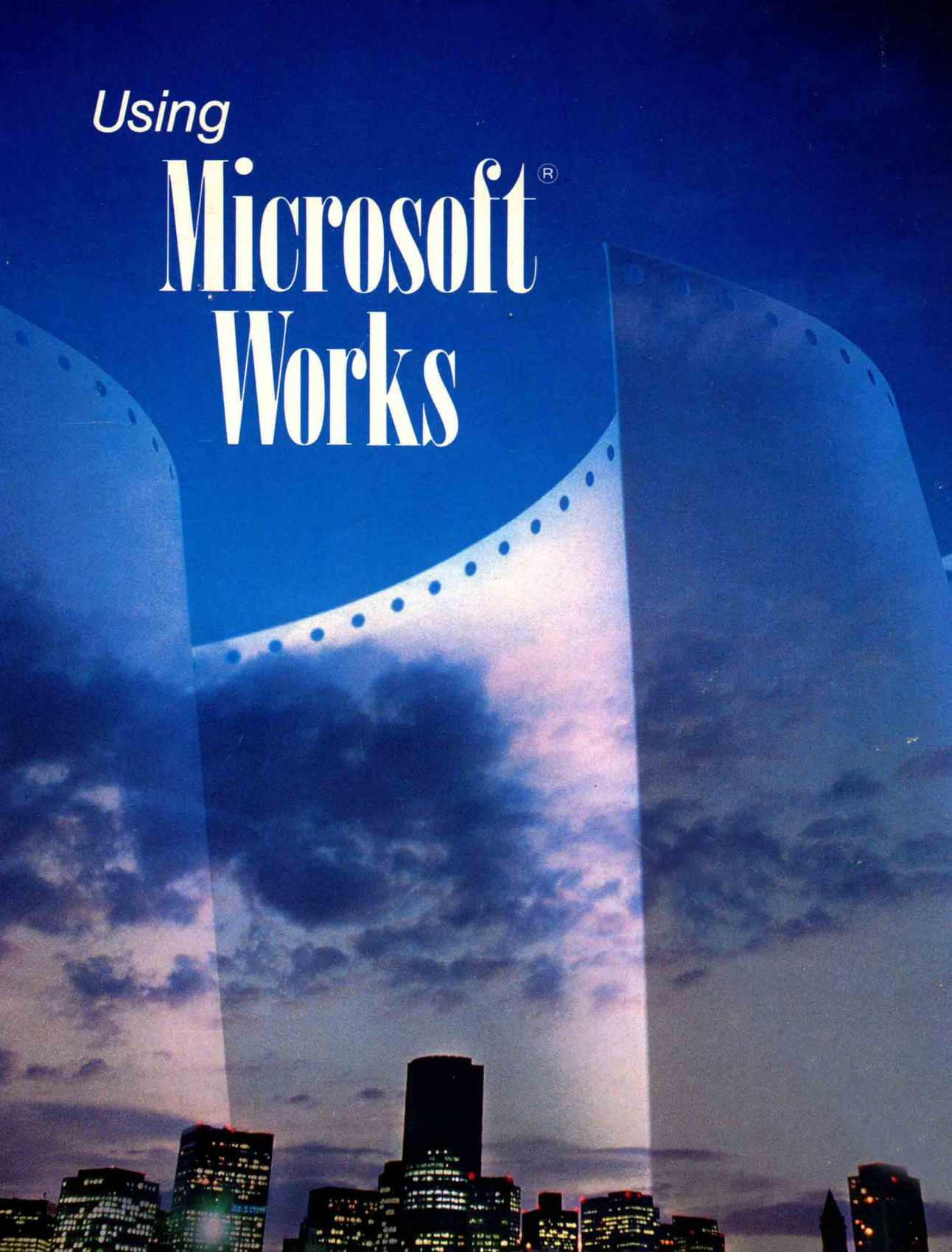
Using
Microsoft®
Works

USING Microsoft® Works

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Publisher's Foreword

This book is in the Houghton Mifflin Software Solutions Series. The series is explicitly designed to offer solutions to the problems encountered by educators who wish to include instruction on popular commercial application software programs as a component of courses they teach.

