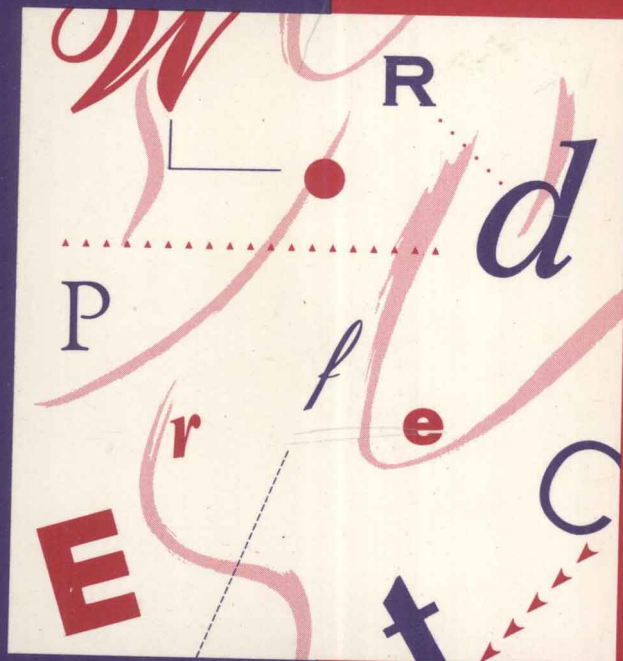


Introduction to
WordPerfect® 5.1



Gay D. Bryant

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WordPerfect® 5.1

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Pellissippi State Technical Community College



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PREFACE

ABOUT WORDPERFECT 5.1

In this course you will learn to use the most popular word processing program available today—WordPerfect 5.1. WordPerfect is an amazing package; it is fast, easy to learn, powerful, and a real pleasure to use.

This book approaches learning WordPerfect by helping you LEARN HOW TO LEARN the program—not by making you memorize various keystrokes and combinations. This is the way you should approach learning any software package: Learn the method behind the way it works rather than learning the program and keys by rote memory. This way, you can easily transfer your knowledge and skill from one program to another. Today, new software comes out and old programs are revised every few weeks or so. It is impossible to memorize how to use each one. But if you learn how to learn the programs, you can easily master different ones.

If you learn WordPerfect this way—and learn all you can about it—it will be relatively easy if you get into a work situation that uses a different program. The things you know about WordPerfect will easily transfer to the other program, and you will be productive in no time no matter what word processor the company uses.

This book introduces computer use from the standpoint that the computer is a tool most of us will be using in the future and many of us are using right now, at home and at our work. This book presents the computer as simply another tool or device like a stove, telephone, or car that makes our doing things at home and at work a little easier. The fact that a computer can do things so quickly makes it seem almost magical; but once the user understands the basics, the mystery is gone and the computer is no more frightening than the kitchen sink!

For those who already are familiar with computers, Chapter 2 is the place to start. The novice will benefit from starting with the basic computer theory in Chapter 1.

This book approaches WordPerfect with a presentation of beginning competencies from the List screen. This method is used because it centers the basic functions (such as printing, deleting, renaming, etc.) around one key. You will learn more sophisticated ways to do many of these functions, but at the beginning you will do them from the List screen, where you can see what you want to do on a menu and select your choice.

ASSUMPTIONS ABOUT HARDWARE AND SOFTWARE

This book assumes the following regarding hardware and software in this course:

SOFTWARE: WordPerfect 5.1 is loaded onto the hard drive. Auxiliary files such as Speller, Thesaurus, Tutor, and Printer are also located on the hard disk and are placed where WordPerfect 5.1 puts them through the standard WordPerfect installation.

HARDWARE: IBM PC/XT (or compatible) computer (minimum)

- * 10 MB hard disk (minimum)
- * Single 3-1/2 or 5-1/4 inch floppy disk drive (DD/DS), minimum
- * 640K RAM, minimum
- * Monochrome monitor (80 columns, 24 lines), minimum
- * Graphics capability
- * Printers: Any type

* **SETUP IN WORDPERFECT (recommended):**
The standard, out-of-the-box WordPerfect installation is recommended with the following exceptions.

