

Quickoffice®

Quickoffice® User Guide

Version 6.2 for Symbian S60 OS



Quickoffice Documentation

9/9/2009

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Overview of Quickoffice for Symbian S60 OS

The Quickoffice integrated application suite is the essential high-performance mobile office productivity tool for anyone on the go. Experience enterprise-grade Microsoft® Word, Excel® and PowerPoint® Office functionality with leading-edge innovation and unparalleled ease-of-use. Edit important files with confidence; Quickoffice maintains 100% data integrity and guarantees Microsoft compatibility.

This User Guide describes the Quickoffice Suite version 6.2 designed for the Symbian S60 OS , Quickoffice features and how to use each of the modules in the Quickoffice Suite. The Quickoffice suite consists of four modules: Filemanager, Quickword, Quicksheet, and Quickpoint. Each is detailed in its own section. There are two variants of the office suite: Quickoffice 2007 Viewer and Quickoffice Premier 6. Quickoffice supports multiple Nokia S60 platforms. For this reason some features will only be present in certain phone configurations.

New Features in Quickoffice Premier 6.2

Quickoffice Premier 6.2 comes with a raft of new features, including:

- Compatibility with touch screen devices
- Support for Excel 2007 Charts
- Viewing PowerPoint 2007 files
- Localized versions for English, French, Italian, German and Spanish
- New fresh look for the office suite
- Support for ZIP files
- Support for password protected files
- Usability improvements like word count, go to cell, and many many more

For a full comparison of Quickoffice 6.2 Premier and Quickoffice 4.1, please go to the [Quickoffice for Symbian S60 page](#) and click the Version Comparison link in the right column.



LIMITED INTRODUCTORY PRICE
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- Compatible with touch devices
- Multi-lingual support
- View password protected files
- ZIP file support
- "Word Count" function in Word
- View Microsoft Excel 2007 (.xlsx) charts
- View Microsoft PowerPoint 2007 (.pptx) files
- "Go to Cell" in Excel worksheets
- Support for transparent .PNG images

[Version Comparison](#) >
[Enterprise Sales](#) >

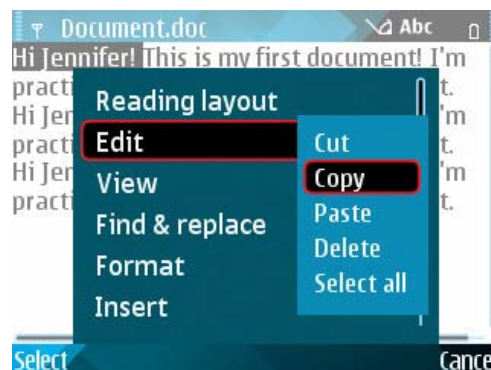
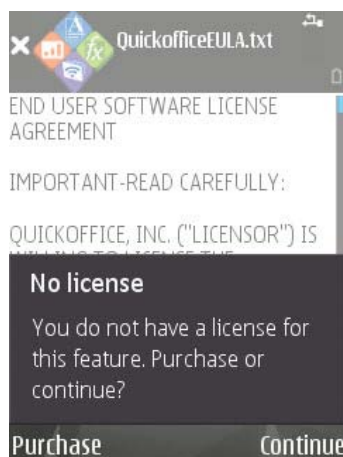


Compatibility with touch screen devices

Symbian S60 5th Edition devices such as Nokia 5800 XpressMusic, Nokia N97, and Samsung i8910 Omnia HD are fully supported for both editing and viewing. You can drag a word document around in Page Layout view, move objects around a slide in PowerPoint, drag to resize rows and columns in Quicksheet and much more. See the various module sections for more information.

Quickoffice 2007 Viewer versus Quickoffice Premier 6

Quickoffice 2007 Viewer is a view-only product as its name indicates. Quickoffice Premier 6 adds editing capabilities to the office suite. When you launch Quickoffice and select **Options > Edit** in the Quickoffice 2007 Viewer, a message will appear asking you to purchase a license or continue viewing your document.



If you have Quickoffice Premier, items from the **Options > Edit** menu will be immediately available.

Supported File Formats

Quickoffice opens and saves Microsoft Word, Excel and PowerPoint files in their native format – just as the equivalent Microsoft applications do on your computer. This allows Quickoffice to open and save files faster and minimize any loss of content or formatting while saving. Quickoffice supports the



following file formats:

- .doc – Microsoft Word '97, 2000, XP and 2003
- .doc x – Microsoft Word 2007 binary format
- .xls – Microsoft Excel '97, 2000, XP and 2003
- .xlsx – Microsoft Excel 2007 binary format
- .ppt – Microsoft PowerPoint '97, 2000, XP and 2003
- .pptx – Microsoft PowerPoint 2007 (view only)
- .pps – Microsoft PowerPoint Slideshow
- .txt – plain text format
- ☼ .rtf format is not supported

Files saved as 'compatible' with Microsoft Office by other programs on the desktop (for example, OpenOffice) are often not fully compatible and may not open or save correctly in Quickoffice – Quickoffice only fully supports files created by official Microsoft applications or Quickoffice itself.

Purchasing & Installing Quickoffice

Quickoffice comes pre-installed on many Nokia devices as well as some Samsung and LG smartphones. Depending on the device, Quickoffice may be found under **Menu > Office**, or **Menu > Applications > Office** or some other location, depending on your device and Operating System. If Quickoffice is not installed in the ROM on your device or if you have not separately installed a version of Quickoffice, go to the [Quickoffice website](#) and select the Symbian OS tab at the bottom of the page:



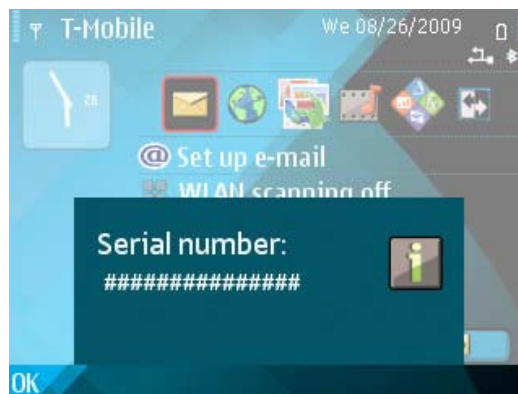
Click the 'Buy' button on the left side of the page:





Using The Quickoffice Application

Choose a payment method or enter your email address. Depending on your selection, one of several options will be presented for you to purchase. Complete the form in your browser and click the Confirm Payment (for credit card purchases) or Submit button to submit your payment. The next screen will request your Serial Number or International Mobile Equipment ID (IMEI) code for your device. To find this information go to the main screen on your device and type *#06#. The IMEI will be displayed on the screen. Enter that value and submit the form to go to the page where your unlock code is displayed along with a download link. If you are disconnected during this process, please visit <http://www.quickoffice.com/unlock> and enter your order code to proceed with the steps to get your unlock code and download link. Download the installer file to your computer for safekeeping, then transfer the file to your mobile device or install from the computer. Complete instructions for transferring the installer files from your computer to your mobile device are available at support.quickoffice.com.



After the installer (.sis file) has been saved to your device, use the middle softkey (sometimes referred to as the scroll key) click or open the installer .sis file in your device's file manager to launch the installer. Once the installation is completed, you will be prompted to restart your device. After you restart Quickoffice will be available (typically) under **Menu >Applications > Office** or **Menu > Office**.

Updating Your Quickoffice Software

Quickoffice in partnership with Nokia offers Free Quickoffice Updates

Quickoffice Premier Free Update Program

Starting June 15, 2009 through a program in partnership with Nokia, Quickoffice is offering free Quickoffice Premier updates to users of certain Nokia **E-series devices**. Devices included in this program will be able to receive free updates to the latest edition of Quickoffice Premier 6 via the Quickmanager Updates and Upgrade functionality found within Quickoffice applications. The devices currently included in this program include Nokia models E51, E52, E55, E63, E66, E71 (excluding AT&T E71x model), E72, E75 and E90. Please read the instructions below to learn how to get a free update.

Additionally, Quickoffice is now making minor version updates of Quickoffice Premier modules available for free to all licensed users of Quickoffice Premier 6 or higher. Simply select "Updates and upgrades" from within Quickoffice Premier to see your free update offer. See instructions for updates and upgrades below.

Users of Quickoffice Premier versions 4.5 or 5.0 are eligible for a discounted upgrade. [Learn More](#)➤



Using The Quickoffice Application

If you do not have a device that is part of the Nokia free update program, or do not have Quickoffice Premier version 4.5 or higher, use the Updates and upgrades (or Mobile downloads in some versions) option to purchase an upgrade to Quickoffice Premier 6.

Quickoffice Premier Free Update Instructions

To download your free update directly on your device please follow the instructions below.

If you have Quickoffice Premier 6 simply select "**Updates and Upgrades**" from within Quickoffice Premier to see your free update offer. Follow the instructions below to download and install your update.