The purpose of this series is to provide high quality, inexpensive—in fact, remarkably inexpensive—tutorial manuals keyed to the leading software packages available.

Instructionally Innovative

Each manual in the Software Solutions Series focuses on those features of a particular program that will actually be used by most individuals. The manuals do not purport to teach everything there is to know about the product; to do that, the manual would have to be needlessly complex and would impose unrealistic time constraints on both students and instructors. The manuals will enable students to attain comfortable proficiency in the use of software products.

Flexible

The Software Solutions Series permits instructors to choose the manuals that best suit their needs. This offers an important advantage over those manuals that combine coverage of several programs in a single publication and thus limit flexibility.

Cost

Students enrolled in a computer literacy or business data processing course often required lab-based instruction on the use of three or more application programs, usually a word processing program, a database manager, and a spreadsheet program. This common course configuration can impose a financial burden on students if they must purchase three expensive manuals in addition to the primary course text. We believe the Software Solutions Series goes a long way toward solving this problem by providing an effective and inexpensive method for learning about software.

High Quality

All manuals in the Software Solutions Series are authored by writers who have teaching experience in the classroom and in training programs in business and industry. Each manual in the series has been reviewed for accuracy and pedagogical effectiveness.

Software Program Disks

The Software Solutions Series currently consists of seven manuals and software for the following products: Microsoft Works, WordPerfect, WordStar, dBASE III Plus, SuperCalc 4, Lotus 1-2-3, and PageMaker.

Master disks containing educational versions of Microsoft Works, WordPerfect, WordStar, dBASE III Plus, and SuperCalc 4 are available from Houghton Mifflin without charge to adopters of the manuals. These disks may be duplicated for individual student use by instructors in accordance with applicable license agreements.

For Lotus 1-2-3 and PageMaker, exercise disks rather than educational versions of the program disks are available from Houghton Mifflin without charge to adopters.

All manuals in the Software Solutions Series and their accompanying disks are for use with IBM equipment except for PageMaker, which is only for the Macintosh.

We wish to thank Microsoft Corporation, WordPerfect Corporation, MicroPro International, Computer Associates, and Ashton-Tate for their cooperation in helping to make this series available.

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Preface

USING MICROSOFT WORKS introduces the student to one of the newest and most powerful integrated application programs available today. The package makes it easy for students to learn the basics of Microsoft Works in a very short period of time. It does so by building on the natural learning process so that students avoid frustration and confusion. This sharp focus allows students to develop an understanding of how Microsoft Works functions and to issue commands confidently to achieve useful results—all within a reasonable time.

Pedagogical features that ensure mastery of the basics in a short period of time are an integral part of each chapter.

- An introduction explains features covered in the chapter.
- New terminology is presented at the beginning of each chapter.
- Step-by-step instructions are followed by an illustrated example and practice exercises that allow students to use each feature in a hands-on environment.
- Every exercise step number is enclosed in a box, making it easy for students to identify what they are to read and what they are to do.
- Frequent illustrations make it easy for students to check their work as they go along, building their confidence and understanding and providing positive reinforcement.
- Tips give students important shortcuts and reminders as well as directions and explanations.
- Each chapter ends with a summary of the concepts and commands presented in the chapter; this encourages review and mastery of the basics.
- Four appendixes provide a summary of commands, information on using a hard disk, formatting commands, and a menu summary.

The manual's step-by-step instructions complement the classroom-tested Read and Do approach to teaching. After reading a simple explanation of a new concept and studying an example, students complete an exercise on the computer. This logical presentation means that students focus on one feature at a time, are guided through an exercise in which they practice using the feature under discussion, and complete the exercise on their own—gaining confidence as they complete the performance of each new feature. Clear hands-on instructions walk students through each new element of the program, and illustrations showing correct screens or printed output allow them to check their work as they go along.

