

**Using Lotus 1-2-3,**

**SuperCalc4, WordPerfect,**

**WordStar, and dBASE III PLUS**

**Revised Edition  
with WordPerfect 4.2 and 5.0**

**Thomas W. Warrner  
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InfoSource, Inc.

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## **DESIGN**

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# PREFACE

During the past few years, we've taught a few thousand people--college students and professional business managers alike--how to use programs such as Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS. We've taught in one-on-one situations, in classroom settings, and in two- and three-day intensive seminars. Virtually all the training we do involves students' hands-on use of computers. Observing others who are learning to use the computer has helped us develop successful teaching techniques.

Our objective in writing *Using Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS* was to take those techniques that work well in a classroom with an instructor present and translate them into media (a workbook and a diskette) that a student can use without an instructor.

Of course, nothing can replace a trained teacher at your side: someone who's there to answer questions that printed matter doesn't cover. If structured properly, however, written and diskette-based materials can serve as excellent complements to classroom or individual instruction. So to make your learning experience as meaningful as we know how, we've translated our classroom and seminar experiences into a two-step, self-teaching approach that's built around real-world business applications. As you learn the commands for each of the programs covered in this book, you'll be able to practice them right away in meaningful exercises. In fact, in most cases each exercise builds upon work you completed in previous lessons. As you progress through each Part in the book, you'll create models and applications just like day-to-day users do in the business world.

*Using Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS* can be used in the following situations:

- \* For colleges and universities:
  - As a primary text in a course such as "Introduction to Microcomputers," where the emphasis is on lab work;
  - As a supplemental lab manual to an "Introduction to Computers" course;
  - As a supplemental lab manual to Management, Accounting, Finance, or General Business courses in which the instructor wants to focus on the PC applications of business principles.
- \* For working managers, analysts, and other professionals:
  - As a self-paced workbook that can serve as the first learning tool or as a supplement to reference manuals or other types of training materials,
  - As course notes and workbook for workshops, seminars, or in-house training programs.

We have designed this book for the first-time PC user. So before we get to the programs themselves, there are a few general computer- and DOS-related concepts you'll need to know; we cover these in the Introduction.

This book is divided into six major parts, each numbered separately. Part 1 covers Lotus 1-2-3 spreadsheets, data bases, and graphics; Part 2 presents SuperCalc4 spreadsheets, data bases, and graphics; Part 3 deals with version 4.2 of the WordPerfect word processing program; Part 4 covers the WordStar word processing program; Part 5 examines data base management applications with dBASE III PLUS; and Part 6 treats version 5 of WordPerfect. Within each part, there are several lessons that deal with more specific topics.

Each lesson is divided into two components:

1. A text section that describes a command or function of the program under discussion. For each lesson, the text is divided into the following groups:
  - A general overview of the topic
  - A section called "Some Preliminary Information"
  - A section called "Preparing for the Exercise"
2. A step-by-step exercise with accompanying "Tips" and "Troubleshooting Hints" to help should you get lost.

In addition to the basic exercises, you'll find some optional exercises to help you experiment with general concepts and commands. And every few lessons you'll find an "Application Problem" that lets you explore a group of topics in greater detail. The Application Problems set up scenarios and then ask you to provide a solution to the problem at hand.

If you have no prior experience with the topic covered by a given lesson, we recommend you read the material carefully. On the other hand, if you've used a particular command before, you may find you're able to go straight to the exercises without having to read the related material first. However you approach the work, you should complete the exercises for *every* lesson, since many exercises build on work that was to have been completed earlier.

### **Notes to Instructors**

The publisher distributes educational, limited versions of SuperCalc4, WordPerfect 4.2, and dBASE III PLUS for use with the exercises in this book. This software is available, free of charge to professors who adopt this book, for duplication and distribution to all students in courses for which this book is used. Alternatively, the instructor can elect to have all students purchase the book packaged with the educational versions of the software. While these products can be used to learn the programs, they have certain limitations so they may not be used effectively in a setting where a full commercial version of the product is needed.

