Using Lotus 1-2-3,

SuperCalc4, WordPerfect,

WordStar, and dBASE III PLUS

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PREFACE

During the past few years, we've taught a few thousand people--college students and professional business managers alike--how to use programs such as Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS. We've taught in one-on-one situations, in classroom settings, and in two- and three-day intensive seminars. Virtually all the training we do involves students' hands-on use of computers. As we observe how others learn to use the computer, we've been able to store up a batch of what we think are successful teaching techniques and to discard others that don't seem to work.

Our objective in writing *Using Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS* was to take those techniques that work well in a classroom with an instructor present and translate them into media (a workbook and a diskette) that a student can use *without* an instructor.

Of course, nothing can replace a trained teacher at your side: someone who's there to answer questions that printed matter doesn't cover. However, if structured properly, written and diskette-based materials can serve as excellent complements to classroom or individual instruction. So to make your learning experience as meaningful as we know how, we've translated our classroom and seminar experiences into a two-step, self-teaching approach that's built around real-world business applications. As you learn the commands for each of the programs covered in this book, you'll be able to practice them right away in meaningful exercises. In fact, in most cases each exercise builds upon work you completed in previous lessons. As you progress through each Part in the book, you'll create models and applications just like day-to-day users do in the business world.

Using Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS can be used in the following situations:

* For colleges and universities:

- As a primary text in a course such as "Introduction to Microcomputers," where the emphasis is on lab work;

- As a supplemental lab manual to an "Introduction to Computers" course;

- As a supplemental lab manual to Management, Accounting, Finance, or General Business courses where the instructor wants to focus on the PC applications of business principles.

* For working managers, analysts, and other professionals:

- As a self-paced workbook that can serve as the first learning tool or as a supplement to reference manuals or other types of training materials,

- As course notes and workbook for workshops, seminars, or in-house training programs.

We have designed this book for the *first-time* PC user. So before we get to the programs themselves, there are a few general computer- and DOS-related concepts you'll need to know; we cover these in the Introduction.

This book is divided into five major parts, each numbered separately. Part 1 covers Lotus 1-2-3 spreadsheets, data bases, and graphics; Part 2 presents SuperCalc4 spreadsheets, data bases, and graphics; Part 3 deals with the WordPerfect word processing program; Part 4 covers the WordStar word processing

program; and Part 5 examines data base management applications with dBASE III PLUS. Within each part, there are several lessons that deal with more specific topics.

Each lesson is divided into two components:

1. A text section that describes a command or function of the program under discussion. For each lesson, the text is divided into the following groups:

    - A general overview of the topic
    - A section called "Some Preliminary Information"
    - A section called "Preparing for the Exercise"

2. A step-by-step exercise with accompanying "Tips" and "Troubleshooting Hints" to help should you get lost.

    In addition to the basic exercises, you'll find some optional exercises to help you experiment with general concepts and commands. And every few lessons you'll find an "Application Problem" that lets you explore a group of topics in greater detail. The Application Problems set up scenarios and then ask you to provide a solution to the problem at hand.

    If you have no prior experience with the topic covered by a given lesson, we recommend you read the material carefully. On the other hand, if you've used a particular command before, you may find you're able to go straight to the exercises without having to read the related material first. However you approach the work, you should complete the exercises for *every* lesson, since many exercises build on work that was to have been completed earlier.

Notes to Instructors

The publisher distributes educational, limited versions of SuperCalc4, WordPerfect, and dBASE III PLUS for use with the exercises in this book. This software is available, free of charge to professors who adopt this book, for duplication and distribution to all students in courses where this book is used. Alternatively, the instructor can elect to have all students purchase the book packaged with the educational versions of the software. While these products can be used to learn the programs, they have certain limitations so they may not be used effectively in a setting where a full commercial version of the product is needed.

Many of the exercises in this book require that the student use work files we have created and stored on one data diskette. The publisher will supply you with a diskette that contains these files. We recommend that you make copies of these files for individual student use.

There are 91 work files on the data disk: 17 .WKS files for Lotus 1-2-3 Version 1A; 17 .WK1 files for Lotus 1-2-3 Version 2.0 and above; 17 .CAL files for SuperCalc4; 12 files for WordPerfect (full commercial version); 12 .ED files for Limited WordPerfect (educational version); 12 files for WordStar; and 3 .DBF files and 1 .FRM file for dBASE III PLUS. Here are the files you should copy, depending upon which version of the various programs you choose to use:

For Lotus 1-2-3, Version 1A (17 files):

FUNCTION.WKS
COMPETE.WKS
LOANAMT.WKS
LOANAMTX.WKS
SALES87.WKS
SLS8687.WKS
SALES86.WKS
REPS.WKS
SALESREP.WKS
LAWN.WKS
RENT.WKS
SHOES.WKS
EMPLOYEE.WKS
BANK.WKS
CLOCATE.WKS
CUSTMAST.WKS
INVEST.WKS

