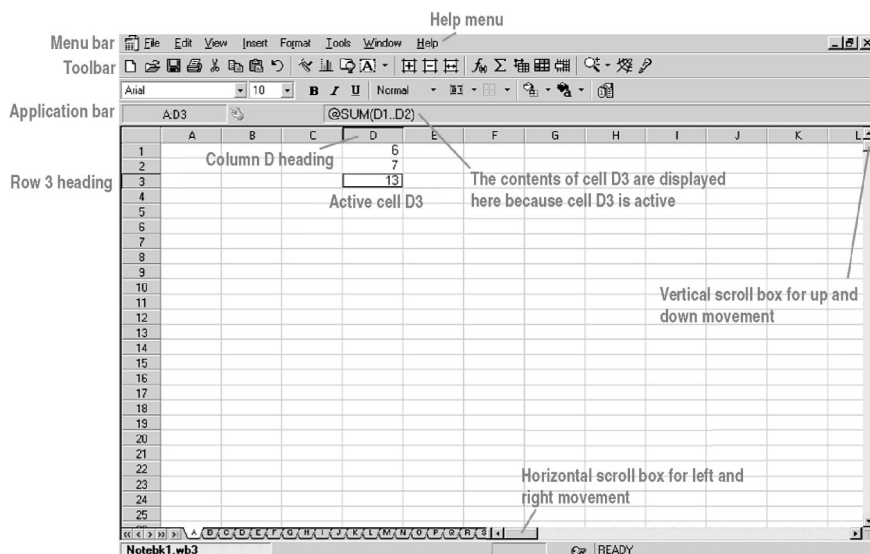Name: _____   Date: _____

Corel® *Quattro Pro®* 12

Open

Click the **Start** button and point to **Programs**. Point to Corel® *WordPerfect*® Suite 12. Then, click Corel® *Quattro Pro®* 12.

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.
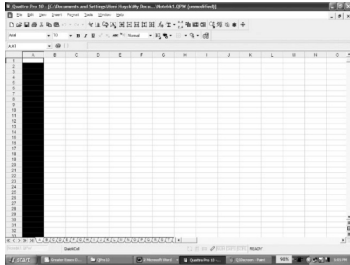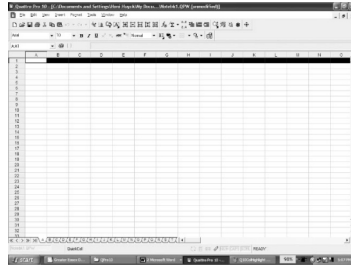
Name: _____   Date: _____
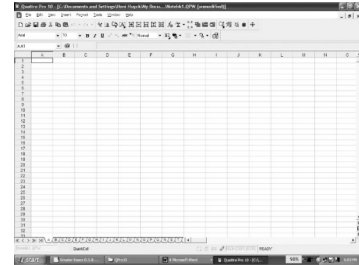
Corel® *Quattro Pro®* 12

To highlight an entire column, click the column letter.

To highlight an entire row, click the row number.

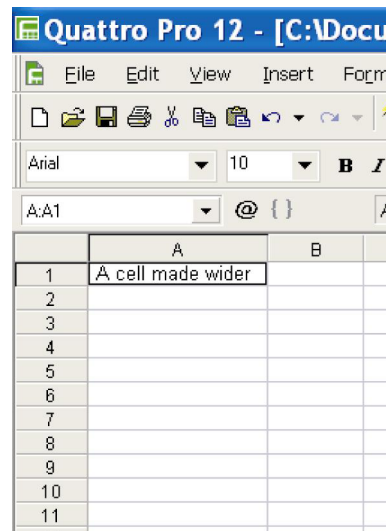To select the cell into which you wish to enter data, simply click the cell.

