

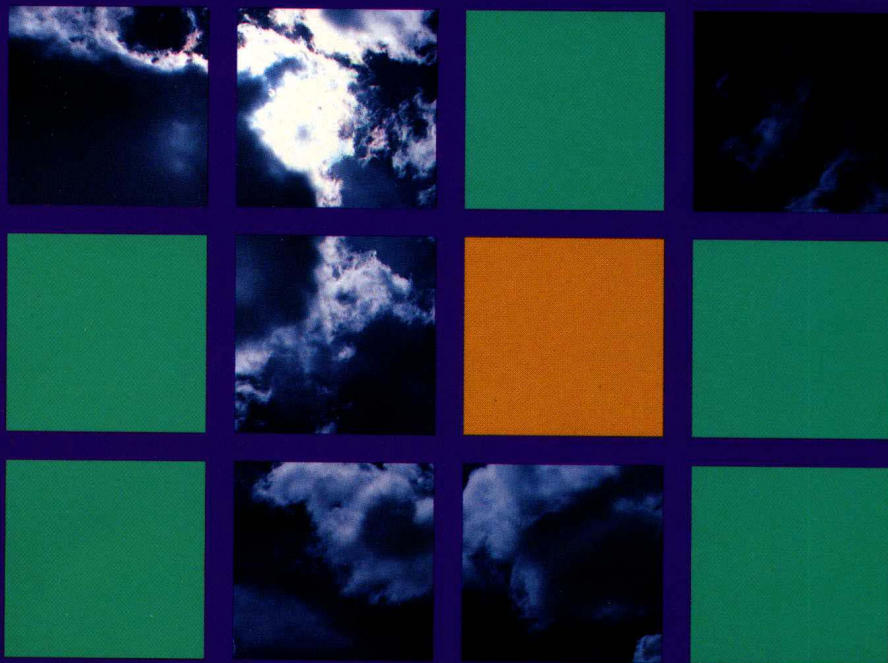
KEIKO PITTER

*Introducing*

**WordPerfect 6.0**

FOR

**WINDOWS**

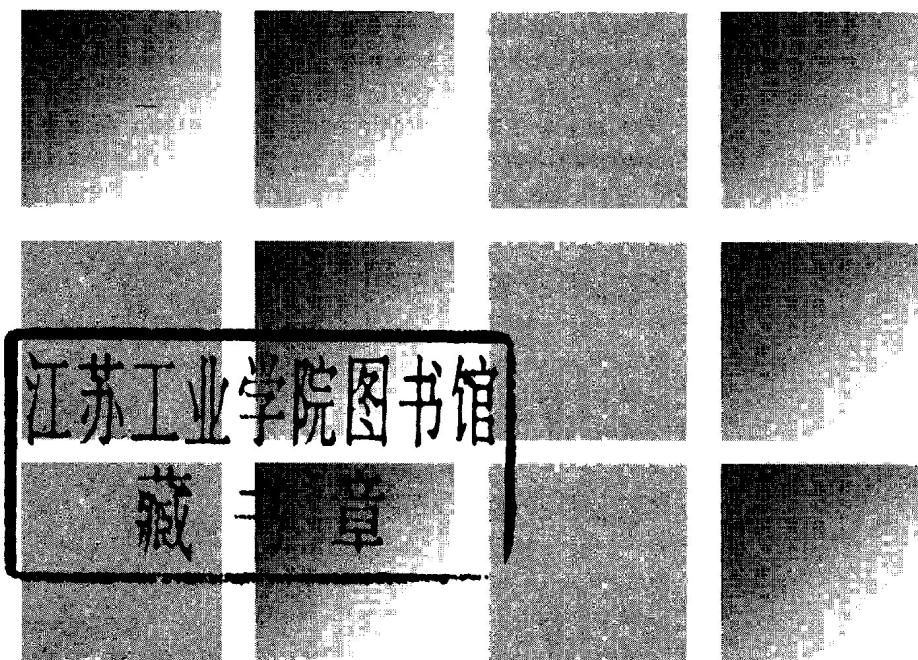


*Introducing*

# WordPerfect 6.0

FOR

# WINDOWS



**K E I K O   P I T T E R**



**Mitchell McGRAW-HILL**

New York St. Louis San Francisco Auckland Bogotá Caracas

Lisbon London Madrid Mexico Milan Montreal New Delhi

Paris San Juan Singapore Sydney Tokyo Toronto

Mitchell **McGraw-Hill**  
San Francisco, CA 94133

***Introducing WordPerfect 6.0 for Windows***

Copyright © 1994 by **McGraw-Hill, Inc.** All rights reserved. Printed in the United States of America. Except as permitted under the United States Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

