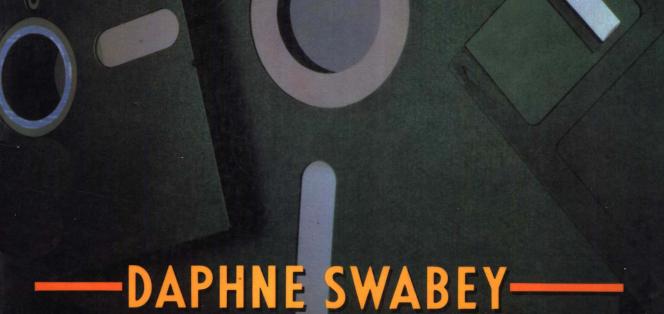
SOFTWARE TUTORIALS FOR DOS, WORDPERFECT, TWIN/LOTUS 1-2-3, dBase III Plus



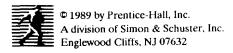
SOFTWARE **TUTORIALS**

For DOS, WordPerfect® Twin/Lotus 1-2-3, and dBASE III Plus.

Daphne Swabey



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INTRODUCTION

TO THE INSTRUCTOR

This revised edition of SOFTWARE TUTORIALS contains the following sections:

- 1) Using DOS
- 2) Using WordPerfect 4.2 (for word processing)
- 3) Using TWIN (for spreadsheets)
- 4) Using dBASE III Plus (for database)

Sections 2, 3, and 4 are written to accompany chapters Five, Six, and seven of *Using Computers* by D.G. Dologite. These tutorials also function as units in their own right and can be used to teach students the basics of each application. As well, we have added some exercises so that students can get extra practise in these areas. We have written a short section on DOS so that students are acquainted with basic DOS commands.

This tutorial assumes no experience on the part of the student. Each exercise is broken down into steps and wherever necessary the student is given an illustration as a reference. After completing these tutorials, the student will have a good practical knowledge of these application, and will be able to work with the advanced features of each application.

SUGGESTED TIMETABLE

If students complete the first and second exercises in each of the four sections (DOS, WordPerfect, TWIN, dBASE III Plus), they will have learned the basics in each area.

The third and fourth Exercises in each section provide students with intermediate knowledge in each area. These exercises are desirable but not essential.

The fifth and sixth exercises are advanced topics which students can do if time permits.

The Assignments at the end of each exercise are designed to give students extra practice and to encourage them to explore each program further.

The student will most likely have access to a PC with dual drives and we write instructions for dual drives. We assume students have access to printers so that they can make hard copy printouts of their work. We also assume lab assistants are available to set up the computer so that it properly addresses the printer.

We suggest that the teacher make photocopies of the WordPerfect template to distribute to each student who can then cut it out and use it for the WordPerfect exercises.

A WORD ABOUT THE APPLICATION DISKS

The program disks are specially made educational versions of the complete commercial versions. The educational disks are therefore limited in space and capability.

The WordPerfect program disk does not contain a full thesaurus, but only enough to demonstrate how a thesaurus works on a small piece of text specially provided for this purpose. The spell checker is also limited to sentence indicated in the exercise. The amount of saved text is limited to about 50,000 characters on the 50K version and about 4,000 on the 4K version. The code *WPC is printed at the end of every paragraph. Advanced printing features such as super- and subscripts are not available. The printer must be connected to LPT1.

The TWIN educational version differs from the regular full-featured version in the size of the spreadsheet. The educational version is limited to 50 columns and 200 rows but is otherwise compatible with the full-featured version.

The dBASE III Plus educational version comes on two disks and differs from the full-featured version only in the number of records you can create; this is limited to twenty. Additionally, information cannot be put into the MEMO field. Exercises are not affected by this limitation.

These disks can provide students with a practical background for continued work with these three programs. Additionally, students will be able to compare and evaluate other similar programs that are currently available.

Comments

We welcome comments from instructors and students. Please write to

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GETTING STARTED

Before you work on the exercises in this tutorial, you need to attend to the following items:

1. Make a copy of the program disk.

- * Obtain a copy of the WordPerfect disk, the TWIN disk, and the two dBASE III Plus disks from your lab instructor or teacher.
- * Make a copy of these disks for your own use. (We do this in the section "Using DOS"). Store the original in a safe place or return them to the instructor.

2. Obtain a blank data disk on which to save your work.

- * Your lab instructor or teacher has blank disks, or you can purchase them. You will need for format these blank disks before you can work with them. (We do this in the section "Using DOS"). You will be able to use one data disk for all the exercises in this tutorial.
- * Additionally you need 4 disks in order to copy WordPerfect, TWIN and dBASE III. You, therefore, need 4 disks in all.

3. Obtain an MS-DOS or PC-DOS disk of 2.1 or higher (3.0 or higher if you are using a hard disk drive).

- * You can obtain a copy of a DOS disk from your teacher or lab instructor. Refer to the section "Using DOS" for an explanation of why this disk is needed.
- * DOS, Exercise 13 tells you how to copy the DOS operating system to the TWIN diskette. There is not enough room to copy versions of DOS later than 2.1.

4. Make sure your computer is an IBM PC or compatible.

- * Check with the lab instructor if you are not sure whether the computer is an IBM PC or compatible.
- * You also need to check that your computer and printer are properly "configured." For instance, in order to create graphs, you must have a computer and printer that can print graphs. Again, your lab instructor can see that you are properly configured.

5. Check that your computer is connected to a printer.

* Your computer must be correctly hooked up to a printer before you print the results of your work. You may have to specify what is called the correct *driver* or you may not be able to print. Ask your lab instructor to set your program disk to address the correct printer.

Once you have checked these items, you are ready to start.

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USING DOS

1 Using DOS

In this section you learn how to use some of the most common DOS commands. After you have completed this exercise you will know how to do the following:

- load DOS
- · format a blank disk
- copy files
- · duplicate a disk
- files
- use the TYPE command to see what's in a file
- a was the CUVDEV command to sheet war did
- use the CHKDSK command to check your disks
- · format a system disk
- · install DOS on a new program disk

To complete this exercise, you will need the following items:

- 1. a set of all the Program disks
- 2. an MS-DOS or a PC-DOS disk (2.0 or higher)
- 3. 5 blank unformatted data disks
- 4. labels for each disk
- 5. tape to cover the write-protect notches on the disks

· check the version of a DOS disk

· list files on the disk

erase files

· rename a file