



WordPerfect for Windows

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USING WORDPERFECT FOR WINDOWS

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Using WordPerfect for Windows

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PREFACE

Using WordPerfect for Windows utilizes the same sound pedagogy and comprehensive coverage demonstrated in the authors' previous WordPerfect texts, *Using WordPerfect 5.0* and *Using WordPerfect 5.1*. It combines WordPerfect for Windows concepts and commands in a hands-on, step-by-step format.

Using WordPerfect for Windows assumes no prior knowledge. The first three chapters introduce the student to the Windows environment. Students next progress into WordPerfect for Windows. Each feature is demonstrated using hands-on exercises, multiple screen displays, and interesting, real-world examples. Numerous exercises emphasize how to effectively integrate Window's multi-tasking capabilities with WordPerfect for Windows.

APPROACH AND ORGANIZATION

Each lesson begins with a list of objectives. Separate sections then describe the different program features, beginning with a description of the purpose of the function and the procedures necessary to use it, followed by exercises that lead the student through a practical application. "Notes" sections throughout the text alert the student to possible problems or errors. Each lesson concludes with a review of commands, a self-test, and additional exercises to reinforce the student's learning.

DISTINGUISHING FEATURES

As you review this book, you will note the following:

- **Comprehensive coverage**—Basic-to-advanced word processing concepts, including desktop publishing features, are presented in a building-block approach.
- **Step-by-step, hands-on approach**—Knowing when to use a command is not left to chance. Each exercise is written in a step-by-step style that is easy to read and understand.
- **Mouse, keyboard, shortcut keys**—Mouse actions comprise the primary method of command presentation. However, keyboard shortcut keys commands also are introduced using the.
- **Conceptual base**—In addition to the commands, the theory of each feature is described, including when, where, and how to use it.
- **Real-world scenario**—The lessons are built around examples using a publishing company to provide students with the opportunity to learn word processing features within the context of a real business.

BRIEF CONTENTS

	Preface	xiii
LESSON 1	Introducing Windows	1
LESSON 2	Exploring Windows Applications	23
LESSON 3	Managing Windows	43
LESSON 4	Starting WordPerfect for Windows	65
LESSON 5	Basic Editing Features of WordPerfect	89
LESSON 6	Using the Button Bar	115
LESSON 7	Advanced Editing Features	127
LESSON 8	Formatting Enhancements and Window Management	149
LESSON 9	Creating and Editing Macros	171
LESSON 10	Creating Tables	191
LESSON 11	Setting Up Text Columns	221
LESSON 12	Enhancing Documents with Graphics	241
LESSON 13	Creating Merge Documents	283
LESSON 14	Working with Lengthy Documents	309
LESSON 15	Preparing Outlines	337
LESSON 16	Sorting and Selecting	349
LESSON 17	Implementing Styles	367
APPENDIX A	Windows Command Summary	379
APPENDIX B	WordPerfect for Windows Command Summary	381
	Index	389

DETAILED CONTENTS

Preface *xiii*

LESSON 1	INTRODUCING WINDOWS	1
	What Is Windows?	1
	Starting Windows	2
	The Program Manager	2
	The Components of a Window	2
	Program Groups	4
	Using the Mouse	4
	Types of Windows	7
	Selecting and Canceling Menus and Options	7
	Using the Keyboard to Select Menus and Options	9
	Opening a Program Group Window	10
	Moving a Window	12
	Activating a Window	13
	<i>Background Windows</i>	13
	Closing a Program Group Window	15
	Opening a Program	16
	Maximizing a Window	17
	Restoring a Window	18
	Minimizing a Program	18
	Closing a Program	19
	Exiting Windows	20
	On Your Own	21
LESSON 2	EXPLORING WINDOWS APPLICATIONS	23
	Starting Point	23
	Using Dialog Boxes with Cardfile	23
	<i>Saving a File</i>	28
	<i>Working with Additional Dialog Boxes</i>	28
	<i>Locating a Card</i>	30
	<i>Selecting and Editing Text</i>	30
	<i>Using the Save Command</i>	31
	<i>Minimizing an Application Window into an Icon</i>	31
	Using Notepad	32
	Moving Around the Document	34
	Using the Clipboard	35
	<i>Viewing the Contents of the Clipboard</i>	37

Printing a File	38
Exiting an Application and Closing a Window	39
<i>Ending the Lesson</i>	40
On Your Own	40

