



Mastering and Using WordPerfect 5.2

for W I N D O W S

H. Albert Napier
Philip J. Judd

**CUA-COMPATIBLE STUDENT TEMPLATE AND
QUICK REFERENCE GUIDE INCLUDED!**
(See Inside Back Cover)

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H. Albert Napier

Rice University and
Napier & Judd, Inc.

Philip J. Judd

Napier & Judd, Inc.



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Production Editor: Barbara Worth
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Manufacturing Coordinators: Karen Truman and Tracy Megison



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Dedication

This book is dedicated to the staff at NJI.

PREFACE

■ INTRODUCTION

Today there are literally millions of people using personal computers. One of the most popular applications of personal computers is document preparation. Today, most organizations use word processing software to prepare all kinds of documents, from simple one-page letters to multi-page newsletters and brochures. WordPerfect for Windows was chosen as the framework for this book because it is one of the best-selling word processing software packages currently available under the Windows environment for IBM PCs and compatible personal computers.

■ OBJECTIVES OF THIS BOOK

This book has been developed for an introductory course on word processing that utilizes IBM PCs or compatible hardware on which WordPerfect for Windows is used. The objectives of this book are:

- To acquaint the student with the process of using personal computers to prepare a variety of documents with word processing software.
- To provide a working knowledge of the basic and advanced capabilities of WordPerfect for Windows.
- To permit learning through examples using an exercise-oriented approach.
- To provide students with an excellent source of reference to advance their knowledge of WordPerfect for Windows.

■ AUTHORS' EXPERIENCE

The authors have worked with personal computers since PCs came to the market in the late 1970s. More than 40,000 people have attended personal computer training classes for which the authors have been responsible. This book is based on proven materials that have been used extensively in these training activities. In addition, the authors have more than 40 years of combined teaching and consulting experience.

■ DISTINGUISHING FEATURES

Access Methods for WordPerfect for Windows

This book features a unique parallel treatment of WordPerfect's three user interfaces. The use of pull-down menus, *with or without a mouse*, is available in WordPerfect for Windows. WordPerfect for Windows also allows the student to use the traditional keyboard function and combination keys to access its features. This book shows the student how to access WordPerfect for Windows features using either the pull-down menu or the keyboard methods.

New and Improved WordPerfect for Windows Features

A number of new features appear in WordPerfect for Windows. One of these features is the ability to quickly access commands using the Button Bar. A Ruler is provided to make formatting your document easier. The File Manager is available to handle file and disk management tasks. Each of these new features is covered in this book.

Many important features in WordPerfect 5.1 for DOS have been changed in WordPerfect for Windows. Some of the features that have been modified are font selection, merging documents, macros, graphics, and WordPerfect characters. Each of these features is comprehensively covered in this book.

Quick Start Approach

In Chapter 1, the student is introduced to the basics of WordPerfect for Windows. Chapter 2 provides a quick start to the "create-edit-print" cycle in WordPerfect. After completing Chapter 2, the student can 1) create a document, 2) edit the document, 3) save the document on a floppy or hard disk, 4) print the document, 5) close the document, 6) open and edit a document, and 7) exit WordPerfect.

Learning Through Examples

The book is designed for students to learn through examples rather than learning a series of features or commands. The materials are built around a series of example problems. The student learns commands for one example, then the commands are reinforced in others. New features are covered in subsequent examples.

Step-by-Step Instructions and Screen Illustrations

All examples in this text include step-by-step instructions. Screen illustrations are used extensively to assist the student while learning WordPerfect for Windows. The authors have found this approach very useful for the novice student as well as more advanced users, who may consider the book as a reference tool.

Extensive Exercises

At the end of each chapter, realistic exercises provide comprehensive coverage of the topics introduced in the chapter. Each chapter typically includes eight to ten exercises. There are more than 200 pages of exercises in the book.

Student Keyboard Templates and Command Summary Card

The book includes punch-out versions of the WordPerfect for Windows keyboard templates for student use. A Command Summary page is also provided.

Instructor's Manual and Resources

An Instructor's Manual, which includes additional exercises and Transparency Masters, is available to adopters of this text. A set of Instructor's Resource Disks with complete solutions to all examples and exercises, and a Test Item File are also available.

■ LEVEL OF INSTRUCTION

This book is designed to introduce the beginning, intermediate, and advanced capabilities of WordPerfect for Windows. First, the basic skills needed to create, change, save, and print a new or existing document are introduced. Subsequent chapters cover more advanced subjects, and build on previously presented concepts and developed skills. Each chapter contains eight to ten exercises that will help students improve their skills. A variety of practical examples provide an understanding of how WordPerfect can be used. The book assumes the student has little or no word processing background, but does have knowledge of the Windows environment.

