Microsoft Works 3.0 for Windows

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Introduction to the Works 3.0 for Windows Labs

The labs are designed to provide you with practical skills in using the Works 3.0 for Windows software program. Each lab requires about one hour to complete.

Works is an integrated software program. It contains the following tools:

- Word processor
- Spreadsheet with charting
- Database with reporting
- Electronic communications
- Microsoft Draw

The labs demonstrate the use of all of these tools. 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—The Sports Company, which is based on input from actual sporting goods store managers—we show how Works is used in a real business setting.

Organization of the Labs

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

Overview The overview appears at the beginning of each of the sections on the three main tools: word processor, spreadsheet, and database. It describes (1) what the tool can do for you, (2) what the tool 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 details of the case study to be presented in the series of labs using the tool.

Competencies The competencies list the concepts and procedures you will learn 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. Display screens show how a command or procedure is supposed to look. The labs should be followed in the sequence in which they appear in the book, because each succeeding lab builds on those preceding it. In addition, screen displays and directions become less specific as you work through the labs. 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 appear in **boldface (dark)** type in the labs are listed at the end of each lab in the order in which they appear.

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

Lab Review Each lab concludes with a series of problems designed to reinforce concepts and commands 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 a microcomputer. The practice exercises are arranged in order from easy, step-by-step problems to more difficult and less-directed problems.

Glossary of Key Terms The glossary, which appears at the end of the book, defines all the key terms that appeared in boldface throughout the labs.

Summary of Commands The book also concludes with a quick-reference source for selected commands for all tools. The commands are listed in the order they appear in the menu.

How the Case Study Explains Software

The Sports Company Ongoing Case Study Shows How to Solve Real-World Business Problems Using the Word Processor, Spreadsheet, Database, and Communications Tools.

The ongoing case study of The Sports Company, a chain of discount sporting goods stores located in large metropolitan areas throughout the United States, was written with the help of experience contributed by actual store managers. In our scenario The Sports Company has experienced recent growth and is trying to update its facility and management procedures using the newly purchased software program Works 3.0 for Windows.

As a recent college graduate, you have accepted your first job as a management trainee for The Sports Company. The program emphasis is on computer applications in the area of retail management and requires that you work in several areas of the company.

Section I: An Introduction to Works for Windows—Lab 1 This section first describes what the Works program is and the three main tools covered in the labs. It then shows you how to use the program to access the tools, how to use the menus and Help system, and how the tools are used together.

Section II: Word Processing—Labs 2–4 The word processing tool is used to show how a letter welcoming new Sports Company credit card customers is edited, formatted, saved, and printed. In addition you learn how to add footnotes and text and graphic art to a document.

Section III: Spreadsheet—Labs 5–8 Use of the spreadsheet tool is shown by depicting how the operating budget for one of the retail stores is created and modified. Sales data over five years is charted.

Section IV: Database—Labs 9–11 This section explains how to create, modify, update, sort, and query a database of employee information. It also includes procedures to create a professional report from the information in a database.

Section V: Integrating Works Tools—Lab 12 This lab demonstrates how the three tools can be used together. Specifically the student learns how to combine a word processing document with a spreadsheet and chart. It also demonstrates how to create a form letter using the WorksWizard, how to use the communications tool, and how to create a custom template.

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
← or Bksp (Backspace)	←Backspace
Caps Lock (Capital Lock)	Caps Lock
Ctrl (Control)	Ctrl
Del or Delete	Delete
End	End
↵Enter (Enter/Return)	↵Enter
ESC (Escape)	Esc
Home	Home
Ins or Insert	Insert
Num Lock (Number Lock)	Num Lock
Pg Dn (Page Down)	Page Down or Pg Dn
Pg Up (Page Up)	Page Up or Pg Up
Prt Sc or Print Screen	Print Screen
Scroll Lock	Scroll Lock
⇧ Shift	⇧Shift
⇆ or Tab	Tab ⇆
Function Keys	
F1 through F12	F1 through F12
Cursor Movement Keys	
↑ (up)	↑
↓ (down)	↓
← (left)	←
→ (right)	→

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 plus—for example, Ctrl + F4.

