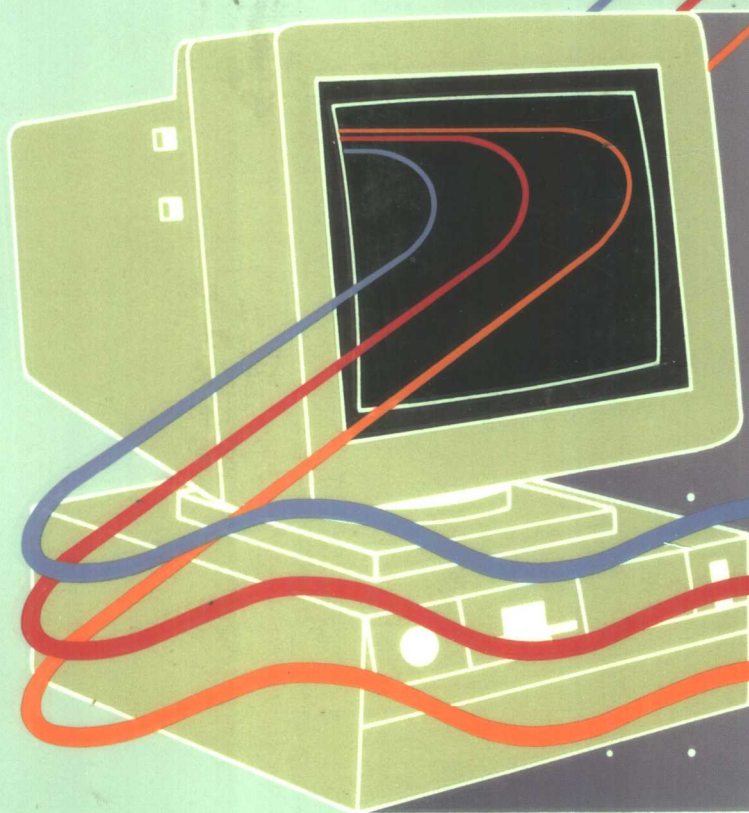


Babette Kronstadt

David Sachs

# *Discovering* Microsoft® Works 3.0



*For the IBM® Personal Computer  
3.5 inch Data Disk*

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# Discovering Microsoft Works 3.0

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# Preface

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Welcome to the wonderful world of personal computing! The technology that you are about to encounter is the result of an enormous amount of progress that has occurred during the past ten years. Today's hardware and software offer power that is extraordinary, for a price that is amazingly inexpensive.

## THE PURPOSE/ORIENTATION OF THIS BOOK

This book will provide you with a comfortable introduction to the world of personal computing, in general, and to the world of *Microsoft Works* for the PC, in particular. After a quick overview of personal computers and of the *Works* "look," each chapter will introduce you to one of the main types of software applications that are used with personal computers and to ways of using applications together in an integrated program, such as *Works*. Since the amount of class and practice time allotted to *Works* will vary depending on the overall content of the course in which it is being used, a second chapter on each application has been included for those courses that devote more time to *Works*. These chapters will give you an opportunity to extend your knowledge of the three main applications introduced.

The emphasis is on learning by doing and on learning skills in context. Therefore, after the introduction, you will learn the relevant skills by following instructions to complete projects. Each new chapter, and each project within the chapters, will reinforce previously learned skills as well as introduce new ones. After the instructional projects, independent projects will give you further opportunity to practice previously taught skills. Several of the independent projects also include new features that some of the users of the book will want to explore.

## CURRENT REVISION

This book is a revision of a 1993 edition of *Discovering Microsoft Works*, which used *Works*, Version 2. Obviously, instructions for those procedures that are different in Version 3 have been modified. The book also reflects the enhanced

capabilities of Version 3. Therefore, we were able to include new material on topics such as the Toolbar, new Help features, templates, and WorksWizards. Appendices on the Calendar, Calculator, and Macros are included. In addition, in response to reviewers' comments, we equalized emphasis on the mouse so that either the mouse or the keyboard can be used to complete all projects. New features such as the AUTOSUM function were also added.

