

User's Guide

 **NOVELL**®

for WINDOWS

USING ENVOY

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Quattro™ Pro 6.0



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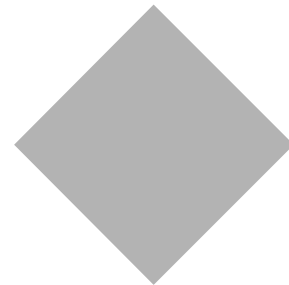
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You can use this book, the *User's Guide*, as a major source of information while you learn to use Quattro Pro. For specific learning suggestions, see “What Next?” on page 5 and “Getting Help,” “Coaches,” and “Experts,” starting on page 22.

What's in This Manual

Here's what you'll find in this book:

- **Chapter 1, “Installation and Startup,”** explains how to install Quattro® Pro.
- **Chapter 2, “New Features,”** describes features that are new in this version of Quattro Pro.
- **Chapter 3, “Essentials,”** describes the things you need to know about Quattro Pro, no matter how much experience you have with spreadsheets.
- **Chapter 4, “Entering Data,”** explains how to enter labels, numbers, formulas, and dates.
- **Chapter 5, “Editing,”** explains basic changes you can make to notebook data.
- **Chapter 6, “Formatting Blocks and Pages,”** describes the properties (or characteristics) of blocks and pages that affect the appearance of your data.
- **Chapter 7, “Files,”** explains how to load and save Quattro Pro files and data in other file formats.
- **Chapter 8, “Printing,”** explains how to set up page layouts and how to print data and graphs.
- **Chapter 9, “Graphs and Slides,”** describes how to create and customize the many types of graphs available in Quattro Pro. This chapter also explains how to create slide shows and analytical graphs.
- **Chapter 10, “Advanced Editing,”** describes powerful features such as grouping pages and creating links.
- **Chapter 11, “Data Analysis,”** covers advanced math features, the Optimizer,TM the Scenario Manager, the Consolidator, and other advanced analysis tools.

- **Chapter 12, “Global Properties: Preferences and Defaults,”** describes how to set defaults for the entire application and for individual notebooks.
- **Chapter 13, “Sharing Information Among Applications,”** describes how to share data and graphs among notebooks and other applications with notebook links, DDE and OLE links, and OLE embedded objects.
- **Chapter 14, “Databases,”** shows how to set up a database within Quattro Pro and search and sort through it.
- **Chapter 15, “Database Desktop,”** tells how to view, edit, and query external data tables with Database Desktop.
- **Chapter 16, “Data Modeling Desktop,”** explains how to use your mouse to create different crosstab arrangements of data onscreen.
- **Chapter 17, “@Functions,”** describes how to use Quattro Pro @functions.
- **Chapter 18, “Macros,”** describes how to use Quattro Pro macros.
- **Chapter 19, “Building Applications,”** explains how to create and use custom dialog boxes, Toolbars, and menus.
- **Chapter 20, “Sharing Messages and Notebooks,”** explains how to transmit messages and files over a variety of transport systems from within Quattro Pro.
- **Appendix A, “Array Features,”** explains how you can save time and memory by working with data arrays instead of with individual rows and columns.
- **Appendix B, “Property Reference,”** lists each property that @PROPERTY and property macro commands can manipulate.
- **Appendix C, “Command Equivalents,”** lists the macro commands that emulate menu commands and other Quattro Pro operations in macros.
- **Appendix D, “Installation on a Network,”** for network administrators, explains how to install Quattro Pro on Novell networks.

Conventions

Monospace typeface represents text as it appears on the screen, and anything you must type. *Italics* are used for emphasis and to introduce new terms. *Keycap* typeface indicates a key on your keyboard. It often indicates a key you should press—for example, “Press *Enter* to complete an entry.”

Note Notes give additional information on the subject at hand, such as exceptions to a general rule, or more technical detail for advanced users.

Caution! Cautions alert you to the potential loss of information.

Tip Tips include helpful suggestions and shortcuts.

When commands appear in full (the name of the command preceded by the “path” used to get to it), the individual commands in the path are separated by vertical bars (|). For example, “Block|Insert” refers to the command you choose by opening the Block menu, then choosing Insert.

Installation and Startup

Before you begin working with Quattro Pro,

- Check the contents of your Quattro Pro package.
- Make sure you have the necessary equipment to run the program.
- Run the installation program.
- Read the README file.
- Start Quattro Pro.

This chapter discusses each of these steps.

The Quattro Pro Package

Your Quattro Pro package includes the following:

- This Quattro Pro manual
- Program disks
- The license agreement and registration card (send the card in to become a registered owner and receive upgrade information)

Make sure you have everything listed here. If anything is missing, take the entire package back to where you bought it, or check enclosed literature for customer service information.

Necessary Equipment

Quattro Pro requires a computer running Windows 3.1 or later. You'll need 4MB or more of available RAM (8MB are recommended), and at least 15MB of hard disk space for an installation with Help (about 12MB, without Help). You'll need about 28MB for a

full installation. A mouse is optional but recommended (although you must have a mouse to run the Coaches); the instructions in the manuals assume you have a mouse. For proper display of graphics, you need scalable-font software: Facelift, Adobe Type Manager, TrueType, or a similar system. Quattro Pro is compatible with IBM OS/2 2.1.

Installing Quattro Pro

Note If you are a network administrator installing Quattro Pro on a network, see Appendix D for instructions. Otherwise, if you plan to use Quattro Pro on a network, check with the network administrator to see if all installation procedures are complete. The following instructions apply if you're planning to run Quattro Pro from your hard disk.

