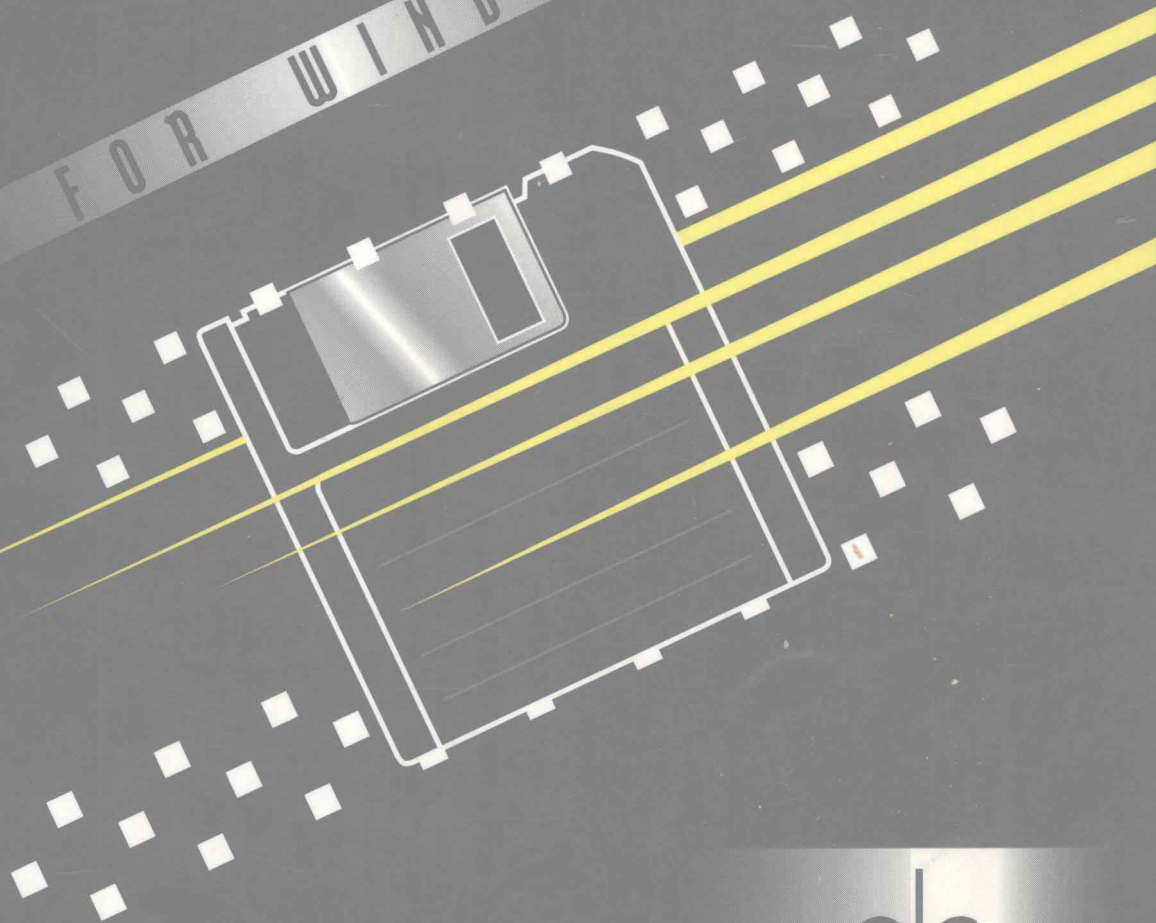


UP AND RUNNING

WITH

HARVARD GRAPHICS v 1.03

FOR WINDOWS



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FOR WINDOWS



electronic learning facilitators, inc.

The Dryden Press

Harcourt Brace College Publishers

Fort Worth Philadelphia San Diego New York Orlando Austin San Antonio
Toronto Montreal London Sydney Tokyo

Publisher	Liz Widdicombe
Acquisitions Editor	Emily Thompson
Associate Project Editors	Radhika Parameswaran/Cathy Spitzenberger
Production Manager	Trisha Dianne
Book Designer	Bill Brammer
Cover Design	Lamberto Alvarez

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ISBN: 0-03-096899-2

Library of Congress Catalogue Number: 92-72956

Printed in the United States of America

3 4 5 6 7 8 9 0 1 2 0 6 6 9 8 7 6 5 4 3 2 1

The Dryden Press
Harcourt Brace College Publishers

Preface

Overview

Up and Running with Harvard Graphics for Windows is a comprehensive workbook and reference guide designed to prepare you to work with Harvard Graphics® V1.03 for Windows® on an IBM-compatible PC. This book is intended for students who are familiar with DOS and Windows 3.1.