Updating directly from your phone

You can update your software directly from within Quickoffice. Depending on your device this may be referred to as Quickmanager, Updates & Upgrades or Mobile Downloads. If you do not have Quickoffice on your device yet, then you can get it by visiting www.quickoffice.com.



To update your version of Quickoffice to the latest version, press **Options > Updates & upgrades**. If you are upgrading from any version prior to 6.1, the Quickmanager will open, allowing you to purchase Quickoffice. If you are using version 6.1 or later, you will be taken directly to the App Store at Quickoffice.com where you may purchase and download upgrades as well as free updates and any of a number of applications for your device. Scroll through the list and select the items you need! With the Updates & upgrades feature you can:

- Get FREE updates to your Quickoffice software and keep it up to-date
- Receive trials or purchase newer Quickoffice versions
- Download FREE office templates, optimized for mobile usage
- Download FREE e-books and puzzles
- Download Trial software or purchase other products

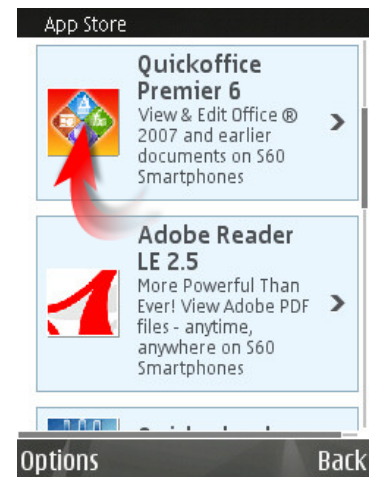
Upgrading from older versions

If you have an older version of Quickoffice on your phone, the "Updates and upgrades" option will show you the available upgrades, free software or other promotions. Simply go to the Updates and upgrades section within the available categories and you should find the latest offer for a Quickoffice upgrade there.



Using The Quickoffice Application

To update or upgrade to the newest version of Quickoffice launch Quickoffice and choose **Updates & upgrades** in the Filemanager navigation screen or use the navigation keys to view the **Quickmanager** tab and click on **Updates and upgrades** there. Your phone will connect to the internet via your wireless carrier connection or WiFi, if available and the Quickmanager or the App Store at Quickoffice.com will appear. Any new updates or upgrades will be listed in the Quickmanager or the App Store's catalog. Select the appropriate application to begin the download and update process.



Any purchase made through the Quickoffice mobile store is safe, secure and simple to execute. You will be guided through the process and offered various payment options depending on the software you are attempting to purchase and other factors (e.g., your network operator). For example, in most cases you can pay for purchases by Premium SMS or credit card. All data transfer is secured over a standard encrypted HTTPS connection.

Registration

The first time you launch Quickoffice, you will be presented with a wizard welcoming you to the Quickoffice suite. A series of informational screens are presented to guide you through the details of the Quickoffice suite. The following paragraphs describe the screens that appear:

1. Quickoffice splash screen - There are no key actions required for this screen.



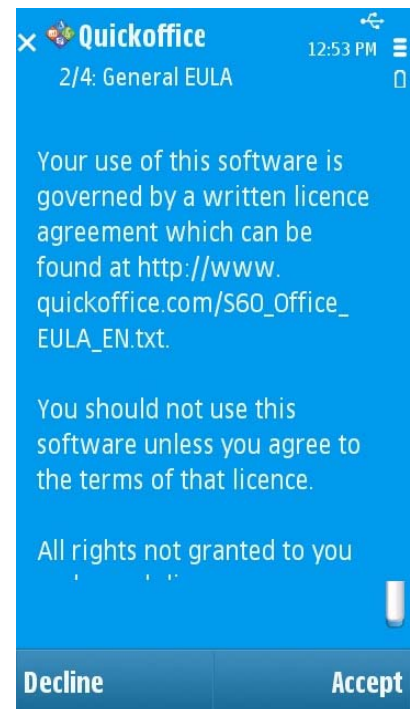


Using The Quickoffice Application

2. Welcome to Quickoffice text – Read the text and select the right softkey or tap **Next** to continue



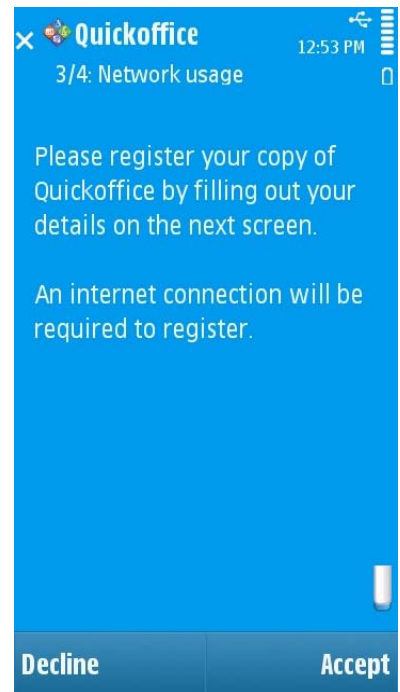
3. The end user license agreement is the next screen – To accept and continue with the registration select the right softkey or tap **Accept**. To decline and exit Quickoffice select the left softkey or tap **Decline**.



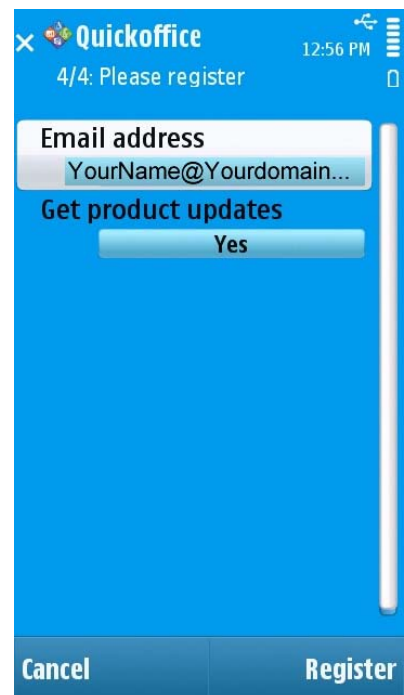


Using The Quickoffice Application

- Information about data connections that may be used within Quickoffice is displayed next – As with the prior screen, you are presented the option to Accept or Decline using the right and left softkeys or by tapping the **Accept** or **Decline** links on the screen.



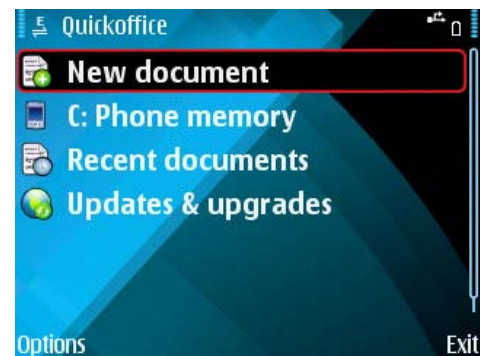
- A software registration screen is the final step – Select the email address entry and press the middle softkey or tap on the email address entry to go to the email address entry screen. Enter your email address and OK your entry. This will return you to step 4 of the wizard where you may elect to receive product updates or not. Click the right softkey or tap **Register** to register your Quickoffice software.



This sequence of screens will only be presented once. As soon as the software has been registered, the wizard will no longer be presented. If you exit the wizard before having registered, the wizard will be re-launched at the point where you left the registration sequence the next time you launch Quickoffice. To view your registered email address, add a different email address or to change your preference to receive product updates, open Quickoffice and select **Options > Help > Register**. Fill out the information presented in the screen that follows and choose **Register** or press the right softkey (**Done**).

Quickoffice Filemanager

The Quickoffice Filemanager is the main entry point into Quickoffice. It lists all your files in the public sections of the device memory, mass memory (if available), and memory card. It also allows for basic file operations and enables you to open known files with the relevant associated applications.



