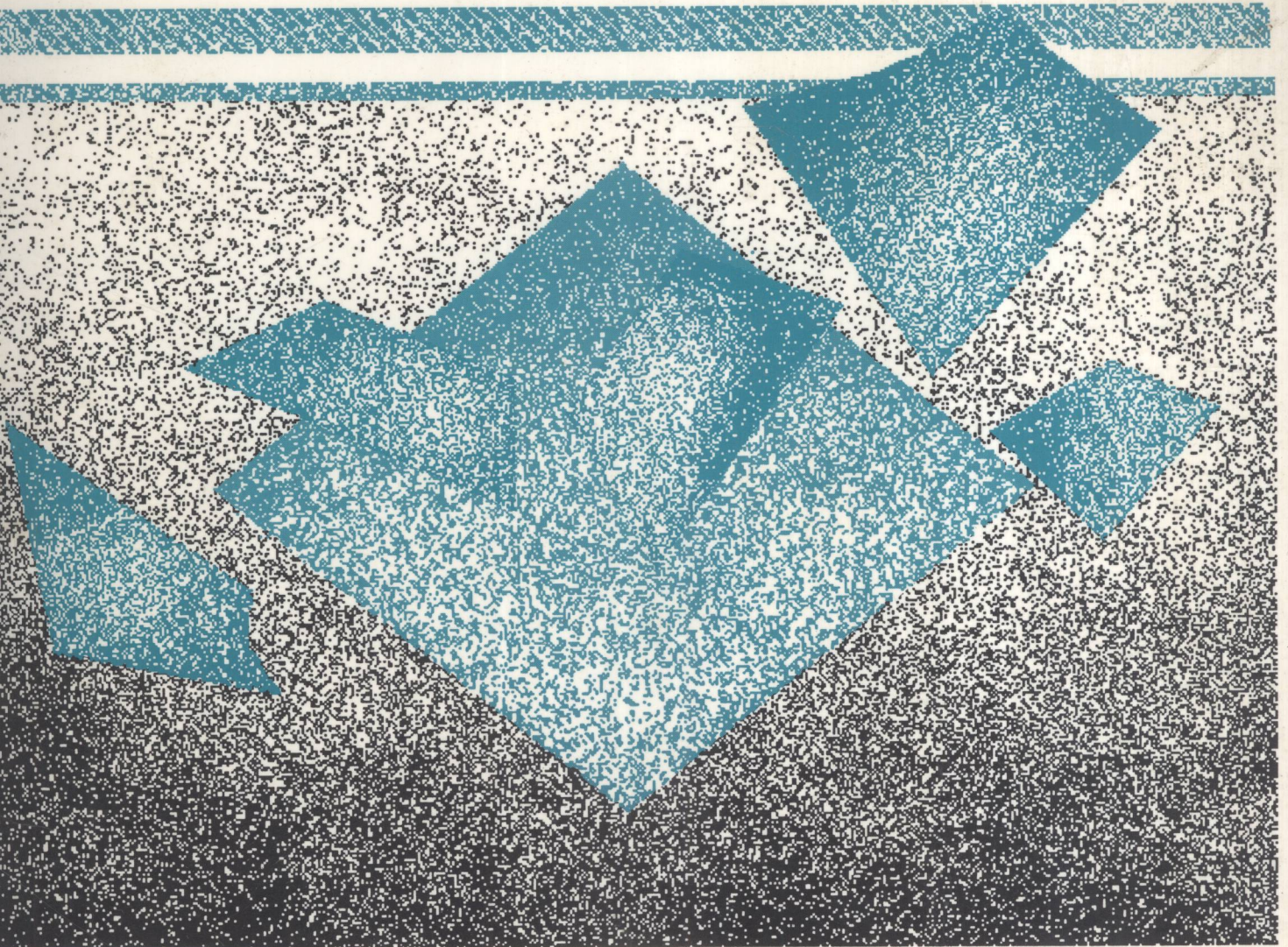


WordPerfect 5.1

Word Processing to Desktop Publishing



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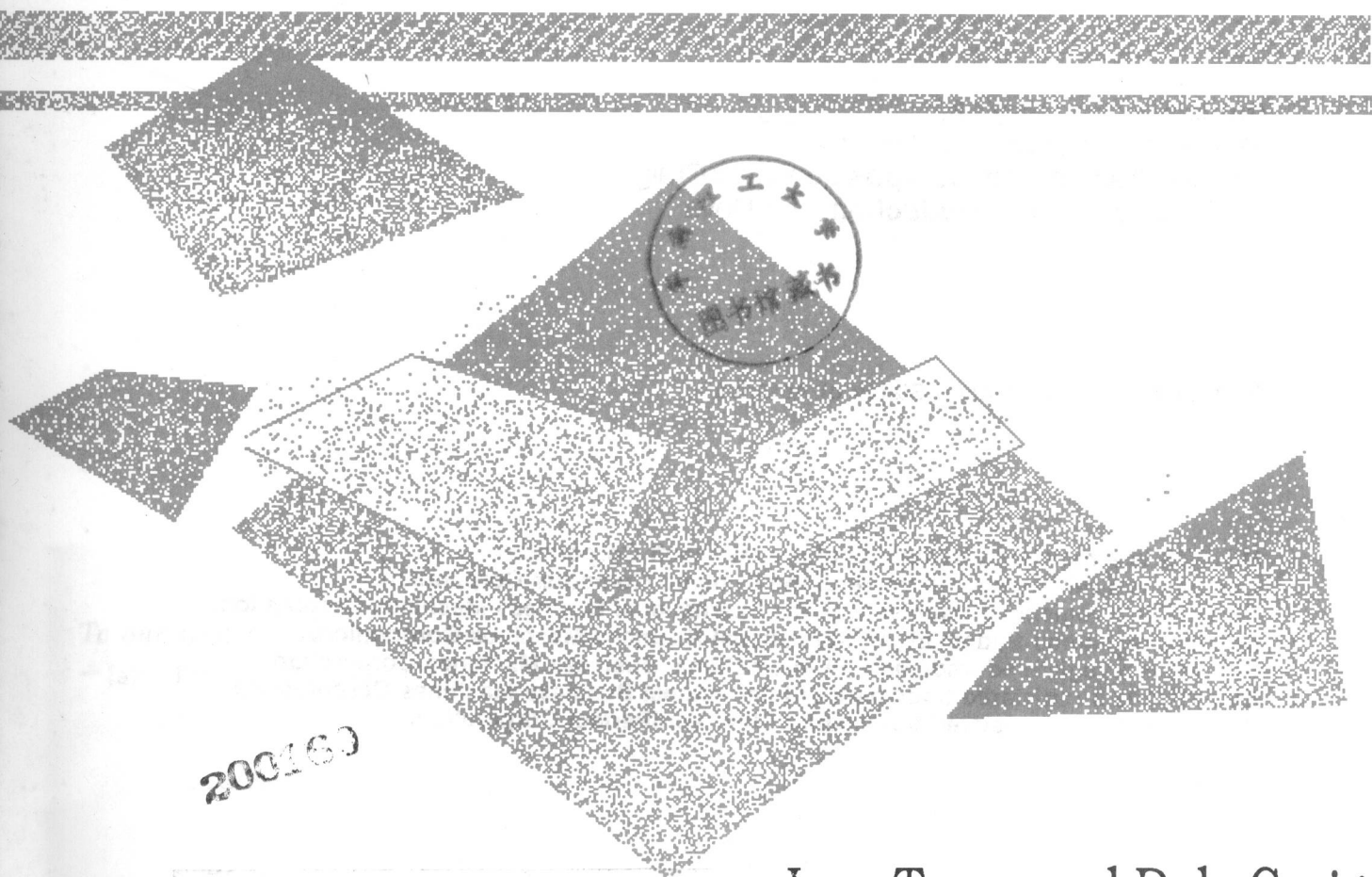
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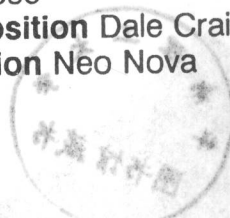
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We thank the following companies for providing both support and photography for this book.

