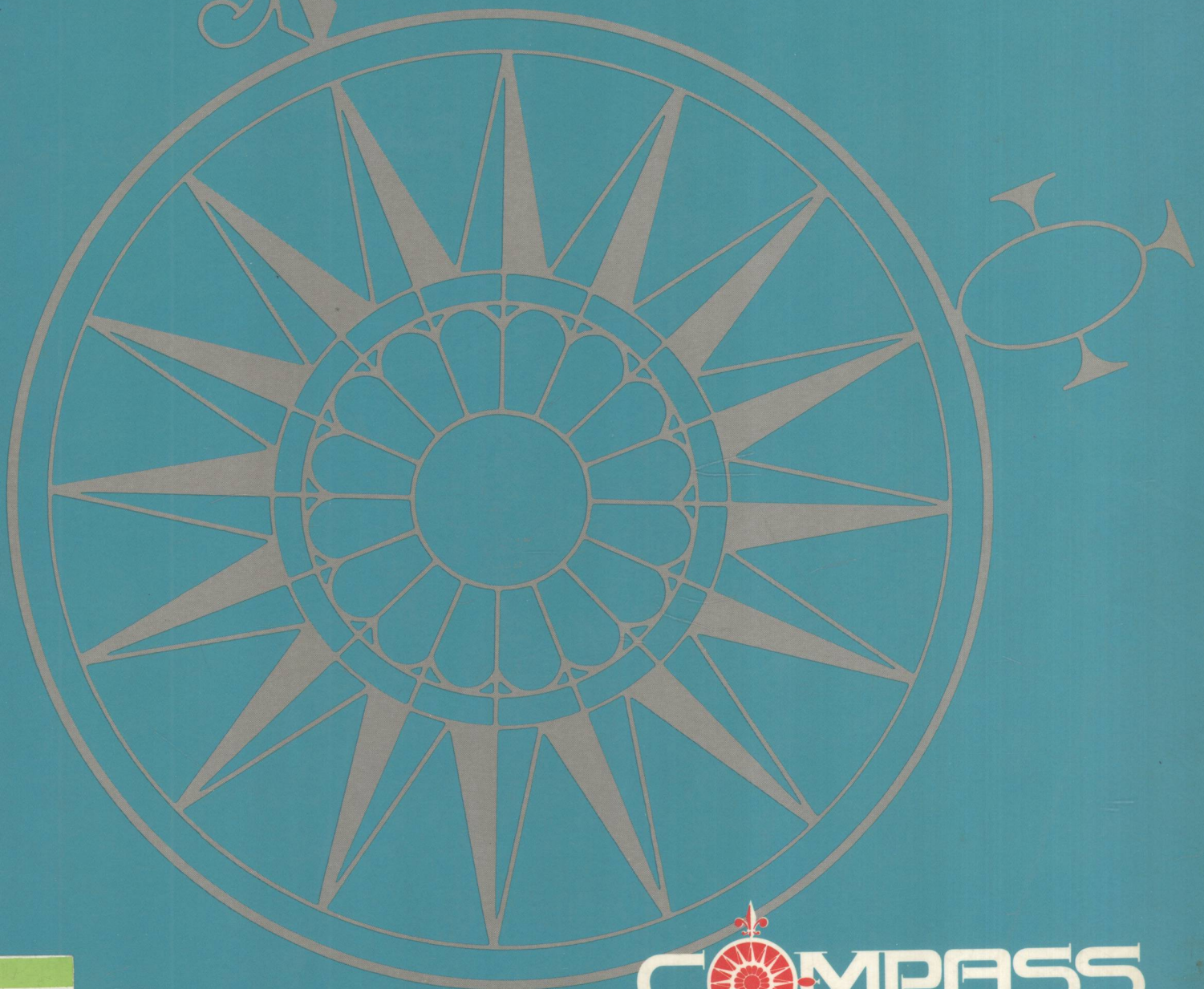


WordPerfect[®] 5.0

A Short Course

DENNIS P. CURTIN



 **COMPASS**

COMPUTER APPLICATION SOFTWARE SERIES

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WordPerfect 5.0

A Short Course

Dennis P. Curtin



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Preface



RATIONALE

This text has been designed to provide you with an introductory background in working with WordPerfect®. It does so by introducing you to the program on three levels: concepts, procedures, and activities.

