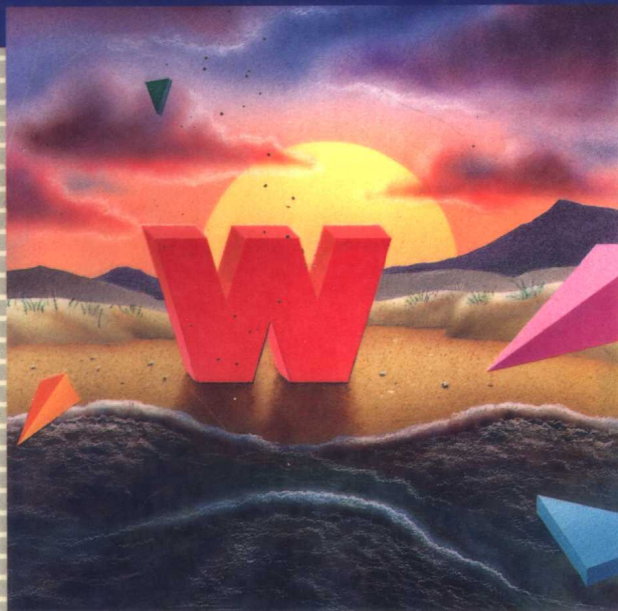


 *Self-Teaching Guide*

# WORDPERFECT<sup>®</sup>

# 6



Neil Salkind

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# WordPerfect 6

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## ***SELF-TEACHING GUIDE***

Neil Salkind



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*For Micah  
on the occasion of his ninth birthday  
and for his unending curiosity  
about how the world, and his parents, work*

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# Introducing WordPerfect

**Y**ou're lucky. Out of all the word processing programs that are available, you chose WordPerfect. Besides being the number one selling word processing program available today, it is also one of the best business, writing, and document creation tools you can own.

If you want to learn how to use WordPerfect, you've come to the right place. As you work through each lesson in *WordPerfect 6.0: A Self-Teaching Guide*, you'll learn how to enter and edit text, prepare tables, and use great graphics to make your documents shine. When you finish this book, you'll have mastered an excellent set of skills that will allow you to do almost anything that WordPerfect is capable of. In this lesson you'll learn:

- ▲ What's in *WordPerfect 6.0: A Self-Teaching Guide*
- ▲ What you need to use WordPerfect programs
- ▲ How to use the keyboard and mouse
- ▲ How to use this book

***Important Keys***

Alt  
Ctr  
Del  
Enter  
Esc  
Ins  
Shift  
Tab

***Important Terms***

function keys  
pull-down menus  
template

---

## The Difference Between WordPerfect 5.0/5.1 and 6.0

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When software developers release a new version of a program, they assign a number to differentiate that version from others. When the changes are minor, a version increment goes by a decimal such as from 5.0 to 5.1 and so on. When the changes are major, the version increment is a whole number such as 5.1 to 6.0. And that's where we are with WordPerfect 6.0.

Version 6.0 of WordPerfect is quite different from previous versions. The difference is not so much in how you use the program, but in what features the program offers. For example, with WordPerfect 6.0 you can create and send a fax; view your documents in text, page, or graphic format; save time and effort with button bars to select a button that allows you to print, save, or change fonts with a click of the mouse; open up to nine (count 'em) screens at a time; and use a new and very powerful File Manager to help keep your documents well organized and easy to access.

Although all of the features from earlier versions of WordPerfect are still here, this new version does take on somewhat of a different appearance. For those of you who have used WordPerfect in the past, the key combinations will be the same, but the screens these combinations bring up when used will appear a bit different and take a bit of time (but not much) to get used to.

# Who Should Use This Book

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## ***Who Should Use This Book***

This book is intended for anyone who is interested in learning how to use WordPerfect. We assume that you have some experience using computers and are somewhat familiar with the operating system (such as MS-DOS or DR DOS) that your computer uses. Though you don't need experience with another word processor to learn how to use WordPerfect, you will find many elements from other word processors (especially terminology) to be similar.

# What's in This Book

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This *Self-Teaching Guide* has 20 chapters. Each chapter consists of a set of lessons that lead you through the steps you need to master a particular WordPerfect skill. The lessons are brief and to the point so that you can finish one in a relatively short amount of time, apply what you have learned, and then move on to learning about the next skill.

Chapter 1, "Getting Started," does just that. It covers what you need to know to get WordPerfect up and running, including starting the program, understanding the opening screen, and getting help when you need it.

The most basic and important task of any word processing system is to make the creation of documents easy. That's just what reading and working through Chapter 2, "Creating Your First Document," will do for you. You'll learn how to enter, save, and print text, and then sign off when you want to finish a session.

As much as we would like to think it is the case, none of us is perfect. Chapter 3, "Editing Documents," reveals the tips and tricks needed to fix everything from correcting typos to rearranging pages of text work with WordPerfect blocks, and even restore text that you might have inadvertently deleted!

One of the things that all word processor users want is to be able to see their document exactly as it would appear when printed. WordPerfect has taken care of that in earlier versions, but version 6 introduces different views of WordPerfect, which we'll discuss in



Chapter 4. Text, Graphics, and Page views all provide different amounts of information and each has its advantages.

One of WordPerfect's new and most exciting features is the creation of button bars, featured in Chapter 5. These allow you to use and create icons that represent different WordPerfect tasks. All you do is click on an icon and the task is done!

Good housekeeping on your computer is just as important as good housekeeping in your home or apartment, and Chapter 6, "Managing Files," shows you how to work with WordPerfect files to keep things in order.

Another part of the editing process is locating what you need to correct. WordPerfect's powerful search and change tools are the focus of Chapter 7, "Searching Through Documents."

Good words are good, but good-looking words and documents are wonderful! Chapters 8, 9, and 10—"Dressing Up Text," "Dressing Up Lines," and "Dressing Up Pages"—cover the tools that WordPerfect has available to change the way a document looks. These tools include different fonts, the appearance of text, styles and sizes, margin settings, line spacing, tabs, numbering pages, headers and footers, and even comments that you can see on the WordPerfect screen but don't print on your document.

How did you do on those spelling tests in elementary school? Good for you. But if you're not a whiz at spelling or if your vocabulary goes on vacation at the most important times, turn to the spell checker or thesaurus that WordPerfect provides. Chapter 11, "Spell Checker and Thesaurus," will introduce you to each of these fast and useful tools that are bound to improve your writing and the quality of your presentation.

Tables make your word processing life easier in many ways and WordPerfect offers so many options that tables will become an everyday WordPerfect activity for you. From the simplest table to a detailed and complex business form, Chapter 12, "Creating and Using Tables," will cover these and more.

Did you know that WordPerfect can double as a spreadsheet? That it can add column totals, work in tables, and even be used with formulas? "WordPerfect Math" can do all that, and we'll show you how in Chapter 13.