4 5 6 7 8 9 0 SEM SEM 9 0 9 8 7 6 5

ISBN 0-07-051597-2

*Sponsoring editor:* Roger Howell  
*Editorial assistant:* Rhonda Sands  
*Technical reviewers:* Sarah Baker and Pam Cox  
*Production supervisor:* Leslie Austin  
*Project manager:* Gary Palmatier, Ideas to Images  
*Interior designer and illustrator:* Gary Palmatier  
*Cover designer:* Christy Butterfield  
*Composition:* Ideas to Images  
*Printer and binder:* Semline, Inc.

Library of Congress Card Catalog No. 93-78720

Information has been obtained by Mitchell McGraw-Hill from sources believed to be reliable. However, because of the possibility of human or mechanical error by our sources, Mitchell McGraw-Hill, or others, Mitchell McGraw-Hill does not guarantee the accuracy, adequacy, or completeness of any information and is not responsible for any errors or omissions or the results obtained from use of such information.

*Introducing*  
**WordPerfect 6.0**  

---

FOR  
**WINDOWS**

# Introduction

---

## INTRODUCING WORDPERFECT 6.0 FOR WINDOWS

A word processing program is a computer program that helps you create, change, and print text. Word processing simplifies the mechanics of preparing documents and helps you to focus on the process of writing.

*Introducing WordPerfect 6.0 for Windows* acquaints you with the essential information necessary to create simple to sophisticated documents. Working within the graphical environment of Windows, WordPerfect commands and features are presented to increase user knowledge and expertise. This manual is designed to familiarize the user with the essentials of WordPerfect 6.0 for Windows and to feel confident in exploring the program's capabilities. Not all features of WordPerfect 6.0 are covered, and when there is more than one way to accomplish a task, just one method is discussed. You need to explore others on your own.

### Using This Module

This module is designed to assist you as you complete each lesson. Lessons begin with goals listed under the heading "Objectives". Key terms are introduced in ***bold italic*** type; text to be typed by the user is shown in **bold**. Also, keep in mind the following:

- This symbol is used to indicate the user's action.
- ▶ *This symbol is used to indicate the screen's response.*
- Alternative:* Presents mouse or keystroke alternatives to commands given above.

**NOTE:** This format is for important user notes and tips.

---

### PRACTICE TIME

These brief drills allow the user to practice features previously discussed.

---

Finally, a series of projects, a command summary, and a glossary of key terms are found at the end of the book.

---

## BEFORE YOU START

To use this book, you need an 80386 SX computer (or higher) with at least 4Mb of memory (RAM), although 8Mb is recommended for optimum performance. In addition, you need 8Mb of combined RAM and virtual memory (hard disk space). The computer should have a diskette drive, a mouse, Windows 3.1 software, and WordPerfect 6.0 for Windows. You will also need a blank, formatted diskette. If your configuration deviates from this, consult your instructor. This book assumes that you are familiar with both the basic operation of a computer system and of Microsoft Windows.

To study this book, you should go through Lessons 1, 2, and the first half of 3. These lessons acquaint you with the basics of word processing. The optional second half of Lesson 3 introduces the Merge feature, and Lesson 4 introduces the use of templates, graphics, and tables.

