SHELLY & CASHMAN

LEARNING TO USE WORDPERFECT VP-PLANNER PLUS AND dBASE III PLUS

Learning to Use WordPerfect, VP-Planner Plus, and dBASE III PLUS

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Boyd & Fraser

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SHELLY AND CASHMAN TITLES FROM BOYD & FRASER

Computer Concepts
Computer Concepts with BASIC
ClassNotes and Study Guide to Accompany Computer Concepts and Computer Concepts with BASIC
Computer Concepts with Microcomputer Applications (Lotus® version)
Computer Concepts with Microcomputer Applications (VP-Planner Plus® version)
ClassNotes and Study Guide to Accompany Computer Concepts with Microcomputer Applications (VP-Planner Plus® and Lotus® versions)
Learning to Use WordPerfect® Lotus 1-2-3® and dBASE III PLUS®
ClassNotes and Study Guide to Accompany Learning to Use WordPerfect® Lotus 1-2-3® and dBASE III PLUS®
Learning to Use WordPerfect® VP-Planner Plus® and dBASE III PLUS®
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Learning to Use SuperCalc®3: An Introduction
Learning to Use dBASE III®: An Introduction
Learning to Use WordStar® 3.3: An Introduction
BASIC Programming for the IBM Personal Computer
Turbo Pascal Programming

FORTHCOMING SHELLY AND CASHMAN TITLES

RPG II and III Systems Analysis and Design

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PREFACE

Today over 20 million microcomputers are used in businesses, schools, and homes throughout the world. A new generation of software, commonly called application software, has been developed to use the power of these computers. The most widely used software applications are word processing, spreadsheet, and database; thus, respectively, this textbook includes detailed instructions on WordPerfect, VP-Planner Plus, and dBASE III PLUS.

This textbook assumes no previous experience with computers and is written with continuity, simplicity, and practicality in mind. After completing this textbook, students will be able to implement a wide variety of tasks using these three software packages.

ORGANIZATION OF THE TEXTBOOK

This textbook consists of two introductory chapters and six projects for *each* software package.

An Introduction to Computers This text begins with *Introduction to Computers*—coverage of computer hardware and software concepts important to first-time microcomputers users. These concepts include the functions of the computer and the components of a typical microcomputer system.

An Introduction to DOS To use a computer effectively, students need practical knowledge of operating systems. The second chapter in this text, therefore, is *Introduction to DOS*—an introduction to the most commonly used DOS commands—such as loading DOS, formatting a diskette, and copying files.

Six Problem-Oriented Projects for Each Application After presenting the basic microcomputer and DOS concepts, detailed instruction on each of the three software packages follows. This instruction is divided into six projects for each package. In each project students learn by way of the unique Shelly and Cashman problem-oriented approach, in which various problems are presented and then *thoroughly* explained in a step-by-step manner. Numerous, carefully labeled screens and keystroke sequences illustrate the exact sequence of operations necessary to solve the problems presented. Using this approach, students are visually guided as they enter the various commands and quickly learn how to use the software.

FEATURES

Companion Software Free educational versions of WordPerfect, VP-Planner Plus, and dBASE III PLUS are available to adopters of this text. Note that these revisions are *not* tutorials but *actual* applications software packages in their commercial form. The software is available for IBM Personal Computers and PS/2 series, and for IBM compatibles. More information on how adopters may receive this free software appears on page xv.

WordPerfect This educational version teaches the features of WordPerfect, but does not allow the production of usable academic or professional documents. Thus, certain changes that do not deter learning WordPerfect, but which guard against productive use, have been made to the free educational version:

- Documents on the screen can be as large as you desire, but saved documents must be 4K (about 4,000 characters).
- Data files created with the educational version can be imported to the commercial version and vice versa.
- Data files of any size can be printed through parallel printer port 1 without defining a printer.
- One font (excluding extended ASCII characters) can be supported.
- The characters *WPC appear randomly throughout printed documents.
- The educational version of the speller and thesaurus permits training on all the functions of these tools; but these tools cannot be used with any of your own documents due to diskette memory limitations.
- The Help function of the educational version presents the function-key template; as with the speller and thesaurus, memory limitations do not allow the complete help menus to be included on the educational version.

Except for these changes this educational version has the same functionality as the commercial version of WordPerfect 4.2. (Note that WordPerfect Corporation does not publish an educational version of WordPerfect 5.0.)

VP-Planner Plus This educational version provides a worksheet of 64 columns by 256 rows and does not allow creation of multidimensional arrays, but otherwise has the same capabilities as the commercial version of VP-Planner Plus.

dBASE III PLUS This educational version is limited to 31 records per database file, but otherwise has the same capabilities as the commercial version of dBASE.

