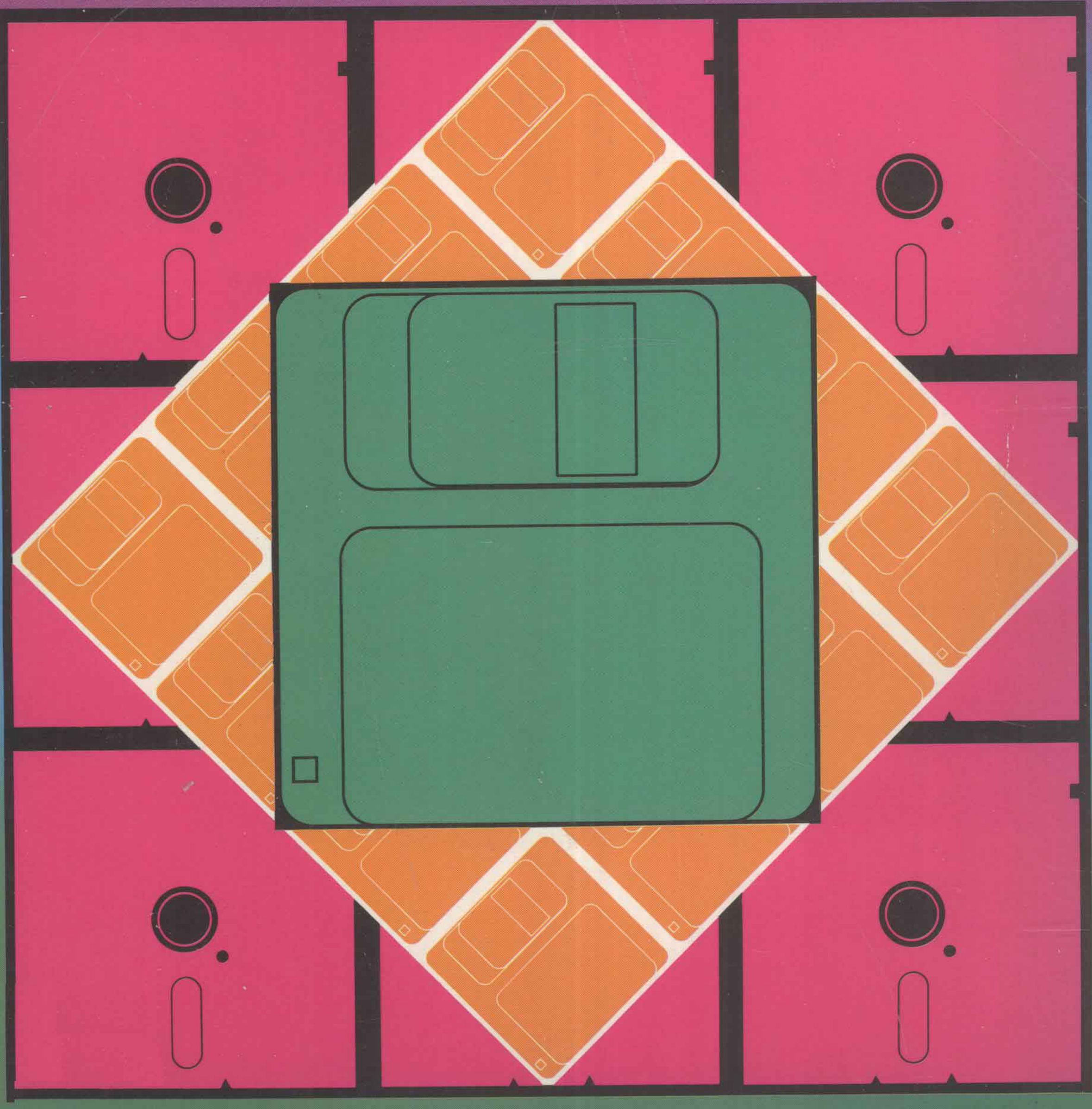
A MASTERY APPROACH TO

WordPerfect®

VERSION 5.1

SHORT COURSE

NITA HEWITT RUTKOSKY



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PARADIGM

To all the business educators that gave me input and suggestions for organizing this textbook.

