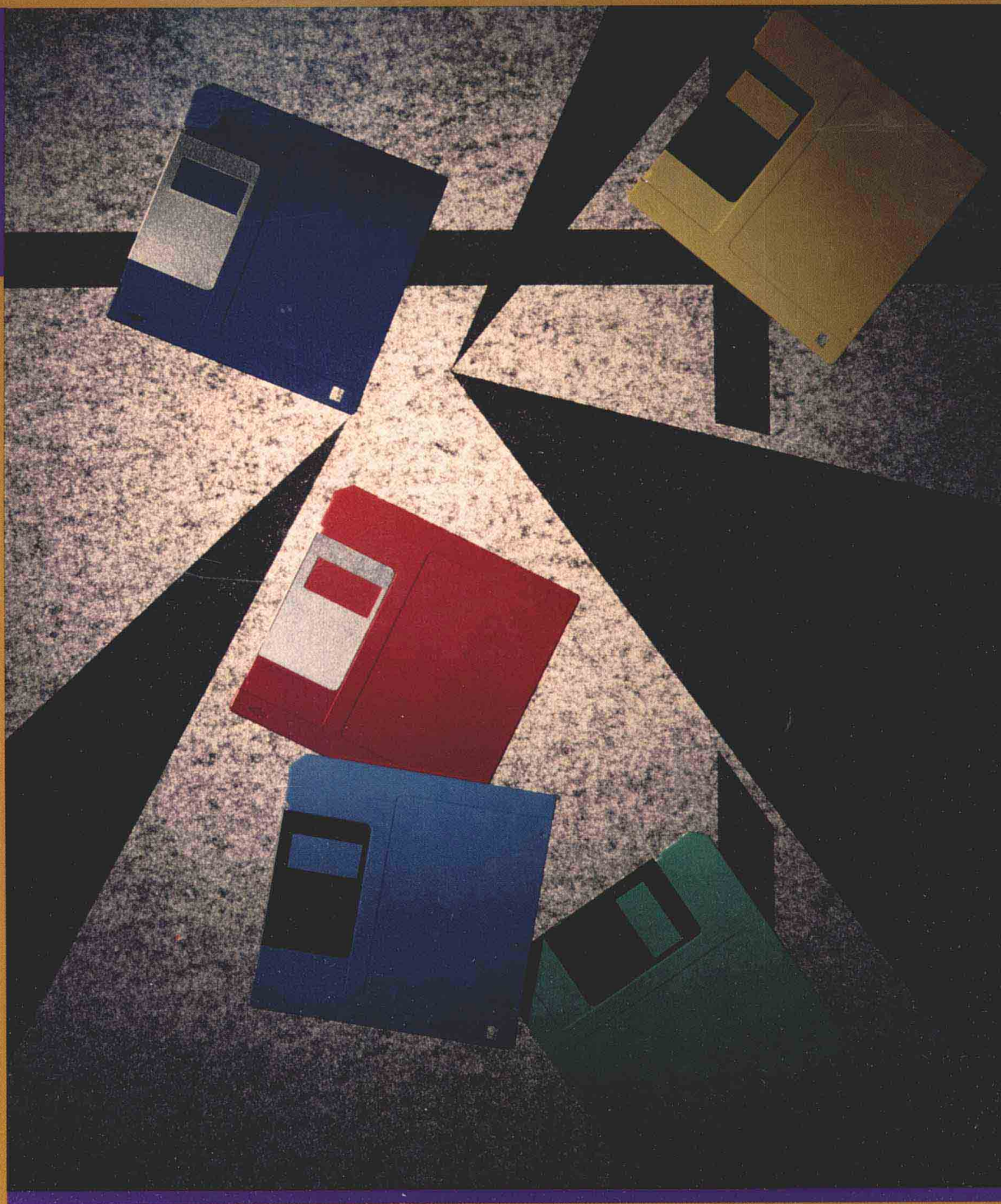


**IRWIN**  
ADVANTAGE  
SERIES FOR  
COMPUTER  
EDUCATION

**HUTCHINSON**  
**SAWYER**  
**COULTHARD**



**WordPerfect® 6.0**

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# **WORDPERFECT® 6.0**

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**Sarah E. Hutchinson  
Stacey C. Sawyer  
Glen J. Coulthard**

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**THE IRWIN ADVANTAGE SERIES  
FOR COMPUTER EDUCATION**



***IRWIN***

**BURR RIDGE, ILLINOIS  
BOSTON, MASSACHUSETTS  
SYDNEY, AUSTRALIA**

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## USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should work through the short-answer and hands-on exercises appearing at the end of each session.

