

The *WordPerfect* Tutorial

for DOS

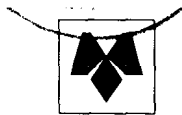
Covers
releases
5.0 & 5.1

Joel Murach



The WordPerfect Tutorial

for DOS



Mike Murach & Associates

4697 West Jacquelyn Avenue, Fresno, California 93722
(209) 275-3335

Production team

Editor
Cris Allen

Graphics designer
Steve Ehlers

**The books in our Least
series for DOS users**

The Least You Need to Know About DOS
The Least You Need to Know About Lotus
The Least You Need to Know About WordPerfect

Other books for PC users

DOS, WordPerfect, and Lotus Essentials
The Only DOS Book You'll Ever Need
How to Back Up Your PC
Write Better with a PC

© 1993, Mike Murach & Associates, Inc.
All rights reserved.
Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

ISBN: 0-911625-77-1

Preface for instructors

This book is designed for a short course in *WordPerfect* 5.0 or 5.1. It consists of three instructional units that contain text as well as guided exercises for practice on a PC. These units are designed to teach a student how to use *WordPerfect* at a professional level of competence. To make it easy for an instructor to use this book, we offer an *Instructor's Guide* that provides complete supporting materials for classroom instruction including transparency masters, tests, and additional exercises and projects for practice on a PC.

We've tested the tutorial in this book on students with several levels of PC experience (including no experience at all), and we believe this is the most efficient *WordPerfect* tutorial currently available. Although some tutorials take less time, they don't teach the students what they need to know to be competent *WordPerfect* users. Worse, many tutorials take more time and still don't teach the students enough to be competent *WordPerfect* users. When your students finish this course, though, they are likely to discover that they're more competent than people who have been using *WordPerfect* for years.

To be competent *WordPerfect* users, of course, students need to know more than how to use the *WordPerfect* keystrokes and commands. Because *WordPerfect* often provides two or more methods for performing the same function, the students also need to know *when* to use the various keystrokes and commands. That's why the tutorial in this book takes the extra time to give a professional perspective on the use of *WordPerfect*. We think of that as teaching both keystrokes and concepts.

To make it possible to teach both keystrokes and concepts, each unit in the tutorial is divided into two main parts: text and exercises. When students read the text, they not only learn the keystrokes for using *WordPerfect*, they also get the perspective they need for using *WordPerfect* productively. Because the text is heavily illustrated, they can read and understand this portion of each unit without ever turning their PCs on. As a result, they can read the text before or after a classroom session.

Obviously, though, a student can't master *WordPerfect* just by reading about it. That's why the exercises for each unit are carefully designed to force the students to use all of the commands and functions presented in the text. With help from an instructor, the students can do the exercises for a unit

before they read the text. But if they read the text before class, they can do the exercises more quickly so the instructor can go on to other subjects, exercises, and projects.

Which way works better? That depends on the instructor, the students, the lab environment, the number of class periods, and so on. If the students read the text before class, their questions will be more probing and they'll be able to do the exercises more quickly. If they read the text after class, it will improve their perspective and help them retain what they've learned. But either way, both the text and the exercises are an essential part of the learning process.

To support the tutorial in section 1 of this book, section 2 contains independent resource modules that the students can read whenever they need them. These modules are particularly useful if your students have limited PC experience. If, for example, your students don't know how to give a complete DOS specification for a *WordPerfect* file, module A shows them how to do that. And if they're having trouble with the concept of retrieving or saving files because they don't know the difference between hard disk storage and internal memory, module B gives them the hardware background that they need. As the instructor, you can direct your students to these modules when you discover that your students need these additional resources.

The last module in this resource section, module D, is a quick summary of the *WordPerfect* keystrokes and commands in the tutorial. This makes it easy for your students to find what they're looking for when they need to refresh their memory. Because the summaries and illustrations in the tutorial are the best reference materials that we know of, module D directs the students back to the figures that explain the functions that they're looking up. Normally, when students use the figures for reference, they don't even have to read the related text because the figures tell them all they need to know. That's why your students will appreciate this book long after the course is over.