# Contents

## 1 Creating Documents

1

*OBJECTIVES* 1

**STARTING OFF 2**

*PRACTICE TIME 1-1* 4

**ENTERING TEXT 4**

Correcting Errors 5

Uppercase Letters 5

*PRACTICE TIME 1-2* 5

**WORDPERFECT COMMANDS 6**

**SAVING YOUR WORK 6**

**MOVING THROUGH THE DOCUMENT 8**

Using the Mouse 8

Using the Keyboard 8

*PRACTICE TIME 1-3* 9

**DELETING TEXT 10**

**SELECTING TEXT 11**

**DELETING SELECTED TEXT 12**

**RESTORING DELETED TEXT 13**

*PRACTICE TIME 1-4* 13

**REPLACING TEXT 13**

*PRACTICE TIME 1-5* 13

**MOVING TEXT 13**

*PRACTICE TIME 1-6* 14

**INSERTING TEXT 15**

**THE SPELLER 16**

*PRACTICE TIME 1-7* 17

**THE THESAURUS 18**

*PRACTICE TIME 1-8* 19

**SAVING A FILE THE SECOND TIME 19**

**PRINTING TEXT 19**

**ENDING LESSON 1 20**

*SUMMARY* 21

*KEY TERMS* 21

*COMMAND SUMMARY* 22

*REVIEW QUESTIONS* 22

*EXERCISES* 22

## 2 Formatting Documents

25

OBJECTIVES 25

STARTING OFF 26

USING WORDPERFECT ONSCREEN HELP 26

PRACTICE TIME 2-1 28

RETRIEVING A DOCUMENT 28

DEFAULT FORMAT FOR PRINTING 29

JUSTIFICATION 30

PRACTICE TIME 2-2 31

CENTERING TEXT 31

LINE SPACING 32

PRACTICE TIME 2-3 33

MARGIN SETTINGS 33

THE RULER 34

TAB SET 35

PRACTICE TIME 2-4 37

LINE INDENTATION 37

PRACTICE TIME 2-5 39

PARAGRAPH INDENTATION 39

PRACTICE TIME 2-6 40

HANGING INDENT 40

PAGE BREAKS 43

PRACTICE TIME 2-7 44

REVEAL CODES 44

PRACTICE TIME 2-8 45

PAGE NUMBERING 46

PRACTICE TIME 2-9 47

CHANGING FONT 47

Changing the Initial Font  
Versus Making Font Change  
Within a Document 48

Changing Size and Appearance 49

PRACTICE TIME 2-10 50

ENDING LESSON 2 51

SUMMARY 51

KEY TERMS 51

COMMAND SUMMARY 52

REVIEW QUESTIONS 52

EXERCISES 53

## 3 Advanced Editing Features

55

OBJECTIVES 55

STARTING OFF 56

OPENING MULTIPLE FILES 56

PRACTICE TIME 3-1 56

Switching Between Windows 56

PRACTICE TIME 3-2 56

Cascading the Document Windows 57

Tiling the Document Windows 58

PRACTICE TIME 3-3 58

MOVING SELECTED TEXT BETWEEN DOCUMENTS 59

PRACTICE TIME 3-4 60

HEADERS AND FOOTERS 60

PRACTICE TIME 3-5 62

CLOSING DOCUMENTS 63

PRACTICE TIME 3-6 63

ENTERING TEXT FLUSH RIGHT 63

INCLUDING THE CURRENT DATE 64

PRACTICE TIME 3-7 64

**TAB ALIGNMENT 65***PRACTICE TIME 3-8 67***FINDING TEXT 67***PRACTICE TIME 3-9 68***REPLACING WORDS 69***PRACTICE TIME 3-10 69**PRACTICE TIME 3-11 71***MERGE 71***Data File 73**Form File 76***ENDING LESSON 3 80***SUMMARY 80**KEY TERMS 80**COMMAND SUMMARY 81**REVIEW QUESTIONS 81**EXERCISES 82*

# **4 Working With Templates, Graphics, and Tables**

**84***OBJECTIVES 84***STARTING OFF 85****TEMPLATES 85****USING A TEMPLATE 85****ZOOM 90****ADDING A WATERMARK 91****INSERTING GRAPHICS 93****TABLES 96***To Select a Column**Using the Keyboard 99**To Select a Column**Using the Mouse 99***ENDING LESSON 4 101***SUMMARY 101**KEY TERMS 102**COMMAND SUMMARY 102**REVIEW QUESTIONS 102**EXERCISES 103**WordPerfect Projects 105**WordPerfect 6.0 for Windows  
Command Summary 109**Glossary 111**Index 114*

# Creating Documents

## **OBJECTIVES**

*Upon completing the material presented in this lesson, you should understand the following aspects of WordPerfect for Windows:*

