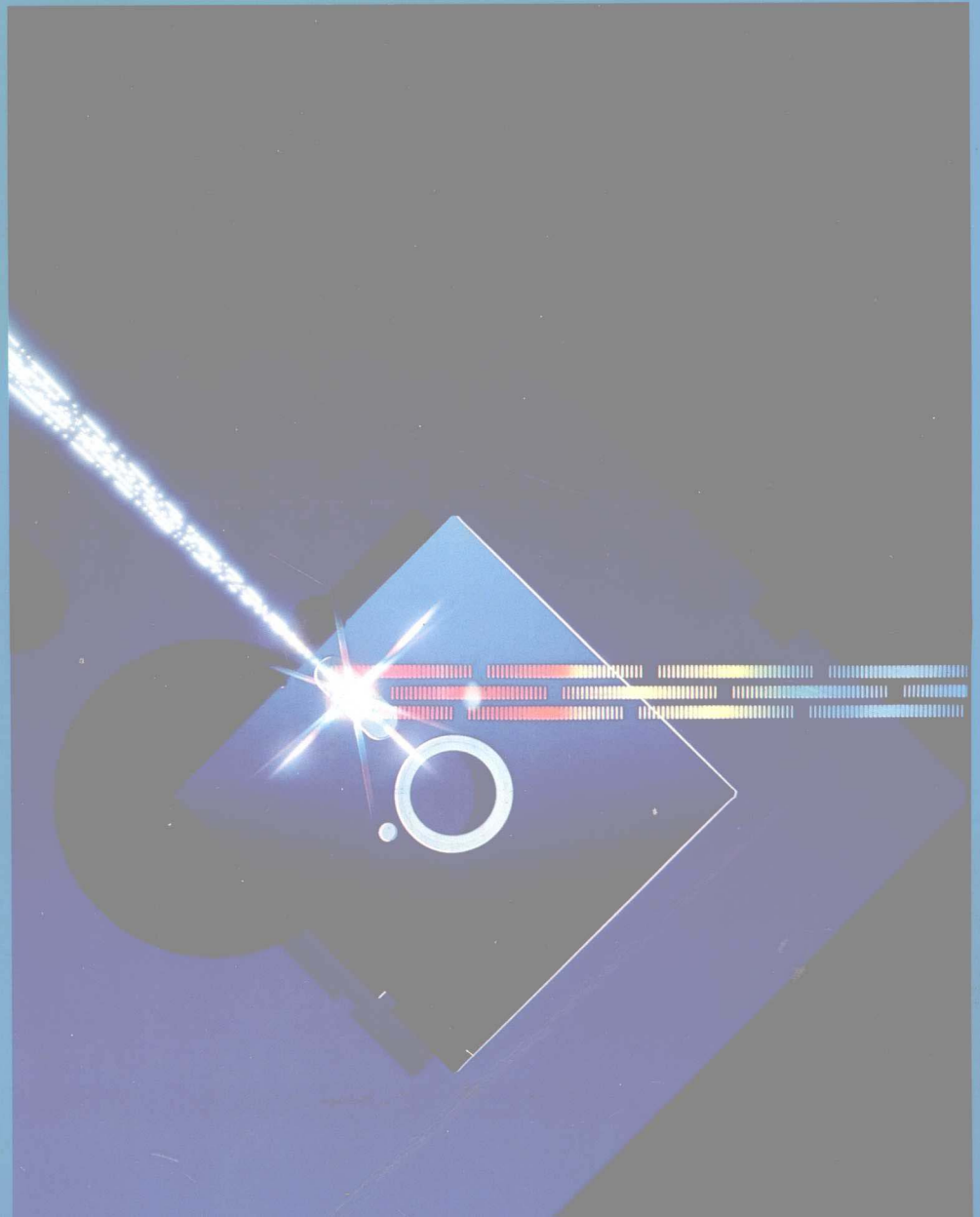


USING APPLICATION SOFTWARE

WordPerfect 4.2, Quattro, and dBASE III PLUS

Third Edition

Keiko Pitter



Using Application Software 3rd EDITION

Using the IBM PC
WordPerfect 4.2
Quattro
dBASE III PLUS

Keiko Pitter

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Salem, Oregon*



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Preface

This manual was first published in 1984 as *Using Microcomputers: An IBM PC Lab Manual*, covering several software programs that were popular at the time – WordStar, VisiCalc, and PFS: File. As time passes, however, technology changes. By the time the manual was revised in 1986, VisiCalc had become largely a thing of the past, whereas dBASE had gained popularity. That edition, *Using IBM Microcomputers: Second Edition*, featured WordStar, dBASE II, III, and III Plus, and Lotus 1-2-3, Releases 1a and 2. Now WordPerfect has taken over the word processing market, and Ashton-Tate has introduced a new version of the dBASE program.

My goals have always been to teach popular software packages in their latest versions, so that the student may gain a marketable skill, and to improve the method (and order) in which topics are presented. The first edition of *Using Application Software*, published in 1988, took advantage of the educational versions of WordPerfect 4.2, VP-Planner, and dBASE III Plus to produce an instructional package that combines the lessons with working versions of the software. The second edition of *Using Application Software*, published in 1990, contained revised modules for WordPerfect and dBASE III Plus and a modified spreadsheet module for use with the educational version of VP-Planner Plus. This edition presents a revised spreadsheet module for use with the educational version of Quattro. Even though it has not yet been possible to obtain educational versions of WordPerfect 5.0 or 5.1, Quattro Pro, or dBASE IV, the educational versions presented in this manual have proved more than adequate for use in teaching the basic concepts of application software.