As I said at the start of this preface, we offer an *Instructor's Guide* that provides a full set of supporting materials for this tutorial. It includes a complete set of transparency masters with presenter notes, short-answer tests, and additional exercises and projects. Although you can use these instructional materials for a course without using our books, we're convinced that this book will improve the effectiveness of any *WordPerfect* course. That's why we offer the *Instructor's Guide* free with any class-size order of books. Otherwise, the *Instructor's Guide* costs \$150.

If you have any comments, criticisms, or suggestions, I would appreciate hearing from you. For your convenience, a comment form is included near the back of this book. And thanks for your interest in our books.

Mike Murach, Publisher
Fresno, California
January, 1993

Contents

Preface		VII
Section 1	The tutorial	1
Unit 1	How to create, print, and save a one-page letter	3
Unit 2	How to retrieve and edit the letter	35
Unit 3	How to create and edit a two-page report	65
Section 2	Resource modules	97
Module A	How to give a file specification when you're using <i>WordPerfect</i>	99
Module B	Hardware concepts and terms for every <i>WordPerfect</i> user	107
Module C	When and how to use the <i>WordPerfect</i> 5.1 pull-down menus	117
Module D	A brief summary of the <i>WordPerfect</i> keystrokes and commands presented in this book	125
Index		131

Section 1

The tutorial

This section contains a tutorial that is designed to teach you *WordPerfect* at a professional level of competence as quickly as possible. To be a competent user, though, you need to know more than how to use the *WordPerfect* keystrokes and commands. Because *WordPerfect* often provides two or more methods for performing the same function, you also need to know *when* to use the various keystrokes and commands. That's why the tutorial in this book takes the extra time to give you a professional perspective on the use of *WordPerfect*.

To make it possible to teach both keystrokes and concepts, each unit in the tutorial is divided into two main parts: text and exercises. When you read the text, you not only learn the keystrokes that you need for using *WordPerfect*, but you also get the perspective you need for using it productively. Because the text is heavily illustrated, you can read and understand this portion of each unit without ever turning your PC on. Then, to help you master *WordPerfect*, the exercises for each unit force you to use all of the commands and functions presented in the text on a PC.

When you use this book as part of a course, your instructor will tell you whether you should read the text for a unit before or after you do the exercises. But either way, both the text and the exercises are an essential part of the learning process. You can't get the perspective you need without reading the text; and you can't get the guided practice that you need without doing the exercises.

Unit 1

How to create, print, and save a one-page letter

WordPerfect is a complex program that provides hundreds of commands and features. To learn how to use all of them takes many hours. Fortunately, you only need to know how to use a few *WordPerfect* commands and features to create, print, and save a letter. And that's what this unit is designed to teach you.

As you read this unit, you can try the skills it teaches on your own PC right after you read about them. If you use the unit in this way, you'll actually create a simple document like the one in figure 1-1 by the time you complete this unit. Or, you can read the entire unit first and then try the *WordPerfect* skills it teaches. Because the unit is heavily illustrated, you shouldn't have any trouble following this unit even if you don't have *WordPerfect* running on a PC in front of you. Then, you can go through the guided exercises at the end of the unit.

How to start *WordPerfect*

How you start *WordPerfect* depends on how your PC is set up. If your PC displays a menu or a shell program when you start it up, you can probably start *WordPerfect* by selecting an option from a menu. If your PC displays the DOS command prompt, you may be able to start *WordPerfect* by entering a batch file command like *wp* at the command prompt:

```
C:\>wp
```

If that doesn't work, you can start *WordPerfect* 5.1 by entering a series of commands like this at the command prompt:

```
D:\>c:  
C:\>cd \wp51  
C:\WP51>wp
```

To start *WordPerfect* 5.0, you substitute WP50 for WP51 in the series of commands above.

How to interpret the Edit screen

When you start *WordPerfect* 5.0, it displays a blank Edit screen like the top one in figure 1-2. If you're using *WordPerfect* 5.1, however, the program may be set up so it starts with either one of the Edit screens shown in figure 1-2. As you can see, the bottom screen has a bar at the top called the *menu bar*. If your PC displays a screen with the menu bar on it, just ignore the bar for now. It doesn't affect the way *WordPerfect* 5.1 works, and I'll show you how to use it later in this unit.