To get Quattro Pro up and running, run the installation program (INSTALL). For example, to install from drive A,

- 1 Insert Disk 1 into drive A.
- 2 Start Windows, then choose File|Run.
- 3 Type A:INSTALL.EXE and press *Enter*.
- 4 Choose an installation type:
 - **Default** installs all components of Quattro Pro in default directories (although you can specify the locations of the main program directory, the OBEX directory, and the IDAPI directory). The default program directory is C:\OFFICE\QPW.
 - **Minimum** installs the basic program files needed to run Quattro Pro, without Help, in default directories.
 - **Custom** installs only the Quattro Pro components you choose, in the directories you specify. For more information, see "Customizing the Installation" on page 5.

Click the Help button at any time for details. After checking an installation type, choose Next to continue with the installation or Exit to quit.

- 5 Enter your name and company. Choose Next to continue with the installation or Exit to quit.
- 6 Follow instructions as they appear. For assistance, click the Help button. As you proceed through the installation, choose Next to continue or Exit to quit.
- 7 When the installation is *almost* complete, you'll have an opportunity to view a README file with information updates. Choose Next to view the README file or Skip to complete the installation without viewing the file (you can display it later by clicking the README icon in the Quattro Pro program group).

The installation program does the following:

- Creates one or more directories on your hard disk and copies the contents of your Quattro Pro disks into them
 - One of these is the IDAPI directory, required to run Quattro Pro.
- Creates a Windows application group and installs the Quattro Pro icons there

- Checks for OLE client-server DLLs and adds or updates them if necessary
- Displays the README file containing last-minute information about Quattro Pro
- Checks to see if you have GroupWise installed and adds the GroupWise command to the File menu if appropriate (see online Help for details)

Customizing the Installation

If you choose Custom for installation type, you can control whether certain Quattro Pro components are installed and where they are located. When directory assignments appear, accept the default or type new ones. When a list of program components appears, uncheck the box to the left of any component you don't want to install. Disk space required and currently available appears beneath the check boxes.

Some of the options might be unfamiliar to you:

- The IDAPI Directory entry indicates where to install the IDAPI software engine that lets Quattro Pro interact with other applications.
- Workgroup Desktop is a set of features that lets you publish and receive Quattro Pro notebooks and pages by LAN, MCI, MHS, and other communication systems. It uses the OBEX software engine.
- Database Desktop lets you directly access data from external databases—Paradox and dBASE[®] tables, for example.
- Data Modeling Desktop lets you create crosstab reports with the mouse.
- The Coaches are Quattro Pro's interactive tutorials.

For more information on edit fields and control buttons in the installation program dialog boxes, click the Help button.

Starting Quattro Pro

To begin working with Quattro Pro after you install the program, start it as you would any other Windows program, usually by double-clicking the Quattro Pro icon.

Quattro Pro displays a blank notebook, and is ready for you to start working. You can use this blank notebook to enter new data, or load a file to work with existing data.

What Next?

If you're an experienced spreadsheet user, read through the next chapter, then jump right in. For an overview of new features, choose Help|Contents|Essentials or choose Help|Coaches and run the lesson called "A Quick Look at Quattro Pro." If you're just starting out, read Chapter 3 and work through the Coach lessons. Choose Help|Coaches to choose a lesson.

If you installed the sample files, located in the SAMPLES directory beneath the Quattro Pro for Windows program directory, try opening and using them.

Tip Check the brochures and coupons that came with Quattro Pro for information on other publications and applications you can use to get the most from Quattro Pro.

New Features

Quattro Pro has many enhancements to help you learn features quickly and use them productively.

Summary Tables

The following tables summarize these enhancements and direct you to their descriptions in this manual.

Table 2.1 New features in Quattro Pro for Windows, version 6.0

Feature	Page	Summary
OLE 2.0 support	301	Quattro Pro supports OLE 2.0 as both a client and server. You can use in-place editing of linked and embedded objects and drag and drop objects between Quattro Pro and other OLE 2.0 applications.
Integrated messaging	605	File Send, Publish, and Subscribe let you send messages, notebooks, and other files and objects with a variety of available transports: MAPI, VIM, MHS, MCI, cc:Mail, LAN, and NGM.
A new look	11	For easier use, Quattro Pro has a new look. Menus are simplified and commands regrouped, a new Property Band speeds up formatting, and border arrows point to the current row or column. Scroll indicators show which row, column, or page you're pointing to when scrolling. VCR pushbuttons simplify page scrolling. In all list boxes, type the first letter of an item to scroll the list.

