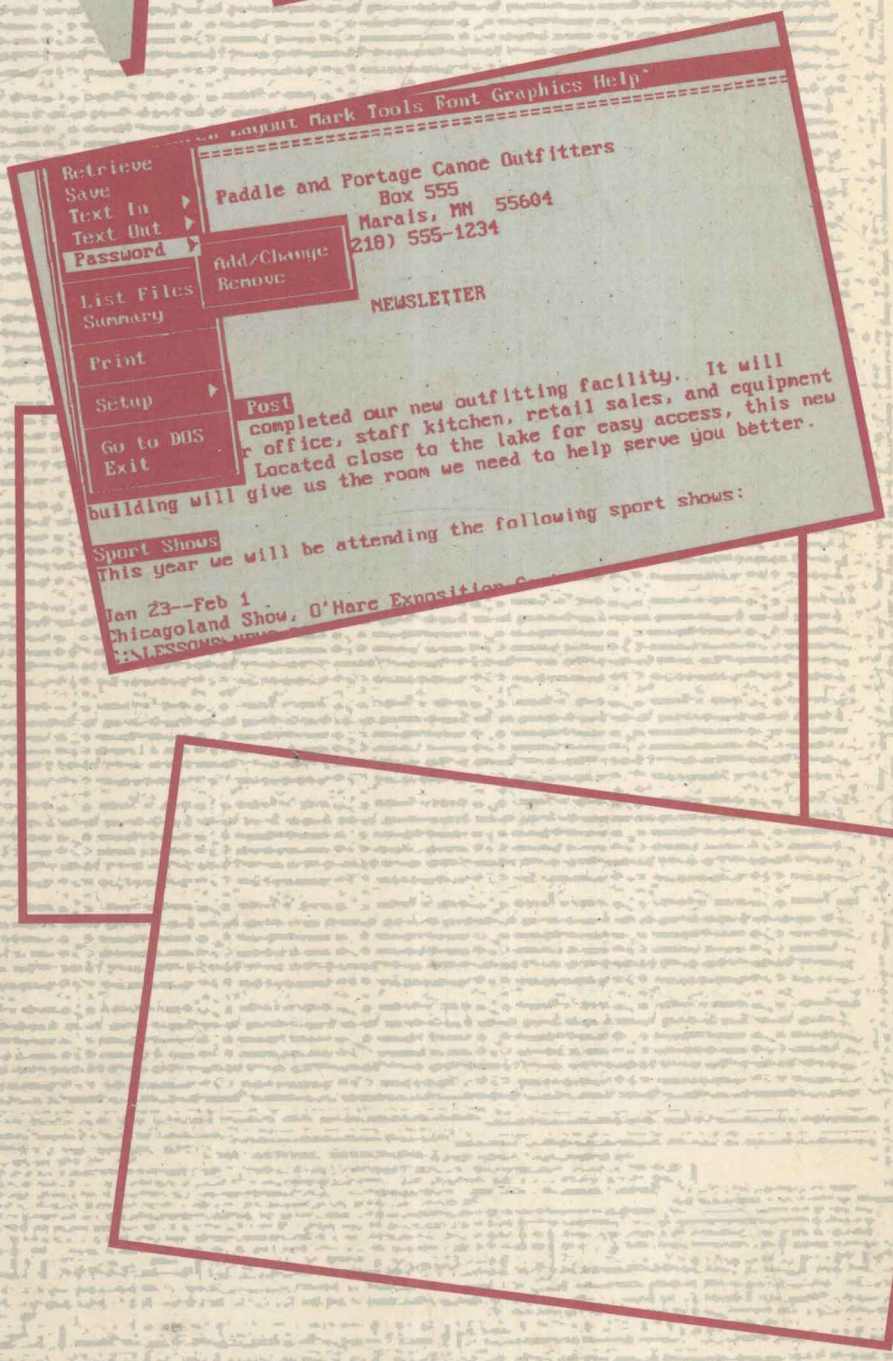
A LABORATORY COURSE IN WordPerfect 5.1

ERNEST S. COLANTONIO



A LABORATORY COURSE IN
WORDPERFECT 5.1

ERNEST S. COLANTONIO

D. C. HEATH AND COMPANY
LEXINGTON, MASSACHUSETTS TORONTO

Acquisitions Editor: John Carter Shanklin
Developmental Editor: Katherine T. Pinard
Production Editor: Kathleen A. Savage
Designer: Cornelia L. Boynton
Production Coordinator: Mike O'Dea
Composition and pre-press: Graphic Typesetting Service
Photo Researcher: Martha L. Shethar
Cover: John D. Kramer/ImageSet Design

Published simultaneously in Canada.

