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STAFF PAPER

**QUICK GUIDE TO QUATTRO PRO
FOR WINDOWS:
FOR MOUSE USERS**

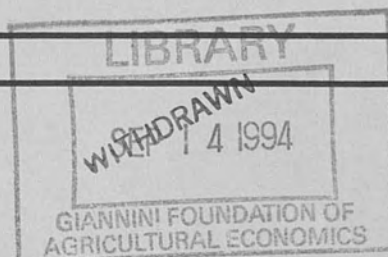
^D**DAN DELANO, JEFFERY WILLIAMS**
^{C. ✓}
AND BRYAN SCHURLE

^{W.}**JULY 1994**

No. 95-2

Department of Agricultural Economics

Kansas State University



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FOR WINDOWS:
FOR MOUSE USERS**

**DAN DELANO, JEFFERY WILLIAMS
AND BRYAN SCHURLE**

**JULY 1994
No. 95-2**

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QUICK GUIDE

TO

QUATTRO PRO

FOR

WINDOWS

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Quick Guide to Quattro Pro for Windows

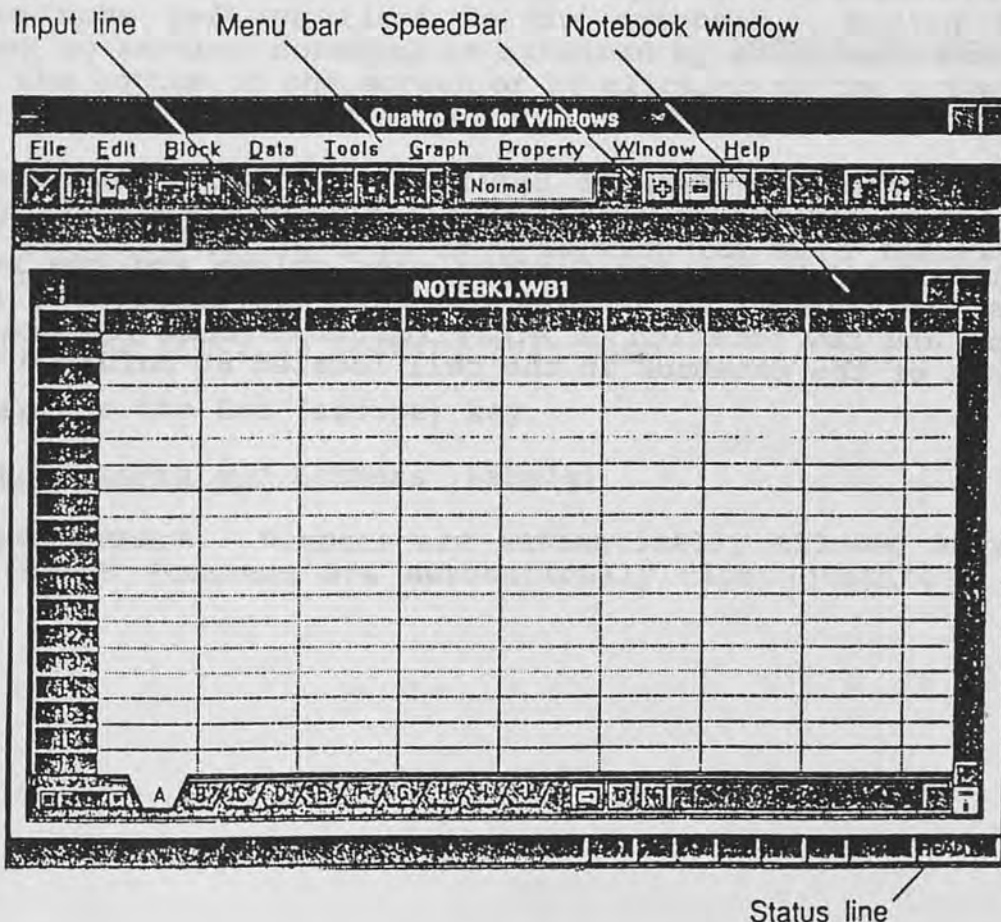
Quattro Pro for Windows is simply an electronic matrix that is an array of intersecting rows and columns. It can be used to build various types of budgets and analysis tools. Each matrix may be up to 256 columns wide and 8,192 rows long.

