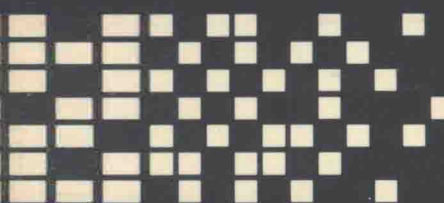


DATA DISK
INCLUDED



Using WordPerfect 5.0

on the PC

GWYNNE LARSEN
VERLENE LEEBURG

Using WordPerfect 5.0

Gwynne Larson & Verlene Leeburg



Mitchell Publishing, Inc.
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Preface

Using WordPerfect 5.0 assumes no prerequisites. The step-by-step, hands-on tutorial approach equips novice with the basic to advanced features of WordPerfect 5.0. In addition, the general concepts and capabilities of word processing are explained. This book can be used in an exclusively self-paced class or in a combination lecture/hands-on environment.

Is this Book for You?

This book is designed for anyone who wants to learn about word processing and, specifically, to increase their productivity using the popular commercial package WordPerfect 5.0.

What is the Organization?

Each lesson is organized into these four parts:

- Description of word processing feature—emphasizing its purpose.
- Brief overview of how to execute the function/command.
- Hands-on tutorial to execute the specific function/command.
- “On-Your-Own” assignments to reinforce learning.

Each lesson can be completed in 45 minutes to one-and-a-half hours, depending on the complexity of the lesson.

Features and Benefits

- Comprehensive Coverage.** This book offers a complete description of each WordPerfect feature followed by a hands-on tutorial lesson. The novice reads about the purpose of each function and then masters the function by working through hands-on exercises. The book also serves as a handy reference tool.
- Active Learning.** A wealth of screen displays, examples, and keying exercises are included. The student is advised of the entries to make and the responses to expect from the computer. To reinforce learning, a command summary, review questions, and “On-Your-Own” assignments (2-5) conclude each lesson.
- Tutorial Approach.** Step-by-step, hands-on tutorials introduce the IBM PC-DOS commands and WordPerfect. WordPerfect 5.0 includes such features as columns, math, outlining, merging, converting to other software, dictionary, and Thesaurus. This new 5.0 version also has desktop publishing features, styles, and the capability to integrate graphics.
- Reference Tool.** A Command Summary, Menu Recap and Index conclude the manual. In addition, practical information such as “How to Select a Word Processing Package,” “Troubleshooting Hints” and the “Conversion of other IBM software packages such as Lotus 1-2-3 into WordPerfect 5.0” are integrated throughout the manual.

Data Diskette: A Time Saver

A data diskette is shrinkwrapped with each copy of this book. The disk contains graphics and documents for use as specified throughout the lessons. These documents were developed to reduce your data entry time, so that you can focus on learning the WordPerfect functions.

Acknowledgements

We wish to acknowledge the invaluable assistance of our reviewers: William Jackson; Jan Harris; Lewis and Clark College; Don Myers; Vincennes University; Keiko Pitter, Truckee Meadows Community College; Marilyn St. Clair, Weatherford College; Margaret Thomas, Ohio University; Karen Yoor; and Deanna Burt.


We'd also like to thank Gwynne's son, Blair, for his extensive personal computer expertise, Gwynne's word processing students for "class testing" the first draft of this book and giving us invaluable feedback, Erika Berg for believing in us as first-time authors, and WordPerfect Corporation for producing such a wonderful package—it really is a joy to use.

Above all, we'd like to thank our husbands, Linn and Jack, and our children, Brad, Randy, and Heather, for being so supportive and patient throughout this project.

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Leeburg & Associates

Student Instructions

We suggest you first read the description of the WordPerfect function and the steps to perform that function (preceded by checkmarks). The keyboarding steps are designated with an  which indicates that you are to begin hands-on examples at the computer.

As you key in the assignments, refer to the checkmark steps to perform functions with which you need help. Read all the directions before beginning an assignment. As you work, be sure to remove previous commands before putting in new ones (WordPerfect does not ever remove commands, it just inserts new ones).

Assignments have not necessarily been set up correctly on the page. Follow generally accepted procedures for formatting letters, tables, manuscripts and other documents.

