Projects for

Microsoft® Works

2.0 for PCs

Carl Scharpf

PROJECTS FOR MICROSOFT WORKS 2.0 FOR PCs

Carl A. Scharpf
University of Southern California

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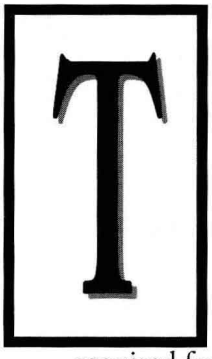
Overview



To be productive with a computer, you often need a wide variety of software tools. A word processor is essential for creating documents such as letters and memos, a spreadsheet is necessary for developing accounting or financial applications, a database management system is the standard package for handling large amounts of data, a charting program is needed for creating visual representations of data, and a communications program is required for transferring data over phone lines. If you were to purchase all these products separately, you could easily spend over $1,000 and end up with a lot more power than you need. Your best bet may be an integrated software package such as Microsoft Works. To create Works, Microsoft gleaned the most popular features of various stand-alone products and wrapped them up into one reasonably priced package.

Objectives

After completing this overview, you should be able to:

- Start Works
- Get help
- Use the Works tutorial
- Use menus to execute commands
- Use dialog boxes
- Exit Works

Integrated Software

Integrated software is an all-in-one product that typically consists of five components: a word processor, a spreadsheet facility, a database management system, a charting package, and a communications program. Their similarity in terms of terminology and operation—in other words, their high degree of integration—makes these products easy to use and enables the average computer user to become productive in a short time.

The first integrated software package, Context MBA, was released by Context Management Systems in 1983. Although Context MBA integrated word processing, spreadsheets, graphics, data management, and communications, it did not make many inroads into the business world—the programs were slow and, many thought, not powerful enough. In 1984, Lotus Development Corporation released Symphony and Ashton-Tate introduced Framework. Both of these integrated packages included the same five components as Context MBA, but the power of the individual components and the marketing skills of Lotus and Ashton-Tate enabled Symphony and Framework to be more successful.

Microsoft introduced Works in 1987. The ease of use and attractive price of Works have made it a popular integrated software product in education, in the home, and in the workplace. Adding to Works' popularity is the fact that it is available in three different versions: Works for DOS, Works for Windows, and Works for the Macintosh. This book deals with Works for DOS on the PC.

MICROSOFT WORKS

Microsoft Works is a multipurpose program that consists of four tools for four types of tasks: word processing, work with spreadsheets, database management and reporting, and communications. Charting capability is available within the spreadsheet tool.

Word Processing

The ***word processing tool*** enables you to create a wide variety of text documents from short letters and memos to lengthy term papers and multipage reports. The following figure displays a letter created with the word processing tool.

Italian Dream Cruises
Via dei Coronari
Rome, Italy

January 12, 1993

Cecilia Nosh
12 Birch Street
South Pasadena, CA 92030

Dear Cecilia,

You're a winner! Your essay titled "Dreaming of Pizza" was judged to be the finest essay from among five thousand entered in our contest. Now you and your husband, Bob, will fly to lovely Venice, Italy, to enjoy an all-expenses-paid cruise around the Mediterranean Sea.

Within the next few days, you will receive your round-trip airline tickets, a detailed itinerary, and $25,000 in cash. Congratulations.