Figure 1-3 shows the Edit screen after the document that is printed in figure 1-1 has been entered into *WordPerfect*. The term *document* is used to refer to whatever you're working on when you use *WordPerfect*. For instance, letters, memos, reports, and proposals are all documents. In figure 1-3, the document is a letter. Although the entire document isn't shown because the screen can hold only 24 lines of the document, the entire document is stored in the internal memory of the PC.

Figure 1-3 also gives the terms that you need to know when you refer to the Edit screen. Here, you can see that the *cursor* is in the middle of the screen right after the colon. The cursor is the blinking underline or the highlight that identifies a specific character or area of a screen.

The *status line* is the bottom line of the screen. If you've saved your document, the left side of the status line shows the file specification for the document. Otherwise, this area is blank. The notation on the right side of the status line gives you the location of the cursor. In figure 1-3, for example, the *document indicator* shows that the cursor is in document 1 (*WordPerfect* lets you work on two different documents at the same time). The *page indicator* shows that the cursor is on page 1 of the document. The *line indicator* shows that the cursor is on the 14th line below the top margin. And the *position indicator* shows that the cursor is 34 characters from the left margin.

In figure 1-3, the cursor location is given in lines and characters. However, your system may be set up so that *WordPerfect* gives the location in inches as in this example:

Doc 1 Pg 1 Ln 1.33" Pos 3.58"

Here, the cursor is 1.33 inches below the top margin and 3.58 inches in from the left margin. But don't be bothered if your Edit screen looks different than the one in figure 1-3 because the differences don't affect the way that *WordPerfect* works.

How to use the keyboard with *WordPerfect*

Figure 1-4 shows the two most common kinds of keyboards in use today: the 84-key keyboard and the 101-key keyboard. If you study these keyboards, you can see that they have several types of keys including a full set of typewriter

August 20, 1992

Tim McCrystle
107 Merring Ct.
Sacramento, CA 95864

Dear Tim:

Thanks for asking about our PC books. I've enclosed a catalog that describes them all in detail. As you read through it, I hope you'll find something you can use right away.

So there's no risk to you, all our books are backed by our unconditional guarantee:

If our PC books aren't the best ones you've ever used for both training and reference, you can return them for a full refund. No questions asked.

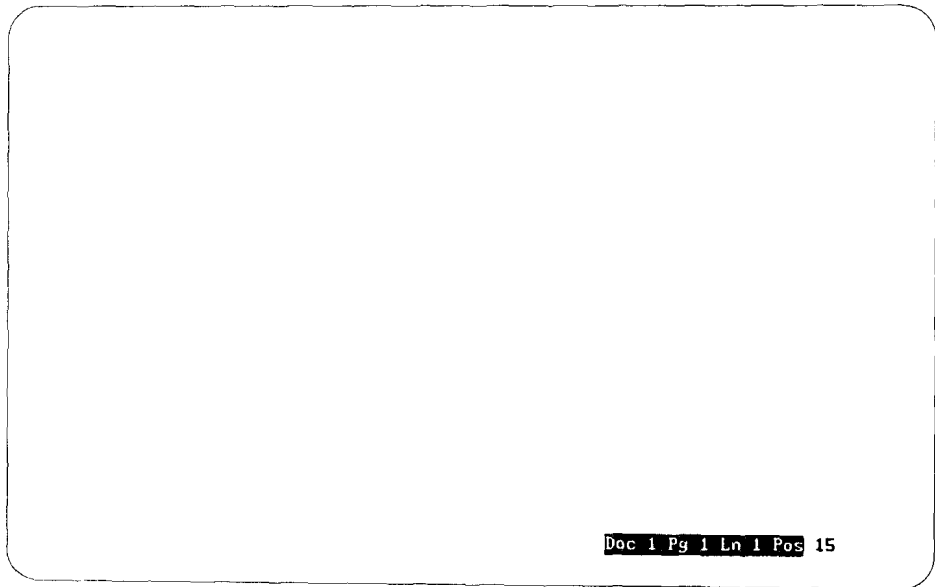
If you have any questions or if you're ready to place an order, please call us at our toll-free number: 1-800-221-5528. And thanks for your interest in our books.