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PREFACE

USING WORDPERFECT

When you prepare for a successful business career, you need to acquire the necessary skills and qualifications essential to becoming a productive member of the business community. Microcomputer systems are prevalent in many business offices, and students will encounter employment opportunities that require a working knowledge of computers and computer software.

Microcomputers, with the appropriate software, are used by businesses in a variety of capacities. One of the most popular uses of a microcomputer system is word processing—the creation of documents.

Word processing certainly belongs in the business office, but it is also a popular application for home computer use. People will want to learn word processing to write personal correspondence, keep personal records, provide support for a home-based business or cottage industry, write terms papers and reports, and much more.

This textbook provides students with the opportunity to learn word processing for employment purposes or home use and to fully utilize a microcomputer as a word processor. WordPerfect®, Version 5.1 software and an IBM® or IBM-compatible microcomputer system must be available to students to practice the functions and procedures of the program. WordPerfect needs to be installed on a hard-drive system, network system, or installed on floppy disks. To properly install the program, please refer to the Getting Started section of the WordPerfect, Version 5.1, Reference Manual.

LEARNING WORDPERFECT

A Mastery Approach to WordPerfect, Version 5.1: Short Course instructs students in the theories and practical applications of one of the most popular word processing software programs—WordPerfect. The textbook is designed to be used in beginning word processing classes and provides approximately 30 to 45 hours of instruction.

The textbook is divided into three units each containing several chapters. Each chapter contains performance objectives, material introducing and explaining new concepts and commands, a chapter summary, and a student study guide. Several hands-on exercises to be completed at the computer illustrate new command step by step. Performance Assessments reinforce acquired skills while providing practice in decision-making and problem-solving. In addition, mastery assessments are included at the end of each unit.

The performance objectives let you know what you can expect to learn and what you can expect to be doing upon completion of the chapter. Each chapter introduces a new theory, including functions and commands, and provides examples and explanations to assist learning. A summary is included to highlight the main points of the chapter and provide a quick reference to key presses. You are provided with a study guide designed to help you assess your understanding of the material presented in the chapter. The last section of each chapter contains exercises to be completed at the computer. The last exercises in each chapter, called Performance Assessments, require that you prepare documents without step-by-step instructions. Simulation exercises at the end of each unit provide hands-on computer exercises that require you to make decisions about document preparation and formatting. These practical exercises provide ample opportunity to practice new functions and commands as well as previously learned material.

MANIPULATING WORDPERFECT

There are two types of WordPerfect commands used in this text. If keys are to be pressed sequentially, a comma separates the two keys. For example,

```
Home, right arrow
```

command indicates that the Home key is pressed and released and then the right arrow key is pressed and released. A plus symbol (+) is used for commands where the first key is held down while the second key is being pressed. For example, to execute the

```
Alt + F7
```

command, the Alt key is held down and then the F7 key is pressed. After the F7 key is pressed, the Alt key may be released.

WordPerfect commands can be executed from the keyboard or with a mouse. The directions for each method are contained in this text. Many commands can be executed by pressing a number or a letter from the keyboard. For example, to print a document from the directory, the number 4 or the letter P will send the document to the printer. Both the number and the letter for commands are included in this text. Directions will use terminology such as "choose 4 or P for Print," and "choose 1 or L for Line." The method for executing commands from the mouse are also included. The mouse directions are preceded by the icon, **M**, and are set in italics. If you are using a mouse, please refer to Appendix A: Mouse, before beginning chapter 1.

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COMMAND CARD

UNIT 1

BASIC CHARACTER AND LINE FORMATTING

In this unit, you will learn to adjust characters and lines in the creation of simple office documents, such as business memorandums and letters.

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CHAPTER 1

MICROCOMPUTER EQUIPMENT

PERFORMANCE OBJECTIVES

Upon successful completion of chapter 1, you will be able to operate a word processing system, maintain storage devices, and save and retrieve a WordPerfect document.

