

Section 2: Creating a Notebook

Menu method

1. From the File menu, choose New.
2. In the New dialog box, make sure the Create New tab is selected.
3. On the Create New page, in the list box, make sure Quattro Pro Notebook is selected.
4. Choose Create.

EXERCISE

In the following exercise, you will create a new notebook.

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| 1. From the File menu, choose New | <i>The New dialog box appears.</i> |
| 2. If necessary, on the Create New page, select Quattro Pro Notebook | |
| 3. Choose Create | <i>A new notebook window appears on top of the previously opened spreadsheet.</i> |
| 4. Close both windows | <i>You now have a blank spreadsheet.</i> |
| 5. If prompted to save changes, choose No | |

END