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

DETAILED CONTENTS

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 commputer 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

control-menu box ————

minimize/maximize icons ————

title bar ————

menu bar ————

Figure 1-1

Icons ————
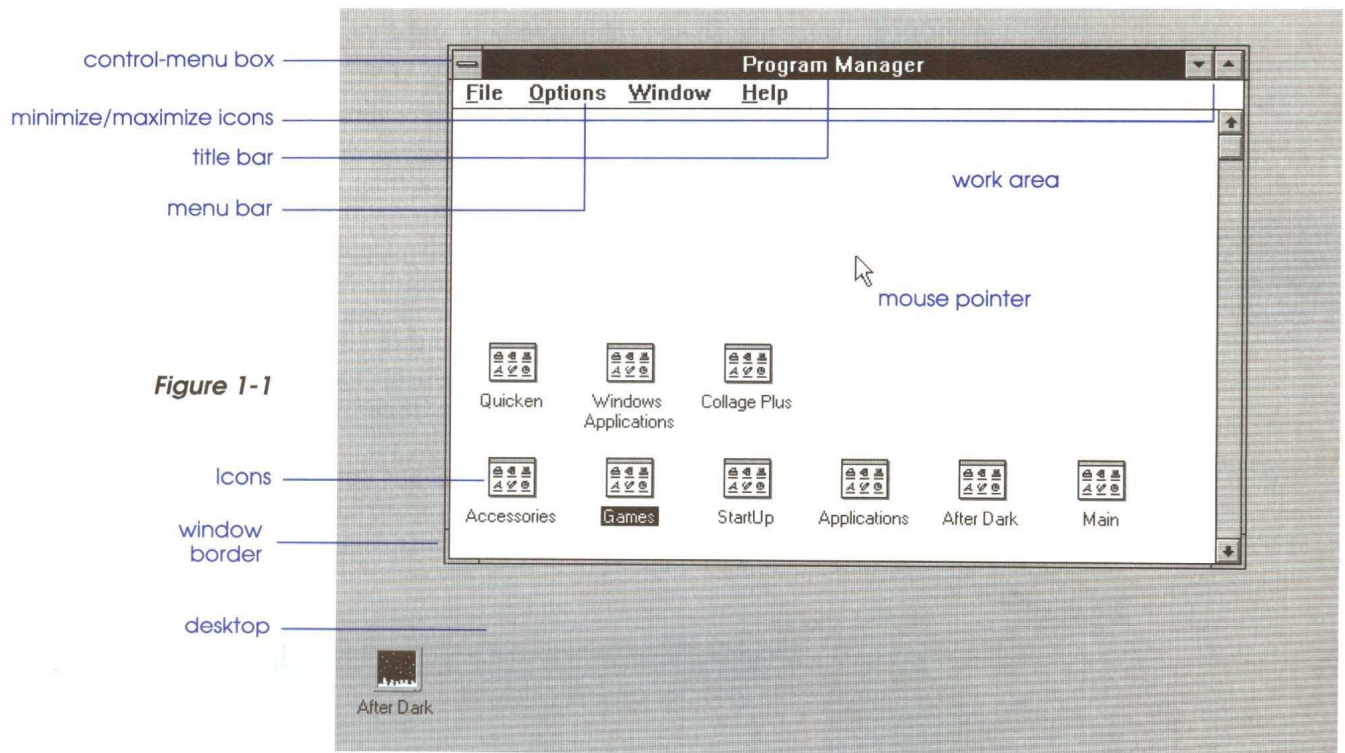
window
border ————

desktop ————

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 anyplace 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
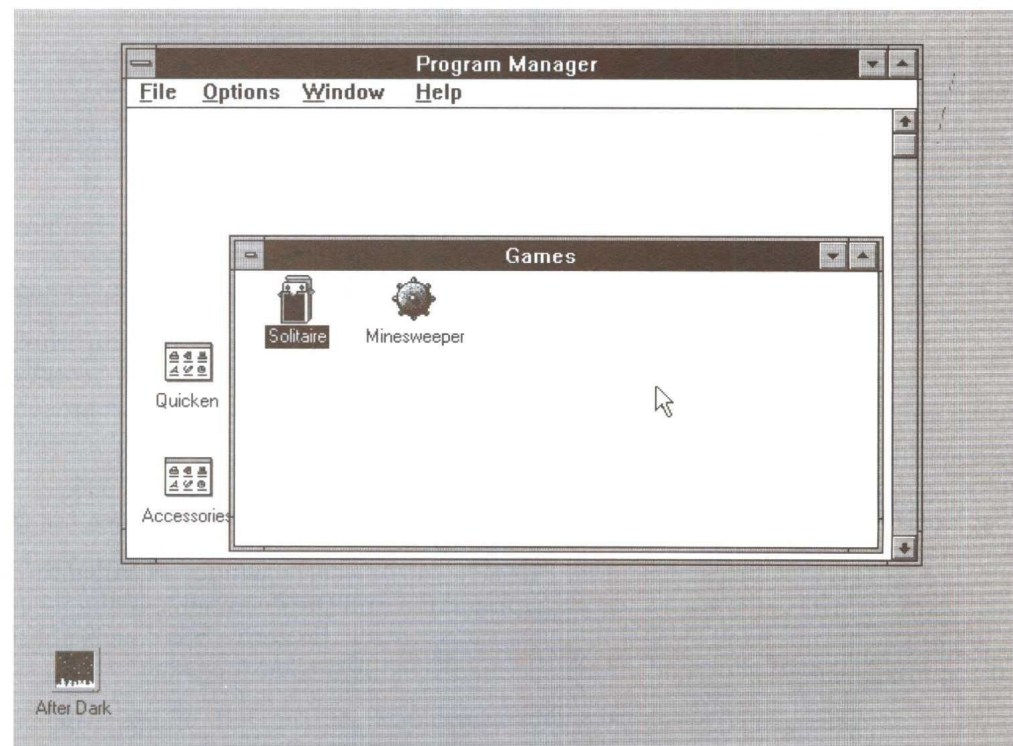
Windows comes with several predefined groups: Main, Accessories, Games, Windows Applications, and Non-Windows Applications. This graphical way of handling applications assists you in easily organizing your work and allows you to arrange your applications into groups that make sense to you. As mentioned 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.