LESSON 3 **MANAGING WINDOWS** 43

Starting Point	43
Opening Calendar	44
Using Help	45
<i>Opening Another Help File</i>	49
<i>Exiting Help</i>	51
Using Calendar	51
Opening a File	53
Selecting a Task Using the Task List	56
<i>Arranging Application Windows Using the Task List</i>	58
<i>Closing an Application Using the Task List</i>	59
<i>Using the Task List to Tile the Open Windows</i>	59
Resizing a Window	60
On Your Own	62

LESSON 4 **STARTING WORDPERFECT FOR WINDOWS** 65

Starting WordPerfect	65
The WordPerfect Window	66
<i>Using the Status Bar</i>	67
<i>Using the Backspace Key</i>	67
Default Settings	68
Executing and Canceling Commands	69
Getting Help	69
Starting a New Document and Entering Text	72
<i>Inserting the Date</i>	72
<i>Using the Enter Key</i>	73
<i>Underlining Text While Typing</i>	74
<i>Inserting a Hard Space</i>	74
Saving a Document	76
Moving Around in the Document	77
Using Reveal Codes	78
Boldfacing Text While Typing	81
Using Save	81
Implementing the Speller	82
Printing a Document	85
Exiting WordPerfect	86
On Your Own	87

LESSON 5 **BASIC EDITING FEATURES OF WORDPERFECT** 89

Starting Point	89
Opening a Document	89
Saving a File Using a New Name	90
Changing the Justification	91

Selecting Text	93
<i>Using the Mouse to Select Text</i>	93
<i>Using the Keyboard to Select Text</i>	93
<i>Using Select Mode</i>	94
Deleting Text	96
Undeleting Text	96
Undoing a Change	96
Inserting Text	100
Underlining Existing Text	101
Using Typeover	101
Creating a New Paragraph	101
Changing Tab Stops	102
Using the Ruler	106
<i>Deleting Tab Stops</i>	106
<i>Adding Tab Stops</i>	107
<i>Moving a Tab Stop</i>	107
<i>Copying a Tab Stop</i>	107
Changing Text to Uppercase	109
Boldfacing Existing Text	110
On Your Own	112

LESSON 6 **USING THE BUTTON BAR** 115

Starting Point	115
What is the Button Bar?	115
Working with the Button Bar	116
Creating Your Own Button Bar	118
Selecting a Different Button Bar	120
Editing a Button Bar	121
Using the Button Bar	122
Changing the Position and Appearance of the Button Bar	122
Printing a Document from Disk	123
On Your Own	124

LESSON 7 **ADVANCED EDITING FEATURES** 127

Starting Point	127
Deleting Codes	127
Searching for Text and Codes	129
Replacing Text	133
Using Flush Right	134
Cutting and Pasting Text	134
Viewing Soft Page Breaks	136
Protecting a Block of Text	137
Centering a Line of Text	137
Using the Thesaurus	138
Selecting a Font	140
<i>Changing a Document's Initial Font</i>	140
<i>Changing the Size and Appearance of a Font</i>	140
Using Draft Mode	143
Previewing a Document	144
<i>Viewing Options</i>	144
<i>Viewing Other Pages</i>	144
On Your Own	146

LESSON 8	FORMATTING ENHANCEMENTS AND WINDOW MANAGEMENT	149
	Starting Point	149
	Centering a Page Vertically	150
	Creating a Hard Page Break	151
	Selecting Different Sizes of Paper	152
	<i>Adding an Envelope Paper Size and Type Definition</i>	153
	<i>Selecting the Envelope Definition</i>	155
	Changing the Margins	155
	Creating an Envelope	157
	Working with Two Documents on Screen	159
	<i>Cascading the Document Windows</i>	159
	<i>Tiling the Document Windows</i>	160
	<i>Copying and Pasting Between Document Windows</i>	161
	Creating Headers and Footers	162
	Moving from Page to Page	165
	Editing Headers and Footers	165
	Suppressing a Header or Footer	166
	Discontinuing a Header or Footer	166
	On Your Own	167

LESSON 9	CREATING AND EDITING MACROS	171
	Starting Point	171
	What is a Macro?	171
	Creating a Macro	172
	Playing a Macro	173
	Editing a Macro	174
	Assigning a Macro to the Macro Menu	176
	Assigning a Macro to a Shortcut Key Combination	178
	Creating a Macro that Pauses for Input	180
	Assigning a Macro to the Button Bar	187
	On Your Own	188