Zip File Support

Quickoffice offers Zip file support directly from The Filemanager. In addition to showing the normal folder structure and files, Zip files are displayed in the file list view as browse-able folders with a distinguishing icon. You can open these “zip folders” and browse their content directly without first having to unzip the contents in a separate location. Quickoffice supports the following functions with regards to zip files:

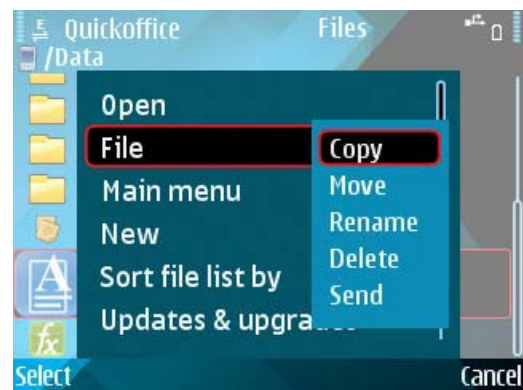
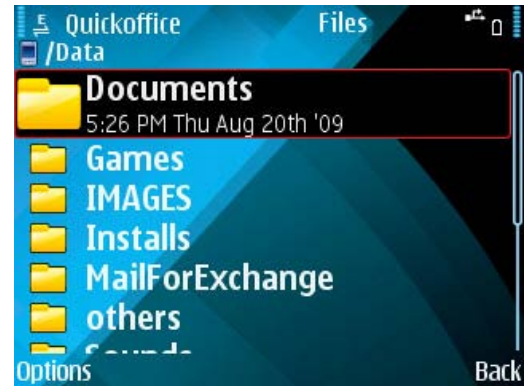
- When a single file is selected inside the zipped file, only that file is uncompressed and opened.
- The selected file from within the zip file is opened in read-only mode and can be edited and "saved as" to create a write-able copy.
- Files/folders cannot be moved, copied or saved inside or into the zip file.
- Files/folders cannot be deleted from the zip file.
- Quickoffice only provides “**Delete, Move, Copy, Send as**” functionality on files but not folders. Because zip files are treated as folders, this functionality is not available for zip files from the main menu. However, from within the zip archive you can use the “**Save archive**” functionality to create a copy of the archive.
- If a zip file contains an internal file which has the read-only attribute set - the file will lose the read-only attribute when it is opened and “saved as” a write-able copy.
- Quickoffice does not support nested zip files (i.e. zip files within zip files), zip files with passwords or split/fragmented zip files.



Quickoffice Filemanager Views

When Quickoffice is first launched, a Navigation View is presented. You can select to open a new document or open documents from memory locations, including phone memory cards and mass memory (for some devices). The Quickoffice Filemanager also stores recent documents for quick viewing. Select **Options > Open** or press the middle softkey or tap once on a document or folder on touchscreen devices to view a memory location or to open a new document.

When a memory location is opened a File List view is presented. This view allows you to navigate the file system for the selected memory location. Use the scroll key (for non touchscreen phones) or tap and drag to scroll to the desired folder or file. Select **Options > Open**, press the middle softkey or tap once (for touchscreen devices) to open a folder, Zip file or document. The Quickoffice 6.2 enhanced File List view displays file properties to assist in the organization of files. In this view you are able to do basic file operations for selected files including:



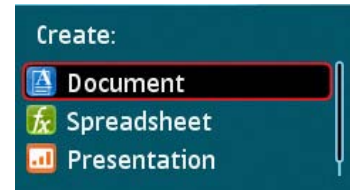
- Navigate files using the scroll key or by tap-dragging on touchscreen devices
- View – a list of other file types (including PDF files) - in addition to MS Office files (Note: Other file types that are not opened within Quickoffice will open with their respective application on your device (if one is installed). Only the supported file types listed in the “Supported File Formats” section of this document will be opened in Quickoffice.
- Sort file list by Name, Date, Size or Type
- Create a new folder
- Rename a file
- Delete a file
- Copy a file to another location
- Move a file to another location
- View properties of a file
- Send a file via email or to a Bluetooth/Infrared recipient
- Browse the contents of a zip file



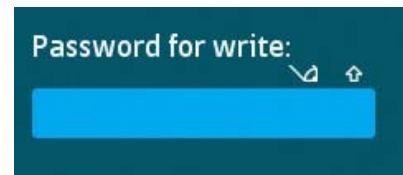
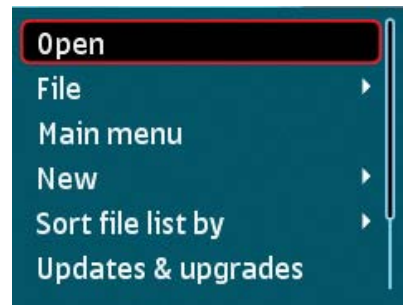
Opening Office Files

Quickoffice consists of:

- Quickword – Handles Microsoft Word documents and text files
- Quicksheet – Handles Microsoft Excel spreadsheets
- Quickpoint – Handles Microsoft PowerPoint presentations



When a file type supported by Quickoffice is opened from any application (such as the Inbox or browser), the file will be opened in the appropriate application, i.e., Word or text documents by Quickword, Excel workbooks by Quicksheet, and PowerPoint presentations by Quickpoint. Quickoffice 6.2 supports viewing of password protected Word and Excel files – simply open the document and enter the password to begin viewing the document. When saving the document, use the **Save as** menu option to save your document without “open” password protection. Quickoffice 6.2 saves “modify” passwords, but does not save “open” passwords in protected files.



Creating New Files



Quickoffice allows you to create new documents, spreadsheets and presentations on your mobile phone. To create a new file, launch Quickoffice and select **New document** from the Quickoffice main menu. If the Quickoffice 2007 Viewer is installed, the editing features are disabled. In this case, a dialog will appear that reads:

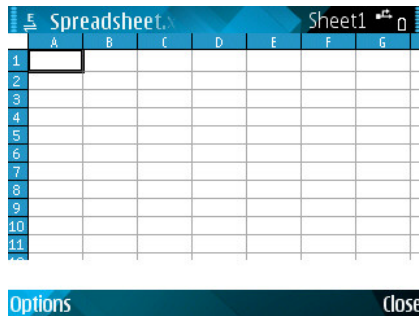
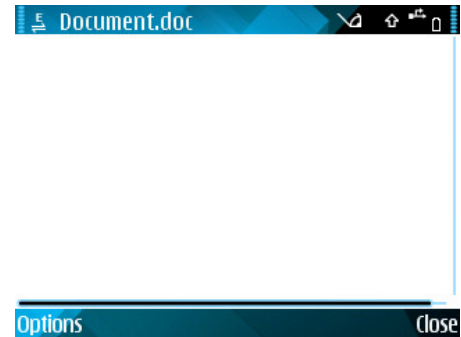




Using The Quickoffice Application

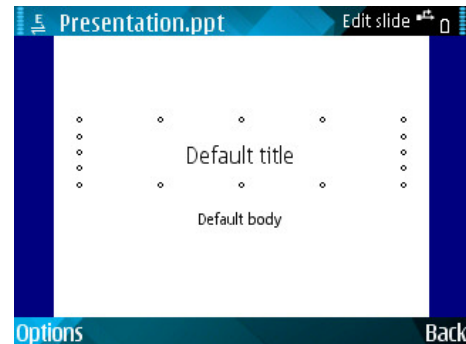
If you decline the upgrade offer, the Scroll key will bring up the document in “Page layout” view. Once you do purchase the editing license and install Quickoffice Premier, the menu will return to state “Edit”. You can enable this feature directly from your phone using Updates & upgrades by purchasing and installing Quickoffice Premier 6 (version 6.2).

If you select **New document > Document**, the new Quickword document window will open with a default document named “Document.doc”. The keypad or touch screen on your mobile device can be used to enter and format text and perform other operations in the Document window.



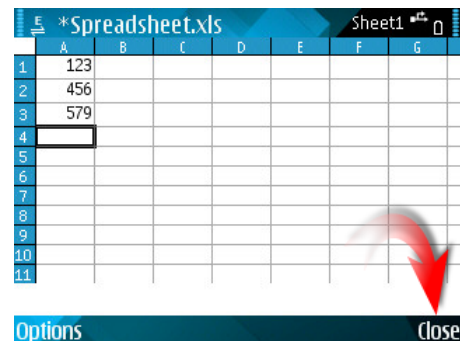
If you select **New document > Spreadsheet**, the new Quicksheet document window will open with a default spreadsheet document named “Spreadsheet.xls”. The keypad or touch screen on your mobile device can be used to enter values and select formulae and perform other operations in your spreadsheets.

If you select **New document > Presentation**, the new Quickpoint document window will open with a default presentation slide named “Presentation.ppt”. The keypad or touch screen on your mobile device can be used to enter and format text, insert images and more.



Saving Files

To save edited changes and return to the main menu, simply press **Close** from the respective application. This will give you the options to Save, Save as, and Discard changes (Note: if saving a newly created document, Save will not appear since the document has not yet been saved under any existing name or location). Quickoffice fully preserves the data integrity of the document contents.



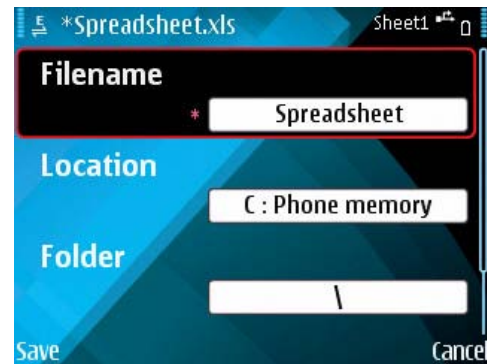


To save the document back to its current location select **Save**. To save to a different location, change the file name, or change the file extension select **Save as**. Select the respective menu item to perform the desired function. Press Save at this point to save the file or Cancel to return to the document. **Discard changes** will simply exit the document without saving any changes.



