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Introducing Microsoft Works 3.0 FOR WINDOWS

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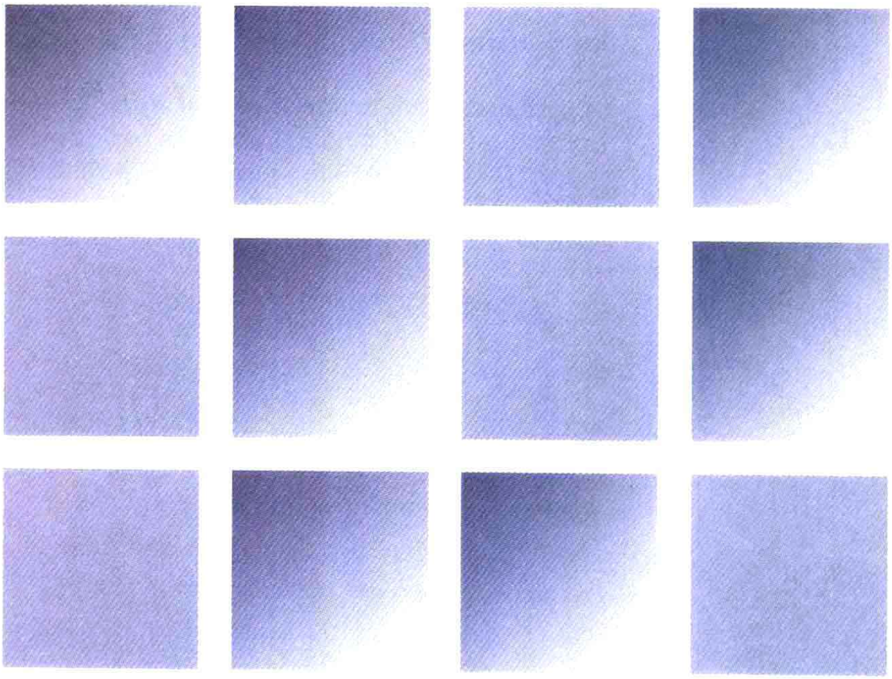
FOR
WINDOWS



KEIKO PITTER
TIMOTHY TRAINOR
JEFFREY STIPES

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Introducing Microsoft Works 3.0 for Windows

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Introduction

INTRODUCING MICROSOFT WORKS 3.0 FOR WINDOWS

Works 3.0 for Windows is an integrated software package that helps you express yourself with words, manipulate numbers, draw simple diagrams, and manage information. This one package combines the powers of a word processor, electronic spreadsheet, drawing software, data communications, and data management system.

Furthermore, this easy-to-use software is more than the sum of its parts. Documents, worksheets, drawings, and other data can be effortlessly combined to produce impressive-looking results and then electronically transferred to other computers.

Introducing Microsoft Works 3.0 for Windows gives you the knowledge and expertise to develop simple to advanced documents. This tutorial helps the user become comfortable with the essentials of Microsoft Works 3.0 for Windows and feel confident exploring the program's capabilities.

Using This Module

This tutorial is designed to assist you in completing each lesson. Lessons begin with goals listed under the heading *OBJECTIVES*. Key terms are introduced in ***bold italic*** type; text to be typed by the user is shown in **bold**. Menu options you are to use appear in **shaded boxes**. Also, keep in mind the following:

■ This symbol is used to indicate the user's action.

▶ *This symbol is used to indicate the screen's response.*

Alternative: Presents an alternative keystroke or icon "shortcut."

NOTE: This format is for important user notes and tips.

PRACTICE TIME

These brief drills allow the user to practice features previously discussed. Each lesson assumes all previous Practice Times have been completed.

Finally, a data communications appendix, series of projects, a command summary, and a glossary of key terms are found at the end of the book.

Before You Start

Works 3.0 works with Microsoft's graphical user interface, called Windows. Many operating procedures are common to all Windows-compatible software packages and Intel-based microcomputers. We are assuming you are familiar with the following procedures:

- Turning on your computer, printer, and screen
- Using a mouse and keyboard
- Formatting a disk
- Displaying a disk's directory
- Copying files to another disk
- Loading a formatted disk (referred to as the *data disk*) into a disk drive
- Starting Windows
- Working within Windows' desktop

If any of these assumptions are incorrect, ask your instructor for help.