HARDWARE AND SOFTWARE

This textbook provides you with instruction on a word processing program using a microcomputer system. The program you will learn to operate is the software. Software is the program of instructions that tells the computer what to do. The computer equipment you will use is the *hardware*. Put simply, software makes the hardware operate.

You will be learning to operate a software program called WordPerfect®. There are hundreds of software programs written to turn your microcomputer into a word processor; WordPerfect is one of the most popular.

Even though you will learn to operate the functions and commands of WordPerfect, many procedures and theories you will practice can apply to other word processing programs. By learning one word processing program, you learn what you can and cannot do with a word processor and the terminology that is particular to word processing. These general concepts will transfer to other systems and programs.

WHAT YOU NEED TO OPERATE WORDPERFECT

This textbook instructs you in the functions and commands of WordPerfect, Version 5.1. You will need an IBM PC or an IBM-compatible computer to operate WordPerfect. This computer system should consist of the CPU, monitor, keyboard, printer, and disk drives. If you are not sure what equipment you will be operating, check with your instructor.

The illustration in figure 1-1 shows you an IBM Personal Computer System. Following the illustration is an explanation of the components.

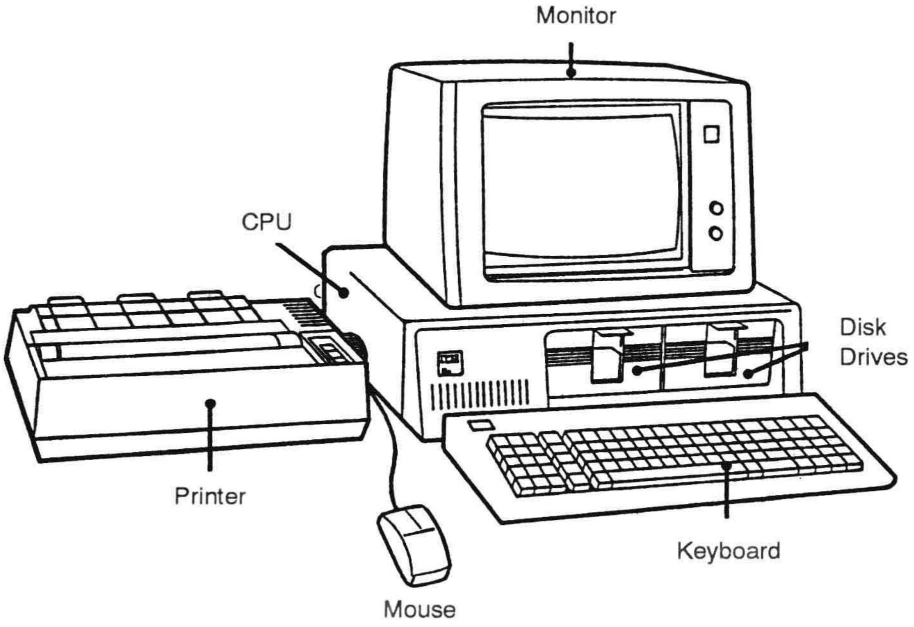


Figure 1-1: IBM Personal Computer System

CPU

CPU stands for Central Processing Unit. The CPU is the intelligence of the computer. All the processing occurs in the CPU. Silicon chips, which contain miniaturized circuitry, are placed on boards and plugged into slots within the CPU. Whenever an instruction is given to the computer, that instruction is processed through the circuitry in the CPU. The Central Processing Unit, in simple terms, is a central location where information is processed.

Monitor

The monitor is a piece of equipment that looks like a television screen. The monitor displays the information of a program and what is being input at the keyboard. The monitor may also be referred to as the VDT (Video Display Terminal) or screen.

Monitors can vary in the amount and color of text they display. For word processing, a monitor is needed that displays 80 characters horizontally and at least 15 to 20 lines vertically. When you have a WordPerfect document displayed on the screen, you will be able to see up to 80 characters horizontally and 24 lines vertically.