For Lotus 1-2-3, Version 2.0 and above (17 files):

FUNCTION.WK1
COMPETE.WK1
LOANAMT.WK1
LOANAMTX.WK1
SALES87.WK1
SLS8687.WK1
SALES86.WK1
REPS.WK1
SALESREP.WK1
LAWN.WK1
RENT.WK1
SHOES.WK1
EMPLOYEE.WK1
BANK.WK1
CLOCATE.WK1
CUSTMAST.WK1
INVEST.WK1

For SuperCalc4, commercial and educational version (17 files)

FUNCTION.CAL
COMPETE.CAL
LOANAMT.CAL
LOANAMTX.CAL
SALES89.CAL
SLS8889.CAL
SALES88.CAL
REPS.CAL
SALESREP.CAL

LAWN.CAL
RENT.CAL
SHOES.CAL
EMPLOYEE.CAL
BANK.CAL
CLOCATE.CAL
CUSTMAST.CAL
INVEST.CAL

For WordPerfect, commercial version (12 files):

FIRST
MANUALS
FINDIT
INFO
MEMO
FORMAT
BLOCK
CONTRACT
DANGER
INSPIRE
NUTS
PRODUCTS

For WordPerfect, limited/educational version (12 files):

FIRST.ED
MANUALS.ED
FINDIT.ED
INFO.ED
MEMO.ED
FORMAT.ED
BLOCK.ED
CONTRACT.ED
DANGER.ED
INSPIRE.ED
NUTS.ED
PRODUCTS.ED

For WordStar (12 files):

BEGIN
PRINTOUT
FORMS
LONGFILE
BLOCKING
GETIT
NOTE
NEWSTUFF
BREED

PEP
BUNCH
WSERIES

For dBASE III PLUS (4 files):

CUSTOMER.DBF
PROFILES.DBF
SAMPLEX.FRM
MOREHIST.DBF

On the work disks you distribute to your students, we recommend that you include only those files the student will use. For instance, if you're using Lotus 1-2-3 Version 2.0 or above, having .WKS files (for Version 1A) on the disk may cause some confusion. Likewise, if you're using the limited/educational version of WordPerfect supplied with this book, there's no reason to have the regular WordPerfect files on the work disk.

You'll notice that all Lotus 1-2-3, SuperCalc4, and dBASE III PLUS files include extensions. These extensions are placed automatically in the file names by the programs, so they must be included when the files are copied. The file names for commercial WordPerfect and WordStar do not include extensions. However, we've placed .ED extensions on the files for the limited/educational WordPerfect version so you can distinguish them from the commercial WordPerfect files. (We've added the .ED extensions merely for convenience; they are not required by the program nor do you have to include them if you create new files using the limited/educational WordPerfect program.)

The .WKS Lotus 1-2-3 files work with version 1A. The .WK1 Lotus 1-2-3 files work with version 2.0 and above. The .CAL SuperCalc4 files work with the commerical version and with the educational version of the program. The WordPerfect files, without extensions, work with the commercial version of the program. The WordPerfect files, with .ED extensions, work with the limited/educational version of the program. The dBASE files work with either the commercial or the educational versions of the program.

For the most part, the educational versions of SuperCalc4, WordPerfect, and dBASE III PLUS function like their commercial cousins. However, here are a few differences you should be aware of.

SuperCalc4, educational version:

1. The maximum size of the worksheet is 26 columns by 40 rows.

2. When printing, an "educational version" message prints approximately every 23 lines and at the bottom of the printout.

3. For graphics, only the default fonts can be used.

4. Worksheets cannot be printed sideways.

WordPerfect, limited/educational version:

1. The maximum file size is 50K, or approximately 25 to 30 pages of text.

2. Files created with the commercial version cannot be used by the limited/educational version; files created with the limited/educational version will not work with the commercial version.

3. When printing, a "*WPC" message appears after every paragraph.

4. All files must be printed through parallel port 1, as it is not possible to define printers, to change fonts, or to use extended ASCII characters.

5. When "Help" is accessed, only a function-key template appears.

6. The commercial Speller and Thesaraus cannot be used on limited/educational version files. However, there is a "readme.wp" file on the limited/educational version program disk that gives step-by-step instructions for using these features.

dBASE III PLUS, educational version

1. It allows only 40 records.

2. The dot prompt appears as: (DEMO).

We're anxious to learn how you use these diskettes and this book in your courses and hope you'll contact us should you like to make any suggestions or comments. Thanks for using one of our books!

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INTRODUCTION TO COMPUTERS AND THE DISK OPERATING SYSTEM

Welcome to *Using Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS*. Before you get started with the programs, there are four things we want to cover.