Quattro Pro for Windows looks like pages in a three ring binder. Each page has a lettered tab. Each file has pages that run from A to IV.

Use of a mouse is highly recommended. Using a mouse will reduce the number of key strokes and make selecting menus quicker and easier. This guide assumes the user has access to a mouse.

Accessing Quattro Pro for Windows from the Command Prompt

After MS-DOS boots, the screen will display the command prompt C:\>. Type WIN to access Windows. Once the Windows screen appears, click on the icons labeled Quattro Pro for Windows to access Quattro Pro for Windows. You will now be in Quattro Pro for Windows. This is the temporary notebook with the file name NOTEBOOK1.WB1. Your screen will show the following display:



The display includes:

Menu Bar

The menu bar uses pull-down menus. Notice the words in the menu bar: File, Edit, Block, Data, Tools, Graph, Property, Window, and Help. These are commands that you will be using. You will be using the mouse and clicking on these words to invoke a command.

Notebook SpeedBar

The notebook SpeedBar contains buttons and tools for invoking certain commands quickly. See the SpeedBar section for more information on how these buttons and tools are used.

Input Line

The input line is where you enter and edit cell entries.

Status Line

The status line displays information about the current state of the program.

Notebook Window

The notebook window is where your data appears.

Moving the Cell Pointer

The highlighted or blocked box on the screen is called the cell pointer. Quattro Pro for Windows uses column and row notation. Columns are labeled by letters and rows are labeled by numbers. A column and row notation of A:D25 indicates that you are working on page A of the notebook in the cell located at column D, row 25.



The following keys can be used to move around in a notebook page:

- | | |
|-------------------|--|
| F5 (function key) | - this invokes the Goto command |
| | - enter notebook page, column letter, and row number (A:D25) |
| | - return <CR> |
| Home (dark key) | - returns pointer to col A, row 1 of current page |
| Page Up | - moves the cell pointer up one page |
| Page Down | - moves the cell pointer down one page |
| End → | - moves the cell pointer to the last column |
| End ↓ | - moves the cell pointer to the last row |

The mouse pointer (appears as an arrow on the screen) can also be used to move the cell pointer by clicking on the cell of interest. In addition, clicking on the arrows on the right hand side of the screen allows the user to move up or down in the notebook. Clicking on the arrows at the bottom right of the screen allows the user to move left or right in the notebook. Moving from one notebook to another notebook is attained by clicking on the letter tab at the bottom of the screen or by clicking on the arrows at the bottom left of the screen.

The cell currently being operated in (the location of the cell pointer) is indicated on the fourth line at the top of the screen. Please refer to the special keys section for more information on moving around the notebook.

Correcting an Error in Command Selection

Depress the Esc (escape) key.

Entering Numbers and Letters (Labels)

Entering numbers - Numbers are automatically allowed anywhere in the notebook (numbers are automatically right justified in the cell).

Entering letters - Letters are automatically allowed anywhere in the notebook. Letters are considered labels and are automatically recognized (labels are automatically left justified in the cell). To change the alignment in the cell enter:

' - left alignment

" - right alignment

^ - center alignment.

You may also change the alignment in a cell by using the SpeedBar. For example, to change the justification of a label in a cell, click on the cell and then click on the right justification icon in the SpeedBar.

To enter numbers, dashes, or asterisks as labels, one of the alignment formats must be specified. For example, Enter "10. This enters 10 as a label, not as a number in the cell, and aligns it to the right of the cell. Caution: Numbers entered as labels are treated as zeros in formulas. As a result, formulas will not calculate correct answers if they address cells with numbers entered as labels.

