

Using a Spreadsheet in Corel Quattro® Pro 12

This worksheet will show you how to do the spreadsheet on page 64 using Corel Quattro® Pro 12. Other versions of the software may require slightly different instructions.

1. Open the program so that a blank sheet appears.
2. To complete this worksheet, you will use the data in #6 on pages 62–63.
 - a) Type "Week of" in cell A1. Press **Tab** to move 1 cell to the right (to B1). Type "Oct 1–7", press **Tab**, and continue entering the rest of the data in that row.
 - b) Press **Enter** and you should move directly to cell A2. Otherwise, move the cursor to A2. You can leave out the "Item, Amount, Total" row. Enter the rest of the data. Enter 0 where you see blanks indicating no spending.

Save your work

3. Your spreadsheet should now look like this.

	A	B	C	D	E	F
1	Week of	Oct 1–7	Oct 8–14	Oct 15–21	Oct 22–28	
2	Lunches	25	20	19	23	
3	Clothes	0	32.75	0	45.60	
4	Mom	20	20	20	20	
5	Going out	18	12	35	32	
6	Phone	0	0	44.3	0	
7	Misc.	17.54	16	20	13.5	
8	Savings	39.46	19.25	–18.3	–3.5	
9						

- a) Bring the cursor above the letter B. The plus-sign cursor should change to a downward pointing arrow. Click and drag to highlight columns B through F.



- b) Right-click, select **Selection Properties...**, then **Numeric Format**, and click on **Currency**. Make sure that Decimal places is 2 and the Symbol is \$. Click **OK**. Your spreadsheet will now display the data as money values.

Save

4. Use the spreadsheet to calculate totals for columns and rows.

- a) Click on cell **B9**. Click on the Σ symbol in the toolbar. \$120.00 should appear in B9.
- b) Click on cell **C9**. Click on the Σ symbol in the toolbar. \$120.00 should appear in C9.
- c) Continue this process for cells D9 and E9.
- d) Click on cell **F8**. Click on the Σ symbol in the toolbar. \$36.91 should appear in F8.
- e) Continue this process for cells F7, F6, F5, F4, F3, and F2.
- f) Finally, click on cell **F9**. Click on the Σ symbol in the toolbar. \$490.60 should appear in F9.

Save

	A	B	C	D	E	F	G	H	I
1	Week of	Oct 1-7	Oct 8-14	Oct 15-21	Oct 22-28				
2	Lunches	\$25.00	\$20.00	\$19.00	\$23.00	\$87.00			
3	Clothes	\$0.00	\$32.75	\$0.00	\$45.60	\$78.35			
4	Mom	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00			
5	Going out	\$18.00	\$12.00	\$35.00	\$32.00	\$97.00			
6	Phone	\$0.00	\$0.00	\$44.30	\$0.00	\$44.30			
7	Misc.	\$17.54	\$16.00	\$20.00	\$13.50	\$67.04			
8	Savings	\$39.46	\$19.25	-\$18.30	-\$3.50	\$36.91			
9		\$120.00	\$120.00	\$120.00	\$130.60	\$490.60			
10									



5. To create a circle graph, click and drag to highlight cells F2 to F8.
6. **a)** Click **Insert** and select **Chart**. Press **Next**. Uncheck the **3-D** box. Press **Next**.
b) Select the labels of your choice. Press **Next**. Press **Finish**. Click to place your graph in the workspace. Print your finished graph.
7. **a)** Click on **Sheet B** and create a circle graph with the following data.
b) In A1 type "Month". In A2 to A13, type the months of the year in order.
c) In B1 type "Gasoline". In B2 to B13, enter \$75, \$66, \$112, \$90, \$123, \$109, \$265, \$134, \$122, \$180, \$105, and \$127.
d) Try other displays, for example, a bar graph or a line graph. Look at the displays of other students. Which display do you like best for this type of data? _____

