Name: _____   Date: _____

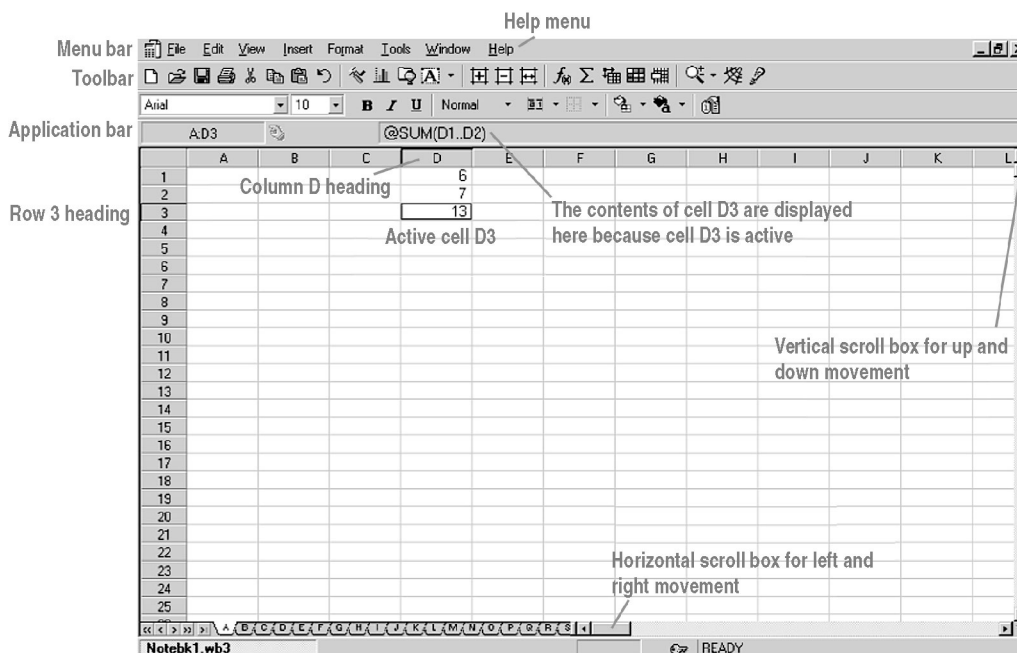# Corel® *Quattro Pro®* 10

Open

Click the **Start** button and point to **Programs**. Point to Corel® *WordPerfect®* Suite 10. Then, click Corel® *Quattro Pro®* 10.

The Basics

The *Quattro Pro®* screen is called a notebook.
- Each cell has a cell address. For example, the address of the active cell shown is D3 (column D, row 3).
- The toolbar contains the most commonly used functions from the menus, such as **Save**, **Print**, **Copy**, and **Paste**.
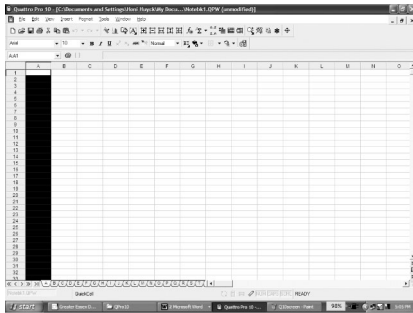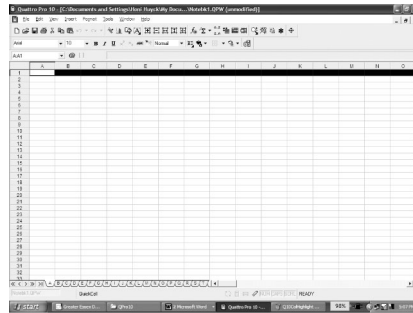- The application bar displays the address and the contents of the cell in which you are working.
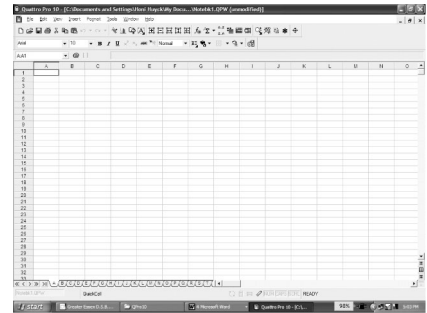
Corel® *Quattro Pro*® 10

To highlight an entire column, click the column letter.

To highlight an entire row, click the row number.

To select the cell into which you wish to enter data, simply click the cell.

