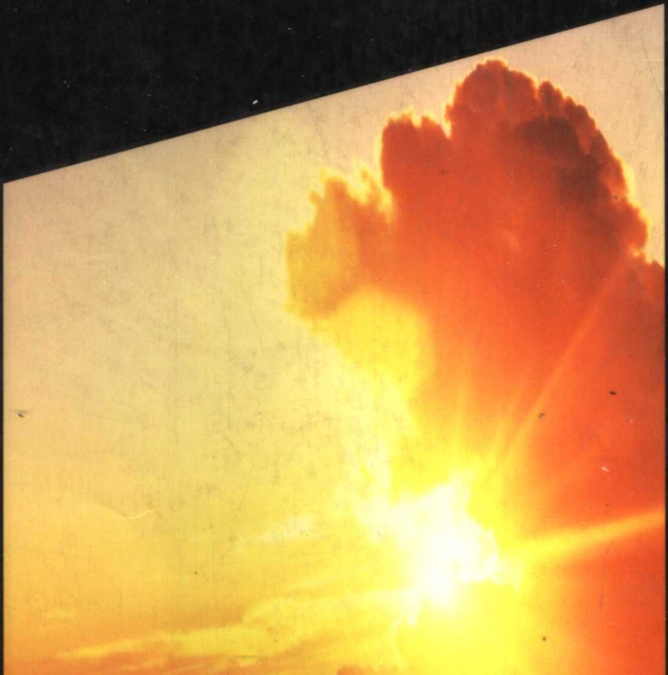
GWYNNE LARSEN
VERLENE LEEBURG

FIRST LOOK AT . . .



WORDPERFECT 5.1

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First Look at...
WordPerfect 5.1

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First Look at WordPerfect 5.1

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Preface

First Look at WordPerfect 5.1 is a step-by-step, hands-on tutorial covering WordPerfect's introductory and intermediate features. You can use this book as a self-paced guide, in a lecture class that teaches the basics of WordPerfect, or as a supplemental text in a variety of classes.

First Look at WordPerfect 5.1 will quickly get you "up to speed" with the program's most useful features. Complete with a comprehensive command summary at the end of the book, *First Look at WordPerfect 5.1* makes reference quick and easy.

ORGANIZATION

Each lesson contains the following features:

- A list of objectives followed by an overview of the lesson
- A hands-on tutorial that guides you through specific functions and commands
- Caution and Note sections that appear throughout the lesson, alerting you to common program pitfalls
- A summary of commands that includes the page number where each command was first introduced
- A self-test that reinforces learning

As you work through *First Look at WordPerfect 5.1*, you will create files that are referenced in later lessons. For this reason we suggest that you use your own data diskette for file storage and retrieval. In addition, you can use either pull-down menu commands or function key commands, which appear for every lesson.

FIRST LOOK AT... SERIES

This book is part of the First Look at... series, which consists of titles designed to cover the most popular commercial software packages.

The purpose of each book in this series is to provide an inexpensive, quick, and complete learning tool that you can use for ready reference after you've completed the tutorial. At the end of each book, a comprehensive summary of commands, arranged alphabetically, makes reference easy. It is assumed that you have access to the complete software package and all its features.

In a minimum number of pages, each book covers the most commonly used features of the particular program—enough to equip students with fundamental proficiency in a short time.

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LESSON ONE Learning the Basics

OBJECTIVES

At the end of this lesson, you will know how to:

- Load WordPerfect into your computer and start it up.
- Recognize your cursor location on the screen.
- Use the function keys.
- Use the pull-down menus.
- Use the mouse to select a menu option.
- Get Help.
- Exit WordPerfect.

STARTING WORDPERFECT

Depending on the configuration of your computer, there are two ways to start WordPerfect. If your computer has two floppy disk drives, follow the instructions labeled "From Two Floppy Disk Drives." If your system has a hard disk drive and WordPerfect is loaded on the fixed disk, use the instructions under the heading "From a Hard Disk Drive."

Make certain your computer is turned on and the DOS prompt is displayed.

From Two Floppy Disk Drives

1. Insert the WordPerfect 1 disk into drive A.
2. Insert your data disk (a blank, formatted disk) in drive B.
3. Type **b:** (to change the default drive to B).
4. Type **a:wp** (to start WordPerfect).
5. Replace the WordPerfect 1 disk with the WordPerfect 2 disk.