You may also use the arrow keys or click the mouse rather than using return <CR> to enter the numbers or letters in the cell.

Correcting and Erasing Cell Entries

You may correct or change an entry simply by typing over the indicated cell. To erase data from a cell or group of cells you must use the Edit | Clear Contents command.

Mouse

Click on the desired cell or block

Click on Edit | Clear Contents

Or

Click on the desired cell or block

Click on the cut icon (scissors)

To erase data and remove property settings, the Edit | Clear command must be used.

Mouse

Click on the desired cell or block

Click on Edit | Clear

Building Formulas

To manipulate numbers in a column or row it is necessary to build a formula.

Select the cell where the result of the calculation of formulas is to be displayed. Click on the desired cell.
enter ((this is a left parenthesis)

Enter the formula directly by typing in the relevant cell locations and the necessary functional relationships.

or

Use the cell pointer to enter relative references to construct the formula.

or

Use previously defined cell names to construct the formula.

or

Use absolute references to construct the formula.

and

enter) (this is a right parenthesis)

Examples:

Enter three numbers in the spreadsheet at the indicated location.

B2	-	50
B3	-	25
B4	-	15

Add the numbers by entering the direct cell location in the formula and display the answer in B5.

Mouse

Click on Column B and Row 5

Type (

Type B2+B3+B4) <CR>

or

Type +

Type B2+B3+B4 <CR>

The + sign can be used to start a formula as well as the (.

Add the numbers using the cell pointer method (relative references) and display the answer in B5.

Mouse

Click on Col B Row 5

Type (

Click on cell B2

Type +

Click on cell B3

Type +

Click on cell B4

Type) <CR>

The formula constructed should be (B2 + B3 + B4).

Add these numbers using a cell name and display the answer in cell B5.

Mouse

Click on Block | Names | Create

Type SALES

Click under Block(s)

Type B2..B4 (delete unwanted cell reference)

Click on OK

Click on B5

Type @SUM(SALES) <CR>

An alternative way of building the formula is to use a Block string.

Add the numbers using the @SUM function and a Block string.

Mouse

Click on B5

Type @SUM(

Click on B2 and hold down the left button on the mouse

Drag the mouse to cell B4 (this will highlight cells B2 to B4)

Type) <CR>

Add the numbers using the Σ icon in the SpeedBar. This automatically performs the above procedure.

Mouse

Click on the first cell you want to add (B2) and drag through the empty cell B5

Click on Σ (the sum of the cells B2 through B4 will be entered in B5)

Add the numbers using absolute references.

Mouse

Click on cell B5

Type (

Click on cell B2

press F4

Type +

Click on cell B3

press F4

Type +

Click on cell B4

press F4

Type) <CR>

The \$ sign in the formula indicates an absolute reference to the cell.

Block Notation or Range Notation

Blocks or ranges can be entered by clicking and holding the mouse button down in the beginning cell, dragging the mouse to the ending cell, and then releasing the button.

Saving a File

Once you start constructing a Quattro Pro for Windows notebook, it is a good idea to select a name for the file and save the notebook under that file name instead of continuing to work on an unsaved notebook.

Mouse

Click on File | Save (Save As to save under a new file name)

Type the file name or click on the arrow under File Name and click on the file name

Click on OK

Click on Replace (if saving under the same file name)

If you want to save files to drive B when your Quattro Pro for Windows work disk is in drive B:

Mouse

Click on File | Save (or Save As to save under a new file name)

Type the file name

Click under Drives

Click on B:

Click on OK

Retrieving a File

After you have created and saved files in Quattro Pro for Windows you can retrieve them to work on them again.

