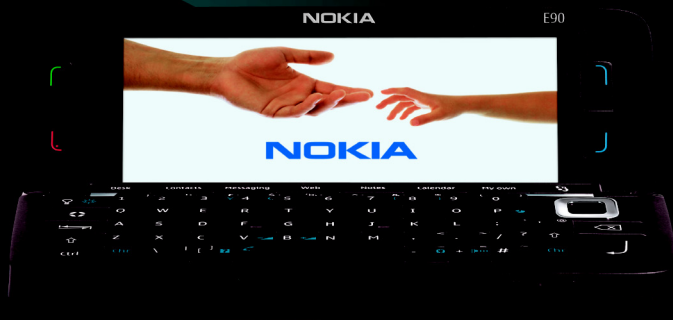


Using Quickoffice



Nokia E90 Communicator

NOKIA
Eseries

Nokia E90 Communicator Using Quickoffice



Quickoffice

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Introduction

Select  > *Office* > *Quickoffice*.

The purpose of this document is to guide you in using the Quickoffice application on your Nokia phone.

Quickoffice allows you to view and edit Microsoft Word, Excel, PowerPoint and text files on your phone. It is assumed that you already know how to use Microsoft Word, Excel, and PowerPoint applications on your PC computer and how to transfer files from your device to a PC computer and vice versa.

Nokia E90 Communicator is delivered with Quickoffice version 3.8. To view version information, select *Options* > *About Quickoffice*.

For more information or help, visit support.quickoffice.com

Supported file formats

Quickoffice opens and saves Microsoft Word, Excel and PowerPoint files in their native format. Quickoffice supports the following file formats:

- .doc – Microsoft Word '97, 2000, XP and 2003
- .xls – Microsoft Excel '97, 2000, XP and 2003
- .ppt – Microsoft PowerPoint 2000, XP and 2003
- .txt – plain text format

The .rtf format is not supported.



Note: All file format are not supported. Apple Macintosh is not supported.

Files saved as 'compatible' with Microsoft Office by other programs on the desktop such as 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.

Microsoft Office 2007 file formats are radically different from the formats used in previous versions of Microsoft Office. Because of this, Microsoft Office 2007 file formats are not supported in this version of Quickoffice. It is suggested that you save the documents in Microsoft Office 2003 file format and then open them in Quickoffice.

Quickoffice will save documents in the file format version of the original document – for example, if you edit a Microsoft Word '97 document in Quickoffice, it will be saved in Microsoft Word '97 format.

Updating Quickoffice software

You can update your Quickoffice software directly from your phone using Quickmanager or by visiting www.quickoffice.com.

Using Quickmanager

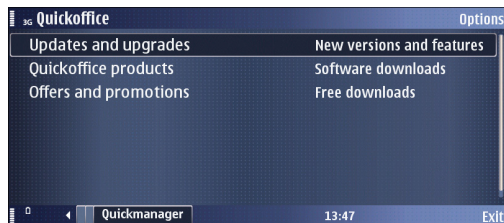
Quickmanager is included in the Quickoffice application. With it you can access and purchase software updates and other software.

Upgrade to editing version

Some phones do not have the Quickoffice editing functionality enabled by default. You can verify this by checking the Quickoffice menus. If you can create a new file and edit an existing file, your software has editing functionality enabled. If not, you can update the software to a version that enables editing.

To update to an editing enabled version:

- 1 Open Quickoffice and scroll to the *Quickmanager* tab.
- 2 Select *Updates and upgrades* and press the scroll key.
- 3 When you use Quickmanager for the first time, the list of update options will be refreshed. Select an update option and press the scroll key to install.



- 4 Follow the instructions on the screen and select a payment method. In most cases you can pay by SMS or credit card. All data transfer is encrypted by a standard encrypted HTTPS connection.

Opening Microsoft Office files

Quickoffice consists of the following applications:

- Quickword – Edits Microsoft Word documents and text files.
- Quicksheet – Edits Microsoft Excel spreadsheets.
- Quickpoint – Edit Microsoft PowerPoint presentations.