This workbook is divided into 11 chapters. Each chapter includes a discussion of new concepts, several activities where those concepts are practiced, On Your Own sessions that let you experiment with what you've learned, and Case Studies for you to apply this knowledge to a real-life situation.

When you finish this course, you should be able to:

- Understand the benefits of a presentation software package
- Start Harvard Graphics and identify its components
- Create, edit, display, and print all types of charts
- Work with the different Views available in Harvard Graphics
- Use the Spell Checker
- Create a ScreenShow
- Create and use text charts
- Enhance the appearance of a presentation

Organization

Up and Running with Harvard Graphics for Windows has the following components:

- Chapter overview and objectives
- Instructional notes for each topic
- Step-by-step references to accomplish each function



- Screen facsimiles
- Guided hands-on activities
- Unguided On Your Own exercises and Case Studies
- Index

Guide to the Workbook





Although *Up and Running with Harvard Graphics for Windows* is comprehensive, it is **not** a user's manual. Refer to *Using Harvard Graphics for Windows* for information not contained in this workbook.

The best way to use this book is sequentially — step-by-step — since many of the activities build on concepts developed and files created in previous units.

Similarly, most activities and exercises build on each other. If you follow the steps to complete one exercise, you should be able to begin the next activity without additional preparation. **Do not save or close a worksheet unless you are instructed to do so.**

Conventions

You'll see the following conventions in this book:

- In narrative text, nonalphabetic keys to be pressed are enclosed in brackets, for example, [F1], [Enter].
- In activities, keys to be pressed are shown as keycap symbols, for example, , .
- Keys used in combination with the Control, Alt, or Shift keys are shown in narrative text as [Shift] [F4] and in activities as  . The [Shift] key is held down while the [F4] key is pressed and released.
- Hands-on activities have numbered steps to distinguish them from reference material.
- Many activities have an On Your Own task to reinforce your knowledge. If you are unable to complete the task, ask your instructor for assistance.
- Text shown like the following is either text to be typed or an action to be performed by the student:

type **Second Qtr** and press 

- Notes, Cautions, On Your Owns, Case Studies, Quick Checks, and Key Terms are identified by the following symbols in the margin:

Notes



Cautions



On Your Owns



Case Studies



Quick Checks



Key Terms



Student Disk

The student disk that accompanies this book contains the following files:

RCSMEM.PRS

RCSREPRT.PRS

System Setup

The activities presented herein assume a system configuration for each workstation as follows:

- An IBM-compatible computer running Windows 3.1 and Harvard Graphics V1.03 for Windows. It is assumed that Harvard Graphics for Windows software is installed in the C:\HGW and C:\SPC directories.



- A floppy disk drive designated as drive A: in which the student disk will be inserted. If another floppy disk drive is to be used for the student disk, that drive designator should be substituted in any activity that refers to drive A:.
- Access by each workstation to a laser printer.
- A mouse input device. Keyboard equivalents for most mouse procedures are available, but a mouse is assumed to be the primary input device for all activities.

Acknowledgments

We would like to acknowledge the following individuals for making *Up and Running with Harvard Graphics for Windows* possible: Margaret Kilby, Betty Lambuth, and Lisa White who wrote the book; Carol Derenak who reviewed and tested the activities; Lisa White who produced the book; and Carolyn Adler who conceived it.

We welcome all questions and comments from users of this workbook.

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Introducing Harvard Graphics

1

Overview

This book teaches you how to use Harvard Graphics to create effective presentation charts. The first chapters introduce you to the Harvard Graphics program and presentation concepts and immediately get you started creating your own presentations. Later chapters concentrate on specific topics to make your presentations more polished and professional. Harvard Graphics for Windows is easy to learn and use. And with a little imagination, anyone can create sophisticated presentations.

This book is designed for the individual who already has experience with Microsoft Windows which includes knowing the different parts of a window such as the control menu box, menu bar and sizing buttons, and mouse skills including dragging and clicking. It would also be helpful to know how to open and save files.

Objectives

- Explain the benefits of a presentation software package
- Define basic Harvard Graphics presentation terminology
- Start the Harvard Graphics program
- Identify components of the Harvard Graphics window
- Close Harvard Graphics

Why Use Presentation Graphics?

If you frequently present information in meetings, classrooms, and seminars, you can use presentation graphics. You want to be able to generate powerful visual images quickly.

A presentation can be in the form of printed handouts or projected images. You can print charts and graphs, and you can display them on computer monitors or overhead projection devices.