Table 2.1 New features in Quattro Pro for Windows, version 6.0 (continued)

Feature	Page	Summary
Command additions and changes	(Help)	Edit Paste Special includes Paste Format and Paste Link, depending on what you're pasting. Table Query accesses external data tables without using Database Desktop and includes SQL support. A new command, Table Link, inserts an external data table in the notebook. (@TABLELINK is the equivalent @function.) Block Insert now works on rows, columns, and pages; use Notebook Insert for files. The Spell Checker and Scenario Manager work with modeless dialog boxes instead of Toolbars. For a list of other changes, choose Help Contents Essentials New Features.
Drag and Drop enhancements	53	Drag and drop graph series and graphs (see Table 2.3 on page 10); drag and drop objects between applications; <i>Ctrl</i> +drag to copy an object, <i>Shift</i> +drag to link an object.
New Experts	24	Three new Experts help you create budgets, what-if tables, and textual slide shows.
New Coaches	24	Several new Coaches help you use new features.
Formula Composer	42	Helps you build complex formulas with @functions.
Online Help enhancements	23	Open the Help window File menu to print groups of @functions, macros, and other reference topics.
Autobackup	289	A new application property setting, Autobackup, lets you automatically save to a temporary backup file as you work. Then, if there is a power failure or other system problem, you can recover your work as it was last saved.
In-cell data entry and editing	33	You can still press F2 to enter Edit mode, but the easiest way to edit data is to point to the cell where it was first entered and double-click. Then, add and delete characters as usual; press Enter when done.
In-cell word-wrap and alignment	77	In-cell formatting simplifies text display. You can enter long text strings into narrow columns without truncation or label characters, then control alignment within each cell. You can also align and orient text vertically as well as horizontally.
Renaming page tabs	84	Double-click a page tab to rename it.
Block name enhancements	43	Block names can be up to 64 characters long and can include spaces. Any upper- or lowercase letters used when naming a block will be preserved, but block names aren't case-sensitive in formulas.
Date parsing	38	Lets you enter dates directly without <i>Shift+Ctrl+D</i> ; use a + before formulas that resemble dates (for example, +4/ 12).
Navigation tools	45	Navigation tools on the Modeling Toolbar help you select and zoom blocks automatically.
Colored line drawing	78	The Line Drawing property settings now include Line Color. Use the Shading property in the block Object Inspector to change data and cell colors.
Improved SpeedFill customization	48	Dialog boxes let you define and use custom series from lists or formulas, or Quattro Pro can fill a block for you based on a seed value in the upper left corner of the block.
Custom formats for SpeedFormat	72	You can create new formats based on example blocks in a notebook, then apply them to other blocks. SpeedFormat now recognizes subtotals.

Table 2.1 New features in Quattro Pro for Windows, version 6.0 (continued)

Feature	Page	Summary
A new default file extension	87	The default file extension for this version of Quattro Pro is .WB2. You can open files in other formats, but will be prompted to save them back in the .WB2 format to preserve any special formatting or OLE objects created in the current version.
Enhanced file-handling UI	(Help)	You can now attach a template when you use File New. Also, when certain other applications are loaded—such as WordPerfect, PerfectOffice applications, GroupWise, or an ODMA-compatible document management system—Quattro Pro uses different dialog boxes for opening, saving, and linking to files. For details, choose Help in the file-handling dialog box.
Used file list		The last five files you opened or created appear at the bottom of the File menu. To open one, just click its name.
Paths in title bars	290	Notebook title bars can now include path names, so you can distinguish among files from different directories with the same name.

Table 2.2 New graphics features in Quattro Pro for Windows, version 6.0

Feature	Page	Summary
Graph Gallery	121	Format graphs using predefined graph templates and color schemes.
Graph Advisors	123	Choose from selected styles of graphs and graph backgrounds that match your stylistic criteria.
Bullet charts	136	Create graphs and slides with bulleted lists based on spreadsheet data.
In-place graph editing	139	Double-click a floating graph to edit it directly on the notebook page instead of in a graph window.
Notebook draw layer	210	Draw lines and shapes, and create text boxes, on a layer of the notebook page.
Light Table window enhancements	178	You can resize the Light Table window, edit multiple slide shows at the same time, show slides in different sizes, or show slide names only.
Master slides	180	Select a master slide to serve as the background for all slides in a slide show.
Master Slide Gallery	181	Use a collection of predesigned templates to format a master slide.
Cell-referenced text for graph text objects	166	To simplify editing of graph annotations, type a reference to a notebook cell containing a label.
3-D text	168	Show any graph text object in three dimensions.
New 3-D Floating Marker graph type	124	Plot a series of numbers using floating 3-D shapes against a 3-D grid.
New riser style for 3-D bar graphs	146	Change the solid shape used to represent each series in a 3-D bar graph.
New bitmap fill styles for 3-D graph walls	172	In addition to Crop To Fit and Shrink To Fit, use Tile To Fit and 3-D Perspective bitmap fill styles.
New Block tool on the Graph Toolbar	168	Add a picture of a linked spreadsheet block to a graph.

Table 2.3 Other new graph-related features in Quattro Pro for Windows, version 6.0

Feature	Page	Summary
Revised menu structure	174	Includes a new Slide Show menu for editing a slide show in the Light Table window.
Paste Special enhancements	133	Use Edit Paste Special to paste selected attributes of a graph.
Drag and Drop enhancements	128, 135	Drag and drop of graph series; drag and drop of graph from slide show to notebook page or another slide show; drag and drop of slide show from one notebook to another; drag and drop of graph from Objects page to client application, notebook page, or slide show; drag and drop of slide show to client application.
Floating object enhancements	161, 208	Graphs, text boxes, OLE objects, and other floating objects in notebooks can be locked (protected from being moved, resized, edited, or deleted). They also can have drop shadows and be transparent (notebook cells are visible through them). To increase speed when printing and displaying notebooks with lots of floating objects, you can choose to hide floating objects or display placeholders instead.
Drop shadows and transparency for floating objects	161, 209	Graphs, text boxes, OLE objects, and other floating objects in notebooks.
New Toolbars	15	Including Objects, Graph, Draw, Palette, Align, and Slides Toolbars.
New Experts	174	Including Slide Show Expert for creating slide shows consisting of bullet charts.