Printed in the United States of America.

International Standard Book Number: 0-669-24973-4

10 9 8 7 6 5 4 3 2 1

A LABORATORY COURSE IN
WordPerfect 5.1

HEATH LABORATORY COURSE SERIES

A Laboratory Text in Microcomputers and Applications Featuring DOS, WordPerfect 5.0, Lotus 1-2-3, and dBASE IV

A Laboratory Text in Microcomputers and Applications Featuring DOS, WordPerfect 5.0, Lotus 1-2-3, and dBASE III PLUS

A Laboratory Text in Microcomputers and Applications Featuring DOS, WordPerfect 4.2, VP-Planner Plus, and dBASE III PLUS

A Laboratory Course in DOS, WordPerfect 5.0, Lotus 1-2-3, and dBASE IV

A Laboratory Course in DOS, WordPerfect 5.0, Lotus 1-2-3, and dBASE III PLUS

A Laboratory Course in DOS, WordPerfect 4.2, VP-Planner Plus, and dBASE III PLUS

A Laboratory Course in WordPerfect 5.1

A Laboratory Course in WordPerfect 5.0

A Laboratory Course in WordPerfect 4.2

A Laboratory Course in Lotus 1-2-3

A Laboratory Course in VP-Planner Plus

A Laboratory Course in dBASE IV

A Laboratory Course in dBASE III PLUS

PREFACE

The microcomputer has become standard equipment in most schools, offices, and businesses. A wealth of exceptional software is available to apply this versatile tool to a wide range of tasks. *A Laboratory Course in WordPerfect 5.1* has been written for the novice end-user of microcomputers and application software.

Many microcomputer users work with operating systems and word processing software. This text teaches students how to use such software in their everyday lives. In particular, this text concentrates on the most recent versions of DOS and WordPerfect.

Text Content and Organization

A Laboratory Course in 5.1 has been carefully designed for use in any first course in microcomputer application software.

Computer Skills The text is designed for use in courses with microcomputer laboratory facilities. Specifically, the text teaches DOS 3.3 and 4.0 and WordPerfect 5.1. We assume that students have access to these software packages and a computer that can run them.

Pull-down Menus The biggest change from WordPerfect 5.0 to WordPerfect 5.1 is the addition of pull-down menus. This text shows the student how to use these pull-down menus in every lesson.

Appendixes The text's three appendixes provide additional material that may be of interest to students and instructors. Appendix A, Selecting a System, provides valuable tips for those individuals faced with the daunting task of purchasing hardware and software. Appendix B, Software Installation, briefly summarizes how to set up DOS and WordPerfect on a computer. Appendix C presents comprehensive command summaries for DOS and WordPerfect 5.1.

Text Learning Aids

A Laboratory Course in WordPerfect 5.1 combines a relaxed writing style with an outstanding array of pedagogical features to facilitate understanding and encourage reader enthusiasm.

Chapter Outline Each chapter opens with *In This Chapter*, an outline of the chapter's headings.

Chapter Preview Students learn more effectively if they are presented with clear learning objectives. Each chapter's *Preview* section introduces the material and provides learning objectives.

Readability The text's engaging writing style ensures that concepts are explained clearly and simply. Editors, course instructors, and reviewers have carefully monitored the reading level to maintain accessibility for students.

Design and Illustrations Students prefer a textbook that will hold their interest. We have created a design that is simple, but that effectively presents the material. High-resolution computer screen views are liberally inserted throughout each chapter to help illustrate major topics.

End-of-Chapter Materials A carefully graded set of review materials is provided at the end of each chapter. First, the *Summary* briefly reviews the information that parallels the learning objectives stated in the chapter's *Preview.* Next, the *Key Terms* presents all of the chapter's boldfaced glossary terms. Twenty *Multiple Choice* and twenty *Fill-In* questions test students' understanding of the material. Ten *Short Problems* and ten *Long Problems* provide computer exercises that let students apply their new skills.

Glossary A complete glossary includes clear definitions for all the boldfaced terms in the text.

Command Summaries Appendix C contains comprehensive command summaries for DOS and WordPerfect 5.1 that serve as quick-reference guides to the software packages.

