USING

Microsoft Works 3.0 on the Macintosh

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Preface

Using Microsoft Works 3.0 on the Macintosh is a hands-on, comprehensive tutorial designed to introduce Microsoft Works 3.0 to students of varying backgrounds. With an encouraging and gentle approach, this text assumes some experience with the Macintosh but little or none with Microsoft Works software. Appendix A offers tips for first-time Macintosh users. Each chapter contains one or more activities that lead students through the creation and alteration of documents using this powerful software's numerous features.

FEATURES OF THIS BOOK

Comprehensive, Hands-on Introduction—covers commonly used features of the word processing, spreadsheet, database, and draw modules of Microsoft Works 3.0 software.

Step-by-Step Tutorials—instructions for action appear in blue type. Screen displays monitor student progress, exercises build gradually upon themselves, and section headings provide quick, convenient reference.

Real-Life Applications—exercises are built around a business scenario. Students create and edit documents for The Fun Factory, a retail toy store.

Coverage of Macintosh System 6.05+ and System 7.0—either version works with this book.

Student Reinforcement—learning objectives, chapter summaries, and end-of-chapter review questions/exercises reinforce and support each chapter's lessons.

Easy-to-Use Appendices—Appendix A is for the first-time Macintosh user and emphasizes skills needed to complete the tutorials. Appendix B discusses the features of the Works Communications module.

Student Data Disk—packaged with the text and contains practice files that students will use to complete the exercises. Preview the "README" file before using the disk.

A comprehensive Instructor's Manual includes teaching hints and sample solutions to all end-of-chapter exercises.

HINTS FOR GETTING THE MOST FROM THIS TEXT

Read Ahead! Read each section before you begin to follow its instructions. Experience has shown that students who read only as they go along miss the action taking place on the screen—and with any computer, that's half the fun! Reading computer screens is also the best way to learn to use any computer program.

Take your time as you progress through the activities, and review the material frequently. The original document will usually appear on your data disk so that you can start over again whenever you wish.

Feel free to experiment with the various operations of Works after you have completed each chapter. Remember, you don't need to worry about making mistakes. In fact, we've found that people learn more from making mistakes, trying to figure out what went wrong, and then making the necessary corrections. So don't hesitate to jump right in!

If you get stuck, try one of these methods:

- Browse through the various options displayed on the menu; experienced Macintosh users often learn a new program this way.
- Use the Help facility.
- Ask your classmates or instructor.
- Read the manufacturer's manual, *Microsoft Works 3.0 Reference,* which accompanies Microsoft Works 3.0 software. (*Note:* The goal of this book is to teach you enough to get started with Microsoft Works 3.0. It is not designed to replace the manual.)

Above all, enjoy your experience with using the computer to become more productive.

ACKNOWLEDGEMENTS

Brief Contents

Detailed Contents

You, Your Macintosh, and Works 3.0

OBJECTIVES

When you finish this chapter you will be able to

■ *identify the minimum Macintosh configuration for running Works 3.0*

■ *understand how to use this book*

■ *recognize the special symbols used in this book*

■ *list the modules contained in Works 3.0*

■ *understand the components of the Works 3.0 Open dialog box*

■ *use the on-line Help system in Works 3.0*

WHAT YOU SHOULD KNOW BEFORE YOU START

This book assumes that you have a working knowledge of the Macintosh computer. If you feel the need to review the Macintosh, Appendix A contains a short introduction to the Macintosh using both System 6 and System 7. You should be able to

■ start the computer

■ select commands from the menus

■ use the operating system version installed on your computer (System 6.0.5 or higher)

■ use the mouse to point, click, double click, and drag

■ launch Works 3.0

■ format and copy a floppy disk

■ shut down the computer

HARDWARE AND SYSTEM REQUIREMENTS

This book is based on the assumption that you will be working with a Macintosh computer with one internal hard disk and one internal floppy disk drive. If your computer configuration does not conform to that assumption, the instructions will need to be adapted.

You will need the following:

- A Macintosh computer with mouse, keyboard, hard disk, and internal floppy disk drive
- System 6.0.5 or higher installed on the hard disk
- Microsoft Works 3.0 installed on the hard disk (the program requires at least two megabytes of space)
- A minimum of one megabyte of RAM in your computer for running Works 3.0 under System 6.0.5 or a higher version of System 6. (If you have only one megabyte of RAM, you may encounter some difficulties when working with large or multiple documents.)
- A minimum of two megabytes of RAM in your computer for running Works 3.0 under System 7
- A printer
- The data disk that goes with this book
- A floppy disk suitable for the Macintosh you are using. It can be new or it can be an old disk containing data that are no longer needed. You will need it as your backup data disk.

HOW TO USE THIS BOOK

This book consists of a series of hands-on activities, designed around a central scenario, that introduce you to the features of Works 3.0. The most effective way to use this book is to read each chapter before attempting the step-by-step instructions using your computer. That way you will know what to expect and can concentrate on what's happening on the computer screen while you are doing the activities. The text includes both explanatory material and hands-on lessons. A mouse icon precedes all hands-on activities. Often, the explanatory material is interspersed throughout the lessons. The lessons consist of numbered steps that tell you each keystroke or mouse movement needed to achieve the desired result. Even if you are an inexperienced computer user, you can easily get started by simply following the explicit instructions in the lessons.

Take time to observe the computer's screen after each step to see what happens. Then compare your screen with the figures in the book. The appearance of your screen should be quite similar, if not identical, to the figures.

SIGNPOSTS TO GUIDE YOU

- **Bold italics** denote important terms.

- A mouse symbol like this one signals hands-on activities that you can do on the computer.

- An arrow like this one marks the appearance of a helpful hint.

