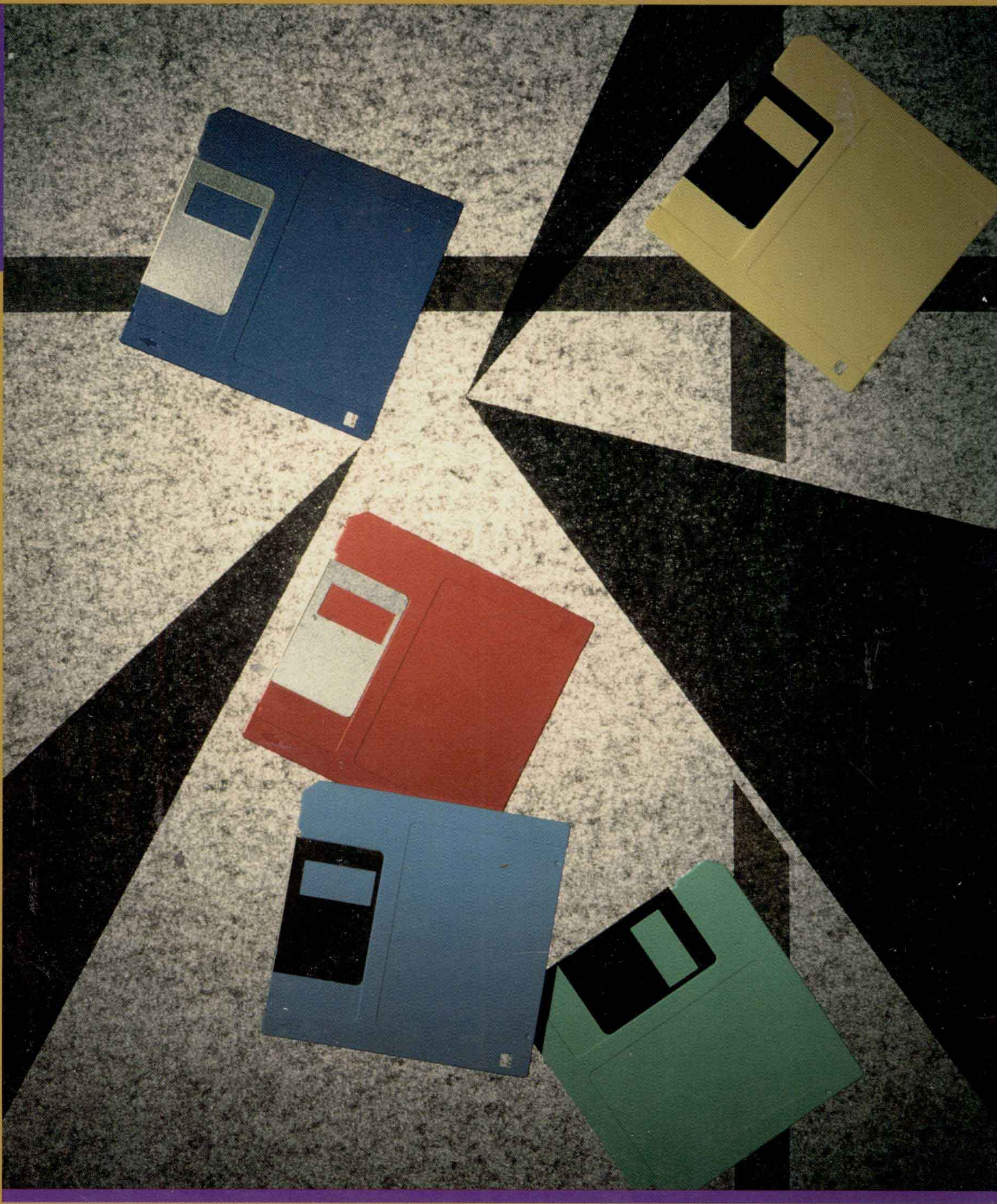
IRWIN
ADVANTAGE
SERIES FOR
COMPUTER
EDUCATION

HUTCHINSON

SAWYER

COULTHARD



WordPerfect 5.1

WORDPERFECT® 5.1

Sarah E. Hutchinson
Stacey C. Sawyer
Glen J. Coulthard

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THE IRWIN ADVANTAGE SERIES
FOR COMPUTER EDUCATION

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USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should work through the short-answer and hands-on exercises appearing at the end of each session.