- ☐ **Starting WordPerfect**
- ☐ **Comprehending word processing terminology**
- ☐ **Entering text**
- ☐ **Saving a file on a disk**
- ☐ **Giving WordPerfect commands**
- ☐ **Moving through the document**
- ☐ **Selecting text**
- ☐ **Deleting selected text**
- ☐ **Moving and copying selected text**
- ☐ **Inserting and replacing text in an existing document**
- ☐ **Using the Speller**
- ☐ **Using the Thesaurus**
- ☐ **Printing a document**

## STARTING OFF

Before starting WordPerfect, start the Microsoft Windows program. Make sure that the Program Manager is the only window displayed onscreen. The installation procedure for WordPerfect created a program group icon for WordPerfect 6.0 for Windows in the Program Manager window. See Figure 1-1.

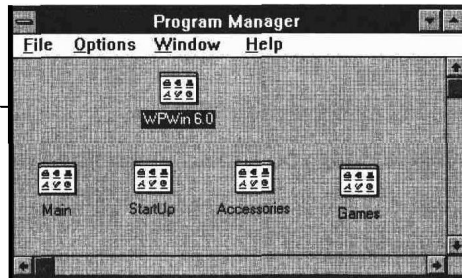


Figure 1-1

- Maximize the Program Manager window.
- Open the WordPerfect window by double-clicking on the group icon labeled WPWin 6.0.
  - *The WPWin 6.0 window, similar to the one in Figure 1-2, is displayed.*

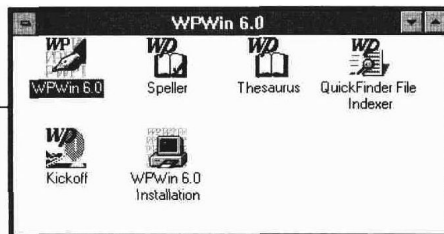


Figure 1-2

The WPWin 6.0 program group window has six application icons: WordPerfect 6.0 for Windows (WPWin 6.0) program, Speller, Thesaurus, QuickFinder File Indexer, Kickoff, and WPWin 6.0 Installation. To start WordPerfect, double-click on the WPWin 6.0 icon.

- Launch the WordPerfect program by double-clicking on the WPWin 6.0 program icon.
  - *The WordPerfect application window is displayed, as shown in Figure 1-3.*

The WordPerfect application window has all the basic components of a Microsoft Window's screen: a title bar; a menu bar; a control-menu box;

