

# **IBM-PC<sup>®</sup>** **WORD PROCESSING**

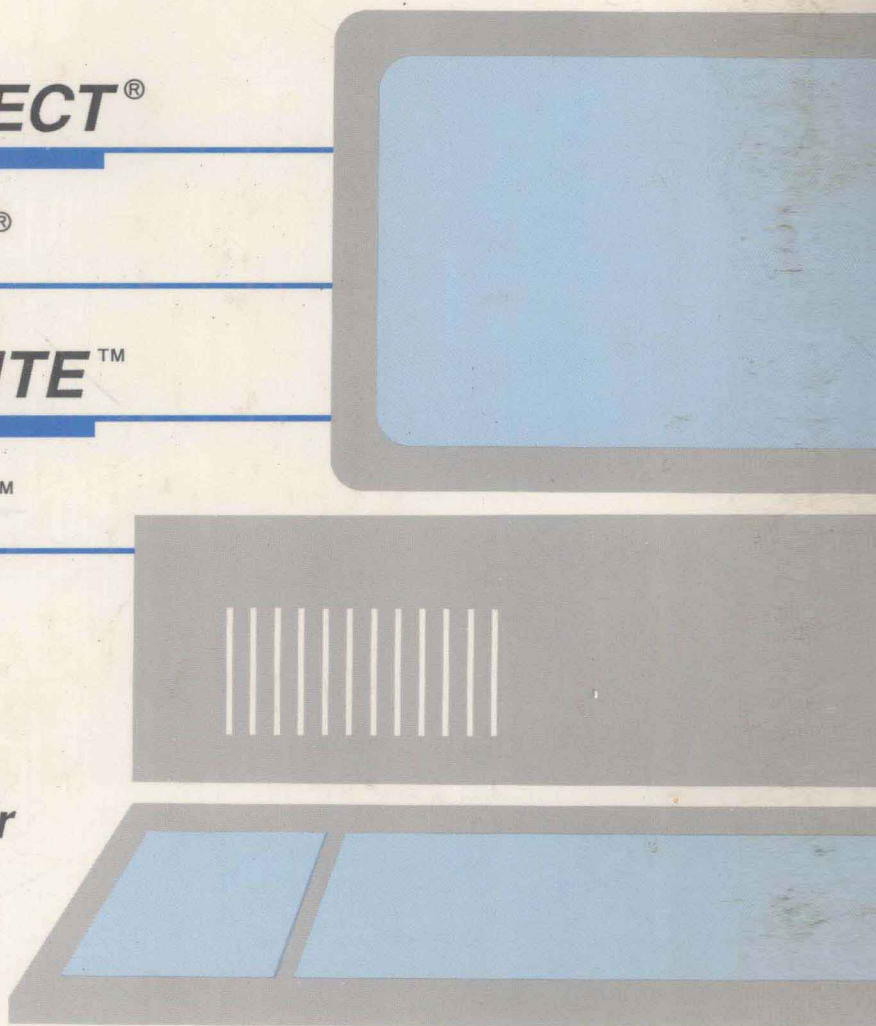
**WORDPERFECT<sup>®</sup>**

**WORDSTAR<sup>®</sup>**

**DISPLAYWRITE<sup>™</sup>**

**MULTIMATE<sup>™</sup>**

**Katie Layman**  
**Adrienne Renner**



# ***IBM PC<sup>®</sup> Word Processing***

*WordPerfect<sup>®</sup>, WordStar<sup>®</sup>, DisplayWrite<sup>™</sup>,  
MultiMate<sup>™</sup>*

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# ***Preface***

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The purpose of this textbook is to provide specific step-by-step instructions for the basic functions of four IBM PC word processing programs: WordPerfect 4.2, WordStar Professional 4.0, DisplayWrite 4, and MultiMate Advantage II. The book includes lessons that define each word processing function generically. Practice drills are provided at the end of each lesson for the student to learn the function described. At the end of each unit, four exercises incorporate all the functions discussed in the preceding unit lessons.

This textbook is five books under one cover. Dividers separate each of the five parts.

Part 1 provides generic definitions of word processing functions, practice drills, and exercises. Part 2 includes specific instructions for WordPerfect 4.2. Part 3 includes specific instructions for WordStar Professional Release 4.0. Part 4 includes specific instructions for DisplayWrite 4. Part 5 includes specific instructions for MultiMate Advantage II. The instructions for the program in Parts 2, 3, 4, and 5 correspond directly to the generic lessons that describe each function in Part 1.

The word processing program instructions are written for specific versions of software; however, the majority of the instructions are directly applicable to all earlier versions of the programs.

The book is designed for individualized learning as well as for teacher-directed learning. The student should first read the lesson that describes a function in Part 1; second, the student should refer to the specific program instructions for the program being learned; third, he or she should go back to the lesson and follow the practice drill instructions. Finally, the student should perform the practice drill activity on the computer.

A bookmark should be placed in the specific program instructions so the student can easily refer to the instructions while performing the practice drill activity. In addition, when performing the end-of-unit exercises, the bookmark can be used to locate the specific directions quickly.

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KATIE LAYMAN  
ADRIENNE RENNER



# ***PART 1***

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