Sincerely,

Gianni Giorno
President
Italian Dream Cruises

Spreadsheets

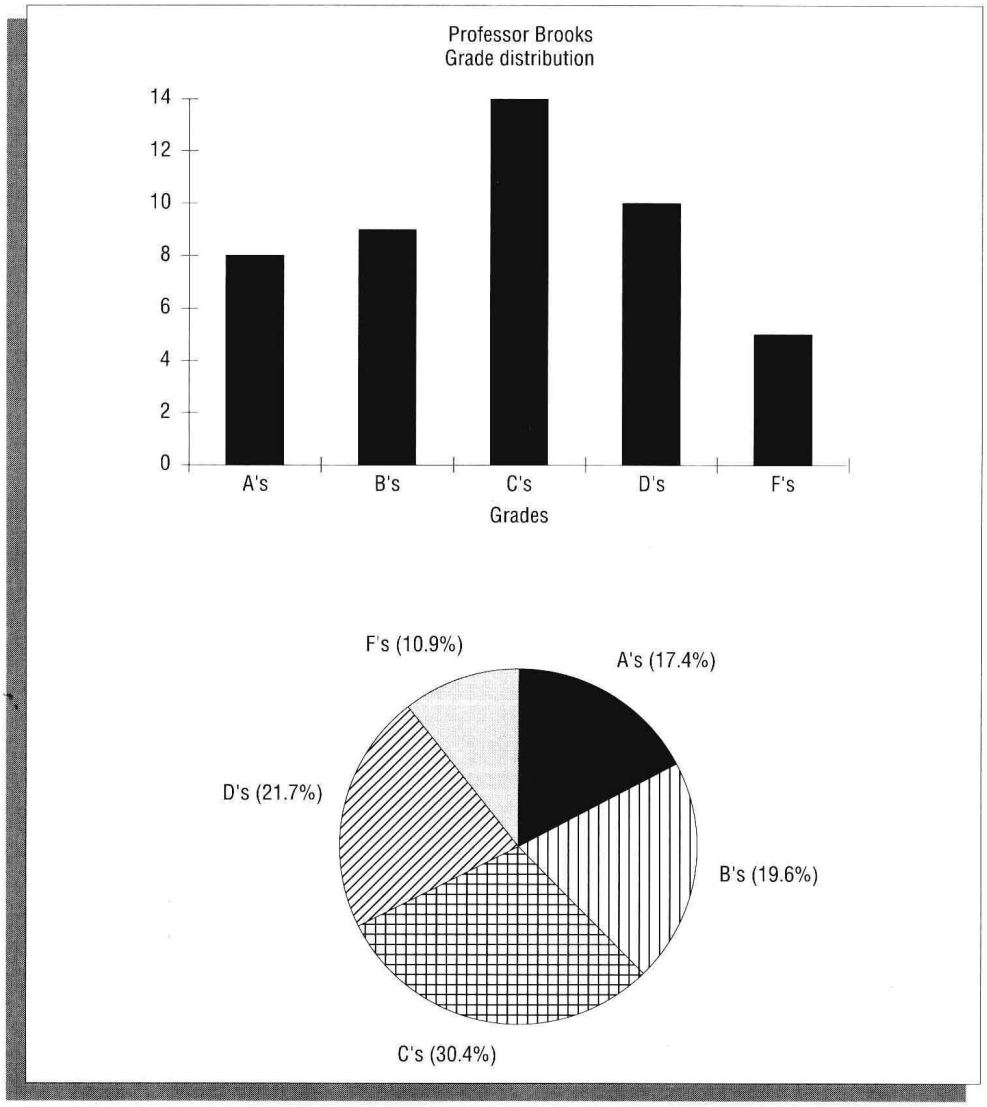
The ***spreadsheet tool*** is ideal for performing mathematical calculations in a grid of rows and columns called a ***spreadsheet*** or ***worksheet***. For example, you can create a checkbook-style register that automatically calculates the current balance for each transaction. A business can keep track of accounts receivable and accounts payable. A professor can enter students' test scores and use the tool to calculate the average score. The following figure displays a checkbook register that was developed and then printed using the spreadsheet tool.

Checkbook Register
January

Number	Date	Transaction	Payment	Deposit	Balance
103	Jan 1	Rent	355		1,230.56
104	Jan 3	New bowling ball	105		1,125.56
	Jan 10	Money from Aunt Gretta		75	1,200.56
105	Jan 12	New watch	250		950.56

Charting

In Works, the ***charting*** component is found within the spreadsheet tool. Although charting is not considered a separate tool in Works, the package offers a sizable set of options that enables you to create a visual representation of spreadsheet data. You can create charts to forecast sales, analyze the distribution of test data, or track stock-market trends. The following figure contains a bar chart and a pie chart that display the distribution of letter grades for Professor Brooks's class.