## WHAT IS MICROSOFT *WORKS*?

*Works* is a software program for IBM and IBM-compatible computers that provides the most popular computer applications, word processing, database management, a spreadsheet with graphics capabilities, and telecommunications. In the computer industry, *Works* is known as an "integrated software package." This means that while the four separate components, or tools — word processor, database, spreadsheet, and communications — are capable of performing well on their own, they interact with each other more easily than do stand-alone programs that are purchased separately. With *Works* it is possible to move from one task to another directly, without exiting from one program and starting another. Also, information may be copied easily from one tool to another, and tools can be used together. For example, the database and the word processor can be used to create the customized form letters that account for a growing proportion of each day's mail.

Equally important is the fact that learning to use the individual *Works*' tools is much easier than learning several unrelated packages. Many of the commands in each tool are similar, the screens are alike, and the methods of communicating with the program are consistent.

By the time you have finished learning *Works*, you will be able to do your writing for school and work in a faster, more effective fashion, by using the **Word Processor** tool.

The **Database Manager** tool is the answer if you have a lot of data in your life, such as the names and addresses of friends, or the names and addresses of possible employers or clients. You will be able to store this information in an orderly fashion, search for it, modify it when necessary, and print it, whenever it is needed.

The **Spreadsheet** tool is wonderful if you work with financial information or any numeric data requiring calculations. If you need to compare and contrast the prices for a new car, a spreadsheet is your answer. If you need to calculate the averages and ranges of grades for your students, a spreadsheet will do the trick. And if you need to prepare the budget for a club or organization, a spreadsheet is indispensable. What's more, you may use the spreadsheet's graphics capabilities to create charts so that you can see the trends or relationships among your data. Charting is also a great way to actually see the mathematics equation you're learning or to create a model illustrating a basic engineering concept.

The **Communications** tool of *Works* allows your computer to communicate with other computers. This tool will be discussed only briefly in this book, however, since most students do not have access to the hardware necessary for

computer communications.

Continued enhancements make *Works* look and feel more like a Windows package. All the skills learned to use the menus, toolbar, mouse symbols, and dialog boxes are identical to those required by the increasingly popular Windows packages, so you'll have a head start in working within that environment too.

## OVERVIEW OF THINGS TO COME

For the most part, the world of personal computing with *Works* is a friendly and inviting one. It does have its own language, which means that you will have to learn some new vocabulary words. We will keep the jargon to a minimum, but there will be some terms and concepts that will be new and will perhaps seem a little unusual at first. Key terms will be highlighted in order to help you become familiar with them.

Our first order of business will be to acquaint you with the elements of **computer hardware**. Without the hardware, of course, you would be unable to run the software, so it is important that you have some basic ideas about the various components and how they work.

After that, we would like to introduce you to what is known as the **Disk Operating System**, or **DOS**. This program is vital if you are going to use any computer software, now or in the future. We will provide you with the fundamentals of the Disk Operating System, so that you can prepare all your disks for use, make copies of your files, and keep track of all the files that you will prepare with your word processor, database manager, or spreadsheet. We will also show you how to reach some of these same commands using *Works*' enhanced file management capabilities.

Next, we will introduce you to the special world of *Works*. This guide will give you experience with the basics of the Word Processor, Spreadsheet, and Database tools and a brief introduction to the Communications tool. Equally important, your explorations should provide an overall feeling for what the computer can do for you. The introductory Word Processor, Spreadsheet, and Database chapters are followed by more advanced chapters on the same topics. These chapters will let you practice your developing skills while learning new ones. They should also help you develop a greater appreciation for the power of computing and for your ability to learn new computer skills.

An integrated program such as *Works* is perfect for an introductory journey through four of the main applications of personal computing. Since the interface is consistent, you will find that learning *Works* is a pleasant, comfortable experience. Creating a spreadsheet requires different skills from writing a letter, but once you've seen the word processing screen, the spreadsheet screen will look familiar. Having "opened" or "saved" or printed a spreadsheet, you will be able to guess how to do the same with a database.

