



# Using Microsoft Works: Macintosh Version

#### 2nd Edition

Ron Mansfield

Revised by Barrie A. Sosinsky

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# **DEDICATION**

To my best friend and wonderful wife, Nancy

-R.M.

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#### ACKNOWLEDGMENTS

I want to thank my sister, Gina Sosinsky, for all the help she gave me while this work was in progress.

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The Boston Computer Society made possible much of the needed perspective for this work, and the Macintosh Users Group is a great resource for learning.

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-B.A.S.

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# CONVENTIONS USED IN THIS BOOK

The conventions used in this book have been established to help you learn to use the program quickly and easily. As much as possible, the conventions correspond with those used in the Microsoft Works: Macintosh Version documentation.

Commands and menu names are written with initial capital letters (the Set Cell Attributes command on the Format menu).

Dialog boxes are called by the name of the command used to display that box.

Buttons in dialog boxes are written as they appear on-screen: the Yes button, the Date Long button.

File names are written with initial capital letters. Keys are written with an initial capital: Option key, Shift key. The command key is indicated by **%**. Key combinations are hyphenated: Shift-Return, **%**-V.

Material you are to type is in italic (type \$332.21). Messages that appear onscreen are in a special typeface.

#### **Preface**

Perhaps you are looking at this book and wondering, "Is Microsoft Works 2.0 a program I should spend some time with?" Many people do use Microsoft Works; Works on the Macintosh has been a bestseller since its introduction. Many people buy Works as their very first computer program; some people use it to run a small business, and other people use it for their general personal and family computing needs.

Works is an integrated program containing a word processor, spreadsheet, database, and draw and communications programs. By using the Works interface, any combination of these programs can be available to you when you need them. Few basic tasks you may want to accomplish on your Macintosh cannot be done in Works. Microsoft Works is easy to use and has advanced features that you can grow into. Many experienced Macintosh owners continue to use Works long past the point at which they master more powerful stand-alone programs. These users continue to use Works because the important features they want are contained in Works; they are not distracted by scores of "convenience" features they will never use.

Maybe you have used a previous version of Works and you know what I mean. You are thinking of upgrading and wonder what's been added to this new version. Works 2.0 contains several important new features, including a spell checker, a full-featured draw function, color support, and a macro recorder. This second edition of *Using Microsoft Works: Macintosh Version* has several new chapters to cover these additional features of the program. Perhaps you have just purchased Works 2.0 and read the documentation, but you still have questions and want to master the possibilities Works offers. This book is for you. Contained within this book is a hands-on approach to this program, with many examples that you can use. I have discussed resources and tricks that you will not find in the manual.

Using Microsoft Works: Macintosh Version is not like other books that teach you how to use a particular program. This book takes you from the basics of point-and-click to some advanced concepts that you will use indefinitely. With Works, you can automate your letter writing,

organize your data, do desktop publishing, and communicate with others. As you can see, Microsoft has made Works for business and personal use. Read this book, learn Microsoft Works, and you will be on your way to using not only Works, but all your other Macintosh programs to fullest advantage as well.

As the revision author of a good book, I attempted to keep to the spirit of the first edition. I tried to be clear, concise, and accessible to most readers. If mistakes or inaccuracies have crept in, however, I take responsibility for them.

Barrie A. Sosinsky

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#### Preface to the First Edition

I distrust long book prefaces and seldom read them, so I'll keep this one brief. After all, if information is both introductory and important, it should be in the first chapter, right?

As a working member of the computer press, I review software. In addition, the people in my consulting firm deal with both new and experienced computer users daily. We help people select, install, and learn how to use business micros. Obviously, we use computers in our own business, too. As a result of my experience with computers over the past ten years, I have seen many ugly software programs and frustrated users, so I'm skeptical of new software.

In my experience, software is rarely as good as the brochures describe it. I brought that skepticism to my first tour of the Microsoft Works program. How could something that costs so little do so much? Where's the catch? Anything this big with so many features must have bugs. Where are they?

The Works program was already a bestseller when I started writing *Using Microsoft Works*. After living with the evolving manuscript night and day for about eight months, I know why Works is a bestseller. Works is good software. It "feels" right. Programs work as you'd expect. You don't need to master a host of new skills for each different function. Once you've learned how to insert and delete text, for example, you can use those same skills when creating database and spread-sheet entries. You are not distracted by dozens of illogical rules, so you are free to concentrate on the creative aspects of computing. The program has enough power to help you effectively communicate, file, and compute, but it does not have scores of "Hey lookit" features that do little but complicate matters and confuse you.

Yes, I did find compromises and even a few bugs—they're described in this book—but my skepticism is gone. You can easily work around the few problems and shortcomings, and many of them have been eliminated altogether in the recently released Works Version 1.1. The power and easy use of the Works program far outweigh its shortcomings. It is a reliable "Swiss army knife" for business and family computing. Works may be the only application software you'll ever need for your Mac, with the exception of a paint program.

Many of the examples you will see in this book are from actual business and home applications. I wrote *Using Microsoft Works* while using Works Versions 1.0 and 1.1 on a Macintosh Plus, a Macintosh SE, and a Macintosh II.

It's a rare piece of software that stays on my computer after a project is completed. Works is a "keeper." Once you've read this book and used Works for a while, I think you'll agree.

Ron Mansfield

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