Directions The principal directions in the labs are "Press," "Move to," "Type," "Select," "Choose," and "Click." These directions appear on a separate line beginning at the left margin, as follows:

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

  Press: Delete

- *Move to:* This means you should move the insertion point or highlight to the location indicated. For example, the direction to move to cell A5 would appear as:

  Move to: A5

- *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 bright blue type. For example:

  Type: **January**

- *Choose and Select:* A sequence of selections from a menu or dialog box is often required to complete a command. In the beginning these commands are introduced separately. The command sequences will follow the word "Choose." If a letter of a command appears with an underline and in **boldface**, you can select that command by typing the letter. The command sequence that is to be typed will appear in bright blue.

  "Select" is used to indicate selecting or marking an item from a list of available options. "Select" does not begin an action as "Choose" does. Selecting may be part of a command sequence and will usually appear when procedures are initially introduced. For example:

  Choose: **F**ile
  Choose: **O**pen Existing File
  Select: MEMBERS.WKS
  Choose: OK

  Later, as you become more familiar with the program, the commands are combined on a single line. Each command may be separated by a >. For example, the command to open a file will appear as:

  Choose: **F**ile>**O**pen Existing File>MEMBERS.WKS>OK

  This means you should type the letter "F" to select File, type the letter "O" to select Open Existing File, select MEMBERS.WKS from a list of files, and then select OK to execute the command.

Additional directions may appear as bright blue text 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 directions using the appropriate procedure.

Keyboard and Mouse Directions In many cases the procedure to perform a command can be completed using either the mouse or the keyboard. 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 the keyboard.

Additionally, if a command procedure has a keyboard or mouse shortcut, the shortcut appears below the command sequence. The keyboard shortcut is preceded with the ➢ symbol, and the mouse shortcut is preceded with the word "Click." The keyboard and mouse procedures are separated with the word "*or*." For example:

Choose: Format>Bold
➢ Ctrl + B
or
Click: **B**

Marginal Notes Throughout the labs notes will appear in the margins. These notes may be reminders of how to perform a procedure, clarifications or alternate methods, or brief side notes that expand upon a concept.

General System Requirements

The Works 3.0 for Windows Program Requires Certain Kinds of Equipment.

Hardware Requirements To complete the labs, you must have the Works 3.0 for Windows software program installed on your computer system. Works requires the following system specifications:

- A personal computer using a 386SX or higher microprocessor.
- A minimum of 4 megabytes (MB) of memory.
- Microsoft Windows version 3.1 or later and Microsoft MS-DOS version 3.1 or later.
- One or more floppy disk drives at 3.5-inch high density (1.44 MB or 720K) or 5¼-inch low density (1.2 MB).
- A Video Graphics Array (VGA) display or better.
- A printer if you want to print.
- A Microsoft mouse or compatible mouse is recommended but optional.

The directions in the book assume the use of an IBM or IBM-compatible computer system with a hard-disk drive and at least one floppy-disk drive. If you are using a system that is networked, your instructor will provide you with alternate directions.

User Data Disk The files needed to perform the labs and to complete the practice exercises are included on a separate disk that is supplied by your instructor.

To the Instructor:

The following program assumptions have been made:

- All figures in the manual reflect the use of a standard VGA display monitor and an Epson FX850 printer. If another monitor type is used, there may be more lines of text displayed in the windows than in the figures. This setting can be changed using Windows Setup. The selected printer also affects how text appears onscreen. If possible, select a printer whose display matches the figures in the manual.
- The Welcome Screen is not displayed when Works is first loaded.
- The standard preset toolbars are displayed automatically.
- The horizontal and vertical scroll bars are displayed automatically.
- The Helpful mouse pointers are on.
- The Cue Cards are off (default is on).

All other program settings are assumed to be the default Works settings. Any exceptions will be noted in the Before You Begin section at the end of each Overview.

In addition, these labs assume the student is already familiar with how to use DOS and Windows 3.0 or 3.1.

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LAB 1 Exploring Works 3.0 for Windows

CASE STUDY

The Sports Company has just purchased the Microsoft Works 3.0 for Windows software program. They plan to use Works for Windows to produce letters, memos, a newsletter, financial and budget reports, and to maintain employee records.

In this lab you will explore the different areas of Works. You will take a quick look at several files the company uses in each of these areas, and will learn how to move around the window and use the menus and commands.

Competencies

After completing this lab, you will know how to:

1. Load the Works for Windows program.
2. Use menus.
3. Open a word processing, spreadsheet, and database file.
4. Close files.
5. Exit the program.