Periodically, we will show you how the separate tools in *Works* can be "integrated." Each of the component parts has been carefully designed to work comfortably with the others. This ability greatly enhances the power and usefulness of each individual tool.

## ACKNOWLEDGMENTS

*Discovering Microsoft Works* was written by two of us, but it truly represents the work of many more individuals and organizations. The current revision would not have been possible without the close attention of Joseph Knowlton, who put together all the pieces, wrote extra material, and attended to all the details involved in producing a new book. Susannah Shackelford tested all the exercises in this book and was an enormous help in the final text formatting. Lynn Bacon's eye for text placement and design was also indispensable in the final production. Thanks also go to Sylvia Russakoff for her helpful comments on the text and to Linda Carthew for typing assistance. We have received enormous institutional support from Pace University and the School of Computer Science and Information Systems at Pace. In particular, much personal and professional support for our work has come from the Dean, Dr. Susan Merritt.

From another perspective, this book also is a product of the Pace Computer Learning Center, a loose affiliation of approximately 15 professors and staff, who have provided more than 7000 days of instruction to over 50,000 individuals in corporate settings throughout the United States and around the world during the past eight years. Our shared experiences in the development and teaching of these courses, as well as credit-bearing courses through the Pace University School of Computer Science and Information Systems, was an ideal preparation for writing this book.

Much of the updated material in *Discovering Microsoft Works, Version 2.0* was adapted from *Mastering Microsoft Works* (IBM Version 2.0), which we wrote along with Judith Van Wormer and Barbara Farrell for John Wiley & Sons, Inc. in 1990. Continued thanks go to Judy and Barbara for their contributions to *Mastering Microsoft Works* and to Elizabeth Lo Sacco, Christine Lowden, and Donna Swift for their help in the writing (and rewriting) of the first edition of *Discovering Microsoft Works*.

We have received many invaluable comments and suggestions from instructors at other schools, who were kind enough to review earlier editions of *Discovering Microsoft Works* and offer suggestions for improving subsequent revisions. Our thanks go to Thomas H. Brennan, Mercy College, for his suggestions on the second edition of *Discovering Microsoft Works*.

Our thanks also go to the many people at Wiley who provided us with the support and assistance we needed. Our editor, Beth Golub, has been responsive to our concerns, either providing us with the information that we needed or serving as a valuable link with the rest of Wiley's design and editorial staff.

Babette Kronstadt  
David Sachs

May, 1993  
White Plains, New York

# Contents

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## 1 INTRODUCTION TO COMPUTING WITH MICROSOFT *WORKS* 1

Objectives	1
Introduction to the Computer	1
What Is Microsoft <i>Works</i> ?	1
Parts of a Computer—The Hardware	2
Care and Handling of Disks	7
DOS (The Disk Operating System)	8
To Start the Computer	9
The Current Drive	10
FORMAT	10
DISKCOPY	12
DIR	14
COPY	15
DEL	17
The Microsoft <i>Works</i> Interface	17
Starting <i>Works</i>	17
At The Beginning—The <i>Works</i> Quick Start Options	18
The <i>Works</i> Screen	21
Special Mouse Symbols on the <i>Works</i> Screen	22
Using the Work Area	24
A First Look at Menus	24
Changing the Screen Settings	26
<i>Works</i> Dialog Boxes	30
Creating a Second New File	33
Saving a File—The Save As Dialog Box	37
Moving Between Elements in a Dialog Box	38
Changing the Current Directory	40
Rules for Naming a File	42
Getting Help	45
The <i>Works</i> Tutorial	47
A Second Look at the File Menu	50
Opening an Existing File	53
Working with Windows	54
Exiting <i>Works</i>	56
Conclusion	56
Key Terms	56
Independent Introductory Exercise No. 1	57
Independent Introductory Exercise No. 2	58



