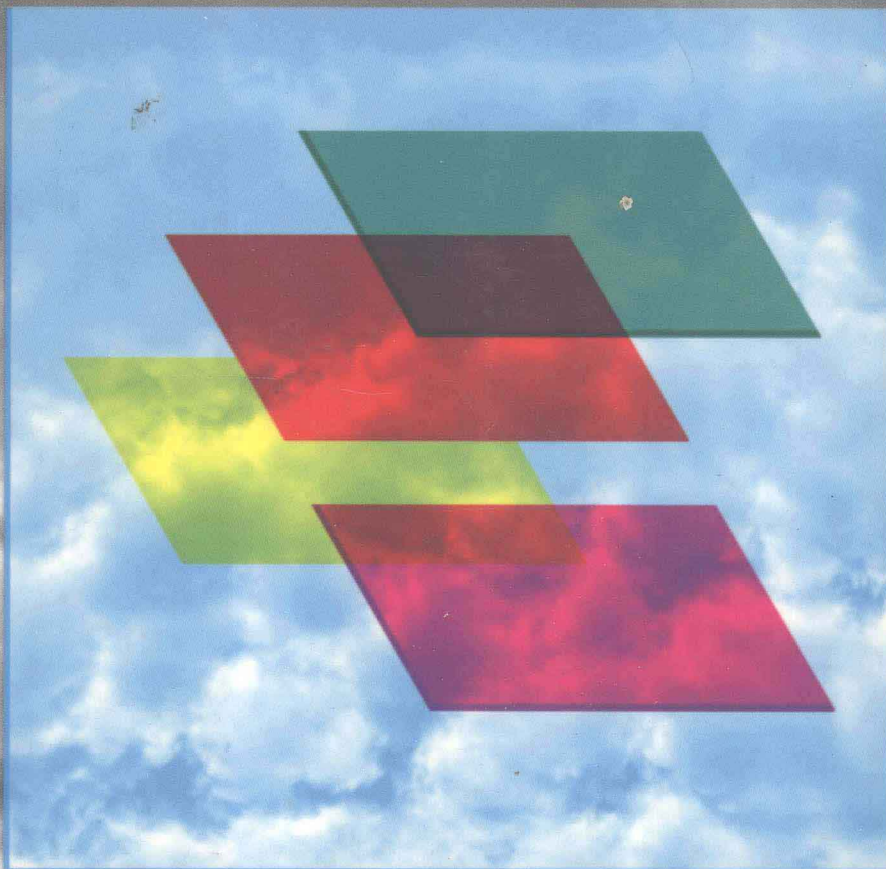# USING

MICROSOFT WORKS 4.0 ON THE MACINTOSH

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USING
Microsoft Works 4.0 on the Macintosh

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PREFACE

Using Microsoft Works 4.0 on the Macintosh is a hands-on, comprehensive tutorial designed to introduce Microsoft Works 4.0 to students of varying backgrounds. With an encouraging and gentle approach, this text assumes some experience with the Macintosh but little or none with Microsoft Works software. Appendix A briefly reviews basic Macintosh skills needed to complete the tutorials using Systems 7.0 and 7.5. Each chapter contains one or more activities that lead students through the creation and alteration of documents using this powerful software's numerous features.

FEATURES OF THIS BOOK

Comprehensive, Hands-on Introduction—covers commonly used features of the word processing, spreadsheet, database, and draw modules of Microsoft Works 4.0 software. Appendix B discusses the features of the Works Communications module.

Step-by-Step Tutorials—instructions for action appear in blue type, screen displays monitor student progress, exercises build gradually upon themselves, and section headings provide quick, convenient reference.

Real-Life Applications—exercises are built around a business scenario. Students create and edit documents for The Fun Factory, a retail toy store.

Student Reinforcement—learning objectives, chapter summaries, and end-of-chapter review questions and exercises reinforce and support each chapter's lessons. Answers to review questions are given in the back of the book.

A comprehensive *Instructor's Manual* includes teaching hints and sample solutions to all end-of-chapter exercises. The manual also contains a data disk that provides all practice files that students need to complete the exercises. Preview the "README" file before using the disk.

