USING IBM MICROCOMPUTERS
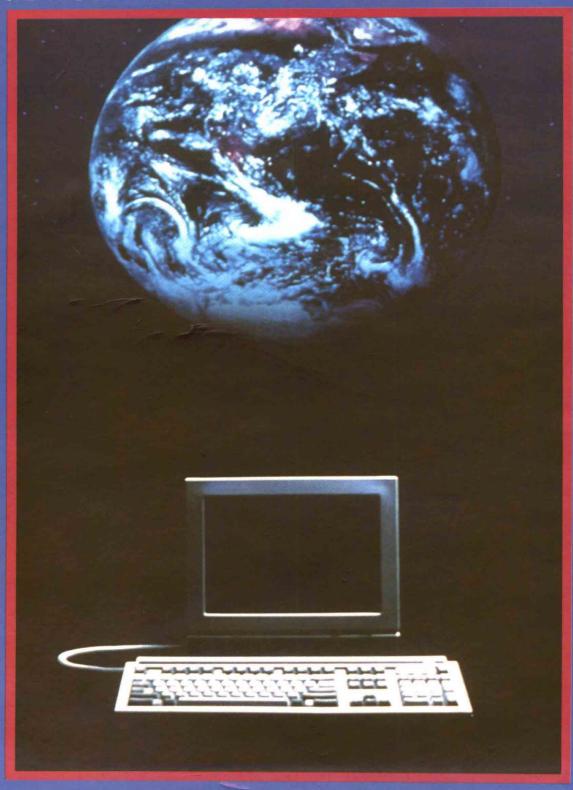
WordPerfect 5.1, Lotus 1-2-3 Release 2.2, dBASE III PLUS and IV Version 1.1

FOURTH EDITION

KEIKO PITTER

Using IBM Microcomputers

WordPerfect 5.1,
Lotus 1-2-3, dBASE III PLUS
and IV, and File Transfer
Fourth Edition

Preface

I find it hard to believe that this is already the fourth edition of this manual. The philosophy behind the manual has always been to present easy-to-follow, hands-on lessons for some of the more popular, current application software. It also adapts to the changes in computer knowledge required of a beginning user. These changes are brought on not only by the availability of new technology but also by the increased sophistication of beginning students.

The first edition of this manual was published in 1984 as *Using Microcomputers: An IBM PC Lab Manual.* It was designed for use in the lab of a microcomputer applications course or as a supplement in an introductory computer course. It presented several then-popular software programs spanning the applications of word processing (WordStar), spreadsheet (VisiCalc and Lotus 1-2-3), and file management (PFS:File), in a manner that reduced greatly the need for instructor intervention to assist students.

Using IBM Microcomputers: Second Edition came out in 1986, featuring WordStar, dBASE II, III and III Plus, and Lotus 1-2-3, Releases 1a and 2. By that time, VisiCalc had become a thing of the past and dBASE had gained popularity. By the time the third edition was released in 1989, WordPerfect had taken over the word processing market, and Ashton-Tate had introduced a new version of the dBASE program. That edition presented WordPerfect 5.0, LOTUS 1-2-3 Release 2.01, dBASE III Plus, and dBASE IV Version 1.0. Since dBASE IV had just been introduced, the manual covered both dBASE III Plus and IV (in case a school had not purchased dBASE IV). An additional module on transferring files between applications was added.

The fourth edition covers WordPerfect 5.1, LOTUS 1-2-3 Release 2.2, dBASE III Plus, dBASE IV Version 1.1, and transferring files between applications. It also gives more in-depth coverage of DOS. In addition to the basic commands needed to gain a working knowledge of the software, some advanced features are covered as well. In WordPerfect, mail-merge and desktop publishing features are covered; in Lotus, the database, graphics, and basic macros are covered; and in dBASE, linking files to set up relations is covered. The coverage of dBASE is geared toward preparing the students to create programs. Thus, extensive coverage of dot prompt commands is given.

MANUAL DESIGN

The manual answers most student questions 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. The solutions for these 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 the following:

1. It contains keystroke-by-keystroke instructions.
2. It is beginner-oriented.
3. It is practical, covering the latest versions of popular software packages.
4. It has a modular format, adjustable to any course.
5. It contains objectives at the beginning of each lesson.
6. It is well-illustrated.
7. It gives business-oriented examples.
8. It includes interesting applications.
9. It contains review questions at the end of each lesson.
10. It provides exercises at the end of each lesson.
11. It contains projects for students to do.
12. It contains a command summary at the end of each module.
13. It contains an index and a comprehensive glossary.
14. It is flexible—it can be either a supplement or the core text.

NEW TO THIS EDITION

Because of the success of the last edition, the format used in that edition was followed as much as possible. The improvements in each new edition of this book have been made as a result of feedback from teachers across the country.

Among the changes in this edition:

1. More comprehensive coverage of DOS, including more DOS hints in application modules.
2. WordPerfect 5.1 replaces WordPerfect 5.0.
3. Lotus 1-2-3 Release 2.2 replaces Release 2.01.
4. The dBASE IV module has been updated to version 1.1.
5. The Lotus section introduces beginning concepts for macros.
6. The dBASE III Plus and dBASE IV modules have been revised for clarity.
7. The design and layout have been enhanced.

SOFTWARE REQUIREMENTS

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

Four software packages are covered in this manual: Module 2 discusses WordPerfect 5.1 for word processing; Module 3 discusses Lotus 1-2-3 Release 2.2 for spreadsheet; Module 4 discusses dBASE III Plus for database management; Module 5 discusses dBASE IV; and Module 6 discusses information transfer between different applications. For each of modules 2 through 5, students need the software disks or access to these particular software products either through the hard disk on the computer or through the network. For Module 6, a student needs access to all of the previously mentioned software.

Each of these software packages must be installed correctly and configured for the particular set-up of the lab. Consult the manual for each piece of software.

HARDWARE REQUIREMENTS

Many of the newer versions of these software products require that the computer either have hard disk or be part of a network. Although the memory requirements differ among the various software packages, a computer with 640K of RAM will run all the software packages. The following assumptions are made for each of modules 2 through 5:

Module 2 — WordPerfect 5.1   A microcomputer with a floppy disk drive (drive A) and a hard disk (drive C). Also, if you are covering desktop publishing, the printer must be able to print graphics. This module does *not* cover use of a mouse with WordPerfect 5.1.

Module 3 — Lotus 1-2-3, Release 2.2   A microcomputer with two floppy drives, one floppy drive and a hard disk, or one floppy drive attached to a network. Also, if you are covering graphics, the printer must be able to print graphics.

Module 4 — dBASE III Plus   A microcomputer with two floppy drives, one floppy drive and a hard disk, or one floppy drive attached to a network.

Module 5 — dBASE IV   A microcomputer with one floppy drive and a hard disk or one floppy drive attached to a network.

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/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, with the exception of Module 6. Module 6 should be studied only when the student has a thorough understanding of all three application areas.

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I extend special thanks to my son, Greg, who did a great job editing my manual. It is hard to believe that he's old enough to help me out. I also thank my daughter, Jackie, who looked after me, and my special friend Scott Fisher, who kept encouraging me to "get the work done."

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