## 2 THE WORD PROCESSOR: AN INTRODUCTION

61

Objectives	61
What Is a Word Processor?	61
Creating a New Word Processor Document	62
The Word Processor Window	62
Word Processor Project No. 1—Debbie's Letter	65
Objectives	65
Entering Text—Directions for Entering the Letter	66
Moving Around the Window	68
Editing a Document	70
Spell Checking	75
Saving a Document as a File	77
Printing a Document	79
Selecting the Text Printer	79
Print	80
Closing a Word Processor Document	81
Word Processor Project No. 2—Paul's Letter	82
Objectives	83
Opening an Existing Word Processor Document	83
Directions for Entering the Text	85
Proofreading and Saving a Document	87
Another Look at Editing Text	88
Deleting a Block of Text	91
Saving a Document with a New Name	98
Previewing and Printing a Document	98
Conclusion	99
Key Terms	99
Independent Word Processor Project No. 1	100
Independent Word Processor Project No. 2	102
Independent Word Processor Project No. 3	105
Independent Word Processor Project No. 4	107

## 3 THE WORD PROCESSOR: A CLOSER LOOK

111

Objectives	111
Formatting Text	111
Advanced Word Processor Project No. 1—Enhancing Paul's Letter	112
Objectives	112
Paragraph Formats	112
Bolding, Underlining, and Italicizing Text	115
Formatting Shortcut Keys	116
Using the Format/Font & Style Option	117
Removing Enhancements from Text	119
Advanced Word Processor Project No. 2—Changing Tabs, Line Spacing, and Margins	119
Objectives	120
Tab Settings	120
Setting Tab Stops	122
Using the Shift+Enter Keys	123
Changing Existing Tab Stops	124
Changing the Line Spacing	126
Changing Margins	127
Searching for and Replacing Text	127
Adding a Header and Footer	129
Adding a Picture	131
Conclusion	133
Additional Word Processor Features	133

Key Terms 135  
Independent Advanced Word Processor Project No. 1 135  
Independent Advanced Word Processor Project No. 2 138  
Independent Advanced Word Processor Project No. 3 140

## 4 THE SPREADSHEET: AN INTRODUCTION

143

Objectives 143  
What Is a Spreadsheet? 143  
Starting a Spreadsheet File 144  
The Spreadsheet Window 144  
Moving Around the Spreadsheet Window 146  
Entering Labels and Values 148  
Practice Exercise No. 1 149  
    Entering Labels 149  
    Entering Values 151  
    Entering Formulas 151  
    Entering Numbers as Text 152  
    Closing the Spreadsheet 153  
Spreadsheet Project No. 1—Budgeting Expenses 153  
    Objectives 153  
    Concepts 154  
    Correcting Problems 154  
    Entering Labels 155  
    Entering Values 157  
    Moving Around a Spreadsheet 160  
    Entering a Formula 161  
    Using Pointing to Enter a Formula 163  
    Copying Formulas 164  
    Filling Across a Row 165  
    Selecting Cells 166  
    Relative Cell Adjustment 167  
    Formatting Labels and Values 167  
    Save and Save As 170  
    Printing the Spreadsheet 172  
Spreadsheet Project No. 2—Monitoring Travel Expenses 174  
    Objectives 174  
    Starting the Spreadsheet File 175  
    Entering the Labels and Values 176  
    Changing Column Widths 178  
    Right Justifying Labels 179  
    Entering Values 179  
    Using Formulas and Functions 182  
    Printing the Spreadsheet 185  
Conclusion 186  
Key Terms 186  
Independent Spreadsheet Project No. 1 187  
Independent Spreadsheet Project No. 2 188  
Independent Spreadsheet Project No. 3 190  
Independent Spreadsheet Project No. 4 193

## 5 THE SPREADSHEET: A CLOSER LOOK

195

Objectives 195  
The Spreadsheet Tool 195  
Advanced Spreadsheet Project No. 1—Relative and Absolute Copying 196