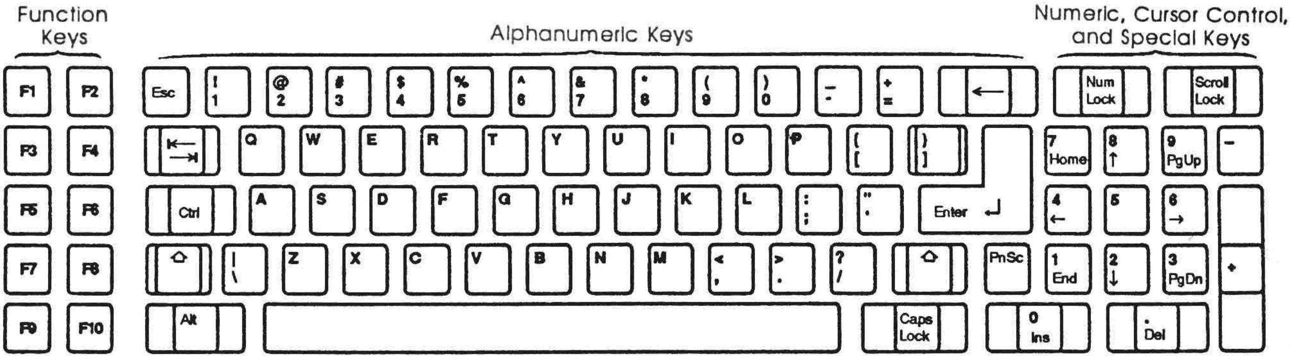
Monitors can display text in different colors: green, amber, white, black, and even multicolors.

Keyboard

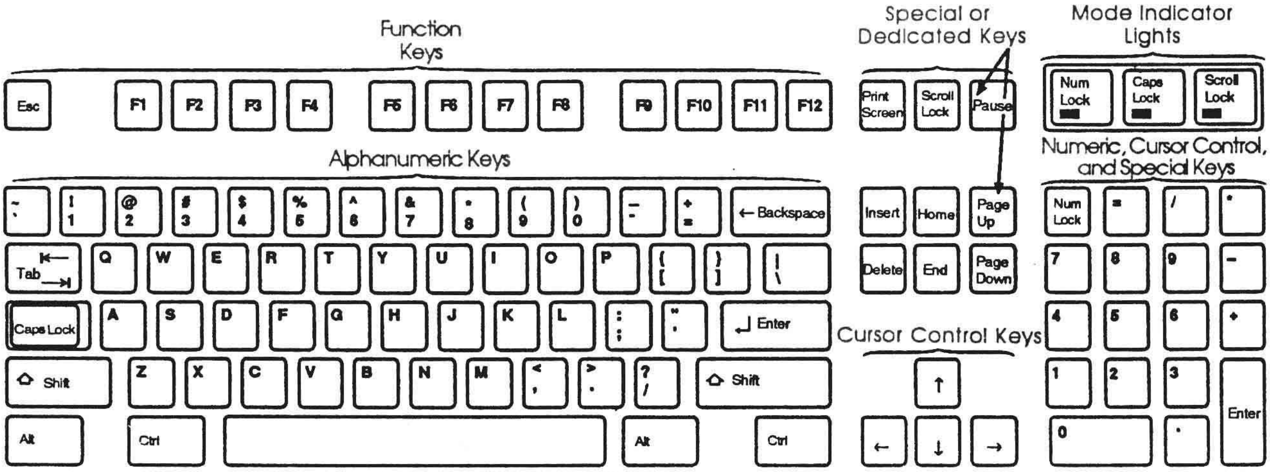
To create word processing documents quickly and efficiently, you need a keyboard to input the information. Keyboards for microcomputers vary in the number and location of their keys. Microcomputers have the alphabetic and numeric keys in the same place as the keys on a typewriter. The symbol keys, however, may be placed at a variety of locations, depending on the manufacturer.

In addition to letters, numbers, and symbols, most microcomputer keyboards have function keys, cursor movements keys, and a ten-key pad. Some keyboards have the cursor movement keys combined with the ten-key pad; others have them separate.

Look at the keyboards shown in figure 1-2 to see examples of two microcomputer keyboards.


