

# Course overview:

## Corel QuattroPro 12

(S442eng)



the courseware  
company

www.courseware.co.uk  
sales@courseware.co.uk

### Overview and objectives

This one-day course will provide students with the skills they need to create simple spreadsheets. It covers creating and saving new spreadsheets, entering data, and performing calculations, including how to use basic functions. It also covers formatting numbers and text, how to create and format simple charts, and the basics of printing.

### Who should attend?

Before taking this course, you should be familiar with personal computers and Windows 95 or later.

#### Getting started

- The Quattro Pro 12 environment • Notebooks • Help

#### Creating a spreadsheet

- New workbooks • Spreadsheet data • Simple calculations

#### Formatting a spreadsheet

- Formatting cell contents • Formatting cells • Tools for efficient formatting

#### Modifying a spreadsheet

- Moving data • Rows and columns

#### Functions

- Entering functions • Functions with absolute references

#### Charts

- Chart basics • Chart formatting

#### Display and print options

- View options • Page Setup options • The Print command

#### Quattro Pro and other applications

- Quattro Pro and Excel • Quattro Pro and Lotus 1-2-3 • Quattro Pro files on the Web

*gtslearning, 1998-2005. All rights reserved. All trademarks are the property of their respective owners*

---