

Jean Gonzalez
Ric Williams



November 8, 19--

Bill Durham
Marketing Manager
Shangri-La Computing
431 Howard Avenue
Santa Cruz, CA 93583

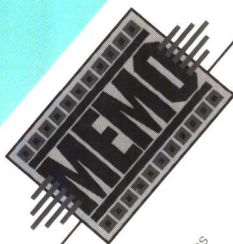
Dear Mr. Durham:

Are you satisfied with the image your company
show? If not, have you ever considered allow
makers create your exhibit?

The **Exhibit Place** is a company that
exhibits. Not only does the **Exhibit**
an exhibit that will present your
the most appealing manner
your job easier by eliminat

The **Exhibit Place** is
mean that you have

- 1) Designers
- 2) Graph
- 3) Com
- 4)



TO: All New Employees
FROM: Karen Clark
Assistant to the Administrative
DATE: June 21, 1990
SUBJECT: Exhibit Place Organization
Congratulations on being accept
(EP) family. EP employees are
leaders in exhibitions exhibit
have won awards around the
firm for companies unable
programs on sales literatu
are as follows:

President
Direct
D

ADMINISTRATION DEPART
FIRST ANNUAL UGLY TIE

HEY YOU GUYS!
Who do you think has the ugliest tie
Department?
NOW IS YOUR OPPORTUNITY
Dig up your old, unspeakable, hopeles
from the bottom of your closet. We w
xerox machine for c
as many times as you like. On ju
who own
MS. STRONGMAN WIT

Beginning WordPerfect 5.1

Data Disk Included

Beginning WordPerfect 5.1

Jean Gonzalez & Ric Williams



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Beginning WordPerfect 5.1

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Preface

Beginning WordPerfect 5.1 addresses the need for a text/tutorial that can help students combine basic word processing skills with practical business applications. The methodology, design, and applications have been developed from our combined teaching and real-world experiences.

This WordPerfect 5.1 text/tutorial provides specific, step-by-step instructions for using WordPerfect 5.1 to create letters, memos, and reports similar to those that are created in business. We designed these documents to enhance your student's ability to work with common business styles, understand word processing concepts, and use the beginning features of WordPerfect 5.1 to its full advantage.

Organization of the Text

WordPerfect 5.1 is a powerful word processing program with many features such as footnotes, macros, headers, spelling checker, thesaurus, automatic references, tables, search and replace, and mail merge. To blend these features into a single, basic course, *Beginning WordPerfect 5.1* presents ten chapters with ten business applications around which the tutorial is written. Each chapter introduces a complete business document and provides a tutorial that steps the student through the entire creation of the business document. Each chapter builds upon the preceding one, so that all of the commands and concepts are presented in a spiral approach.

To give the business documents a sense of purpose and continuity, we have developed a fictional business: **The Exhibit Place**, a company that coordinates exhibits and trade shows and develops marketing literature and programs for other companies. All of the applications and documents in this book reflect the correspondence, reports, memos, press releases, resumes, invoices, and articles to and from the employees of The Exhibit Place.

Chapter Organization

Each chapter contains numerous learning tools to enhance a students' ability to become a proficient user of the software. Ease of use and learning were our number one concerns as we designed and wrote these text/tutorials. To help the novice users, we created a format that would help instructors and students alike. Each book in the series has a distinctive chapter organization containing numerous learning tools and features.

Learning Tools and Features

A **full document print-out** that the student will create begins each chapter. We found that learning and comprehension is increased when the student can actually see what they will be creating.

Chapter Objectives list what the student will master at the completion of each chapter.

WordPerfect 5.1 commands list the specific commands that will be taught and used to create the application.

Overview of the concepts and commands in the tutorials are presented in a descriptive/narrative fashion to prepare the student for the full tutorial.

Tutorial with a Student Data disk leads the student in numbered, step-by-step interactive fashion to create the document shown on the opening section of each chapter. Each tutorial is organized around six important steps required for creating a document:

1. *Setting up.* These instructions help students start WordPerfect and ensure that they have the lesson files they need to complete the tutorial.
2. *Formatting.* These instructions provide all the special formatting requirements for the document, such as margin settings, spacing instructions, and tab stops.
3. *Keyboarding.* These instructions list all the commands and key-strokes that students need in order to enter the text.
4. *Saving.* These instructions detail the steps for saving the document and stress proper methods for saving and naming documents so that they can be quickly found again.
5. *Printing.* These instructions provide printing details. Students will print every document they create, just as they would in real-world business situations.
6. *Exiting.* These instructions help students clear the screen to start another document or leave WordPerfect entirely.

Summary presents a review of all of the commands introduced in the tutorial.

