

Closing a Notebook

Closing a notebook removes it from your screen but leaves you in Quattro Pro with a new, blank spreadsheet. Before you close a notebook, you should make sure that you have saved your work. If you have forgotten, however, Quattro Pro reminds you that you need to save the document and gives you a chance to do so.

METHOD

To close a notebook:

1. From the File menu, choose Close.
2. If prompted to save changes, choose Yes.

EXERCISE

In the following exercise, you will close the Exercise 1 notebook.

1. From the File menu, choose Close *The notebook is closed.*
2. If prompted to save changes, choose Yes

END