McGraw-Hill

MICROCOMPUTING LABS

Timothy J. O'Leary • Linda I. O'Leary

EDITION C

DOS 3.3-6.0

WordPerfect 6.0

Lotus 1-2-3 Release 2.4

dBASE IV Version 1.1/2.0

Annual Edition

McGRAW-HILL

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Edition C

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Mitchell McGraw-Hill
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To
Richard D. Raymond—T.J.O.
Kenneth L. Hoving—L.I.O.

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PREFACE

This edition of *Microcomputing Labs Annual Edition C* covers the most current versions of popular software applications: WordPerfect 6.0 for DOS, Lotus 1-2-3 Release 2.4, and dBASE IV Release 1.1/2.0.

Designed for students in an introductory computer or microcomputer course, this book assumes no prerequisites.

OUR PURPOSE: TO CREATE COMPUTER COMPETENCY

This book is intended to give students competency in computer-related knowledge and skills in order to support their academic pursuits and to be of immediate value to their employers. Our goal is to prepare students to be:

- **Microcomputer-literate** - able to employ microcomputers to increase their productivity and effectiveness.
- **Familiar with commercial software** - especially word processing, spreadsheet, and database management packages.
- **Grounded in fundamental concepts** - having a basic working vocabulary and knowledge of computing and information concepts.

DISTINGUISHING FEATURES AND BENEFITS

Key Feature #1: Flexibility

The modular design provides instructors with many opportunities to meet their particular course objectives. There are four standard book formats:

- **Text Only.** *McGraw-Hill Computing Essentials: Annual Edition 1994–1995* in 14 brief chapters describes basic computer and information concepts.
- **Labs Only.** *McGraw-Hill Microcomputing Labs: Annual Edition* is available in three configurations of software application labs. Each is spiral-bound for convenient use in a lab setting. *Edition A* includes *DOS 3.3–6.0, WordPerfect 5.1, Lotus 1-2-3 Release 2.3,* and *dBASE IV Release1.1/2.0. Edition B Revised* includes *DOS 3.3–6.0, WordPerfect 5.1 Revised, Lotus 1-2-3 Release 2.2 Revised,* and *dBASE III PLUS Revised. Edition C* includes *DOS 3.3–6.0, WordPerfect 6.0 for DOS, Lotus 1-2-3 Release 2.4,* and *dBASE IV 1.1/2.0.*

- **Text Plus Labs.** *McGraw-Hill Microcomputing: Annual Edition 1994–1995* is a spiral-bound combination of the text *Computing Essentials* and *Labs Edition C.*
- **Custom Binding Version (New!!)** With this option you can "mix and match." Mix any combination of modules to match your course needs. The modules listed below can be arranged in any order and spiral-bound to form a custom-bound version for your course.

  Computing Essentials
  DOS 3.3-6.0
  DOS 6.0
  DOS 5.0
  Windows 3.1
  WorPerfect 6.0 for Windows
  WordPerfect 6.0 for DOS
  WordPerfect 5.1 Revised
  WordPerfect 5.1 for Windows
  WordPerfect 5.0
  Excel 4.0 for Windows
  Lotus 1-2-3 Release 4 for Windows
  Lotus for Windows
  Lotus 1-2-3 Release 2.4
  Lotus 1-2-3 Release 2.3
  Lotus 1-2-3 Release 2.2 Revised
  dBASE IV 1.1/2.0
  dBASE III PLUS Revised
  Paradox for Windows
  Paradox 4.0
  LAN
  Works 3.0 for Windows
  Works 3.0 for DOS

Available in separately bound modules are all of the above as well as the following:

Windows 3.0
WordPerfect 5.0
*WordPerfect 4.2**
*WordStar 4.0**
Lotus 1-2-3 Release 2.01
*Quattro**
*SuperCalc 4**
Works 2.0 for DOS

* Educational versions of WordPerfect 4.2, Quattro Training Edition 1.01, SuperCalc 4, and dBASE III PLUS can be shrink-wrapped with these lab modules.

Consult with your McGraw-Hill sales representative to put together the best customized package for your course.

Key Feature #2: Revised Annually

Being able to revise our materials every year allows us—and our readers—to keep pace in this dynamic field.

