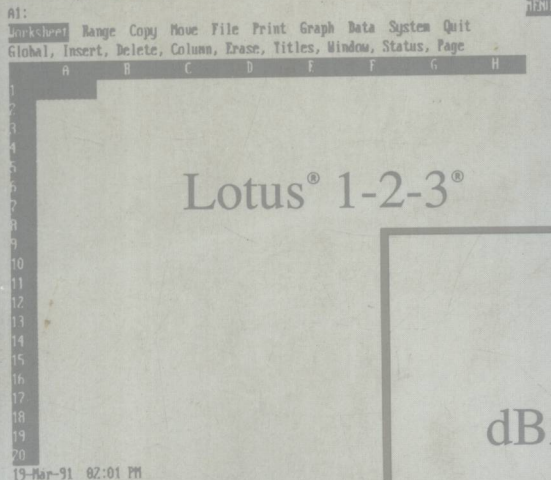


WordPerfect® 5.1 EDITION

MICROCOMPUTER SOFTWARE

STEP BY STEP



Lotus® 1-2-3®

WordPerfect® 5.1

dBASE III PLUS®

Doc 1 Pg 1 Ln 1" Pos 1"

C:\>cd dos

C:\DOS>

SET DEFAULT TO A
Command Line <<C>>

Enter a dBASE III PLUS command.

Ted Kalmon / Nancy Long / Larry Long

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5/11/83
5/13/83

Microcomputer Software: Step by Step

5.1 Edition

TED KALMON

NANCY LONG

LARRY LONG



E9561709



PRENTICE HALL, Englewood Cliffs, New Jersey 07632

Library of Congress Cataloging-in-Publication Data

Kalmon, Ted.

Microcomputer software : step by step / Ted Kalmon, Nancy Long,
Larry Long.

p. cm.

Includes index.

ISBN 0-13-582875-9

1. Computer software. 2. MS-DOS (Computer operating system)
3. WordPerfect (Computer program) 4. dBase III plus (Computer
program) 5. Lotus 1-2-3 (Computer program) I. Long, Nancy

. II. Long, Larry E. III. Title

QA76.754.K35 1991

005.36—dc20

90-23178

CIP

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IV® are registered trademarks of Ashton-Tate Corporation.

Acquisitions Editor: Ted Werthman

Editorial/production supervision: Brian Hatch

Cover design: Wanda Lubelska

Prepress buyer: Trudy Piscioti

Manufacturing buyer: Robert Anderson



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A Division of Simon & Schuster

Englewood Cliffs, New Jersey 07632

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Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

ISBN 0-13-582875-9

Prentice-Hall International (UK) Limited, *London*

Prentice-Hall of Australia Pty. Limited, *Sydney*

Prentice-Hall Canada Inc., *Toronto*

Prentice-Hall Hispanoamericana, S.A., *Mexico*

Prentice-Hall of India Private Limited, *New Delhi*

Prentice-Hall of Japan, Inc., *Tokyo*

Simon & Schuster Asia Pte. Ltd., *Singapore*

Editora Prentice-Hall do Brasil, Ltda., *Rio de Janeiro*

Preface

Every day microcomputers become more important in our working lives. Many companies have announced that microcomputer skills are not only desirable but sometimes requirements for employment. This integration of microcomputers into society's mainstream means that what you learn from this book will surely help you in your academic pursuits and your career.

This book presents concepts and enables hands-on experience in the IBM-compatible environment. The software covered includes the operating system and the three most widely used software productivity tools in the business environment: word processing, database management and electronic spreadsheets. The software presented in each category is the best-selling software of its type.

Just as driving a car and playing a musical instrument are developed skills, using a microcomputer is a skill that evolves with practice. The step-by-step approach used in this book will help you develop the skills to become an effective user of microcomputers and microcomputer software.

How This Book Is Structured

This book is divided into five chapters.

- ❖ **Chapter 1** describes the components that together make up a computer system.
- ❖ **Chapter 2** introduces and illustrates the use of DOS, the operating system that orchestrates the integration of a computer system's various elements.
- ❖ **Chapter 3** introduces and illustrates the use of WordPerfect 5.1 while presenting word processing concepts.
- ❖ **Chapter 4** introduces and illustrates the use of dBASE III PLUS while presenting database management concepts.
- ❖ **Chapter 5** introduces and illustrates the use of Lotus 1-2-3 while presenting electronic spreadsheet concepts.

Why This Book?