Objectives	196
Inserting Columns	196
Creating Absolute Cell Address References	197
Hiding Columns	202
More About Functions	203
Advanced Spreadsheet Project No. 2—More Functions	204
Objectives	204
Using More of the Spreadsheet	204
The Min, Max, and Sum Functions and Pointing	206
Charting	210
Advanced Spreadsheet Project No. 3—Charting Your Monthly Expenditures	214
Creating a Speed Chart	214
The Chart Screen	216
Enhancing the Chart	216
Naming and Saving a Chart	221
Printing a Chart	223
Types of Business Charts	223
Changing Data in a Chart	230
Conclusion	231
Additional Spreadsheet Features	231
Key Terms	234
Independent Advanced Spreadsheet Project No. 1	234
Independent Advanced Spreadsheet Project No. 2	237
Independent Advanced Spreadsheet Project No. 3	239

## 6 THE DATABASE MANAGER: AN INTRODUCTION

243

Objectives	243
What Is a Database?	243
Using a Database Wizard	244
Starting a Database File	247
Designing a Database	247
Database Project No. 1—Paul's Piano Students	248
Objectives	248
A Tour of the Form Screen	248
Entering Field Names	250
Printing the Database Form	252
Entering Data	253
Saving a Database	256
Viewing Records in Form View	257
Changing from Form View to List View	259
Changing Field Width in List View	260
Editing Data	261
Searching for Data	264
Redisplaying Hidden Records	267
Printing Records	267
Database Project No. 2—Debbie's Painting Clients	268
Objectives	269
Designing the Database	269
Entering Data	270
Changing Field Width in Form View	271
Entering Numbers as Text	273
Searching for Records in Form View	276
Using List View	276
Sorting Records	279
Printing Records	281
Hiding Fields in List View	282

Redisplaying Hidden Fields in List View	284
Conclusion	284
Key Terms	285
Independent Database Project No. 1	285
Independent Database Project No. 2	286
Independent Database Project No. 3	287
Independent Database Project No. 4	289

## 7 THE DATABASE MANAGER: A CLOSER LOOK 291

Objectives	291
Database Queries	291
Advanced Database Project No. 1—Locating Records in Debbie's Database	292
Objectives	292
Adding a Field to the End of a Database	292
Querying the Database	295
The Query Screen	295
Queries Using Criteria in More Than One Field	303
Creating Reports From Your Database	304
Advanced Database Project No. 2—Reporting on Paul's Students	304
Objectives	304
Creating a Report	305
Printing the Report	310
Editing a Report	310
Changing the Placement of Labels	310
Sorting Records	312
Viewing a Report	313
Naming and Saving a Report	313
Grouping Information in a Report	315
Deleting Information from a Cell	317
Conclusion	318
Additional Database Features	319
Key Terms	319
Independent Advanced Database Project No. 1	319
Independent Advanced Database Project No. 2	320
Troubleshooting Your Queries	321
Independent Advanced Database Project No. 3	322

## 8 INTEGRATING WORKS: AN INTRODUCTION 325

Objectives	325
Integrated Project No. 1—Inserting Information from a Database in a Word Processor Document	326
Objectives	326
Opening More Than One File at a Time	326
Using the Window Command to Switch Between Files	327
Copying from the Database to the Word Processor	329
Managing the Files	332
Creating Form Letters	332
Integrated Project No. 2—Paul's Personalized Parent Letters	333
Objectives	333
Creating a Word Processor Document Containing Variable Information from a Database	333
Selecting Database Records to Merge	336
Printing the Merged Document	337
Moving, Sizing, and Arranging Windows	337
Using the Keyboard to Move, Size, and Arrange Windows	339
Using the Mouse to Move, Size, and Arrange Windows	341

Conclusion	341
Additional Integrated Features	342
Key Terms	343
Independent Integrated Project No. 1	343
Independent Integrated Project No. 2	345
Independent Integrated Project No. 3	346
Independent Integrated Project No. 4	348

## 9 A BRIEF LOOK AT COMMUNICATIONS 351

Objectives	351
What Is Communications Software?	352
The Hardware—A Modem	352
Communications Example: Communicating with an On-line Information Service	353
The Communications Screen	353
Setting Up <i>Works</i> for Communication	354
Making a Connection	361
Using the Dial This Number Feature	362
A Dial This Number Example	362
Conclusion	364
Key Terms	364