HINTS FOR GETTING THE MOST FROM THIS TEXT

Read ahead! Read each section before you begin to follow its instructions. Experience has shown that students who read only as they go along miss the action taking place on the screen—and with any computer, that's half the fun! Reading computer screens is also the best way to learn to use any computer program.

Take your time as you progress through the activities, and review the material frequently. The original document will remain intact on your data disk until you save over it. Save any changes you make in a file with a new name, and you can start over again whenever you wish.
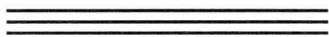
Feel free to experiment with the various operations of Works after you have completed each chapter. Try not to worry about making mistakes. In fact, we've found that people learn more from making mistakes, trying to figure out what went wrong, and then making the necessary corrections. So don't hesitate to jump right in!

If you get stuck, try one of these methods:

- Browse through the various options displayed on the menu; experienced computer users often learn a new program this way.
- Use the built-in Help facility.

- Ask your classmates or instructor.
- Read the manufacturer's manual, *Microsoft Works 4.0 User's Guide,* which accompanies Microsoft Works 4.0 software. (Note: The goal of this book is to teach you enough to get started with Microsoft Works 4.0. It is not designed to replace the manual.)

Above all, enjoy your experience with using the computer to become more productive.

BRIEF CONTENTS

DETAILED CONTENTS

You, Your Macintosh, and Works 4.0

OBJECTIVES

When you finish this chapter you will be able to

■ *identify the minimum Macintosh configuration for running Works 4.0*

■ *understand how to use this book*

■ *recognize the special symbols used in this book*

■ *list the modules contained in Works 4.0*

■ *understand the components of the Works 4.0 Startup dialog box*

■ *use the on-line Help system in Works 4.0*

BEFORE YOU START

This book assumes that you have a working knowledge of the Macintosh computer. If you feel the need to review the Macintosh, Appendix A contains a short introduction to the Macintosh using System 7 or higher. You should be able to

■ start the computer
■ select commands from the menu bar
■ use the operating system version installed on your computer
■ use the mouse to point, click, double click, and drag
■ scroll windows horizontally and vertically
■ format and copy a floppy disk
■ launch Works 4.0
■ exit an application and shut down the computer

SYSTEM REQUIREMENTS

This book is based on the assumption that you will be working on a Macintosh computer with one internal hard disk and one internal floppy disk drive. If your computer configuration does not conform to that assumption, the instructions will need to be adapted.

You will need the following:

- A Macintosh computer (using a 68020 or higher processor) with mouse, keyboard, hard disk, and internal floppy disk drive
- System 7 or higher installed on the hard disk
- Microsoft Works 4.0 installed on the hard disk (It requires 16 megabytes of disk space for a complete installation and 5 megabytes for minimum installation)
- A minimum of 4 megabytes of RAM in your computer for running Works 4.0 (The Power Macintosh version requires a minimum of 10 megabytes RAM for installation)
- A printer
- Access to the practice files that go with this book is required before beginning Chapter 2. A data disk containing those files is packaged with the Instructor's Manual given to every instructor who adopts this book. Your instructor may decide to store the practice files on a hard disk accessible to all students, or may simply give each student a copy of the data disk. The instructions in this book assume that you have your own copy of the data disk. The "Backing up the Data Disk" section of Appendix A includes directions for creating a data disk for use with this text.

HOW TO USE THIS BOOK

This book consists of a series of hands-on activities, designed around a central scenario, that introduce you to the features of Works 4.0. The most effective way to use this book is to read each chapter before attempting the step-by-step instructions using your computer. That way you will know what to expect and can concentrate on what's happening on the computer screen while you are doing the activities. The text includes both explanatory material and hands-on lessons. A mouse icon precedes all hands-on activities. Often, the explanatory material is interspersed throughout the lessons. The lessons consist of numbered steps that tell you each keystroke or mouse movement needed to achieve the desired result. Even if you are an inexperienced computer user, you can easily get started by simply following the explicit instructions in the lessons.