LESSON 10	CREATING TABLES	191
	Starting Point	191
	Creating a Table	192
	Moving Within a Table	195
	Inserting Rows and Columns	195
	Selecting Cells to Be Edited or Formatted	198
	Deleting Rows or Columns	200
	Joining Cells	201
	Formatting Text in a Table	202
	Shading Cells	205
	Changing the Width of a Column	206
	Changing the Size of a Table	208
	Changing the Appearance of Lines	209
	Moving or Copying Rows and Columns	210
	Determining the Row Height	211
	Performing Mathematical Calculations in Tables	214
	<i>Copying a Formula</i>	216
	On Your Own	218

LESSON 11	SETTING UP TEXT COLUMNS	221
	Starting Point	221
	Types of Text Columns	221
	Creating Parallel Columns	222
	Parallel Column Codes	224
	Moving the Insertion Point in Columns	228
	Changing the Amount of Gutter Space	229
	Changing Column Widths	229
	Moving or Copying Columns	230
	Converting Parallel Columns to a Table	233
	Creating Newspaper Columns	234
	Retrieving a File Into an Open Document	237
	On Your Own	238

LESSON 12	ENHANCING DOCUMENTS WITH GRAPHICS	241
	Starting Point	241
	What is a Graphic Box?	242
	Types of Graphic Boxes	242
	Creating a Graphic Box	242
	Creating a Text Box	245
	Dot Leaders	248
	Creating User and Table Boxes	250
	Editing a Graphic Box Using the Mouse	254
	Editing a Graphic Box Using the Dialog Box	257
	Deleting a Graphic Box	258
	Editing a Graphic Image	258
	Changing a Border Style	267
	Adding a Caption	269
	Creating Graphic Lines	271
	Editing Graphic Lines Using the Mouse	273
	Creating a Letterhead	276
	On Your Own	281

LESSON 13	CREATING MERGE DOCUMENTS	283
	Starting Point	283
	Using Merge	283
	Creating a Secondary File	284
	Creating a Primary File	291
	Merging the Primary and Secondary Files	296
	Merging to Envelopes	297
	Merging to Labels	300
	Merging to a Table	303
	On Your Own	306

LESSON 14	WORKING WITH LENGTHY DOCUMENTS	309
	Starting Point	309
	Indenting Text	310
	Inserting Special Characters	310
	Conditional End of Page	313
	Widow/Orphan Control	315
	Working with Footnotes and Endnotes	316
	Creating a Table of Contents	321
	Placing a Border Around a Page	326
	On Your Own	327
LESSON 15	PREPARING OUTLINES	337
	Starting Point	337
	Creating an Outline	337
	Editing an Outline	341
	Moving a Section of an Outline	343
	Changing the Numbering Style	344
	On Your Own	347
LESSON 16	SORTING AND SELECTING	349
	Starting Point	349
	Sort Procedures	350
	Using Select	360
	On Your Own	364
LESSON 17	IMPLEMENTING STYLES	367
	Starting Point	367
	What Are Styles?	367
	Creating Styles	368
	Using Styles	373
	Editing a Style	374
	Saving Styles in a Style Document	375
	Retrieving and Using a Style Document	375
	On Your Own	377
APPENDIX A	WINDOWS COMMAND SUMMARY	379
APPENDIX B	WORDPERFECT FOR WINDOWS COMMAND SUMMARY	381
	INDEX	389

LESSON 1

INTRODUCING WINDOWS

OBJECTIVES

Upon completion of this lesson you will be able to do the following:

- Define the Windows program.
- Explain the differences between standard mode and enhanced mode.
- Identify, describe, and use the Program Manager.
- Identify the parts of individual windows.
- Open icons in program groups.
- Use application and document windows.
- Select and cancel menus and menu options.
- Move, open, and close windows.
- Maximize, restore, and minimize windows.
- Exit windows and the Windows program.

This lesson introduces you to the Windows program—its terminology and its components. You will learn to open, move, close, maximize, restore, and minimize a window.

WHAT IS WINDOWS?

Windows is a **graphical user interface** (GUI), which means the command structure is composed of **icons** (graphic symbols or pictures representing applications and documents) and **pull-down menus** (a list of commands that drops down from the top of the screen). Windows is actually an extension of the **disk operating system** (DOS) used on most IBM and IBM-compatible microcomputers. Among other things, it eliminates the tedious procedure of typing in commands at the DOS prompt (C:\).