Keyboard Templates Color-coded keyboard templates for DOS and WordPerfect 5.1 are included just inside the back cover of the book. Designed to be detached from the book and placed on top of the keyboard, these invaluable reminders list the important keyboard commands of each software product. The color-coding indicates at a glance whether the Shift, Control, or Alternate key should be pressed in conjunction with another key to execute a command.

Acknowledgments

Many people helped make *A Laboratory Course in WordPerfect 5.1* possible. I would like to thank Robert Hendersen and Nancy Sampson of the University of Illinois Department of Psychology Instructional Computer Laboratory for the use of various microcomputer hardware and software. Paul W. Ross of Millersville University provided many helpful suggestions throughout the development of this

project. In addition to her work as copyeditor, Ann Hall helped extensively with the *Insight* and *Real World* features.

I would like to thank all of my colleagues who reviewed the manuscript:

- Professor Harvey Blessing, Essex Community College
- Professor Walter Bremer, California Polytechnic University
- Professor Frank S. Butash, University of Hartford
- Dr. William J. Engelmeyer, Anne Arundel Community College
- Professor Clinton P. Fuelling, Ball State University
- Professor C. Brian Honess, University of South Carolina
- Professor Susan Karian, Denison University
- Professor Gladys Norman, Linn-Benton Community College
- Dr. J. Douglas Robertson, Bentley College
- Professor Jerry Sitek, Southern Illinois University at Edwardsville
- Professor Karen Watterson, Shoreline Community College

Thanks also to WordPerfect Corporation for its support.

Finally, my special gratitude and appreciation go to all the people at D. C. Heath who worked long hours and sweated endless details to make this text the best that it could be, especially Kathleen Savage, Cia Boynton, and Mike O'Dea.

E.S.C.

LESSON 1: BOOTING DOS DOS5
LESSON 2: REBOOTING DOS DOS8
LESSON 3: LISTING A DISK FILE DIRECTORY DOS9
LESSON 4: USING SPECIAL DOS KEYS DOS14
LESSON 5: CHANGING THE DEFAULT DISK DRIVE DOS18
LESSON 6: CHECKING DISK AND MEMORY STATUS DOS20
LESSON 7: CLEARING THE SCREEN DOS21
LESSON 8: FORMATTING A DISKETTE DOS21
LESSON 9: FORMATTING A SYSTEM DISKETTE DOS23
LESSON 10: COPYING FILES DOS26
LESSON 11: COPYING AN ENTIRE DISKETTE DOS30
LESSON 12: CHANGING FILE NAMES DOS31
LESSON 13: ERASING FILES DOS33
LESSON 14: PROTECTING DISKETTES DOS35
LESSON 15: DISPLAYING AND PRINTING TEXT FILES DOS37
LESSON 16: RUNNING A PROGRAM DOS39
REAL WORLD: Microsoft Branches Out DOS40
Summary • Key Terms • Multiple Choice • Fill-In • Short Problems

Intermediate DOS DOS47

PREVIEW DOS48
GETTING STARTED DOS48
LESSON 1: USING THE DOS EDITING AND FUNCTION KEYS DOS48
LESSON 2: SETTING THE BREAK OPTION DOS51
LESSON 3: WORKING WITH SUBDIRECTORIES DOS52
LESSON 4: USING THE PATH AND APPEND COMMANDS DOS56
LESSON 5: CHANGING THE DOS PROMPT DOS59
LESSON 6: BACKING UP AND RESTORING DISKS AND FILES DOS61
LESSON 7: RECOVERING FILES FROM DAMAGED DISKS DOS65
LESSON 8: USING THE PROMPT OPTION WHEN ERASING FILES DOS67
LESSON 9: LEARNING MORE ABOUT THE COPY COMMAND DOS68
LESSON 10: SETTING THE VERIFY OPTION DOS71
LESSON 11: CHANGING FILE ATTRIBUTES DOS72
LESSON 12: COPYING GROUPS OF FILES DOS74
LESSON 13: UPDATING SETS OF FILES DOS77
LESSON 14: TRANSFERRING THE DOS SYSTEM FILES DOS78