Database and Reporting

The ***database and reporting tool*** enables you to manage large amounts of data. A ***database***, a collection of highly structured data, can consist of a mailing list, a statement of warehouse inventory, or even data about a stamp collection. For example, if you owned a video store, you could create a list of videos (that is, a database) and then quickly sort and print the entire list. You could find and edit specific video titles and add new titles easily. Once you've created your database, you can create a ***report,*** which groups and summarizes data. The following figure presents a report in which video titles have been sorted by category.

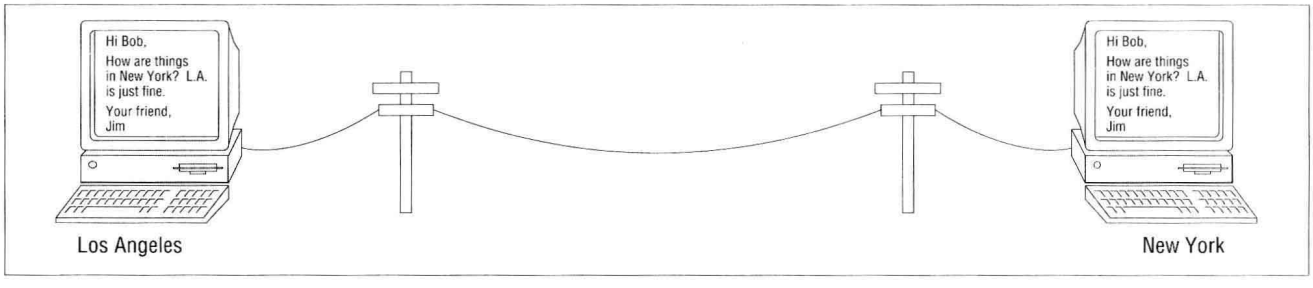
Video List

Title	Category	Rating	Price
From Here to There	Comedy	PG-13	20.25
Aliens are Stealing my Socks	Comedy	PG	15.95
The Green Fields of Iceland	Documentary	PG	15.75
Apache Helicopters and You	Documentary	PG	14.95
Discovering Banana Slugs	Documentary	PG	29.95
Oh Yes, Oh Yes, Oh No	Drama	R	16.95
I Lost My Heart at the Cardiologist Festival	Drama	PG-13	19.95

Communications

The ***communications tool*** allows your computer to communicate over telephone lines with another computer. If you need to look up current stock-market prices, you can dial up a stock-market information service. If you want to read about late-breaking news events, you can call a news service and browse through its news bulletins. You can even send, electronically, a letter to a friend in another part of the country. The following figure shows how Jim, in Los Angeles, uses telephone lines to communicate with Bob, in New York.

To use the communications tool, your computer must have a ***modem***. A modem is a piece of hardware that translates computer signals into a form that can travel over phone lines.



Using the Tools Together

Although each of the tools in Works is not as robust as a stand-alone program, the combination of the tools provides you with a powerful, easy-to-learn product. For example, Works' word processing options are not as comprehensive as a full-featured word processor such as WordPerfect; however Works' simplified approach allows you to learn quickly how to create text documents. Once you understand how to use the word processor, you

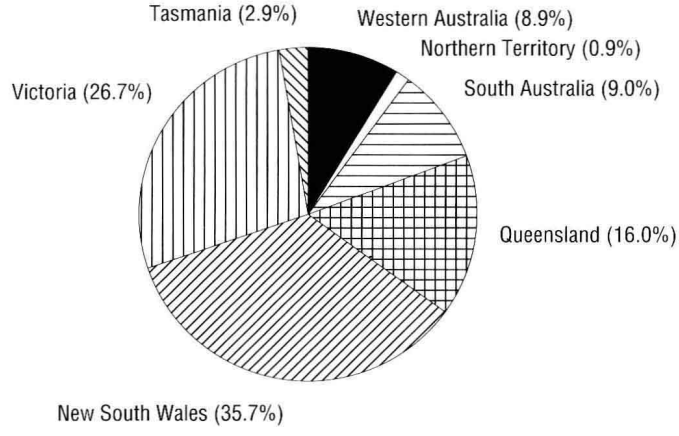
can readily learn the other tools, since they follow a direct, consistent command structure.