Understanding Works

Works is an **integrated program** consisting of a collection of productivity **tools**. Each tool is a complete application that can be used independently or with the other tools.

The tools are the Word Processor, Spreadsheet, Database, Communications, and Microsoft Draw. The **Word Processor tool** is used to write, edit, and present text. The **Spreadsheet tool** is used to enter, calculate, present, and chart numerical data. The **Database tool** is used to store, access, and organize lists of information and produce reports. The **Communications tool** lets you send and receive information from one computer to another if you have a modem. **Microsoft Draw** is a drawing tool that is used to create and modify pictures.

Because Works for Windows is an integrated program, information can be easily exchanged among tools. For example, you can easily incorporate data or a chart from a spreadsheet file into a word processing file.

Loading the Works for Windows Program

Start Windows. (If you need help, refer to Lab 1 in your Windows 3.1 lab manual or consult your instructor for details.)

Put your data disk in drive A (or the appropriate drive for your system).

The Windows Program Manager should display the Microsoft Works for Windows program group icon.

Note: If your system is set up differently, your instructor will provide alternative instructions.

Open the Microsoft Works for Windows program group.

The Microsoft Works for Windows program window contains three program icons: Microsoft Works, Works Troubleshooting, and Microsoft Works Setup.

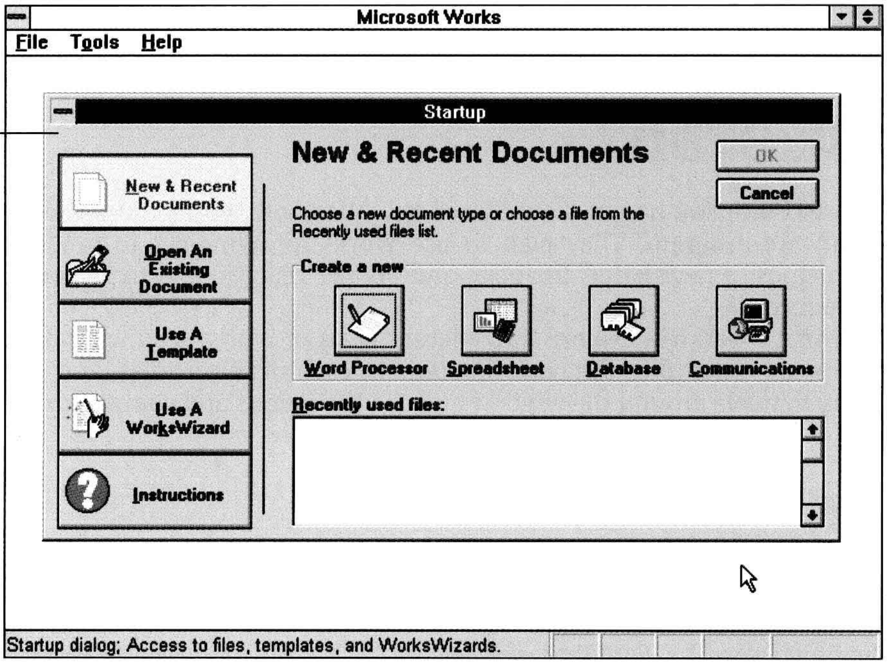
Choose the Microsoft Works application icon.

A licensing window is briefly displayed while the computer loads the Works for Windows program into memory. Then Works displays the Works application window and the Startup **dialog box**. As in Windows, a dialog box displays options for you to select to tell the program what to do.

Your screen should be similar to Figure 1-1.

If the Welcome To Microsoft Works window is displayed, press ←Enter to close the window and the Startup dialog box will appear.

Startup dialog box


Microsoft Works
File
Tools
Help
Startup
New & Recent Documents
Open An Existing Document
Use A Template
Use A WorksWizard
Instructions
OK
Cancel
Create a new
Word Processor
Spreadsheet
Database
Communications
Recently used files:

New & Recent Documents

Choose a new document type or choose a file from the Recently used files list.