Mouse

Click on File | Retrieve
Type the file name
Click on OK

If you want to load files from disk drive B when using Quattro Pro for Windows

Mouse

Click on File | Retrieve
Click under Drives and click on B:
Click on the arrow under File Name and click on the file name
Click on OK

Entering Numbers with Decimals and \$ Signs and Formatting Them within the Cell

It is often necessary to enter numbers that are dollars and cents. To do this it is necessary to Format the cells where this will occur. There are two ways of doing this.

Enter the numbers in the applicable cells with decimal points included.

Mouse

Right click on the applicable cell (the Speed Menu will appear)
Click on Block Properties
Click on Numeric Format
Click on Currency
Click on arrows under Enter number of decimal places until 2 appears (or the number of desired decimal places)
Click on OK

You may, as an alternative, format all the applicable cells before entering numbers in them.

Formatting a Row of Cells

You can format each cell individually but there is a faster way. Suppose you wanted \$ format in row 1 from column A-E. A1..E1

Mouse

Click and hold the mouse button on A1
Drag the mouse to E1 (A1 to E1 will now be highlighted)
Right click anywhere in the highlighted block
Click on Block Properties
Click on Numeric Format
Click on Currency
Click on arrows under Enter the number of decimal places
until 2 appears (or the number of desired decimal places)
Click on OK

*To format an entire row, click on the row number in the left margin of the notebook instead of dragging the mouse.

Formatting a Column of Cells

This works exactly like formatting rows. Simply highlight the desired column by dragging the mouse and then follow the steps in the previous procedure.

*To format an entire column, click on the column letter in the top margin of the notebook.

Formatting a Block of Cells or an Entire Notebook

Formatting cells by a block with one command is useful when you need to set up a Notebook that has to have a block of cells or the entire notebook formatted for the \$ format.

Suppose the block is defined to be:

B5..J18

Simply drag the mouse from B5 over to J5 and then down to J18 (hold the mouse button down the entire time)

Then follow the procedures outlined on the previous page.

It is also possible to format the entire Notebook. Only cells with numbers in them will be affected.

To format an entire notebook, click on the margin in the top left corner. Then follow the procedures outlined on the previous page.

Limited Formatting with the Style List

The Style list appears in the SpeedBar. This can be used to format cells or blocks.

Mouse

Define a block by dragging the mouse

Click on the down arrow at the right side of the Style List

Click on the desired style

Speed Formatting

The SpeedFormat button in the SpeedBar allows you to choose a predefined format. The following example demonstrates the use of the SpeedFormat button.

Example:

Set up a spreadsheet like the following one.

	A	B	C	D	E
1	Sales	1000	2000	1500	4500
2	Variable cost	500	1000	750	2250
3	Fixed costs	250		750	
4	-----				
5	Profits				

Mouse

Block the spreadsheet by dragging the mouse

Click on the SpeedFormat button icon

Click on the desired format (an example of the format will appear in the upper right corner)

Click on OK

Your spreadsheet is now in the chosen format.

Changing Width of Columns

Quattro Pro for Windows allows you to change the width of a column from the default value of 9 characters to something smaller or larger (1 character to 72 characters).

Mouse

Right click on the desired column

Click on Block Properties

Click on Column Width

Type 10 or desired width

Click on OK

If a number is too large for a previously set column width, a series of * symbols will appear.

Alternatively, the SpeedBar Fit button may be used to adjust the column width to its widest cell entry. For example:

Enter the following numbers in the spreadsheet at the indicated location.

A1 - 134
A2 - 229800
A3 - 1

Mouse

Click on cell A2
Click on the Fit button icon

The first column is now six characters wide.

Copying Information from Cell to Cell or Block to Block

There are many uses for which copying cell information from one cell to another is very Useful. Suppose you wanted to draw a line or put zeros or another number 5 columns across a Notebook. To do this you could enter each individually or use the copy command.