Appendix A	INSTALLING <i>WORKS</i>	365
Appendix B	<i>MICROSOFT WORKS</i> MENU COMMANDS	369
Appendix C	<i>MICROSOFT WORKS</i> FUNCTION KEYS	379
Appendix D	<i>MICROSOFT WORKS</i> FUNCTIONS	381
Appendix E	MODEM SETTINGS	387
Appendix F	INTRODUCTION TO MACROS	389
Appendix G	<i>MICROSOFT WORKS</i> CALENDAR	397
Appendix H	<i>MICROSOFT WORKS</i> CALCULATOR	405
Index		409

# Introduction to Computing with Microsoft *Works*

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## In this chapter you will learn:

- Some of the terminology used to describe computer hardware.
  - The functions of some of the special keys on the keyboard.
  - What **DOS** is, and how to use **DOS** commands to prepare a disk for use, to copy entire disks and parts of disks, and to obtain a listing of the contents of a disk.
  - How to get ready to use *Works*.
  - How to start *Works*.
  - How to create, open, and save *Works* files.
  - How to use the *Works* menu and dialog boxes.
- 

## INTRODUCTION TO THE COMPUTER

Your computer is really a complex system of parts, all of which have an important relationship to each other. If you are new to the world of personal computing, perhaps the simplest way to think about these components is as the **hardware** and **software** that make up this system. The hardware is the physical equipment that comprises your computer system. Software consists of programs or sets of instructions to the computer.

### What Is Microsoft *Works*?

*Works* is a software program that provides the most popular computer applications — word processing, database management, a spreadsheet with graphics

capabilities, and telecommunications. This book discusses Version 3 of Microsoft *Works* for IBM and IBM-compatible computers. In the computer industry, *Works* is known as an "integrated software package." This means that while the four separate components, or *tools*, are capable of performing well on their own, they also interact efficiently with each other. With *Works* it is possible to move from one task to another directly, without exiting from one program and starting another. Also, information may be moved easily from one tool to another. *Works* also makes extensive use of windowing, allowing the user to have as many as eight different documents open, and visible, at the same time.

The **Word Processor** is the tool to use to enter documents or letters. The **Database Manager** is the tool that handles volumes of data such as the names and addresses of friends or clients. The **Spreadsheet** tool is used for numeric data that requires calculations. The spreadsheet's graphics capabilities may be used to create charts so that the trends or relationships among the data can be seen. Charting is also a great way to actually see the mathematics equation you're learning, or to create a model illustrating a basic engineering concept. The **Communications** tool of *Works* allows your computer to communicate with other computers.

*Works* also contains several accessories — the calendar, the calculator, and the alarm clock — to take the place of these common work aids. The calendar and the calculator are discussed in Appendices G and H.

## Parts of a Computer—The Hardware

The computer hardware you will most likely encounter includes the **system unit**, which contains the **CPU** (central processing unit), the **keyboard**, the **mouse**, the **monitor** or **CRT** (cathode-ray tube), one or more **disk drives**, and the **printer**. These components allow you to "input" or enter information, process the information, "output" or display the information, and store the information for future use. While your particular configuration may differ slightly, we will describe below the common configurations found on an IBM PC or PC-compatible.

### The System Unit — The Central Processing Unit

The **System Unit** is the heart of the computer. It contains the **Central Processing Unit** or **CPU**, which controls all of the processing of the data, the main memory, which stores the commands and data being used, and the circuitry needed to control the rest of the hardware.

### The Keyboard

The computer keyboard is the main input device of the computer. As Figure 1-1 shows, the computer keyboard in many ways resembles a typewriter keyboard. There are some additional keys that are used to help give the computer instructions. Following is a further description of some of the keys on the keyboard.