When a file type supported by Quickoffice is opened from any application such as the Inbox or web browser, the file will be opened in the appropriate Quickoffice application; Microsoft Word or text documents in Quickword, Microsoft Excel workbooks in Quicksheet, and Microsoft PowerPoint presentations in Quickpoint.

Launching Quickoffice

Select  > *Office* > *Quickoffice*.

The first three application tabs in Quickoffice list Microsoft Word, Excel and PowerPoint files. Files saved on your device in C:\Data\Documents\ and on the memory card in E:\Documents\ folder and subfolders will be listed. To open a file, select the file and press the scroll key.

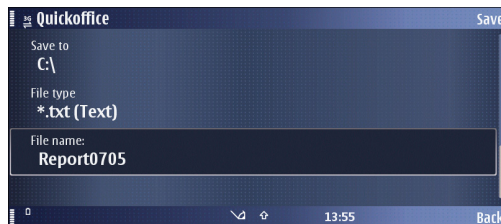
If you do not see your Microsoft Office file listed in Quickoffice, make sure the file name has a supported extension such as .doc for Microsoft Word documents, and that the file is located in one of the above specified locations.



Creating new files

Quickoffice allows you to create new Microsoft Word or Excel files on your mobile phone.

- 1 Select *Options* > *New*.
- 2 Specify a location, a file type, and a name for the new file. When you are done, select *Save*.



If the option [New](#) is not available, creating office files is not enabled on your phone. You can purchase the editing capability using Quickmanager.

If the option to create Microsoft PowerPoint files is not available, you can enable that feature by upgrading to Quickoffice version 4 or later.

Saving files

To save edited changes, press [Back](#). This will close the document and save any changes.

To save to a different file, select [Options](#) > [Save as](#). This allows you to specify a location for the file. Save as also allows you to save a Microsoft 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.

To exit without saving, select [Options](#) > [Exit without saving](#).

Word processing

Quickword supports .doc and .txt file formats. It is optimized for your Nokia E90 Communicator, and in many ways using it is different from viewing Microsoft Word documents on your PC computer.

Text wrap

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

Fonts

While your document may use several fonts, Quickword uses the system fonts available on your Nokia E90 Communicator. Since the system fonts are different from the commonly used fonts on your PC computer, your documents may appear somewhat different. However, when you edit and save a document in Quickword, the original font information is retained. When you open your document on a PC, it appears the same way as before. Any new text added in Quickword will automatically use the same font that precedes the new added text in the paragraph.

Images

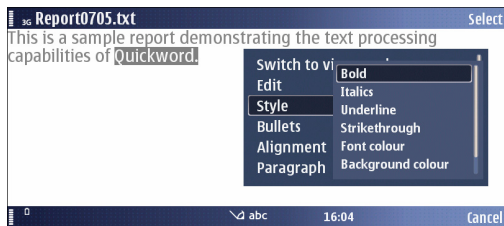
The version of Quickword supplied with Nokia E90 Communicator does not support the display of images embedded in Microsoft Word documents. However, when the document is edited and saved by Quickword, any images in the document will be retained; they will be visible when the document is transferred back to a PC.

Tables

For display purposes, tables are resized to fit your screen at the selected zoom level. The tables may look different from the original format. However, when the document is saved, the original table formatting is retained.

Other content

Your original Microsoft Word document may contain macros, embedded files, comments, track changes and other more advanced features. This content cannot be viewed with the current version of Quickword.



Spreadsheets

Quicksheet supports the .xls file format. It is optimized for your Nokia E90 Communicator, and in many ways using it is different from viewing spreadsheets on your PC computer.

Viewing options

Quicksheet provides several features to help you overcome the limitation of the screen size.