CONCEPTS

Concepts are discussed because they provide the background for procedures. They explain principles, all of which apply to WordPerfect, but many of which also apply to other programs you will use on a microcomputer. When you understand concepts, procedures are easier to learn because they fit into a framework. Understanding concepts also makes it much easier to transfer your understanding to other programs, and other computers.

PROCEDURES

Procedures are the specific skills one has to know to use WordPerfect. They include such fundamental steps as saving a file, or making a printout. To work with a program, you have to understand more than one procedure because you almost always want to save your work and make printouts to share with others. In this sense procedures are like individual bricks that when joined together make larger structures like arches, walls, and bridges. Some procedures are generally considered to be more advanced than others, and the organization of the procedures in this manual follows those conventions. This conventional classification of procedures into introductory and advanced can be misleading however. Many procedures considered to be advanced are really quite simple, and very useful. Although procedures in this text are presented in a sequence from simple to complex, don't hesitate to study the advanced procedures. You'll find many of them easy to use and quite exciting.

ACTIVITIES

Concepts and procedures tell you why to do something and how to do it, but they don't tell you what to do it with. To gain that knowledge, concepts and procedures have to be put to work in real-world situations. To fulfill this goal, many tutorials, exercises, and projects have been included in this text. These activities serve more than one purpose.

- They build skills in the specific procedures you need to know.
- They demonstrate a variety of situations in which specific procedures are useful.
- They introduce important business, and other, principles that have been, or will be, introduced in other courses in the curriculum.
- They develop problem-solving skills. Exercises provide less help than tutorials, and projects provide even less. Moving through this sequence of activities challenges you to think about what you should do, and why you need to do it.

▼ ORGANIZATION

This text is designed to be used in a lab-oriented course. It is organized into two parts.

Part I covers the procedures you use to work with WordPerfect and is organized into 21 topics that cover procedures step by step. Each topic has the following elements:

- **Concepts** introduce the basic principles discussed in the topic—the why, when, and where of word processing.
- **Procedures** describe step by step how you execute commands—the how of word processing with WordPerfect. This section serves a dual function. You can refer to it when working on the tutorials and exercises in this text or use it as a quick reference when working on your own projects.
- **Tips** in many topics discuss advanced procedures or cross reference you to other topics where related procedures are discussed.
- **Tutorials** demonstrate step by step how to use the procedures discussed in the topic.
- **Exercises** provide you with additional opportunities to practice and gain experience with the concepts and procedures discussed in the topic. Unlike tutorials, exercises do not guide you step by step. You have to determine the correct procedures to use. These exercises have been selected so they are relevant to business and should prove both interesting and challenging.
- **Questions** test your understanding of the concepts and procedures discussed in the topic.

When this text is used in the classroom, all topics do not have to be covered. However, many tutorials and exercises assume that previous tutorials and exercises have already been completed. In these cases, the introduction to the tutorial or exercise cross references you to the tutorial or exercise that must have been completed first.

Part II contains a number of projects that build skills and introduce problem solving. The projects are typical of those that people encounter in school and business. They include the preparation of a resume, cover letter, and follow up letters used when seeking a job. Step by step instructions for the completion of these projects is not provided. To complete them, you must first have mastered the procedures listed for each project.

▼ THE COMPASS SERIES

This text is part of an integrated series, *Computer Application Software Series*, or *COMPASS*. The texts in this series, like this one, use a standardized approach to introducing operating systems and applications software. Many of the texts in the series are available in two versions: one for complete courses, and one for short courses.

- The complete course versions cover all features of the program and are suitable for a full semester course or where you want extensive coverage of a program.
- The short course versions, are adapted from the complete course versions. They are designed to be used in a course where more than one program is being covered or when time is limited and you want to cover only the most important features of the program. They are similar to the complete course versions but contain fewer topics, tutorials, exercises, and projects.