NOTE: It doesn't matter if you use uppercase or lowercase letters when you change drives and give commands.

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From a Hard Disk Drive

1. At the C> prompt, type **cd\directory name**

   Type the name of the directory in which WordPerfect is stored, for example, cd\wp51. Be sure to use the \ (backslash) and not the / (diagonal).

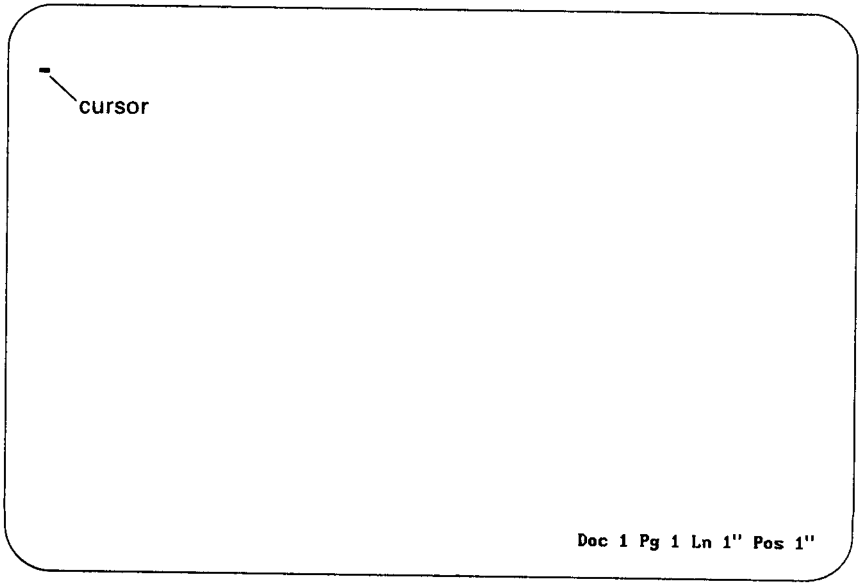
2. Type **wp**
3. Press Enter

THE SCREEN AND THE STATUS LINE

When you enter WordPerfect, a blank screen appears with a solid, short, blinking line (the cursor) at the top left of the screen and a status line at the bottom right of the screen. This is the working or typing screen, where you will type your documents. The **cursor** indicates where you are located in your document. The **status line** displays the document number, page number, line number, and position number. The line number shows your vertical location on the page, and the position number indicates your horizontal location. See Figure 1-1.

The short exercise that follows familiarizes you with the operation of the status line.

Figure 1-1



```
Doc 1 Pg 1 Ln 1" Pos 1"
```

1. Press [Spacebar] five times.

   (The [Spacebar] is the wide bar at the bottom of the keyboard.) As you press [Spacebar], blank spaces on the line are created. In the status line, "Pos" changes to 1.5".

2. Press [Enter] five times.

   ([Enter] is the broken-arrow key on the right-hand side of the keyboard.) The first time you press the [Enter] key, the short line of spaces is terminated and the cursor moves down to the second line. The next four times you press [Enter], WordPerfect creates blank lines. In the status line, "Ln" changes to 1.83".

   The cursor position is always designated by the status line. The status line also displays messages and prompts (asking what you want to do next) and the filename after you have named and saved a file.

BACKSPACE

The [Backspace] key erases the character sitting to the left of the cursor. A character can be a space, a blank line, or an actual character such as an "a."

Using the [Backspace] key, remove the spaces and blank lines you just created. As you press [Backspace], notice the status line changing.

1. Press [Backspace] five times.

   As you press [Backspace], WordPerfect removes the blank lines and the Ln number in the status line indicates "Ln 1.5."

2. Press [Backspace] five more times.

   Each time you press [Backspace], a blank space is erased. Again, notice the Pos number in the status line—it now reads "1."

