



Software Learning Centers
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A Division of Moore Solutions inc

Quattro Pro 8.0: Spreadsheets

Course specifications

Course number: 052 242

Software version number: 8.0

Course length: 1 day

Course description

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

Prerequisites: Windows 95: Introduction or Windows 95: Making the Transition 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.

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:

- Examine 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.
- Specify page setting for printing.

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- Use notebooks to create three-dimensional formatting and formulas.

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Course content

Lesson 1: Creating a basic spreadsheet

- The spreadsheet environment
- Using formulas
- Observing automatic recalculation

Lesson 2: Modifying a spreadsheet

- Navigating and moving in a spreadsheet
- Working with functions
- Editing cell contents

Lesson 3: Moving and copying data

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

Lesson 4: Formatting techniques

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

Lesson 5: Editing absolute references and checking spelling

- Using absolute references
- Eliminating circular references
- Spell-checking a spreadsheet

Lesson 6: Printing a spreadsheet

- Using Print Preview
- Selecting Page Setup options
- Print options

Lesson 7: Introduction to notebooks

- Navigating in a notebook
- Working with notebooks

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