1. The operating system and what it means to you

2. DOS and some important housekeeping tools you can use

3. Your program diskettes

4. The PC keyboard and how we'll refer to specific keys

   If you've used a PC before, feel free to jump ahead to Lesson 1 in any part.

What the Operating System Means to You

To use a program, be it Lotus 1-2-3, WordStar, dBASE III PLUS, or any other, you first have to put another program--the operating system--into your computer.

The IBM PC uses an operating system called PC-DOS (Personal Computer Disk Operating System), or DOS for short. DOS is a very special program that, once inside the PC, functions something like the brains of your computer. DOS holds all the pieces of hardware and software together, so not a lot can happen without it. For example, DOS tells the printer when to print, the screen when to write something, and the keyboard when to send your messages to the internal parts of the computer.

For programs such as those you'll be using in this book, the operating system sits between the program you use and the computer so that everything gets moved around properly and efficiently. (DOS also serves as a general housekeeper for your computer, and since it's actually a program it has commands that let you take advantage of its housekeeping functions. For now, though, you don't have to know how any of these commands work.)

If the screen shows the letter "A" and the greater-than symbol (A>), what you see is called the "A prompt." (If there's a B or a C, then it's called the "B prompt" or "C prompt.") Any of these prompts mean that DOS is placed (loaded) into the computer, you're at the operating system, and the computer is waiting for a command. The computer interprets whatever you type in in after the > as a command. It will look at the disk drive that is indicated by the prompt and act upon the command you issue. For example, when you see the A> prompt, the computer will read any command you type in and look at the diskette in the left-hand floppy-disk drive (the A drive) for the command. The B drive is the right-hand floppy disk-drive (if your computer has two floppy-disk drives), and the C drive is for a hard-disk (if you have one).

In short, the first thing you must do *every time* you turn on your PC is to load DOS to get the operating system prompt. To do this with a PC that has two floppy-disk drives and no hard disk, all you have to do is put the DOS diskette into the A drive, close the drive door, and turn on the computer and monitor. To do this with a hard-disk PC, you simply turn on the machine. (In this book, we assume you have a system with two floppy-disk drives.)

When you use floppy diskettes, make sure to insert the diskette with the label up and the cut-out (write-protect) notch to the left.

Once DOS is loaded into the computer you'll see the following message on your screen:

Current date is Tue 1-01-1980
Enter new date:

You can respond to the message by typing in a date and pressing the {ENTER} key (which looks like a crooked arrow on some keyboards). When you do this, the computer will ask for a new time with a message that looks like this:

Current time is 0:00:28.94
Enter new time:

You can respond to this message by typing in a time (where the first entry is an hour, the second is minutes, and the third is seconds and hundreths of a second) and then pressing the {ENTER} key again. This will give you a message about the version of DOS which you've just loaded and then bring you to the A> prompt, the point at which you're ready to begin your serious work.

You are *not* required to enter a date and time when you load DOS. In fact, most users don't. If you simply press the {ENTER} key twice instead of typing a date and time, DOS will let you move on to the A> prompt.

Once you're at the A> prompt, you put the program disk you want to use in Drive A, type in the program's name, press the {ENTER} key, and you're off and running.

Some Important DOS Housekeeping Tools

As indicated earlier, DOS helps you work with application programs such as Lotus 1-2-3 and WordPerfect. But DOS can also be used by itself to help you keep track of your data, get diskettes ready for use, and do a variety of status-checking tasks.

There are dozens of DOS commands, so many that you could take an entire course devoted strictly to DOS. Here are some of the most important DOS commands, along with descriptions of what they do:

COMMAND	PURPOSE
DIR	DIRECTORY displays a list of the files (chunks of information) on a diskette.
COPY	COPY lets you copy one or more files from one diskette to another.
FORMAT	FORMAT gets a diskette ready for use with your computer.
CHKDSK	CHKDSK checks a diskette and the memory of your computer to tell you how much space you've used.
DISKCOPY	DISKCOPY puts a copy of an entire diskette onto another diskette.

ERASE   ERASE deletes files from your diskette.

RENAME   RENAME lets you change the name of a file.

Fortunately, you only need to know about one DOS command, FORMAT, to get your system ready for use with the lessons in this book. (If you're interested in other DOS commands, please refer to the Appendix for related information.)

FORMAT is a command that takes a blank diskette and gets it ready (formats it) to hold information you create with an application program. To use the FORMAT command, simply follow these steps:

1. With your machine off, place your DOS diskette in the A disk drive (usually the drive on the left) and a new diskette you want to format in the B disk drive (usually the drive on the right).