DEFAULT SETTINGS

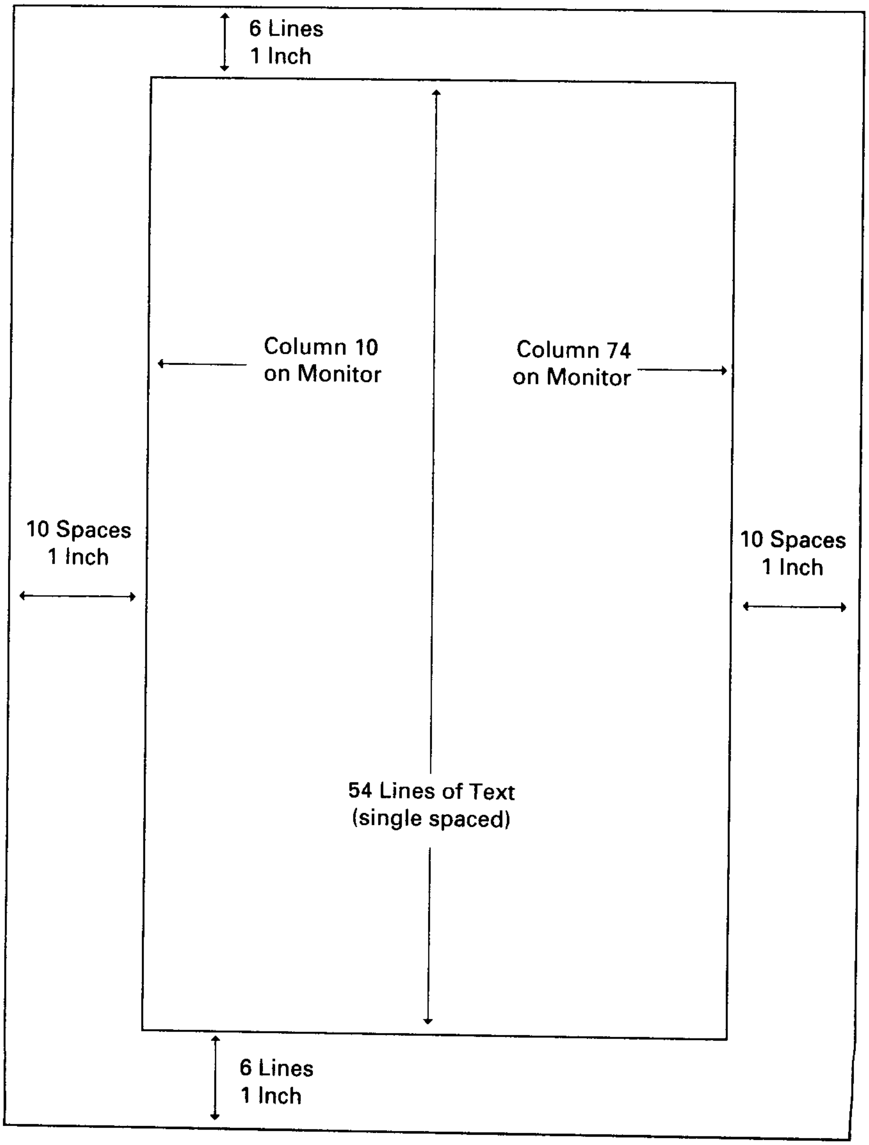
When you first enter WordPerfect, all the formats necessary to print a page (such as the top and bottom margins, line length, line spacing, and tab stops) are automatically entered for you. These formats are called default settings and are as follows:

- Left margin: 1 inch or 10 spaces
- Right margin: 1 inch or 10 spaces
- Top margin: 1 inch or 6 lines
- Bottom margin: 1 inch or 6 lines

- Single spacing
- Tab stops: every half-inch or 5 spaces
- Page length: 54 lines
- Justification: full
- Font size: 10
- Printing: continuous paper
- Page size: 8.5″ by 11″

Figure 1-2 shows these dimensions on an 8½″ by 11″ page.

Figure 1-2


6 Lines
1 Inch
Column 10
on Monitor
Column 74
on Monitor
10 Spaces
1 Inch
10 Spaces
1 Inch
54 Lines of Text
(single spaced)
6 Lines
1 Inch

■ ■ ■ ■ ■ ■ ■ ■ ■

GIVING WORDPERFECT A COMMAND

There are two ways to give WordPerfect a command—via function keys or pull-down menus.

Function Keys

Depending upon the style of keyboard attached to your system, you have either 10 function keys on the left side of the main keyboard, labeled F1 through F10, or 12 keys across the top, labeled F1 through F12.