New to the 1994–1995 edition:

- **Update of Technology and Issues** New coverage includes Windows NT, Pentium chip, wireless modems, PIMs, more on ethics, and much more.
- **New Review Questions** True-false, matching, fill-in-the-blank, and discussion questions now appear at the end of each chapter in the *Computing Essentials* volume.
- **Updated Graphics** More than 50 percent of the illustrations are new, reflecting the rapid changes in technology and applications.
- **New Lab Modules** Our lab offerings have been expanded to include popular new software applications (see listing on page xii).
- **Revised Lab Modules** The most popular modules (*WordPerfect 5.1*, *Lotus 1-2-3 Release 2.2*, and *dBASE III PLUS*) have been completely revised. All problems and exercises are new, and the tutorials have been rewritten to reflect use of hard-disk systems as well as floppy-disk systems. When bound together, these modules form the new *Microcomputing Labs Edition B Revised*.

Key Feature #3: "Learn by Doing" Approach

Each lab module is based on an ongoing case study that simulates real-world use of the software and leads the student step by step from problem to solution. Each lab module includes the following additional learning aids:

- Conceptual Overview
- Objectives
- Numerous Screen Displays
- Key Terms
- Lab Review (Matching and/or Fill-In Questions)
- Practice Exercises
- Glossary of Key Terms
- Summary of Commands
- Index

THE SUPPORT PACKAGE

Teaching material sets are available to adopters. They are available separately for *Computing Essentials* as well as for each of the lab modules. Each set includes:

- Objectives
- Schedule
- Procedural Requirements
- Teaching Tips

- Answers to End-of-Chapter Problems
- Command Summary
- Answers to Practice Exercises
- Transparency Masters
- Printed Test Bank
- 3-1/2" IBM Student Data Disk and Test Questions

Note: RHTest, a test-generation software package, is also available to adopters and is needed to run the test questions on disk.

Other Support Materials

- Color Transparencies—New!!
- Multimedia—A CD-ROM Presentation Device—New!!
- Software Assistance Program—New!!
- Documentary-Style Videotape Series
- Hypercard Presentation Tool (Computer Resource Library)
- Computerized Glossary of Terms

If you would like information on how to obtain the last six supplements described above, please contact your McGraw-Hill sales representative.

GENERAL SYSTEM REQUIREMENTS

To complete the labs in this book, the following hardware and software are needed:

Hardware

- An IBM PC or compatible computer system with enough memory to support the specific software program
- A monochrome or color monitor and a keyboard
- A printer

Note: The directions and figures in this book assume these configurations. If your computer system deviates from this, your instructor will provide you with alternative directions.

Operating System Software

- DOS version 3.3 or higher

Applications Software

- Full-power versions of WordPerfect 6.0, Lotus 1-2-3 Release 2.4, and dBASE IV Release 1.1/2.0.

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Write to Us

We welcome your reactions to this book, for we would like it to be as useful to you as possible. Write to us in care of:

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DOS 3.3-6.0
with Introduction to the Labs

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INTRODUCTION TO THE LABS

Each lab module in the *McGraw-Hill Microcomputing* series consists of a sequence of labs that each require about one hour to complete. They are designed to provide you with practical skills in using the following kinds of software, which are the most widely used in business and industry:

- Disk Operating System (DOS)
- Windows user interface
- Word processor
- Spreadsheet
- Database

The labs describe not only the most important commands and concepts, but also explain why and under what circumstances you will use them. By presenting an ongoing case study based on input from actual business managers, we show how such software is used in a real business setting.

Organization of the Lab Modules

The Lab Modules Are Organized in the Following Categories: Overview, Objectives/Competencies, Case Study, Lab Activities, Key Terms, Command Summary, Lab Review, Glossary of Key Terms, Functional Summary of Selected Commands, and Index.

Overview The overview, which appears in the first of the succession of labs, describes (1) what the program can do for you, (2) what the program is, (3) the generic terms that this and all similar programs use (for example, all word processing programs, regardless of brand name), and (4) the case study to be presented in the labs covered by the program.