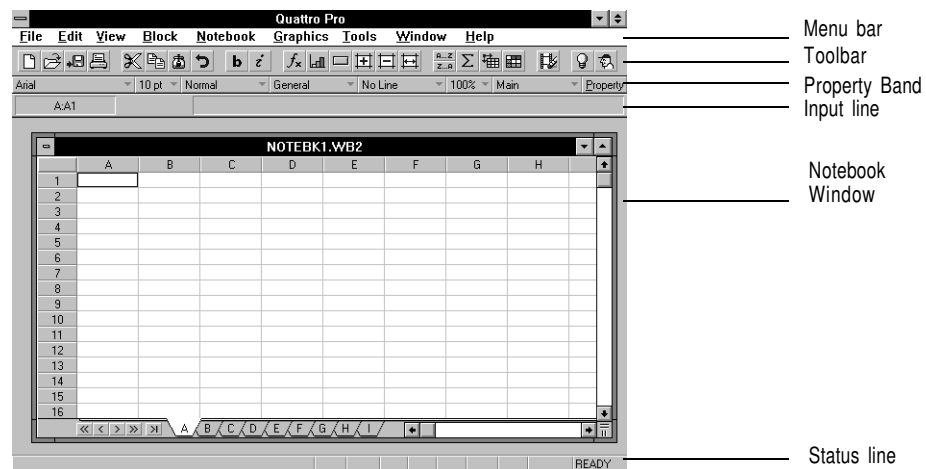
Essentials

This chapter explains things you need to know to use Quattro Pro, no matter what level of experience you have with spreadsheet products. It explains the areas of the Quattro Pro screen, what notebooks are and how best to use them, using Object Inspector™ menus to change the properties (characteristics) of Quattro Pro objects, moving around and selecting in the notebook, getting online help, undoing mistakes, working with Quattro Pro windows onscreen, and more.

Screen Areas

If you need help starting Quattro Pro, refer to Chapter 1. When you first start, the Quattro Pro window looks like Figure 3.1.

Figure 3.1 The Quattro Pro window



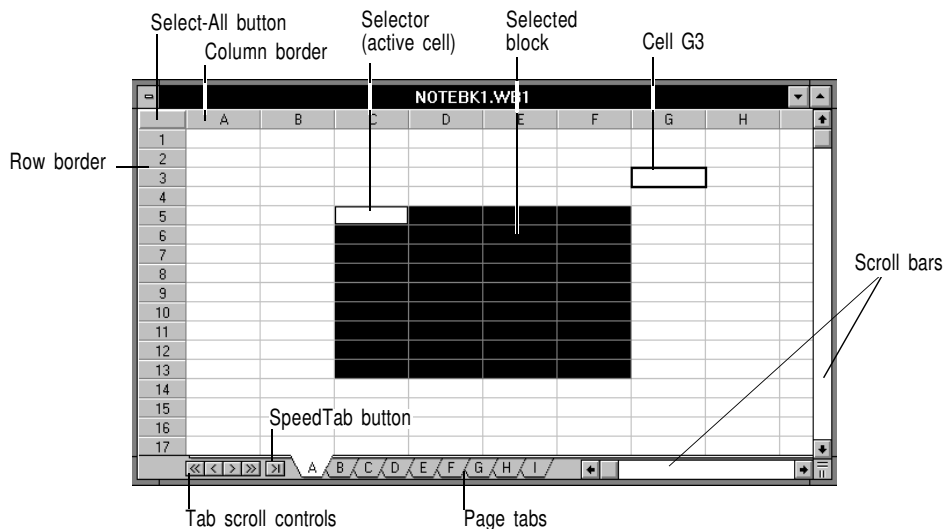
- The **menu bar** offers the main level of commands. It uses pull-down menus as in standard Windows applications.
- The **Toolbar** contains buttons for choosing often-used commands, as described on page 14.
- The **Property Band** contains pull-down lists for setting fonts, numeric formats, and other options.
- The **input line** in the **notebook window** is where you enter and edit cell entries. Your data appears here. You can also enter and edit data directly in cells.
- The **status line** displays information about the current state of the program (for example, the READY indicator means Quattro Pro is ready for you to do something). For complete information on the contents of the status line, choose Help|Search and search for Status Line in the keyword list. Then, choose Mode and Status Indicators in the topic list.

The Notebook Window

Quattro Pro data is stored in files called *notebooks*. See page 15 for more information on notebooks and ways to use them.

When you open a data file in Quattro Pro, it appears in the notebook window.

Figure 3.2 Parts of a notebook window



- A **cell** is a box that can hold data. The page, row, and column containing a cell determine its *address*. For example, cell A:G3 is on page A at the intersection of column G and row 3 (as shown in Figure 3.2).
- The **selector** is the black outline that indicates the *active cell* (the cell that is currently selected). In Figure 3.2, the selector is on cell A:C5.

- The **column** and **row borders** identify columns and rows.
- A **block** is a rectangular group of one or more cells. A block is identified by *block coordinates*, which are the cell addresses of the upper left and lower right corners separated by two periods (C5..F13 in Figure 3.2, for example).
- The **Select-All button** selects all cells on the active page. It's equivalent to choosing Edit|Select All.
- **Scroll bars** appear along the right and bottom edges of the window. As in most Windows applications, these scroll bars move you around the page quickly.
- **Tabs** are the page identifiers at the bottom of the window.
- The **tab scroll controls** work like tape recorder or VCR (video cassette recorder) controls. The first button at the left displays a group of pages ahead of the active page (backward toward the first page), the last button at the right displays a group of pages behind the active page (forward toward the last page) , and the middle buttons move forward and backward one page at a time.
- The **SpeedTab button** gives you rapid access to the Objects page, which contains icons for all graphs, slide shows, and custom dialog boxes in the notebook. See page 16 for details.