End-of-Project Summaries Two helpful learning and review tools are included at the end of each project—the Project Summary and the Keystroke Summary. The Project Summary lists the key concepts covered in the project. The Keystroke Summary is an exact listing of each keystroke used to solve the project's problem.

Student Assignments An important feature of this textbook is the numerous and wide variety of Student Assignments provided at the end of each project. These assignments include the following: true/false questions; multiple choice questions; assignments that require students to write and/or explain various commands; a series of realistic problems for students to analyze and solve by applying what they have learned in the project, and minicases for the dBASE projects.

THE SUPPLEMENTS TO ACCOMPANY THIS TEXT

In addition to the educational software eight teaching and learning materials supplement this textbook. They are the Instructor's Manual, Test Bank, ProTest, Transparency Masters, Data Diskette, HyperGraphics, *Instructor's Manual to Accompany HyperGraphics*, and *ClassNotes and Study Guide*.

Instructor's Manual This manual includes Lesson Plans and Answers and Solutions. The Lesson Plans begin with chapter or project behavioral objectives. Next an overview of each chapter or project is included to help the instructor quickly review the purpose and key concepts. Detailed outlines of each chapter and/or project follow. These outlines are annotated with the page number of the textbook on which the outlined material is covered; notes, teaching tips, and additional activities that the instructor might use to embellish the lesson; and a key for using the Transparency Masters. Complete answers and solutions for the Students Assignments are included to ease course administration.

Test Bank This is a hard copy version of the test questions. It is comprised of three types of questions—true/false, multiple choice, and fill-in. Each project has approximately 50 true/false, 25 multiple choice, and 35 fill-ins. Answers to all of these test questions are included.

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ProTest This is Boyd & Fraser's computerized test generating system that is available free to adopters of this textbook. It includes all of the questions from the Test Bank included in the Instructor's Materials for this book. ProTest is an easy to use menu-driven package that provides instructor's testing flexibility and allows customizing of testing documents. For example, a user of ProTest can enter his or her own questions and can generate review sheets and answers keys. ProTest will run on any IBM PC, IBM PS/2, or IBM compatible systems with two diskette drives or a hard disk.

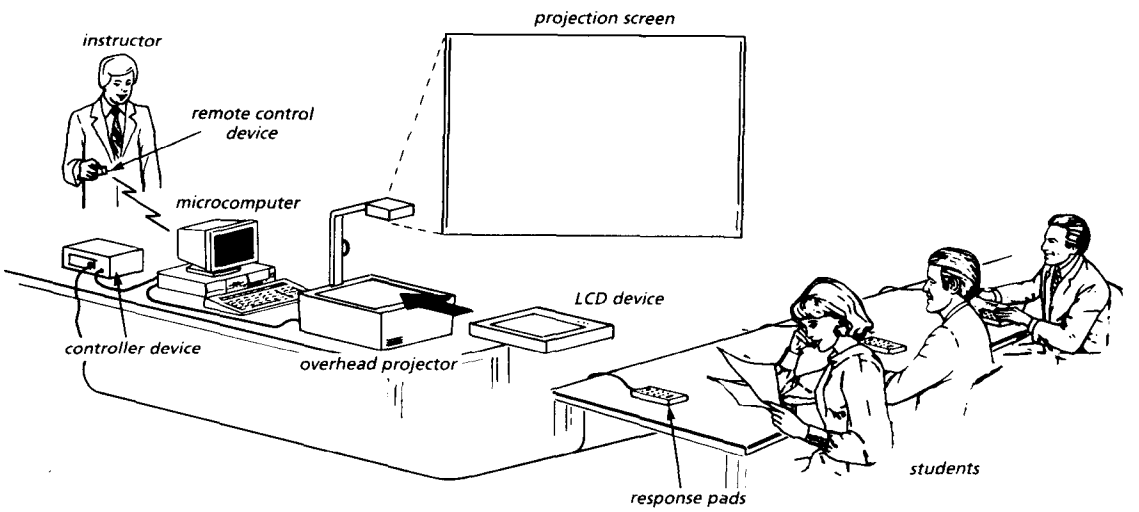
Transparency Masters A Transparency Master is included for *every* figure in the textbook.

Data Diskette This free supplement contains the letters and memos used to teach the WordPerfect projects, the project worksheets and Student Assignment worksheet solutions for WordPerfect, Lotus 1-2-3, and VP Planner PLUS, the databases that students will create and use in the dBASE minicases, and the data for the dBASE employee database example.

HyperGraphics® How instructors teach has changed very little in the last few decades. After all the flag waving about computer tutorials, CAI, and the like, we have learned that the human instructor is neither replaceable by a machine nor by someone who is untrained. HyperGraphics is a tool that acknowledges these facts.