Windows also allows you to run more than one application at a time and to transfer information between those applications. For instance, while you are creating a document, you can look at the Calendar to verify a date or use the

Calculator to quickly calculate a customer's discount. Or suppose you have the name and address of an individual in the Cardfile program in Windows and wish to create a letter to this person using WordPerfect for Windows. Instead of retyping the name and address in your letter, Windows allows you simply to copy them from Cardfile and transfer the copy into the new correspondence.

Windows is becoming widely used because of this ability to run more than one application at a time, which is called **multitasking**. Windows 3.1 runs in two modes: standard and 386-enhanced. The type of computer you are using and the software you want to run determine which of these modes you can use. The degree to which you can utilize Windows' multitasking capabilities is determined by your equipment.

Standard mode is the basic mode in which Windows operates. Your computer must have an 80286 or higher processor, with at least 640k of conventional memory plus 256 of extended memory. You can run more than one Windows application at a time, but only one non-Windows application can be run at a time. The non-Windows applications can run only in a full-screen display. Windows running in standard mode takes advantage of the computer's total memory.

In **386-enhanced mode** (only available on 80386 and higher computers with at least 640k of conventional memory plus 1024k of extended memory), most non-Windows applications can run within individual windows, and several of these applications may run simultaneously. Only 386-enhanced mode offers true multitasking capabilities. This mode also takes full advantage of the virtual memory capabilities of the 80386 processor.

STARTING WINDOWS

In this exercise, you will load the Windows program. Boot up your computer in the usual manner, and make sure the current drive is C (or the one where Windows resides), and the DOS prompt appears as C:\. Then do the following two steps:



1. Type **WIN**
2. Press **[ENTER]**

The Program Manager window appears, partially filling your screen (**windows** are rectangular areas in which you work with applications and documents). Your screen should look similar to the one shown in Figure 1-1, however, don't be concerned if it is not exactly the same because different computers have different programs loaded.

THE PROGRAM MANAGER

The Program Manager is on the job from the time you begin your Windows session until you finish, either as a window or as an icon. It does exactly what the name implies—it manages applications. The Program Manager directs and manages the flow of data, and keeps track of what applications are running and which documents belong in what windows. It also controls the computer's hardware, such as the printer, monitor, memory, and disk drives. When you exit the Program Manager, your Windows session is terminated.

THE COMPONENTS OF A WINDOW

Notice that the Program Manager window has various parts. As you begin working with Windows, you will see that each window has the same basic components. Tasks are performed by selecting a part of the window with the mouse or using keystrokes. Once you learn how to execute a particular function

