

LESSON 8 - Quattro Pro 6.0

Lesson Objectives

- Compose, file and send a spreadsheet as an attachment

Composing and Sending a Spreadsheet as an Attachment

Spreadsheets are normally for financial data and therefore the use will generally be limited to financial data such as budgets.

To Compose, File and Send a Spreadsheet as an Attachment:

1. Double-click on the **Quattro Pro** icon in the *SIGAPPS (Common)* group.

Prepare the document using all the editing/formatting functions available until the document is ready to be sent as an attachment.

2. Select **File, Save** from the menu bar in the *Quattro Pro* window. The *Save File* dialogue box appears and insert the desired file name and click on the **OK** button.

MS Exchange must be open before the next step is performed.

3. Select **File, Send, MS Mail** from the menu bar in the *Quattro Pro* window. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window and the Quattro Pro document appears in the *Note* field as an attachment. Fill required information.
4. Press **TAB** to the *Note* field and begin typing the text.
5. Click on **Send** button once the message is checked and complete.

The user is exited from MS Exchange automatically and returned to Quattro Pro.

Exercise

Create a short spreadsheet and send to a colleague.