To Save or Save as without exiting the document press **Options > Save > Save** or **Save as**.

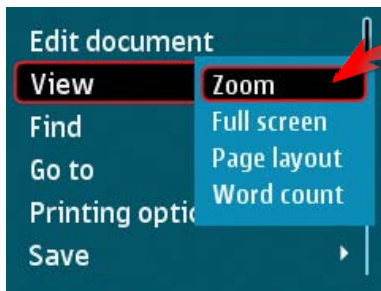
- ⚡ When using the **Save as** function, Quickoffice will overwrite the existing file if there are no changes in the **Save as** menu. You will be prompted to overwrite the file and you should select Yes or No.
- ⚡ **Save as** also allows you to save a Word document in .txt (plain text) format. Saving as a text file will cause all formatting, pictures and objects in your file to be lost.



Word Processing with Quickword

Quickword is the word processing application for your phone. Quickword supports .doc, .docx, and .txt file formats. Quickword is optimized for your S60 phone. This section will help you understand how Quickword handles Word documents and important differences from viewing Word documents on your computer.

Viewing Word Documents

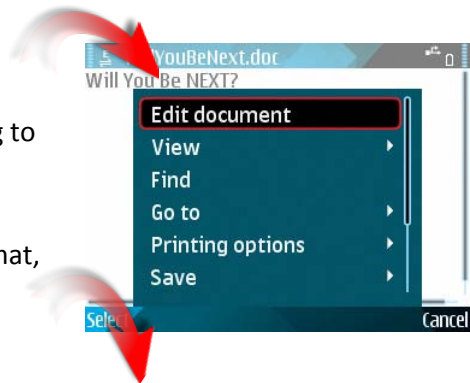


Quickword offers several options when it comes to viewing your document. To increase or decrease the zoom, select **Options > View > Zoom** and press up or down to zoom in or out respectively. Once you've reached the desired zoom level, select **Accept**. To view the document in full screen mode, select **Options > View > Full screen**. To see the document in the context of a page, select **Options > View > Page layout**. Page Layout view enables you to view images, tables, headers & footers, advanced formatting and

track changes. The **Word count** option, new to Quickoffice 6.2 will return a count of the number of words in the document.

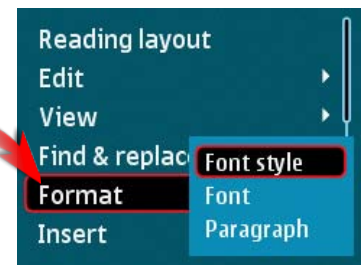
Editing Word Documents

By default, Quickword will be in view mode when a document is opened. To begin editing of a document select **Options > Edit document** or simply use your phone's middle softkey, or tap-drag to select text for editing. To return to view mode select **Options > Reading layout**. Quickword 6.2 is able to open and edit large and complex Word documents. With Quickword, you can change format, copy & paste, undo, create and modify tables and perform find & replace operations.



Formatting text with Quickword

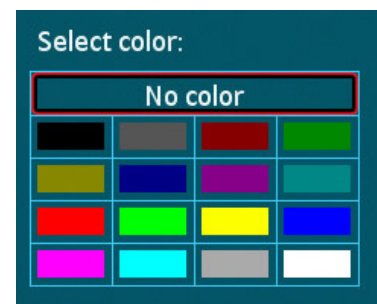
In the Edit document view, use the **Shift + scroll** buttons to select the text you wish to format. On non-QWERTY keyboard devices, the "Pen" key acts as the Shift key. On touch screen devices, press and drag over the text or tap on the word or phrase you wish to edit. Choose **Options > Format** to access the text formatting options available in Quickword. You can format font style properties, font properties or paragraph properties for the selected text.



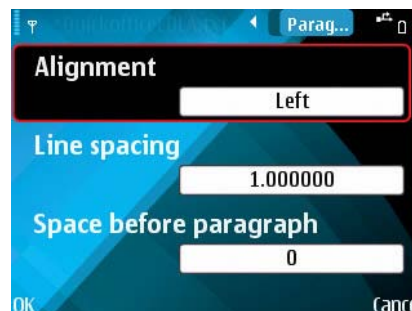
Choosing Font style from the Format submenu will bring up the Font Style screen. Here you can set formatting for Bold, Italics and Underline properties for the selected text.



The Format > Font menu command allows you to select a different font, size and color for the selected text.



The Format > Paragraph menu command brings up the paragraph properties for the currently-selected text.



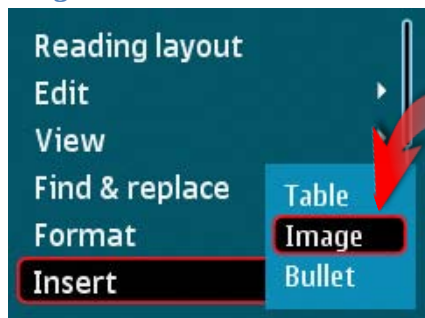
Fonts Retained in Document

While your document may have several fonts, even embedded ones, Quickword uses the system font available on your phone to display text. The system font is different from some of the commonly used fonts on your computer and hence your document will appear somewhat differently. However, when a document created on your computer is edited and saved by Quickword, the original font information is retained – if you open your document on the computer again, it should appear the same as before. Any new text that is added by Quickword on your phone will automatically default to the font that precedes the newly added text in that paragraph. You can change the font of the text as well, and even though these fonts may not be visibly distinguishable on your phone, fonts will be correctly stored in your document and display appropriately when transferred back to a computer.

Text Wrap

Quickword wraps the text to fit your phone screen, for the selected zoom level. This allows you to read a document without the need to scroll left or right.

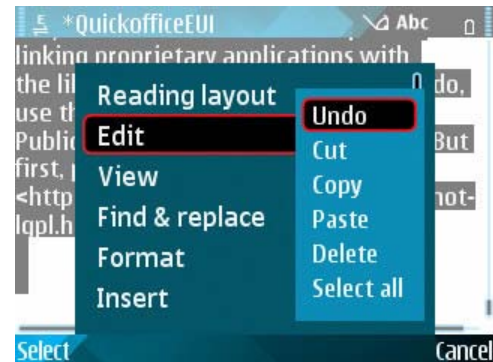
Images



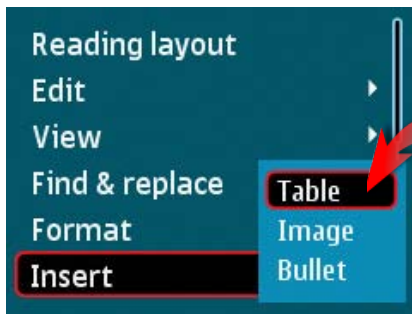
Quickword supports both the viewing and insertion of images within the context of a Word document. To insert an image select **Options > Insert > Image**. This will generate a list of images on the device. To quickly find the desired image, begin typing the filename and Quickword will filter the image files on your device to return the results. Once you find the desired image press **Select**. The image will be inserted where the cursor is blinking. (Note: You must be in edit mode to insert images- see Editing above for details). New to Quickoffice 6.2 is the ability to display PNG images, including transparent 32-bit PNGs.

Copy & Paste

With Quickoffice 6.2 you can copy & paste text and cut or delete selected objects. You can also perform undo and redo editing operations. For example, select the text or object you wish to edit in the Editing view then choose **Options > Edit > Copy** to copy the selected text. Deselect the text and choose **Options > Edit > Paste** to paste the text back into your document. Choose **Options > Edit > Undo** to undo the paste operation and lastly choose **Options > Edit > Redo** to paste the text back into your document.



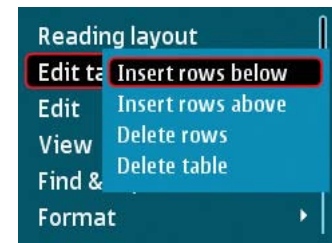
Tables



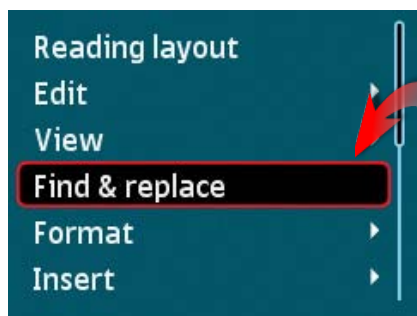
Tables can be both viewed and inserted with Quickword. If part of your table appears off of the screen simply scroll in the direction that it is cut off. If you wish to view more of the table in its entirety select **Options > View > Zoom** and press the down scroll key to zoom out. Touchscreen devices include zoom in/out icons on the User Interface above the Options and Back menu selections. To insert a table select **Options > Insert > Table**. Specify the number of rows and columns desired and press OK to insert your new table.

Tables in Quickword support a variety of formatting such as color, embedded images, bullets, and more.