The exercises and examples in this guide use several standard conventions to indicate menu instructions, keystroke combinations, and command instructions.

### MENU INSTRUCTIONS

When you need to execute a command from a menu, the tutorial's instruction line uses a comma to separate menu options. For example, the command to center text is shown as:

CHOOSE: Alignment, Center

This instruction tells you to press the A key to choose the Alignment option and then the C key to choose the Center option. Keys separated by commas are not pressed at the same time.

### KEYSTROKES AND KEYSTROKE COMBINATIONS

When you must press two keys together, the tutorial's instruction line shows the keys joined with a plus sign (+). For example, to use the Speller option, hold down **Ctrl** and then press **F2**. The instruction for using this command is shown as:

PRESS: **Ctrl**+**F2**

## COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: George Washington

When you are required to enter unique information, such as the current date or your name, the instructions appear in italics. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *your name*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface.

PRESS: *the cursor-movement keys to highlight the block of text*

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## SESSION 1

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# WORDPERFECT FUNDAMENTALS

You begin typing a letter. Perhaps you're an expert typist, perhaps not. You pay close attention, think you've done well, finish the task—and then you check your work, hoping to see no mistakes. No such luck. You have to start all over again. So much for your good mood.

But that's only if you used a simple typewriter. Using a computer and word processing software such as WordPerfect, you're still close to success. This session teaches you to write, edit, save, retrieve, and print WordPerfect text.

### PREVIEW

*When you have completed this session, you will be able to:*

- Describe the document cycle.
- 
- Create a document.
- 
- Save and retrieve a document.
- 
- Edit a document and reveal codes.
- 
- Print a document.

## SESSION OUTLINE

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- Why Is This Session Important?
- Overview of WordPerfect
  - Entering Text
  - Editing Text
  - Spell-Checking and the Thesaurus
  - Formatting
  - Printing
  - Merging
- Loading WordPerfect
- The WordPerfect Screen
- Using the Function Keys
- Using the Menu Bar
  - Dialog Box
  - Using a Mouse
  - Cancelling Options or Procedures
- Using Help (**F1**)
- Creating a Document
  - Inserting Text: Insert Versus Typeover
  - Deleting Text: **Delete** Versus **BackSpace**
  - Word Wrap
- Saving Your Work
  - Saving a Document (**F10**)
  - Saving a Document Using the Same Name (**Ctrl**+**F12**)
- Document Windows
  - Displaying an Empty Document Window
  - Switching Between Windows (**F3**)
  - Opening and Closing Document Windows
  - Using the File Manager to Open Document Windows
- Cursor-Movement Commands
- Editing a Document
  - Breaking One Paragraph into Two
  - Inserting Text and Deleting Text
  - Adding Text to the Bottom of the Document
- Revealing Codes (**Alt**+**F3** or **F11**)
- Saving the Revised Document Under a Different Name
- Printing a Document (**Shift**+**F7**)
- Exiting WordPerfect
- Summary
  - Command Summary
- Key Terms
- Exercises
  - Short Answer
  - Hands-On

---

## WHY IS THIS SESSION IMPORTANT?

As more microcomputers are being used in the business workplace, more word processing software programs are being written for them. Word processing software allows you to create, edit, format, store and retrieve, and print documents using a computer. Bookstore and computer store shelves are full of books on different microcomputer word processing software packages. Software reviewers often judge WordPerfect to be one of the best word processing programs available for use today. In this session, we provide an overview of the different features WordPerfect provides and lead you through creating a document.

Before using an applications software package, make sure that your computer meets all the necessary hardware requirements to run the software—these system requirements are usually listed on the front of the applications package. To use WordPerfect on your computer you must have at least 520 K of RAM (random access memory). You must use a computer that has a hard disk, because the WordPerfect files take from 7 MB to 16 MB of disk storage.

*Before proceeding, make sure the following are true:*

1. You have access to WordPerfect 6.0.
2. Your Advantage Diskette is inserted in the drive. You will save your work onto the diskette and retrieve the files that have been created for you. (*Note:* The Advantage Diskette can be made by copying all the files off your instructor's Master Advantage Diskette onto a formatted diskette.)

---

## OVERVIEW OF WORDPERFECT

Each of WordPerfect's features can be used in one or more parts of the document cycle. The document cycle using word processing software includes the following activities: (1) entering, (2) editing, (3) spell-checking and using a thesaurus, (4) formatting, (5) saving and retrieving, and (6) printing a document. A seventh stage—merging text from separate documents into a single document—may also be part of the cycle. Each step in the document cycle uses a number of WordPerfect features.

