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SEGMENT I: SPREADSHEET WINDOWS

by Richard Bellikoff

IN OUR INTRO COURSE, WE LEARNED HOW TO CREATE, EDIT, FORMAT, AND 3 PRINT SPREADSHEETS AND GRAPHS. ALL THESE OPERATIONS BEGIN AT THE 4 5 SPREADSHEET WINDOW -- THE LARGE RECTANGULAR AREA THAT TAKES UP MOST OF THE SCREEN AND CONTAINS THE SPREADSHEET'S DATA. THERE ARE 6 CASES. HOWEVER. WHEN IT'S USEFUL TO WORK WITH MORE THAN ONE 7 SPREADSHEET WINDOW AT A TIME. FOR EXAMPLE. WE MIGHT WANT TO SPLIT A 8 SINGLE SPREADSHEET WINDOW INTO TWO SECTIONS OR "PANES" -- SIMILAR TO 9 THE WINDOW PANES IN YOUR HOME -- SO THAT WE CAN VIEW DIFFERENT 10 PARTS OF A SPREADSHEET AT THE SAME TIME. OR WE MIGHT WANT TO OPEN 11 12 MULTIPLE WINDOWS, EACH CONTAINING A DIFFERENT SPREADSHEET, SO THAT WE CAN WORK WITH SEVERAL SPREADSHEETS AT ONCE, AND EVEN LINK THEIR 13 14 DATA TOGETHER. FORTUNATELY, WE CAN DO ALL THIS AND MORE, WITH COMMANDS FROM QUATTRO PRO'S "WINDOW" MENU. WE'LL BE EXPLORING 15 THAT MENU IN THIS SEGMENT. WE'LL ALSO LEARN HOW TO "LINK" TWO 16 SPREADSHEETS TOGETHER, SO THAT DATA CHANGES IN ONE SPREADSHEET 17 WILL BE REFLECTED IN THE OTHER. 18

WE'LL BEGIN BY LEARNING HOW TO OPEN A SECOND WINDOW PANE TO 19 VIEW A SINGLE SPREADSHEET, AND HOW TO CLOSE THE PANE. WE'LL LEARN 20 21 HOW TO LOCK IN PLACE A SPREADSHEET'S TITLE AND ITS ROW AND COLUMN HEADINGS, SO THAT WE CAN SCROLL THROUGH THE SPREADSHEET WHILE STILL 22 VIEWING THE TITLE AND HEADINGS. AFTER THAT, WE'LL DISCOVER HOW TO 23 24 OPEN SEVERAL SPREADSHEET WINDOWS AT ONCE, EACH CONTAINING A DIFFERENT SPREADSHEET, AND WE'LL LEARN VARIOUS WAYS OF VIEWING THE 25 MULTIPLE SPREADSHEETS. FINALLY, WE'LL LEARN HOW TO COPY DATA FROM 26

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1 ONE OPENED SPREADSHEET TO ANOTHER.

SINCE THIS IS AN ADVANCED FEATURES COURSE, WE'RE GOING TO ASSUME 2 YOU'RE AWARE THAT YOU CAN MAKE MENU SELECTIONS AND PERFORM 3 OTHER OPERATIONS IN QUATTRO PRO USING EITHER THE KEYBOARD OR A 4 5 MOUSE. IN FACT, YOU'VE PROBABLY DEVELOPED YOUR OWN PREFERENCE, SO IN THIS COURSE WE'LL MAKE SELECTIONS AND PERFORM OPERATIONS б PRIMARILY WITH THE KEYBOARD. HOWEVER. IF YOU DO HAVE A MOUSE. FEEL 7 FREE TO USE IT WHEREVER APPROPRIATE. OF COURSE, WE'LL MENTION 8 9 WHENEVER NEW PROCEDURES UTILIZING THE MOUSE ARE INTRODUCED. IF YOU'RE WORKING ALONG WITH ME. MAKE SURE YOU'RE IN THE 10 11 DIRECTORY THAT CONTAINS THE QUATTRO PRO, THEN LOAD THE PROGRAM BY 12 TYPING "Q" {/} AND PRESSING ENTER {/}.

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

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