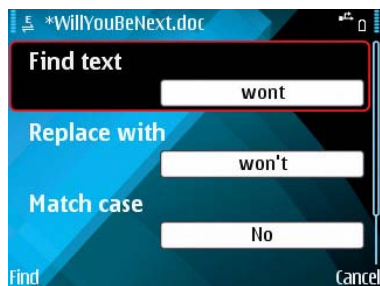
A new feature in Quickword 6.2 is the ability to modify tables. You can insert new rows below or above the selected row, and also delete rows from the table. You may also delete the entire table if you wish.



Find & Replace

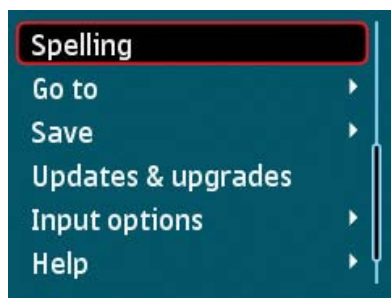


Find and replace allows you to search the document for specific words or phrases and, if desired, replace all instances of that text with another word or phrase. To use this function Select **Options > Find & replace**. From the Find & replace dialog you can specify what text to find, what to replace it with, whether or not to match case, and which direction to search within the document.



To find text in a document, leave the **Replace with** field as **None**. Press **Find** to perform the search. Quickword will automatically find the first instance of the text. You can either Find Next, Replace, Replace All, or start a new search by pressing **Options**. Press Cancel to end the search.

Spell Check



To use the spell check tool within Quickword you will be required to download a spell check dictionary. To get the free download, select **Options > Spelling** from edit mode (you may have to scroll down the menu – **Spelling** is below the **Insert** menu option). If you have not already installed a spell check dictionary, you will see a dialog prompting you to download a dictionary. Pressing **Yes** will take you to Quickmanager / Updates and upgrades. Select **Offers & Promotions** or **Free Downloads** and select the appropriate spell

check dictionary. This will require an internet connection on the device, but you will not be charged for the dictionary. Follow the steps specified on the device to install. You may also download one of the free spell check dictionaries from <http://support.quickoffice.com>.

Other Content

Your original Word document may contain macros, embedded files, comments and other more advanced features. These additional contents are not viewable within the current version of Quickword, but will be preserved for viewing in Word on a computer.

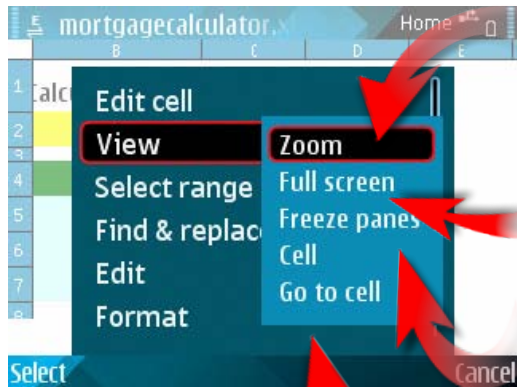
Quicksheet Spreadsheet Application

Quicksheet is the spreadsheet application and is optimized for your phone. Quicksheet supports the .xls and .xlsx file formats. This section will help you understand how Quicksheet handles spreadsheets.

Optimized Viewing

Depending on the number of rows and columns that your spreadsheet has and their width and height, it might be more difficult to view a spreadsheet on the smaller screen of your mobile phone. Quicksheet provides several features to help you overcome the limitation of the screen size. New with Quicksheet 6

is the ability to view and edit password protected files. When viewing a file that is password protected, simply enter the password in the field that comes up and press the OK button to accept the password.



Zoom

Select **Options > View > Zoom** followed by up or down to zoom in or out respectively. Press Accept to set the desired zoom.

Full Screen

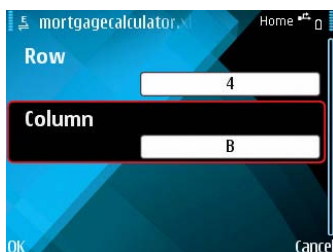
To view the document in full screen select **Options > View > Full screen**.

Freeze panes

Select **Options > View > Freeze panes** to freeze the cells above the highlighted cell. To unfreeze these cells select **Options > View > Unfreeze panes**.

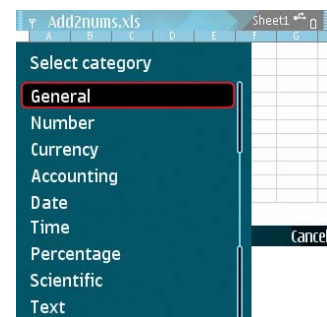
Cell View/Edit

Quicksheet provides a view of a single cell. This can be useful to view the cell contents in detail, especially if the cell contains a long formula. To view the contents of the selected cell select **Options > View > Cell**. To return to the grid select **Back**.

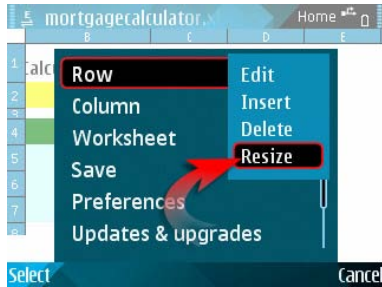


A new feature in Quickoffice 6.2: To go to a specific cell within your current worksheet, choose **Options > View > Go to Cell**. This feature is useful for cells that may be located hundreds of rows down within your worksheet.

With Quicksheet You can format cells to contain various kinds of number formats, including General, Number, Currency, Accounting, Date, Time, Percentage, Scientific and Text values.



Resize



Quicksheet allows you to resize column width and row heights. Choose **Options > Resize > Column** and use the left and right scroll keys to decrease or increase the width respectively. Choose **Options > Resize > Rows** and use the up and down scroll keys to decrease or increase the height respectively. If you have a touchscreen device, you can simply touch and drag the row or column label gridlines to resize a row or column. Also, Quickoffice v6.2 can auto-fit columns to the cell contents. Choose **Options > Resize > Column autofit** to automatically

resize the column.

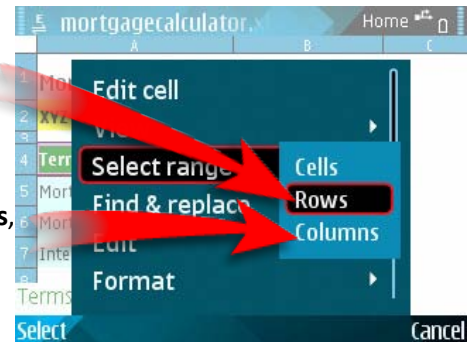
Editing Spreadsheets

Quicksheet provides several powerful features to edit your spreadsheets and these are greatly optimized for your S60 phone. Advanced features in version 6.2 include the ability to insert or delete rows or columns, copy and paste data, support for over 130 functions and advanced formula features such as implicit intersections, relative and absolute references, find and replace and more.

Format your spreadsheet

Step 1: Select a cell by clicking directly on the cell with the scroll key or select a row, column or range that needs to be formatted.

- To select a row Select **Options > Select range > Rows**, then use up and down scroll keys to select the desired row
- To select a column Select **Options > Select range > Columns**, then use left and right scroll keys to select the desired column
- To select a range Select **Options > Select range > Cells**, use the scroll key to highlight the desired range, then choose Done (left softkey). To deselect the range of cells, choose Back (right softkey).



Touchscreen devices

If you have a touchscreen device you can simply tap and drag to select cells and you can use the row and column label headers to select entire rows or columns

Step 2:

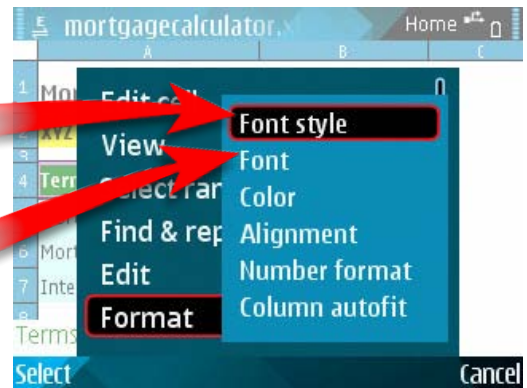
With a cell or a range of cells selected, you can choose the type of formatting

To specify font style

Select **Options > Format > Font style**
This allows you to specify bold, italics, underline, and strikethrough

To specify font

Select **Options > Format > Font**
This allows you to specify font and font size.



To specify color

Select **Options > Format > Color**
This allows you to specify the cell and text color.

To specify alignment

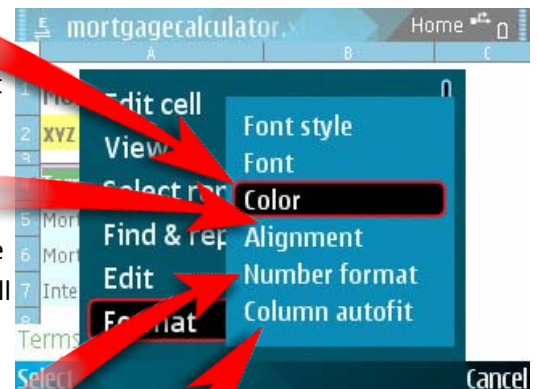
Select **Options > Format > Alignment**
This allows you to specify how to align the contents of the cell with respect to the cell border and whether to wrap text.