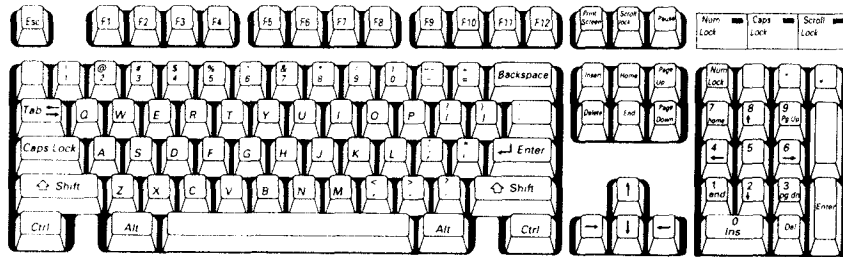


Figure 1-1

### The TAB key and SPACE BAR

The **TAB** and **SPACE BAR** are typical typewriter keys. On some computer keyboards the **TAB** key may be hard to recognize because it is indicated by an arrow pointing left over an arrow pointing right. The specific effect of the **TAB** key is different in each tool (i.e., word processor, database, spreadsheet, communications) of *Works*, but in general it causes the cursor to move a greater distance than one space at a time. The **SPACE BAR** is the big key in the middle of the bottom row of the keyboard and is used to create a space.

---

**NOTE:** The **cursor** is the blinking line on the computer screen. It indicates where the next character typed will appear, or which item on a menu is being selected.

---

### The SHIFT and CAPS LOCK Keys

These keys also are found on typewriter keyboards. On some computer keyboards the **SHIFT** key is indicated by an outline of an upward arrow; other keyboards also include the word "Shift." To type a single capital letter, press the **SHIFT** key and hold it down while typing the letter.

**CAPS LOCK** is used to type multiple capital letters. It is a **toggle** key, which means that each time you press the key it changes its state from off to on or vice versa. When **CAPS LOCK** is on, or activated, all letters you type will be capitalized. **CAPS LOCK** only affects the letters A–Z; you still have to press **SHIFT** in order to type the top characters on any keys that print two characters. The letters **CL** appear on the *Works* screen when **CAPS LOCK** has been activated.

In *Works* the **SHIFT** key also can be used in conjunction with nonletter keys to change the effect of those keys. These key combinations typically are used as shortcuts for tasks that can be accomplished in a variety of ways.



### The CTRL and ALT Keys

The **CTRL**, or Control, key and the **ALT**, or Alternate, key are similar to the **SHIFT** key in that they are typically used in conjunction with other keys to change the effect of pressing these other keys. For example, *Works* uses the **CTRL** key combinations to move the cursor around the screen. In the word processor, if you press the **END** key by itself, the cursor moves to the end of the line. If you press **CTRL** and **END** together, the cursor moves to the end of the document.

The **ALT** key has a more significant role in *Works*. The **ALT** key is pressed any time you want to access the menus. This is one of the few times when the **ALT** key can be used by itself. It also is used in conjunction with other keys to provide information necessary to carry out commands.

Always depress the **CTRL** or **ALT** key first and keep it depressed while you press the other key.

### The BACKSPACE Key

The **BACKSPACE** key, as it is used in *Works*, is a destructive backspace. As it moves the cursor to the left, it erases any characters that are there. The **BACKSPACE** key is usually located on the top row of the main part of the keyboard. On some keyboards it is represented only by an arrow pointing to the left, whereas on others it has an arrow and the word Backspace.

### The ESC Key

The **ESC** key typically is used to back out of, or escape from, the current situation. Among its uses in *Works* are to leave a menu, cancel a dialog box, cancel a command, quit from *Extend*, cancel editing changes, stop printing, or erase material from the Formula Bar. (These concepts will be clearer by the end of this book!) The general rule is that **ESC** can be used to escape from an operation *before* it is completed.

### The ENTER Key

In DOS, the **ENTER** key is used to indicate that you have finished typing a command and are ready for DOS to execute it. In *Works*, the **ENTER** key has several different functions. It can be used to make selections from a menu or to tell *Works* that you have finished providing the information it needs to carry out a command. It also has specific uses in each of the tools that will be explained in the following chapters.