

Section Skills and Their Importance

In the following section you will learn to:

- **Open and create notebooks**

After you have saved and closed a notebook, you can open it again to view it or modify it. Creating a new notebook lets you enter data for a new spreadsheet on a blank notebook.

- **Create simple formulas**

One of the most important features of a spreadsheet is its ability to use formulas to perform calculations on data.

- **Use @Functions**

@Functions are a component of Quattro Pro that let you easily apply formulas to data. You will practice using the most frequently used @function, the SUM function, as well as the QuickSum button.

- **Edit data on the spreadsheet**

Quattro Pro makes it easy for you to modify data or correct mistakes. If you make a mistake, Quattro Pro's Undo command lets you change selected cells back to their former state.