

## Quattro Pro 12 + CBT

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**Version:** 1

**Course Length:** 1 day (6+ hours)

**Prerequisites:** Microsoft Windows XP: Level 1 or equivalent experience

**What's in Quattro Pro 12 + CBT:**

This ILT Series course for Quattro Pro 12 will provide students with the skills they need to create simple spreadsheets. It covers creating and saving new spreadsheets, entering data, and performing calculations, including how to use basic functions. It also covers formatting numbers and text, how to create and format simple charts, and the basics of printing. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. This manual comes with a companion CBT program.

### Objectives

- Identify the main components of the Quattro Pro window, use the keyboard, mouse, and AutoScroll tool to explore a Quattro Pro notebook, and use Help.
- Enter and edit labels, values, and formulas in a spreadsheet and save a notebook.
- Format cell content, change row heights and column widths, align text, apply borders and fill, format numbers, and use the QuickFormat and SpeedFormat tools.
- Move and copy data among cells, clear cell content, sort data, and insert and delete rows, columns, and cells.
- Use QuickFunctions and the Formula Composer to quickly enter functions, and create and copy functions by using relative references and absolute references.
- Use the Expert wizard to create charts based on the data in a spreadsheet; change chart types and format chart elements.
- Preview spreadsheets, work with Page Setup options, and print spreadsheets.
- Create hyperlinks on spreadsheets, save spreadsheets as HTML documents, and use Quattro Pro to work with Excel files.

### Topic-Level Outline

#### Unit 1 : Getting started

Topic A: \* The Quattro Pro 12 environment

Topic B: \* Notebooks

Topic C: \* Help

#### Unit 2 : Creating a spreadsheet

Topic A: \* New notebooks

Topic B: \* Spreadsheet data

Topic C: \* Simple calculations

#### Unit 3 : Formatting a spreadsheet

Topic A: \* Formatting cell contents

Topic B: \* Formatting cells

Topic C: \* Tools for efficient formatting

#### Unit 4 : Modifying a spreadsheet

Topic A: \* Arranging data

Topic B: \* Rows and columns

#### Unit 5 : Functions

Topic A: \* Entering functions

Topic B: \* Functions with absolute references

#### Unit 6 : Charts

Topic A: \* Chart basics

Topic B: \* Chart formatting

#### Unit 7 : Display and print options

Topic A: \* Spreadsheet view options

Topic B: \* Page setup options

Topic C: \* The Print command

#### Unit 8 : Compatibility with other applications

Topic A: \* Quattro Pro and Excel

Topic B: \* Quattro Pro files on the Web