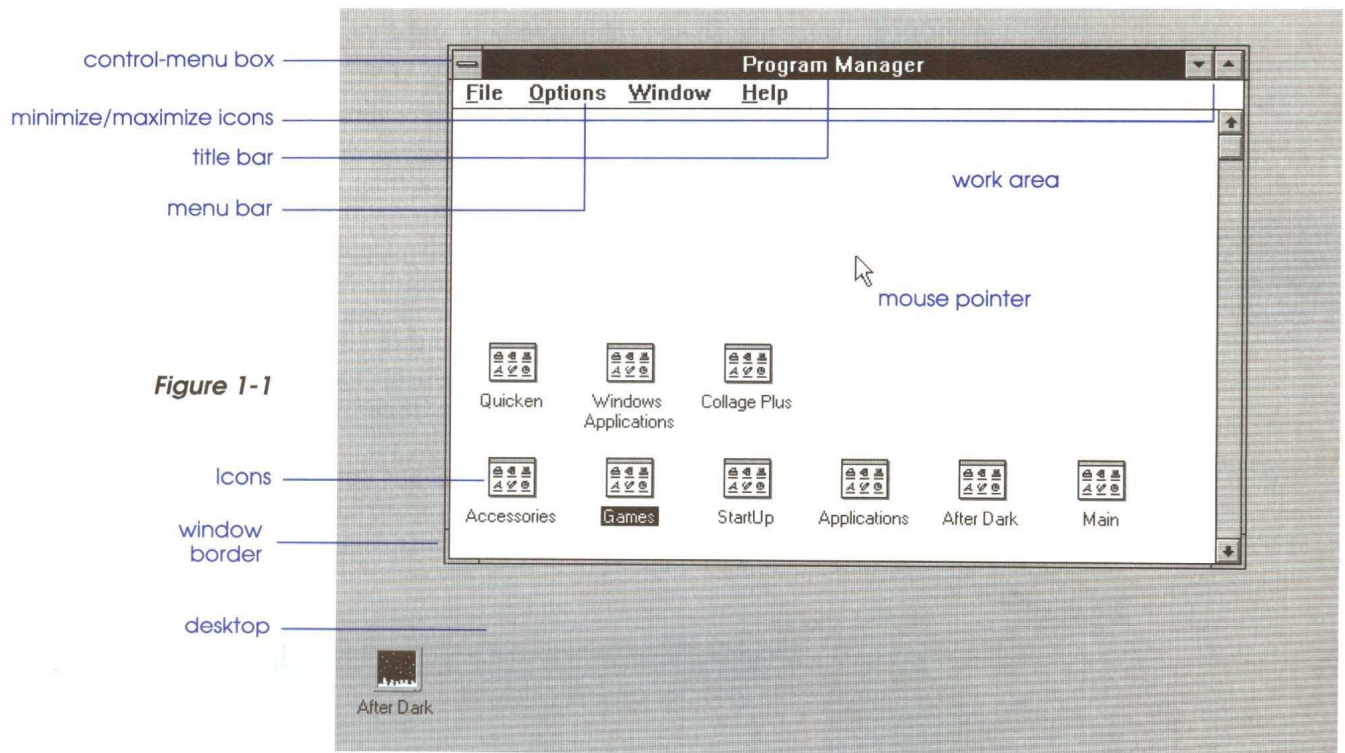


Figure 1-1

in one window, you can use the same technique in another window. This helps to shorten your learning curve.

The components of a window are also shown in Figure 1-1.

Desktop The area outside the Program Manager window is known as the **desktop**. You can have as many objects (icons) on this area as there is memory in your computer. Icons on the desktop represent applications that are running in the background. You can move these objects around on your desktop and place them anywhere you choose.

Window Borders The four edges that enclose the window are called **borders**.

Title Bar The top line of the window is called the **title bar**. It identifies the name of the application and the document, if one is open. If more than one window is open, the title bar for the active window is a different color than the other title bars (if you are using a color monitor).

Control-Menu Box At the left of the title bar is a small box enclosing a three-dimensional dash. This object is called the **control-menu box**; it is used to reveal a set of commands in a pull-down menu. The menu allows you to control the size of the window, terminate the program, and close a document.

Sizing Buttons A pair of arrows (one pointing down, one pointing up) called **sizing buttons** appear side by side in the upper-right corner of the window. The down-pointing arrow is called the **minimize** button; when selected it reduces a window to an icon at the bottom of the desktop. The up-pointing arrow is the **maximize** button; it expands the window to fill the desktop.

Menu Bar Immediately below the title bar is the **menu bar**, which lists the primary commands of the specific application you are working in. Most applications have at least File, Edit, and Help menu options.

Work Area The inside of the window (the area in which the document or file you are working with appears) is known as the **work area** or **workspace**.

Icons Icons are the graphic symbols used to represent documents and programs when the program is not currently opened into a window.