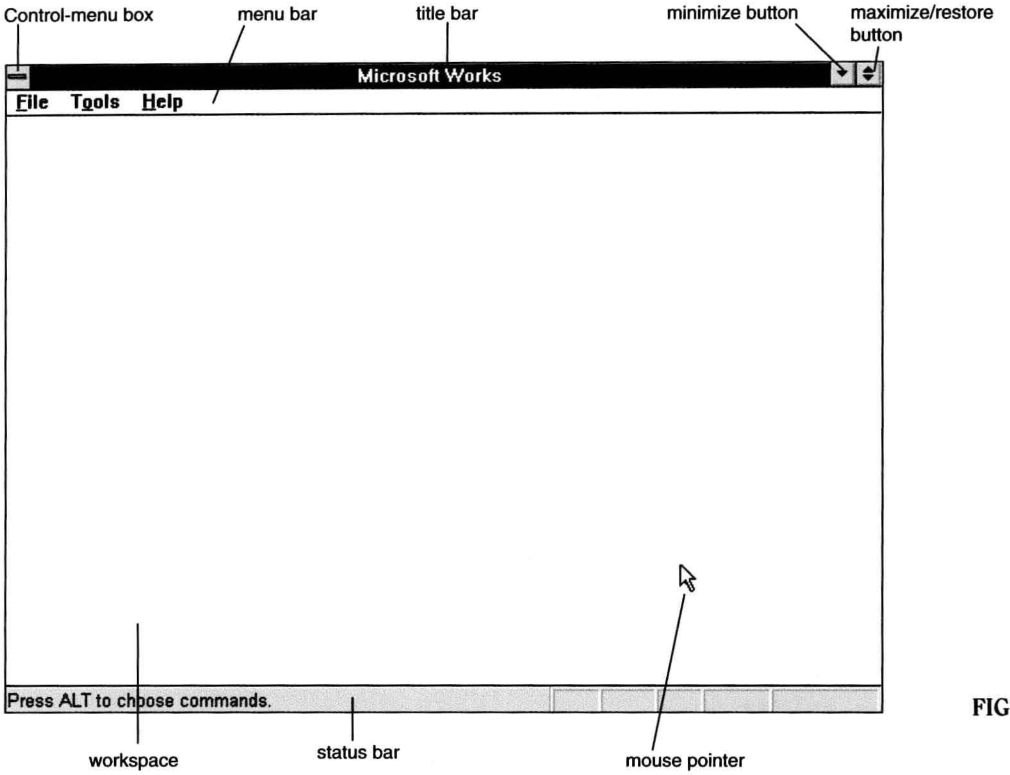
Startup dialog; Access to files, templates, and WorksWizards.

FIGURE 1-1

The Works Startup dialog box is displayed every time you load the program. It allows you to quickly access the different Works tools. You will learn about using the Startup dialog box shortly. For now, to clear the dialog box,

Press: Esc

Your screen should be similar to Figure 1-2.



Press ALT to choose commands.

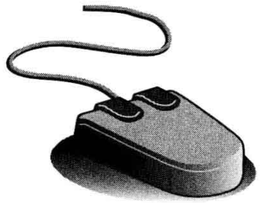
FIGURE 1-2

Exploring the Works Application Window

The Works application window consists of several basic parts: the title bar, menu bar, workspace, and status bar. The **title bar**, as in all application windows, displays the control-menu box, the program name, and the **maximize/restore buttons** and the **minimize button**. The second line of the window displays the **menu bar**. It currently displays the names of the three menus, File, Tools, and Help, that can be used in the application window. The menu bar displays different menus depending upon which tool is in use.

Directly below the menu bar is the **workspace**. It is the area of the application window that will display documents as they are opened.

The bottom line of the application window displays the **status bar**. The status bar displays program prompts, descriptions, or instructions. The message currently displayed tells you how to activate the menu.



Using a Mouse

If your computer is connected to a mouse, an arrow appears on your screen. This is the **mouse pointer**. The mouse is a hand-held device that controls the mouse pointer. You move the pointer in the window by moving the mouse over a flat surface such as the mouse pad or the desktop. The pointer moves in the direction you move the mouse. On the top of the mouse are two or three buttons that are used to make selections.

If you do not have a mouse or are already familiar with how to use the mouse, skip to the next section, Using the Menus.

Practice moving the mouse in all directions (up, down, left, and right) in the workspace and note the movement of the pointer on the screen.

Pick up the mouse and move it to a different location on your desktop.

The mouse pointer does not move on the screen. This is because the pointer movement is controlled by the rubber-coated ball on the bottom of the mouse. This ball must move within its socket for the pointer to move on the screen. The ball's movement is translated into signals that tell the computer how to move the on-screen pointer.