Be sure the red light on disk drive is off when switching disks in and out of the disk drives.

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LESSON 1

Introducing the IBM PC

Objectives

At the end of this lesson, you will know how to:

- Identify the various parts of a system unit, such as the CPU and memory (bytes, RAM, and ROM).
- Recognize a hard and floppy disk drive.
- Distinguish between double-density and high-density diskettes.
- Differentiate between microfloppy and minifloppy diskettes.
- Understand how the read/write head manipulates the data.
- Handle diskettes.
- Identify the keyboard and its various keys.
- Identify DOS (the operating system).
- Recognize application software.

This first lesson is strictly a “reading” exercise. The information it contains is important to know before turning on the computer and beginning the hands-on exercises. Please read this section carefully. It provides a basic understanding of how a computer functions. In Lesson 2, you will begin working with the actual hands-on exercises.

The three basic elements of a computer system are **input**, **processing**, and **output**. Data is input (entered) into the computer via various input devices, such as a keyboard, a joy stick, or a mouse. Once the data has been entered, the processing is done in the **central processing unit (CPU)**. Processing is the execution of a set of instructions given to the computer. After the data has been converted into meaningful information, it is output to a device such as a **monitor** (computer screen), a **printer**, or a **plotter** (to plot graphs).

A **microcomputer** (IBM or compatible) can be configured in numerous ways with various components and attachments, but a basic computer system must consist of the following hardware components: **system unit**, **keyboard**, **monitor**, and **disk drives**. Figure 1-1 shows the basic hardware components.

The basic software requirements are the **operating system** (such as IBM’s disk operating system—DOS), which is a set of instructions that guides the computer in its operation, and the **application software** (such as WordPerfect), which performs word processing functions.

Computer Hardware

Keyboard

The **keyboard** allows you to communicate with the computer. As any information is typed on the keyboard, the corresponding characters appear on the monitor. Two types of keyboards are currently available for the IBM Personal Computer (PC), the PC/XT and the AT PS/2. The main difference between the two keyboards is that the PC/XT has 10 function keys positioned on the lefthand side of the keyboard, whereas the AT PS/2 has 12 function keys along the top. For the most part, both keyboards function similarly to a typewriter. An illustration of the PC/XT keyboard is shown in Figure 1-2.

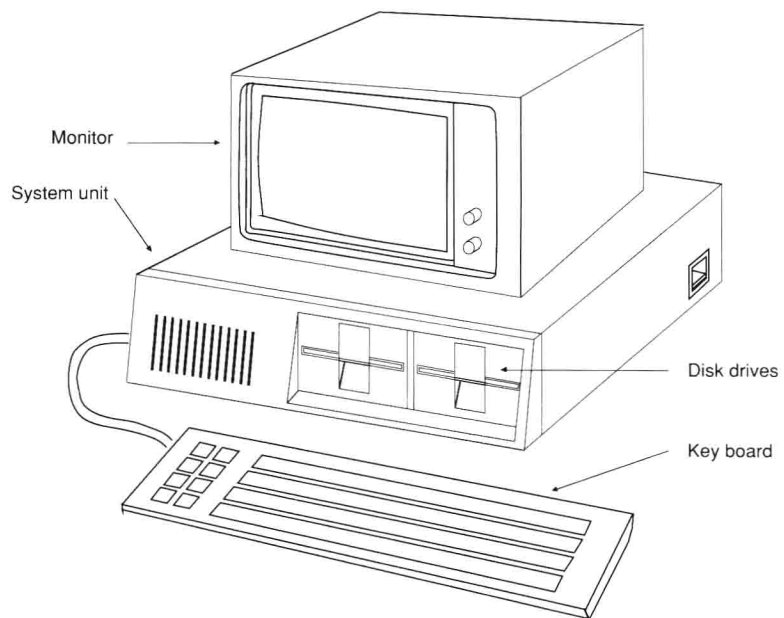


Figure 1-1

Special Purpose Keys

In addition to the alphabetic and numeric keys, several other keys serve specific purposes or functions, for example the **ENTER** key, function keys, numeric keypad, and so on. The following paragraphs describe the special purpose keys that perform specific functions in DOS and other software packages.