Take time to observe the computer's screen after each step to see what happens. Then compare your screen with the figures in the book. The appearance of your screen should be quite similar, if not identical, to the figures.

This book assumes a full installation of Works 4.0. If you have a minimum installation, do read the material, even though you will not be able to perform some of the sections. Those sections will be marked by the special symbol shown in the next section "Signposts to Guide You."

SIGNPOSTS TO GUIDE YOU

A mouse symbol like this one signals hands-on activities that you can do on the computer.

HINT ➡ An arrow like this one marks the appearance of a helpful hint, important note, or reminder.

CAUTION The caution marker alerts you to a warning that you should read carefully.

MIN This symbol warns that the section cannot be completed with a minimum installation

Hands-on activities are highlighted to make them easy to identify. The steps are numbered, unless there is only one step. Important terms are printed in *bold italic* and are included in the glossary at the back of the book.

WHAT IS WORKS 4.0?

Works 4.0 is the latest and most powerful of an evolving integrated software package that was first introduced in 1987 and that still exists in earlier versions 1.0, 1.1, 2.0, and 3.0. It includes five different modules.

- Use the Word Processor to electronically store, edit, and manipulate text.
- Use the Database and Report Creator to store and organize data such as addresses, inventories, etc.; this module is also useful for sorting data to produce lists, reports, or forms.
- Use the Spreadsheet to arrange data and information in a matrix and perform calculations, or create a graphic view of the data by using the Charting feature.
- Use the Communications tool to send and receive information over the telephone.
- Use Draw to create, copy, and paste graphics into documents.

You can work with any one or all of these modules as you need them. You can, of course, cut and paste between modules as you will do in the integration chapters. The draw module is instantly accessible from every other module except the communications one.

In this text, you will be led through exercises using all Works 4.0 modules except for the communications module, which is covered as an appendix since many users will not have the equipment necessary to use the communications tool.

≡ IT'S YOUR TURN

It's now time to take a look at Works 4.0.

1. Launch Works 4.0.

   You will see a Startup *dialog box* similar to Figure 1-1.

Dialog boxes allow you to communicate with the program. A dialog box is a special kind of window that usually appears in the middle of the screen. Dialog boxes appear whenever Works needs information from you.

2. Look at the Startup dialog box (Figure 1-1).

   The Microsoft Works Startup dialog box displays two rows of small pictures, called *icons*. The top row icons represent the tools you'll use. Initially, the Word Processor tool is chosen, as evidenced by the dark outline around that icon. The bottom row icons represent other options available to you (Existing Documents, WorksWizards, Works Stationery, Calendar, and Address Book). The Description box at the

FIGURE 1-1

Microsoft Works Startup

Create A New Document

Word Processor Database Spreadsheet Communications Draw

New
Cancel

Other Choices

Existing Documents Works Wizards Works Stationery Calendar Address Book

Description

Create letters, memos, or manuscripts, then edit, format, and print your work. You can also use data from the Database to create personalized form letters.

bottom of the dialog box gives a brief explanation of the chosen icon. Notice that menus at the top of the screen are inactive when dialog boxes are present.

Because you will be opening a new word processing document for this exercise,

3. Click on the **New** button.

A blank word processing document displays. Different kinds of documents have different windows; however, many of the elements are the same in all windows, indicating they perform the same functions. Some of the most important elements of a window are labeled in Figure 1-2.

FIGURE 1-2

Help menu icon

Menu bar

Toolbar

Title bar

Close box

Zoom box

Ruler

Vertical scroll box

File Edit View Insert Format Tools Window

Geneva 12 pt

Untitled1 (WP)

Dialog box

Format Font and Style

Geneva Size: 12 OK

Cancel

Style

☐ **Bold**
☐ *Italic*
☐ Underline
☐ Outline
☐ Shadow

Color:

⦿ **Normal**
○ Condense
○ Extend

⦿ **Normal**
○ Superscript
○ Subscript

Vertical scroll bar

Sample

AaBbYyZz

Scroll arrow

Page 1 of 1 100%

Status bar

Scroll arrow

Horizontal scroll bar

Scroll box

Size box