The exercises and examples in this guide use several standard conventions to indicate menu instructions, keystroke combinations, and command instructions.

MENU INSTRUCTIONS

When you need to execute a command from a menu, the tutorial's instruction line uses a comma to separate the menu options. For example, the command for changing margins is shown as:

CHOOSE: Line, Margins

This instruction tells you to press the L key to choose the Line option and then press the M key to choose the Margins option. Keys separated by commas are not pressed at the same time.

KEYSTROKES AND KEYSTROKE COMBINATIONS

When you must press two keys together, the tutorial's instruction line shows the keys joined with a plus sign (+). For example, to use the FORMAT command in WordPerfect, hold down Shift and then press F8. The instruction for using the FORMAT command is shown as:

PRESS: Shift+F8

Once both keys have been pressed, they are then immediately released.

COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: `George Washington`

When you are required to enter unique information, such as the current date or your name, the instructions appear in italics. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *`your name`*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface.

SELECT: *the cursor-movement keys to highlight the print range*

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SESSION 1

WORDPERFECT FUNDAMENTALS

You begin typing a letter. Perhaps you're an expert typist, perhaps not. You pay close attention, think you've done well, finish the task—and then you check your work, hoping to see no mistakes. No such luck. You have to start all over again. So much for your good mood.

But that's only if you used a simple typewriter. Using a computer and word processing software such as WordPerfect, you're still close to success. This session teaches you to write, edit, save, retrieve, and print WordPerfect text.

PREVIEW

When you have completed this session, you will be able to:

Describe the document cycle.

•

Create a document.

•

Save and retrieve a document.

•

Edit a document and reveal codes.

•

Print a document.

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SESSION OUTLINE

- Why Is This Session Important?
- Overview of WordPerfect
    - Entering Text
    - Editing Text
    - Spell-Checking and the Thesaurus
    - Formatting
    - Printing
    - Merging
- Loading WordPerfect
- The WordPerfect Screen
- Using the Function Keys
- Using the Pull-Down Menus
    - Using a Mouse
- The Cancel Key (F1)
- Using Help (F3)
- Creating a Document
    - Inserting Text: Insert Versus Typeover
    - Deleting Text: Delete Versus Backspace
    - Word Wrap
- Saving Your Work
    - Saving a Document (F10)
    - Saving a Document More Than Once (F10)
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    - Inserting Text and Deleting Text
    - Adding Text to the Bottom of the Document
- Revealing Codes (Alt+F3) or (F11)
- Saving the Revised Document Under a Different Name
- Printing a Document (Shift+F7)
- Exiting WordPerfect
- Summary
    - Command Summary
- Key Terms
- Exercises
    - Short Answer
    - Hands-On

WHY IS THIS SESSION IMPORTANT?

As more microcomputers are being used in the business workplace, more word processing software programs are being written for them. **Word processing software** allows you to create, edit, format, store and retrieve, and print documents using a computer. Bookstore and computer store shelves are full of books on different microcomputer word processing software packages. Software reviewers often judge WordPerfect to be one of the best word processing programs available for use today. In this session, we provide an overview of the different features WordPerfect provides and lead you through creating a document.

Before using an applications software package, make sure that your computer meets all the necessary hardware requirements to run the software—these **system requirements** are usually listed on the front of the applications package. To use WordPerfect on your computer you must have at least 384 K of RAM (random access memory). It's best that your computer have a hard disk, because all the WordPerfect program files and tutorial files take up 4.5 MB of disk storage. However, you can use WordPerfect on a system with two diskette drives as long as each drive has a minimum capacity of 720 K.

Before proceeding, make sure the following are true:

1. You have access to WordPerfect 5.1.

2. Your Advantage Diskette is inserted in the drive. You will save your work onto the diskette and retrieve the files that have been created for you. (Note: The Advantage Diskette can be made by copying all the files off your instructor's Master Advantage Diskette onto a formatted diskette.)

OVERVIEW OF WORDPERFECT

Each of WordPerfect's features can be used in one or more parts of the document cycle. The **document cycle** using word processing software includes the following activities: (1) entering, (2) editing, (3) spell-checking and using a thesaurus, (4) formatting, (5) saving and retrieving, and (6) printing a document. A seventh stage—merging text from separate documents into a single document—may also be part of the cycle. Each step in the document cycle uses a number of WordPerfect features.

ENTERING TEXT

After you load WordPerfect into RAM (which you will do later in this session), the next step is to enter, or key in, your text. When entering text, you will use (1) cursor movement, (2) word wrap and the Enter key, and (3) scrolling.

