

Crunching numbers

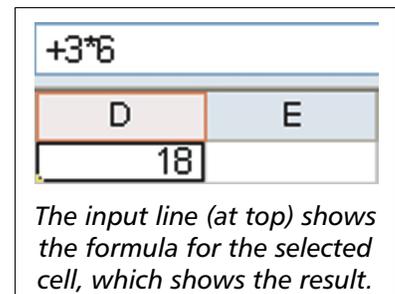
Are you divided on how to best use Corel® Quattro Pro®? Does the mere thought of working with numbers multiply your fears? If so, read on for insights that will add to your productivity and subtract from your worries.

Performing simple math

To do simple math (such as $2+2$ or 3×6) in a cell, create a math formula:

1. Type a plus sign (+), followed by the first number (without commas).
2. Type the math operator for the calculation you want to perform:
 - a plus sign for addition; a minus sign (-) for subtraction
 - an asterisk (*) for multiplication; a forward slash (/) for division
3. Type the second number (without commas), and then press **Enter** to display the result in the cell.

TIP: You can also specify cells (such as **G12**) or cell ranges (such as **H1..H3**).



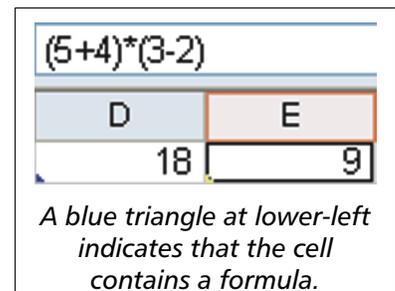
Combining math operations

You can combine multiple math operations into more complex formulas.

The standard mathematical *order of operations* applies—so multiplication and division are performed before addition and subtraction. If you want to prioritize an operation, you must enclose it (in parentheses):

- For example, $+5+4*3-2$ equates to 15 (that is, $5+12-2$).
- However, $+(5+4)*(3-2)$ equates to 9 (that is, 9×1).

TIP: Specify an exponent (such as 2^3) by using a caret (as in $+2^3$).



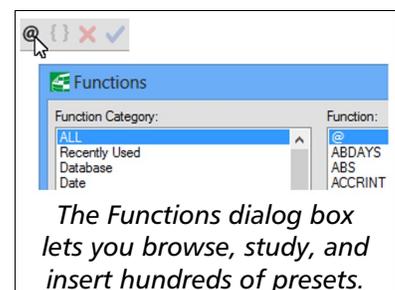
Calculating with functions

Quattro Pro offers over 500 *functions*: built-in calculations that you can use within—or instead of—math formulas. For example, you can use the **@SUM** function to simplify the process of adding multiple numbers or cells.

To browse the available functions, click **Insert ▶ Insert Function** (or click the **@** button on the input line). You'll find date, engineering, financial, logical, mathematical, and statistical functions—among many others.

If you select a function and click **Next**, your function appears in the *Formula Composer*. Here, you'll find basic instructions on using that function; for more detailed Help, along with examples, you can click the ? button.

TIP: If you type **@** in a cell, Quattro Pro will suggest a function based on the next letters you type. This technique becomes a huge time-saver as you learn the names of the functions most important to you.



Using the Formula Composer

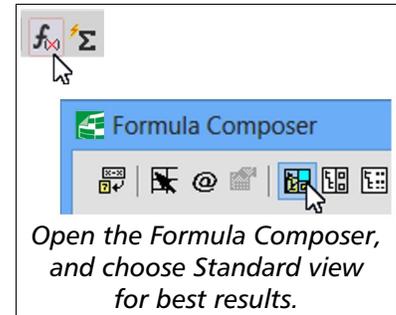
To simplify the process of creating (or editing) a formula, you can use the aforementioned *Formula Composer*: a dialog box that provides extensive information about various formula components.

Click a blank cell to create a formula, or click a cell with a formula to edit that formula. Then, access the Formula Composer by clicking the **Formula Composer** button on the toolbar (or by pressing **Ctrl + F2**).

Within the Formula Composer, you'll find the following:

- **Outline** (left pane) – a “tree view” of your formula. In the hierarchy, click any item to learn more about it, or double-click it to hide (or display) it.
- **Function description** (upper-right pane) – a brief description of the function selected in the hierarchy on the left. Click the ? button for a detailed Help topic on that function.
- **Argument list** (lower-right pane) – a list of the components, or *arguments*, in your formula. Again, you can click the ? button for a detailed Help topic on any listed function.

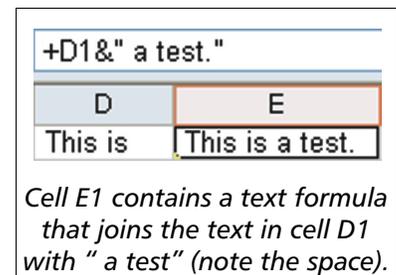
TIP: With experience, you'll find it handy to write formulas in the **Expression** box in the Formula Composer. As you type, the tree view updates to reflect the current formula structure—and to highlight any syntax errors.



Going beyond math formulas

Quattro Pro also lets you create the following types of formulas:

- **text formulas** – by using an ampersand (&) to join a “string in quotation marks” with the contents of a text cell or with another “string in quotation marks”
- **numerical comparisons** – by using the comparison operators: greater than (>), greater than or equal (>=), less than (<), less than or equal (<=), equal (=), not equal (<>)
- **logical comparisons** – by using the logical operators: AND (#AND#), OR (#OR#)



Cell E1 contains a text formula that joins the text in cell D1 with “ a test” (note the space).

TIP: Numerical comparisons and logical comparisons evaluate to true (1) or false (0).

In closing

We hope the sum of insights offered here will make a difference in all your data-crunching tasks!

For even more information on formulas, click **Help ▶ Reference Center** for various Quattro Pro resources:

- **Main Help** – see “Working with formulas and functions”
- **Tutorials** – see “Adding formulas to spreadsheets” (and search for “formula” to find helpful examples)
- **Functions Help** – browse functions alphabetically, by category, or by Microsoft® Excel® equivalent

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