

Section **1** Summary

To start Quattro Pro:

1. From the Start Menu, choose Corel WordPerfect Suite 8.
2. From the Corel WordPerfect Suite 8 submenu, choose Corel Quattro Pro.

To select a cell:

1. Click the cell.
or
1. Use the arrow keys to move the selector to the cell.

To select a block of cells:

Mouse method

1. Drag the pointer through the block of cells.

Keyboard method

1. Select the first cell of the block.
2. Press **SHIFT** and the arrow keys to highlight the block.
or
2. Press and hold **SHIFT**, and then click the last cell in the block.
3. Release **SHIFT** when done.

To see Toolbar definitions:

1. On the Toolbar, point to the button or tool.
2. Read the definition provided.

To use the Toolbar to execute a command:

1. If necessary, select the cell or block of cells.
2. On the Toolbar, click the button or tool.

To use a QuickMenu:

1. Point to the object.
2. Right-click the mouse.
3. From the QuickMenu, choose the command.

To see Property Bar definitions:

1. On the Property Bar, point to the list.
2. Read the definition provided.

To use the Property Bar to change properties:

1. If necessary, select the cell or block of cells.
2. On the Property Bar, click the list.
3. In the Property Bar list, choose the option.

To invoke and adjust an Object Inspector:

1. Point to the object.
2. Right-click the mouse.
3. If a QuickMenu appears, choose the appropriate Properties command.
4. In the Object Inspector, select the tab for the property to be changed.
5. Select the settings.
6. Choose OK.

To enter a label into a cell:

1. Select the cell.
2. Type the information in the input line.
3. Click the Enter button.
or