The **cursor** is a blinking or highlighted line (or block), about as wide as a character, that marks where the next character or space will be entered or where the next command operation will start. As you type a character, the cursor moves to the right. When you are editing text, you can control where the cursor is positioned by using the cursor-movement keys on your keyboard.

Another important feature of computer-based word processing is **word wrap.** When you are writing on a typewriter, to begin typing another line, you hit the carriage return or press Enter when the print mechanism hits the right-hand margin so that it will return to the left-hand margin. When using a computer and word processing software, you don't have to do anything at the end of a line. When the cursor reaches the right-hand margin it automatically returns to the left-hand margin of the line below. In other words, the cursor wraps around to start a new line when it reaches the right margin. If a word is being typed in that is too long to fit on the current line, the cursor will automatically move it to the next line.

Entering text almost always involves **scrolling**—the automatic movement of blocks of text up or down the screen. Many, if not most, of the documents you create will be too large to see all at once on the screen. The most you can view on your monitor is 24 to 25 lines of text; 80 characters can fit across the width of the screen. What happens when you're entering a document that is longer than 25 lines? Your document will move up, or scroll, off the top of the screen. Your screen acts like a window through which you see portions of the text you have entered. To see the portions of text that have scrolled off the screen, you need to move the cursor to the portions of text you want to see (you will learn how to do this shortly). To see a document that is longer than 25 lines in its entirety, you must print it out.

The cursor-movement keys (↑, ↓, ←, →) move the cursor through your document on the screen. In addition, PgUp moves the cursor to the first line on the previous page, and PgDn moves the cursor to the first line on the next page. In this session, we describe a number of methods for moving the cursor efficiently throughout a document. These methods can save you time, especially when working on long documents.

EDITING TEXT

Let's say you've used WordPerfect to create a letter to send to a potential employer. After reviewing it, you decide to improve the letter by making changes to, or **editing,** it. A number of features can be used to edit a document. Two of the most important involve inserting and deleting text. With word processing software, all you have to do to insert text in or delete text from a document is move the cursor to the location where you want to start the operation and then press the appropriate keys. In this way, for example, you could position the cursor in the middle of a paragraph, and then insert a sentence. Once you've performed the desired operation, WordPerfect will automatically reformat your text to fit within the margins. In this session, you will practice inserting and deleting text.

Another convenient editing feature of WordPerfect is the ability to perform **block operations.** For example, what if you decide to move the first paragraph in your document to the end of your document? By using block operations, you can move, delete, and copy sentences, paragraphs, and pages by telling the software where the beginning and end points are of the block of text you want to move. Once you have defined the block of text, you issue the appropriate command to either move, delete, or copy it. WordPerfect also allows you to create a separate file out of a block of text. This feature lets you save parts of documents you will use again and again and incorporate them into new documents.

WordPerfect can also search for and replace text in a document. For instance, perhaps you used the name John instead of Jack in many places throughout your document. If your document is 20 pages long, it would take a long time to find each occurrence of "John," delete it, and type "Jack." With the **search and replace** capability, you tell the software what word or phrase you want to search for and what word or phrase you would like to replace it with. Then say goodbye to John and hello to Jack.