Menus

To display a menu, click the menu name in the menu bar.

| File	Edit	Options
Use this menu to **Save** your file, to **Print** your file, or to **Open** an existing file.	Use this menu to **Copy** or **Cut** highlighted data, to **Paste** data previously copied, or to **Fill** a selected row or column.	Use this menu to create a graph by clicking the **Chart…** menu command.

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Cell Sizing

To adjust cell size, click the edge of the cell column heading (A, B, …) and drag it to widen, or click the bottom of the cell row heading (1, 2, …) and drag to deepen.

Entering Data

Click the cell into which you wish to enter data (here, B3), and type in your data. The data can be numeric, alphabetic, or alphanumeric. You may widen or deepen the row/column as necessary to hold the data. To edit existing data, click the cell, then click the data entry field.

Data entry field
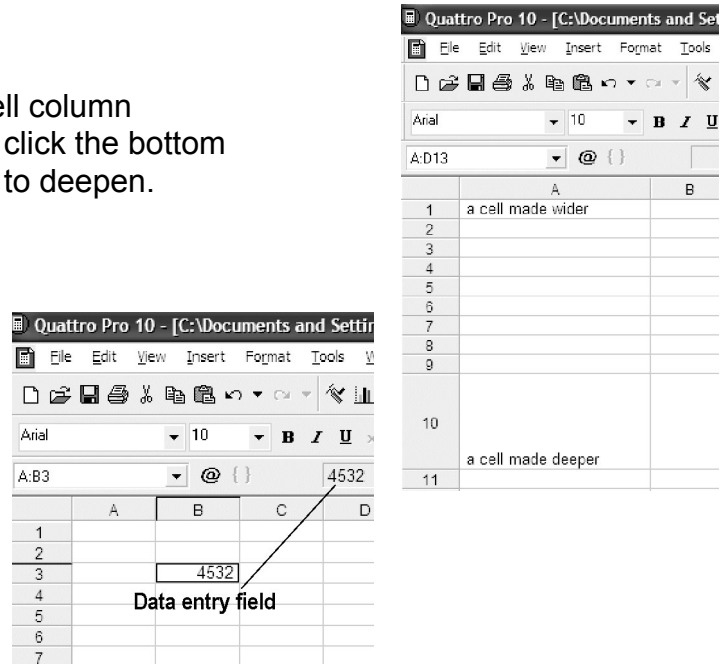
Creating a Graph

Select the cells containing the data you wish to graph. On the **Insert** menu, click **Chart…**. Click the **Next** button.

Select the category of graph you wish to create. Here **Pie** (or Circle) graph has been chosen. Click the **Next** button.

Select the type of graph. Here, **Regular** has been chosen. Click the **Next** button. Label your graph as needed, and click the **Next** button.
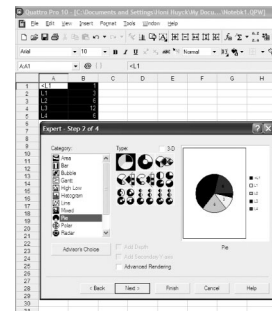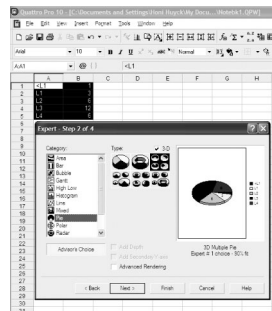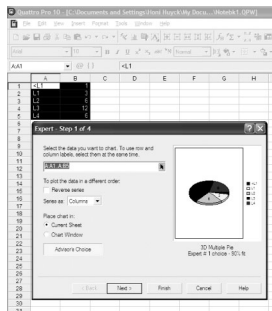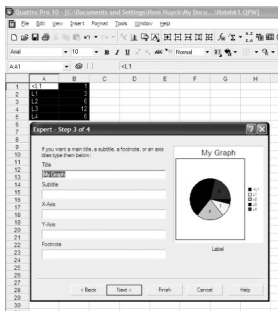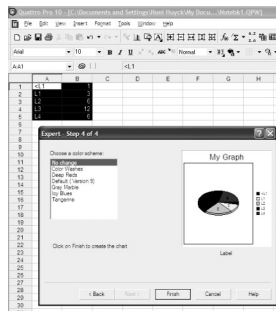
Name: _____   Date: _____

Corel® *Quattro Pro®* 10

Choose a colour scheme. Click the **Finish** button.

A small bar graph icon will appear in your notebook. Position it where you would like your graph to appear on the spreadsheet, and click.

Your graph will appear.