Corporate Applications
Stats and Facts

Since its introduction in 1994, the Conference Rooms application has been quite popular with users at Headquarters. Just how popular? Check out these numbers...

Most Frequently Booked Rooms*		
Room No.	Hours Total	Daily Average
A3-500	1,765	7.4
C6-500	1,673	7.0
C3-400	1,628	6.8
A5-500	1,534	6.4
C4-500	1,525	6.4
C7-500	1,495	6.3
Total Bookings for All Rooms*: 46,964 hours!		

*Statistics compiled from October 10/94 to October 9/95

Remember, if you have any comments or suggestions about DFAIT's Corporate Applications, send us an e-mail message at CORPAPPS SUPPORT. We look forward to hearing from you!

QUATTRO PRO Tip

Moving Around the Notebook

Do you use the mouse to move around your spreadsheet? Following are some keyboard methods of navigating through your notebook that at times you may find to be more efficient than clicking.

F5 (function key) =	go to any specified cell address
Ctrl + Home =	A:A1
Home =	cell A1 of current page
Up arrow =	up one cell
Down arrow =	down one cell
Right arrow =	right one cell
Down arrow =	left one cell
Page Down =	down one screen
Page Up =	up one screen
Ctrl + right arrow =	right one screen
Ctrl + left arrow =	left one screen
End + arrow =	If the cursor is in a filled cell, the selector will move in the direction of the arrow to the next occupied cell before an empty one. **Note:** Be sure not to hold down the End key.
End + home =	Places the cell pointer in the cell which intersects the last occupied row and column. In other words, it goes to the bottom-right corner of the spreadsheet. **Note:** Be sure not to hold down the End key.

Using Shift in combination with these keystrokes will highlight the range. For example, you need to highlight the range when printing, adding attributes, deleting, using the database functions, creating formulas, etc. As trying to highlight the range by using the mouse can become frustrating when your spreadsheet exceeds the width and height of your screen, any time you need to specify a range of cells, hold down the Shift key and use one of the navigation methods indicated above.

Note: The above tip applies to versions 1, 5 and 6 of QuattroPro.