LESSON 15: COMPARING FILES AND DISKS DOS80

LESSON 16: DISPLAYING AND CHANGING A VOLUME LABEL DOS81

LESSON 17: DISPLAYING AND CHANGING THE DATE AND TIME DOS83

LESSON 18: DISPLAYING A MEMORY REPORT DOS84

LESSON 19: REASSIGNING, JOINING, AND SUBSTITUTING DRIVES DOS86

LESSON 20: LEARNING MORE ABOUT THE PRINT COMMAND DOS89

Summary • Key Terms • Multiple Choice • Fill-In • Short Problems

Advanced DOS DOS99

PREVIEW DOS100

GETTING STARTED DOS100

LESSON 1: REDIRECTING OUTPUT AND INPUT DOS100

LESSON 2: USING DOS FILTERS AND PIPING DOS103

LESSON 3: USING BATCH FILES DOS108

LESSON 4: USING BATCH PROCESSING COMMANDS DOS111

LESSON 5: SETTING UP THE CONFIGURATION FILE DOS120

LESSON 6: PARTITIONING AND FORMATTING HARD DISKS DOS124

LESSON 7: LEARNING ABOUT OTHER DOS COMMANDS DOS126

LESSON 8: USING THE DOS SHELL DOS131

Summary • Key Terms • Multiple Choice • Fill-In • Short Problems

Beginning WordPerfect WP1

PREVIEW WP2

GETTING STARTED WP2

INSIGHT: What Is the Secret to WordPerfect's Success? WP3

LESSON 1: RUNNING WORDPERFECT WP3

LESSON 2: THE EDITING SCREEN WP5

LESSON 3: USING PULL-DOWN MENUS AND THE MOUSE WP6

LESSON 4: EXECUTING FUNCTION KEY COMMANDS AND GETTING HELP WP10

LESSON 5: ENTERING TEXT WP13

LESSON 6: MOVING THE CURSOR WP15

LESSON 7: INSERTING TEXT WP17

LESSON 8: OVERWRITING MISTAKES WP18

LESSON 9: DELETING MISTAKES WP19

LESSON 10: SEARCHING AND REPLACING WP21
LESSON 11: SAVING THE DOCUMENT WP23
LESSON 12: CHECKING SPELLING WP25
LESSON 13: WORKING WITH BLOCKS OF TEXT WP27
LESSON 14: CANCELING COMMANDS WP31
LESSON 15: FORMATTING CHARACTERS WP33
LESSON 16: FORMATTING LINES WP36
LESSON 17: FORMATTING PAGES WP42
LESSON 18: PRINTING A DOCUMENT WP46
LESSON 19: RETURNING TO DOS WP47
LESSON 20: EDITING AN EXISTING DOCUMENT WP48
REAL WORLD: The Men Behind WordPerfect WP51
Summary • Key Terms • Multiple Choice • Fill-In • Short Problems • Long Problems

Intermediate WordPerfect WP59
PREVIEW WP60
GETTING STARTED WP60
LESSON 1: MANAGING DOCUMENTS WP60
LESSON 2: CREATING A LONGER DOCUMENT WP68
LESSON 3: LEARNING MORE CURSOR-MOVEMENT COMMANDS WP73
LESSON 4: LEARNING MORE DELETE COMMANDS WP75
LESSON 5: WORKING WITH CODES WP77
LESSON 6: USING THE THESAURUS WP79
LESSON 7: WORKING WITH WINDOWS WP83
LESSON 8: INDENTING PARAGRAPHS WP88
LESSON 9: USING TAB STOPS TO CREATE TABLES WP91
LESSON 10: USING THE TAB ALIGN FEATURE WP95
LESSON 11: USING THE FLUSH RIGHT FEATURE WP97
LESSON 12: USING THE DATE OPTIONS WP99
LESSON 13: CENTERING TEXT ON A PAGE WP102
LESSON 14: ADDING A DOCUMENT SUMMARY WP103
LESSON 15: USING PASSWORDS WP106
LESSON 16: IMPORTING AND EXPORTING TEXT FILES WP109
LESSON 17: EXECUTING A DOS COMMAND WITHIN WORDPERFECT WP113
Summary • Key Terms • Multiple Choice • Fill-In • Short Problems • Long Problems

