

# QUATTRO PRO for Windows ver. 1

## Hidden Comments



You can document your spreadsheet by adding hidden comments to any cell formula. Simply type a semicolon at the end of the formula, then type your comment. The cell still returns the results of the formula, but you can see the comment at the end of the formula in the Input line as you edit that cell. You can use up to 1022 characters to type any cell formula and comment. To add a comment to a single label, simply change it to a string formula first. For example, to add to the label "Total" a hidden comment like "Subject to change at any time", enter the following:

+ "Total"; Subject to change at any time

or enter the following:

+A1+A2; Adding all revenues

## Indents

To create the illusion of an indent in Quattro Pro, type your outline number in the first column and the text in the second. Adjust the column width of column A to best fit.

A	B	C
1		
2	A. List of Expenses	
3		
4	Mortgage	
5	Tax	
6	Loans	
7	Utilities	
8	Food	
9	Entertainment	
10		
11	B. List of Income	
12		
13	Salary	
14	Dividends	

## Locating the End of the Spreadsheet

To go to the last non-blank cell in your notebook, press END and CTRL+HOME. This keystroke combination is especially handy for determining the last page in

the notebook that contains data. In addition to using the mouse for 3-D navigation, you may want to try using the keyboard. For example, you can switch to the next page by pressing CTRL+PGDN. To go to the previous page, press CTRL+PGUP. To go to the first page in your notebook, press CTRL+HOME.

## Paste Special



To maintain uniformity in your spreadsheet, use Paste Special to copy only the attributes of a block. Start by selecting the cell which includes the attributes (shading, bold, etc...). COPY the contents to the clipboard. Highlight the



destination block and select EDIT, PASTE SPECIAL. Make certain that only PROPERTIES is selected.

## Reducing Bytes

You should avoid unnecessary formatting in your spreadsheet notebook. Format only the portions of notebook pages that contain data. For example, do not select a whole page (that is, 8192 rows by 256 columns) to apply a property like a font or a numeric format. If you do this, Quattro Pro stores formatting information about the whole page instead of only the information pertinent to the block where your data resides.

# WORDPERFECT for Windows ver 5.2



## Block Protect

Use Block Protect to ensure that a heading and the paragraph following it are kept together on the same page. This function is much more efficient than using forced page breaks. Highlight the lines you wish to keep together, then select LAYOUT, PAGE, BLOCK PROTECT.

## Tables - Using Goto to Move in Tables

If you're having a difficult time moving around in your tables, try this method. Within the table, press CTRL+G or EDIT, GO TO. Select the desired location in the POSITION list box.

## Hard Spaces

To ensure certain words appear together on the same line, for instance an address or name, use a hard space. Rather than pressing the spacebar between words, press CTRL+SPACE.

The same applies to hyphens. If a phone number is appearing at the end of a line and consequently wrapping at the hyphen, press CTRL+HYPHEN to keep the phone number together on the same line.