Sincerely,

Karen DeMartin

Figure 1-1 A letter that was created and printed using *WordPerfect*

**The Edit screen
without the menu bar**



**The Edit screen with
the menu bar**

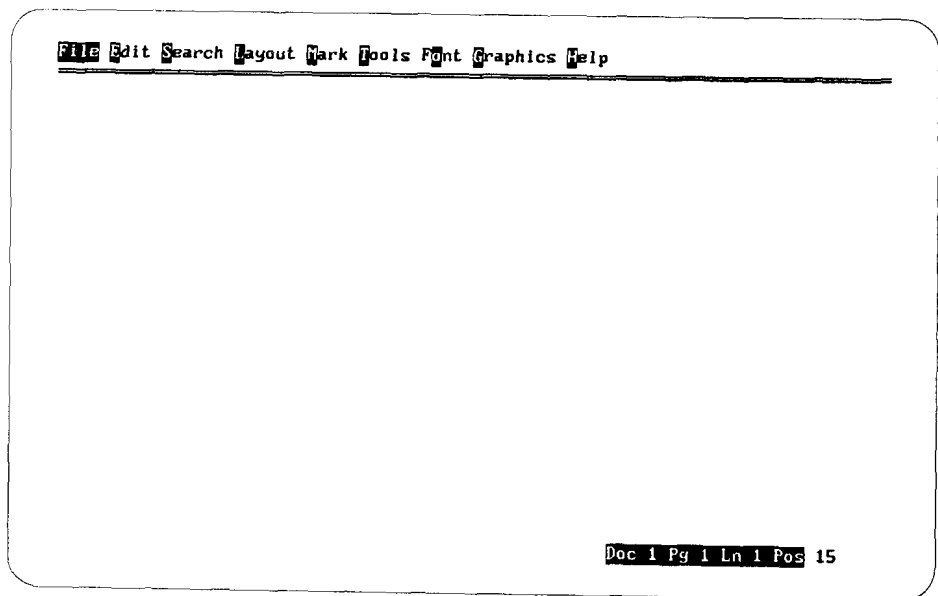


Figure 1-2 The starting screen for *WordPerfect* with and without the menu bar

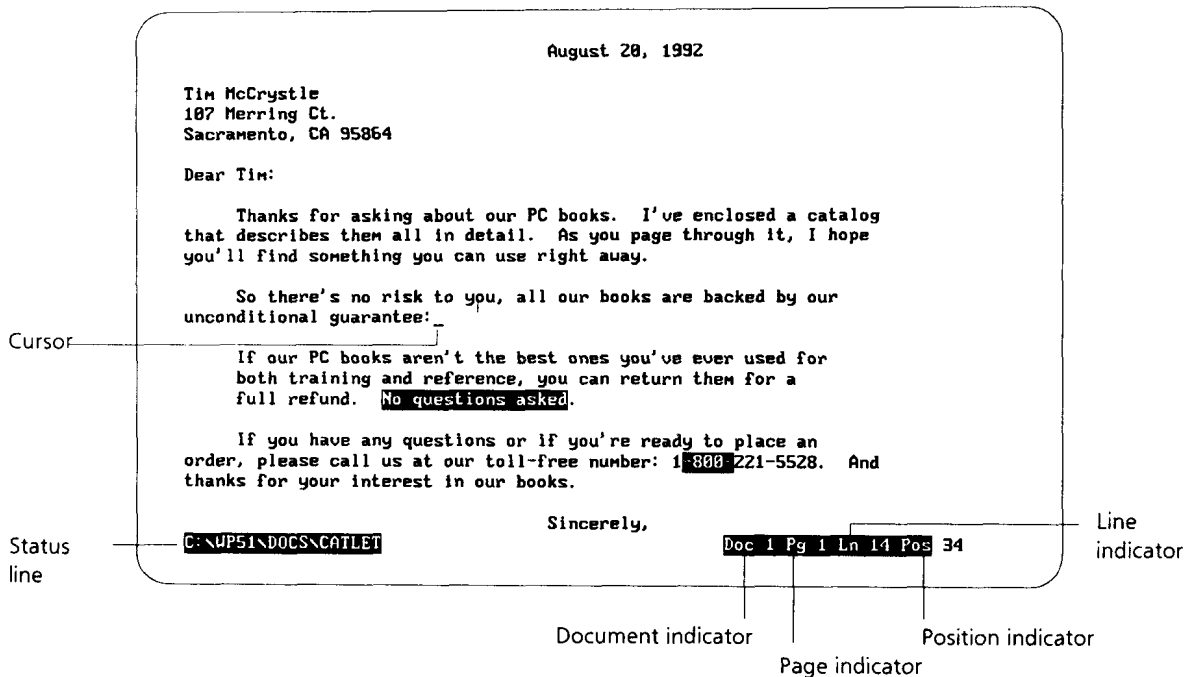


Figure 1-3 The terms that apply to the Edit screen

keys, a set of numeric keys like the ten keys on a calculator, and some control and function keys.

When you use the typewriter keys, most of them work just as they would if you were using a typewriter. You can use these keys to type lower- and uppercase letters, numbers, punctuation marks, and some special symbols. When you hold down the Shift key, you get capital (uppercase) letters when you press the letter keys, and you get the upper symbol of the two symbols on the key when you press one of the other typewriter keys.

Figure 1-5 summarizes the use of the control keys that you will use most often with *WordPerfect*. When you press the Caps-lock key, the keyboard is put in Caps-lock mode. In this mode, the Caps-lock light is on, and the characters *Pos* in the status line are changed to *POS*. Then, all the letter keys that you strike will be entered into *WordPerfect* as capitals. However, the other keys on the keyboard are not affected by this mode. To get the upper symbol on a key, you must still hold down the Shift key while you press the key that you want. To get out of Caps-lock mode, you just press the Caps-lock key again. When a key switches between two or more modes like this, it is called a *toggle key*.