Trackball mice and optical mice operate differently.

You use the following mouse actions to select commands or enter instructions in Works:

Point	To move the mouse until the pointer rests on what you want to point to on the screen
Click	To press and release the mouse button without moving the mouse
Double-click	To press the mouse button twice in rapid succession without moving the mouse
Drag	To press and hold down the mouse button while moving the mouse pointer to a new location on the screen

Unless otherwise directed, the left mouse button is always used to make selections.

Using the Menus

As in other Windows applications, you communicate with Works by choosing a menu from the menu bar. When choosen the selected menu displays a drop-down menu of commands. Generally, when you first load Works, you will want to either create a new file or use an existing file. The File menu contains commands that are used to create and open files.

Since Works is a Windows program, the procedure to activate the menu bar, open a menu, and select and choose commands is the same as in other Windows programs. Commands can be chosen by clicking on the menu title or command with the mouse. If you are using the keyboard, you must first activate the menu bar by pressing Alt or F10. Then a menu or command can be chosen by typing the underlined letter or by moving the highlight to the command with the directional keys and pressing ←Enter.

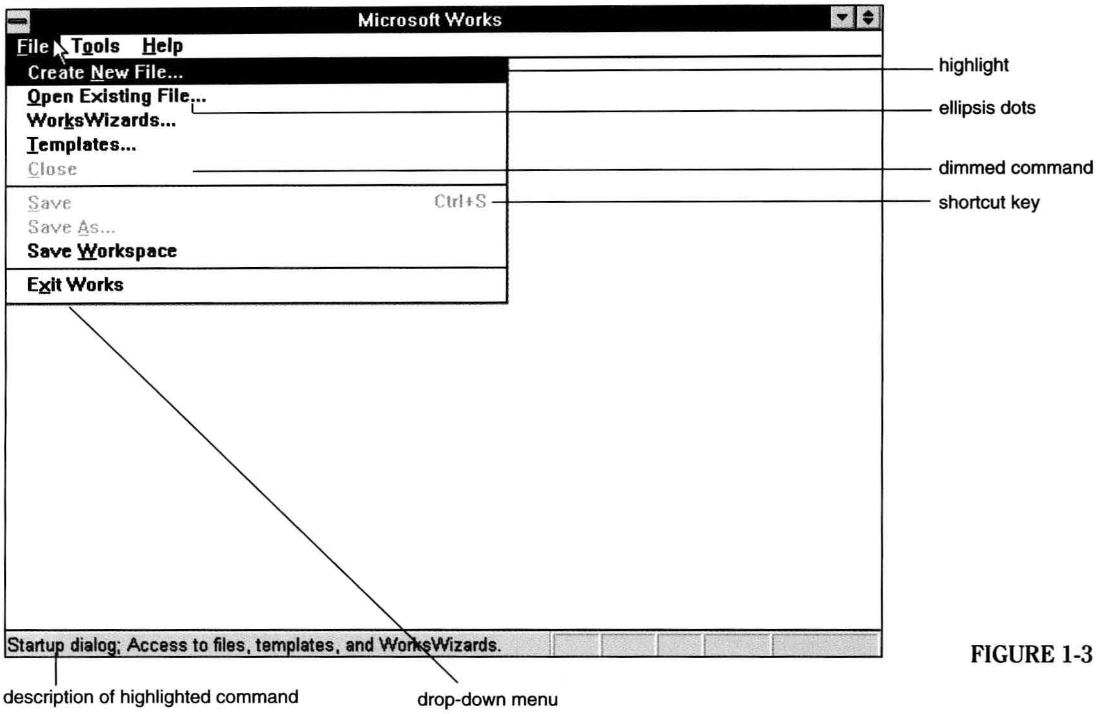
Although you can type the command letter in lowercase or uppercase, it is fastest to use lowercase.

Note: If you are using the directional keys on the numeric keypad, make sure the Num Lock (number lock) key is not on. If it is on, "NUM" will be displayed in the status bar and the highlight will not move in the menu. If "NUM" appears in the status bar, press Num Lock to turn it off.

To open the File menu,

Click: File
or
Press: Alt
Type: F

Your screen should be similar to Figure 1-3.


