

USING MICROSOFT[®] WORKS[™] 3 FOR DOS

Complete Tutorial & Reference!

- Create Expressive Word Processing Documents
- Build Spreadsheets & Charts
- Develop Informative Databases

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Using Microsoft[®] Works 3 for DOS

DOUGLAS J. WOLF
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with RON HOLMES



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Using Microsoft Works 3 for DOS.

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Conventions Used in This Book

The conventions used in this book have been established to help you learn to use the program quickly and easily. As much as possible, the conventions correspond with those used in the Microsoft Works 3 documentation.

DOS commands, file names, directory names, function names, and macro commands are written in all capital letters. The names of arguments for functions are printed in *italic*. Options, commands, menu names, dialog box names are headline style. The letter the user presses to choose a command is in boldface: **F**ile menu. What the user types is in boldface or on a separate line. Key combinations that must be pressed together are hyphenated (Ctrl-Y). On-screen prompts and messages are in a special typeface.

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Introduction

In a world where personal computer software is becoming increasingly complex and sophisticated, Microsoft Works 3 for DOS is a breath of fresh air. Not only is Works easy to use, but it combines into one package four of the most popular types of software—word processing, spreadsheet, database, and communications.

The word processing tool enables you to create any type of text document—from a simple interoffice memo or letter to a proposal or other document complete with a title page, footnotes, and automatic page numbers. The spreadsheet enables you to create financial reports for your business; prepare forecasts or budgets; and compute complex scientific, statistical, or mathematical calculations. The database helps you track important information about clients, employees, products, inventories, or any other data that lends itself to a list format. And finally, the communications tool gives you contact with the “outside world” so that you can send, receive, and share information with other computer users and computer information services.

In addition to these four tools, Microsoft includes on-line accessories to help you work more efficiently. The Calendar helps you schedule your busy days, the Alarm Clock reminds you of important appointments, and the Calculator enables you to perform quick calculations when you cannot seem to find your hand-held calculator.

And if all that isn't enough, WorksWizards make it easy for you to accomplish more challenging tasks, such as compiling a database of names and addresses and creating form letters or mailing labels. You just answer a few simple questions, and the WorksWizards do the job for you.

Who Should Use This Book

If you have ever tried to learn a computer program using a software manual, you know how painful it can be. Software manuals often are full of every detail about a computer program but are organized in such a way that finding the information is difficult for the reader. Until you learn a program, a manual that is organized alphabetically by command name is of little value to you.

Using Microsoft Works 3 for DOS is for anyone who wants to learn how to use Works in a practical way. This book leads you through the basic steps involved in creating documents, spreadsheets, and databases and then builds on that foundation by teaching you advanced features. You then learn how to use the communications tool and the extras Works provides, such as accessories, WorksWizards, and templates.

How To Use This Book

You can read selected chapters in *Using Microsoft Works 3 for DOS*, or you can work through the book from beginning to end. The book opens with an introduction to the four components of Works and the basic steps for getting started with the program. The text then leads you through beginning and advanced chapters for the word processing, spreadsheet, and database tools. You learn how to use the communications tool; how to create and use macros; and how to use Works accessories, WorksWizards, and document templates. Finally, you learn how to use the four applications together—copying from one document to another to create “compound” documents.

If you're eager to get started, you will find the quick start chapters especially helpful because they are much like tutorials. Quick start chapters lead you step-by-step through the process of accomplishing particular tasks; the chapters that follow each quick start chapter explain *why*. In the first quick start (Chapter 2), you create a simple memo using the word processor. In the second quick start (Chapter 6), you create a simple spreadsheet for a business. In the third quick start (Chapter 10), you create a simple database of names and addresses and print a report.

What This Book Contains

Following is a brief look at the contents of each chapter in *Using Microsoft Works 3 for DOS*.

Chapter 1, "Getting Started with Microsoft Works," introduces you to the four Works tools and tells you how to start and exit from the program. You learn how to get around in Works, choose commands, and respond to dialog boxes. You also learn how to get help when you need it, and how to create, open, and save files.

Chapter 2, "Quick Start: Creating a Word Processing Document," is a quick start chapter. Following the steps carefully, you create and print a simple memo using the word processor.

Chapter 3, "Creating, Changing, and Saving a Word Processing Document," introduces you to the basic steps involved in entering, selecting, and editing (changing) text. You also learn how to save and print a document.

Chapter 4, "Formatting Text in Word Processing Documents," examines changing the style and font of text, changing the alignment of text, indenting paragraphs and setting tab stops, and changing the line spacing in a document.

Chapter 5, "Using Advanced Word Processing Functions," explains how to search for text, how to search and replace text, how to check your document for spelling errors, and how to use the thesaurus. You also learn how to add headers and footers to a document, how to add footnotes, and how to insert bookmarks.

Chapter 6, "Quick Start: Creating a Spreadsheet," takes you through the basic steps of creating, saving, and printing a simple spreadsheet.

Chapter 7, "Creating and Using Spreadsheets," examines how to create a spreadsheet and enter data into the cells. You learn how to copy cells, how to change the format and appearance of the data in cells, and how to edit a spreadsheet. You also learn how to create formulas and how to print a spreadsheet.

Chapter 8, "Advanced Spreadsheet Topics," examines relative and absolute cell addressing, creating formulas that use functions, and naming ranges of cells. You learn how to search, sort, hide, and protect the contents of cells in a worksheet. You also learn a technique for displaying two parts of a spreadsheet file simultaneously, and you learn how to freeze the row and column titles.

Chapter 9, "Creating Charts," teaches you how to generate charts from spreadsheet data. You learn about the basic elements of a chart, and you learn how to create different chart types, such as pie, bar, and XY charts. You learn how to change an existing chart and how to enhance a chart with titles, a legend, data markers, and grid lines.

Chapter 10, "Quick Start: Creating a Database and Database Report," takes you through the steps of creating a simple database of names and addresses. In this quick start, you also print a database report.