- The caution block alerts you to a warning that you should read carefully.
- Hands-on activities are highlighted to make them easy to identify. The steps are numbered, unless there is only one step.
- When significant screen differences result from the use of System 7 as opposed to System 6, two figures appear: System 7 screens are labelled with an *a* at the end of the figure number and System 6 screens are labelled with a *b*.

WHAT IS WORKS 3.0?

Works 3.0 is an integrated productivity tool for the Macintosh family of computers. It includes five different modules.

- Word processing allows you to electronically store, edit, and manipulate text.
- Database with reporting allows you to maintain collections of related information about specific topics.
- Spreadsheet with charting allows you to arrange data and information in a matrix and perform calculations on it.
- Communications allows you to electronically send and receive information to and from other computers.
- Draw allows you to electronically create and manipulate drawings.

As a user, you can work with any one or all of these modules as you need them. You can, of course, cut and paste between modules as you will do in the integration chapters. The draw module is instantly accessible from every other module except the communications one. Works 3.0 is the latest and most powerful of an evolving integrated software package that was first introduced in 1987 and that still exists in earlier versions 1.0, 1.1, and 2.0.

In this text, you will be led through exercises using all Works 3.0 modules except for the communications module. That module is covered as an appendix since many users will not have the the equipment necessary to use the communications tool.

IT'S YOUR TURN

It's now time to take a look at Works 3.0.

1. Launch Works 3.0.

   You will see an Open dialog box similar to Figure 1-1a (if you are using System 7) or Figure 1-1b (if you are using System 6).

FIGURE 1-1a

Current selection

System 7

Choose Type:

All Types   Word Processor   Database   Spreadsheet   Comm   Draw

Current directory box

Current folder — Microsoft Works ...

Works document — Read Me

Folders

List box

Macintosh HD
79360K Free

Getting Started
Read Me
Stationery
Tools
Learning Works

Open   Eject
New   Desktop
Cancel

File Format: All Available

File format box

Current selection   System 6

FIGURE 1-1b

Current directory
Current folder

Works document

Folders

List box

File format box

As you can see, the screens are very similar; the main difference is that System 7 screens contain a **Desktop** button to return to the desktop quickly, whereas System 6 users have a **Drive** button to change the active drive.

2. Look at the dialog box.

    The current selection, "All Types," has a border around it. Note that the List box contains the names of all Works 3.0 documents in the current folder. The name of the current folder is shown i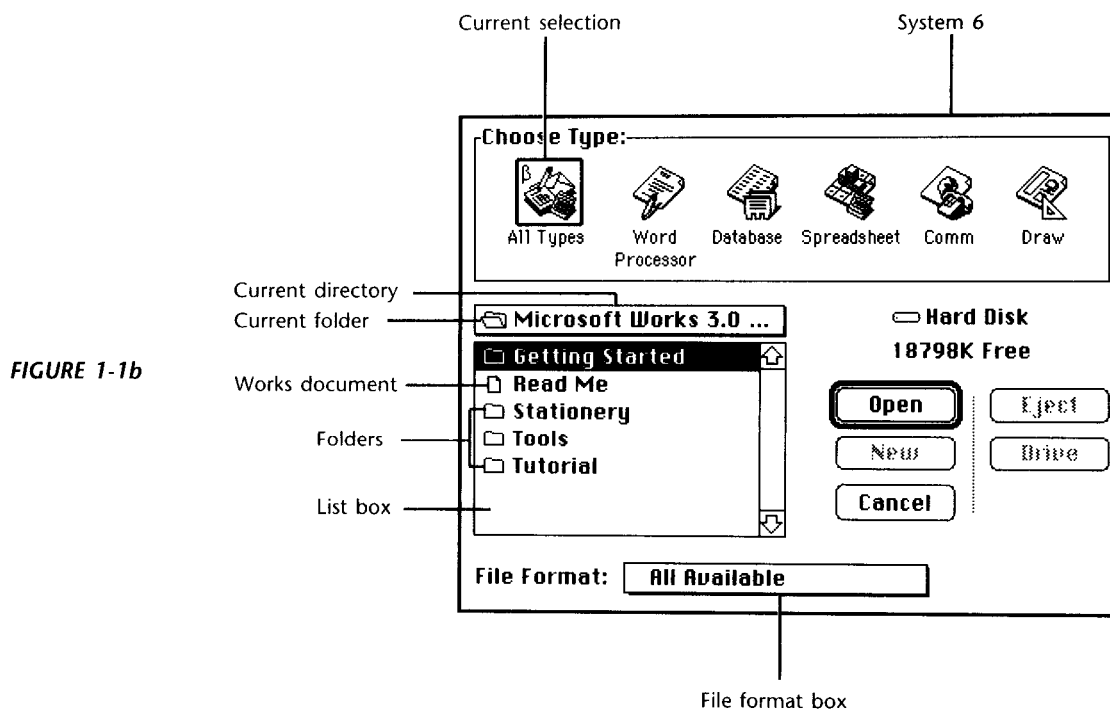n the Current Directory box (see Figures 1-1a and b). The Current Directory box can show names of disks as well as folders. The List box also shows the names of all folders contained in the current folder. The folders may or may not contain Works documents. You have to open them to find out. The List box of the Works dialog box offers a convenient way to explore the directory structure of your computer.

3. Insert the data disk that accompanies this book into the floppy disk slot of the Macintosh.

    The Open dialog box for System 7 will now look like Figure 1-2, reflecting the content of the disk you just inserted. Note: As mentioned earlier in step 1, System 6.0.5 users will see a **Drive** button (instead of **Desktop**). Don't do it now, but clicking on this button would return you to the hard disk directory (**Desktop**).

    The file names you see in the List box are files you will be using as you work through the activities in this book. Since you have All Types selected in the Choose Type box, the List box shows all files on the data disk. It will also display an Exercises folder.