Because this manual is designed to give first-time users basic competence in using the program, advanced Microsoft Works features are not covered. Seven text chapters teach the basics for using the word processing, spreadsheet, database, and communication components of this powerful program.

A disk containing the educational version of Microsoft Works, Release 1.0, which can be copied, is supplied to instructors who adopt this manual. The educational version of the software has been limited in the following ways:

1. No documentation, printer or plotter drivers other than TTY and Epson FX are supplied. Choose the Epson FX printer if you have an Epson FX or a printer than emulates one. Otherwise, choose TTY, which will emulate most other printers. Epson FX is the default.
2. Certain chart fonts, the spelling checker, help disk, computer-based tutorials, and macros are not included. Help Index and Tutorial Index will appear on the window menu in each tool but are not included with the Educational Version of the software.
3. The maximum file size for the word processor is 25K, between five pages (with dense formatting) and 10 pages (with sparse formatting) of text. Neither the spreadsheet nor the database can exceed 32 columns by 256 rows with a maximum column width of 79 characters. Although the educational version of Microsoft Works will not save or open files that exceed these size limitations, the program does read and write files compatible with the full retail version.
4. No other commands have been removed. Except as noted in 1 and 2 above, the educational version is as functional as the full retail version.

Students may store their work directly on the program disks, or they may format data disks of their own. If they choose to save files on the program disk, it will be necessary to delete files as the disk fills. To delete a file, exit to DOS (ALT, F, D, press ENTER). When the A:> appears, type: erase (name of file), then press Enter for each file to be deleted. To return to Works, type: exit. If students choose to store their work on separate data disks, they will have to switch disks in the A drive if they have only a single drive or put the data disk in drive B and precede all document names with B: if they have a dual-floppy system. Students may also copy their program disks to a hard drive. Instructions for using this software on a hard-disk system are found in Appendix B. This text assumes students will save all files onto a data disk of their own using a two-disk drive system.

Your program disk contains five screendriver files: EGA.GSD, HERCULES.GSD, MCGA.GSD, and TANDY.GSD. Depending on the type of graphics card you have installed, you will need to rename one of these files so that you may later display charts on your screen. Before copying and/or loading the Using Microsoft Works disk, select and rename the appropriate screendriver file to SCREEN. GSD. For example, if you are using a CGA interface you will need to do the following:

1. Load DOS.
2. Remove the DOS disk and insert the Microsoft Works disk.
3. Type RENAME CGA. GSD SCREEN. GSD

To use this package, you must have the following:

- A copy of the Microsoft Works Educational Version master disk supplied to instructors adopting this manual
- An IBM-PC or compatible computer or an IBM Personal System/2 series computer that uses double-sided floppy disks
- At least 384K RAM (Random Access Memory)
- MS or PC DOS 2.0 or higher
- Two 320K or one 720K disk drive; a hard (fixed) disk system may be used
- CGA, EGA, MCGA, VGA, or Hercules graphics adapter for charting
- A standard monitor or an IBM Enhanced Color Display monitor
- A color or black and white graphics printer

- A Hayes-compatible modem and/or Microsoft Mouse optional
- Formatted 5.25" or 3.5" disks for backing up the program disk and storing data

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1

Learning About Your IBM PC

Welcome to the IBM PC and *Microsoft Works!* So that you will be more efficient in using *Works*, take a few minutes to become acquainted with the IBM Personal Computer. For specific instructions on its use, refer to the *IBM PC Guide to Operations*, to DOS manuals, or to any other training materials you have.

Do not be intimidated by the computer. It is simply a sophisticated tool that saves time and improves your efficiency and productivity in handling information. Before you begin, however, you should know that learning to use *Works* on your IBM PC involves paying attention to details, as well as practicing.

The presentation in this manual follows the same basic information (with a few exceptions) used in the *Microsoft Works Reference* manual.

This chapter acquaints you with the basic terminology and components of your computer system.

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