Command Menus

Select the data or screen object you want to work with, then choose a menu command. You can choose a command from the menu bar or try a QuickMenu, described on page 19.

You can choose any command that is not dimmed (Quattro Pro knows when certain commands are irrelevant, and prevents you from choosing them). Similarly, some menus and tools appear only when you can use them. For instance, graph tools are on the Toolbar at the top of the screen, but only when you're working with a graph.

For information on a menu command, highlight it onscreen and press *F1*, or choose Help|Contents|Menu Commands. Some menus, such as File, contain the same types of commands as most Windows applications. Other menus are unique to Quattro Pro.

Table 3.1 Quattro Pro menu contents (main notebook menu bar)

Menu	Contents
File	Open, save, close files; preview and print output; publish, subscribe, and send
Edit	Undo, cut, copy, and paste; clear cells and formats; create links; find and replace; insert page breaks and objects
View	Switch among available views for that window, toggle Group mode, set display options, enlarge and shrink the window contents (Zoom)
Block	Move, copy, fill, sort, name, transpose, and reformat blocks; insert and delete blocks and pages; copy values instead of formulas; limit movement to unprotected cells
Notebook	Define custom styles, SpeedFill series, groups; move pages; extract, import, parse, and combine data and text; update links
Graphics	Create and edit graphs and slide shows

Table 3.1 Quattro Pro menu contents (main notebook menu bar) (continued)

Menu	Contents
Tools	Work with macros, spell check, activate Database Desktop and Data Modeling Desktop, query databases and tables, perform many types of data analysis, develop custom Toolbars and dialog boxes, and change the order of layered objects
Window	Open additional views of the active window; tile, cascade, hide, and show windows; arrange icons; lock window titles; switch from one window to another
Help	Display on line Help, Experts, and Coaches

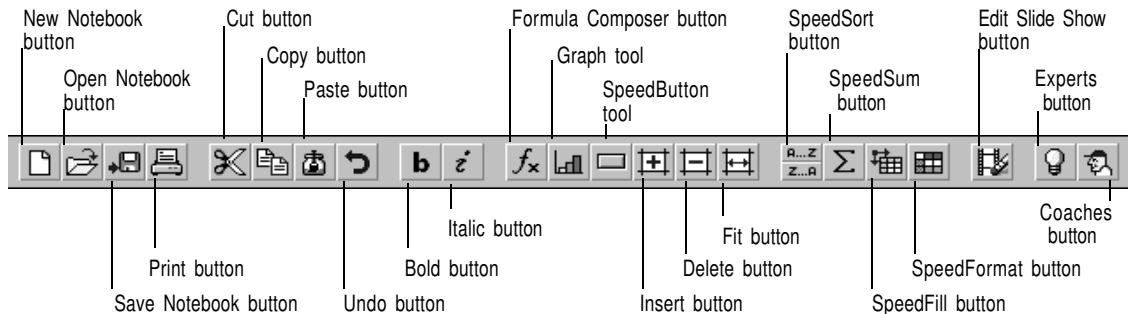
Most formatting and style features, such as colors and numeric formats, are available through Object Inspector menus (described on page 21) and the Property Band (described on page 15). In addition, some hardware settings (such as the default printer) are set through the Windows Control Panel. Many commands are offered through context-sensitive QuickMenus as well as the menu bar (see page 19 for details).

The menu bar and Property Band change to suit the main window you're working in or your current task.

The Toolbar

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

Figure 3.3 Notebook Toolbar



As you point to each button or tool, its name appears beneath the button and a brief description appears in the Quattro Pro title bar.

For a longer description, follow these steps to display Object Help:

- 1 Point to the button or tool.
- 2 Hold down *Ctrl*.
- 3 Click the right mouse button.

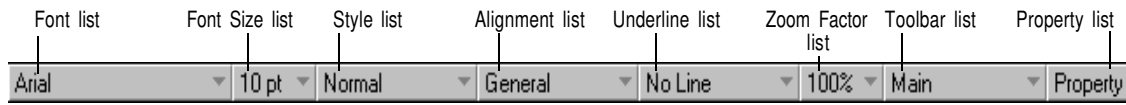
For more information on Object Help, see page 23.

Chapter 19 describes how to create customized Toolbars.

Property Band

The Property Band appears below the Toolbar. It contains pull-down lists and other controls for formatting and working with the active window.

Figure 3.4 Property Band (notebook window)



To see what each Property Band control does, point to it. Its name appears beneath it and a brief description appears in the Quattro Pro title bar. For more information, point, then press *Ctrl* while you click the right mouse button. Object Help appears (see page 23 for details). “Formatting with the Toolbar and Property Band” on page 69 describes actions you can perform with the notebook Property Band.

The Toolbar list lets you display other Toolbars that might be handy for working in the active window. For example, in the notebook window, you can click Main to pull down a list of several other Toolbars. For a description of each, choose Help|Search. Then, search for Toolbars:Features in the keyword list and choose Toolbars in the topic list.