Key Terms list the important words and commands in the chapter.

Review Questions tap the conceptual information and instructions about the software.

Applications for drill and practice reinforcement are the heart of this text series. Each chapter has four to six complete applications for the student to create, edit and or modify. Many of these applications are partially done on the Student Data disk that accompanies each text.

Advanced Skills is an optional section at the end of each chapter that provides more challenge for students who are interested in greater mastery of the software. Advanced Skills carries its own set of Key Terms, Review questions, and Applications.

On Your Own, a composing-at-the-keyboard activity, gives the student an opportunity to respond in writing to a case situation related to The Exhibit Place.

By focusing on the Overview and Tutorial, beginning students can become competent using WordPerfect; for those somewhat familiar with word processing concepts, studying the Advanced Skills will help them master the program quickly.

Requirements

This book is designed to teach WordPerfect 5.1 on an IBM PC, XT, AT, PS/2 or compatible computer with a minimum of 512K memory. To make the applications appear exactly as shown in this book, students need access to a Hewlett-Packard LaserJet Series II printer. If students have access to a different printer, you can still successfully use this book—simply inform students that their documents will appear slightly, but not substantially, different from the ones shown in the book.

Instructor's Guide

To help your WordPerfect 5.1 class succeed, we provide an Instructor's Guide that contains suggestions for software installation, lecture outlines, additional applications, answers to chapter review questions, and a testbank.

Businesses rely so heavily on word processing systems to get the job done that people who understand how to use them are valuable in today's work world. To help students create career opportunities for themselves, we designed this book to simulate the actual work environment as much as possible, and we have provided competency-based tests to measure students' proficiency.

Complete Curriculum

Beginning WordPerfect 5.1 is designed as part of a comprehensive curriculum for using word processing in business:

Keyboarding with WordPerfect 5.1 focuses on keyboarding skills and elementary WordPerfect 5.1 commands.

- *Beginning WordPerfect 5.1* presents basic Word Perfect 5.1 commands and applications.
- *Advanced WordPerfect 5.1* covers commands and skills for completing complex business documents.
- *Desktop Publishing with WordPerfect 5.1* focuses on desktop publishing commands, skills, and applications.

Using these text/tutorials, you will have a complete curriculum from keyboarding to calculating invoices and designing attractive page layouts.

Acknowledgements

We are indebted to a large number of business people and teaching colleagues who assisted us in developing the content and format for this series. We especially appreciate the help received from reviewers Barbara Howard, Northern Virginia Community College; Lorraine Laby, Santa Rosa Junior College; Nelda Shelton, Tarrant County Junior College; Becky Briggs, Bunker Hill Community College; Gloria McKinnon, Butte College; Connie Pechak, software writer and trainer; Mick Winter, computer consultant; Harry Hoffman, Miami-Dade Community College; Mary Auvil, Ohlone College; Nora Wilson, Cabrillo College; Aileen Fugita, Cabrillo College; and Yoshiko Izumi; and from the students who classroom-tested drafts of this manuscript, and from the editors who did countless accuracy checks. We are also indebted to the editors and project managers at BMR: Susan Nelle, series concept development; Christine Hunsicker, Project Editor; Matthew Lusher, and Melanie Field, who worked tirelessly to review and develop the concept for this series.

Contents

Preface xi

CHAPTER 1

Single Page Letter

Chapter Objectives 1

WordPerfect Commands 1

Overview 2

The Edit Screen 2

The WordPerfect Keyboard 5

Formatting Text with Defaults 9

Printing a Document 9

Saving Files 10

Tutorial 11

Setting Cursor Measurement 11; Setting Rows and Columns 11; Enter Key 13; Word Wrap 13; Deleting a Hard Return 14; Scrolling 15; Getting Help 15; Printing 17; Saving and Exiting 17

Summary 18

Chapter Review 18

Key Terms 18

Review Questions 19

Applications 19

Advanced Skills 23

DOS Path Command 23; DOS Prompt 23; Advanced Review Questions 23; Advanced Applications 24

On Your Own 24

CHAPTER 2

Editing the Single Page Letter

Chapter Objectives 27

WordPerfect Commands 27

Overview 28

Tutorial 32

Turn on Justification 32; Change Margins 33; Tab Key 34; Save Text 35; Deleting Characters 35; Insert 35; Move Word Right 36; Typeover 36;

Delete Word Left 36; Delete Word Right; Delete
Line 37; Undelete 37; Printing 38; Saving/Writing 38