Example: Place the number 12568 in cells A6 to G6

Mouse

Click on A6
Type 12568 <CR>
Click on the copy icon in the SpeedBar
(the icon is the second from the left)
Click, hold and drag from B6 to G6
Click on the paste icon in the SpeedBar
(the icon is the third from the left)

Example: Copy the contents of a row to another row

Mouse

Click, hold and drag from A6 to G6
Click on the copy icon in the SpeedBar
Click, hold and drag from A7 to G7
Click on the paste icon in the SpeedBar

Example: Copy the contents of a column to another column

Mouse

Click, hold and drag from G6 to G7
Click on the copy icon in the SpeedBar
Click, hold and drag from H6 to H7
Click on the paste icon in the SpeedBar

How to Clear Your Screen and Start a New Notebook

Be sure you have saved your notebook to a file before you start another notebook. To start the new notebook:

Mouse

Click on File | New

This does not remove the first notebook. It only removes it from the screen.

To close the old notebook and start a new notebook:

Mouse

Click on File | Close

Click on Yes (Save Changes) | Replace (or Backup)

Click on File | New

Naming Cells to Replace Cell Reference Numbers in Formulas

It is useful to name cells, using common names which refer to the information in them, when building formulas.

Example:

Set up a spreadsheet like the following one.

	A	B	C	D	E
1		Jan	Feb	March	1st Qtr
2	Sales	1000	900	800	
3	Gifts	250	100	400	
4	Costs	300	1200	400	
5	-----				
6	Profit				

Now calculate the answers by using named cells to build formulas.

Mouse

Click on B2

Click on Block | Names | Create and type SALES

Double click under Block and click and drag to highlight the block you want to name (B2..D2) | <CR> or click on the up arrow on the menu line

Click on OK

Click on B3

Click on Block | Names | Create and type GIFTS

Double click under Block and click and drag to highlight the block you want to name (B3..D3) | <CR> or click on the up arrow on the menu line

Click on OK

Click on B4

Click on Block | Names | Create and type COSTS

Double click under Block and click and drag to highlight the block you want to name (B4..D4) | <CR> or click on the up arrow on the menu line

Click on OK

Calculate the answers for the rows.

Mouse

Click on E2

Type @SUM(SALES) <CR>

Click on E3

Type @SUM(GIFTS) <CR>

Click on E4

Type @SUM(COSTS) <CR>

or

Click on E2

Click on the Σ in the SpeedBar

Click on E3

Click on Σ

Click on E4

Click on Σ

Calculate the profits with the use of the formulas.

Mouse

Click on B6

Type (B2+B3-B4) <CR>

Click on Block | Copy

(A:B6 appears next to From)

Double click on the space next to To

Click and drag to highlight a destination block (C6..E6)

Click on the up arrow on the menu line

Click on OK

Move the cell pointer across row 6 and examine the formulas displayed.

Click on E6

Change the formula to the following:

Type @SUM(SALES)+@SUM(GIFTS)-@SUM(COSTS) <CR>

You have completed this spreadsheet. There are many other ways of arriving at the results with the use of different formulas.

How to Protect Your Notebook

After constructing a notebook, there are some cases where you would not want to accidentally change a formula or enter a number in a cell which should not be changed. To protect the formulas you need to enable Page Protection:

Mouse

Right click on the tab of the page to be protected

Click on Protection

Click on Enable

Click on OK

This protects the entire notebook.

To unprotect a specific cell to change the labels or entries (not formulas), move the pointer to the cell:

Mouse

Right click on the cell to unprotect

Click on Block Properties

Click on Protection | Unprotect

Click on OK

To reprotect cells after working in them:

Mouse

Right click on the cell to reprotect

Click on Block Properties

Click on Protection | Protect | OK

To protect or unprotect a block:

Mouse

Highlight the desired block by dragging it with the mouse

Right click anywhere within the block

Click on Block Properties

Click on Protection | Protect (or Unprotect) | OK

Copying Formulas

Suppose you have several columns or rows that need to be summed. You could sum every column by building a formula for every row or you could build the first formula and copy it to other cells.