Since all the Works tools are found within one package, using them together is a straightforward process. For example, the following figure contains text that was created with the word processing tool and combined with a spreadsheet and chart that were created with the spreadsheet tool.

Australia's population

Australia has over 14 million people and seven states. The following spreadsheet and chart describe the population distribution.

State	Capital	Population
Western Australia	Perth	1,273,624
Northern Territory	Darwin	123,324
South Australia	Adelaide	1,285,033
Queensland	Brisbane	2,295,123
New South Wales	Sydney	5,126,217
Victoria	Melbourne	3,832,443
Tasmania	Hobart	418,957



Using This Module

This module is designed to make learning Microsoft Works easy. You will learn how to use all the Works tools by completing a wide variety of hands-on projects. Conceptual material is separated from numbered hands-on instructions to make using the module in a lab setting easy. You will get your hands on the keyboard immediately and learn to use the Works online help facility so that you can get help when you need it.

The module is divided into an overview and six parts. Each part consists of from one to four projects that describe how to use a particular tool or how to use the tools together. The material in the overview and in each project is reinforced with a summary, a list of key terms, and study questions; each project also has review exercises. Each part ends with one or more additional proj-

ects that draw on all the skills learned in that part. At the end of the module is a command reference section; a glossary, which defines all the key terms; and an index.

System Requirements

- MS-DOS or PC-DOS, version 2.0 or higher
- 512 Kilobytes of main memory
- Two floppy disk drives or one floppy disk drive and one hard disk drive
- Any standard monitor (a graphics monitor is required for creating charts)

A Note to the Student

Instructions in the projects describe how to execute commands with a mouse and with the keyboard. Many operations are faster with the keyboard, since you don't have to take your hands off the keys to move the mouse. Therefore, you will often find keyboard instructions only.

A typical instruction looks like this:

▶ **To save a file:**

1. Mouse: Choose Save from the File menu.
   or Keys: Press (ALT) **F S**

Use the following as a guide when executing commands with the keyboard:

(F1)	When instructions include a keycap, such as the one shown to the left, press and release the key indicated. Press firmly but quickly. A key will repeat if you hold it down too long.
B	Press and release the key whose name is shown in bold. Single-character keys are shown in the bold text font.
(F1) **B**	Press and release the first key; then press and release the second key.
(ALT)-**F**	While holding down the first key, press and release the second.

When you are instructed to type a string of text, it is shown in a bold typewriter font to distinguish it from regular text. An instruction to enter text looks like this:

1. Type **`Vacation Packages`** and then press (ENTER)

Take some time to become familiar with the keyboard layout and the other components of your computer system. The instructions in this module assume that you know how to operate the keyboard and printer.

Using a Mouse

Microsoft Works allows you to use a pointing device to perform many operations, such as executing commands, selecting text, and scrolling the screen. A ***mouse*** is a handheld pointing device. When you move the mouse on a flat sur-

face, you cause corresponding movement of an onscreen pointer. A ***trackball*** has the same function as a mouse, but its movement is confined because it is attached to a stationary device. The trackball is similar to the ball in a roll-on deodorant—only part of the ball is visible at a time and, though it can roll, it can't go anywhere. By using your fingers to move the trackball, you can make the pointer move anywhere on the screen.

The position of the ***pointer*** indicates where a subsequent action will take place. In Text mode, the pointer looks like a small block; in Graphics mode, it looks like an arrow. When using a mouse or trackball to move the pointer, you will come across the terms *click*, and *drag*. When you ***click*** an object, such as a command name, you place the pointer on it and then quickly press and release the left mouse button. To ***drag*** an object, you place the pointer on an object and then hold down the mouse button while moving the mouse. The object will move along with the pointer until you release the mouse button.