## ENTERING TEXT

After you load WordPerfect into RAM (which you will do later in this session), the next step is to enter, or key in, your text. When entering text, you will use (1) cursor movement, (2) word wrap and the **Enter** key, and (3) scrolling.

The **cursor** is a blinking or highlighted line (or block), about as wide as a character, that marks where the next character or space will be entered or where the next command operation will start. As you type a character, the cursor moves to the right. When you are editing text, you can control where the cursor is positioned by using the cursor-movement keys on your keyboard.

Another important feature of computer-based word processing is **word wrap**. When you are writing on a typewriter, to begin typing another line, you hit the carriage return or press **Enter** when the print mechanism hits the right-hand margin so that it will return to the left-hand margin. When using a computer and word processing software, you don't have to do anything at the end of a line. When the cursor reaches the right-hand margin it automatically returns to the left-hand margin of the line below. In other words, the cursor wraps around to start a new line when it reaches the right margin. If a word is being typed in that is too long to fit on the current line, the cursor will automatically move it to the next line.

Entering text almost always involves **scrolling**—the automatic movement of blocks of text up or down the screen. Many, if not most, of the documents you create will be too large to see all at once on the screen. The most you can view on your monitor is 24 to 25 lines of text; 80 characters can fit across the width of the screen. What happens when you're entering a document that is longer than 25 lines? Your document will move up, or scroll, off the top of the screen. Your screen acts like a window through which you see portions of the text you have entered. To see the portions of text that have scrolled off the screen, you need to move the cursor to the portions of text you want to see (you will learn how to do this shortly). To see a document that is longer than 25 lines in its entirety, you must print it out.

The cursor-movement keys (**↑**, **↓**, **←**, **→**) move the cursor through your document on the screen. In addition, **PgUp** moves the cursor to the first line on the previous page, and **PgDn** moves the cursor to the first line on the next page. In this session, we describe a number of methods for moving the cursor efficiently throughout a document. These methods can save you time, especially when working on long documents.

## EDITING TEXT

Let's say you've used WordPerfect to create a letter to send to a potential employer. After reviewing it, you decide to improve the letter by making changes to, or **editing**, it. A number of features can be used to edit a document. Two of the

most important involve inserting and deleting text. With word processing software, all you have to do to insert text in or delete text from a document is move the cursor to the location where you want to start the operation and then press the appropriate keys. In this way, for example, you could position the cursor in the middle of a paragraph, and then insert a sentence. Once you've performed the desired operation, WordPerfect will automatically reformat your text to fit within the margins. In this session, you will practice inserting and deleting text.

Another convenient editing feature of WordPerfect is the ability to perform **block operations**. For example, what if you decide to move the first paragraph in your document to the end of your document? By using block operations, you can move, delete, and copy sentences, paragraphs, and pages by telling the software where the beginning and end points are of the block of text you want to move. Once you have defined the block of text, you issue the appropriate command to either move, delete, or copy it. WordPerfect also allows you to create a separate file out of a block of text. This feature lets you save parts of documents you will use again and again and incorporate them into new documents.

WordPerfect can also search for and replace text in a document. For instance, perhaps you used the name John instead of Jack in many places throughout your document. If your document is 20 pages long, it would take a long time to find each occurrence of "John," delete it, and type "Jack." With the **search and replace** capability, you tell the software what word or phrase you want to search for and what word or phrase you would like to replace it with. Then say goodbye to John and hello to Jack.

## **SPELL-CHECKING AND THE THESAURUS**

WordPerfect can check for spelling errors in your document. It's amazing how many errors the spelling checker finds even after you've looked for them yourself. When you choose the menu option to check the spelling of your document, the spelling dictionary (which accompanies WordPerfect) is loaded into RAM. The words in your document are then compared to the words in the dictionary. The **spelling checker** flags each word in your document that it can't find a match for in the dictionary. For most flagged words, WordPerfect provides a list of suggested correct spellings—you have the option of choosing one to be inserted into your document in place of the incorrectly spelled word.