TITLES

The COMPASS series contained the following texts at the time this one was published. Each text covers the latest version of their respective programs.

DOS 4: A Complete Course
WordPerfect 5.0: A Complete Course
Lotus 1-2-3: A Complete Course
dBASE IV: A Complete Course

DOS: A Short Course
WordPerfect 5.0: A Short Course
Lotus 1-2-3: A Short Course
dBASE IV: A Short Course
Telecommunications with ProComm Plus[™]: A Short Course

These texts are updated as soon as a new version of the program is introduced and previous versions of the text are kept in print as long as there is a demand for them. Also, new titles are introduced when major new programs gain wide acceptance in college and university courses. To obtain an up-to-date listing of the titles in the series, contact your Prentice Hall representative.

SUPPLEMENTS

The publisher has developed many supplements for the COMPASS series that are free on adoption. These supplements include:

- **Instructor's Resource Manual** contains suggested course outlines and teaching suggestions and test questions.
- **WordPerfect 5.0 Resource Disk** is available that contains the files for all of the tutorials, exercises, and projects in this text. You can use these files for your own reference or copy selected files for student use. You can obtain a free master copy by contacting your local Prentice Hall representative or calling Prentice Hall's Software Department toll-free at 1-800-842-2958. Be sure to specify whether the disk should be in the 5¼-inch or 3½-inch format.
- **Videos** on the programs covered in this series are available to qualified adopters of this text. Contact your local Prentice Hall representative for details.

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No book is the result of the efforts of a single person. Although the author accepts responsibility for the final results, he was assisted during the development of this text and would like to express his appreciation to the following people.

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Peggy Curtin handled all communications with computer companies and coordinated the art program for the series.












Finally, special thanks to Toni M. Hutto of Wake Technical Community College, Raleigh, NC, who tested all the tutorials, exercises, and projects in this text. Her contributions have been enormous, but the author remains solely responsible should any errors or shortcomings remain in the text.

Dennis P. Curtin
Marblehead, Massachusetts

Conventions

This text uses the following conventions for keys (see Table 1), commands, and prompts.

TABLE 1 Key Conventions

Name	IBM Keyboard	This Text
Return or Enter		Enter
Caps lock	Caps Lock	Caps Lock
Control	Ctrl	Ctrl
Escape	Esc	Esc
Function keys	F1 through F10	F1 through F10
Home	Home	Home
End	End	End
Page up	PgUp	PgUp
Page down	PgDn	PgDn
Delete	Del	Del
Backspace		Backspace
Insert	Ins	Ins
Print screen	PrtSc	PrtSc
Number lock	Num Lock	Num Lock
Scroll lock	Scroll Lock	Scroll Lock
Shift		Shift
Space bar	None	Spacebar
Alt	Alt	Alt
Left arrow		←
Right arrow		→
Down arrow		↓
Up arrow		↑
Tab		Tab
Backtab		Backtab
Hyphen or Minus sign		Hyphen
Underscore		Underscore
Gray +	+ ^a	Gray +
Gray —	— ^a	Gray —

^aThe **Gray +** and **Gray —** keys are the keys labeled + and — to the right of the numeric keypad.

COMMANDS

- Keys you press sequentially are separated by commas. For example, if you are to press F8, release it, and then press ENTER, the instructions read F8, ENTER.
- Keys you press simultaneously are separated by dashes. For example, if you are to hold down the CTRL key while you press F8, the instructions read CTRL-F8.

PROMPTS

All prompts that appear on the screen are shown *in this typeface*. When a prompt appears, you type a response and then press ENTER. All answers you type in response to prompts are shown in **BOLDFACE**.

SUMMARY

Now that you have read about how keys and commands are presented, see if you can understand the following instructions.

To Delete a Word

1. Move the cursor to the beginning of the word to be deleted.
2. Press CTRL-BACKSPACE.

To delete a word, you first move the cursor to the beginning of the word you want to delete. You then hold down the CTRL key while you press the BACKSPACE key.

To Save the Document

1. Press F10 and the prompt reads *Document to be saved:*.
2. Type **MEMO** and then press ENTER.

To save the document, you press F10. A prompt appears asking you for the name of the file you want to save. You type the filename, and then press ENTER.

