

Using Microsoft Works 2.0

on the IBM PC

DATA DISK INCLUDED

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Preface

Microsoft Works 2.0 on the IBM PC is designed to introduce *Microsoft Works 2.0* to students of varying backgrounds, and is particularly geared toward the computer novice. Throughout this text, our assumption is that the students have had little experience with the IBM PC or compatible computer and have never used *Microsoft Works 2.0*. Therefore, our approach is comprehensive and gently encouraging. This book consists of a series of exercises that build gradually on themselves. It is essential that students read the section, "How to Use This Book," before beginning to work with the individual chapters.

Note that a data disk is packaged with this book. (See the inside back cover.) This disk contains the necessary practice files to complete the exercises.

Throughout the exercises in the text, reproductions of screen images guide students through every step. These reproductions match the students' own screen as they work through the program.

A glossary appears at the end of the text. It contains words that are introduced in the book, along with common computer-related terms about which the students may be curious.

An instructor's guide is available to accompany this book. The guide contains suggestions for using the book and numerous tips for teaching the material, as well as a test bank organized by chapters.

Topics Covered

Although this introductory book covers most of the more common tasks in the word processing, spreadsheet, and database applications of *Works 2.0*, you will find as you continue to work with the program that there are many other advanced features and capabilities that have not been covered in this text. When you finish the material in this book, we suggest that you turn to the reference manual and experiment with some of the above features.

Acknowledgements

We thank the classroom instructors at De Anza College who have used our exercises for the past four years to teach computing concepts to more than 3,000 students. Suggestions from all of them—particularly Rod Riggensbach, Eric Nagler, and Peggy Miller—have been incorporated into the final version of this book.

We give special thanks to Doris Tengan for sharing her experiences in operating an ice cream shop.

We dedicate this book to our long-suffering husbands and companions, Stan Yasuda, Bob Frederick, J.J. Yamada, and Ben Koda, all of whom patiently endured our erratic schedules and marathon writing sessions. Thanks, fellows.

—P.Y., V.F., J.Y., & A.K.

How to Use This Book

Microsoft Works 2.0 is a powerful, integrated productivity tool that includes word processing, database, spreadsheet, and communications functions. As a user, you can work with any one or all of these functions as you need them. *Using Microsoft Works 2.0 on the IBM PC* has been written for the beginning user of the program. If you are a novice computer user—as well as a new user of *Microsoft Works 2.0*—this book will gently guide you through your first encounter with a computer.

Although you may be an expert user of many other software packages, learning a new application presents new challenges and requires a considerable investment of your time. For the experienced user, this book should reduce the amount of time you need to achieve meaningful results with *Microsoft Works 2.0* and your IBM. You will probably skip many of the step-by-step tutorials, but the detailed information in these exercises is there when you need it.

Most chapters in *Using Microsoft Works 2.0 on the IBM PC* contain one or more activities that lead you through the creation or alteration of certain documents using *Microsoft Works 2.0*. The chapters are presented in the form of keystroke tutorials, in which we list all keyboard entries needed to achieve the stated purpose. The results are always described so you will know what to expect.

Chapter 1 is an introduction to the program, *Microsoft Works 2.0*. Chapters 2 through 5 cover *Works*' word processing features. Chapters 6 through 9 focus on the spreadsheet capabilities of the program. Chapters 10 through 13 concentrate on database applications, including the generation of reports selected from a database. In Chapter 14 you will integrate the major applications; Chapter 15 covers communications capabilities.

The appendices address some specific needs of individual users: a brief introduction to using the IBM PC; getting started with *Works 2.0*; using DOS; and a glossary of terms.

The material is presented in an easy-to-follow format, as shown below:

- Names of files are in italics: *Filename*.
- The first time a term is used, it appears in *italicized boldface*.
- Section headings are designed to help you quickly locate the information you need. Section headings are included in the Table of Contents.
- When you are to take action, the instructions are numbered and the specific action appears in color

We also have used many screen illustrations throughout the text to show you *approximately* what your screen should look like as you work through the material. However, because of site-specific minor differences in hardware and software, your screen may not look *exactly* like the one in the book. As long as the basic information is there, you are doing fine, but do ask questions when you are uncertain.

Read ahead! Read the section before you actually 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 also is the best way to learn to use any computer program.

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

Feel free to experiment. This book was designed to help you explore some of the operations of *Microsoft Works 2.0*. Before you even begin the chapter activities, make a backup copy of the data disk that accompanies this book (see Appendix C). Then, if you should damage the data disk, you can easily make a new copy and start over again. After you have completed a chapter, see if you can, on your own, get *Works 2.0* to do what *you* want it to do. 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:

- Read the prompt bar section of the screen.
- Browse through the available options shown on the menu.
- Use the Help facility.
- Ask questions of your classroom neighbor, instructor, or lab assistant.
- Read the manufacturer’s manual *Microsoft Works 2.0 Reference*, which accompanied the program. We recommend it as a source for useful facts. (*Note:* The goal of this book is to teach you enough to get started with *Works 2.0*. It is *not* designed to replace the manual.)

Of the hundreds of students who have used this material during its development, one stands out for her ability to express our goals for this

book in poetic fashion. When Sylvia Riveness began using this material, she suffered from an advanced case of “computer phobia.” Her following original poem describes her progression through the course.

MY GOD! That’s a computer that is staring back at me
I really think it’s sneering in superiority.
My hands are feeling clammy and my head begins to throb.
Oh surely I could find a nice new *un*computer job?!

The teacher says it’s time to start;
I summon up my nerve;
I meet the mighty IBM
My courage doesn’t swerve.

I double check the manual;
Stare at the sketch that’s drawn;
I take a breath and push a switch—
OH LORD—I’ve turned it on!

I’m in the lab for 2 straight hours;
The struggle is intense.
Please let me do just *one* thing right.
My pride would be immense.

And FINALLY I’m on Page 10,
Reviewing what I’ve done.
It did just what it said it would—
You know—this *might* be fun!

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CHAPTER 1

Introducing Microsoft Works

OBJECTIVES

In this chapter, you will learn how to:

- Open and close *Works* documents
- Use *Works* dialog boxes and menus
- Insert and delete text
- Center text
- Save your document on your disk
- Print a document

Meeting *Works*

Microsoft Works is an integrated software package for professionals and small businesses. The program combines a word processor, a database manager, a spreadsheet, and a telecommunications module. It also includes capabilities for mail merging, report generation, and simple chart generation. None of the separate pieces are as powerful as other individual programs, but all of them together simplify and speed up the tasks of creating and maintaining small databases; preparing and managing spreadsheets; writing memos, letters, and reports; and using dial-up information services.

Currently two versions of *Works* are in general use. This text addresses Version 2.0.

Setting the Scene

You are the manager of a small ice cream shop, The Ice Cream Factory. Your boss, Chris Hughes, also owns seven other small ice cream shops, and she has purchased an IBM XT equipped with one floppy disk drive and one 20-megabyte hard disk drive, together with the necessary printer, monitor, and keyboard for each of her shops. In addition to the hardware, she has just taken delivery of eight copies of *Microsoft Works 2.0*. She would like you and the other seven managers to use *Microsoft Works* to maintain all the records needed to manage your shops effectively.

Your first assignment is to learn something about the software. The exercises that follow are designed to help you do that.