

What is a Spreadsheet ?

Learning the vocabulary of Quattro Pro

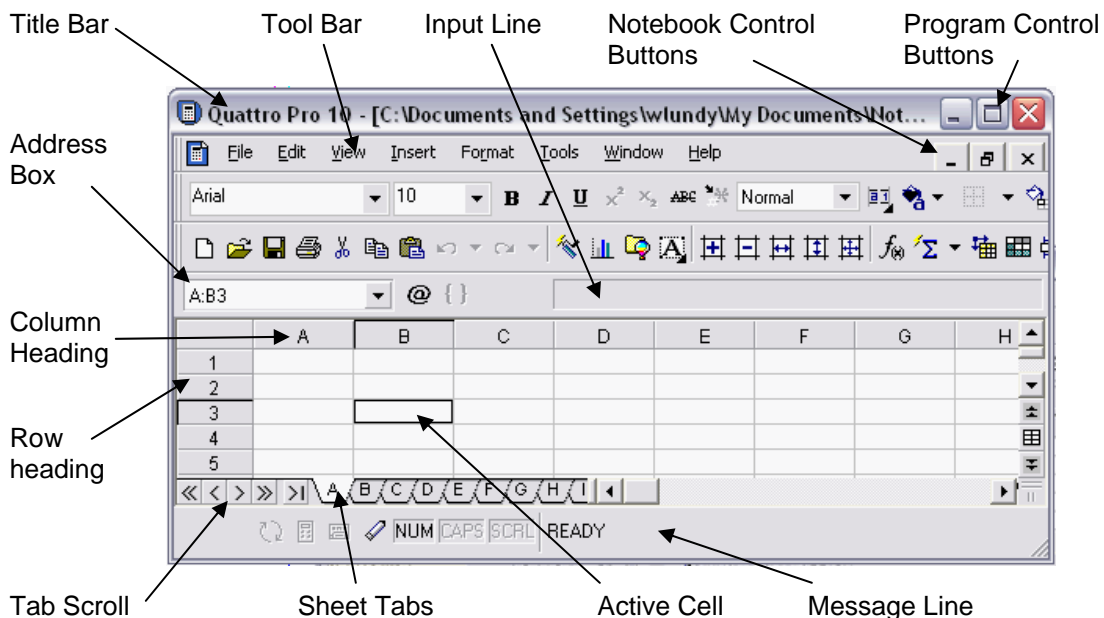
Open Quattro Pro 10:



Look in the "General Use" folder, in the "Core!" sub-folder if on the network.

A spreadsheet is a computer programme that allows users to organize the solution to a problem by arranging numbers, formulae, and labels in a table of rows and columns. At a simpler level, it can be used to display data in an organized fashion, e.g. a table and/or graph; at a more complex level, it can be used to perform complex calculations and analysis

What are the Parts of a Quattro Pro Spreadsheet?



- Each intersection of a row and a column is called a cell.
- A cell is named (or addressed) by its column letter and row number. For example, cell B3 is the intersection of column B and row 3.
- Each worksheet contains 256 columns and 8192 rows, or 2097152 cells.
- Each notebook contain 256 worksheets, totaling 536870912 cells.
- In the diagram here, cell B3 is active, and is contained in worksheet A; thus, it is named A:B3

Identifying cells:

	A	B	C	D	E
1	<i>This is cell A1</i>				
2					
3		<i>This is cell B3</i>			


Spreadsheet Setup:

- Enter the labels and numbers as shown starting in cell A1.
- Click in cell A1, type in the label “Activity”, and press ENTER.
- Use the mouse or arrow keys to move to the next cell and continue entering all labels and values.
- It may be necessary to adjust column widths.

	A	B
1	Activity	Number of Hours
2	Time at Work	6
3	Recreation	2
4	Eating	1.5
5	Watching TV	4
6	Working at Home	1
7	Sleeping	8
8	Other	1.5
9	Total Hours	

To quickly adjust the width of a column, *right-click* on the column heading and choose **Auto Width**.

You can also click on a column heading to highlight the column, then click the “Auto Width” button.



Spreadsheets can do the “grunt work” of adding the total for you:

1. In cell B9, enter this formula: **@SUM(B2..B8)**
2. Be sure to use the capitals and two dots as shown.
3. The answer “**24**” should appear (and there will be a small blue triangle in the lower corner of the cell to indicate a formula has been used for this cell.)