Advanced WordPerfect WP123

PREVIEW WP124

GETTING STARTED WP124

LESSON 1: USING THE PRINT MENU WP124

LESSON 2: HYPHENATING WORDS WP130

LESSON 3: AVOIDING ORPHANS AND WIDOWS WP133

LESSON 4: USING THE CONDITIONAL END OF PAGE FEATURE WP136

LESSON 5: USING THE FONT MENU WP137

LESSON 6: ADDING HEADERS AND FOOTERS WP143

LESSON 7: CREATING TEXT COLUMNS WP145

LESSON 8: ADDING FOOTNOTES AND ENDNOTES WP149

LESSON 9: SORTING TEXT WP151

LESSON 10: USING THE MATH FEATURE WP153

LESSON 11: USING THE TABLES FEATURE WP157

LESSON 12: OUTLINING A DOCUMENT WP162

LESSON 13: GENERATING A TABLE OF CONTENTS WP165

LESSON 14: GENERATING AN INDEX WP167

LESSON 15: ADDING GRAPHICS WP169

LESSON 16: USING MACROS WP175

LESSON 17: CREATING FORM LETTERS WP176

LESSON 18: USING STYLES WP181

LESSON 19: USING THE EQUATION EDITOR WP184

LESSON 20: CUSTOMIZING WORDPERFECT WP188

Summary • Key Terms • Multiple Choice • Fill-In • Short Problems • Long Problems

Glossary A1

Photo Credits A17

APPENDIX A **Selecting a System** A19

APPENDIX B **Software Installation** A33

APPENDIX C **Command Summaries** A37

THE MICROCOMPUTER SYSTEM

In This Chapter

What Is a Microcomputer?

Hardware

- System Unit
- Display
- Keyboard
- Printer

Software

- System Software
- Programming Languages
- Application Software

Helpful Hints for Using a Microcomputer

- Turning on the Computer
- Operating the Printer
- Caring for Floppy Disks

Preview

According to *Business Week,* some 10 million IBM and IBM-compatible microcomputers were being used in businesses around the world by the middle of 1987. Joseph R. (Rod) Canion, president of Compaq Computer Corporation, figures that customers have spent $80 billion on IBM PCs, IBM-compatibles, and the hardware and software that work with them. IBM sold approximately 2.7 million microcomputers in 1988. Compaq, the leading "clone" manufacturer and number 2 business computer maker in the United States, sold around 500,000 that same year. The number 3 business computer manufacturer is Apple, which makes machines that are not IBM-compatible unless they are fitted with special equipment. Frederic E. Davis, editor-in-chief of *MacUser* magazine, estimates that IBM and IBM-compatibles outnumber Apple Macintoshes in the marketplace six to one. Clearly, IBM and IBM-compatibles are by far the most popular class of microcomputer. The overwhelming majority of these machines are running DOS.

After the original IBM Personal Computer was unveiled in 1981, DOS quickly became popular in offices, large corporations, and other businesses where IBM has traditionally wielded a great deal of influence. As soon as various hardware manufacturers started selling lower cost IBM-compatible computers, DOS also began popping up in small businesses, organizations, and institutions, as well as in schools, libraries, and homes. Because of this "hardware explosion," many software developers began to write application packages to run under DOS. This attracted even more users, who attracted still more software developers. At the same time, hardware manufacturers began to develop expansion boards and peripheral devices to be used with computers that run DOS. Today, a huge body of application software and a multitude of hardware devices are devoted to DOS microcomputers. Despite more advanced operating systems, such as OS/2 and XENIX, designed for high-end IBM and IBM-compatible machines, DOS is still the most popular microcomputer operating system in the world. In 1988 alone, IBM and Microsoft shipped 9.8 million copies of DOS, and approximately 75 percent of all microcomputers sold used DOS. This percentage is expected to increase until at least 1991.

After studying this chapter, you will know how to

- start up DOS with the computer turned off.
- start up DOS with the computer turned on.
- obtain a directory of the files on a disk.
- use the special DOS keys.
- change the default disk drive.
- obtain a disk and memory status report.
- clear the display screen.
- format a diskette.
- format a system diskette.
- copy files.
- copy an entire diskette.
- change file names.
- erase files.
- protect a diskette from accidental erasure.
- display on the screen and print text files.
- run an application package.