However, individuals with some previous experience can also advance their knowledge of WordPerfect for Windows. This book is characterized by its continuity, simplicity, and practicality. This book does not replace the WordPerfect for Windows Reference Manual that accompanies the software package. Used in conjunction with the reference manual, this book will provide the user with a complete understanding of the capabilities of WordPerfect for Windows.

■ ORGANIZATION/FLEXIBILITY

This book is designed to first take the student through the fundamentals of WordPerfect for Windows. After developing a solid foundation, the student learns more advanced features. The book is useful for college courses, professional schools, training classes, individual learning, and as a reference manual.

Chapter 1 describes the WordPerfect for Windows software package and the process of accessing the WordPerfect for Windows software. The pull-down menu and keyboard methods of accessing WordPerfect for Windows features are discussed and illustrated.

The important "create-edit-print" cycle is covered in Chapter 2. After completing Chapter 2, the student can 1) create a document, 2) edit the document, 3) save the document on a floppy or hard disk, 4) print the document, 5) close the document, 6) open and edit a document, and 7) exit WordPerfect.

More extensive coverage of the process for creating a document appears in Chapter 3. Methods for inserting and replacing text are covered. The select feature and steps for deleting and undeleting text are shown. The help feature is also described.

Additional editing features are covered in Chapter 4. Important features such as reveal codes, searching and replacing text, converting the case of letters, and moving and copying text are demonstrated.

The WordPerfect Button Bar is covered in Chapter 5. Methods for using, creating, editing, formatting, and selecting a Button Bar are demonstrated. The use of the Speller, Thesaurus, and Grammatik features is covered in Chapter 6.

When a document is created or edited, it may need to be formatted in a specific manner. Chapter 7 shows the basic formatting features such as fonts, margins, tabs, line spacing, justification, hyphenation, and indent. Chapter 8 discusses how to apply formats to a document using the WordPerfect Ruler. Additional formatting features such as headers and footers, page numbering, and page breaks are illustrated in Chapter 9.

WordPerfect includes many features for enhancing the text in a document. Chapter 10 contains instructions for using the right flush, center, bold, and underline features. Additional text enhancement features such as using superscripts and subscripts, changing font size, and changing font appearance are also shown.

The printing capabilities are illustrated in Chapter 11. The steps for printing a document that appears on a screen, printing a document from a disk, and previewing a document are specified. Printer options are also discussed in this chapter.

WordPerfect allows the use of more than one document window on the screen at a time. The methods for arranging, moving, and sizing multiple windows are discussed in Chapter 12.

In many situations, it may be necessary to merge two documents. For example, a form letter may need to be sent to all customers of a company. The steps for merging a file containing the document with another file containing addresses are covered in Chapter 13. The processes for merging a document with input from the keyboard and creating a merged list are discussed in Chapter 14.

Rather than repeat the same actions for certain tasks each time they are performed, a macro can be created in WordPerfect. The steps necessary for creating and using a macro are demonstrated in Chapter 15. The process for creating an interactive macro is also discussed.

When documents are prepared, envelopes and labels may be needed. Methods for printing envelopes and labels are shown in Chapter 16. The document merge technique learned in Chapter 13 is also used to merge address labels in Chapter 16.

Sometimes it may be necessary to place information in a specific order within a document. The process for sorting information is covered in Chapter 17. Part of this chapter presents information on sorting text used in a document merge. The process for selecting text that matches certain information is also demonstrated.

Documents may require the use of newspaper-style or parallel columns. The steps for using these types of columns are demonstrated in Chapter 18. Creating newspaper-style columns using the Ruler is also covered.

Some documents require a table of information, such as sales data. In Chapter 19, the steps to create and edit a table are shown. Creating a table using the Ruler is also covered.

WordPerfect includes some "desktop publishing" capabilities. The method for including a graphic in a document is illustrated in Chapter 20. Other features such as specifying the graphics caption, anchor type, vertical position, horizontal position, and size are also demonstrated.

Other graphic options are available in WordPerfect. Options related to border style, border space, caption location, and gray shading are shown in Chapter 21.

Graphics can be rotated, scaled, and moved within a document. These features are covered in Chapter 22. Graphic lines can also be used in WordPerfect. Chapter 23 includes methods for creating and editing lines. Advanced graphic features such as placing a graphic on another graphic and creating text boxes are demonstrated in Chapter 24. WordPerfect's typesetting capabilities and the WordPerfect characters feature are also discussed in this chapter.

A complex mathematical equation may need to be included in some technical documents. Chapter 25 describes the processes for creating an equation, printing an equation, using the equation palette, saving an equation, using an equation in a document, retrieving an equation, and editing an equation.

Many documents use the same style or format. The processes for creating, editing, saving, retrieving, and deleting a style are illustrated in Chapter 26. Applying styles with the ruler is also covered.