Configuring Works

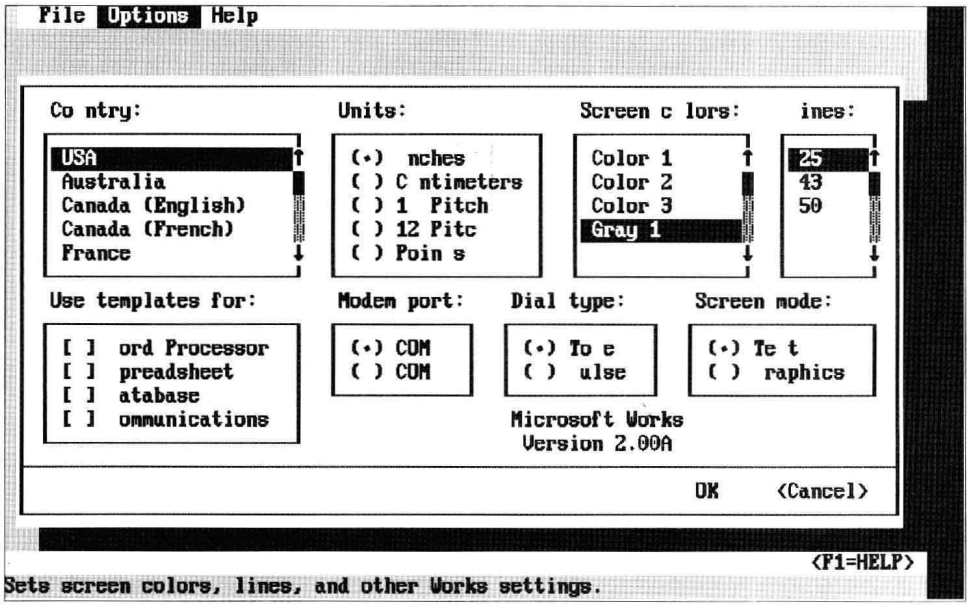
Several settings control how Works will function. For example, you can display information on the screen in either Text or Graphics mode. In Text mode, what you see on the screen is not always the same as what you see when you print the display. Graphics mode provides WYSIWYG (what-you-see-is-what-you-get) capabilities—your screen display is almost identical to the printed page. For example: In Text mode, on screen italic characters appear either highlighted or in a distinct color; in Graphics mode, on screen italics appear with a forward slant, which is how they look when printed.

Most of the figures in this book were created in Text mode because it is faster than Graphics mode for many operations, such as executing commands and scrolling. Graphics mode was used in figures dealing with the charts and text fonts. You can use either Text or Graphics mode. The mode you choose, however, may cause your screen to look a little different from the figures in the book. The command that follows demonstrates how to change screen modes.

▶ To display the current Microsoft Works settings:

1. Mouse: Choose Works Settings from the Options menu.
   or Keys: Press (ALT)-**O W**

   When you see the following figure, you can select a particular option by using the mouse to click it. To choose an option by using the keyboard, you can press (TAB) to jump from one group of options to the next and then use the arrow keys to make a particular choice.



Notice that in the figure, the mode is set to Text. Also notice that the screen color is gray, the units are inches, and the number of lines per screen is 25. If your settings are different, you can either change them to match these or leave them as they are. Usually Works has been preset to work optimally with the computer you are using.

2. When you have finished adjusting the settings, press (ENTER)

STARTING MICROSOFT WORKS

The method that you should use to start Microsoft Works depends on how your computer is configured, or set up. If none of the following procedures works, you may need to get assistance.

Using a Hard Disk

If you are using a computer with a hard disk, you will usually find each application, or software package, in a separate subdirectory. To start an application like Works, you will enter the name of the subdirectory that contains Works. Then you will type the application's name (or some variation of it).