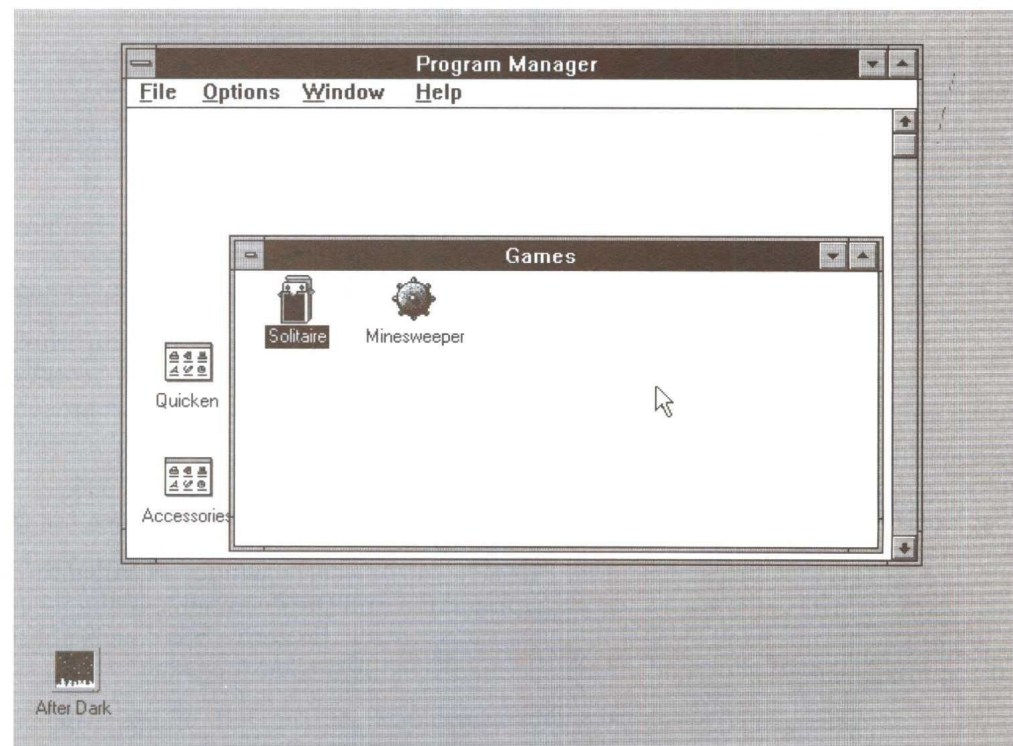
Mouse Pointer The arrow-shaped pointer whose movements are controlled by the mouse is called the **mouse pointer**. It is used to select various functions.

PROGRAM GROUPS

The Program Manager window is organized into **program groups**, which are displayed as icons at the bottom of the window. Several individual programs can be included in one program group. When you open a program group into a window, it displays additional icons, called **program icons**; they represent applications that you can run. For instance, if you open the Games icon into a window, as shown in Figure 1-2, you will see that two games—Solitaire and Minesweeper—are available.

Choosing a program icon from an opened program group starts the application. In this instance, to play the game Solitaire, you would first open the Games program group and then activate the Solitaire icon.

Figure 1-2



Windows comes with several predefined groups: Main, Accessories, Games, Windows Applications, and Non-Windows Applications. This graphical way of handling applications assists you in easily organizing your work and allows you to arrange your applications into groups that make sense to you. As mentioned before, if your Program Manager does not have exactly the same icons as shown in the figures here, don't be concerned.

USING THE MOUSE

The most efficient way to give Windows a command is to use the mouse. The mouse is moved by sliding it across a flat surface such as a mouse pad or your desktop. As the mouse moves on the pad, the mouse pointer moves in the same direction. A slight movement of the mouse on the pad moves the mouse pointer

a much larger distance on the screen. Should you run out of space on the pad, simply pick up the mouse, reposition it, and begin sliding it again.

NOTE: The mouse pointer changes shape according to its position and the type of window. When reference is made to the mouse pointer, we are referring to the arrow-shaped pointer.

Some mice come with two buttons, some with three. The left mouse button is the one you will use most. In a few instances you will need to use the right mouse button. (If your mouse has three buttons, you will not use the middle one in this book.)