Outlines are used in preparing many types of documents. Chapter 27 covers the steps for creating and editing an outline.

Endnotes and footnotes are used in reports to document the author's sources of information. These features are illustrated in Chapter 28.

Long reports may require a table of contents, index, and list of figures. The methods for creating, defining, and generating such items are illustrated in Chapter 29.

Chapter 30 shows alternative methods for opening a document. The File Manager feature and the QuickFinder are also discussed in Chapter 30.

This book includes three appendices. A selection of proofreader's marks is included in Appendix A. The process of linking data between WordPerfect and other Windows applications is shown in Appendix B. Appendix C discusses the methods for converting a document to and from WordPerfect for Windows.

■ ACKNOWLEDGEMENTS

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BRIEF CONTENTS

Chapter One	Getting Started with WordPerfect for Windows	1
Chapter Two	Quick Start for WordPerfect for Windows	19
Chapter Three	Creating and Editing a Document	39
Chapter Four	Additional Editing Features	61
Chapter Five	Using the WordPerfect Button Bar	83
Chapter Six	The Speller, Thesaurus, and Grammatik Features	101
Chapter Seven	Formatting a Document	115
Chapter Eight	Formatting with the Ruler	143
Chapter Nine	Additional Formatting Features	159
Chapter Ten	Text Enhancements	173
Chapter Eleven	Printing Features	199
Chapter Twelve	Using Multiple Windows	217
Chapter Thirteen	Merging Documents	233
Chapter Fourteen	Advanced Merging Techniques	259
Chapter Fifteen	Macros	279
Chapter Sixteen	Envelopes and Labels	307
Chapter Seventeen	Sorting and Selecting	331
Chapter Eighteen	Creating and Using Columns	355
Chapter Nineteen	Tables	375
Chapter Twenty	Desktop Publishing: Creating Graphics	413
Chapter Twenty-One	Desktop Publishing: Graphic Options	435
Chapter Twenty-Two	Desktop Publishing: Editing Graphics	451
Chapter Twenty-Three	Desktop Publishing: Graphic Lines	467
Chapter Twenty-Four	Desktop Publishing: Advanced Graphic Features	483
Chapter Twenty-Five	Equation Editor	511
Chapter Twenty-Six	Document Style Sheets	535
Chapter Twenty-Seven	Outlines	569
Chapter Twenty-Eight	Footnotes and Endnotes	589
Chapter Twenty-Nine	Preparing Tables of Contents, Indexes, and Lists	609
Chapter Thirty	File Manager and QuickFinder	635

CONTENTS

Preface

xix

Chapter One

Getting Started with WordPerfect for Windows 1

■ Chapter Overview	1
■ What is Word Processing?	1
■ What is WordPerfect for Windows?	1
■ Hardware Requirements	2
■ Software Requirements	2
■ Supplies	2
■ Accessing WordPerfect for Windows	2
■ The WordPerfect Window	4
■ Default Settings	6
■ Methods Available for Accessing WordPerfect for Windows Features	6
■ Menus	6
■ Template	8
■ Changing the Default Directory	9
■ Exiting WordPerfect for Windows	14
■ Exercises	14

Chapter Two

Quick Start for WordPerfect for Windows 19

■ Chapter Overview	19
■ Creating a Simple Document	20
■ Editing a Document	20
■ Saving a Document	22
■ Previewing and Printing A Document	25
■ Closing a Document	28
■ Opening a Document	29

■ Exiting WordPerfect for Windows	32
■ Exercises	33

Chapter Three

Creating and Editing a Document

39

■ Chapter Overview	39
■ Movement Techniques	39
■ Preparing a Document	42
■ Inserting the Date	43
■ Inserting and Replacing Text	45
■ Using the Select Feature	48
■ Deleting Text	50
■ Undeleting Text	51
■ Using the Help Feature	53
■ Exercises	54

Chapter Four

Additional Editing Features

61

■ Chapter Overview	61
■ Reveal Codes	61
■ Searching and Replacing Text	63
■ Changing the Case	67
■ Moving and Copying Text	68
■ Exercises	74

Chapter Five

Using the WordPerfect Button Bar

83

■ Chapter Overview	83
■ Using the Button Bar to Perform Tasks	83
■ Creating a Button Bar	88
■ Editing a Button Bar	91
■ Formatting the Button Bar	93

■	Selecting a Button Bar	95
■	Exercises	97

Chapter Six

The Speller, Thesaurus, and Grammatik Features	101
---	------------

■	Chapter Overview	101
■	Using the Speller Feature	101
■	Using the Thesaurus Feature	105
■	Using the Grammatik Feature	106
■	Exercises	108