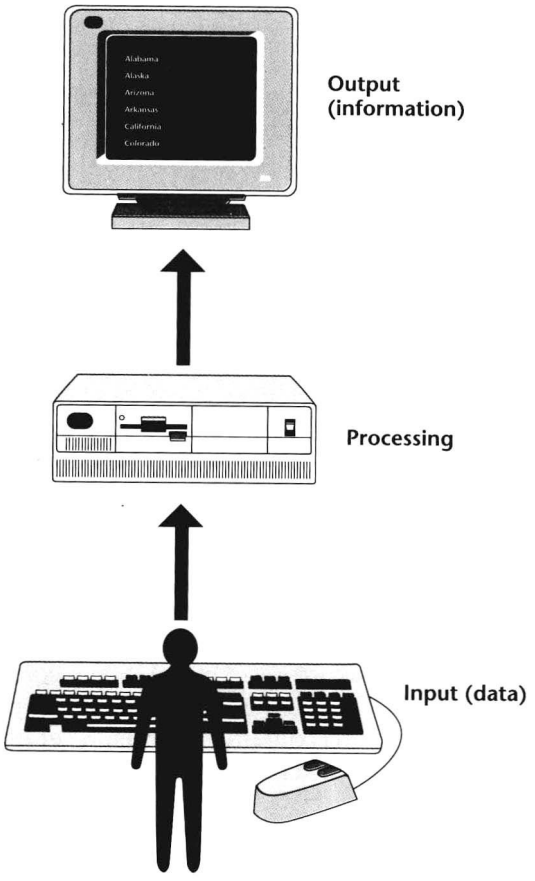


Figure 1 What a Computer Does

Although microcomputers perform the same basic operations as larger computers, they differ in speed and capacity. Larger computers can generally process data faster than microcomputers. They can also internally store more data at a time than microcomputers. These factors make larger computers better for performing lots of extremely complex and time-consuming computations. Microcomputers are also less adept than larger computers at handling several different users or tasks at the same time. On the other hand, microcomputers are superbly adapted to help with many work-a-day tasks like typing papers, figuring taxes, maintaining mailing lists, sending messages, drawing charts, managing finances, and even playing games.

Finally, microcomputers generally fall within a given price range. This can be as little as $100 or as much as $15,000. Today the average price of a typical microcomputer used in business is around $2500. This is, however, a good deal less than the cost of much more powerful computers, which may run into many thousands or millions of dollars. Although microcomputers are by no means cheap, their prices have been generally dropping even as their capabilities have increased. For example, in late 1983 the list price of a basic IBM Personal Computer XT was $5675. The list price of its successor, a similarly-equipped IBM Personal System/2 Model 30, was only $2545 when first released in mid-1987. Even though the newer Model 30 costs less than half as much as the old XT, it still has more than twice the speed and storage capacity, along with many other improvements.

It is important to know which version of DOS you are using, because some hardware and software can only be used with more recent releases. Fortunately, each new DOS version is **upwardly compatible** with former versions. This means, at least in theory, that every official command that worked with previous versions should work with the new version. In most cases, this is so. However, there always seems to be at least one command that doesn't work quite the same in the new release. Nevertheless, for the most part you probably don't have to change the way you did things before unless you want to take advantage of the added capabilities of a new DOS version.

If you don't need these additional capabilities, you don't have to buy the latest version of DOS each time a new release is issued. As long as the version you have works well with your hardware and software, you can continue using it. Keep in mind that although a new DOS version may add certain capabilities, you must pay for the upgrade and that new DOS versions typically use more memory and more disk space. In many cases, upgrading is simply not worth it. Unless you're buying a new machine or adding a different disk drive, you may not need the latest DOS version.

DOS versions are identified by numbers such as 1.00, 3.30, and 4.01. The number to the left of the decimal point reflects a major classification; the numbers to the right represent more minor differences. The larger the number, the more recent the version. This table summarizes the major DOS versions that have been released so far, along with the primary reason for each upgrade:

Version	Date	Reason for Upgrade (New Capabilities)
1.00	8/81	5¼" 160K single-sided floppy disk drives
1.10	5/82	5¼" 320K double-sided floppy disk drives
2.00	3/83	5¼" 360K floppy, 10M hard disk drives
2.10	10/83	5¼" 360K half-height floppy drives
3.00	8/84	5¼" 1.2M floppy, bigger hard disk drives
3.10	3/85	Network disks and file sharing
3.20	12/85	3½" 720K floppy disk drives
3.30	3/87	3½" 1.44M floppy disk drives
4.00	7/88	Hard disks larger than 35M, DOS Shell
4.01	10/88	Corrected errors in version 4.00

Throughout Part 2 we will be using MS-DOS 4.01 for the examples. Most of what we cover, however, also applies to DOS 2.00 and newer versions. Versions 1.00 and 1.10 are now considered obsolete. If you are using a version of DOS other than 4.01, the screens you see on your computer may be slightly different than the ones shown in this book.