Summary 39

Chapter Review

Key Terms 39

Review Questions 39

Applications 40

Advanced Skills 45

Faster Return to Edit Screen from Menus 45

Advanced Applications 46

On Your Own 48

CHAPTER 3

Single Page News Release

Chapter Objectives 51

WordPerfect Commands 51

Overview 52

The Format Page Option 52

Date Command and Capitals Lock 52

Spell-Checking 52

A New Way to Save 54

Retrieving a Document 54

Tutorial 54

Change Justification Defaults 55; Change Top and
Bottom Margins 56; Caps Lock 57; Double Space
Text 58; Date Text 58; Save and Clear 59; Retrieve a
Document 60; Spell Check 60; Save a Revised
Document 62

Summary 63

Chapter Review 63

Key Terms 63

Review Questions 63

Applications 64

Advanced Skills 67

Advanced Line Spacing 67; Mastering the Spell
Checker 67; Checking the Spelling of a Page of Text 68;
Counting Words 68; Looking Up Words 68; Advanced
Key Terms 69; Advanced Review Questions 69;
Advanced Applications 70

On Your Own 70

CHAPTER

4

Organization Memo

Chapter Objectives 73

WordPerfect Commands 73

Overview 74

The Reveal Codes Screen 74

Backing Up Documents 75

Tutorial 77

Turn Automatic Back-up On 77; Turn Original

Document Back- up On 78; Date Text 79; Underline

Text 79; Center Text 80; Boldface Text 80; Save the File

81; Delete Format Commands with Reveal Codes 81;

Print Multiple Copies 82;

Summary 82**Chapter Review 83**

Key Terms 83

Review Questions 83

Applications 83

Advanced Skills 87

The Control Printer Screen 88; Advanced Key

Terms 90; Advanced Review Questions 90; Advanced

Applications 91

On Your Own 91

CHAPTER

5

Two Page Company Memorandum

Chapter Objectives 93

WordPerfect Commands 93

Overview 94

The Block and Move Commands 95

Formatting Paragraphs With the Indent Key 96

Hard and Soft Page Breaks 96

Saving a File Under a Different Name 97

Tutorial 97

Retrieve With List Files 98; Center Existing Text 99;

Underline Existing Text 99; Hanging Indent 100;

Moving Text 101; Copy Text 102; Save and Rename a

File 102; Hard Page Break 105; Print One Page 105

Summary 106

Chapter Review 106

Key Terms 106

Review Questions 107

Applications 107

Advanced Skills 108

Advanced Key Terms 110; Advanced Review

Questions 110; Advanced Applications 110

On Your Own 110

CHAPTER

6

Multiple-Page Proposal to a Customer

Chapter Objectives 113

WordPerfect Commands 113

Overview 114

Advanced Cursor Movement 114

Automatic Page Numbering 115

Page Headers and Footers 115

Viewing the Document 116

Centering, Double Indenting and Deleting

Paragraphs 116

Printing Files From List Files 117

Tutorial

Centering Multiple Lines 118; Double Indent 118;

Cursor to Beginning 119; Cursor to End 119; Gray +

and - Keys 119; PgUp and PgDn 119; Headers 119;

View Document 120; Automatic Page Numbers 120;

Suppress Header and Page Number on First Page 121;

Hard Page Breaks 122, Delete Hard Page Breaks 122;

Delete Blocks 123; Print From List Files 124

Summary 125**Chapter Review 125**

Key Terms 125

Review Questions 125

Applications 126

Advanced Skills 127

Combining Headers and Page Numbers 127; Creating

Footers 128; Using Headers and Footers Together 129;

Using the Go To Command 130; Advanced Key

Terms 131; Advanced Review Questions 131; Advanced

Applications 131

On Your Own 132

CHAPTER 7

Multiple-Page Proposal to a Customer, Continued

Chapter Objectives 135

WordPerfect Commands 135

Overview 136

Keeping Track of References 136

Using the Search Key to Find and Replace Text 136

Hyphenating Your Document 136

Preventing Widows and Orphans 137

Finding the Right Word With the Thesaurus 137

Blocking Text Quickly 137

Tutorial 138

Speed Blocking 138; Cross-Reference 139; Search Key 140; Search and Replace 141; Automatic Hyphenation 142; Widow/Orphan Protection 143; Thesaurus 144; Edit the Header 145; Search For Codes 146

Summary 147

Chapter Review 147

Key Terms 147

Review Questions 147

Applications 148

Advanced Skills 148

Increasing the Amount of Hyphenation 150; Mastering the Thesaurus 150; Advanced Key Terms 152; Advanced Review Questions 152; Advanced Applications 152

