



single sort key, 300
 sort cells, 300
 sort key, 300
 sorting
 by a single sort key, 300
 by multiple sort keys, 303
 databases, 300
 sorting guidelines, 301
 source sheet, 239
 specific chart type, 319
 SpeedFormat, 142
 Spell Checker
 using, 244
 splitting
 panes, 250
 spreadsheet
 defined, 4
 Spreadsheet Print dialog box,
 153
 starting Quattro Pro, 3
 status line, 7
 synchronized, 250
 syntax, 202

T

tab scroll controls, 7
 illustrated, 231
 table of cell names

illustrated, 194
 target sheet, 239
 templates, 51
 text
 adding to charts, 337
 text boxes, 337
 tiled sheets
 illustrated, 235
 titles
 locking, 254
 TODAY function, 216
 Toolbar, 7, 11
 top headings, 170
 true argument, 214

U

Undo, 71
 unprotected
 cells, 256
 user word list, 244

V

values, 20
 entering, 24
 vertical bar character, 157
 vertical panes

illustrated, 250
 View buttons
 illustrated, 204
 viewing
 multiple sheets, 235

W

wildcard symbols
 described, 289
 wildcards
 using, 289
 Window menu options
 described, 236
 windows
 arranging, 236

X

X-axis, 315

Y

Y-axis, 315

DOCS
 CA1 EA 99T61 ENG
 Training guide Corel Quattro Pro
 57919815