- **Zoom** – Select *Options > Zoom > Out* to view more cells and *Options > Zoom > In* to view more of the details.
- **Freeze panes** – Select *Options > Freeze panes* to freeze the cells above and to the left of the highlighted cell.
- **Pan** – Select *Options > Pan* to display an overview of the spreadsheet. In the overview empty cells are represented by white rectangles, and non-empty cells by light-grey rectangles. Your current viewpoint is identified by a grey background block that you can move with the scroll key. Select *OK* to view the selected region in normal mode.
- **Resize** – Select *Options > Resize > Column* and use the left and right scroll keys to decrease or increase the width. Select *Options > Resize > Rows* and use the up and down scroll keys to decrease or increase the height.

Formatting your spreadsheet

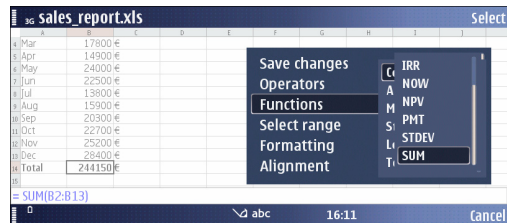
To format a spreadsheet:

- 1 Select the cell, row, column or range you want to format.
 - To select a cell – Use the scroll keys and navigate to the desired cell.
 - To select a column – Select *Options > Edit range > Column*, then use left and right scroll keys to select the desired column.
 - To select a row – Select *Options > Edit range > Row*, then use up and down scroll keys to select the desired row.
 - To select a range – Select *Options > Edit range > Block*, then use the scroll keys, while holding the Shift key to select the desired range.
- 2 Select the type of formatting.
 - To specify number format – Select *Options > Formatting*. This allows you to specify the type of number format such as number, currency or date, number of decimals (if applicable) and whether to use a comma separator.
 - To specify alignment – Select *Options > Alignment*. This allows you to specify how to align the contents of the cell with respect to the cell border.

- To specify font – Select *Options > Style*. This allows you to specify bold, italics, underline, font and text wrap.
- To specify colour – Select *Options > Colour*. This allows you to specify the cell and text colour.

To edit a cell:

- 1 Select the cell you want to edit.
- 2 Select *Options > Edit cell*. This positions the cursor in the formula field. Use the left and right scroll keys to move within the cell.
- 3 Enter cell content.
 - To insert an operator – Select *Options > Operators*. This allows you to insert an operator where the cursor is positioned.
 - To insert a function – Select *Options > Functions*. Functions are grouped by category. First select a category, and then select a function. A list of the supported functions is listed in "Appendix A: Supported functions" on page 15.
 - To insert a reference – Select *Options > Select range*. This allows you to insert a reference to another cell or range of cells.



Multiple worksheets

A spreadsheet can contain several worksheets. Quicksheet displays one worksheet at a time. In normal mode the name of the current worksheet is displayed on the status pane. To switch to another worksheet, select *Options > Worksheet*, and use the left and right scroll keys to select the desired worksheet.

In worksheet selection mode:

- To rename a worksheet, select *Options > Rename*
- To delete a worksheet, select *Options > Delete*
- To insert a new worksheet, select *Options > New sheet*

Worksheets that contain only charts are not listed in worksheet selection mode and hence cannot be deleted or renamed.

Other content

Quicksheet does not display some advanced spreadsheet features such as pivot tables, charts or macros.

Presentations

Quickpoint supports the .ppt file format. It is optimized for your Nokia E90 Communicator, and in many ways using it is different from viewing presentations on your PC computer.

Viewing presentations

Quickpoint allows you to view presentations in either *Slide* or *Outline* mode. The *Slide* mode displays the presentation with graphics, while the *Outline* mode displays the presentation's outline. In addition, Quickpoint provides a *Notes* view that displays the speaker notes for each slide. To switch between the views, use the left and right scroll keys.

Slide view

By default, Quickpoint opens a presentation in *Slide* view, and the slide is fit to the screen. To view the presentation in full screen mode, select *Options* > *Full screen*. The slide is displayed without the signal strength, title, or battery level indicators, or the identification of the soft keys. This view provides the maximum viewing area and allows you to control the zoom level. The full screen mode uses the maximum zoom level. To change the zoom level, select *Options* > *Zoom* > *In* or *Options* > *Zoom* > *Out*.

