

Section Skills and Their Importance

In the following section you will learn to:

■ Use charts

Charts are a graphical representation of your sheet data. With charts, you no longer have just a list of numbers, you have a message. Whether your audience is the boss, the stockholders, or your neighborhood association, you need to convey sheet information quickly and accurately. By using Quattro Pro's charting features, you can prepare a wide variety of charts to help you effectively communicate and analyze the information in your sheets.

■ Create a chart

Quattro Pro lets you create a chart from your sheet data quickly and easily by using the Chart Expert. The Chart Expert is a powerful utility that uses a step-by-step, prompted process to create a chart, letting you preview the results at each step. After creating your chart, you can modify your chart by changing the chart type and chart style, and by adding another data series to the chart.

■ Work with a chart

Once you've created a chart, you can move, resize, delete, and add chart objects to customize your charts.

■ Enhance a chart

After you've created a chart, you might decide to edit it to achieve the exact results you want. With Quattro Pro's charting options, you can add or edit titles, change color and line options, and change the chart type to better communicate the meaning of your sheet data.