



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Quattro Pro 7.0: Spreadsheets (Windows 95)

Course Specifications

Course number: 52-240
Software version number: 7.0
Course length: 1 day

Course description

Overview: Students will learn how to build, format, and print a basic spreadsheet.

Prerequisites: Windows 95: Introduction or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to create, format, and print basic spreadsheets. Students will become familiar with a number of ways to modify a spreadsheet once it has been created. Students will also become acquainted with the three-dimensional aspects of spreadsheets.

Target student: Students enrolling in this course should understand basic concepts involved in working with a personal computer (PC). For example, students should be familiar with terms such as computer memory, data files, and program files. Students should also be familiar with the components that make up the PC, including input, output, and storage devices.

What's next: Quattro Pro 7.0 Spreadsheets (Windows 95) is the first course in this series. Quattro Pro 7.0: Charts and Databases (Windows 95), the next course in this series, teaches students how to create charts from data in a spreadsheet and to use spreadsheet data to perform database operations.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Understand the basics of the Quattro Pro environment.
- Understand the purpose and structure of paper spreadsheets and electronic spreadsheets.
- Modify a spreadsheet.
- Copy and move data.
- Change the appearance of spreadsheet data.
- Use absolute addresses, correct circular references, and use the Spell Check and Help features.
- Specify page settings for printing.
- Use notebooks to create three-dimensional formatting and formulas.

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Quattro Pro 7.0: Spreadsheets (Windows 95)

Course content

Lesson 1: Quattro Pro basics

- The spreadsheet environment

Lesson 2: Creating a basic spreadsheet

- Entering and correcting data
- Using formulas
- Updating a file

Lesson 3: Modifying a spreadsheet

- Navigation and movement techniques
- Working with functions
- Editing cell contents

Lesson 4: Moving and copying data

- Inserting rows and blocks
- Moving data
- Copying data
- Using QuickFill

Lesson 5: Formatting techniques

- Formatting cell contents
- Using number formats and aligning text
- Copying properties

Lesson 6: Additional Quattro Pro features

- Using absolute references
- Editing circular references
- Spell-checking a spreadsheet
- Help basics

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Quattro Pro 7.0: Spreadsheets (Windows 95)

Course content

Lesson 7: Printing a spreadsheet

- Using Print Preview
- Page Setup options
- Print options

Lesson 8: Introduction to notebooks

- Navigating in a notebook
- Working with notebooks

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)