

Frequently asked questions

Intimidated by spreadsheets? Those days are numbered, thanks to the Corel® Quattro Pro® “FAQs” that follow.

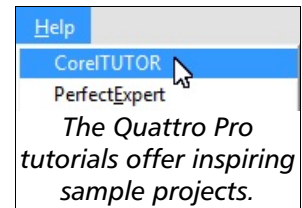
FAQ 1: “When should I use Quattro Pro?”

Answer: Consider using Quattro Pro whenever the clearest way to deliver your message is by laying out information in a *spreadsheet*—a table-like structure ideal for presenting detailed data or calculating numerical values.

Quattro Pro lets you create spreadsheet-based documents that manage data: tables, financial forms, lists, databases, and the like. In addition, Quattro Pro lets you present spreadsheet data as follows:

- graphically, with *charts* of various types (both 2D and 3D)
- dynamically, with *CrossTab reports* that summarize and continually refresh relevant information

TIP: For sample projects, access the Quattro Pro tutorials by clicking **Help ▶ CorelTUTOR™**.



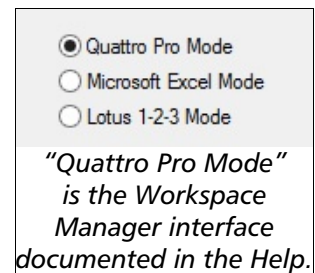
FAQ 2: “How do I get started?”

Answer: Familiarize yourself with the Quattro Pro interface and terminology.

First, choose a *workspace* by clicking **Tools ▶ Workspace Manager**. Each mode rearranges the Quattro Pro interface to simulate another working environment; for easy access to all features, choose **Quattro Pro Mode**.

- To create a Quattro Pro file from scratch, click **File ▶ New**.
- To work from a template, click **File ▶ New from Project**.

TIP: A Quattro Pro file is called a *notebook* because it can contain multiple spreadsheets. Each spreadsheet is made up of *columns* and *rows*, each of which contains *cells*.



FAQ 3: “How do I enter data?”

Answer: Type (or paste) in a cell to create a value or a label.

A *value* is a numeric entry—a number, a date or time, or a formula that calculates a number. Besides numerals, a value can contain numeric symbols.

A *label*, by contrast, is textual and cannot be calculated in a formula. A label can contain letters or numerals (or both), as well as special characters.

TIP: Use a leading character to position—or convert a value to—a label.

- ' (single quotation mark) – for a left-aligned label
- " (double quotation mark) – for a right-aligned label
- ^ (caret) – for a centered label

12	twelve
12/12/12	Dec. 12, 2012
12:12	12 minutes after 12
@SUM(6+6)	6 plus 6 equals 12

Values (left) are numeric, but labels (right) are textual. Examples (top to bottom): number, date, time, formula

FAQ 4: "How do I format data?"

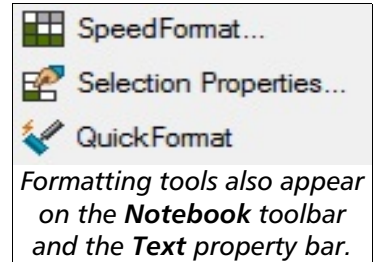
Answer: You can apply preset formatting by using a SpeedFormat™ or style, or you can apply customized formatting by adjusting individual attributes.

A *SpeedFormat* can be used to adjust the look of an entire spreadsheet, such as with a preset color scheme and layout. To apply a SpeedFormat to a selection, click **Format ▶ SpeedFormat**.

A *style* can be used to standardize formatting across related cells, such as for headings, "normal" content, or numeric values. To apply a style to a selection, use the **Style** list box on the **Text** property bar. To edit or create a style, click **Format ▶ Define Styles**.

To customize the various formatting attributes for a selection, click **Format ▶ Selection Properties**.

TIP: You can copy formatting from one cell to another by using the QuickFormat™ feature. Simply right-click the source cell, choose **QuickFormat**, and then click the target cell.



FAQ 5: "What can I do with macros?"

Answer: You can use macros to automate repetitive or complex tasks.

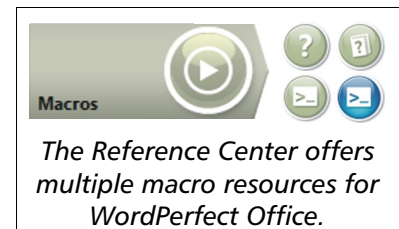
For straightforward tasks contained within Quattro Pro, you can use *Quattro Pro macros*.

For more robust macro-programming solutions, you can use the following:

- *PerfectScript™* – for interaction with WordPerfect® or Presentations™
- *Microsoft® Visual Basic® for Applications (VBA) 6.3* – for interaction with other VBA-enabled programs

Macros are powerful tools, so they have a dedicated section of Help resources in the Reference Center. To access these resources from WordPerfect, click **Help ▶ Reference Center**, and then click the **Macros** tab.

TIP: Click **Tools ▶ Macro ▶ Play** to run an existing macro, or click **Tools ▶ Macro ▶ Record** to create your own by recording the actions you perform.



In closing

We hope these FAQs have been insightful!

For even more information, please see the following topics in the main Quattro Pro Help file.

- **Understanding Quattro Pro (FAQ 1): "Welcome to Quattro Pro"**
- **Getting started (FAQ 2): "Quattro Pro basics"**
- **Entering data (FAQ 3): "Creating labels and special characters" and "Entering values"**
- **Formatting data (FAQ 4): "Formatting spreadsheets"**
- **Using macros (FAQ 5): "Using macros"**

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