Objectives/Competencies The objectives or competencies list appears at the beginning of each lab. They list the concepts and commands to be learned in that particular lab.

Case Study The case study introduces the specific case covered by the particular lab—the general problems that the software activities will help you solve.

Lab Activities The lab activities consist of detailed, step-by-step directions for you to follow in order to solve the problems of the case. Your progress through the lab activities is reinforced by the use of carefully placed figures that represent how your screen should appear after you complete a procedure. Labs should be followed in sequence, because each succeeding lab builds on the ones preceding it. In addition, the number of screen displays decreases and directions become less specific. This feature allows you to think about what you have learned, avoids simple rote learning, and reinforces earlier concepts and commands, helping you to gain confidence.

Key Terms Terms that are defined in the labs appear in **boldface (dark) type.** They are also listed at the end of each lab in the order in which they were introduced.

Command Summary All commands that are used in the lab and the action they perform are listed at the end of each lab in the order in which they were introduced.

Lab Review Each lab concludes with a series of problems designed to reinforce concepts and commands that you have learned in the lab. The review material may include matching and fill-in questions that do not require the use of the computer. Hands-on practice exercises are also included that require the use of the microcomputer to complete.

Glossary of Key Terms The glossary, which appears at the end of each lab module, defines all the key terms that appear in bold in the overview and throughout the labs for that particular kind of software.

Functional Summary of Selected Commands Each lab module also concludes with a quick-reference source for selected commands for that particular software. The commands are listed in the order in which they appear in the application's menus. If there are no menus, they are listed by the type of function they perform.

Index Each lab module contains an index for quick reference back to specific items within that module.

How the Case Study Explains Software

The Ongoing Case Studies Show How to Solve Real-World Business Problems Using a Word Processor, a Spreadsheet, and a Database Program.

The ongoing case studies were written with the help of real-world experience contributed by industry managers. The specific case study used in each lab module is explained in the overview section for the module. The reader follows the instructions in the labs to solve the case problems using the different software applications, as follows:

Disk Operating System This module first describes the hardware of a microcomputer system. It then shows you how to use the Disk Operating System (DOS) to start the computer system, format disks, make back-up copies of program and data files, and perform other file management tasks. The labs also cover directories, paths, and batch files.

Windows User Interface How Windows makes DOS easier to use and more powerful is demonstrated in this series of labs. The labs show how to use the Windows environment and many Windows application programs such as Write, Cardfile, and Calendar.

Word Processor The features of a word processing program are explained by showing how to create, revise, format, save, and print a business letter. The features associated with creating a newsletter and a research paper are also covered.

Spreadsheet Use of the spreadsheet program is shown by depicting how an operating budget is created and modified. The spreadsheet data are adjusted to

attain a set profit margin. Business growth over five years is graphed. The use of templates and macros is introduced as a report is created to calculate employee bonuses.

Database Creating, modifying, updating, and making a report of a database of employee and customer information is demonstrated. The software is also used to sort and index these data and summarize the information in a professional report.

Directions and Commands

Commands and Directions Are Expressed Through Certain Standard Conventions.

We have followed certain conventions in the labs for indicating keys, key combinations, commands, command sequences, and other directions.

Keys Computer keys are expressed in abbreviated form, as follows:

Computer Keys	Display in Text
Alt (Alternate)	(ALT)
← (Backspace)	(Bksp)
Caps Lock (Capital Lock)	(CAPS LOCK)
Ctrl (Control)	(CTRL)
Cursor Movement	
↑ (Up)	(↑)
↓ (Down)	(↓)
← (Left)	(←)
→ (Right)	(→)
Del (Delete)	(DEL)
End	(END)
ESC (Escape)	(ESC)
↵ (Enter/Return)	(↵)
Home	(HOME)
Ins (Insert)	(INS)
Num Lock (Number Lock)	(NUM LOCK)
Pg Dn (Page Down)	(PGDN)
Pg Up (Page Up)	(PGUP)
Prt Sc (Print Screen)	(PrtScr)
Scroll Lock	(SCROLL LOCK)
⇧ (Shift)	(SHIFT)
Tab or ⇆	(TAB)
Function Keys	
F1 through F12	(F1) through (F12)

Key Combinations Many programs require that you use a combination of keys for a particular command (for example, the pair of keys (CTRL) and (F4)). You should press them in the order in which they appear, from left to right, holding down the first key while pressing the second. In the labs, commands that are used in this manner are separated by a hyphen or a plus sign—for example: (CTRL) - (F4) or (CTRL) + (F4).