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Procedures



WORD PROCESSING PROCEDURES: AN OVERVIEW

When you want to use your computer to create documents, you use a word processing program. When you load one of these programs into the computer, you can quickly and easily create, edit, and format documents. There are many word processing programs on the market, but WordPerfect is one of the most popular. This program is popular because it is both easy to learn and very powerful. Let's look briefly at how you use WordPerfect, from loading the program to clearing the screen or quitting. Later in this part, we explain these procedures in detail.

STEP 1: LOAD THE PROGRAM

A computer can perform a number of tasks. You tell it what task to perform by loading a program into the computer's memory. To use the computer for word processing, you load WordPerfect from the disks it is stored on.

STEP 2: ENTER THE DOCUMENT

When you load WordPerfect, the blank document screen appears (Figure 1). This screen always displays a cursor, a one-character-wide underline. The cursor indicates where the next character you type will appear. When you type a character, it appears on the screen, and the cursor moves one space to the right.

Entering text is similar to entering it on a typewriter. The main difference is that you do not have to press ENTER at the end of each line like you have to press the carriage return on a typewriter. WordPerfect automatically "wraps" the lines as you enter them so that they do not extend past the right margin. You have to press ENTER only at the end of paragraphs and when you want a line to end before it reaches the right margin (Figure 2).

STEP 3: EDIT AND REVISE THE DOCUMENT

After you enter the document, you proofread it and correct any mistakes. Generally, it is easier to proofread a printout of a document than to proofread the document on the screen (Figure 3). To edit the document on the screen, you use the directional arrows and other designated keys to move the cursor through the text. You then delete or insert characters, words, or phrases, or you highlight blocks—large sections of text—to copy, move, or delete them in one step. You can also use advanced editing features like search and replace and spell checking to speed up the editing.

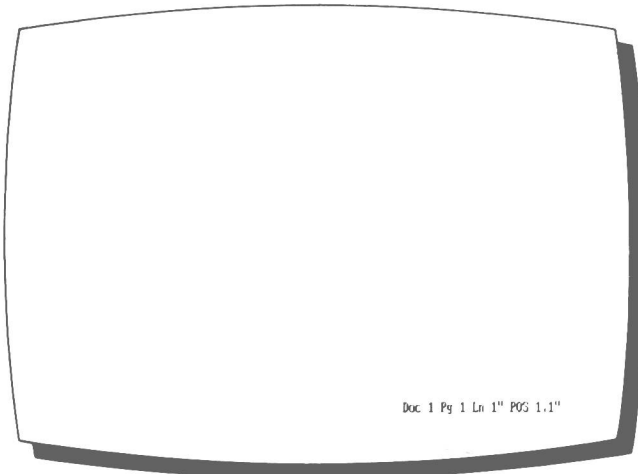


FIGURE 1 The Document Screen. When you load WordPerfect, the document screen appears automatically. The cursor is initially in the upper left-hand corner of the screen. It indicates where the next character that you type will appear. The status line at the bottom of the screen indicates the position of the cursor.

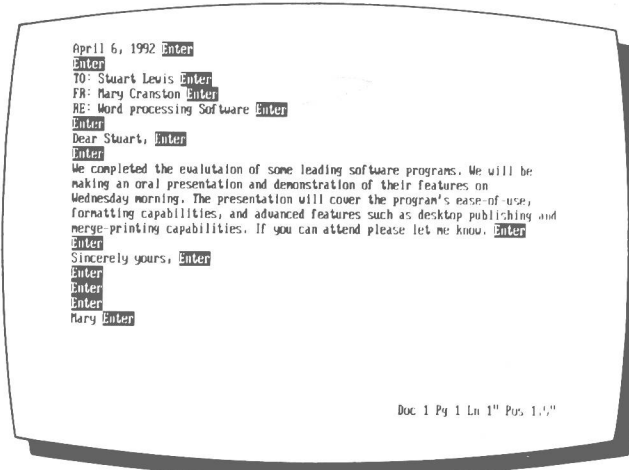


FIGURE 2 Entering the Document. You enter a document by typing it in, just as if you were typing on a typewriter. You press ENTER only to end lines before they reach the right margin, to end paragraphs, or to insert blank lines.