Under Environment Setup:

- Under **Backup Options**, Timed Document Backup is set at 15-minute intervals. Original Document Backup is set for No.
- **Cursor speed** is set at 50 cps.

Under **Location of Files**:

- Set location of **Macros Files** (Choice 2) and **Styles Files** (Choice 5) to **A:** so these files will be stored on the student's disk.
- Set location of **Documents** (Choice 7) to **A:** so student's work will be stored on the student's disk.

CONVENTIONS USED IN THIS BOOK

This book is designed to teach you the basic features of the WordPerfect program. It will introduce the features that any user might need to do basic word processing. The book is not designed to teach the advanced functions of WordPerfect; however, that might be required on a job. Features such as mail merge, columns, advanced printing, macros, and so forth, are covered in advanced WordPerfect courses.

- * When you are required to press a key on the keyboard, the key will be shown in angle brackets, such as <SHIFT> or <SPACEBAR>. Do not type what you see in the angle brackets; merely press that key.
- * When you need to hold down a booster key (such as <CTRL>, <SHIFT>, or <ALT>) while touching another key, the text will show a hyphen between the two keys. For example, <CTRL>-<F2> means you would hold down the <CTRL> key and touch <F2>, then release both at the same time.
- * When you need to touch two keys separately, the strokes will be shown with NO hyphen between them. For example, <HOME> <UP ARROW> means to touch the <HOME> key, THEN touch the <UP ARROW> key.
- * Text that you need to type on the keyboard will be shown in bold italics, like this:

Now is the time for all good men to come to the aid of their country.

- * The WordPerfect program is located on Drive C (hard disk). You will store all of the work that you produce for this course on the floppy disk (data disk) that you will insert into Drive A.

- * The steps you will follow to load WordPerfect are listed below. Step 1 sets up Drive A as the default drive to which you will store your work and from which the computer will read and print, then Step 2 loads WordPerfect from the appropriate directory:
 1. At the system prompt C:\>, type *A:* and press <ENTER>
The system prompt changes to A:\>.
 2. At the prompt A:\>, type *C:\wp51\wp*
and press <ENTER>.

WordPerfect should load and bring up a clean screen for you to begin work. Summary of steps: *a:* <ENTER>
c:\wp51\wp <ENTER>

APPENDICES

In the back of the book, you will find some helpful appendices:

- * Copy of the way your screen will look for the exercises (Appendix A)
- * Copy of the way your hard copy (printed output) will look for the exercises (Appendix B)
- * Cheat Sheet with abbreviated listing of commands for WordPerfect and DOS functions (Appendix C)
- * Information on using a mouse for input (Appendix D)

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Thanks to the many, many students who have taken Introduction to Computers and WordPerfect and have given such professional feedback on the quality of content and exercises and have provided such expert proofreading and editing help.

And to my family, who sacrificed a lot of fun times and good meals so this book could be possible.

Gay D. Bryant
Knoxville, Tennessee, 1990

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CHAPTER 1

INTRODUCTION TO THE PERSONAL COMPUTER AND THE PC KEYBOARD

KEY TOPICS

This chapter discusses the basic parts of a computer system, the role of the operating system, and software used for various applications.

Topics covered are

- * Hardware
- * Operating System
- * Applications Programs - word processing, database, spreadsheet
- * WordPerfect
- * DOS
- * Storage - on disks and on hard drives

1.1 COMPONENTS OF A COMPUTER SYSTEM

Computers are grouped into categories based on their size, cost, storage capacity, and processing speed. The listing below groups computers by size to show you readily where personal computers fit into the spectrum:

Supercomputer: Very large computer. Used for scientific and research applications.

Mainframe: Large computer. Used for large-scale business applications such as airline reservations, federal income tax, corporate banking.

Minicomputer: Smaller version of mainframe. Used for smaller-scale business and specialized applications such as in colleges and local businesses.

Advanced Workstation: System with the capacity of a mainframe computer but sized like a microcomputer. Used for research and design.

Microcomputer: Personal computer, used by a single user. Used for word processing, record keeping, accounting, and games by individuals and work groups.