Function Keys
Alphanumeric Keys
Numeric, Cursor Control, and Special Keys
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
Esc ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 _ - + = ←
Q W E R T Y U I O P { [}]
Ctrl A S D F G H J K L : ; " ' Enter
Z X C V B N M < , > . ? / PrtSc
Alt Caps Lock
Num Lock Scroll Lock
7 Home 8 ↑ 9 PgUp −
4 ← 5 6 →
1 End 2 ↓ 3 PgDn +
0 Ins . Del

Standard Keyboard


Function Keys
Special or Dedicated Keys
Mode Indicator Lights
Alphanumeric Keys
Numeric, Cursor Control, and Special Keys
Cursor Control Keys
Esc F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12
Print Screen Scroll Lock Pause
Num Lock Caps Lock Scroll Lock
~ ` ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 _ - + = ← Backspace
Tab Q W E R T Y U I O P { [}] | \
Caps Lock A S D F G H J K L : ; " ' Enter
Shift Z X C V B N M < , > . ? / Shift
Alt Ctrl Alt Ctrl
Insert Home Page Up
Delete End Page Down
↑ ← ↓ →
Num Lock = / *
7 8 9 −
4 5 6 +
1 2 3 Enter
0 .

Enhanced Keyboard

Figure 1-2: Microcomputer Keyboards

The function keys on the IBM PC in the upper illustration are the ten keys located to the left of the regular keyboard. On the right side of the keyboard is a group of keys with various functions. They are generally referred to as screen numeric keys and can be used as cursor movement keys, deletion keys, and number keys. If you press the Num Lock key, they can be used as a ten-key pad.

The keyboard in the lower illustration contains the same keys — function, cursor movement, and screen numeric keys — as the upper illustration. The difference is that the keyboard in the lower illustration has the function keys at the top of the keyboard and the cursor movement keys are separate and are located between the regular keyboard and the screen numeric keys.

Look at the keyboard you will be using to see how closely it matches either keyboard in the illustrations.

Disk Drives

Depending on the computer system you are using, the WordPerfect program is saved on a disk, saved on a hard drive, or saved as part of a network system.

A disk drive spins a floppy disk and reads information from the disk. There are two types of disk drive systems — floppy-drive and hard-drive. WordPerfect operates more quickly and efficiently on a hard-drive system (or a network system) than a floppy-drive system.

If you are using WordPerfect on a floppy-drive system, you must have two disk drives available. WordPerfect Version 5.1 will operate on a floppy-drive system if the drives are 720k or larger. The WordPerfect program disks are sequentially inserted in one drive and a blank formatted disk on which documents will be saved is inserted in the second drive. If you are using a hard-drive system (or a network system), the WordPerfect program is saved on the hard drive (or part of the network). With a hard-drive (or network) system, you will need a blank formatted disk on which to save documents.

Printer

When you create a document on the screen, it is considered *soft* copy. If you want a *hard* copy of the document, you need to have it printed on paper. To print documents, you will need to access a printer.

Printers are either impact or nonimpact. Impact printers have a mechanism that strikes the paper to create text. Nonimpact printers use a variety of methods — heat, ink-jet, laser — to print characters. These printers are much quieter and faster than impact printers; they are generally also more expensive than impact printers.

Two types of impact printers are dot matrix and character. A dot matrix printer forms text with a series of dots, and produces *draft quality* copy. A character printer prints fully formed characters and produces *letter quality* copy.

Mouse

WordPerfect, Version 5.1 may be operated completely from the keyboard or with a separate piece of equipment called a mouse. A mouse sits on a flat surface next to the computer and is operated with the left or right hand. When you install WordPerfect, Version 5.1 with a mouse, a rectangle displays on the screen and is moved by the mouse. For instructions on using a mouse, refer to Appendix A.

DISKS AND DISK MAINTENANCE

To operate WordPerfect you should have your own disk on which to save documents. You will probably be using a 5 1/4-inch or 3 1/2-inch disk. To ensure that the information stored on a disk will always be there when you want to retrieve it, you need to follow certain rules of disk maintenance. If you are using a 5 1/4-inch or a 3 1/2-inch disk, follow these rules:

1. Do not expose your disk to extreme heat or cold.
2. Do not wipe or clean the magnetic surface.
3. Keep the disk away from food, liquids, and smoke.
4. Never remove a disk from the disk drive when the drive light is on.

