

EXERCISE

In the following exercise, you will use the Help menu to find information about entering data.

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| 1. From the Help menu, choose Help Topics | <i>The Help Topics dialog box appears.</i> |
| 2. Select the Index tab | <i>The Index page appears.</i> |
| 3. In the text box, type entering data | <i>The index list adjusts as you type.</i> |
| 4. Choose Display | <i>The Topics Found dialog box appears, displaying all topics pertaining to entering data.</i> |
| 5. In the Topics Found dialog box, select <i>Basic data entry</i> | |
| 6. Choose Display | <i>A Corel Quattro Pro Help window with information on basic data entry appears.</i> |
| 7. Close the Help window | |

END