The Tab key is used to indent text like the first line of a paragraph. And the Enter key is used to end a paragraph. As you will see in a moment, you don't need to use the Enter key at the end of each line as you do the Return key when you use a typewriter; you only need to use the Enter key to mark the end of a paragraph. Later, you'll learn that you also use the Enter key to end an entry that's required by *WordPerfect*.

The Backspace and Delete keys are used to delete text. If you press the Backspace key once, *WordPerfect* deletes the character to the left of the cursor. If you press the Delete key once, *WordPerfect* deletes the character at the cursor. If you hold down the Backspace key, *WordPerfect* deletes the character to the left of the cursor and continues deleting in that direction until you release the key or run out of text. If you hold down the Delete key, *WordPerfect* deletes the character at the cursor and continues to delete characters to the right until you release the key or run out of text.

The Arrow keys are sometimes called the *cursor control keys* because they are used to move the cursor through the text in a document. If you press the Right arrow key once, for example, *WordPerfect* moves the cursor one character to the right. If you press the Down arrow key once, *WordPerfect* moves the cursor down one line. And if you hold down any Arrow key, the cursor will continue to move in the direction of the arrow until you release the key. However, the Arrow keys can only be used to move through the existing text. So if you try to move the cursor to an area of the screen that doesn't have any text, *WordPerfect* won't move the cursor.