Example:

Set up a spreadsheet like the following one.

	A	B	C	D	E
1	Sales	1000	2000	1500	4500
2	Variable cost	500	1000	750	2250
3	Fixed costs	250		750	
4	-----				
5	Profits				

After setting up the notebook (be sure to widen column A to 15 spaces), construct the formula for column B using the following options:

-Using Relative References with the Cell Pointer

Mouse

Click on B5

enter (B1-B2-B3) <CR>

Copy the formula to the other 3 columns

Click on Block | Copy

(a:B5 appears next to From)

Double click on the space next to To

Click and drag to highlight the block (C5..E5)

Click on the up arrow on the menu line

Click on OK

The formulas are copied and all calculations are complete.

-Using named Cells

Mouse

Click on B1
Click on Block | Names | Create and type SALES
Click on OK
Click on B2
Click on Block | Names | Create and type VCOST
Click on OK
Click on B3
Click on Block | Names | Create and type FCOST
Click on OK
This names the cells.

Construct the Formula with Named Cells

Click on B5
Type +Sales-VCOST-FCOST <CR>

Copy the Formula to the other 3 columns

Click on Block | Copy
Click next to From and type B5
Double click on the space next to To
Click and drag to highlight the block (C5..E5)
Click on the up arrow on the menu line
Click on OK

The copied formulas are displayed as cell locations rather than names.

-Using @SUM Function

Change all costs so they have negative signs
Click on Block | Names | Create and type COLB
Double click under Block(s)
Click and drag to highlight the block (B1..B3)
Click on the up arrow on the menu line
Click on OK
Click on B5
Type @SUM (COLB) <CR>
Copy the formula to the right
Click on Block | Copy
Double click on the space next to To
Click and drag to highlight the block (C5..E5)
Click on the up arrow on the menu line
Click on OK

To copy a row of formulas to another row or to copy a column of formulas to another column:

Mouse

Click on the row number or the column letter in the margin of the notebook of the row or column to copy from (this will highlight the row or column)

Click on the copy icon in the SpeedBar

Click on the row number or the column letter in the margin of the notebook of the row or column to copy to

Click on the paste icon in the SpeedBar

Inserting Rows and Columns

At times it is necessary to add a row or a column to a spreadsheet. Inserting a row or column adds a blank row or column where the cell pointer is placed (to the left of the cell pointer for columns and above the cell pointer for rows).

For example:

Mouse

Place the cell pointer in the desired position

Click on the insert icon in the SpeedBar

Click on row or column

Click on OK

How to Print a Notebook

BEFORE PRINTING A NOTEBOOK, IT WOULD BE ADVISABLE TO SAVE THE NOTEBOOK.

To Print the Notebook:

Turn on the printer and align the paper

Mouse

Click on File | Print

Type range to be printed

Click on print icon

To Print the Formulas:

Mouse

Click on File | Print

Click on Options

Click on Cell formulas

Click on OK

Click on print icon

To Change the Margins:

Mouse

Click on File | Page Setup

Click next to Top, Header, Left, or Right

Type in the new margin

Click on OK

How to Edit a Formula or Contents of a Cell

It is possible to make editing changes without having to delete the contents of a cell or formula and start from scratch.

Click on the cell where the contents need to be edited.

Press the F2 function key to enter the edit mode.

Click on the contents that need to be edited. Use the backspace key and the delete key to make changes in this line.

Backspace - Deletes characters to the left of the cursor

Delete - Deletes character the cursor is on

Experiment with these keys until you learn how they work.

Enter return when you are ready to enter the correct version.

How to use @ Functions

Quattro Pro contains numerous built in functions which start with the @ sign. The general format of these functions is as follows.

@Function Name (Block String)

A complete list of @ functions are available by pressing Alt F3. Clicking on the category of @ functions and then clicking on OK will list the available functions. Clicking on the desired function and then clicking on Help provides a description of the function.