Key names separated by a comma (,) indicate that you must press the first key and release it, and then press the second key and release it. For example: (ALT), W.

Directions In the labs, all directions that you are to perform appear in a highlighted block. Most directions appear on separate lines preceded by the words "Press," "Move to," "Type," "Select," or "Choose." These directions are defined as follows:

- *Press:* This means you should press or strike a key. Usually a command key will follow the direction (such as (DEL) for "Delete"). For example:

  Press: (DEL)

- *Move to:* This means you should move the cursor or cell pointer to the location indicated. For example, the direction to move to line 4, position 12, would appear as:

  Move to: Ln 4 Pos 12

- *Type:* This means you should type or key in certain letters or numbers, just as you would on a typewriter keyboard. Whatever is to be typed will appear in **boldface (dark) type**. For example:

  Type: January

- *Select:* Many programs use a sequence of selections to complete a command. In the beginning, we will introduce these commands separately. Later, as you become more familiar with the software, we will combine the commands on a single line. Each command will be separated by a slash (/) or a greater-than symbol (>). The command sequences will follow the word "Select." If the first letter of a command appears in **boldface**, you can select that command by typing the letter. Other parts of the command sequence that are to be typed will also appear in **boldface**. For example, the command to retrieve a WordPerfect 5.1 file may appear as:

  Select: File>Retrieve>LETTER(↵)

  This means you should type the letter F to select the File menu, type the letter R to select the Retrieve command, type the filename LETTER, and press (↵) to complete the command.

- *Select/Choose:* Many applications use both Select and Choose to complete a command sequence. Choose is used to indicate selecting a command that begins an action. Select is used to indicate selecting or marking an item from a list of available options. Selecting does not begin an action as Choose does. For example, the command sequence to open a file may appear as:

  Select: File
  Choose: Open
  Select: LETTER
  Choose: OK

  When this sequence of commands appears on a single line, it will begin with Choose, because the ultimate response is an action. For example, the same sequence as above would appear as:

  Choose: File/Open/LETTER/OK

Additionally, directions may appear in a highlighted block embedded within the main text. They appear like this only after the procedure to perform the directions is very familiar to the student. Follow the instruction using the appropriate procedure.

In many lab modules, you can use either a mouse or a keyboard to perform the same procedure. The instructions are marked with the mouse or keyboard icon as shown below.

Introduces a procedure to be followed if you are using a mouse.

Introduces a procedure to be followed if you are using a keyboard.

Additionally, there may be special instructions for hard-disk users and floppy-disk users. These appear as follows:

Hard-Disk Systems:

Insert the master data disk in the A drive.

Floppy-Disk Systems:

Insert the master data disk in the B drive.

Special Assumptions Any special directions or hardware and software assumptions that have been made in the preparation of these lab modules are described in the overview for that particular software application module under the heading "Before You Begin," or as a note in the beginning of the first lab of the module.

General System Requirements

To complete the labs, the following hardware and software are needed:

- An IBM or IBM-compatible computer system with a hard disk and one or two floppy disk drives, or a floppy disk system with two disk drives. The amount of RAM memory your computer must have varies with the application software program you will be using. If you are using a networked system, your instructor will provide additional instructions as needed.
- MS or PC-DOS version 3.3 or higher.
- A monochrome or color monitor and a keyboard.
- A mouse is not required, but is very helpful when you are using certain application programs.
- A printer.
- Application software programs selected by your instructor.
- Student data disk containing the files needed to perform the labs and to complete the practice exercises; this disk is supplied by your instructor.

Installation

Programs Must Be "Installed" in Order to Run on Certain Equipment.

Most software has to be installed or "custom-tailored" to run with specific computers and printers. The documentation accompanying the software gives details. If you find that, for some reason, your software will not print out correctly and won't run on your microcomputer, ask your instructor for assistance.

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