On Your Own 152

CHAPTER 8

Memorandum Headings

Chapter Objectives 155

WordPerfect Commands 155

Overview 156

Entering a Date Code 156

Placing New Tab Stops 156

Creating Macros 158

Tutorial 159

Set Tabs 159; Using Tab Stops 160; Date Code 160; Reset Tabs 161; Using Center Tabs 161; Return to Default Settings 162; Create Macro 163; Create Heading 164; Create Date Code 165; Set Default Tabs 165; Turn Macro Off 165; Using a Macro 165

Summary 166

Chapter Review 166

Key Terms 166

Review Questions 166

Applications 167

Advanced Skills 168

Using Tab Align 169; Editing Aligned Text 170; Creating a Table 172; Advanced Key Terms 173; Advanced Review Questions 173; Advanced Applications 173

On Your Own 174**CHAPTER 9****Resume**

Chapter Objectives 177

WordPerfect Commands 177

Overview 178

Inserting Text From One Document to Another 178

Finding Files With File and Look 179

Flush Right, Double Underlining, and Bullets 179

Tutorial 180

Underline Spaces and Tabs 181; Change Tabs 181;

Drawing a Double Underline With Tabs 182; Type Flush

Right 183; Switch Text to Upper Case 183; Switch to a

Second Edit Screen 184; List Files Find 184; List Files

Look Option 185; Copy Block to Another Document

186; Close the Second Document 186; Format Text 187;

Graphic Bullets 188; Enter the Tab Ruler 188

Summary 189**Chapter Review 190**

Key Terms 190

Review Questions 190

Applications 190

Advanced Skills 192

Limit the Search to the First Page 192; Limit the Search to the Document Summary 192; Limiting the Dates to be Searched 193; Resetting Search Conditions 194;

Undoing a Search 194; Advanced Key Terms 194;

Advanced Review Questions 195; Advanced

Applications 195

On Your Own 195

CHAPTER

10**Merging Letters**

Chapter Objectives 197

WordPerfect Commands 197

Overview 198

Merging With Fields and Records 198

Tutorial 200

The Primary File 200; Change Top Margin 200; Change
Left and Right Margins 200; Enter Date 200; Enter Field
201; Enter Field Codes 201; The Secondary File 203;
Save Secondary File and Clear Screen 203; Merging
Letters 204

Summary 204**Chapter Review 205**

Key Terms 205

Review Questions 205

Applications 205

Advanced Skills 211

Stopping a Merge 211; Rewriting the Screen 212;
Advanced Key Terms 214; Advanced Review Questions
214; Advanced Applications 215

On Your Own 215

APPENDIX A

Using Pull-Down Menus and the Mouse 217

APPENDIX B

Starting WordPerfect 5.1 on a Two-Floppy-Disk System 223

APPENDIX C

Starting WordPerfect 5.1 on a Hard Disk 225

APPENDIX D

WordPerfect 5.1 Command Summary 227**Index 231**

C H A 1 T E R










Single-Page Letter

Chapter Objectives

After completing the letter in this chapter, you will be able to:

1. Create, print, and save a document.
2. Move through the document using simple cursor movement keys.
3. Identify and use important keys on the keyboard.
4. Use the on-screen help menus.
5. List and explain basic WordPerfect default settings.

WordPerfect Commands

	Cursor right
	Cursor left
	Cursor up
	Cursor down
	Delete
	Enter
	Help
 1	Print a document
 Y, Y	Save a document and exit WordPerfect

Overview

Word processors help you create and manipulate written text. Traditionally, people have used typewriters, pens, scissors, and tape to create documents, but with a word processor, you can input and rearrange text on a computer.

The main difference between a computer and a typewriter is that the computer can store your work electronically so that you can return to it later and delete, insert, or move text on the screen after it is typed. This means that no matter how many drafts of a memo or letter you create, you usually have to type most of the text only once.

The most popular business word processor is WordPerfect. WordPerfect was designed by a group of students like yourself who were asked by developers to devise the “ideal” word processor to help them produce their school papers. The result was WordPerfect—the most powerful and easy-to-use word processing program available for IBM microcomputers and their compatibles.

Using WordPerfect is easy. WordPerfect developers felt that when you start working, you want to create your document immediately and not have to worry about a lot of computer commands. As a result, when you start using WordPerfect, you will see the *edit screen*, shown in Figure 1.1, on the computer screen.

Let’s now take a few minutes to look at the edit screen.