To specify number format

Select **Options > Format > Number format**
This allows you to specify the type of number format such as Number, Currency, Date, etc.

To fit columns to the largest text element they contain

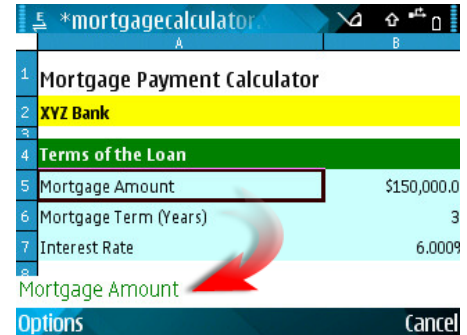
Select **Options > Format > Column autofit**
This fits the selected cell or range of cells to the largest text element in the cell or range, preventing text wrap.



Edit a cell

Step 1:

Navigate to the cell that you want to edit by using the scroll keys. Select **Options > Edit cell** or simply press the Select key. This positions a cursor in the formula box. Use the left and right navigation keys to move within the cell's contents. On QWERTY keyboards, Press the Shift key while pressing the left and right scroll keys to highlight text and numbers for editing. On devices without full QWERTY keyboards, press the # key while using the scroll key. On some older devices the pencil key can be pressed while using the scroll key to select text within a cell. To save your changes go back to view mode select **Options > Accept changes** or press Cancel.



Step 2:

To insert an operator

Select **Options > Operators**

This allows you to insert an operator (ie. +, =) where the cursor is positioned

To insert a function

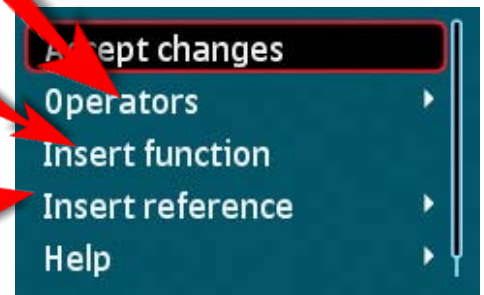
Select **Options > Insert Function**

Functions are grouped by category. First select the category and then select the appropriate function. The list of supported functions is listed in Appendix A.

To insert a cell, row, column or range reference

Select **Options > Insert reference**

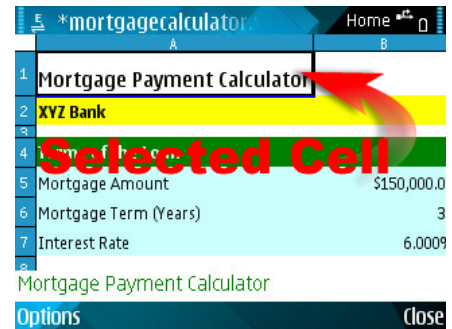
This allows you to insert a reference to a single cell, a row of cells or a range of cells. This feature is useful in writing functions, for example when returning the SUM for a range of cells.



Edit your spreadsheet

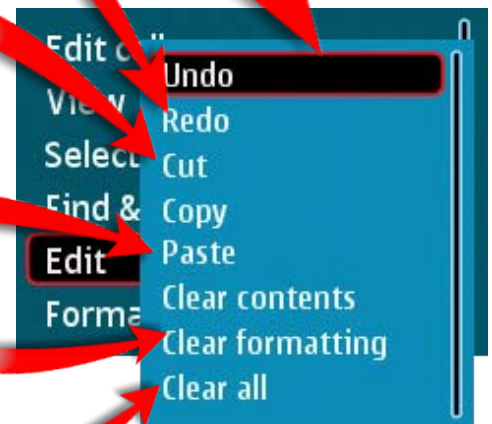
Step 1:

Navigate to the cell you wish to edit or select multiple cells by referring to step 1 of formatting your spreadsheet (above). Do not press 'Select' or 'Edit cell' for the following actions. If you are in cell editing mode press cancel.



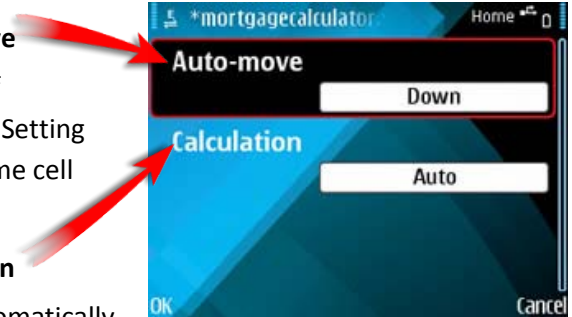
Step 2:

- | | |
|---------------------------------|--|
| To undo changes | Select Options > Edit > Undo
This allows you to undo the last change made. You can undo multiple changes by repeating this step. |
| To redo changes | Select Options > Edit > Redo
This allows you to redo the last change undone. You can redo multiple times by repeating this step. |
| To cut/copy a cell or range | Select Options > Edit > Cut or Copy
This allows you to cut/copy cell contents to the clipboard that can then be pasted. |
| To paste clipboard content | Select Options > Edit > Paste
This allows you to paste content to the highlighted cell. |
| To clear cell content | Select Options > Edit > Clear contents
This allows you to clear cell contents, while retaining cell formatting. |
| To clear cell formatting | Select Options > Edit > Clear formatting
This allows you to remove cell formatting only. |
| To clear content and formatting | Select Options > Edit > Clear all
This allows you to remove all cell contents and formatting. |



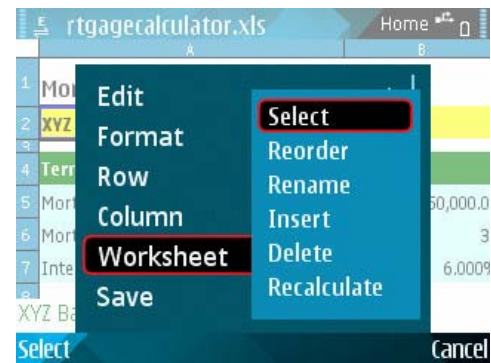
Preferences

- Auto-move** Select **Options > Preferences > Auto-move**
 This allows you to change the direction of movement when entering data into cells. Setting this to **Off** will keep the cursor on the same cell once the cell has been changed.
- Calculation** Select **Options > Preferences > Calculation**
 This allows you to specify whether to automatically recalculate or to manually recalculate.



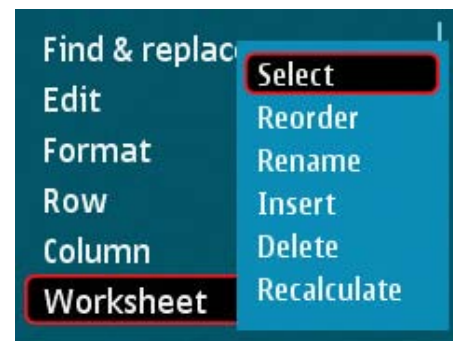
Multiple Worksheets

A spreadsheet can contain several worksheets. Quicksheet displays one worksheet at a time. When in view mode, the name of the current worksheet is displayed at the top of the status pane. To switch to another worksheet, select **Options > Worksheet > Select**, and use the scroll keys to select the desired worksheet.



When in worksheet selection mode:

- To view or edit the currently selected worksheet, select **Options > Worksheet > Select**
- To reorder the selected worksheet, select **Options > Worksheet > Reorder**
- To rename a worksheet, select **Options > Worksheet > Rename**





Using The Quickoffice Application

- To insert a new worksheet, select **Options > Worksheet > Insert**
- To delete a worksheet, select **Options > Worksheet > Delete**
- To recalculate a worksheet, select **Options > Worksheet > Recalculate**

Feature Support for charts or graphs in Quicksheet

Microsoft Excel 2007 (xlsx) file format supports multiple chart types.

Of these, Quicksheet supports the following:

- 2D Column charts
- 3D Column Box charts
- 3D Column Cylinder charts
- 3D Column Pyramid charts
- 2D line charts
- 2D line charts with markers
- 2D Scatter chart with lines
- 2D Scatter chart with markers
- 2D Scatter chart with lines and markers

All Column typed charts support Clustered, Stacked, and 100% Stacked versions.

Other chart types are not supported and result in a grey box being displayed to indicate there is a chart in the worksheet as shown in the screenshot to the right.

The charts are shown floating on top of the grid view at the correct X Y co-ordinates. "Chartsheets", where the entire worksheet is a chart are also supported.