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.
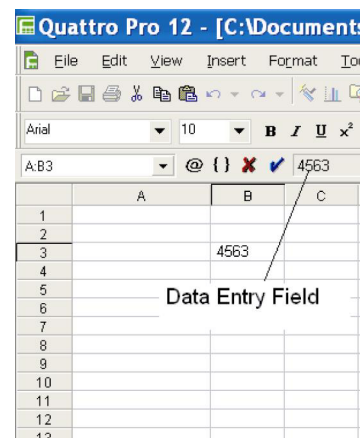
Creating a Scatter Plot

• Enter the data in column A and column B. We will draw a scatter plot and a scatter plot for the data.

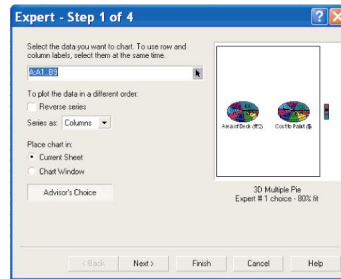|	A	B
1	Area of Deck (ft^2)	Cost to Paint ($)
2	100	320
3	110	335
4	120	350
5	150	375
6	144	380
7	180	420
8	225	465
9	400	700

Name: _____   Date: _____

• Construct a Scatter Plot

Highlight the cells containing all the data in columns A and B. Click and hold the left mouse button at Cell A1 and drag the highlighted region to cell B9. Release the mouse button.

Click on **Insert** and select **Chart**. The **Expert** pop-up window appears. Click on **Next**.

Scroll down to **Scatter** as the **Category** of graph. Make sure that the checkbox beside **3D** is unchecked. Click the scatter plot **Type** in the middle of the top row. Click on **Next**.
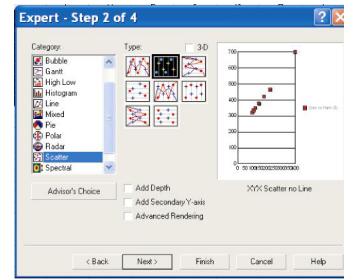
Enter the axes titles. Click in the box for the X-Axis and type, "**Area of Deck (ft^2)**". Click in the box for Y-Axis and type, "**Cost ($)**". Click on the **Next** key.

Click on the **Finish** key.

The mouse cursor changes to a bar graph. Drag open a rectangle on the spreadsheet page to define the region for the graph. The graph will be inserted into the region.
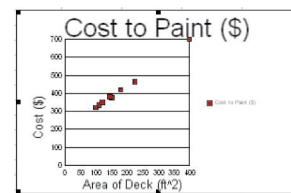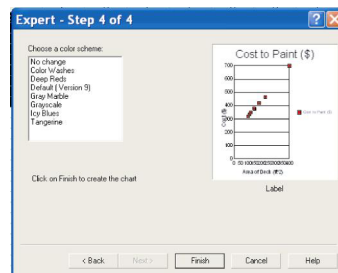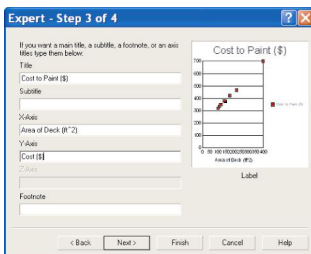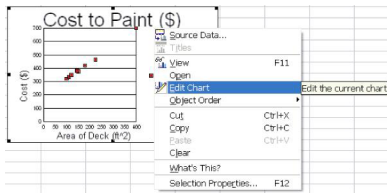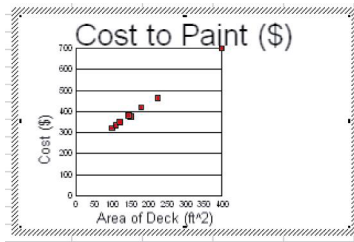
Name: _____   Date: _____

Right mouse click on the graph and select **Edit Chart**.

Click on the legend so that it becomes highlighted and press the Delete key. The legend will be removed.

Move the cursor to the bottom right corner of the X-Axis. There is a control point (square) there. Click and hold the mouse and drag the point to the right to make the graph larger to fill the space and then release the mouse button.