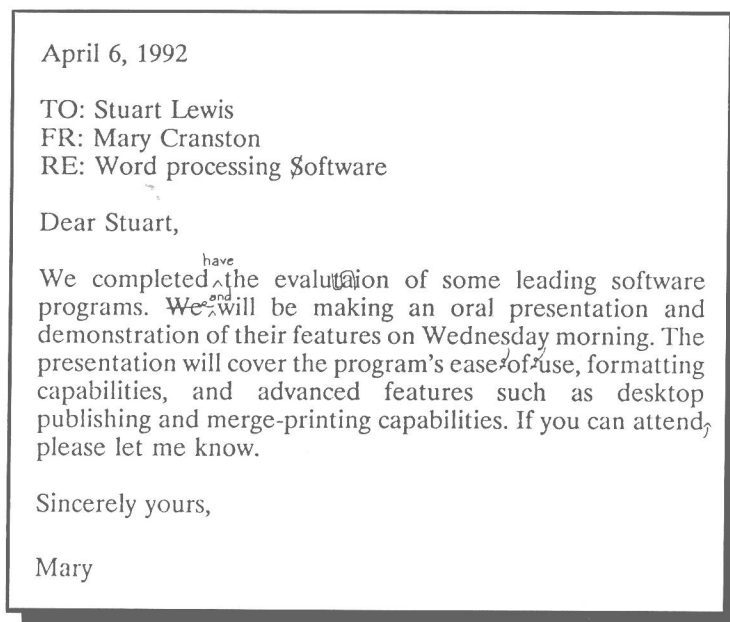


FIGURE 3 Editing the Document. To edit your document, you make a printout to make proofreading easier. If you find any errors, you edit the document on the screen by moving the cursor through it to insert or delete text.

STEP 4: FORMAT THE DOCUMENT

You format a document to control its layout and appearance (Figure 4). You do not need to know much about formatting when you begin since WordPerfect is already set to print a document single spaced on an 8½-by-11-inch sheet of paper. These default settings anticipate the most frequent applications of the program—the preparation of memos, letters, and reports. However, you can format a document at any time—before you enter the document, while you enter it, or after you enter it. You can change margins, emphasize keywords by boldfacing them, or indent paragraphs. Unlike typing a document, formatting is separate from printing. If you decide to change formats, you don't have to retype the entire document; you just make a new printout.

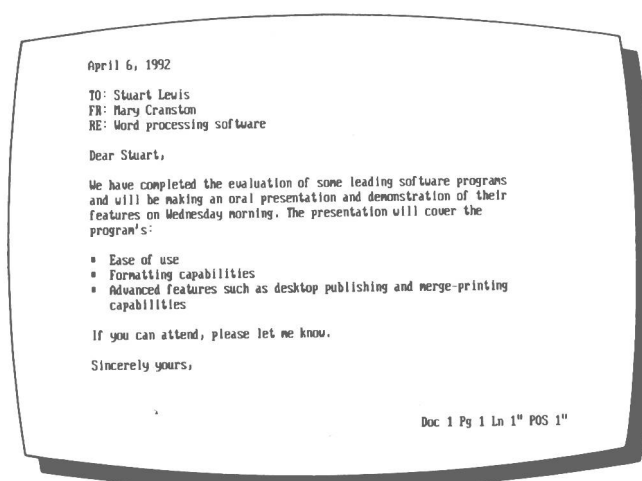
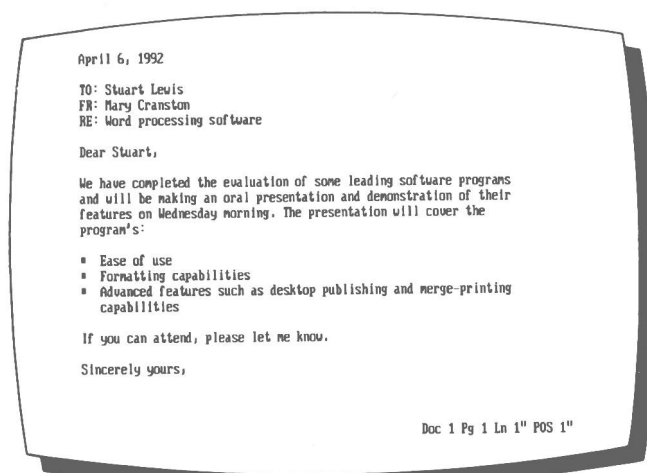


