

Screen Elements	Function
Column border	The column border identifies the columns.
Input line	The input line is where you enter or edit data.
Menu bar	The menu bar is where the menus are located.
Notebook window	The notebook window contains an open sheet. Notebook windows can be moved and sized.
Property Bar	The Property Bar contains buttons, tools, and lists that are needed to complete a specific activity. Like the Toolbar, when you point at a tool or button, its function or name appears. Also, the contents of the Property Bar automatically change according to the current activity.
QuickTab button	The QuickTab button lets you quickly access the Objects sheet, which is the last sheet in the notebook.
Row border	The row border identifies the rows.
Scroll bars	The scroll bars let you move through the screen.
Select all button	The Select All button selects all the cells on the active sheet.
Selector	The selector is a dark outline, indicating the active cell.
Sheet tab	The sheet tab lets you switch to a specific sheet in a notebook.
Status line	The Status line displays the present mode or status of Quattro Pro.
Tab scroll controls	The tab scroll controls let you display tabs for sheets not currently visible.
Toolbar	The Toolbar contains tools and buttons that give you quick access to commands. When you point at a tool or button, its function or name appears in a box slightly below and to the right of that tool or button. The contents of the Toolbar change according to the current activity.

Table 1-1: *Elements of the Quattro Pro Screen*