Some examples:

@SUM(Block) - sums the numbers in the block.

@AVG(Block) - calculates the mean or average of numbers in the block.

For further examples including financial and statistical functions please refer to the @Function Section or the Quattro Pro for Windows reference manual.

Fixing Row and Column labels

Sometimes when working with large spreadsheets it is useful to fix the titles of rows and columns which you have entered on the screen as labels. When this is done, you can use your labels to find a cell on the screen instead of using the row and column address.

To fix (Lock) Row and Column Titles:

Mouse

Position cell pointer

1 Row below column titles

1 Column right of row labels

Click on Window | Locked Titles | Both | OK

Graphing with Quattro Pro for Windows

Quattro Pro also has the capability of making several types of graphs with data which has been entered or calculated in a notebook. Before proceeding to enter data for the example graphs, open a clear notebook.

Mouse

Click on File | New

enter the following information in a notebook.

	A	B	C	D	E
1					
2	SALES	1st Q	2nd Q	3rd Q	4th Q
3	REGION 1	500	600	700	450
4	REGION 2	600	550	650	800
5	REGION 3	550	650	350	900
6	TOTAL	1650	1800	1700	2150

For a pie chart of 4th quarter sales by region:

Mouse

Click on Graph | New and type the graph name

Click on X-axis and click on A3 and drag to A5 <CR>

Click on 1st and click on E3 and drag to E5 <CR>

Click on OK (graph window will open)

Click on Graph | Type

Click on 2-D and click on the pie chart icon

Click on OK

Click on Graph | Titles

Click next to Main and type SALES BY REGION

Click next to Subtitle and type 4th Quarter

Click on OK

Click on Close to exit the graph window

For a line graph of sales by quarter by region:

Mouse

Click on Graph | New

Type LSALES

Click on X-axis and click on B2 and drag to E2 <CR>

Click on 1st and click on B3 and drag to E3 <CR>

Click on 2nd and click on B4 and drag to E4 <CR>

Click on 3rd and click on B5 and drag to E5 <CR>

Click on Legend and click on A3 and drag to A5 <CR>

Click on OK

Click on Graph | Type

Click on 2-D and click on the Line Graph icon

Click on OK

Click on Graph | Title

Click on Main and type SALES BY QUARTER

Click on Subtitle and type BY REGION

Click on OK

Click on Close to exit the graph window

Save the Notebook and the Graph Settings

Once a graph has been created, it will be saved when the notebook is saved.

Mouse

Click on File | Save and type SALES

Click on OK

Create a bar graph with the previous notebook settings.

Mouse

Click on Graph | New and type BSALES

Click on OK

Click on Graph | Copy

Click on LSALES under From

Click on the arrow under To and click on BSALES

Click on OK (to overwrite)

Click on Graph | Type

Click on 2-D and click on the bar graph icon

Click on OK

You should now see a bar graph with legend

Click on Graph | Type

Click on 2-D and click on the Stacked Bar icon

Click on OK

You should now see a stacked bar graph

You now have saved the graph setting for the stacked bar graph.

For a complete list of graphs see the graphics section.

Printing Graphs in Quattro Pro for Windows

Make sure that the desired graph is in the current graph window.
Change any of the layout setting required