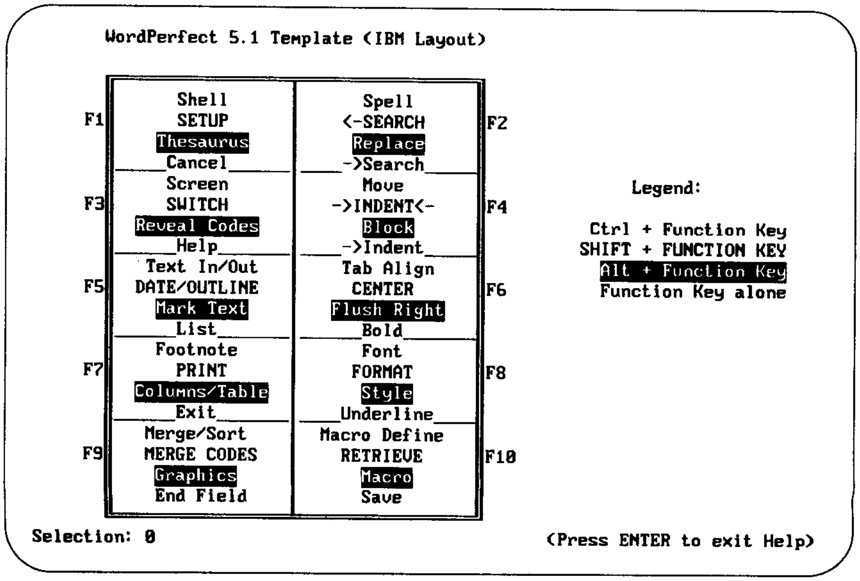
Each function key will perform at least four different features when used alone or in conjunction with the Shift, Alt, and Ctrl keys. For example, F8 by itself is Underline; Shift-F8 is Format; Alt-F8 is Styles; and Ctrl-F8 is Fonts.

A template is available to help you recall these functions. To see the function key template (shown in Figure 1-3), press F3 (Help) twice.

To invoke the commands requiring a combination of keystrokes, hold down the Shift, the Alt, or the Ctrl key while tapping the function key. Be sure to just tap and not hold down the function key. Keystroke combinations of this sort are indicated here by the keys separated by hyphens. For instance, Shift-F8 means to hold down the Shift key while tapping F8, to get the Format menu. When keys are simply tapped in succession, they will not be separated by a hyphen. For instance, in the keystroke sequence Home Home ↑, simply tap each key in the order they appear.

To exit a menu and save any changes that have been made, press F7 (Exit). To exit a menu and not save the changes, press F1 (Cancel).

Figure 1-3



WordPerfect 5.1 Template (IBM Layout)

F1	Shell SETUP Thesaurus Cancel	Spell <-SEARCH Replace ->Search	F2
F3	Screen SWITCH Reveal Codes Help	Move ->INDENT<- Block ->Indent	F4
F5	Text In/Out DATE/OUTLINE Mark Text List	Tab Align CENTER Flush Right Bold	F6
F7	Footnote PRINT Columns/Table Exit	Font FORMAT Style Underline	F8
F9	Merge/Sort MERGE CODES Graphics End Field	Macro Define RETRIEVE Macro Save	F10

Legend:

Ctrl + Function Key
SHIFT + FUNCTION KEY
Alt + Function Key
Function Key alone

Selection: 0

<Press ENTER to exit Help>

Let's give it a try—you're going to invoke WordPerfect's Print menu.

1. Press Shift-F7

   Notice that the Print menu displays on your screen.

2. To exit the Print menu, press the F1 (Cancel) key.

   (We'll explore the Print menu in later lessons.)

Pull-Down Menus

Another way to execute a WordPerfect feature is through pull-down menus. The key combination Alt-= places the cursor on the first option (File) in the Menu Bar. To select a menu feature, either press the highlighted letter or use the arrow keys to move the cursor to the desired feature and press Enter.

To exit to the previous menu, press F1. To save a menu setting and return to your document, press F7.

NOTE: The Menu Bar can be permanently displayed on your screen by pressing Shift-F1 *(Setup) and selecting 2 (for Display), 4 (for Menu Options), and 8 (for Menu Bar Remains Visible). The screen prompts "No (Yes)." Type* **Y** *for Yes and press* F7 *to exit and save your settings.*

Let's explore using the Menu Bar.