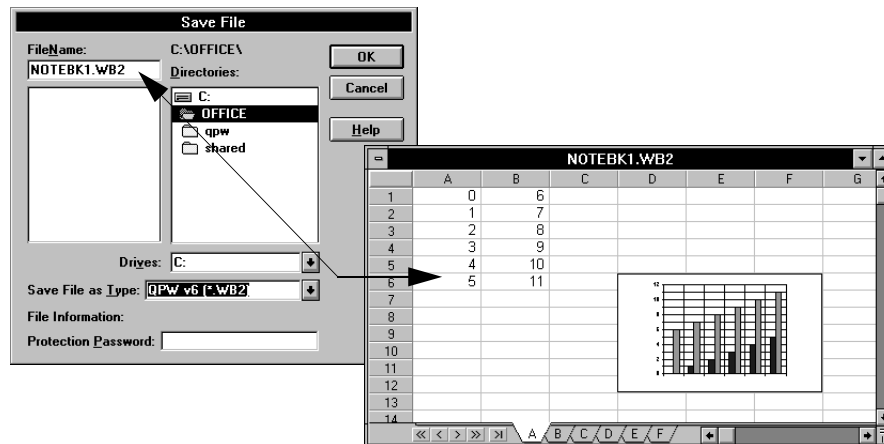
Notebooks

Notebooks provide a way to organize many spreadsheets together into the same file, like pages in a binder.

A *notebook* is a collection of 256 spreadsheet pages and the Objects page, which is the last page. Each spreadsheet page is a grid made up of columns and rows. The Objects page contains icons, each representing a graph, slide show, or dialog box you’ve created.

Each notebook is saved as its own file. The default file name for the first notebook is NOTEBK1.WB2.

Figure 3.5 A notebook as a file



You can use notebooks to

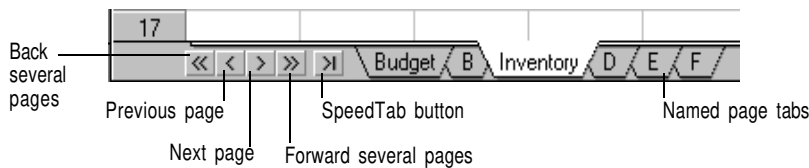
- Break up a large spreadsheet into small pieces on separate pages
- Gather related data into the same file
- Consolidate spreadsheets with similar formats into the same file

For example, instead of saving a budget, a schedule, an inventory, or other related information in different files, you can make them separate pages in the same notebook. This gives you one file name to remember, not many.

To reach an individual page, you can click a page's tab—this is easier than scrolling to different parts of a large spreadsheet. Also, when you write a formula referring to cells on another page, the page name appears in the formula, so it's easy to see what you're referencing.

By default, notebook pages are labeled A through IV, but you can give them descriptive names to remind you of their contents. For information on naming pages, see page 84.

Figure 3.6 Named pages of related data



Moving Around a Notebook

To move to a different page in a notebook, click its tab. If its tab isn't in view, use the tab scroll controls (page 11 and Figure 3.6) to reveal additional tabs.

To move quickly to the last page in the notebook (the Objects page), click the SpeedTab button (Figure 3.6). The Objects page contains icons representing all graphs, slide shows, and custom dialog boxes you've created in the notebook. To switch back to the last active spreadsheet page, click the SpeedTab button again. The arrow on the SpeedTab button changes direction depending on whether the Objects page is active or not.

After you click the tab of the page you want, you can move to different parts of the page with the scroll bars (page 11). Move their sliders horizontally or vertically (in the direction of the arrows) to scroll the notebook.

You can also use the keyboard to move around a notebook (for details, choose Help| Search and search for Key Shortcuts in the keyword list.

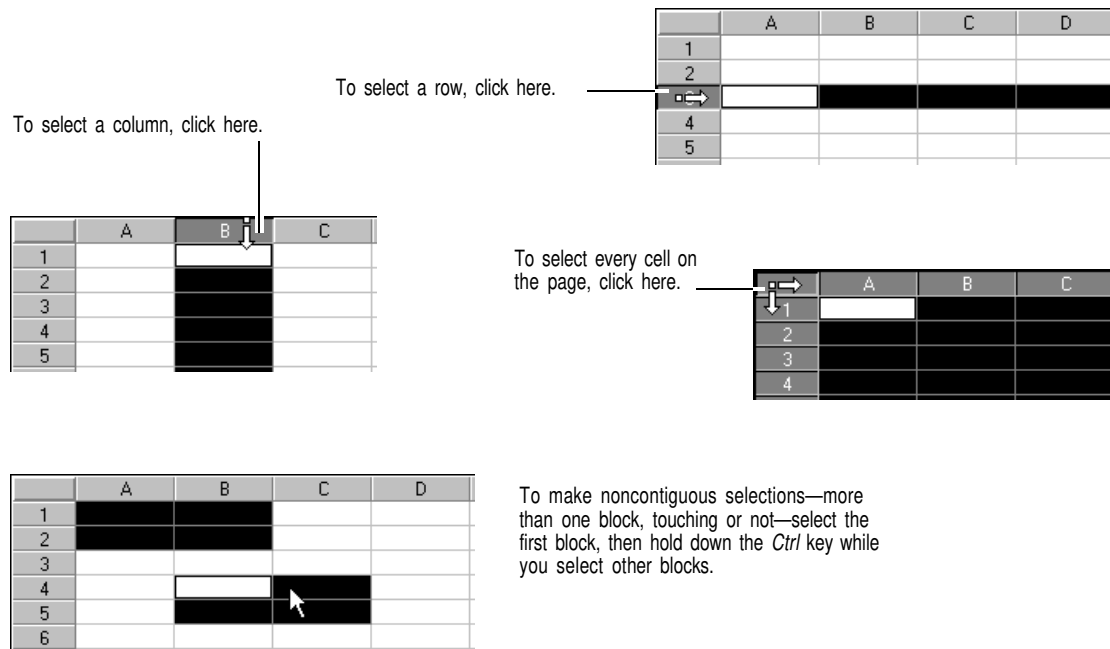
Selecting Cells and Blocks

Before you can enter data or perform an action in a notebook, you need to select the cell or block(s) you want to affect. When you select a block, the active cell within the selected block contains the selector, while the remainder of the selected block is highlighted.