Getting Started

Although DOS is a powerful microcomputer operating system, you can easily learn its most commonly used features. DOS might be set up at your particular computer site in any of several different ways. You are most likely to use DOS in one of the following arrangements:

1. On a microcomputer with two floppy disk drives and DOS installed on one or more diskettes.

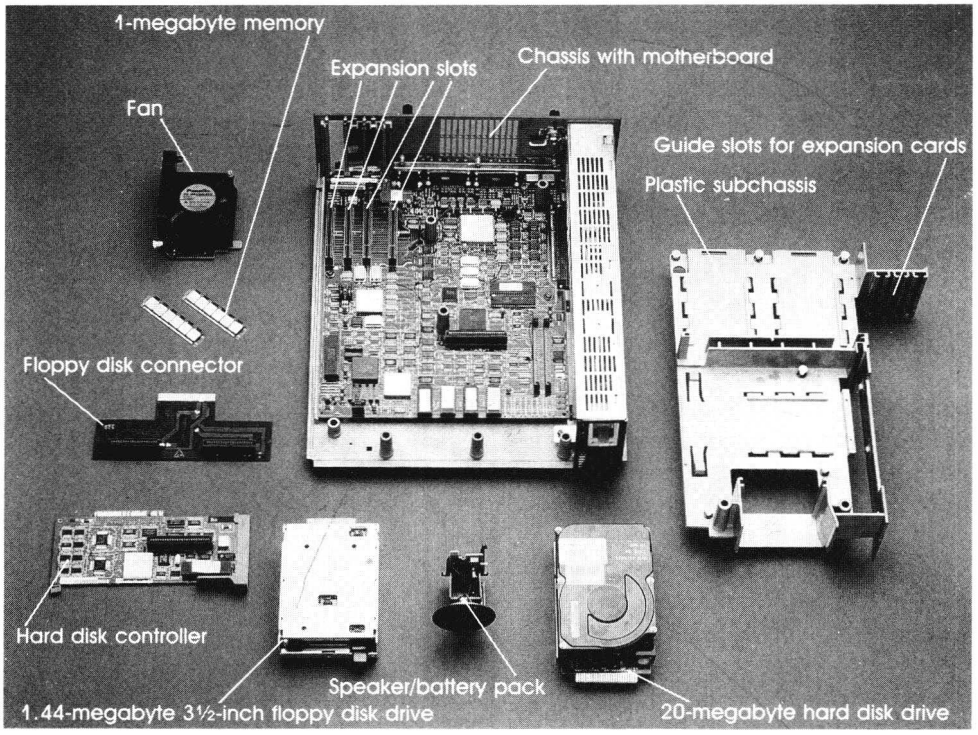


Figure 3 Inside the System Unit

In most microcomputers, the bus is accessible through a series of **expansion slots.** Each expansion slot is an internal connector that allows you to plug an additional circuit board into the motherboard. The IBM Personal System/2 Model 50, for example, has four expansion slots, which can be seen in Figure 4. Some computers come with eight or more expansion slots. A circuit board that plugs into an expansion slot is called an **expansion board, card,** or **adapter.** Such circuit boards make it possible to connect a wide variety of extra equipment to a computer, thus *expanding* its capability.

The motherboard or expansion boards also contain device controllers. A **device controller** is a set of chips or a circuit board that operates a piece of computer equipment such as a disk drive, display, keyboard, mouse, or printer. Recently, there has been a trend toward building device controllers onto microcomputer motherboards. The IBM Personal System/2 Model 50 shown in Figure 4, for example, has most of its device controllers on the motherboard.

Microprocessor As we said, the microprocessor is a microcomputer's central processing unit (CPU). It consists of a single integrated circuit chip that is usually soldered or plugged into a socket on the motherboard (see Figure 4). IBM and IBM-compatible microcomputers use microprocessors from the Intel 8088 family, which includes the 8088, 8086, 80286, 80386, and 80486 chips. The 8088 is used in older IBM and IBM-compatibles such as the original IBM Personal Computer and PC/XT. The slightly more efficient 8086 chip is used in IBM's newer low-end models, such as the IBM Personal System/2 Models 25 and 30. The more capable 80286 chip is used in mid-range microcomputers, such as the original IBM Personal Computer AT and the newer IBM Personal System/2 Models 50 and 60.