Many of the exercises in this book require that the student use work files we have created and stored on one data diskette. The publisher will supply you with a diskette that contains these files. We recommend that you make copies of these files for individual student use. In the case of WordPerfect 5 files, we recommend that you retrieve and save each file on a system that has been configured for use with the printer your students will be using.

The data disk contains 91 files: 17 .WKS files for Lotus 1-2-3 Version 1A; 17 .WK1 files for Lotus 1-2-3 Version 2.0 and above; 17 .CAL files for SuperCalc4; 12 files for WordPerfect 4.2 (full commercial version); 12 .ED files for Limited WordPerfect 4.2 (educational version); 12 files for WordPerfect 5; and 3 .DBF files and 1 .FRM file for dBASE III PLUS.

There are also 12 WordStar files, contained on a separate disk, available directly from the publisher.

Here are the files you should copy, depending upon which version of the various programs you choose to use.

For Lotus 1-2-3, Version 1A (17 files):

FUNCTION.WKS  
COMPETE.WKS  
LOANAMT.WKS  
LOANAMTX.WKS  
SALES87.WKS  
SLS8687.WKS  
SALES86.WKS  
REPS.WKS  
SALESREP.WKS  
LAWN.WKS  
RENT.WKS  
SHOES.WKS  
EMPLOYEE.WKS  
BANK.WKS  
CLOCATE.WKS  
CUSTMAST.WKS  
INVEST.WKS

For Lotus 1-2-3, Version 2.0 and above (17 files):

FUNCTION.WK1  
COMPETE.WK1  
LOANAMT.WK1  
LOANAMTX.WK1  
SALES87.WK1  
SLS8687.WK1  
SALES86.WK1  
REPS.WK1  
SALESREP.WK1  
LAWN.WK1  
RENT.WK1  
SHOES.WK1  
EMPLOYEE.WK1  
BANK.WK1  
CLOCATE.WK1  
CUSTMAST.WK1  
INVEST.WK1

For SuperCalc4, commercial and educational version (17 files):

FUNCTION.CAL  
COMPETE.CAL  
LOANAMT.CAL  
LOANAMTX.CAL  
SALES89.CAL  
SLS8889.CAL  
SALES88.CAL  
REPS.CAL  
SALESREP.CAL



LAWN.CAL  
RENT.CAL  
SHOES.CAL  
EMPLOYEE.CAL  
BANK.CAL  
CLOCATE.CAL  
CUSTMAST.CAL  
INVEST.CAL

For WordPerfect 4.2, commercial version (12 files):

FIRST  
MANUALS  
FINDIT  
INFO  
MEMO  
FORMAT  
BLOCK  
CONTRACT  
DANGER  
INSPIRE  
NUTS  
PRODUCTS

For WordPerfect 4.2, limited/educational version (12 files):

FIRST.ED  
MANUALS.ED  
FINDIT.ED  
INFO.ED  
MEMO.ED  
FORMAT.ED  
BLOCK.ED  
CONTRACT.ED  
DANGER.ED  
INSPIRE.ED  
NUTS.ED  
PRODUCTS.ED

For WordPerfect 5, commercial version (12 files):

FIRST5  
MANUALS5  
FINDIT5  
INFO5  
MEMO5  
FORMAT5  
BLOCK5  
CONTRAC5  
DANGER5

INSPIRE5  
NUTS5  
PRODUCT5

For WordStar (12 files):

BEGIN  
PRINTOUT  
FORMS  
LONGFILE  
BLOCKING  
GETIT  
NOTE  
NEWSTUFF  
BREED  
PEP  
BUNCH  
WSERIES

For dBASE III PLUS (4 files):

CUSTOMER.DBF  
MOREHIST.DBF  
PROFILES.DBF  
SAMPLEX.FRM

On the work disks you distribute to your students, we recommend that you include only those files the student will use. For instance, if you're using Lotus 1-2-3 Version 2.0 or above, having .WKS files (for Version 1A) on the disk may cause some confusion. Likewise, if you're using the limited/educational version of WordPerfect supplied with this book, there's no reason to have the regular WordPerfect files on the work disk.