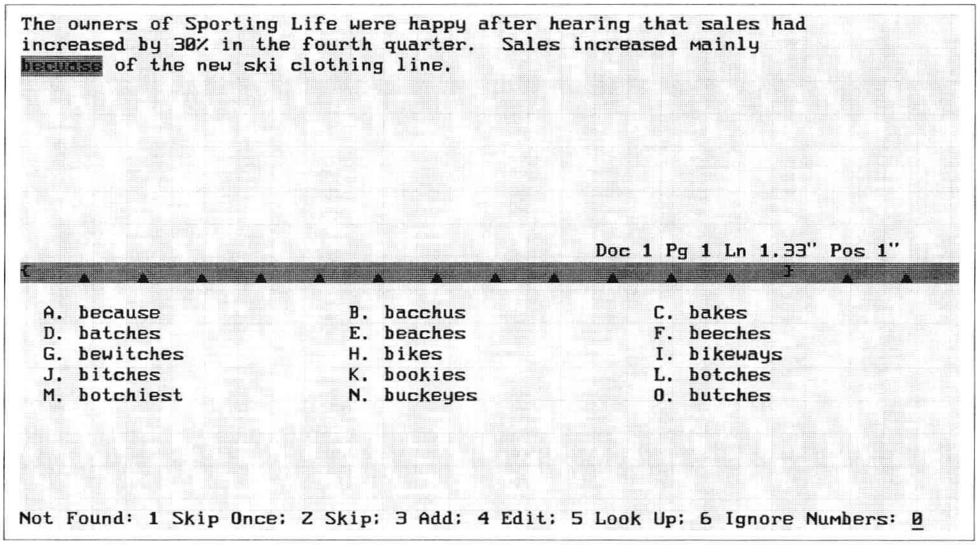
SPELL-CHECKING AND THE THESAURUS

WordPerfect can check for spelling errors in your document. It's amazing how many errors the spelling checker finds even after you've looked for them yourself. When you choose the menu option to check the spelling of your document, the spelling dictionary (which accompanies WordPerfect) is loaded into RAM. The words in your document are then compared to the words in the dictionary. The **spelling checker** flags each word in your document that it can't find a match for in the dictionary. For most flagged words, WordPerfect provides a list of suggested correct spellings—you have the option of choosing one to be inserted into your document in place of the incorrectly spelled word.

For example, in Figure 1.1, the spelling checker is highlighting the word "becuase" since it considers it to be misspelled. On the bottom half of the screen is a list of suggested correct spellings. In this case, you would type A to replace the incorrect spelling (becuase) with the correct spelling (because). If the speller doesn't come up with any suggested spellings, you have the option of editing the word directly. Sometimes, if the dictionary doesn't contain a word like the one you typed—for instance, someone's last name—WordPerfect will flag it even though it may be spelled correctly; WordPerfect allows you to skip these. WordPerfect also lets you add words to the dictionary, which is very useful if you use special terminology in your profession or if you must often use proper names in your documents. If you don't add these words to the dictionary, it will flag them as misspelled every time you spell-check your document. You will use the spelling checker in Session 3.

Figure 1.1

The Spelling Checker



```
The owners of Sporting Life were happy after hearing that sales had
increased by 30% in the fourth quarter.  Sales increased mainly
becuase of the new ski clothing line.

                                         Doc 1 Pg 1 Ln 1.33" Pos 1"

  A. because              B. bacchus              C. bakes
  D. batches              E. beaches              F. beeches
  G. bewitches            H. bikes                I. bikeways
  J. bitches              K. bookies              L. botches
  M. botchiest            N. buckeyes             O. butches

Not Found: 1 Skip Once; 2 Skip; 3 Add; 4 Edit; 5 Look Up; 6 Ignore Numbers: 0
```

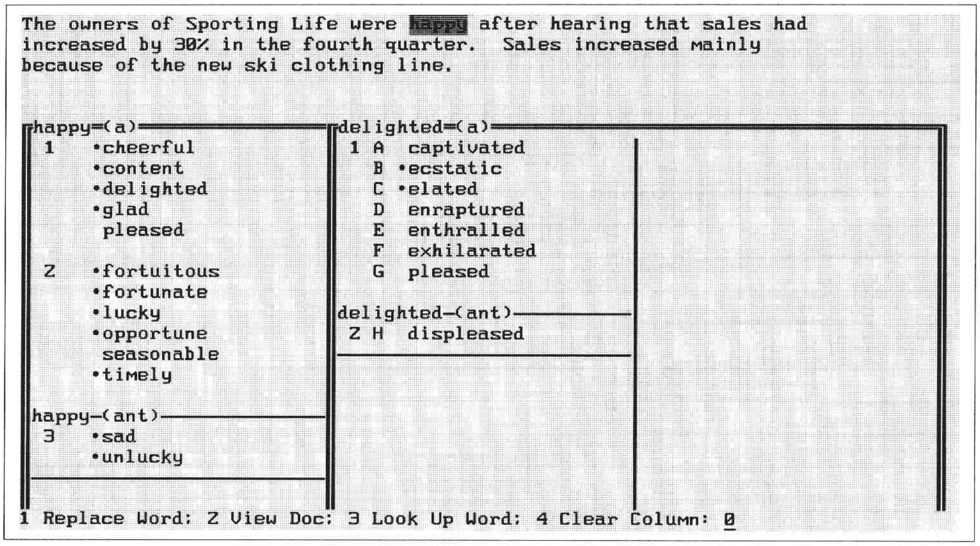
WordPerfect can also identify words with similar meanings through use of a computer-based **thesaurus.** The user simply highlights a word to be looked up and then activates the thesaurus. Words of similar meaning in the thesaurus will then be listed on the screen. For example, in Figure 1.2 the thesaurus is highlighting the word *happy.* On the bottom of the screen, the thesaurus has listed words that have similar meaning. This feature is useful when you know what you want to say but can't find the right words, or if you use the same word over and over in a document and want some alternatives. You will use the THESAURUS command in Session 3.

