



1 ONE OPENED SPREADSHEET TO ANOTHER.

2 SINCE THIS IS AN ADVANCED FEATURES COURSE, WE'RE GOING TO ASSUME  
3 YOU'RE AWARE THAT YOU CAN MAKE MENU SELECTIONS AND PERFORM  
4 OTHER OPERATIONS IN QUATTRO PRO USING EITHER THE KEYBOARD OR A  
5 MOUSE. IN FACT, YOU'VE PROBABLY DEVELOPED YOUR OWN PREFERENCE, SO  
6 IN THIS COURSE WE'LL MAKE SELECTIONS AND PERFORM OPERATIONS  
7 PRIMARILY WITH THE KEYBOARD. HOWEVER, IF YOU DO HAVE A MOUSE, FEEL  
8 FREE TO USE IT WHEREVER APPROPRIATE. OF COURSE, WE'LL MENTION  
9 WHENEVER NEW PROCEDURES UTILIZING THE MOUSE ARE INTRODUCED.

10 IF YOU'RE WORKING ALONG WITH ME, MAKE SURE YOU'RE IN THE  
11 DIRECTORY THAT CONTAINS THE QUATTRO PRO, THEN LOAD THE PROGRAM BY  
12 TYPING "Q" {/} AND PRESSING ENTER {/}.

13 IN OUR INTRO COURSE, WE CREATED AN INCOME SPREADSHEET FOR A  
14 MYTHICAL COMPANY CALLED "HATS OFF". LET'S RETRIEVE A COPY OF THAT  
15 SPREADSHEET PREPARED FOR USE WITH THIS SEGMENT. IT'S LOCATED IN A FILE  
16 CALLED "INCOME1", WHICH WE RETRIEVE BY PRESSING "SLASH/F" FOR THE  
17 "FILE" MENU {1 SEC}, THEN SELECTING "RETRIEVE" {/}, TYPING "INCOME1" {4  
18 SEC}, AND PRESSING ENTER {/}. IN A FEW MOMENTS, THE SPREADSHEET  
19 APPEARS IN THE WINDOW -- OR AS MUCH OF IT AS WE CAN SEE IN A SINGLE  
20 WINDOW. THE FACT IS, WE CAN'T SEE THE ENTIRE SPREADSHEET AT THE  
21 MOMENT, BECAUSE THE SIMPLY WINDOW ISN'T LARGE ENOUGH TO SHOW ALL  
22 OF ITS DATA CELLS. DEPENDING ON THE WAY QUATTRO PRO IS SET UP ON  
23 YOUR COMPUTER, YOU MAY BE ABLE TO VIEW A BIT MORE OR A BIT LESS OF  
24 THE SPREADSHEET THAN YOU DO HERE. BUT IN ANY CASE, THERE WILL BE  
25 SOME DATA THAT'S OUT OF VIEW BOTH TO THE RIGHT OF THE SCREEN AND  
26 BELOW IT. LET'S FIRST LOOK AT THE DATA ONE SCREEN TO THE RIGHT BY