**.

Entering the row formulas

Now that the first table has been created, you will enter your formulas. The formulas for the rows will total the points for each player in the table.

To enter the row formulas

1 In cells B3 to C7, type the value **0**.

2 In cell D3, type the formula **=B3+C3**.

3 Select cell D3.

4 Click **Edit** menu  **Copy**.

5 Select cells D4 to D7.

6 Click **Edit** menu  **Paste**.

Entering the column formulas

The formulas for the columns will total each category in the table.

To enter the column formulas

1. In cell B8, type the formula **=Sum(B3..B7)** to total the goals for the team.
2. In cell C8, type the formula **=Sum(C3..C7)** to total the assists for the team.
3. In cell D8, type the formula **=B8+C8** to total the points for the team.
4. Select cells A1 to D2, and click the **Bold** button on the property bar.
5. Select cells B8 to D8, and click the **Bold** button on the property bar.


Creating the second table

You will now copy and paste cells from the first table to create your second table, then edit the table as required.

To create the second table

1 Select cells A1 to D8.

2 Click **Edit** menu  **Copy**.

3 Select cell A10.

4 Click **Edit** menu  **Paste**.

5 In cell A10, type the label **Team 2**.

6 In cells A12 to A16, type the labels representing the player names for Team 2.

Click here for player names that you can use in the table.

7 In cells B3 to C7 and B12 to C16, type the corresponding goal and assist totals.

Click here for totals that you can use in the table.

From here

Congratulations! You used Quattro Pro to create a statistics tracking table. You can explore Quattro Pro further on your own, or you can become productive quickly by completing some of the other Quattro Pro tutorials.

Click here to select another Quattro Pro tutorial.

For more information about the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu  **Help topics**.