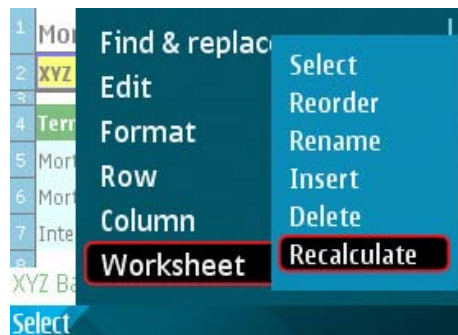
If the user updates the data of the chart, the chart will redraw to reflect the changes. The user can not add or delete charts and can also not modify chart properties such as size, position or add/delete data series in the chart. The legend (key) of a chart is not displayed.

The older MS Excel 2003 chart types are also not supported.

If a 2003 spreadsheet consists entirely of chartsheets, the opening of the spreadsheet will fail with an error note since there are no sheets in the workbook that can be displayed.

Other Content

Quicksheet does not display some advanced spreadsheet features such as pivot tables or macros. You can find a more comprehensive list of features not supported by this version of Quickoffice included in Appendix B.



Quickpoint Presentation Application

Quickpoint is the presentation application for your phone. Quickpoint supports the .ppt, .pptx and .pps file formats. Quickpoint is optimized for your S60 phone. This section will help you understand how Quickpoint handles presentations and important differences from viewing presentations on your computer.

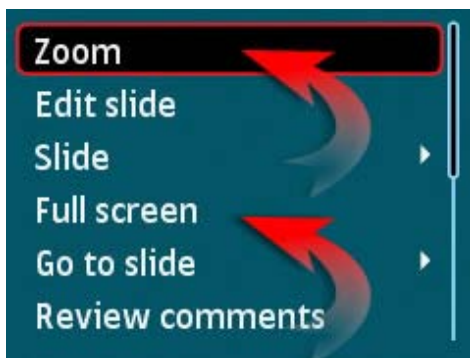
Viewing Presentations

Quickpoint provides the ability to view presentations in either the **View** or **Edit** screens. The **View** screen displays the presentation with graphics, while the **Edit** screen displays the presentation for editing. In addition to these two views, Quickpoint provides **Outline** and **Notes** modes that display the presentation's outline and the speaker notes for each slide. To switch between the views, use the left and right scroll keys.

New Features

Quickpoint 6.2 now displays 32-bit PNG files with full transparency and includes performance optimization to enable viewing complex presentations.

Slide View



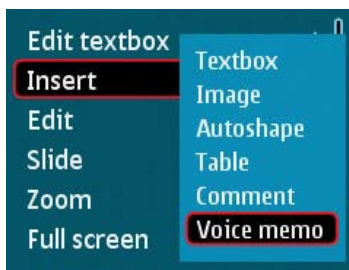
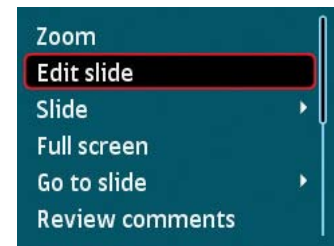
By default, Quickpoint opens a presentation in **Slide** view, and the slide is displayed in 'fit to screen' mode. To view the slides in full screen mode select **Options > Full screen**. The slide is then displayed in a full screen without the signal strength, title, or battery level or the identification of the soft keys. This view provides the maximum viewing area. To return to Slide view, tap the screen once (touchscreen devices) or press the right softkey (once on some devices, twice on others). To change the zoom level in Full screen view, press the middle softkey. Each press will increase the zoom level until you reach 300%, after which each press of the middle softkey will decrease the zoom level until you reach 100%. In Slide view, select **Options > Zoom** then zoom in or out by pressing the middle softkey. Alternatively if you wish to zoom in full screen mode, the **Options** button may still be used (though it's not labeled) by selecting **Options > Zoom in** or **Zoom out**. Quickpoint supports zoom views between 100% and 300%

- ✦ The scroll key in Quickoffice 6 is used to pan your document when viewing at zoom levels greater than 100%

The slide view displays images, tables, shapes with borders, color, text within objects with formatting and much more. The following sections describe other features available in Quickpoint:

Voice memo

Quickpoint 6.2 has the ability to insert and playback voice memos. To insert a voice memo select **Options > Edit Slide**, then in Slide Edit mode select **Options > Insert > Voice memo**. Press **Record** to begin recording your voice memo and **Stop** to end recording. This will insert a speaker icon onto the slide. You can move this button by pressing the directional keys then pressing **Accept** to continue. You can now format the icon appearance or delete the voice memo, but you cannot record over or alter the voice memo.



To play a voice memo, return to the View screen and choose **Options > Review voice memos** then choose **Options > Play**.

Fonts

While the presentation may use many fonts, Quickpoint uses the system fonts on your phone. This may cause the presentation to appear somewhat differently from what you might see on your computer. However, if you edit the Presentation in the Outline mode and save the document, any original fonts should be retained – if you open your presentation on the computer again, it should appear the same as before.

Animations & Transitions

Quickpoint does not render animations and slide transitions. You can find a more comprehensive list of features not supported by this version of Quickoffice included in Appendix B.

Hidden Slides

It is possible to mark certain slides hidden within Microsoft PowerPoint. Quickpoint displays hidden slides.

Master Slide

It is not possible to view the Master Slide in Quickpoint.

Slide View Options

Edit Objects:

Step 1:

Select **Options > Edit slide** to enter slide editing mode. Press up or down on the Scroll button to select the appropriate object. **Note:** Quickoffice Premier version 6.2 supports **open** and **view** for PowerPoint 2007 files. **Editing** capabilities are not supported in the 6.2 version.

Step 2:

Note: Quickpoint will change menu selections to correspond with the object you are editing (i.e. **Edit object** may appear as Edit Textbox). Some actions are specific to certain objects. The following is a list of menu selections available when a text object is selected:

To change text Select **Options > Edit Textbox> Edit text**

This allows you to change the text content of an object. From the edit text screen you can change formatting. Press **Options > Accept changes** when finished.

To move text Select **Options > Edit Textbox > Move**

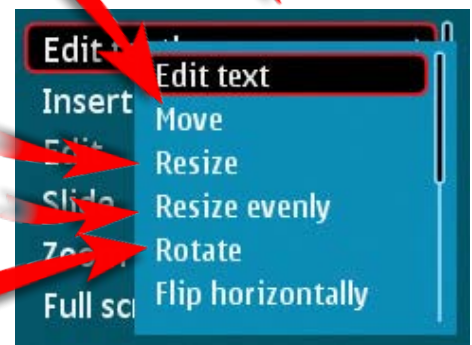
This allows you to move the text box up, down, left, or right. (Note: to move objects faster, press and hold the navigation key in the direction you wish to move the object)

To resize text Select **Options > Edit Textbox > Resize** or **Resize evenly**

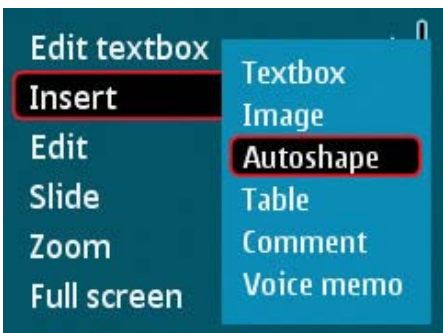
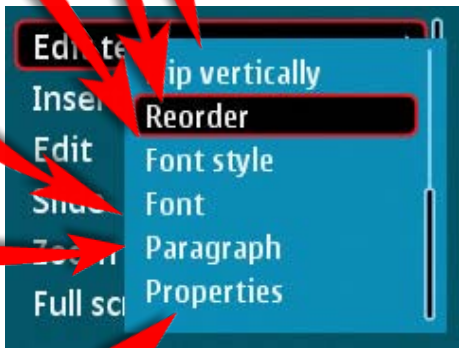
This allows you to resize the text box. Resize evenly will change the width and height proportionally.

To rotate text Select **Options > Edit Textbox > Rotate**

This allows you to rotate clockwise or counterclockwise by pressing right or left respectively. Also, pressing up or down will rotate in 45 degree increments.



- To flip text Select **Options > Edit Textbox > Flip horizontally** or **vertically**
 This allows you to flip the object either horizontally or vertically.
- To reorder text Select **Options > Edit Textbox > Reorder**
 This allows you to bring objects forward or back by pressing down or up respectively.
- To change font style Select **Options > Edit Textbox > Font style**
 This allows you to change text in terms of bold, italics, underline, and super/subscript.
- To change font Select **Options > Edit Textbox > Font**
 This allows you to change the font, size, and color of text in a text box.
- To change paragraph style Select **Options > Edit Textbox > Paragraph**
 This allows you to change the alignment, line spacing, space before and after paragraph, and bulleting of a text box.
- To change text properties Select **Options > Edit Textbox > Properties**
 This allows you to change fill and line style as well as specific size, position, and anchor point of text.
- To insert new object In Edit Slide mode, Select **Options > Insert > Select Object**
 This allows you to insert a textbox, image, autoshape, table, comment, or voice memo.



