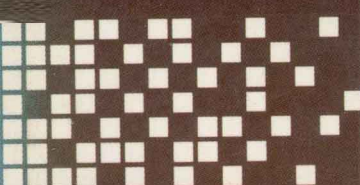
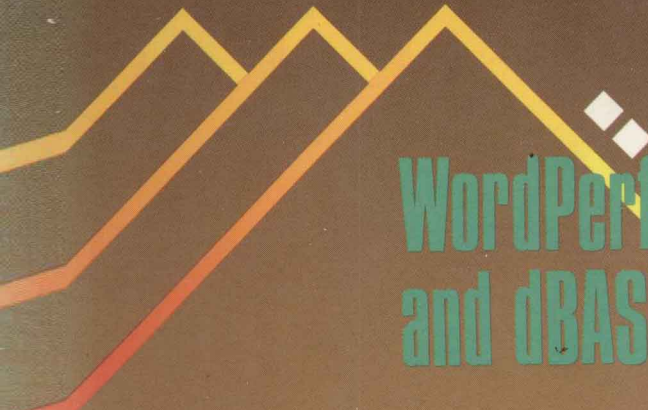


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USING APPLICATION SOFTWARE!



WordPerfect, VP-Planner
and dBASE III PLUS



KEIKO PITZER

USING APPLICATION SOFTWARE:

***WordPerfect
VP-Planner
dBASE III PLUS***

Keiko M. Pitter



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Materials and Requirements for Use of this Package

Using Application Software consists of this manual and software diskettes for the following commercial application packages:

- WordPerfect (one diskette)
- VP-Planner (one diskette)
- dBASE III PLUS (two diskettes).

To use the software, you will need an IBM PC (or compatible) microcomputer with at least 256 K of memory and two disk drives. You also should have a printer available to output documents you will create in completing assignments included in this manual.

Before you start using the software, you also should have a formatted diskette of your own. This diskette is to be used to record and store the data that you generate as you complete the assignments in this manual.

Be sure that you have all of the provided diskettes and your own data diskette ready for use before you begin assignments involving use of a microcomputer.

Preface

This manual was first published in 1984 as *Using Microcomputers: An IBM PC Lab Manual*. It was designed for use in the lab of a microcomputer applications course or as a supplement in an introductory computer course. It presented several then-popular software programs spanning applications of word processing (WordStar), spreadsheet (VisiCalc and LOTUS 1-2-3), and file management (PFS:File), in a manner that reduced greatly the need for instructor intervention to assist students.

As time passes, however, some interesting phenomena occur in Computerdom. For one thing, software comes and goes. VisiCalc has become a thing of the past, whereas dBASE is gaining popularity. Then, there is always the problem of a software vendor coming out with a newer version of software, called an upgrade. The second edition of this manual, *Using IBM Microcomputers: Second Edition*, published in 1986, took these factors into consideration and featured WordStar, dBASE III Plus, and LOTUS 1-2-3 Release 2.

My goal always has been to teach the most popular software packages in their latest versions so that a student may gain a marketable skill. Thus, in this newest version of the manual, WordPerfect 4.2 is used for word processing, VP-Planner for spreadsheet, and dBASE III PLUS for file management. The manual also takes advantage of educational versions of these software packages that are made available through the efforts of Mitchell Publishing, Inc. These educational versions of commercial software are not tutorials. They are the actual working copies of the software that may be limited in certain capabilities, such as in the number of pages a document may produce.

MANUAL DESIGN

The manual answers most questions asked by students in a manner which is neither too technical nor too elementary. It uses many screen displays and is written so that students either are told or shown, at every step, what response to expect from the computer and what entries to make next. Wherever possible, the reason for the response or the entry is given. Intermittently, PRACTICE TIME exercises are given to test the student's understanding of the material. The solutions for these are not given. If a student cannot successfully complete any one of the exercises, he/she should review the material given immediately before the exercise.

SPECIAL FEATURES

The strengths of this book include:

- It contains keystroke-by-keystroke instructions.
- It is written for the beginner.
- It is practical—covering the most popular software packages.
- Its modular format is adjustable to any course.
- It is a complete package, including software disks students can keep.
- It is well illustrated.
- It includes interesting applications.
- It is flexible—it can be a supplement or core text.

SOFTWARE REQUIREMENTS

For the first module in the manual, each student needs a disk containing DOS (Disk Operating System) and a scratch disk. A scratch disk is a disk that either is blank or contains information no longer needed.

Three software packages are covered in this manual: Module 2 discusses WordPerfect 4.2 for word processing; Module 3 discusses VP-Planner for electronic spreadsheet; and Module 4 discusses dBASE III PLUS, a powerful relational database management system. For each module, the student needs the accompanying disks that contain the educational versions of the software and at least one scratch disk that has been formatted.

HARDWARE REQUIREMENTS

The hardware configuration required is an IBM PC with 256K bytes of RAM memory (384K if you are using dBASE III Plus with DOS version 3.0 or higher). Also required are a monochrome or color monitor, two floppy disk drives, and either a printer or access to an IBM PC with a printer.

LAB SESSION STRUCTURE

Everyone using the manual should go through Module 1 first. Its purpose is to acquaint the student with the microcomputer and give him/her confidence in the use. After that, it is up to each individual (or instructor) to decide which modules to study, and in what order. Each module is completely independent of the others. Each consists of lab lessons, exercises and projects for students to do on their own, and a summary of commands.

ACKNOWLEDGEMENTS

I extend much gratitude to the staff at Mitchell Publishing, Inc., particularly Erika Berg and Raleigh Wilson, for encouraging me and trusting me with this project. Above all, Santa Claus should be good to my children, Greg and Jackie, who put up with the mother who never had time.

Keiko Pitter
Reno, Nevada

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This software is for use only in conjunction with said adopted textbook and the duplicated software diskettes will be used only by students enrolled in courses where said textbook is being used.

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