Microsoft Works
File
Tools
Help
Create New File...
Open Existing File...
WorksWizards...
Templates...
Close
Save
Ctrl+S
Save As...
Save Workspace
Exit Works
highlight
ellipsis dots
dimmed command
shortcut key
description of highlighted command
drop-down menu

Startup dialog; Access to files, templates, and WorksWizards.

FIGURE 1-3

The File drop-down menu of nine commands is displayed. A highlight bar appears over the first command in the drop-down menu and in the menu bar over the chosen menu title. This identifies the currently selected menu and command. The status bar displays a brief description of the Create New File command, the command the highlight is on in the drop-down menu.

Many of the features in the drop-down menu should be familiar to you. The ellipsis dots (...) indicate that a dialog box will be displayed for you to specify additional information needed to carry out the command. If a shortcut key is available, it is displayed to the right of the command. In this menu, the only shortcut key is Ctrl + S for the Save command. A dimmed command, such as Close, indicates the command is not available for selection until certain other conditions are met.

At the bottom of the File menu, a list of recently used files may be displayed. If they are not displayed, your school has turned this feature off.

To preview the commands associated with the other two menus,

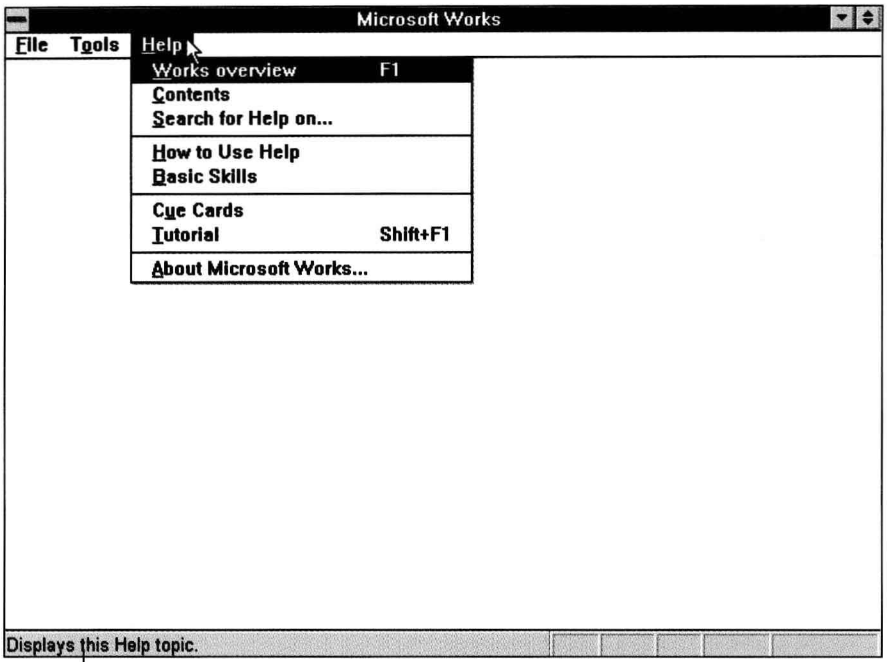
Choose: Tools

The → and ← keys move the highlight along the menu bar.

This menu has one command, Options, that allows you to change the default window settings such as color.

Open the Help menu.

Your screen should be similar to Figure 1-4.


Microsoft Works
File
Tools
Help
Works overview F1
Contents
Search for Help on...
How to Use Help
Basic Skills
Cue Cards
Tutorial Shift+F1
About Microsoft Works...

Displays this Help topic.

description of highlighted command

FIGURE 1-4

The Help drop-down menu of eight commands is displayed. Every tool in Works has a Help menu. The Help menu provides onscreen information about commands and procedures appropriate to the tool you are using. Since none of the tools is open yet, the Help commands provide introductory information about using the Works program.

You will use the Help menu to review how to choose a command and to find out about the Help system. A command is selected from a menu by clicking the command, typing the underlined letter of the command, or by moving the highlight to the command with the directional keys and pressing ↵Enter. Moving the highlight to the command lets you see a description of the command in the status bar before it is executed.

Press: ↓

The second command, Contents, is highlighted and the status bar tells you it will display a Help table of contents. The command you want to use is How to Use Help. You could choose this command by moving the highlight to it and pressing ↵Enter. However, if you are sure the command is the command you want to use, you can simply click on the command or type the underlined letter (in this case H).

Click: How to Use Help

or

Type: H

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