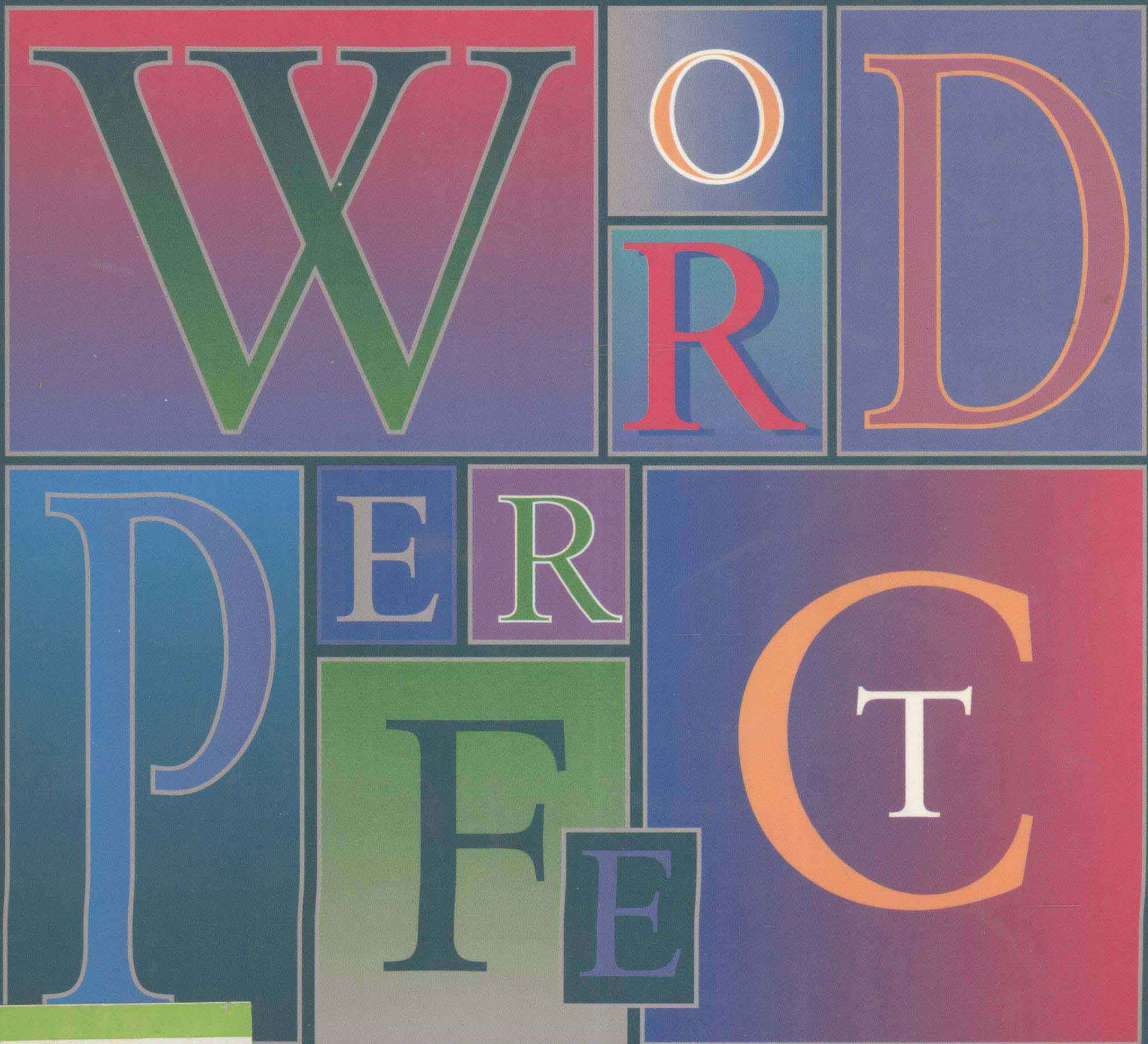
Mastering and Using

WORDPERFECT 6.0 *for* DOS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WORDPERFECT 6.0 *for* DOS

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Dedication

This book is dedicated to the staff at NJI.

PREFACE

INTRODUCTION

Today there are literally millions of people using personal computers. One of the most popular applications of personal computers is document preparation. Today, most organizations use word processing software to prepare all kinds of documents, from simple one-page letters to multi-page newsletters and brochures. WordPerfect 6.0 for DOS was chosen as the framework for this book because it is one of the best-selling word processing software packages currently available under the DOS environment for IBM PCs and compatible personal computers.

OBJECTIVES OF THIS BOOK

This book has been developed for an introductory course on word processing that utilizes IBM PCs or compatible hardware on which WordPerfect 6.0 for DOS is used. The objectives of this book are:

- To acquaint the student with the process of using personal computers to prepare a variety of documents with word processing software.
- To provide a working knowledge of the basic and advanced capabilities of WordPerfect 6.0 for DOS.
- To permit learning through examples using an exercise-oriented approach.
- To provide students with an excellent source of reference to advance their knowledge of WordPerfect 6.0 for DOS.