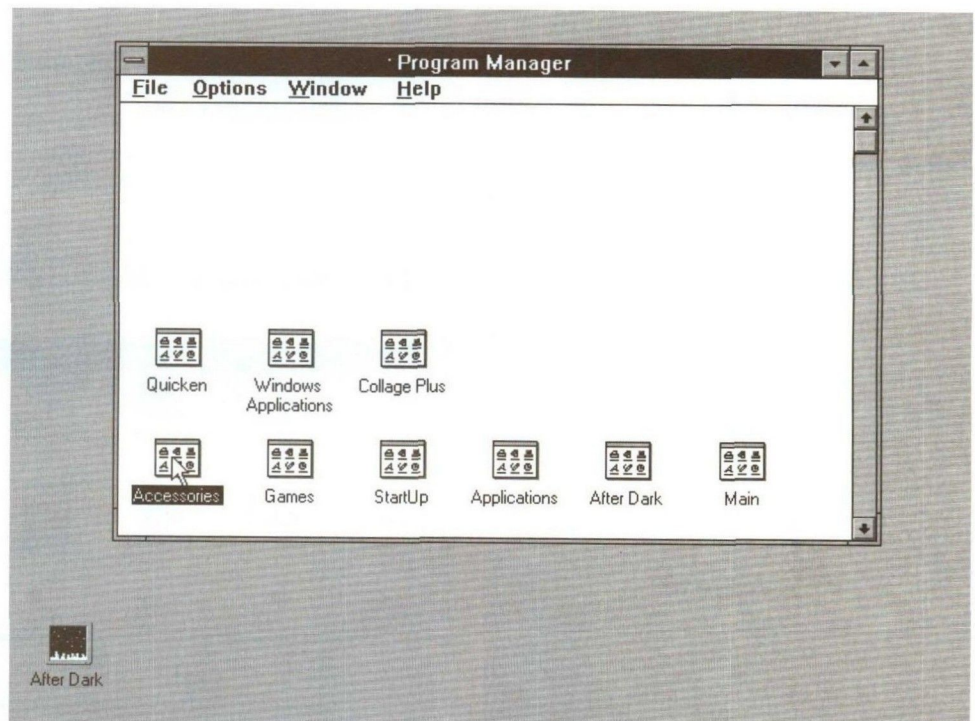
To make a selection using the mouse, you move the mouse pointer to the desired item and gently press and release the left mouse button once, quickly. This action is called **clicking**, and the entire operation is often referred to as “point and click.” There are two additional terms you need to know for using the mouse: **Double-clicking** means rapidly pressing and releasing the left mouse button twice; the motion should be gentle. **Dragging** means to hold the mouse button down while moving the mouse.

In the following exercise, you will use the mouse to open a group icon into a window.



1. Position the mouse pointer anywhere on the Accessories group icon, as shown in Figure 1-3.

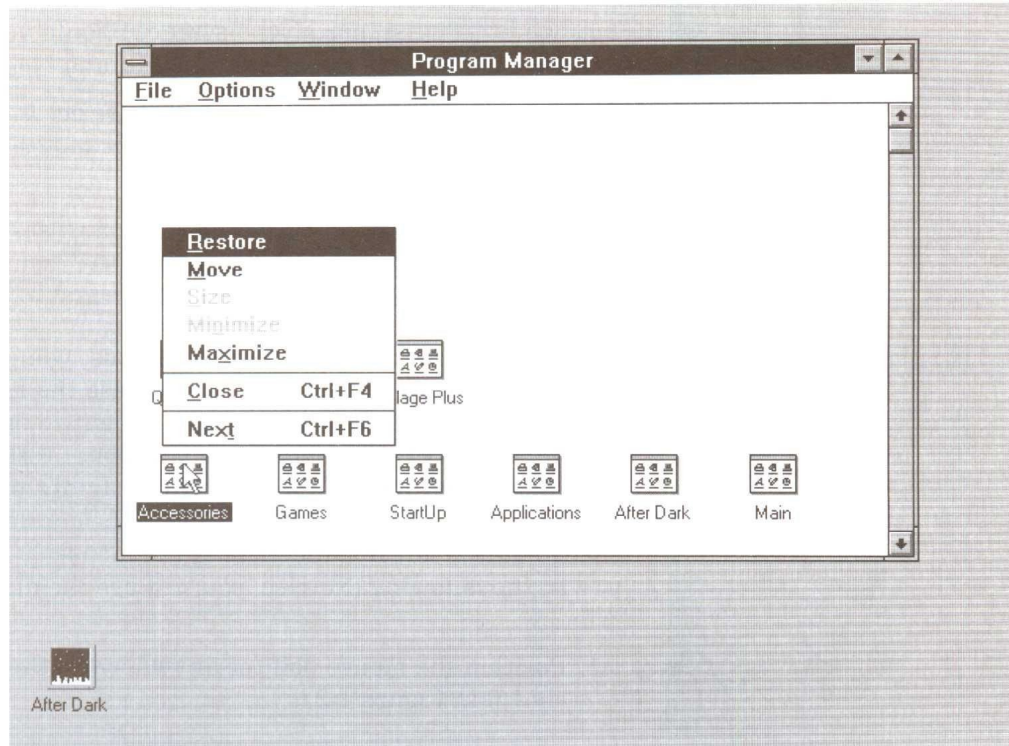
Figure 1-3



2. Click the left mouse button once.

The icon menu appears, as shown in Figure 1-4.

Figure 1-4



3. Position the mouse pointer on the Restore option.
4. Click the left mouse button once.

The Accessories window appears, as shown in Figure 1-5.

Figure 1-5