Edit presentation

Step 1:

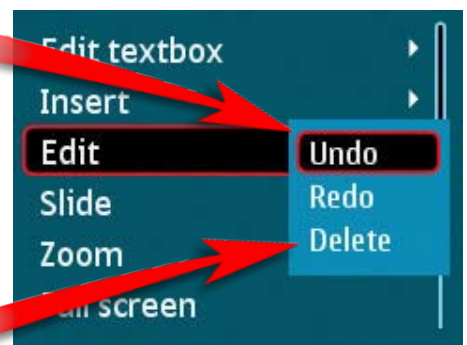
Select **Options > Edit slide** to enter slide editing mode.

Step 2:

To undo changes

Select **Options > Edit > Undo** or **Redo**

This allows you to undo or redo changes made (Note: you can also undo/redo from view mode by selecting **Options > Undo** or **Redo**)
Redo is only available after an Undo operation



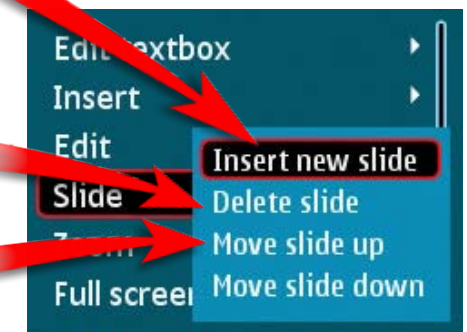
To delete object

Select **Options > Edit > Delete**

To insert new slide

Select **Options > Slide > Insert new slide**

This allows you to insert a new slide (Note: you can also insert a new slide from view mode).



To delete a slide

Select **Options > Slide > Delete slide**

This allows you to remove a slide from the presentation.

To move slide

Select **Options > Slide > Move slide up** or **down**

This allows you to reorder slides in slide mode.

View presentation

(Note: the following is performed in view mode. If you are in edit mode press **Back**.)

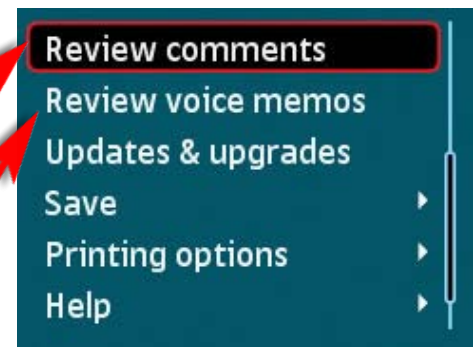
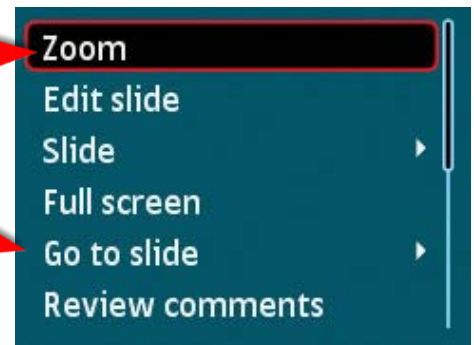
To zoom in or out Select **Options > Zoom**
 This will allow you to zoom in or out by pressing up or down respectively.

To go to a specific slide Select **Options > Go to slide > Slide number**
 This will open a dialog allowing you to insert a specific slide number to go to.

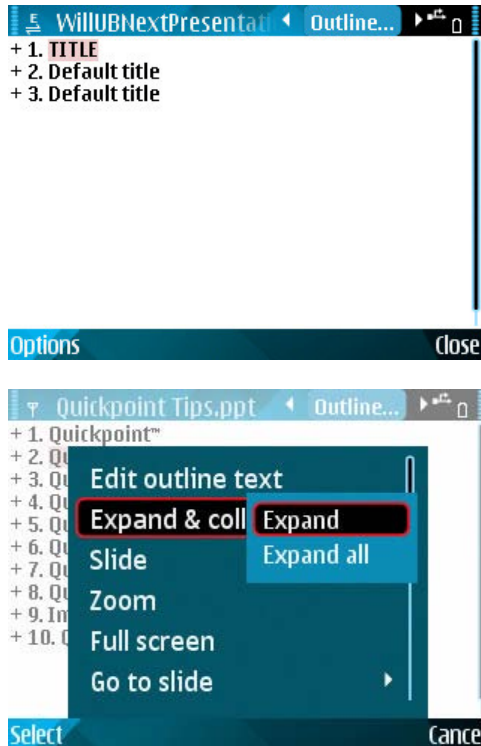
To pan
 In zoom view at greater than 100%, press the **right, left, up and down** scroll buttons.
 This will allow you to pan around a slide by pressing the direction you wish to pan.

To review comments Select **Options > Review comments**
 This will allow you to view any comments contained within the presentation.

To review voice notes Select **Options > Review voice memos**
 This will allow you to listen to any voice memo within the presentation (Note: See voice memos under Slide View above for more information).



Outline Mode Options



Quickoffice views occasionally have subsets that allow you to view content differently than you do in Microsoft Office products. Outline mode in Quickpoint displays the title and body of each slide in a hierarchical view. To get into Outline mode, with the document in the View screen, press the right scroll button. The title bar will display “Outline”, indicating the mode of the View screen. To expand or collapse each entry, select an item and then choose **Options > Expand & collapse > Expand** or **Collapse**. You can also collapse or expand all entries.

If the selected item in Outline mode is expanded, the submenu will present an option to **Collapse** or **Collapse all**. The outline view displays any formatting, such as Font size, Bold, Italics, Underline, Color applied to the title or body.

Note: Outline view does not display text within graphics. To view the text within graphics, use the Slide view.

Editing in Outline Mode

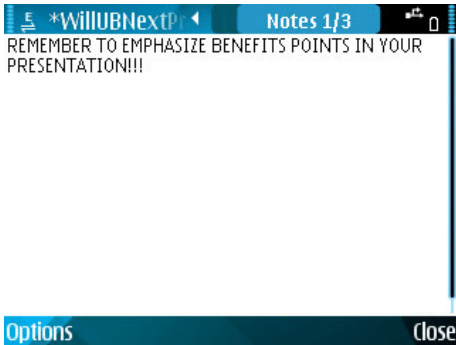


You can easily edit the outline text or even the formatting by pressing the **scroll key** or by choosing **Options > Edit outline text**. This displays the text from the current entry which can then be edited



✦ Any change made to the outline text is also applied to the slide view.

Notes Mode



The Notes mode displays the speaker notes from each slide. The speaker notes can be edited by pressing the **right scroll key twice** from the View screen. To edit notes, select **Options > Edit notes text**. If you are in the Edit screen, remember to press the Back button to return to View screen.

Appendix A: List of Functions Supported by Quicksheet

Function		
ABS	FALSE	NOT
ACOS	FIND	NOW
ACOSH	FV	NPER
ADDRESS	HLOOKUP	NPV
AND	HOUR	OR
ASIN	IF	PI
ASINH	INDEX	PMT
ATAN	INT	POWER
ATAN2	IPMT	PPMT
ATANH	IRR	PRODUCT
AVEDEV	ISBLANK	PROPER
AVERAGE	ISERR	PV
CHAR	ISERROR	RADIANS
CHOOSE	ISLOGICAL	RAND
CODE	ISNA	RATE
COLUMNS	ISNONTEXT	REPLACE
CONCATENATE	ISNUMBER	REPT
COS	ISREF	RIGHT
COSH	ISTEXT	ROUND
COUNT	KURT	ROUNDDOWN
COUNTA	LARGE	ROUNDUP
COUNTBLANK	LEFT	ROWS
DATE	LEN	SECOND
DATEVALUE	LN	SIN
DAY	LOG	SINH
DAYS360	LOG10	SKEW
DDB	LOWER	SLN
DEGREES	MAX	SMALL
ERROR.TYPE	MID	SQRT
EXACT	MIN	STDEV
EXP	MINUTE	STDEVA
FACT	MOD	STDEVP
	MONTH	STDEVPA
	N	SUM



Using The Quickoffice Application

SYD
T
TAN
TANH
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
TYPE
UPPER
VALUE
VAR
VARA
VARP
VARPA
VLOOKUP
WEEKDAY
YEAR



Appendix B: List of Features Not Currently Supported By Quickoffice 6.2

Quickword

The following features are not viewable in Quickword 6.2

- Comments
- Footnotes, Endnotes
- Bookmarks
- References
- Embedded files
- Macros & Forms
- Multi-column layout

Quicksheet

The following features are not viewable in Quicksheet 6.2

- Comments
- Ability to sort or filter data
- Macros
- Pivot tables
- Grouping
- Header and Footer
- Embedded Objects including images

Quickpoint

The following features are not viewable in Quickpoint 6.2

- Transitions
- Embedded movie or sound clip
- Animation
- Master

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