Chapter Seven

Formatting a Document	115
------------------------------	------------

■	Chapter Overview	115
■	Default Settings	115
■	Fonts	116
■	Margins	120
■	Tabs	122
■	Line Spacing	126
■	Justification	128
■	Hyphenation	130
■	Indent	132
■	Exercises	134

Chapter Eight

Formatting with the Ruler	143
----------------------------------	------------

■	Chapter Overview	143
■	Viewing the Ruler	143
■	Using the Ruler to Format	144
■	Removing the Ruler from Display	149
■	Exercises	150

Chapter Nine**Additional Formatting Features****159**

■ Chapter Overview	159
■ Headers and Footers	159
■ Page Numbering	161
■ Page Breaks	164
■ Exercises	167

Chapter Ten**Text Enhancements****173**

■ Chapter Overview	173
■ Flush Right	173
■ Centering Text	175
■ Bolding Text	177
■ Underlining Text	179
■ Superscripts and Subscripts	182
■ Changing Font Size	185
■ Changing Font Appearance	188
■ Exercises	191

Chapter Eleven**Printing Features****199**

■ Chapter Overview	199
■ Printing a Document on Screen	199
■ Printing a Document on Disk	203
■ Initializing the Printer	205
■ Printer Options	205
■ Previewing a Document	209
■ Exercises	211

Chapter Twelve

Using Multiple Windows **217**

■ Chapter Overview	217
■ Sizing a Window	217
■ Moving a Window	219
■ Moving a Dialog Box	220
■ Opening More Than One Document	222
■ Viewing More Than One Document	223
■ Exercises	226

Chapter Thirteen

Merging Documents **233**

■ Chapter Overview	233
■ Creating a Primary File	233
■ Creating a Secondary File	241
■ Merging Primary and Secondary Files	247
■ Exercises	249

Chapter Fourteen

Advanced Merging Techniques **259**

■ Chapter Overview	259
■ Merging from the Keyboard	259
■ Creating a Merged List	268
■ Exercises	271

Chapter Fifteen

Macros **279**

■ Chapter Overview	279
■ Creating a Macro	279
■ Using a Macro	284
■ Assigning a Macro to a Menu	286

■ Editing a Macro	289
■ Creating an Interactive Macro	294
■ Deleting a Macro	299
■ Exercises	301

Chapter Sixteen

Envelopes and Labels **307**

■ Chapter Overview	307
■ Paper Size	307
■ Envelopes	308
■ Labels	320
■ Exercises	326

Chapter Seventeen

Sorting and Selecting **331**

■ Chapter Overview	331
■ Line Sort	332
■ Sorting with More Than One Key	335
■ Sorting a Portion of a Document	338
■ Sorting a Secondary (Merge) File	341
■ Selecting Records	344
■ Exercises	348

Chapter Eighteen

Creating and Using Columns **355**

■ Chapter Overview	355
■ Newspaper-Style Columns	355
■ Creating Newspaper-Style Columns with the Ruler	361
■ Parallel Columns	363
■ Exercises	368

Chapter Nineteen

Tables

375

■ Chapter Overview	375
■ Creating a Table	375
■ Editing a Table	382
■ Creating a Table Using the Ruler	403
■ Exercises	405

Chapter Twenty

Desktop Publishing: Creating Graphics

413

■ Chapter Overview	413
■ Creating Graphic Boxes	413
■ Creating Figure Boxes	414
■ Positioning Graphics	417
■ Caption	423
■ Changing the Box Position	424
■ Exercises	429

Chapter Twenty-One

Desktop Publishing: Graphic Options

435

■ Chapter Overview	435
■ Border Styles	435
■ Border Spacing	438
■ Caption	440
■ Gray Shading	441
■ Exercises	445

Chapter Twenty-Two

Desktop Publishing: Editing Graphics

451

■ Chapter Overview	451
■ Rotating	451

■ Scale Option	454
■ Moving	456
■ Black and White Options	457
■ Exercises	459

Chapter Twenty-Three

Desktop Publishing: Graphic Lines	467
-----------------------------------	-----

■ Chapter Overview	467
■ Creating Lines	467
■ Editing Lines	473
■ Exercises	475

Chapter Twenty-Four

Desktop Publishing: Advanced Graphic Features	483
---	-----

■ Chapter Overview	483
■ Typesetting Features	483
■ Placing a Graphic on a Graphic	492
■ WordPerfect Characters	499
■ Creating a Text Box	502
■ Exercises	505

Chapter Twenty-Five

Equation Editor	511
-----------------	-----

■ Chapter Overview	511
■ Creating an Equation	511
■ Using the Equation Palette	516
■ Saving an Equation	521
■ Using an Equation in a Document	522
■ Printing an Equation	526
■ Editing an Equation	526
■ Exercises	529