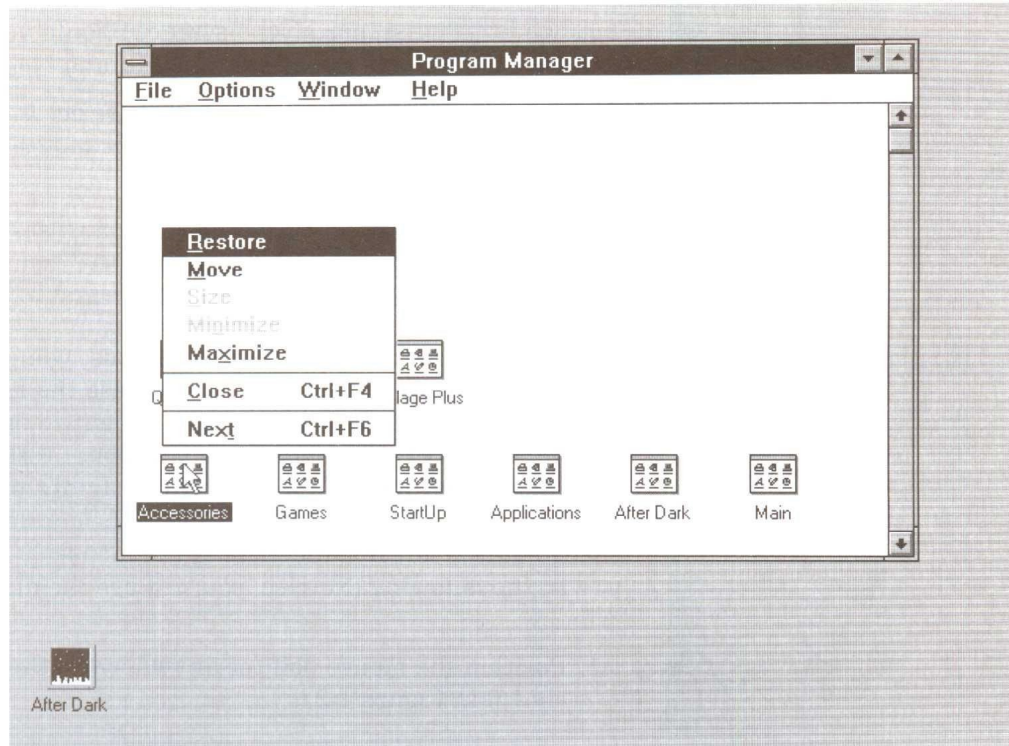1. Position the mouse pointer anywhere on the Accessories group icon, as shown in Figure 1-3.

Figure 1-3
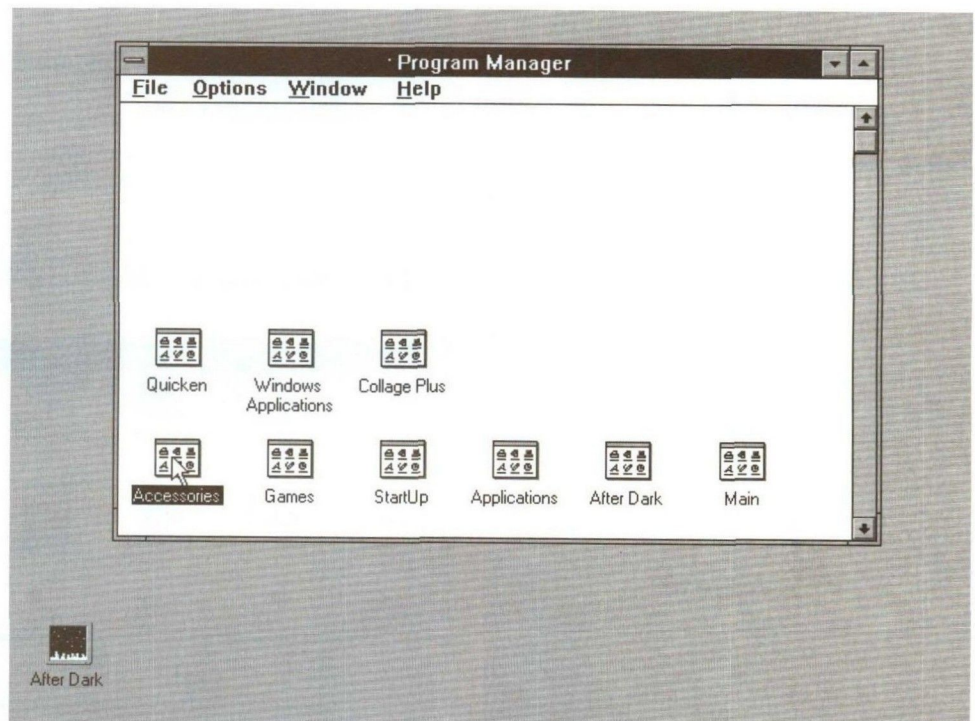
2. Click the left mouse button once.

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

Figure 1-4

3. Position the mouse pointer on the <u>R</u>estore option.

4. Click the left mouse button once.

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

Figure 1-5