- ❖ Each software application (DOS, WordPerfect, dBASE, and Lotus) is presented step by step, keystroke by keystroke. Each chapter is divided into several sessions. Each session is a complete unit that

discusses software concepts, guides the student through step-by-step examples, and includes practice questions based on the material covered. Each successive session introduces concepts of greater complexity.

- ❖ The presentation of each concept and the accompanying keystroke examples have been thoroughly "classroom tested." This book is based on actual courses taught to over 1000 professionals in a variety of careers.
- ❖ Over 200 "screen shots" help students know if they are performing the keystrokes correctly.
- ❖ Many "problem solving" boxes provide solutions to commonly made mistakes.
- ❖ An Example Files Diskette is supplied to the instructor of each class that adopts this book. The Example Files Diskette contains files that have been prepared by the authors to facilitate keystroke entry and expedite the learning process. The Example Files Diskette is referred to throughout the book.

Production Notes

The text of this book was created and edited in WordPerfect and formatted in Ventura Publisher. The book was printed on a Hewlett-Packard LaserJet Series II enhanced by a LaserMaster LX-6 controller. Each page was supplied "camera ready" to the publisher.

Acknowledgments

A book is never created by the authors alone, and so we wish to thank a few of the many people who made this book a reality. At Prentice Hall, ideas and patient help were available from Ted Werthman and Nancy DeWolfe.

Thanks also for the confidence and feedback from the many professors who adopted the original edition of this book.

Finally, special thanks to Valerie Grant, whose support and suggestions helped Mr. Kalmon immeasurably.

How to Use This Book

Using the Step-by-Step Sessions

In learning to use a computer, your major activity should be using the computer. Throughout this book, concepts are not only explained but also are presented keystroke by keystroke to familiarize students with computer concepts through actual experience.

Because the acquisition of new skills requires time and practice, all keystroke sessions are designed to be used more than once. Students should not expect to understand new concepts the first time through. In actual use, students find that second and third "workthroughs" greatly enhance their understanding.

General Format of the Sessions

Each session begins with a general description of the material to be covered followed by a listing of the concepts that will be introduced. Each step appears in the following format:

Step #: Descriptive Title

Overview description of this step, if needed.

☐ Brief description of the current activity.

*** Actual keystroke entries ↴**

Follow-up clarification and additional remarks regarding commands and idiosyncrasies of the package.

☐ A sequence of activities is continued until the step is completed.

The Use of Bullets, Boxed Keys, and Italic

All keystroke entries are preceded by a star:

* **This is a sample keystroke entry** ↵

In most cases, you should type exactly what you see. Exceptions occur when arrows or text within a box appears. For example:

* **F1** ↑ ↵

In the foregoing, you should tap function key F1, tap the up cursor control key and then tap the ENTER key.

Italics are used in the keystroke entry area to include additional information. For example:

* → (*4 times*)

In the foregoing, you should tap the right cursor control key 4 times.

Summary of Keystroke Conventions

Keystroke(s)	Action
↵	Tap ENTER, RETURN, CR(carriage return).
← → . ↑ ↓	Tap the left, right, up, or down cursor control key, as indicated.
F1	Tap function key number 1 (or the number indicated).
ESC	Tap the ESCAPE key (or the key indicated).
/FS	Tap the "/" key, then tap the "F" and "S" keys.
ALT -C	Press and hold the ALT key, tap the "C" key, then release the ALT key.
SHIFT - F7	Press and hold the SHIFT key, tap function key F7, then release the SHIFT key.

Effective Learning

It is possible to breeze through the steps, jumping from keystroke entry to keystroke entry. Doing so will complete the task but will not help you understand the importance of each keystroke. We suggest that you read the activity's summary before you tap any keys. We also suggest that you glance at the screen during keystroke entry to see what effect the keystrokes are creating. Your goal should be to understand WHY you are tapping each key so that, ultimately, you will be able to make your own keystroke choices based on the needs of the task at hand.

About the Authors

Ted Kalmon is a Regional Manager for the WordPerfect Corporation. Before joining WordPerfect, Mr. Kalmon specialized in software development and training for New York City area businesses. He also authored course materials and planned and built a state-of-the-art microcomputer training facility to train the 5,000 employees of the New York City Department of Environmental Protection.

Dr. Larry Long and **Dr. Nancy Long**, both of Long and Associates, are lecturers, authors, consultants, and educators in the computer and information services fields. Their many books cover a broad spectrum of computer- and MIS-related topics from micros to programming to MIS strategic planning.

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Chapter 1

Introduction to the Computer