If you are using a 5 1/4-inch, follow these additional rules:

1. Do not touch the exposed surfaces of your disk.
2. Do not use paper clips or rubber bands on the disk.
3. Always keep your disk in the protective envelope when it is not in use.
4. Do not write on a disk with a pencil or ballpoint pen. If you need to write on the disk label, use a felt-tip pen.
5. Keep disks away from magnets and magnetic fields. They can erase the information you have stored.
6. Store disks in an upright position when they are not being used.

The disk that you will be using for document storage must be formatted. Formatting is a process that establishes tracks and sectors in which to store information on the disk and to prepare the disk to accept data for the disk operating system being used. The procedure for formatting disks is presented in Appendix B.

WORDPERFECT TEMPLATE

The WordPerfect Corporation includes a template with the WordPerfect program that identifies the commands from the function keys. The template is placed around the function keys to provide a visual aid. The WordPerfect, Version 5.1 template is shown in figure 1-3.

When the template is placed over the function keys, you do not need to memorize commands. Each function key has four levels: the function key by itself, Alt key plus the function key, Shift key plus the function key, and Ctrl key plus the function key. (This is explained further in Chapter 3.) The commands are written on the template in different colors. The colors identify the level of the function key, as indicated below:

BLACK = Function key by itself
BLUE = Alt plus function key
GREEN = Shift plus function key
RED = Ctrl plus function key

The WordPerfect template is a very useful tool that provides a quick reference to the WordPerfect commands.

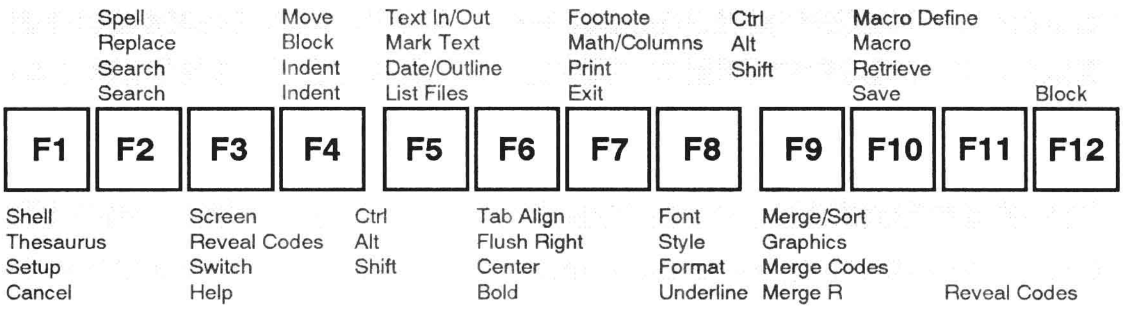

Spell
Replace
Search
Search
Move
Block
Indent
Indent
Text In/Out
Mark Text
Date/Outline
List Files
Footnote
Math/Columns
Print
Exit
Ctrl
Alt
Shift
Macro Define
Macro
Retrieve
Save
Block
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Shell
Thesaurus
Setup
Cancel
Screen
Reveal Codes
Switch
Help
Ctrl
Alt
Shift
Tab Align
Flush Right
Center
Bold
Font
Style
Format
Underline
Merge/Sort
Graphics
Merge Codes
Merge R
Reveal Codes

Figure 1-3: WordPerfect Template

CREATING A WORDPERFECT DOCUMENT

Six basic steps are completed when working with a word processing system to create a document. The steps are

1. enter the program,
2. key in the information to create the document,
3. save the document on the disk,
4. bring the document back to the screen and make any necessary edits (changes),
5. save the revised document on the disk, and
6. print a hard copy of the document.

In this chapter, you will be provided with the information necessary to complete all the steps except 4. At the end of this chapter, you will complete several exercises and practice the steps. Let us take a look at the steps to creating a WordPerfect document.

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