FIGURE 4 Formatting the Document. You format a document to change its layout or appearance. Here, a paragraph was broken up into a bulleted list.

STEP 5: SAVE THE DOCUMENT

When you have completed the document, you assign it a filename and save it in a file on the disk (Figure 5). If the document is long, you normally save it several times while entering it so that it will not be lost if the power fails or something else goes wrong.



Saving a File

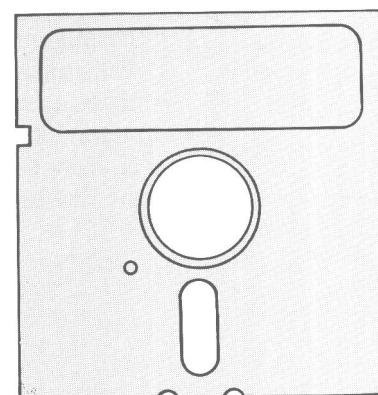


FIGURE 5 Saving a File. When you save a file, the computer copies the version currently on the screen and stored in the computer's memory to a file on the disk so that you can retrieve it later when you need it.

STEP 6: PRINT THE DOCUMENT

You make a printout using the Print command. This command sends the document to the printer, where it is printed using the formats you specified in Step 4 (Figure 6).

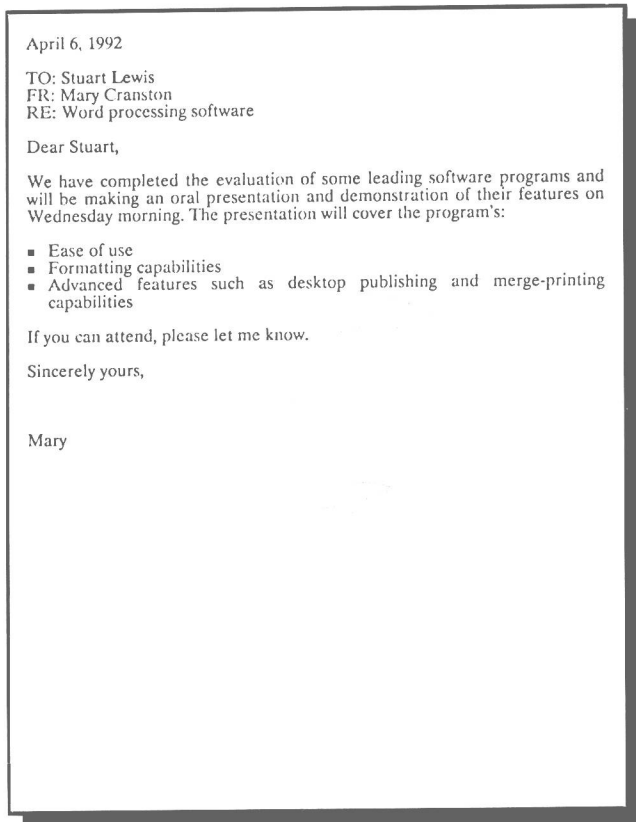


FIGURE 6 Printing the Document. WordPerfect is set so that documents are automatically printed on 8½-by-11-inch paper with 1-inch margins.

STEP 7: CONTINUE OR EXIT

When you have finished a document, you have three choices: enter a new document, edit an existing document, or exit the program:

- If you want to create a new document, you clear the current document from the screen.
- To edit an existing document, you retrieve it onto the screen from its file on a disk (Figure 7).
- If you are done for the day or want to run another program, you use the Exit command. This removes WordPerfect and any document you are working on from the computer's memory and from the screen. You can then quit for the day or load another program.