The Edit Screen

The edit screen is where you type text. It shows you about a third of a page of text. While a regular 8-1/2" x 11" sheet of paper is 66 lines (11")

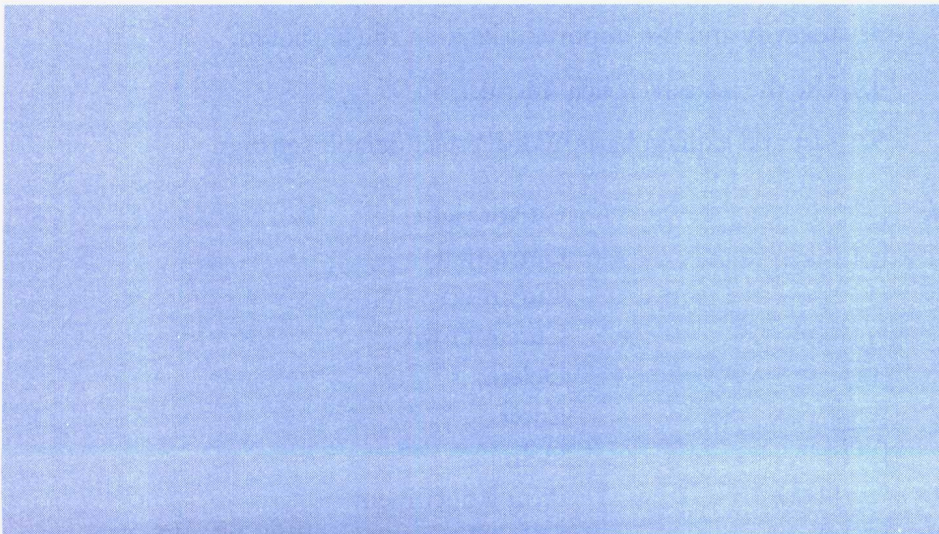
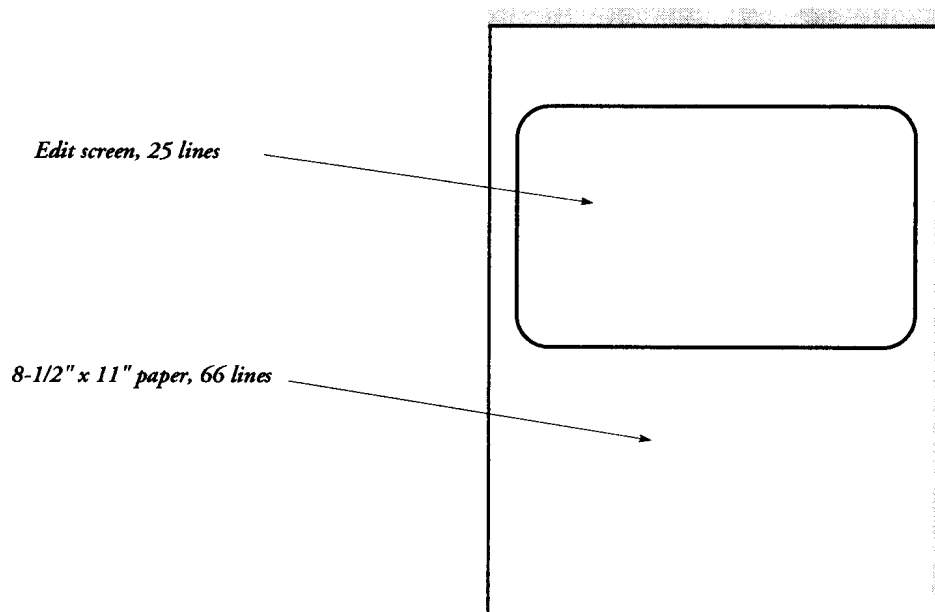


FIGURE 1.1
The WordPerfect edit screen.

FIGURE 1.2 *The edit screen displays 25 lines. Because the WordPerfect status line requires one line, you are able to view 24 lines of your document.*



long, note that WordPerfect displays only 24 lines of text (see Figure 1.2). For this reason, the edit screen is also called the document *window*.

When you start, the edit screen is blank except for a line of information in the lower-right corner called the *status line*. The status line is WordPerfect's way of telling you where the *cursor* (the small blinking dash) is on the page. The cursor marks the position where the next character you type will appear. In Figure 1.1, the cursor is on the first document, page 1, line 1, and 10 spaces (1") from the left edge of the page (Pos). (Pos tells you the position of the cursor on a line). You should be aware that WordPerfect calculates the top margin for you automatically when it displays the cursor on *line 1*. On a piece of paper, line 1 is the first line you type beneath a one-inch margin; for example, Figure 1.3 shows where a cursor (Ln 1 Pos 10) would be on paper, along with WordPerfect's standard defaults.

WordPerfect can display the location of the cursor on your page in two different ways:

1. With lines and columns.
2. With inches.

At the factory, WordPerfect is set to display cursor location in terms of inches; however, in this book, we show you how to set WordPerfect