To use this book, you need Works 3.0 for Windows installed in the Microsoft Windows 3.1 operating environment. In addition, you must have a formatted floppy disk. A standard hardware configuration with floppy disk (drive A), mouse, and printer installed through Windows are also assumed.

In some situations you will be working with a personal computer that is connected to other computers in a Local Area Network (LAN). You will need additional information concerning commands for linking your computer into the network. Use the space below to write out each step.

Printer type: ____________________

Works disk drive: ____________________

LAN procedures: ____________________

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LESSON

Common Works Features

OBJECTIVES

Upon completing the material presented in this lesson, you should understand the following aspects of Microsoft Works:

- ☐ **Mouse and keyboard terminology; and how to use both**
- ☐ **Starting Microsoft Works**
- ☐ **Creating a new document**
- ☐ **Opening an existing document**
- ☐ **Previewing a document**
- ☐ **Printing a document**
- ☐ **Saving a document**
- ☐ **Working with multiple documents**
- ☐ **Closing a document**
- ☐ **Using context-sensitive help**
- ☐ **Exiting Works**

INTRODUCING WORKS

Microsoft Works for Windows is a powerful set of productivity tools that helps you get your work done quickly with professional results. Tools provided by Works include: a word processor with drawing capabilities; a spreadsheet with charting capability; a database; and a data communication program. These tools can be used alone or together, but what does that mean?

Computerized processing of information using Works is analogous to processing information by hand. Suppose that you are a clerk in a business office and are preparing bills for customers. Also suppose that you are working without a computer—that is, you are processing these bills by hand. You select information on only those customers that owe you money. You also get out your company's policy on late payment penalties. You need your calculator, pencil, typewriter, and some blank sheets of paper. You look at a customer record, do some calculations, type a late notice, record information on the customer record, and so on. You use multiple tools to process this information.

This is precisely how you will use Works to process information. You will use a word processor to prepare documents, a spreadsheet for calculation, and a database to store information about each customer. In addition, the communication tool and appropriate hardware allows you to connect to online information services and exchange information with other computers. The charting and drawing tools let you insert graphics in your documents for added impact.

SETTING THE SCENARIO

In this book, you will see how Boomtown Video Inc., based in Portland, Oregon, uses Works to coordinate business operations. The store plans to open a new franchise in Hackley, Michigan, on September first. The Grand Opening Party will be October 3–5. You will be creating an advertising brochure, a spreadsheet containing startup and grand opening expenses, and a database containing all videos in stock.

In this lesson, you will be introduced to those basic commands common to all application tools in Works. You will have a chance to briefly practice each of these commands. Commands (such as printing) that have more complex options will be explained in detail later.

STARTING WINDOWS

Before starting Microsoft Works, you must start the Microsoft Windows program.

- Start the Windows program. Make sure the Program Manager is the only window displayed onscreen.

  ▶ *The installation procedure for Works created a program group icon for Microsoft Works for Windows in the Program Manager window, as shown in Figure 1-1.*

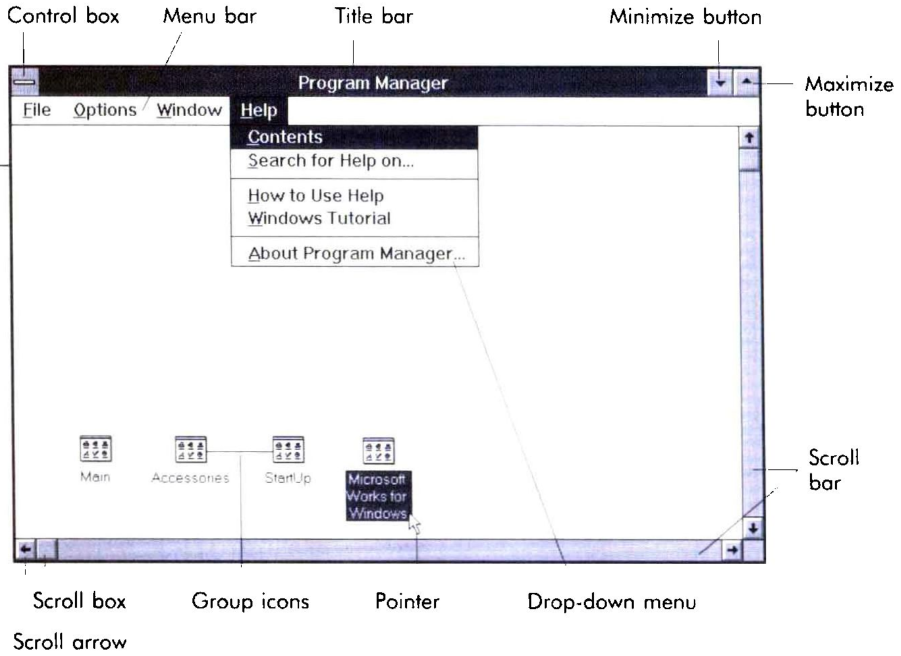
Control box
Menu bar
Title bar
Minimize button
Maximize button
Program Manager
File
Options
Window
Help
Contents
Search for Help on...
How to Use Help
Windows Tutorial
About Program Manager...
Main
Accessories
StartUp
Microsoft Works for Windows
Scroll bar
Scroll box
Group icons
Pointer
Drop-down menu
Scroll arrow