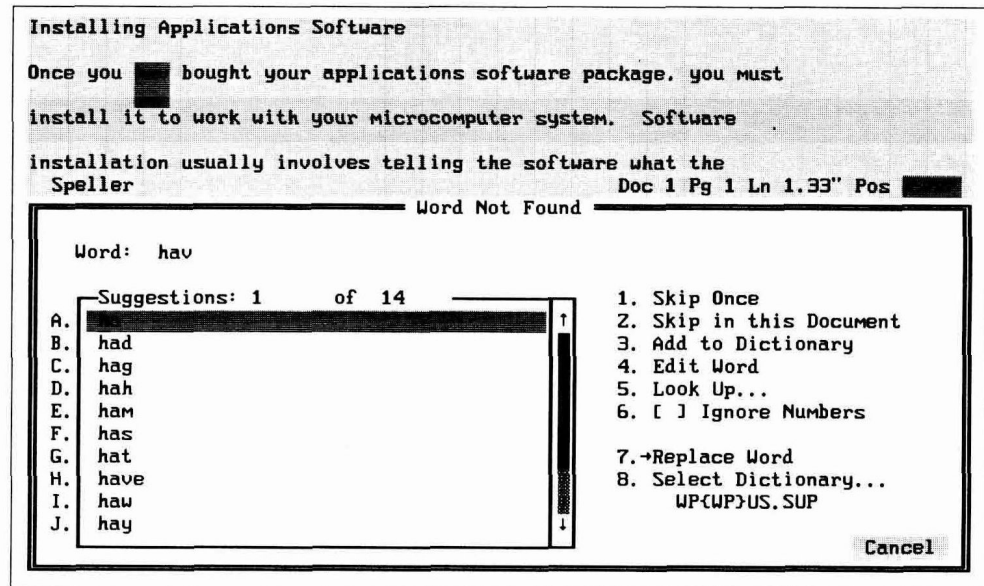
For example, in Figure 1.1, the spelling checker is highlighting the word "hav" since it considers it to be misspelled. On the bottom part of the screen is a list of suggested correct spellings. In this case, you would type H to replace the incorrect spelling (hav) with the correct spelling (have). If the speller doesn't come up with any suggested spellings, you have the option of editing the word directly. Sometimes, if the dictionary doesn't contain a word like the one you typed—for instance, someone's last name—WordPerfect will flag it even though it may be spelled correctly; WordPerfect allows you to skip these. WordPerfect also lets you



add words to a supplemental dictionary, which is very useful if you use special terminology in your profession or if you must often use proper names in your documents. If you don't add these words to a dictionary, it will flag them as misspelled every time you spell-check your document. You will use the spelling checker in Session 3.

**Figure 1.1**

**The Spelling Checker**



WordPerfect can also identify words with similar meanings through use of a computer-based **thesaurus**. The user simply highlights a word to be looked up and then activates the thesaurus. Words of similar meaning in the thesaurus will then be listed on the screen. For example, in Figure 1.2 the thesaurus is highlighting the word *happy*. On the bottom of the screen, the thesaurus has listed words that have similar meaning. This feature is useful when you know what you want to say but can't find the right words, or if you use the same word over and over in a document and want some alternatives. You will use the **THESAURUS** command in Session 3.