Compaq Computer Corporation
Epson America Incorporated
International Business Machines Corporation
Toshiba America Information Systems Incorporated
WordPerfect Corporation

Publisher Jim Leisy, Jr.
Manuscript Editor Sheryl Rose
Interior Design and Composition Dale Craig
Cover Design and Production Neo Nova



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To our students, for whom this book was written.

--Jane Troop and Dale Craig

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Preface

WordPerfect is an immensely popular word processing package. The demand for individuals who are familiar with it grows every day. We have written this book so that you can use it to put WordPerfect to work for you very soon after starting the program. This text covers the basics of WordPerfect 5.1 as well as the major new features such as the equation editor, enhanced tables, and enhanced merge codes. This book is designed to provide students with the skills needed to create a solid foundation in WordPerfect.

Acknowledgements

We dedicate this book to our own students at Cypress College, students everywhere who have chosen to enrich their lives by expanding their knowledge and increasing their productivity, and the teachers who are constantly learning new programs to better prepare their students for today and tomorrow.

We would like to express our appreciation of James Leisy, the publisher, for his efforts in bringing this book to fruition. Our thanks also go to the following individuals for their help in the creation of this book (in alphabetical order).

Carol Mouw, Abigail Abbott
Susan Butcher, Anaheim Union High School District

Cypress College
Bill Nelson
Cathy Luu
Donna Riedel
Donna Woo

Our special thanks to Maisie Lamoureux who spent countless hours test driving the exercises and proofreading text through two releases of the software. Honorable mention to Alan "Crash and Burn" Ransom who spent a good deal of his time crashing and burning on our behalf.

Note on Interim Releases of WordPerfect 5.1

In the interest of constantly improving the program, the WordPerfect Corporation periodically updates WordPerfect 5.1 with interim releases. There is no way to know which version any school will be using or what changes will be made to the software in the future. Additionally, once a book is printed, it does not reflect the various changes in the program after the printing; the book is frozen in time. You may, therefore, possibly notice differences in menus or maybe even steps due to these interim releases. Hopefully, the changes that WordPerfect sees fit to make will not be major ones.

Since the world of software development is extremely fast paced, what is new this year will be commonplace next year and old fashioned the year after that. The inconvenience of interim releases is merely the price we pay for this rapid progress. We will, as a people, benefit from the evolution of productivity software.

Jane Troop

Dale Craig

Suggested Coverage

Because the book is designed to lend itself to various academic terms, the following sequences are offered:

Two Semester Sequence

First Semester

Week 1	Introduction to the Course
Week 2	Chapter 1
Week 3	Chapter 2
Week 4	Chapter 3
Week 5	Chapter 4
Week 6	Chapter 5
Week 7	Chapter 6
Week 8	Chapter 7
Week 9	Midterm
Week 10	Chapter 8
Week 11	Chapter 9
Week 12	Chapter 10
Week 13	Chapter 11
Week 14	Chapter 12
Week 15	Chapter 13
Week 16	Chapter 14
Week 17	Final Written Examination
Week 18	Final Application Examination

Second Semester

Week 1	Introduction to the Course
Week 2	Chapter 15
Week 3	Chapter 16
Week 4	Chapter 17
Week 5	Chapter 18
Week 6	Chapter 19
Week 7	Chapter 20
Week 8	Chapter 21
Week 9	Midterm
Week 10	Chapter 22
Week 11	Chapter 23
Week 12	Chapter 24
Week 13	Chapter 25
Week 14	Chapter 26
Week 15	Chapter 27
Week 16	Chapter 28
Week 17	Final Written Examination
Week 18	Final Application Examination