AUTHORS' EXPERIENCE

The authors have worked with personal computers since PCs came to the market in the late 1970s. More than 40,000 people have attended personal computer training classes for which the authors have been responsible. This book is based on proven materials that have been used extensively in these training activities. In addition, the authors have more than 40 years of combined teaching and consulting experience.

DISTINGUISHING FEATURES

Access Methods for WordPerfect 6.0 for DOS

This book features a unique parallel treatment of WordPerfect's user interfaces. The use of pull-down menus, *with or without a mouse*, is available in WordPerfect 6.0 for DOS. WordPerfect 6.0 for DOS also allows the student to use the traditional keyboard function and combination keys to access its features. This book shows the student how to access WordPerfect 6.0 for DOS features using either the pull-down menu or the keyboard methods.

New and Improved WordPerfect 6.0 for DOS Features

A number of new features appear in WordPerfect 6.0 for DOS. One of these features is the ability to quickly access commands using the Button Bar. The File Manager is available to handle file and disk management tasks. Each of these new features is covered in this book.

Many important features in WordPerfect 5.1 for DOS have been changed in WordPerfect 6.0 for DOS. Some of the features that have been modified are font selection, merging documents, macros, graphics, and WordPerfect characters. Each of these features is comprehensively covered in this book.

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Quick Start Approach

In Chapter 1, the student is introduced to the basics of WordPerfect 6.0 for DOS. Chapter 2 provides a quick start to the "create-edit-print" cycle in WordPerfect. After completing Chapter 2, the student can 1) create a document, 2) edit the document, 3) save the document on a floppy or hard disk, 4) print the document, 5) close the document, 6) open and edit a document, and 7) exit WordPerfect.

Learning Through Examples

The book is designed for students to learn through examples rather than learning a series of features or commands. The materials are built around a series of example problems. The student learns commands for one example, then the commands are reinforced in others. New features are covered in subsequent examples.

Step-by-Step Instructions and Screen Illustrations

All examples in this text include step-by-step instructions. Screen illustrations are used extensively to assist the student while learning WordPerfect 6.0 for DOS. The authors have found this approach very useful for the novice student as well as more advanced users, who may consider the book as a reference tool.

Extensive Exercises

At the end of each chapter, realistic exercises provide comprehensive coverage of the topics introduced in the chapter. Each chapter typically includes eight to ten exercises. There are more than 200 pages of exercises in the book.

Student Keyboard Template and Command Summary Card

The book includes a punch-out version of the WordPerfect 6.0 for DOS keyboard template for student use. A Command Summary page is also provided.

Instructor's Manual and Resources

An Instructor's Manual, which includes additional exercises and Transparency Masters, is available to adopters of this text. A set of Instructor's Resource Disks with complete solutions to all examples and exercises, and a Test Item File are also available.

■ LEVEL OF INSTRUCTION

This book is designed to introduce the beginning, intermediate, and advanced capabilities of WordPerfect 6.0 for DOS. First, the basic skills needed to create, change, save, and print a new or existing document are introduced. Subsequent chapters cover more advanced subjects, and build on previously presented concepts and developed skills. Each chapter contains eight to ten exercises that will help students improve their skills. A variety of practical examples provide an understanding of how WordPerfect can be used. The book assumes the student has little or no word processing background.

However, individuals with some previous experience can also advance their knowledge of WordPerfect 6.0 for DOS. This book is characterized by its continuity, simplicity, and practicality. This book does not replace the WordPerfect 6.0 for DOS Reference Manual that accompanies the software package. Used in conjunction with the Reference Manual, this book will provide the user with a complete understanding of the capabilities of WordPerfect 6.0 for DOS.

■ ORGANIZATION/FLEXIBILITY

This book is designed to first take the student through the fundamentals of WordPerfect 6.0 for DOS. After developing a solid foundation, the student learns more advanced features. The book is useful for college courses, professional schools, training classes, individual learning, and as a reference tool.

Chapter 1 describes the WordPerfect 6.0 for DOS software package and the process of accessing the WordPerfect 6.0 for DOS software. The pull-down menu and keyboard methods of accessing WordPerfect 6.0 for DOS features are discussed and illustrated.

The important "create-edit-print" cycle is covered in Chapter 2. After completing Chapter 2, the student can 1) create a document, 2) edit the document, 3) save the document on a floppy or hard disk, 4) print the document, 5) close the document, 6) open and edit a document, and 7) exit WordPerfect.

More extensive coverage of the process for creating a document appears in Chapter 3. Methods for inserting and replacing text are covered. The select feature and steps for deleting and undeleting text are shown. The help feature is also described.