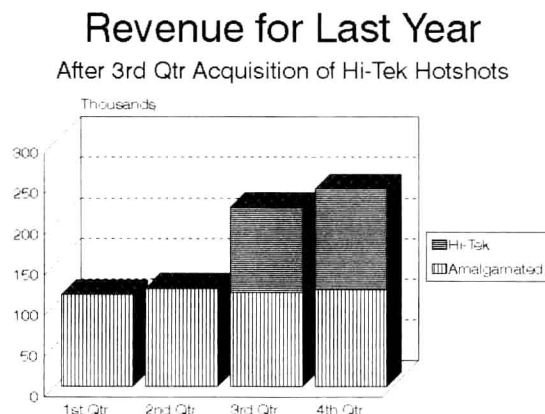
You can take raw data and turn it into a chart with strong visual impact. In an age of information overload, you need to get your point across as quickly and persuasively as possible.

Let's look at an example. Suppose you wanted to convey the fact that your organization's revenues increased dramatically after acquiring a subsidiary company. You could create a paragraph of text like this:

Revenue for Last Year

The revenues for Amalgamated Widgets for the fiscal year just ended were greatly increased by our 3rd quarter acquisition of Hi-Tek Hotshots.

If you project this text on a screen or hand out a printed copy of it during a meeting, how many people would really read it? On the other hand, you could create this chart:



This would definitely get your audience's attention. **That's** the purpose of presentation graphics.

What Is Harvard Graphics?

Harvard Graphics is an application software package for creating presentation charts and graphs in a business environment. It's important to note that Harvard Graphics is not a drawing program. While you can draw simple objects (lines, boxes, and circles), you wouldn't want to use Harvard Graphics for extensive freehand drawing. The strength of Harvard Graphics is the variety and versatility of its charting features.

Presentation charts usually take two forms—text charts and data charts. Text charts include titles, bulleted lists, and organization charts. Data charts include pie charts, bar charts, scatter plots, and XY graphs. The types of charts used are determined by the type of information to be presented.

In Harvard Graphics parlance, you work with a **presentation file** that consists of one or more **slides**. Think of the presentation file as a document and each slide a page in that document. You can have up to 400 slides in a single presentation. A slide can be created, edited, printed, and displayed.

Slides are composed of charts which can take different forms in Harvard Graphics. The three main types of charts are **text charts**, **data charts**, and **drawings**. One or more charts can be placed on a single slide or page of your presentation.

The following is a list of examples of text charts:

Title Slide: This is a first slide or cover page used to introduce your presentation. It's divided into three different areas including the title, subtitle, and footnote.

Harvard Graphics for Windows

A Presentation Program

Welcome and Enjoy!





Bullet: If you wanted to add emphasis to a simple list or a numbered list, you'd use a bullet chart. It places a symbol, such as a bullet, dash, check mark, or a number, at the beginning of each item in the list.

Bullet Charts

A Way to Outline Your Thoughts

- Adds Emphasis
- Simplifies Ideas
- Outline Form
 - First Level
 - Second Level

Harvard Graphics

Table: Comparisons between several types of similar data can be shown in a table chart. This type of chart is most useful when comparing textual types of information. A table chart arranges text and numbers in columns and rows to show relationships between the information.

Table Charts

An Easy Way to Arrange Data

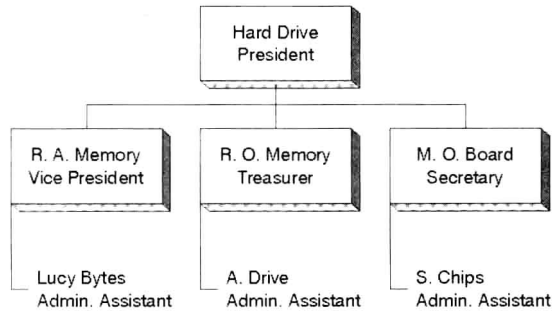
Desserts	Quantity
Pies	750
Cookies	1000
Cakes	27
Danishes	900

Harvard Graphics

Organization: The purpose of an organization chart is to show how jobs, people, family, divisions, etc., relate to each other. The organization chart shows primary levels and sub-levels.

Organization Chart

Bogus Company, Inc.



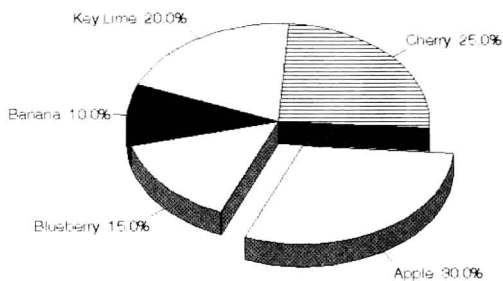
Harvard Graphics

Examples of data charts include:

Pie: If your goal is to compare different segments of one complete item, you'd choose to show this in a pie chart. It allows you to compare this information either through percentages or pieces of the whole picture.

Pie Charts

It's as easy as pie!



Harvard Graphics