Figure 1-1

NOTE: It is possible that, on your computer, Works was installed in another group window. If so, the procedure you use to load Works may vary slightly. Check with your instructor for your particular setup.

COMMON WINDOWS FEATURES

Before you get started with Works, let's take a look at common Windows features that are regularly used by Works. Use Figure 1-1 as a reference.

title bar	Bar at the top of a window that indicates the name of the file or application displayed in that window.
menu bar	Menu options that appear along the top of the screen under title bar.
drop-down menu	A list of options that appears as a result of selecting an item from the menu bar.
window	A rectangular viewing area onscreen which displays an application or document.
maximize button	A small button to the right of the title bar containing an up arrow. When you click on the maximize button, the window enlarges to its full size. When you maximize, the button turns into a double-headed arrow called a restore button, which can be clicked to return to the window's original size.
minimize button	A small button to the right of the title bar containing a down arrow. When you click on the minimize button, the window reduces to an icon. A minimized window can be enlarged by double-clicking on the icon.
restore button	A small button to the right of the title bar containing a double-headed arrow. This button appears when a window is maximized. Clicking on the restore button returns the window to its previous size.
control box	A square box at the top left corner of each window. One click on the control box opens the control menu. Double-clicking on the control box closes the associated window.
scroll bars	Bars at the right and bottom edges of a window that allow you to view information not currently visible in the window. Clicking on the scroll arrows or dragging the scroll box changes the view.
icon	Graphic symbol representing an action, an application, or a group of applications.
pointer	Single-headed arrow controlled by moving the mouse or trackball. The shape of the pointer will change depending on the area in which it is located. The pointer is also referred to as a *mouse pointer* in Works User's Manual.

I-beam	A pointer shaped like the capital letter I. This is the shape the mouse pointer turns into when it is over text.
insertion point	The position marked by a vertical bar; what you type will be inserted in the document at that point.
point	To place the pointer on top of an object, such as an icon or a button.
click	To press the left mouse button once.
double-click	To press the left mouse button twice in rapid succession without moving the mouse.
drag	To position the mouse pointer on a desired object, then press and hold down the left button while moving the mouse. When the new position is reached, release the button.
select	To point at and click on an object.

Keyboard alternatives to mouse commands are initiated by holding down the Alt key and pressing the underlined character in the menu or menu option. For example, to open the Help drop-down menu using the keyboard, hold down Alt and press H, denoted in this text as Alt+H.

STARTING WORKS

You will find that the Works group window contains icons representing the Works program, Works Troubleshooting, and Microsoft Works Setup.

- Maximize the Program Manager window.
- Double-click on the Microsoft Works for Windows group icon to open the Works window.

  ▶ *The Microsoft Works for Windows window, similar to the one in Figure 1-2, is displayed.*

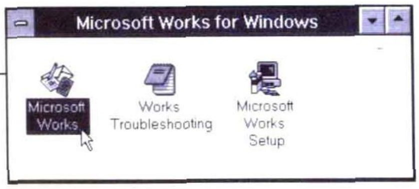

Figure 1-2

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