2. Turn on the machine and monitor; then wait (about thirty seconds) until the date message appears.

3. Enter the date and time or simply press the {ENTER} key twice to get to the A> prompt.

4. From the A> prompt, type FORMAT B: and press the {ENTER} key to have the command executed. (The B: part of the command tells DOS that you want to format the diskette in the B disk drive.) You will see the following message on your screen:

    Insert new diskette for drive B:

    Strike any key when ready

5. With your new diskette already in the B disk drive, simply press any key to start formatting, a process that will take about forty seconds. When you press any key, you'll notice that the red light on the B disk drive comes on and you'll see a message that looks like this:

    Formatting ...

6. When the formatting process is completed, you'll see this message:

    Formatting complete

    362496 bytes total disk space
    362496 bytes free

    Format another (Y/N)?

    This message says that the diskette you just formatted in the B disk drive has space for 362,496 bytes (a byte is an individual character, such as a letter or a number) and that since the diskette is still empty there are 362,496 free bytes remaining on the diskette.

7. You're also asked if you want to format another diskette at this time. If you type an N (to indicate "No"), then you'll be returned to the A> prompt. If you do want to format another diskette, type a Y (for "Yes") and DOS will instruct you to insert another new diskette into the B disk drive.

8. Remove the newly formatted diskette from the B disk drive. This is the diskette you'll use to store the information you create with the programs covered in this book.

Your Program Diskettes

Every program you use must be set up (configured) in a special way so that it recognizes the type of monitor, printer, and graphics equipment it's working with.

So, before you use any of the programs, take one of the following steps:

1. Read the instructions in the manual that comes with the program and follow the steps on how to set things up for your system.

2. See your instructor or lab assistant to verify that the program diskettes will work on your PC.

3. Have the computer dealer or other person who sold you the program set up the diskette for you.

   If the programs are not properly set up for your computer, you may not be able to get them to work.

The PC Keyboard

Before you get into Lesson 1 for any part, please take a few minutes to study the PC keyboard you'll be using. You will need to know where specific keys are located and how we'll refer to them in the text and in the exercises before you can use this material effectively.

Here are the things to look for:

1. The alphabetic, text keys: these are the keys, laid out just like those on a typewriter, in the center of the keyboard.

2. Function keys: the keys (labeled F1 through F10) to the left of the alphabetic keys. These are special program keys that we'll introduce and explain as you need them.

3. Numeric keypad keys: (a) Toward the right of the keyboard you'll see several keys with numbers (and other things) on them. These keys can be used to enter numbers into the computer or they can be used for the other functions that are labeled on them. (b) In addition to the number keys on the numeric keypad, you'll also see number keys across the top of the keyboard. Because of the peculiar ways certain programs use various keys, for now it would be a good idea to use these keys when entering numbers.

4. The crooked-arrow key: (labeled ENTER on some keyboards) immediately to the right of the alphabetic keys. This is the key you press to send information you've typed in to the computer.

5. The Ctrl key: located on the left side of the keyboard, immediately to the left of the "A," this key is held down for certain commands when you press other keys simultaneously.

   There are other keys that we'll discuss as we come to them. For now, though, you know enough to get started.

   When we get to specific spots in each lesson, and when you do the exercises, you'll note that there are some specific keystroke-by-keystroke things you must do. For instance, in the exercises we'll ask you to press specific keys to make something happen. When we do this, we'll use a short-hand method to describe various keys. Here's what to look for:

   When we want you to enter an alphabetic or number key, we'll simply print the keys to press. For example, if we want you to type in the numbers "123" you'll see this: 123

-   When we want you to press any of the special keys, we'll enclose them in the pointed brackets that look like this: { }. So, if we ask you to press FUNCTION KEY 1, the one that's labeled "F1", we'll refer to it as {F1}. Similarly, when we ask you to press the key that's labeled "Home", we'll refer to it as {HOME}.

-   When we want you to hold down one key and simultaneously press another, we'll write the process like this: {ALT/Y}. This means to hold down {ALT} while pressing Y.

-   When we want you to press one of the four arrow keys on the numeric keypad, we'll refer to them as {RIGHT}, {DOWN}, {LEFT}, and {UP}. If we want you to press the {RIGHT} arrow key four times in a row, we'll write {RIGHT - 4}.

-   When we want you to press the crooked-arrow key, we'll write our instruction like this: {ENTER}

For example, if we want you to type in the numbers 1, 2, and 3 and then press the {ENTER} key, here's what you'll see:

123{ENTER}

If we want you to type in the word "Quarterly" and then press the {RIGHT} arrow key four times, here's what you'll see:

Quarterly{RIGHT - 4}

Remember, all the alphabetic and number keys are referred to just as they are, but all special keys have the pointed brackets around them.

CONTENTS

INTRODUCTION TO COMPUTERS AND THE DISK OPERATING SYSTEM

PART 1   USING LOTUS 1-2-3

PART 2 USING SUPERCALC4

PART 3 USING WORDPERFECT