

Creating Spreadsheets Using Quattro Pro

Learning the vocabulary of Quattro Pro

An **alternate activity** to the text activity in Addison-Wesley **Math Makes Sense, Grade 5**, pp 163-165.

Open Quattro Pro 10:

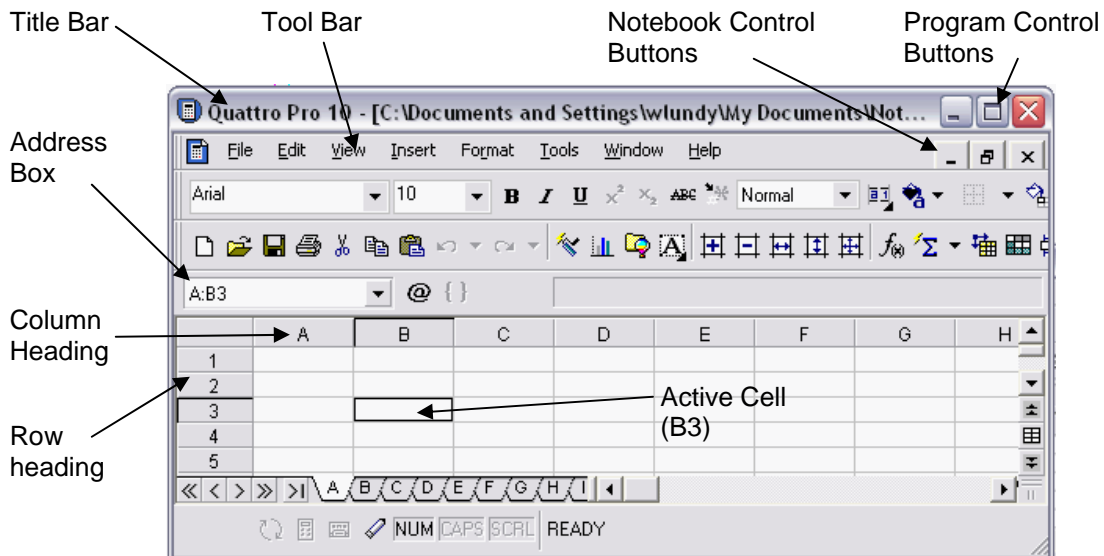
Look in the "General Use" folder, in the "Corel" sub-folder if on the network.



What is a Spreadsheet?

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 2 097 152 cells.
- Each notebook contain 256 worksheets, totaling 536 870 912 cells.
- In the diagram here, cell B3 is active, and is contained in worksheet A; thus, it is named A:B3

Spreadsheet Setup:

- Following is a table showing the number of books signed out at the town library, arranged by season.
- Enter the labels and numbers as shown into your spreadsheet, starting in cell A1.
- Click in cell A1, type in the label "Season", 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	Season	Number of Books
2	Winter	1488
3	Spring	1151
4	Summer	976
5	Autumn	1259

To quickly adjust the width of a column, click on a column heading to highlight the column, then click the "Auto Width" button.



- In Cell A6, type the word, "Total"; in cell A7, type the word "Average"



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

1. In cell B6, enter this formula: **@SUM(B2..B8)**
2. Be sure to use the capitals and two dots as shown.
3. The answer "4874" 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.)

Spreadsheets can do the "grunt work" of calculating the average for you:

1. In cell B7, enter this formula: **@AVG(B2..B8)**
2. Be sure to use the capitals and two dots as shown.
3. The answer "1218.5" 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.)



Save! You've done a lot of work up to now, so take a moment right now to **save your spreadsheet:**

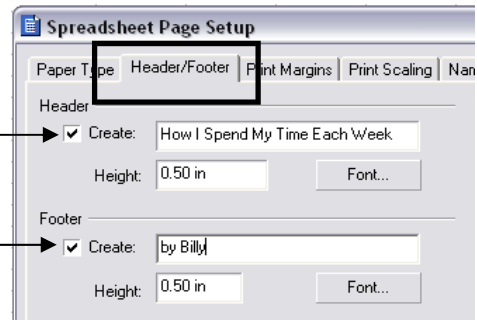


1. Click "**File**" > "**Save As**"
2. Navigate to the place where you want to save the spreadsheet (consider making a folder for your math—spreadsheet projects), then give it a simple title, e.g. library_signout. Quattro will add the .qpw extension.

Printing Your Spreadsheet:

First

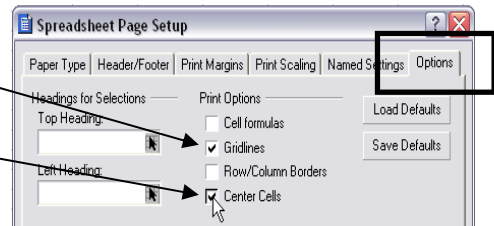
1. Be sure no cells are highlighted (just click once in an empty cell).
2. Select "File" from the file menu, then "Page Setup".
3. On the pop-up menu, select "Header/Footer".
4. In the box right below the word "Header", check in the box "Create".
5. Then type in a title or description of what the spreadsheet is about. If you want, you can then click on "Font" to select a font style and size.
6. If you want to put your name on the sheet (always a good idea), create a footer in the same fashion.
7. Click the "Options" tab, and check "Gridlines" and "Center Cells".



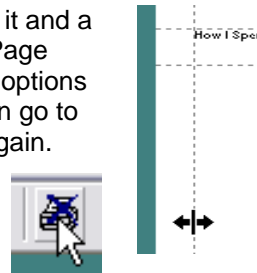
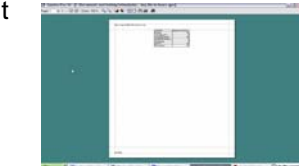
Next

8. Preview your spreadsheet, by clicking "OK" to close the page setup.
9. Select "File" > "Print Preview".
10. You will see a miniature version of your spreadsheet – if things don't look right, you can do two things:

- a. Position the cursor over any dashed line, getting a double-headed arrow, then click and drag to move them – this will help relieve crowding at some places.
- b. Click on the "Print Preview" icon at the top of the preview screen (it looks like a small rectangle with a grey line inside it and a blue arrow on its right side) – this will bring up the "Page Setup" dialog box. Click on the "General" tab to get options that allow you to control the spreadsheet; or, you can go to "Header/Footer" and mess with the typing or fonts again.



9. To exit preview, click on the icon that looks like a printer with an "X" through it.



Next to Last

10. Check that the page is set up the way you want, then SAVE your spreadsheet again (this will save this printing info as well as re-save your data).

Last

11. Print the page ! "File" > "Print" or



See the Power of Spreadsheets:

- Click in cell B4 - simply type in the number 2000, which will automatically replace the 976
- Look at your total and average—they should have automatically changed to reflect the new number!