One Semester Sequence (accelerated)

Week 1	Introduction to the Course	Week 10	Chapters 14 and 15
Week 2	Chapters 1 and 2	Week 11	Chapters 16 and 17
Week 3	Chapters 3 and 4	Week 12	Chapters 18 and 19
Week 4	Chapters 5 and 6	Week 13	Chapters 20 and 21
Week 5	Chapters 6 and 7	Week 14	Chapters 22 and 23
Week 6	Chapters 8 and 9	Week 15	Chapters 24 and 25
Week 7	Chapters 10 and 11	Week 16	Chapters 26 and 27
Week 8	Chapters 12 and 13	Week 17	Chapters 28
Week 9	Midterm	Week 18	Final Examination(s)

Quarter System Sequence
Nine Week Classes (two per semester) Sequence

First Nine Weeks

Week 1	Introduction to the Course
Week 2	Chapters 1 and 2
Week 3	Chapters 3 and 4
Week 4	Chapters 5 and 6
Week 5	Chapters 7 and 8
Week 6	Chapters 9 and 10
Week 7	Chapters 11 and 12
Week 8	Chapters 13 and 14
Week 9	Final Exam(s)

Second Nine Weeks

Week 1	Introduction to the Course
Week 2	Chapters 15 and 16
Week 3	Chapters 17 and 18
Week 4	Chapters 19 and 20
Week 5	Chapters 21 and 22
Week 6	Chapters 23 and 24
Week 7	Chapters 25 and 26
Week 8	Chapters 27 and 28
Week 9	Final Exam(s)

Ten Week Classe Sequence

First Quarter

Week 1	Introduction to the Course
Week 2	Chapters 1 and 2
Week 3	Chapters 3 and 4
Week 4	Chapters 5 and 6
Week 5	Chapters 7 and 8
Week 6	Chapters 9 and 10
Week 7	Chapters 11 and 12
Week 8	Chapter 13
Week 9	Chapter 14
Week 10	Final Exam(s)

Second Quarter

Week 1	Introduction to the Course
Week 2	Chapters 15
Week 3	Chapters 16 and 17
Week 4	Chapters 18 and 19
Week 5	Chapters 20 and 21
Week 6	Chapters 22 and 23
Week 7	Chapters 24 and 25
Week 8	Chapter 26 and 27
Week 9	Chapter 28
Week 10	Final Exam(s)

Eight Week Class Sequence

First Eight Weeks

Week 1	Introduction to the Course and Chapter 1
Week 2	Chapter 2
Week 3	Chapter 3
Week 4	Chapter 4
Week 5	Chapter 5
Week 6	Chapter 6
Week 7	Chapter 7
Week 8	Final Exam(s)

Second Eight Weeks

Week 1	Introduction to the Course and Chapter 8
Week 2	Chapters 9 and 10
Week 3	Chapters 11 and 12
Week 4	Chapter 13
Week 5	Chapter 14
Week 6	Chapter 15
Week 7	Chapter 16
Week 8	Final Exam

Third Eight Weeks

Week 1	Introduction to the Course and Chapters 17 and 18
Week 2	Chapters 19 and 20
Week 3	Chapters 21 and 22
Week 4	Chapters 23 and 24
Week 5	Chapters 25 and 26
Week 6	Chapters 27
Week 7	Chapters 28
Week 8	Final Exam

Instructor's Materials

Instructor's adopting this book are entitled to the following Instructor's Materials:

- **Instructor's Manual (2 volume set)**
 - Chapter Overviews
 - Teaching Suggestions
 - Answer Keys to Chapter Questions
 - Test Bank Questions and Answers
- **Transparency Masters**
- **Testbank (on disk)**

To obtain your Instructor's Materials contact **FRANKLIN, BEEDLE & ASSOCIATES INCORPORATED**. Our telephone number is **503-682-7668**. Or, you may write to us at this address:

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