Within the active page, to select

- A cell, click the cell.
- A block, *drag* it by clicking a cell in one corner, holding down the left mouse button, moving to the opposite corner and releasing the mouse button. Or click one corner, hold down the *Shift* key, and click the opposite corner.
- A noncontiguous block (a selection consisting of more than one disconnected block of cells), select the first block then hold down the *Ctrl* key while you drag to select other blocks.
- Every cell in a given row or column, click the corresponding row number or column letter in the border.
- All cells in the active spreadsheet page, click the Select-All box at the intersection of the row and column border, or choose Edit|Select All.

Figure 3.7 Selecting on the active page



Note If you click anywhere within a cell or block of cells that is *already selected* and hold down the left mouse button, the mouse pointer changes to a hand, and a colored outline appears around the selected block. You can then drag the block to another position. When you release the mouse button, the data moves to wherever you've moved the colored outline. For more information on this Drag and Drop feature, see page 53.

To select

- A cell on another page, click the page tab, then click the cell you want.

- A 3-D block (a block with the same coordinates in multiple pages), *first* select the 2-D block in the first page of the 3-D block, then hold down the *Shift* key while clicking the tab of the last page for the 3-D block. A black line appears across the bottom of the tabs of selected pages.

Figure 3.8 Selecting on other pages



To select a cell on another page, first click the page tab.



To select a 3-D block, select a block on the first page, then...

...hold down the *Shift* key and click the last tab.

You can also use the keyboard to select in a notebook (for details, choose Help|Contents|Essentials|Keyboard Techniques).

Quattro Pro has other special procedures and key combinations for selecting multipage blocks and pointing from dialog boxes (page 44), using navigation tools and SpeedSelect (page 45), grouping notebook pages (page 196), and referencing other pages and notebooks (page 212). As you work, online help is always available. “Getting Help,” on page 22, explains how to display and use it.

Objects and Their Properties

In Quattro Pro, *objects* are things you can easily change. These are some objects you can work with in Quattro Pro:

- Blocks (consisting of one or more cells)
- Pages
- Notebooks
- Graphs in windows, and their elements, such as bars, axes, or text boxes
- Floating objects, such as graphs, graphic images, or SpeedButtons that appear in a layer above spreadsheet cells
- Dialog boxes you create and their elements, such as radio buttons or edit fields
- The Quattro Pro application itself

Each of these objects has *properties*, which are characteristics of that type of object. For example, blocks have a Font property that can be set to Bold, so that the text of entries in the block appear in boldface type. One property of a page is the name that appears on its tab. Each notebook has its own Palette property for controlling the colors available. Quattro Pro’s system defaults, such as the default storage directory or file extension are *application* properties.

In addition, you can perform basic actions (such as Cut, Copy, and Paste) on some objects and use other commands or Toolbar buttons on them as well.

“Property Band” on page 15 describes the Property Band that appears below the Toolbar. You can use the Property Band to change some of the most common properties for blocks and other notebook objects. In the notebook window, you can use the Property Band to change the font type, font size, and numeric format of data. You can add and remove underlines to data, enlarge and shrink the screen display, and replace the main Toolbar with an alternate.

To change a property not included on the Property Band, or to use a command on an object,

- 1 Select the object.
- 2 Click the *right* mouse button. This is called *right-clicking* the mouse.

Depending on the object, you’ll see either a QuickMenu with basic commands or an Object Inspector menu, used to change object properties.

Using QuickMenus

If you right-click most objects, a context-sensitive QuickMenu appears. These menus offer basic commands such as Cut, Copy, Paste or other commands specific to that object. They also contain a Properties command, which displays the appropriate Object Inspector.

If you highlight a command in the QuickMenu, its description appears in the title bar. As on the menu bar, you can press *F1* to view a Help topic on the highlighted command. Use these commands just like commands on the menu bar.

If you right-click an object that doesn’t have a QuickMenu, you’ll move directly to an Object Inspector with property settings for that object (for details, see the next section).