FORMATTING

Formatting commands, which are described in more detail in Session 2, enable you to improve the appearance of your documents, and can be viewed as falling into three categories. **Character formatting commands** enable you to perform such tasks as underlining, boldfacing, and centering. **Page formatting commands** enable you to perform such tasks as including hard page breaks, changing line spacing, changing the tab settings, and indenting. **Document formatting commands** enable you to change the size of the margins that will appear on the printed page, specify an alternate paper size, and include page numbers, headers and footers. **Headers** and **footers** contain descriptive information that appears at the top or bottom of every page. They generally contain such information as page number, date, and document title. Although defined from within the program, headers and footers appear only on your printed output, not on the screen. Figure 1.3 shows WordPerfect's Format menu.

Figure 1.2

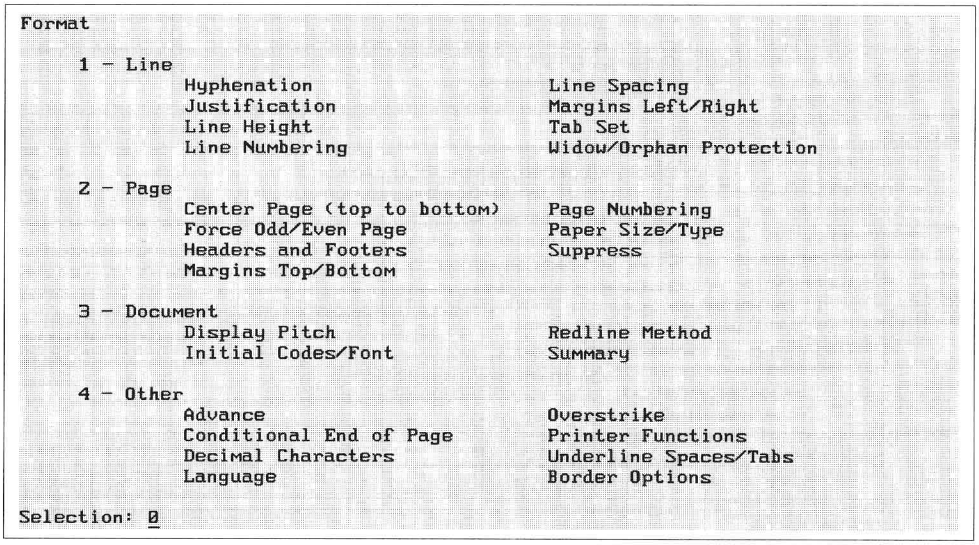
The Thesaurus



```
The owners of Sporting Life were happy after hearing that sales had
increased by 30% in the fourth quarter.  Sales increased mainly
because of the new ski clothing line.

happy=(a)                     delighted=(a)
 1    •cheerful                1 A  captivated
      •content                   B •ecstatic
      •delighted                 C •elated
      •glad                      D  enraptured
       pleased                   E  enthralled
                                 F  exhilarated
 2    •fortuitous                G  pleased
      •fortunate
      •lucky                  delighted-(ant)
      •opportune               2 H  displeased
       seasonable
      •timely

happy-(ant)
 3    •sad
      •unlucky

1 Replace Word; 2 View Doc; 3 Look Up Word; 4 Clear Column: 0
```

Figure 1.3

The Format menu



```
Format

     1 - Line
              Hyphenation                    Line Spacing
              Justification                  Margins Left/Right
              Line Height                    Tab Set
              Line Numbering                 Widow/Orphan Protection

     2 - Page
              Center Page (top to bottom)    Page Numbering
              Force Odd/Even Page            Paper Size/Type
              Headers and Footers            Suppress
              Margins Top/Bottom

     3 - Document
              Display Pitch                  Redline Method
              Initial Codes/Font             Summary

     4 - Other
              Advance                        Overstrike
              Conditional End of Page        Printer Functions
              Decimal Characters             Underline Spaces/Tabs
              Language                       Border Options

Selection: 0
```

You may in advance format your document or wait until you have finalized its content.

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