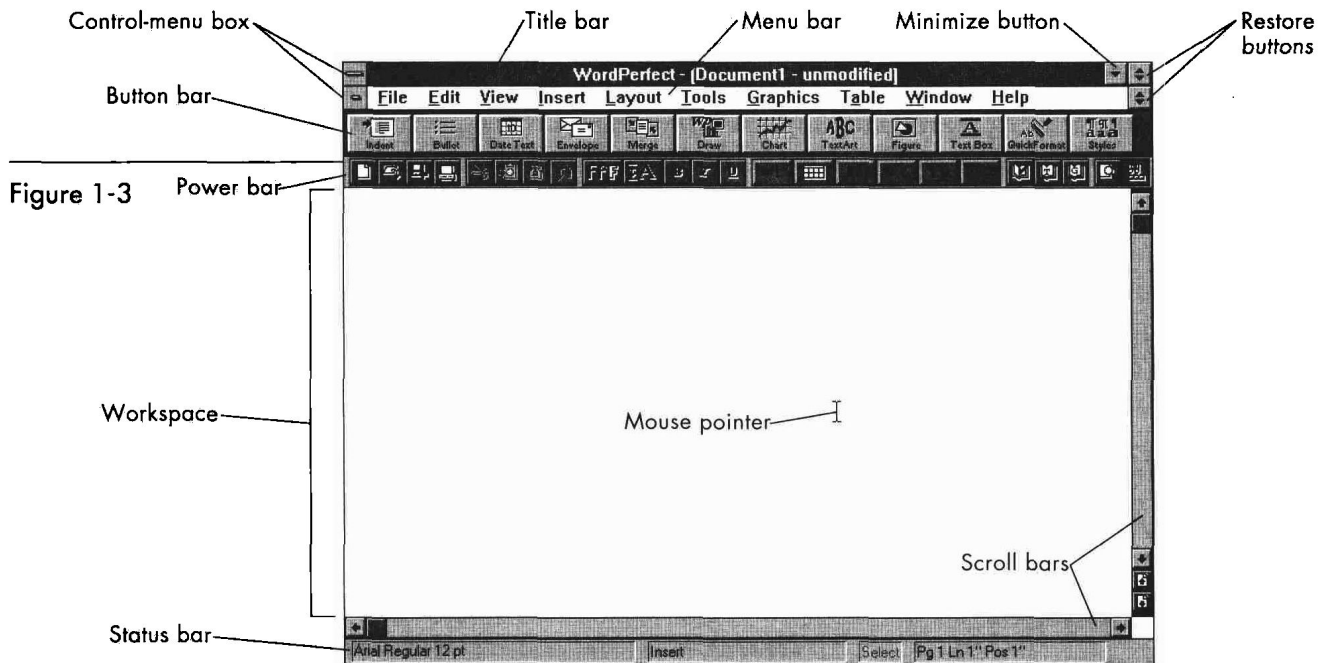


Figure 1-3

minimize, maximize, and restore buttons; and scroll bars. Also, under the menu bar are the button bar and the power bar, and at the bottom of the screen is the status bar. These are explained later in this section.

As shown in Figure 1-3, there are two restore buttons and two control-menu boxes. This is because two windows are currently displayed: the WordPerfect application window and a new document window. The new document window is contained within the **workspace**, the area between the bars at the top and the status bar, of the WordPerfect application window, and the new document window is already maximized.

- Restore the document window by clicking on the lower restore button.

► *The document window is no longer maximized within the workspace of the WordPerfect application window.*

Now you can see the document window more distinctly. The workspace for Windows can contain up to nine documents, if your computer has enough available memory. The title bar of the WordPerfect application window displays "WordPerfect", and that of the document window contains the name of the document: "Document1 - unmodified".


- Maximize the document window.

► *Notice that the title bar now reads "WordPerfect - [Document1 - unmodified]", and that the new document window filled out the workspace.*

The menu bar, located beneath the title bar, contains 10 menu options. WordPerfect commands are accessed either by clicking on the desired menu

option or by pressing the **Alt** key and the key of the underlined letter in the menu option you want. When you select an option, a menu containing the commands, called a **drop-down menu**, appears below the option. To select a command in the drop-down menu, click on the command with the mouse or press the key of the underlined character.

The **button bar**, just below the menu bar, contains buttons representing features you use often, providing easy access to options related to a specific feature. The **power bar** contains buttons representing common commands. Features and commands represented as buttons on these two bars can be activated by clicking on the button with the mouse.

- Move the mouse pointer on top of any button on the button or power bar.
- ▶ *The title bar displays the feature or command the button represents. For example, if you move the pointer on top of the Date Text button () , the title bar displays "Date Text - Insert the current date at the insertion point - Ctrl + D".*

---

## P R A C T I C E   T I M E   1 - 1

Move the mouse pointer over other buttons. Notice the text in the title bar for each button. Note also that the mouse pointer turns into an I-beam when it is in the workspace and an arrow otherwise.

---

The area below the power bar is the workspace for the new document. This is where you can enter new text, review what you have already entered, or change what is there. Of course, because you have not entered anything yet, it is blank. The blinking vertical bar is the **insertion point**. It shows the position in the workspace where your entries are made.

At the bottom of the screen is the **status bar**. The left side of the status bar indicates the *font* (the typeface and point size) for the current document. The right side of the status bar indicates the position of the insertion point as you type text. It is currently on page 1 of the document, located at 1" for both line and position (column). This is because of the default setting for the top and left margins. The **default**, or preset value, for these margins is 1 inch. WordPerfect presets certain screen and page formats so that you can just start typing. These settings can be changed at any time and are the subject of Lesson 2.