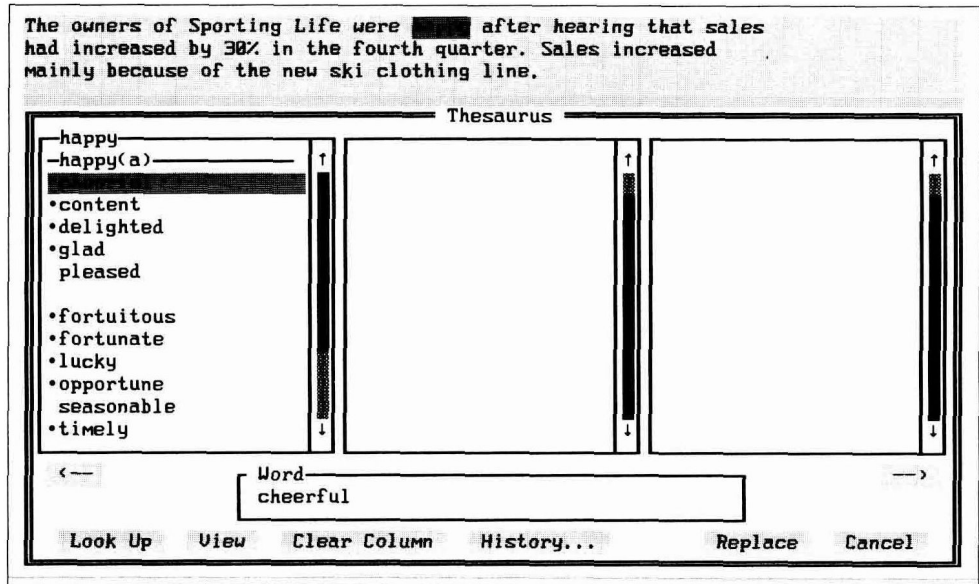
## FORMATTING

**Formatting** commands, which are described in more detail in Session 2, enable you to improve the appearance of your documents, and can be viewed as falling into three categories. **Character formatting commands** enable you to perform such tasks as underlining, boldfacing, and centering. **Page formatting commands** enable you to perform such tasks as including hard page breaks, changing line spacing, changing the tab settings, and indenting. **Document formatting commands** enable you to change the size of the margins that will appear on the

printed page, specify an alternate paper size, and include page numbers, headers and footers. Headers and footers contain descriptive information that appears at the top or bottom of every page. They generally contain such information as page number, date, and document title. Although defined from within the program, headers and footers appear only on your printed output, not on the screen. Figure 1.3 shows WordPerfect's Layout menu, which provides command options that enable you to perform many of the tasks described in this section.

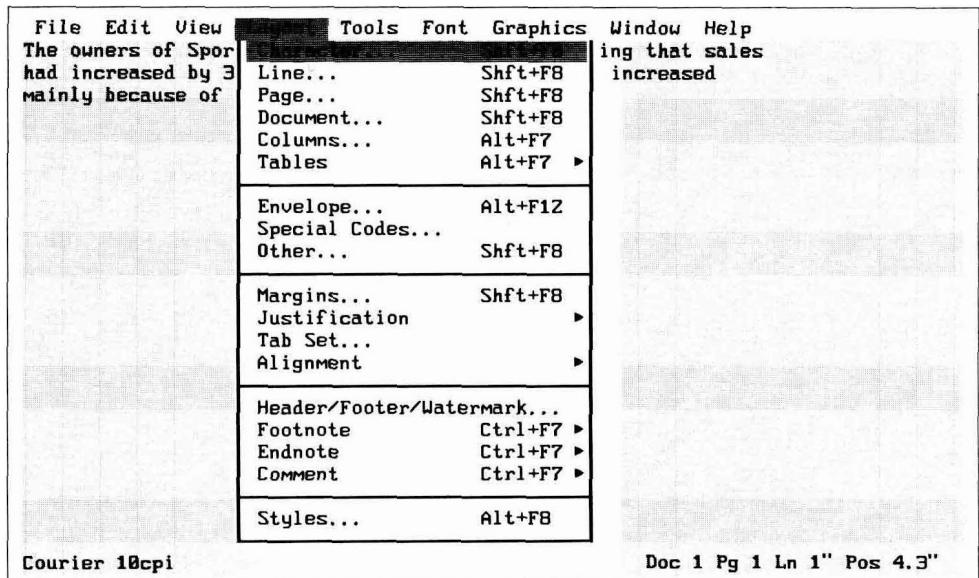
**Figure 1.2**

The Thesaurus



**Figure 1.3**

Options found on the Layout menu can be used to perform a number of formatting procedures.



You may format your document in advance or wait until you have finalized its content.

## PRINTING

Once you've created a document and are pleased with it, you'll probably want to print the document. Printing a document involves connecting your printer to your computer, turning the printer on, and then issuing the command to print your document.

WordPerfect provides you with a number of print options. For example, when you initiate the PRINT command you can specify whether to print the entire document or just the page that the cursor is positioned on. In addition, you can specify that you want to print more than one copy of your document. WordPerfect also enables you to view your document on the screen as it will appear when printed. This feature makes it possible to see the overall effect of your formatting changes (for example, margin changes) without having to print the document out.

## MERGING

Think of how much time you would save if you could send out 50 personalized cover letters to potential employers in less than an hour! Word processing software can help you do this by enabling you to bring information from two files together, which is referred to as merging. We lead you through the process of merging in Session 5.

---

## LOADING WORDPERFECT

We assume that you have booted your computer with DOS (if you're not familiar with the process of loading DOS, ask your instructor).

1. WordPerfect is probably loaded in a subdirectory (named something like \WP or \WP60) on the hard disk. You may be able to load WordPerfect without making the WordPerfect subdirectory current using the CD command. To see if this is the case, type the following after the system prompt:

TYPE: wp

PRESS: **(Enter)**

If a message such as "Bad command or file name" is displaying on the screen, proceed with Steps 2–3. Otherwise, skip Steps 2–3.