▶ To start Works if it is on a hard disk:

1. If the computer is not on already, turn it on to boot DOS.
2. Type **CD WORKS** and then press (ENTER)

   WORKS is the name of the subdirectory containing Microsoft Works. If the command does not work, your subdirectory might be named differently or Works may be on a disk in another drive, such as D:.

3. At the DOS prompt type **WORKS** and then press (ENTER)

Using Two Floppy Disks

Some computers have no hard disk; they have two drives for floppy disks, and the drives are called A: and B:, respectively. Typically, the A: drive contains the application disk (Works) and the B: drive contains the data disk (the disk on which you save all your work).

▶ To start Works on a system with two floppy disk drives:

1. Insert a disk containing DOS into the A: drive, and then turn on the computer.
2. Pull out the disk containing DOS and insert the disk containing Works.

   Sometimes DOS and Works are on the same disk. In this case, you can skip this step.
3. Insert the data disk into the B: drive.
4. At the DOS prompt type **WORKS** and then press (ENTER)

Using a Menu System

Some computers are set up to display a menu system that provides you with a quick way of starting applications. Since a ***menu*** is a list of choices, a menu system for starting applications lists the names of the applications that are available—such as WordPerfect, Lotus 1-2-3, and Works, for example. Typically, you use the arrow keys to highlight the name of the desired application; then you press (ENTER). In some menu systems, you press a key that corresponds to the application of your choice.

▶ To start Works from a menu system:

1. If your computer is not already on, turn it on.
2. Enter your ID number if asked to do so.
3. From the menu system, choose Works.

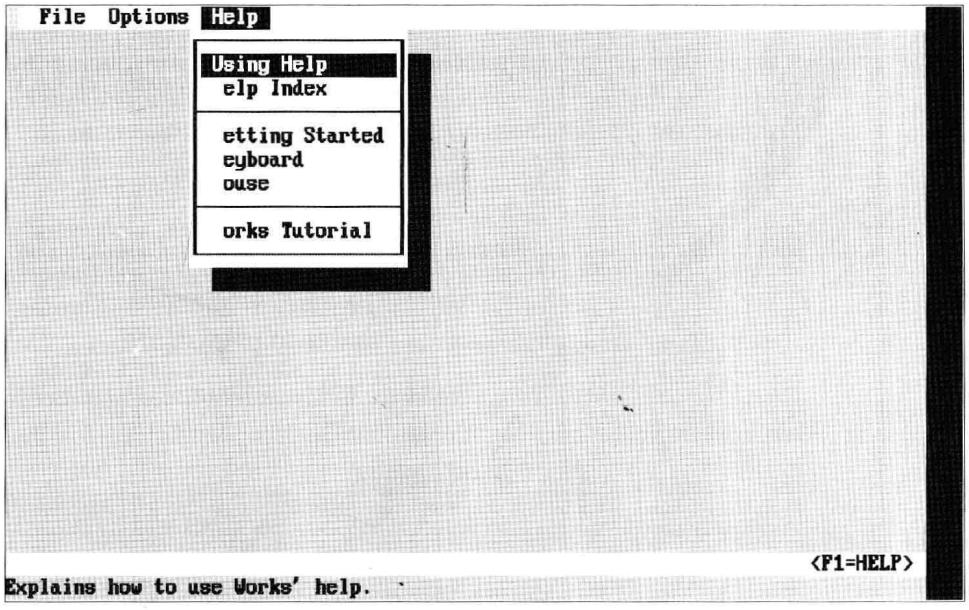
Getting Help

Works has a comprehensive help system that provides information on commands, functions, messages, and procedures. Also available is an online tutorial that guides you through lessons step-by-step.

▶ To view the Help menu:

1. Mouse: Select the Help menu.
   or Keys: Press (ALT)-**H**

   You should see the following menu.



The Help Index

The Help Index is a good place to start when you aren't sure how to do something. For example, suppose that you need help on aligning paragraphs.

▶ To get help on aligning paragraphs:

1. Mouse: Choose Help Index.
   or Keys: Press **H**

   You should see the following screen.