What Is HyperGraphics? HyperGraphics is an instructional delivery system; it is a piece of software that presents all of the Shelly and Cashman textbook content with the use of graphics, color, animation, and interactivity. It is a powerful software tool that enhances classroom instruction. It is a state-of-the-art, computer-based teaching and learning environment that promotes interactive learning and self-study.

What Hardware Do You Need for HyperGraphics? You need three pieces of hardware to run HyperGraphics; two additional pieces are optional.



1. An IBM Personal Computer or PS/2 Series computer (or compatible) with a standard CGA graphics card.
2. A standard overhead projector and projection screen.
3. A standard projection device, such as a color projector or a liquid crystal display (LCD), that fits on the projection area of the overhead projector. The projection device is connected to the personal computer, resulting in the projection of the computer's screen.
4. A hand-held remote control device (*optional*), that allows the instructor to navigate throughout the presentation materials and still move freely around the classroom.
5. A set of at least eight response pads (*optional*), small pads consisting of 10 digit keys, that can be pressed to indicate a student's response. (These pads are linked to the microcomputer by a controller device.)

How Does the Instructor Use HyperGraphics? HyperGraphics is very easy to use. The instructor presses the appropriate keys on the hand-held remote control device or the keyboard and thereby controls the screen display. This display is projected through the LCD to the overhead projector. The instructor has complete control over the order and pacing of how the lessons are taught. By pushing one or more keys he or she can do such things as:

- View and select from the lesson menu
- Deliver the lesson's instructional materials in sequence
- Repeat any portion of a lesson to reinforce or review material
- Move ahead to specific portions of the lesson
- View the chapter objectives at any time
- View one or more questions about the lesson at any time
- Have students respond to one or more questions via the response pads
- Log students' responses to questions
- Randomly select students to respond to a question
- End a lesson
- Return directly to that point in the lesson where he or she stopped in the previous class meeting

What Are the Benefits of Using the Student Response Pads? Instructors have never before had the opportunity to assess student comprehension and retention of class instruction immediately and accurately. They can now do so if they use HyperGraphics with the student response pads.

For example, suppose the instructor presents a multiple choice question on the screen at the end of a segment of a lesson. Students will see an indication light illuminate on their response pads, and they'll have a period of time (controlled by the instructor) to press the button corresponding to the answer of their choice. The answers are tabulated by the microcomputer, and an optional aggregate bar chart of the answers selected is immediately available for viewing by the entire class. Each student's answer is also available on disk for later analysis or review. Thus, the progress of the entire class as well as each student can be tracked throughout the course.

Using these response pads results in substantial and *measurable* benefits to instructors as well as to students. The pads provide a rich teaching and learning experience and actively promote student participation.

What Does HyperGraphics Cost? HyperGraphics is *free* to adopters of this textbook. The only cost is for the computer and the projection device and screen, equipment that most educational institutions already possess. (Student response pads and the controller device are available at an extra charge.) HyperGraphics revolutionizes classroom instruction. It brings classroom instruction alive through graphic imagery and interactivity, and it can provide immediate and direct feedback to students and instructors.

Instructor's Manual to Accompany HyperGraphics This manual contains teaching tips and guidelines for enhancing your classroom instruction using HyperGraphics. Easy-to-follow installation instructions are also included.

ClassNotes and Study Guide The active learning experience of HyperGraphics can also be promoted if students purchase this supplement. As its title suggests, the *ClassNotes and Study Guide* serves three purposes. First, it relieves students from laborious and tedious notetaking responsibilities, freeing them to concentrate on the instruction. Second, if used with HyperGraphics, it provides an active learning experience for students to fill in key terms and key concepts during classroom instruction. Third, used without HyperGraphics this supplement provides a chance for students to review and study independently, as they can with traditional study guides.

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Introduction to Computers

Introduction to Computers

OBJECTIVES

- Define computer and discuss the four basic computer operations: input, processing, output and storage.
- Define data and information.
- Explain the principal components of the computer and their use.
- Describe the use and handling of diskettes and hard disks.
- Discuss computer software and explain the difference between application software and system software.

The computer is an integral part of the daily lives of most individuals. Small computers, called microcomputers or personal computers (Figure 1), have made computing available to almost everyone. Thus, your ability to understand and use a computer is rapidly becoming an important skill. This book teaches you how to use a computer by teaching you how to use software applications. Before you learn about the application software, however, you must understand what a computer is, the components of a computer, and the types of software used on computers. These topics are explained in this Introduction.

FIGURE 1
Microcomputers: The IBM PS/2 Model 30 (left) and Compaq Deskpro 386S (right) are two examples of popular microcomputer systems.

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