ENTER Key

To communicate with the computer through DOS, you must **enter** (type in) commands and information on the keyboard. To do so, type in the text and then press **ENTER** to execute the command. **ENTER** is often referred to as **RETURN**. Note that DOS will respond at that time. The **ENTER** key is essentially your “yes” key. The information entered must be in a precise format as given by the *DOS Documentation Manual*. Any misspellings or incorrect syntax is not acceptable, and an error message will appear.



Function Keys

The PC/XT keyboard has 10 function keys located on the far lefthand side of the main keyboard. They are labeled **F1**–**F10**. The AT-style keyboard has 12 function keys located along the top of the keyboard. They are labeled **F1**–**F12**.

The function keys have special meanings depending on the function and software the computer is running.



Numeric Keypad (NUM LOCK)

When the **NUM LOCK** light is illuminated, the **numeric keypad** (located on the far righthand side of the keyboard) can be used as a 10-key calculator pad to enter numbers. If **NUM LOCK** is not illuminated, the keypad can be used to move the cursor with the arrow keys.



PRINT SCREEN

[PrtScr] is used to print the information that is currently displayed on the monitor on a printer. (*Note:* On some computers you must push **SHIFT** [PrtScr].)

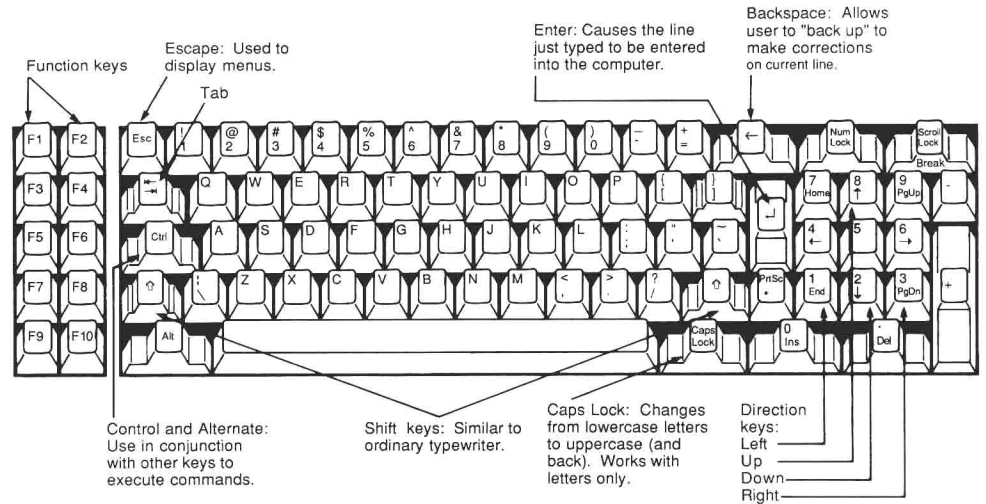


Figure 1-2



CTRL PRINT SCREEN

Pressing the **(CTRL) [PrtScr]** combination instructs DOS to begin printing every line displayed on the monitor. A printed copy of your computer work session is then produced on the printer. This key combination works as a toggle: press once to turn it on; press once again to turn it off.



SHIFT

(SHIFT) is labeled with an open arrow or the word "Shift." The two **(SHIFT)** keys operate in a fashion similar to the **(SHIFT)** keys on a typewriter. To uppercase a character, hold down **(SHIFT)** and press the character to be capitalized.



BACKSPACE

If you type in an error while entering a command or other information, press **(BACKSPACE)** (the key with the arrow pointing to the left) to back up one space and delete the character in that space. Once the error has been deleted, continue typing the command or information.



INS

(INS) inserts a character and moves the next character forward as long as you continue to type.



DEL

(DEL) deletes the character above the cursor. It is a repeating key, so be careful not to hold it down too long.



ESC

(ESC) cancels a typed line. A backslash (\) is then displayed at the end of the line, and the cursor is positioned at the beginning of the next line. However, pressing **(ESC)** will not terminate a line if **(ENTER)** has been pressed. (In some software packages, **(ESC)** cancels the command just entered.)



CAPS LOCK

Press **(CAPS LOCK)** to type all characters in uppercase. Press the key again to return to lowercase. *Note:* You must still use **(SHIFT)** to enter the characters above the numbers.