

To create a new notebook:**Toolbar method**

1. On the Toolbar, click the New Notebook button.

Menu method

1. From the File menu, choose New.
2. In the New File dialog box, in the Create New group box, select the Quattro Pro Notebook option button.
3. Choose OK.

To open an existing notebook:

1. From the File menu, choose Open.
- or
1. On the Toolbar, click the Open button.
2. In the Open File window, in the Look in drop-down list, select the drive and folder.
3. Select the file from the list.
4. Choose Open.

To create a formula by typing:

1. Select the cell where the formula results are to appear.
2. Press the plus sign (+) to designate the entry as a formula.
3. Type the appropriate cell references and mathematical operators.
4. Click the Enter button.
- or
4. Press ENTER

To create a formula by pointing:

1. Select the cell where the formula results are to appear.
2. Press the plus sign (+) to designate the entry as a formula.

3. Type the formula, selecting each cell to place its reference in the input line.
4. Click the Enter button.
- or
4. Press ENTER

To enter the @SUM function by typing:

1. Select the cell where the @SUM function results are to appear.
2. Type @ to designate the entry as a function.
3. Type SUM
4. In the parentheses, type the appropriate block, separating the beginning and ending arguments with two periods.
5. Click the Enter button.
- or
5. Press ENTER

To use the QuickSum button:

1. Select the block that includes the data to be totaled, plus a blank cell (or cells) beneath or to the right to contain the results.
2. On the Toolbar, click the QuickSum button.

To use the @Functions button:

1. Select the cell in which the @function results are to appear.
2. Click the input line to activate it and make the @Functions button appear.
- or
2. Press +
3. On the input line, click the @Functions button.
4. In the Functions dialog box, in the Function Category list, select the category.
5. Double-click the @function.