Mouse

Click on File | Page Setup and click on desired change

To print the graph

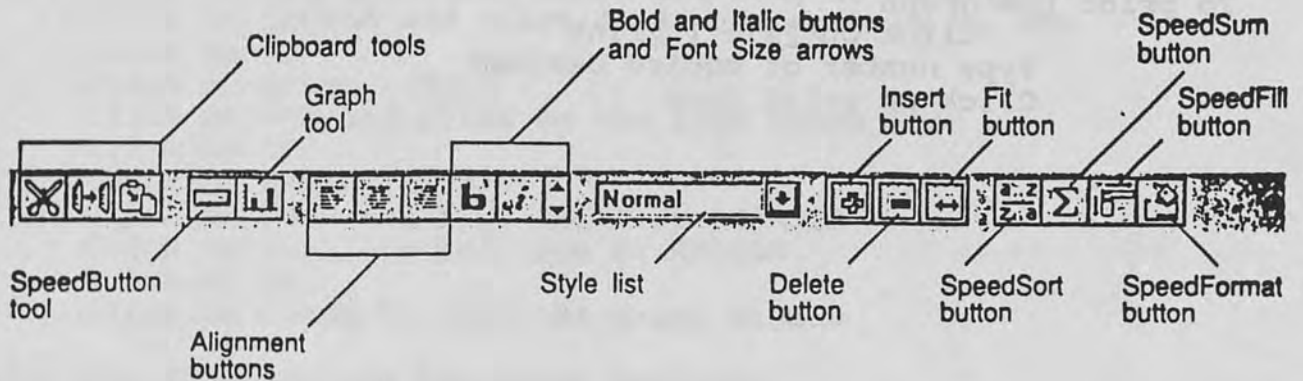
Click on File | Print

Type number of copies desired

Click on print icon

Using the SpeedBar

Just under the menu bar is a row of buttons and tools called the SpeedBar. SpeedBar buttons let you quickly choose commonly used commands or properties. SpeedBar tools create objects. The notebook SpeedBar looks like this:



The following is a list and description of the buttons and tools available in the SpeedBar:

Clipboard Tools

The Cut, Copy, and Paste buttons cut, copy, and paste data and objects to and from the Windows Clipboard. Refer to page 10 for an example of how to use these buttons.

SpeedButton Tool

The SpeedButton tool creates buttons you can use to run macros. SpeedButtons are floating objects that appear in a layer above spreadsheet cells. The use of this button is beyond the scope of this quick guide. For more information on using the SpeedButton, refer to the Quattro Pro for Windows User's Guide.

Graph Tool

The Graph tool creates floating graphs that appear above spreadsheet cells. You can double-click a floating graph to put it into a graph window for editing. For more information on using the Graph tool, refer to the Quattro Pro for Windows User's Guide.

Alignment Buttons

The Alignment buttons place cell entries left aligned, right aligned, or centered. These buttons correspond to the Alignment property in the block Object Inspector. Refer to page 4 for an example of changing alignment using the Alignment buttons.

Style List

The Style list specifies the style for the active block. See page 9 for an example on how to use the Style list.

Bold and Italic and Font Size Arrows

The Bold and Italic buttons switch bold and italic font on and off in the active block. The arrow buttons decrease and increase the point size. These buttons are a quick way to change the Font property in the block Object Inspector.

Insert and Delete Buttons

The insert and delete buttons allow you to insert or delete blocks, rows, columns, and pages. They duplicate the effects of Block | Insert and Block | Delete. Refer to page 15.

Fit Button

The Fit button lets you quickly tailor a column's width to its widest cell entry. It performs the same action as the Auto-Width setting of the Column Width property in the block Object Inspector. Refer to page 10

SpeedSort Button

The SpeedSort button sorts data in ascending or descending order in the active block.

SpeedSum Button

The SpeedSum button totals values by generating @SUM functions. You select the values to total in adjacent cells and then click on the SpeedSum icon. For an example of how to use this button, see page 12.

SpeedFill Button

The SpeedFill button fills the selected block with entries based on the entry in the upper left area of the block. For example, if you selected several cells in a column beginning with Monday as the only entry, clicking the SpeedFill button enters the names of the days of the week in sequence in the

blank cells in the block. If you placed the number 1 in the cell instead of Monday, the sequence of blank cells would be filled with numbers in ascending order starting with the number 2.

SpeedFormat Button

The SpeedFormat button lets you choose a predefined format that sets properties in various standard areas of the selected block. For example, SpeedFormat can set different properties for a row of headings and a row of totals within the block. Refer to page 9.