---

## ENTERING TEXT

To enter text, use your keyboard just as you would a typewriter. As you enter each character it appears at the insertion point, and the insertion point moves to the right one position. Unlike the keyboard on a typewriter,

however, this keyboard does not require entry of a carriage return as you fill up a line onscreen. Just keep on typing, because when the insertion point gets beyond the right margin (remember the default setting) it will reappear at the left margin setting, one line down. When you come to the end of a paragraph, the **[←Enter]** key must be pressed. **[←Enter]** breaks the line and moves the insertion point to the left margin, one line down. You have to press **[←Enter]** once at the end of each paragraph, or twice if you want to insert a blank line between paragraphs in the text.

When your text fills up the screen, the text will *scroll up*—that is, a new line will appear at the bottom of the screen, and the uppermost line will disappear from view.

## Correcting Errors

If you make a mistake when you are typing text, you may delete unwanted characters by pressing **[←Backspace]**, which is the left-arrow key found above **[←Enter]**. You can then retype the text.

## Uppercase Letters

To enter uppercase letters, simply hold down **[⇧Shift]** while you press the character—as you would on a typewriter. If you want to type several characters in uppercase, as when you enter a title, press **[Caps Lock]**, just as you would do with the shift-lock key on a typewriter. To get back into lowercase, press **[Caps Lock]** again. When you enter certain special characters, you have to hold down **[⇧Shift]** regardless of whether the **[Caps Lock]** key has been pressed.

---

## PRACTICE TIME 1 - 2

Enter the following text:

**Records of transactions, contracts, and inventories form the basis that allows business to be conducted in an orderly manner. Scribes have been used through the ages to produce copies of business contracts. Inventions that have lowered the cost or increased the speed for an individual to write a document have resulted in increased business productivity. These inventions include paper, ballpoint pens, and typewriter. The personal computer did not become a success until it became useful for business. Today, word processing is the most common business use of personal computers.**

---

As you typed in this paragraph, you might have noticed the phenomenon called **wordwrap**. This means that as the text gets to the right margin, a word that is too long to fit on the line is moved down to the next line. Words are not split between two lines. This feature is included to make reading and text creation easier.

---

## WORDPERFECT COMMANDS

As mentioned earlier, a command can be entered using the mouse or the keyboard in the same manner as with any Windows application. You will notice that some commands are **toggles**, which means the command turns a feature on or off each time you enter it. When a toggle feature is on, a checkmark appears before the command option in the menu, and the checkmark disappears when the feature is turned off. Some other commands display a *dialog box*, where you are required to enter additional information, such as the name to call a document.

Many commands offer you alternatives. These commands can be entered by clicking on a button, as explained earlier, or by pressing a key in combination with the **Ctrl**, **Shift**, and **Alt** keys. When you see **Shift+F3**, for example, you are to hold down **Shift** and press the **F3** function key; when you see **Ctrl+X**, you hold down **Ctrl** and press **X**. Alternative keys appear next to the corresponding command in the drop-down menu. Where available, these buttons and combination alternative keys are given in this book.

**NOTE:** There are two configurations to alternative keys: the WPWin 6.0 keyboard (compatible with all Microsoft Windows applications), and the WP DOS keyboard (compatible with WordPerfect for DOS). The default is the WPWin 6.0 keyboard, and hence these are presented in this book.

---

## SAVING YOUR WORK

The text that you have just entered is stored in the main memory of the computer. If you turn off the computer or if there is a power failure, you lose that text. That is why it is important to save the file on a disk, not only when you quit WordPerfect, but frequently during your WordPerfect session. Once a file is on disk, it is permanently stored. Should there be a power failure, you can retrieve the most recent version of the file from the disk and continue with your work.

**NOTE:** This manual assumes that your data disk is in drive A. If you are using a drive other than A, substitute the appropriate drive in the instructions.

- Make sure that there is a formatted diskette in drive A.

When you save a file, you have two choices: You can use the Save command or the Save As command.

- If you use the Save command, the file is saved using the filename that appears in the title bar. If there already is a file by that name on the disk, the new file will replace the other file.
- If you use the Save As command, you type a new name for your file.

The first time you save a document, you are forced to use the Save As command no matter which save option you select. As mentioned earlier, when you start a new file, WordPerfect automatically assigns it a default name, such as Document1. When you save the file for the first time, the Save As command lets you give a more meaningful name to the file.