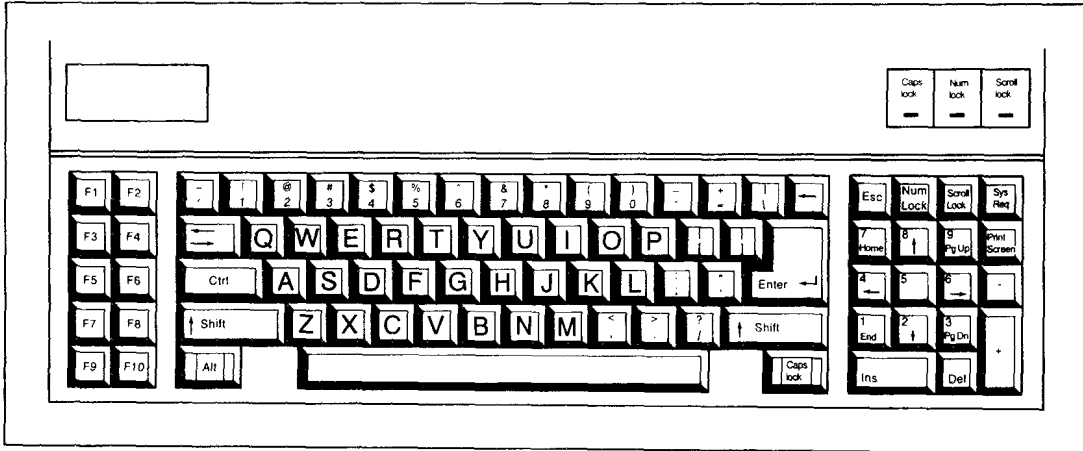
If you have an 84-key keyboard on your PC like the one shown in figure 1-4, you have to know how the Num-lock key affects the Arrow keys. Within the ten-key numeric pad of that keyboard, every key but the 5-key has a control function. For example, the 6-key is also the Right arrow key, and the 2-key is also the Down arrow key. To access the Arrow keys, you have to turn the Num-lock mode off. To turn this mode off if it's on, you press the Num-lock key. When the mode is off, the Num-lock light is off, and the characters *Pos* in the position indicator of the status line aren't blinking. Since you will use the Arrow keys frequently when you use *WordPerfect*, you will probably want to leave this mode off.

If you are using a 101-key keyboard, on the other hand, you will probably want to leave the Num-lock mode on. On this keyboard, the control keys are duplicated between the typewriter keys and the numeric pad. Then, if you keep the Num-lock mode on, you can use the control pad for control functions and the numeric pad for numeric entries.

The Insert key is used to toggle between *insert mode* and *typeover mode*. These two editing modes affect how text is inserted into your document. When you start *WordPerfect*, it is in insert mode, and this is the mode you'll use most of the time. In insert mode, the text that you type is inserted into the text by pushing the existing characters to the right.

The 84-key keyboard

Note that the control keys and the numeric keys are combined in a single pad to the right of the typewriter keyboard. To use the numeric keys in the numeric pad, Numeric Lock (Num-lock) must be on. To use the control keys in the numeric pad, Numeric Lock must be off.



The 101-key keyboard

Note that a separate set of control keys are located between the typewriter keys and the numeric pad. But the numeric pad still includes a second set of control keys. As a result, you still have to turn Numeric Lock (Num-lock) on if you want to enter numbers with the numeric pad. If you keep it on, you can use the control key pad for all control operations and the numeric pad for all data entry.