1. Press Alt-= to position the cursor in the Menu Bar.
2. Either type **T** for Tools or press → five times and press Enter
3. Select either **O** for Outline or press ↓ six times and press Enter
4. Either press F1 to exit to the previous menu or press F7 to exit to the typing area.

Throughout this book, the execution of each feature is indicated with both function keystrokes and menu commands. The function keystrokes are shown in round-cornered rectangles. For example, to print, the keys are indicated as Shift-F7. The menu commands are indicated in square brackets. For instance, to invoke the print menu, the menu commands are shown as `[File][Print]`.

Using the Mouse to Select a Menu Option If a mouse is installed on your computer, you may use it to select a feature from the Menu Bar. Click the mouse's right-hand button once to display the Menu Bar (if not already permanently visible). (In mouse terminology, *click* means to press and release the mouse button.) Position the mouse pointer (which appears as a non-blinking block) on the desired menu option and click the left-hand mouse button. To save that option and exit to your editing screen, press the right-hand mouse button. To perform the same functions as F1 (Cancel), hold one mouse button down while clicking the other.

CANCEL

F1

When you inadvertently press the wrong function key and find yourself in a menu you don't want, press F1 (Cancel) to exit from the menu and get back into the typing screen. On some occasions you may need to press F1 more than once to return to your document. (The only function that F1 doesn't counteract is F3, Help. You must press Enter or Spacebar to exit that menu.) The mouse can also be used to back out of a menu without saving any changes; hold one mouse button down while clicking the other.

HELP

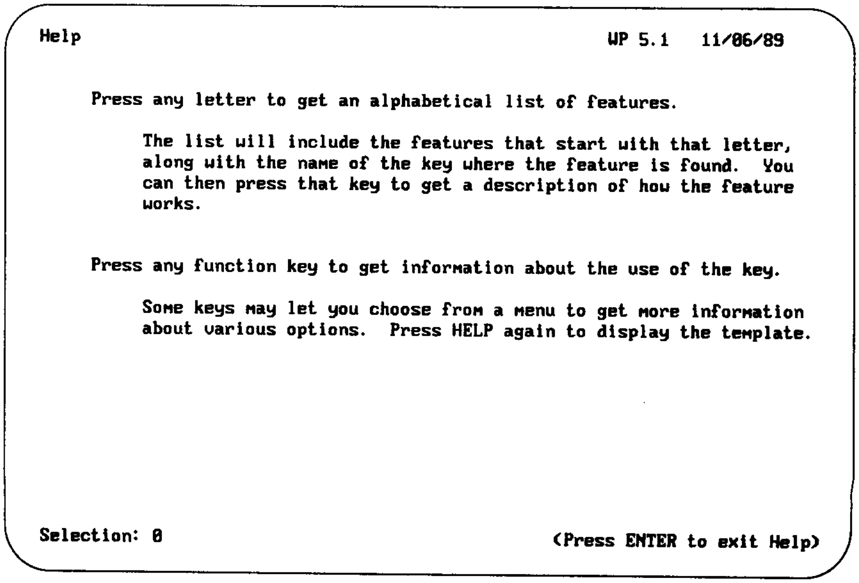
F3

WordPerfect provides a quick way to receive help on all features. You can answer lots of questions and solve lots of problems by using the on-screen **Help** feature. To activate Help, press F3 or select `[Help][Help]` from the menus. Then either type a letter of the alphabet to see a list of all the features that begin with that particular letter or press the function key that activates the specific feature for which you need help. For example, press F8 to display the Help screen on Underline. To exit Help and return to your normal editing screen, press Enter or Spacebar.

In the following exercise, you need some information on increasing the top margin of your document. WordPerfect's on-line Help feature gives you the keystrokes necessary to change the top margin. To see how the Help feature works:

1. Press F3 or select `[Help][Help]` from the menu. The following menu displays.

Figure 1-4



```
Help                                                    WP 5.1    11/06/89

     Press any letter to get an alphabetical list of features.

          The list will include the features that start with that letter,
          along with the name of the key where the feature is found.  You
          can then press that key to get a description of how the feature
          works.


     Press any function key to get information about the use of the key.

          Some keys may let you choose from a menu to get more information
          about various options.  Press HELP again to display the template.






Selection: 0                                          (Press ENTER to exit Help)
```

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