

## Using the Toolbar

The Quattro Pro *Toolbar* gives you quick access to frequently used commands and procedures with a single click of the mouse button. All Toolbar functions can also be accessed through the menu. The Toolbar contains *buttons* and *tools*. Toolbar buttons let you quickly choose commonly used commands or properties. Toolbar tools let you create objects, such as charts and maps.

The tools and buttons on the Toolbar change depending on the task you are performing. The Zoom button and the Drawing Object tool have drop-down arrows on the buttons, indicating the availability of a list of selections. When you click the Drawing Object tool arrow, a list of shapes appears. Once you select one of the objects from the list, that object appears on the face of the button. If you want to apply that shape at future locations on the spreadsheet, all you have to do is click the button part of the Drawing Object tool (not the drop-down arrow) and draw the object on the sheet.

In addition, Quattro Pro lets you display different Toolbars. The Toolbar displayed by default is the Main Toolbar, shown in Figure 1-3, which contains the most frequently used tools and buttons.

Also, when you position the pointer on a Toolbar button or tool, the definition of that button or tool appears in a box slightly below and to the right of that button.

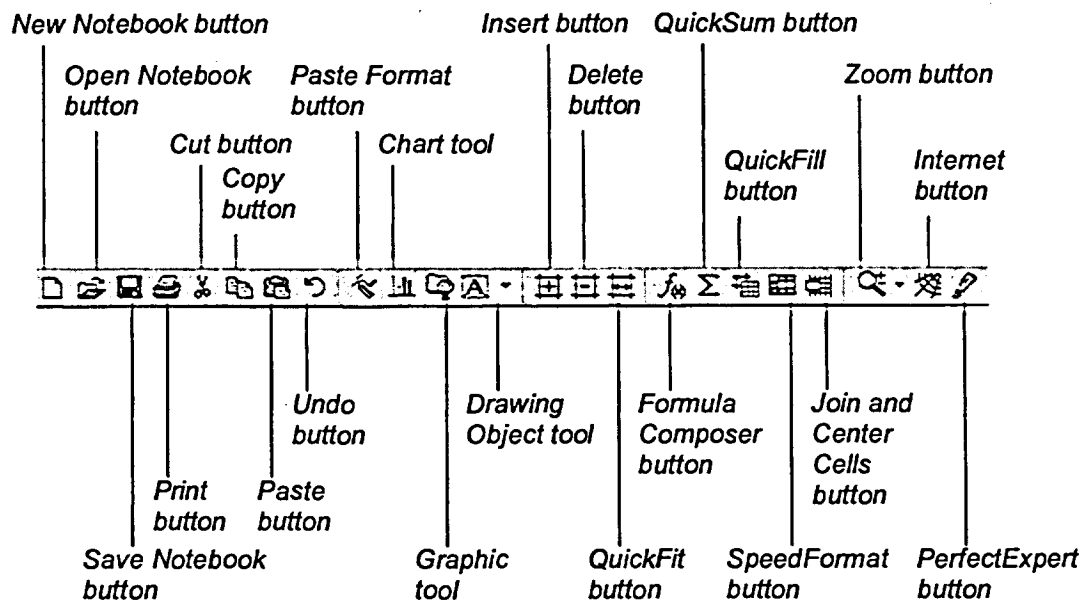


Figure 1-3: The Main Toolbar

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