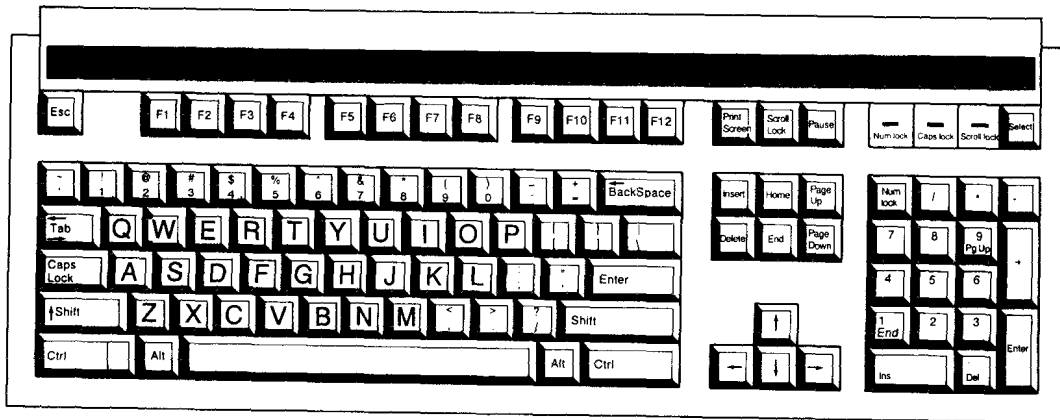


Figure 1-4 The 84-key and 101-key keyboards

Key	Function
Caps-lock	Turns Caps-lock mode on and off. If Caps-lock is on, the Caps-lock light is on, and the position indicator in the status line is displayed in capital letters (POS). Then, all the letter keys you strike appear as capital letters.
Tab	Indents the first line of a paragraph.
Enter	Ends a paragraph or ends an entry that is required by <i>WordPerfect</i> .
Backspace	Deletes the character to the left of the cursor.
Delete	Deletes the character at the cursor.
Arrow keys	Moves the cursor one character to the right or left, or moves the cursor one line up or down.
Num-lock	Turns Num-lock mode on and off. If Num-lock is on, the Num-lock light is on, and the position indicator (Pos) in the status line blinks. Then, when you use the numeric key pad, you get the number that's assigned to the key instead of the cursor control function that's assigned to the key.
Insert	Switches between Typeover and Insert modes. If Typeover mode is on, the word <i>Typeover</i> appears on the left side of the status line. Then, the characters you type overwrite the characters at the cursor. If Insert mode is on, the characters you type are inserted at the cursor.

Figure 1-5 Control keys that affect *WordPerfect* operations

When you press the Insert key, you switch to *typeover mode*. In this mode, your Edit screen displays the word *Typeover* on the left side of the status line at the bottom of the screen. Then, the text that you type will overwrite and replace the existing characters.

Once you understand how the Arrow keys and the two text editing modes work, you should be able to correct mistakes anywhere in your document. Just use the Arrow keys to move the cursor to where you want to start editing. Then, use the Delete key or the Backspace key to delete any characters you don't want. Next, use insert or typeover mode to type new characters into the document.

In the next unit, you'll learn how to use other keystrokes to move the cursor around your document more efficiently. And you'll learn how to delete text more efficiently. But for now, the Arrow keys, the Backspace key, and the Delete key are the only keys you need to know how to use.

How to enter the first portion of the letter into *WordPerfect*

If you're creating the letter shown in figure 1-1 as you read this unit, take the time now to enter the keystrokes as shown in figure 1-6. This figure shows all

```
{Tab}{Tab}{Tab}{Tab}{Tab}August 20, 1992{Enter}
{Enter}
Tim McCrystle{Enter}
107 Merring Ct.{Enter}
Sacramento, CA 95864{Enter}
{Enter}
Dear Tim:{Enter}
{Enter}
{Tab}Thanks for asking about our PC books. I've enclosed a catalog that describes them all in
detail. As you read through it, I hope you'll find something you can use right away.{Enter}
{Enter}
{Tab}So there's no risk to you, all our books are backed by our unconditional guarantee:{Enter}
{Enter}
```

Figure 1-6 The keystrokes for the first portion of the letter in figure 1-1

of the keystrokes required to enter the first portion of the letter. To start, press the Tab key several times so the date is located just past the center of the page. Although figure 1-6 shows that the key should be pressed five times, this depends on how *WordPerfect* has been set up on your PC. Later on, when you enter the signature block for the letter, you should use the same number of tabs that you used before the date.

After you type the date, press the Enter key to move the cursor to the next line. Then, press the Enter key again to skip a line. From this point on, type the keystrokes shown in figure 1-6 to finish the first portion of the letter. When you finish, your screen should look something like the one in figure 1-7. However, it won't look exactly the same unless your margins, tabs, and base font are set the same way they are for this example. I'll show you how to control those settings in unit 3.

When you type the first paragraph of the letter, you'll notice that you don't have to press the Enter key at the end of each line. Instead, *WordPerfect* automatically moves from the end of one line to the start of the next line. This is called *word wrap*. As a result, you only press the Enter key when you want to end a paragraph.

How to access and cancel *WordPerfect* commands

To enter the second portion of the letter in figure 1-1, you need to know how to use *WordPerfect* commands. Specifically, you need to know how to use the commands for indenting, underlining, and boldfacing. Also, when you complete the letter, you will need to know how to use the commands for printing the letter, saving the letter on the hard disk, and exiting from *WordPerfect*.