You can also zoom in and out in the full screen mode by pressing **1** (zoom out) and **2** (zoom in).

To return to the normal view, press the scroll key.

The slide view displays images, tables, shapes with borders, colour, text within objects with formatting and much more. However, there are important differences to note:

- **Fonts** – While your presentation may use many fonts, Quickpoint uses the system fonts on your Nokia E90 Communicator. Since the system fonts are different from the commonly used fonts on your PC computer, your presentations may appear somewhat different. However, if you edit and save a presentation in the *Slide* view, the original font information is retained. When you open your presentation on a PC, it appears the same way as before.
- **Animations and transitions** – Quickpoint does not render animations and slide transitions.
- **Hidden slides** – In Microsoft PowerPoint you can mark certain slides hidden. Quickpoint displays hidden slides.
- **Master slides** – This version of Quickpoint does not view master slides.
- **Editing of graphics** – This version of Quickpoint does not support editing of graphics.

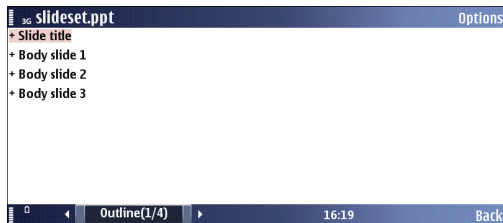
Outline view

The *Outline* view displays the title and body from each slide in a hierarchical view. To expand or collapse the each entry, select *Options* > *Outline* > *Expand* or *Options* > *Outline* > *Collapse*.

In the outline view press **1** to expand and **2** to collapse the entry.

The outline view displays any formatting such as font size, bold, italics, underline, and colour applied to the title or body.

Note that the outline view does not display text within graphics. To view the text within graphics, use the *Slide* view.



To edit the outline text or formatting, select *Options* > *Edit*. This displays the text of the current entry.

Any changes made to the outline text are also applied to the slide view.

Notes view

The notes view displays the speaker notes if each slide. To edit the speaker notes, select *Options* > *Edit note*.

Appendix A: Supported functions

ABS
ACOSH
ASIN
ATAN
ATANH
AVERAGE
CODE
COS
COUNT
DATE
DAY
DEGREES
EXP
FV
HOUR
INT
IRR
ISERROR
ISNUMBER
KURT
LEFT
LN
LOG10
MAX
MIN

ACOS
AND
ASINH
ATAN2
AVEDEV
CHAR
CONCATENATE
COSH
COUNTA
DATEVALUE
DAYS360
EFFECT
FACT
HLOOKUP
IF
IPMT
ISBLANK
ISLOGICAL
ISTEXT
LARGE
LEN
LOG
LOWER
MID
MINUTE

MOD
NOMINAL
NOW
NPV
PI
POWER
PRODUCT
RADIANS
RATE
ROUND
ROUNDUP
SIN
SKEW
SQRT
SUM
TANH
TIMEVALUE
TRUNC
VAR
WEEKDAY

MONTH
NOT
NPER
OR
PMT
PPMT
PV
RAND
RIGHT
ROUNDDOWN
SECOND
SINH
SMALL
STDEV
TAN
TIME
TODAY
UPPER
VLOOKUP
YEAR

Appendix B: Some common features currently not supported

Quickword

The following features are not viewable in Quickword 3.8 but should be preserved in documents sent back to Microsoft Word on a PC.

- Comments
- Footnotes, Endnotes
- Bookmarks
- References
- Embedded files
- Images
- Macros & Forms
- Header and footer
- Multi-column layout

Quicksheet

The following features are not viewable in Quicksheet 3.8 but should be preserved in documents sent back to Microsoft Excel on a PC.

- Comments
- Ability to sort or filter data
- Charts
- Macros

- Pivot tables
- Grouping
- Header and Footer
- Embedded Objects including images

Quickpoint

The following features are not viewable in Quickpoint 3.8 but should be preserved in documents sent back to Microsoft PowerPoint on a PC.

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