Additional editing features are covered in Chapter 4. The use of File Manager to open a file is discussed. Important features such as revealing codes, searching for and replacing text, changing the case of letters, and moving and copying text are demonstrated.

The WordPerfect Button Bar is covered in Chapter 5. Methods for using, creating, editing, formatting, and selecting a Button Bar are demonstrated. The use of the Speller, Thesaurus, and Grammatik features is covered in Chapter 6.

When a document is created or edited, it may need to be formatted in a specific manner. Chapter 7 shows the basic formatting features such as fonts, margins, tabs, line spacing, justification, hyphenation, and indent. The use of the Ribbon for additional formatting is also demonstrated. Additional formatting features such as headers and footers, page numbering, and page breaks are illustrated in Chapter 8.

WordPerfect includes many features for enhancing the text in a document. Chapter 9 contains instructions for using the right flush, center, bold, underline, and italics features. Additional text enhancement features such as using superscripts and subscripts, changing font size, and changing font appearance are also shown. The use of the WP Characters feature and the Hidden Text feature is also discussed in Chapter 9.

The printing capabilities are illustrated in Chapter 10. The steps for printing a document that appears on a screen, printing a document from a disk, and previewing a document are specified. Printer options are also discussed in this chapter.

WordPerfect allows the use of more than one document window on the screen at a time. The methods for arranging, moving, and sizing multiple document windows are discussed in Chapter 11.

In many situations, it may be necessary to merge two documents. For example, a form letter may need to be sent to all customers of a company. The steps for merging a file containing the document with another file containing addresses are covered in Chapter 12. The processes for merging a document with input from the keyboard and creating a merged list are discussed in Chapter 13.

Rather than repeat the same actions for certain tasks each time they are performed, a macro can be created in WordPerfect. The steps necessary for creating and using a macro are demonstrated in Chapter 14. The process for creating an interactive macro is also discussed.

When documents are prepared, envelopes and labels may be needed. Methods for printing envelopes and labels are shown in Chapter 15. The document merge technique learned in Chapter 13 is also used to merge address labels in Chapter 15.

Sometimes it may be necessary to place information in a specific order within a document. The process for sorting information is covered in Chapter 16. Part of this chapter presents information on sorting text used in a document merge. The process for selecting text that matches certain information is also demonstrated.

Documents may require the use of newspaper-style or parallel columns. The steps for using these types of columns are demonstrated in Chapter 17. Creating newspaper-style columns using the Ribbon is also covered.

Some documents require a table of information, such as sales data. In Chapter 18, the steps to create and edit a table are shown. Chapter 19 provides the steps for using the advanced table features of WordPerfect. These features include using functions in formulas, and creating range names.

WordPerfect includes some desktop publishing capabilities. The method for including a graphic in a document is illustrated in Chapter 20. Other features such as specifying the graphics caption, attachment type, vertical position, horizontal position, and size are demonstrated. Options related to border style, border space, caption location, and gray shading are shown

Graphics can be rotated, scaled, and moved within a graphics box. These features are covered in Chapter 21.

Advanced graphic features such as using graphics lines, placing a graphic on another graphic or in a text box, and placing a watermark graphic on a document page are demonstrated in Chapter 22.

A complex mathematical equation may need to be included in some technical documents. Chapter 23 describes the processes for creating an equation, printing an equation, using the equation palette, saving an equation, using an equation in a document, retrieving an equation, and editing an equation.

Many documents use the same style or format. The processes for creating, editing, saving, retrieving, and deleting a style are illustrated in Chapter 24. WordPerfect's advanced typesetting features such as leading adjustment, word and letter spacing, and kerning are also demonstrated.

Outlines are used in preparing many types of documents. Chapter 25 covers the steps for creating and editing an outline. The procedures for hiding and showing outline families is also illustrated. The use of the Outline Edit Mode is demonstrated.

Endnotes and footnotes are used in reports to document the author's sources of information. These features are illustrated in Chapter 26.

Long reports may require a table of contents, index, and list of figures. The methods for creating, defining, and generating such items are illustrated in Chapter 27.

The File Manager feature and the QuickFinder are discussed in Chapter 28. These features provide alternative methods for finding and opening documents.

This book includes three appendices. A selection of proofreader's marks is included in Appendix A. Appendix B discusses the methods for converting a document to and from WordPerfect 6.0 for DOS. Appendix C describes the Sound, Fax, and Shell features new to WordPerfect 6.0 for DOS.

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As noted earlier, an extensive set of exercises is included in this book. The authors are particularly appreciative to Professor Robert R. Zilkowski of William Rainey Harper College for his assistance in preparing most of the exercises for the chapters.

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H. Albert Napier
Philip J. Judd
Houston, Texas

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