

Creating a Formula by Pointing

Typing formulas can be very time-consuming if the formula includes a large number of cell references. Quattro Pro provides for this situation by allowing you to click cells to insert references. For example, instead of typing **B10**, you can click cell B10, and Quattro Pro inserts the reference for you.

METHOD

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

EXERCISE

In the following exercise, you'll create formulas by pointing.

- | | |
|---------------------------|---|
| 1. Select cell F9 | |
| 2. Press + | <i>The input line is activated.</i> |
| 3. Click cell C9 | <i>C9 appears in the cell and in the input line.</i> |
| 4. Press + | |
| 5. Click cell D9 | <i>D9 appears in the cell and in the input line.</i> |
| 6. Press + | |
| 7. Click cell E9 | <i>E9 appears in the cell and in the input line. The formula is now complete.</i> |
| 8. Click the Enter button | <i>The result appears in cell F9.</i> |