A valid name for the document, known as the *filename*, is one to eight characters in length, followed by an optional extension. The extension is a period (.) and one to three additional characters. If you do not supply an extension, WordPerfect automatically assigns the extension .WPD. Any characters except spaces and the following can be used: \* ? , ; [ ] + = \ / : | < >. You cannot use a period except to separate the filename from the extension. Also, the name can be entered in lower- or uppercase letters.

**NOTE:** If you use an extension other than .WPD, it is much more difficult to find the files later, because WP 6.0 for Windows automatically looks for files with the .WPD extension.

Right now, use the name MYFILE to save it on the disk in drive A.

■ Click on File in the menu bar, then on Save As.


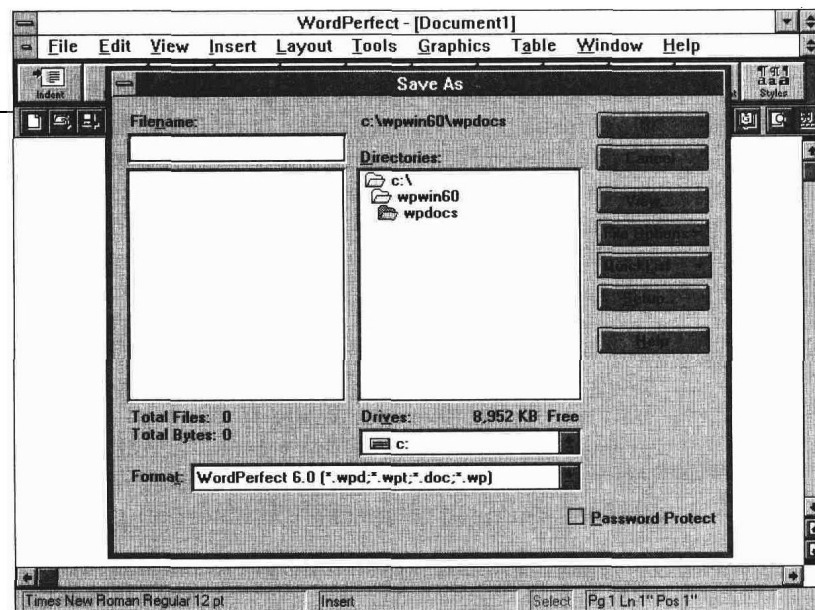
*Alternative:* Press **F3** or click on the Save button, .

Figure 1-4



► The Save As dialog box is displayed, as shown in Figure 1-4.

The insertion point is blinking in the Filename text box. Type the filename, but do not press **Enter**.

■ Type **MYFILE**, but do not press **Enter**.

You need to specify the location of the data disk. Your data disk is in drive A.

- Click on the down arrow at the right of the Drives list box.
  - ▶ *All available drives are displayed.*
- Click on a: for drive A.
  - ▶ *The Directories list box displays all directories currently on drive A. If you need to specify the directory, do so by clicking on the directory name.*
- Complete the command by selecting OK. You can select OK by clicking on the button or, if it is the default option, by pressing ↵Enter.
  - ▶ *The file is saved to the disk in drive A. Also, the title bar changes to "WordPerfect - [a:\myfile.wpd - unmodified]".*

---

## MOVING THROUGH THE DOCUMENT

Suppose, as you read what you typed earlier, you find a mistake or you decide to change the text. If the change you want to make is at the beginning of the text, you could use ←Backspace to erase all unwanted characters starting at the insertion point, but then you would have to retype almost the entire text. This is no improvement over using a typewriter. A word processor has a better way. To make a correction such as this, you need to learn how to move through the document, which means you need to learn how to move the insertion point. The text is entered, deleted, or edited at the insertion point.

### Using the Mouse

The insertion point may be moved by positioning the I-beam in the desired place and clicking the left mouse button once. If the desired text position had scrolled offscreen, bring it back to display by clicking on the scroll arrows on either end of the vertical scroll bar at the right. When you scroll the text display, however, the insertion point stays in its original position. Hence, you need to specify the insertion point.

- Use the mouse to move the insertion point.

### Using the Keyboard

To move the insertion point, use the four arrow keys located on the numeric keypad to the right of the main keyboard (or the arrow keys located between the main keyboard and the numeric keypad on extended keyboards). The insertion point will move in the direction of the arrow, one position at a time.