The manual continues to follow the same philosophy of presenting an easy-to-follow, hands-on approach. However, it also recognizes the changes in student requirements in recent years resulting from their increased computer sophistication. Many of today's students are familiar with the computer and know what applications are

available; they want to learn how to use a specific software package for their particular needs. Hence, this manual gives more in-depth, business-oriented examples. In addition to the basic commands needed to gain a working knowledge of the software, some advanced features are covered. In WordPerfect, the Speller and Thesaurus features are covered in the first lesson and Mail Merge is covered in the third lesson. In Quattro, the database, graphics, and macro features are covered. The coverage of dBASE III Plus is geared to preparing the student to create programs; thus, coverage of the dot prompt is extensive.

MANUAL DESIGN

The manual answers most questions asked by students in a manner that is neither too technical nor too elementary. It uses many screen displays and is written in such a way that students are either told or shown at every step what response to expect from the computer and what entries to make next. Whenever possible, the reason for the response or the entry is given. Intermittently, a "Practice Time" exercise is given to test the student's understanding of the material. Solutions to these exercises are not given. If students cannot do any one of them, they should review the material given immediately before the exercise.

SPECIAL FEATURES

The strengths of this book include:

1. It contains keystroke-by-keystroke instructions.
2. It is beginner-oriented.
3. It is practical, covering the latest available educational versions of popular software packages.
4. It has a modular format, adjustable to any course.
5. It is well-illustrated.
6. It includes interesting applications.
7. It contains projects for students to do.
8. It contains a command summary for each software package.

NEW TO THE SECOND AND THIRD EDITIONS

Many of the improvements in the second and third editions have been made as a result of feedback from instructors across the country. Among the changes are:

1. The first module contains more practical information, such as things to consider in selecting a microcomputer and care and maintenance of hardware.

2. Each module starts with a conceptual introduction, both to the concepts and to potential uses of the particular application being discussed.
3. Each lesson starts with a list of objectives.
4. Lessons contain various hints for working with the software.
5. Examples are business-oriented.
6. There are review questions at the end of each lesson.
7. Exercises have been provided at the end of each lesson.
8. The design and layout have been enhanced with color.
9. An index is included.

SOFTWARE REQUIREMENTS

For the first module in this manual, each student needs a DOS (Disk Operating System) disk, or access to DOS through a network, *and* a scratch disk. A scratch disk is a disk that either is blank or contains information no longer needed.

Three software packages are covered in this manual: Module 2 discusses WordPerfect 4.2 for word processing, Module 3 discusses Quattro for spreadsheet applications, and Module 4 discusses dBASE III Plus for database management. For each module, the student needs the accompanying disks that contain the educational software and at least one formatted scratch disk.

HARDWARE REQUIREMENTS

The hardware configuration required is an IBM PC or compatible (including 286 and 386 systems) with at least 256K bytes of RAM (384K if dBASE III Plus with DOS version 3.0 or higher is being used). Also required are a monochrome or color monitor, a hard disk drive or two floppy disk drives, and either a printer or access to a computer with a printer.

LAB LESSON STRUCTURE

Everyone using the manual should go through Module 1 first. Its purpose is to acquaint the student with the microcomputer and give him or her confidence in its use. After that, it is up to each individual (or instructor) to decide which modules to study and in what order. Each module contains lessons, with review questions and exercises at the end of each. Modules are completely independent of one another.

In Quattro, the first three lessons contain the basic information. Lessons 4 through 6 contain more advanced information: Lesson 4 covers the use of Quattro as a database, Lesson 5 covers graphics, and Lesson 6 covers macros. It is up to the individual or instructor to decide whether to cover or skip these lessons.

**ACKNOWLEDGE-
MENTS**

I extend much gratitude to the staff at Mitchell Publishing, Inc., especially my editors, Jim Hall and Roger Howell. Ralph Moore of Modesto Junior College, Jane Ewing of Independence Community College, and Les Hays of Pima Community College reviewed the first edition of the manual and gave me suggestions for changes. Don Myers of Vincennes University, Raj Gill of Anne Arundel Community College, and Claudia Duncan of Heald Business College reviewed the manuscript of the second edition and made many thoughtful suggestions. I thank you all very much. I thank Rich Pitter for assistance with the third edition. Moreover, I extend much gratitude to all those instructors from across the country who were in my classes at the National Computer Educator's Institute at James Madison University in the summer of 1988, at Central State University in the summer of 1989, and at Western Washington College in the summer of 1990 for giving me ideas on ways to improve the manual.

As always, I thank my children, Greg and Jackie, for their understanding of me and my deadlines. They have both been wonderful sources of fun and comfort to me. Last but not least, I thank Scott Fisher of Recognition Concept, Inc., for keeping me straight on my priorities and giving me support and friendship.

Keiko Pitter
Salem, Oregon

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