Section Skills and Their Importance

In the following section you will learn to:

■ **Get started with Quattro Pro**

After you start Quattro Pro, identifying Quattro Pro functions and screen elements helps you to learn how to create spreadsheets efficiently.

■ **Identify objects and their properties**

Objects are parts of the program that are easily changed, such as blocks of data, notebooks, spreadsheets, graphs, or the Quattro Pro application itself. The characteristics of these objects are called properties. You can change object properties with the Property Bar or the Object Inspector.

■ **Enter data**

There are several different ways of entering data in Quattro Pro. Knowing each method lets you choose the one that saves the most time.

■ **Save a notebook**

Saving a notebook periodically while you work on it helps prevent accidental data loss. Once you save your finished notebook, you can open it later to refer to it or to make changes.

■ **Use Help**

Quattro Pro's Help system can quickly provide you with information about a specific topic or feature.

■ **Finish a job**

When you've finished working on a notebook, you might want to print the notebook before closing it. When you're finished with your Quattro Pro session, you can exit the program.