Changing Object Properties

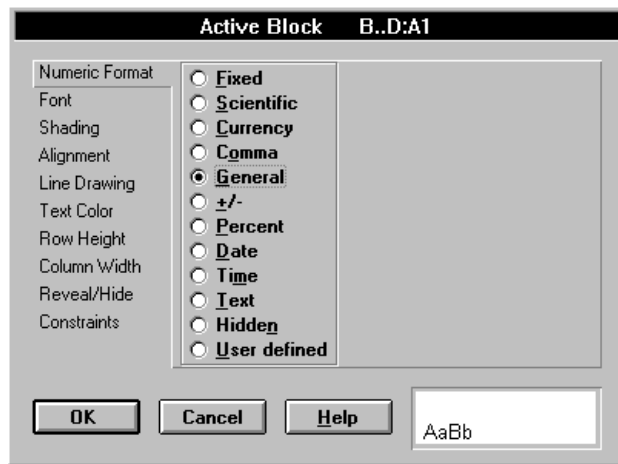
To change the properties of an object, display its Object Inspector and adjust its settings:

- 1 Point to an object, such as a selected block or the notebook title bar, and *right-click* it (click the right mouse button).
 - For most objects, a QuickMenu appears. Choose the Properties command to display the Object Inspector.
 - If you right-click an object without a QuickMenu—including title bars and page tabs—its Object Inspector appears directly.
- 2 From the left side of the Object Inspector, choose the property you want to change. The options displayed in the *pane* on the right change to correspond to the chosen property.
- 3 Next, choose settings for the current property. You can go on to change other properties for the current object. Each property name turns blue if you change its setting. If the Object Inspector has an example box, it shows the result of your choices. When you’re finished, choose OK.

Object Inspector Examples

The next figure shows the block Object Inspector with Numeric Format selected.

Figure 3.9 Block Object Inspector



When you choose another property, a different *pane* of options appears.

You can also change properties with the Property list on the Property Band; this skips the QuickMenu and always goes directly to the Object Inspector. If you click Property and choose Current Object, this displays the Object Inspector for the selected object; Application displays the Object Inspector for the Quattro Pro application itself. Other Property choices, such as Active Notebook or Active Page, are available depending on whether a notebook, graph, or dialog window is active.

The following sections describe different types of Object Inspectors and their property lists.

Object Inspector Types

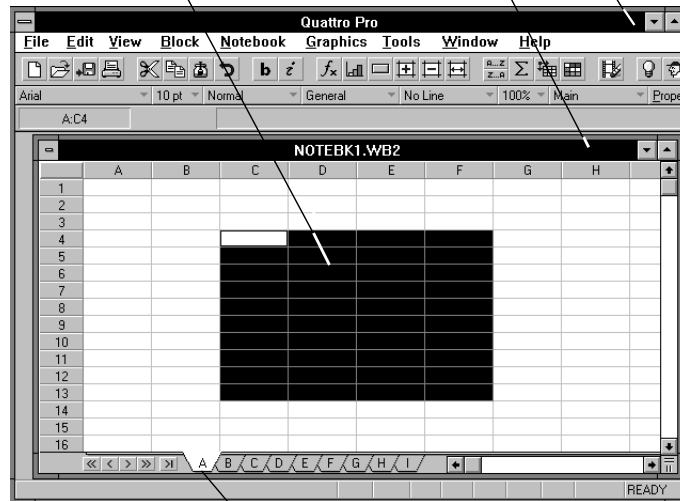
Figure 3.10 on page 21 shows where to right-click to display Object Inspector menus for the most common objects.

Figure 3.10 Where to right-click to display Object Inspector menus

Right-click Quattro Pro's title bar to change application properties

Right-click a notebook's title bar to change its properties

Right-click anywhere in a selected block to change its properties



Right-click a page's tab to change page properties

Depending on the object, you might need to choose the Properties command in a QuickMenu. Then, a different Object Inspector menu appears depending on the type of object you right-click:

- **Application.** Affects the entire program; sets global properties such as display options, international formats, and others.
- **Notebook.** Affects the active notebook; controls recalculation, notebook colors, display of scroll bars and page tabs, and whether the notebook is a macro library or a system notebook.
- **Page.** Affects the active page; controls name, protection status, conditional colors, default column width and unit of measurement, tab color, zoom factor, and grid line and border display.
- **Block.** Affects the selected cell or block; controls numeric format and other properties listed at the left in Figure 3.9 on page 20.
- **Graph Window.** Affects the basic display of the graph window, its aspect ratio and whether an alignment grid appears.
- **Graph Setup and Background.** Affects many features of the graph in the active graph window, including type, legend position, box type, and a number of colors and fill styles.

Block and page properties are described in Chapter 6, and application and notebook properties are described in Chapter 12.

See Chapter 9 for information on graphs and their properties. Tools|UI Builder, described in Chapter 19, helps you create dialog boxes and set their properties. For technical information on properties, choose Help|Search and search for Property Reference in the keyword and topic lists.

Getting Help

To find information electronically instead of in printed manuals, use the Quattro Pro help system. Help appears in a separate window with its own menu bar and controls. There are several ways to display Help windows:

- **Press *F1*.** For help on a particular command, press *F1* with the command highlighted.
- **Click a Help button in a dialog box.** For help about dialog box controls, click the Help button in the dialog box (or press *F1*).
- **Choose a command from the Help menu.** The Help menu offers several options:
 - **Contents** displays the same Help Contents that appears when you press *F1* from Ready mode. Icons help you distinguish different topics.
 - **Search** displays the Search dialog box and a list of keywords you can use to find help topics (for details, see “Searching in Help” on page 23).
 - **Experts** offers a choice of Expert tools to help you use certain features in a basic way without instruction (see page 24).
 - **Coaches** displays the Coaches catalog for interactive lessons that help you accomplish specific tasks with your data (see page 24).
 - **About Quattro Pro** gives system usage information about Quattro Pro.
- **Ctrl+right-click to display Object Help.** Point to a Toolbar button or other object, hold down *Ctrl*, and click the right mouse button. An Object Help window appears with a description of the object. For more information, see page 23.