You'll notice that all Lotus 1-2-3, SuperCalc4, and dBASE III PLUS files include extensions. These extensions are placed automatically in the file names by the programs, so they must be included when the files are copied. The file names for commercial WordPerfect and WordStar do not include extensions. However, we've placed .ED extensions on the files for the limited/educational WordPerfect version so you can distinguish them from the commercial WordPerfect files. (We've added the .ED extensions merely for convenience; they are not required by the program nor do you have to include them if you create new files using the limited/educational WordPerfect program.)

The .WKS Lotus 1-2-3 files work with version 1A. The .WK1 Lotus 1-2-3 files work with version 2.0 and above. The .CAL SuperCalc4 files work with the commercial version and with the educational version of the program. The WordPerfect files, without extensions, work with the commercial version of the program. The WordPerfect files, with .ED extensions, work with the limited/educational 4.2 version of the program. The dBASE files work with either the commercial or the educational versions of the program.

For the most part, the educational versions of SuperCalc4, WordPerfect 4.2, and dBASE III PLUS function like their commercial cousins. However, here are a few differences you should be aware of.



SuperCalc4, educational version:

1. The maximum size of the worksheet is 26 columns by 40 rows.
2. When printing, an “educational version” message prints approximately every 23 lines and at the bottom of the printout.
3. For graphics, only the default fonts can be used.
4. Worksheets cannot be printed sideways.

WordPerfect 4.2, limited/educational version:

1. The maximum file size is 50K, or approximately 25 to 30 pages of text.
2. Files created with the commercial version cannot be used by the limited/educational version; files created with the limited/educational version will not work with the commercial version.
3. When printing, a “\*WPC” message appears after every paragraph.
4. All files must be printed through parallel port 1, as it is not possible to define printers, to change fonts, or to use extended ASCII characters.
5. When “Help” is accessed, only a function-key template appears.
6. The commercial Speller and Thesaurus cannot be used on limited/educational version files. However, there is a “readme.wp” file on the limited/educational version program disk that gives step-by-step instructions for using these features.

dBASE III PLUS, educational version:

1. It allows only 40 records.
2. The dot prompt appears as: (DEMO).

## INFORMATION ABOUT dBASE III PLUS

Important: Please read this information before using the dBASE III PLUS program, a copy of which is being made available to you for use in conjunction with this textbook pursuant to the terms of this agreement for educational, training and/or demonstration purposes. By using the dBASE III PLUS program, you show your agreement to the terms of this license.

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| Product  | Price*   | Disk Size   |
|--|----------|---|
| <input type="checkbox"/> WordPerfect--IBM PC & Compatibles .....                           | \$125.00 | <input type="checkbox"/> 3-1/2" <input type="checkbox"/> 5-1/4" |
| <input type="checkbox"/> WordPerfect--Apple IIe/IIc .....                                  | 59.00    | <input type="checkbox"/> 3-1/2" & 5-1/4"                        |
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| <input type="checkbox"/> WordPerfect--Amiga .....  | 99.00    | <input type="checkbox"/> 3-1/2"                                 |
| <input type="checkbox"/> WordPerfect--Atari ST .....                                       | 99.00    | <input type="checkbox"/> 3-1/2"                                 |
| <input type="checkbox"/> WordPerfect--Macintosh .....                                      | 99.00    | <input type="checkbox"/> 3-1/2"                                 |
| <input type="checkbox"/> PlanPerfect--IBM PC & Compatibles .....                           | 99.00    | <input type="checkbox"/> 3-1/2" <input type="checkbox"/> 5-1/4" |
| <input type="checkbox"/> DataPerfect--IBM PC & Compatibles .....                           | 125.00   | <input type="checkbox"/> 3-1/2" & 5-1/4"                        |
| <input type="checkbox"/> WordPerfect Library--IBM PC & Compatibles .....                   | 59.00    | <input type="checkbox"/> 3-1/2" & 5-1/4"                        |
| <input type="checkbox"/> WordPerfect Executive--IBM PC & Compatibles .....                 | 79.00    | <input type="checkbox"/> 3-1/2" & 5-1/4"                        |
| <input type="checkbox"/> Junior WordPerfect--IBM PC & Compatibles .....                    | 35.00    | <input type="checkbox"/> 3-1/2" <input type="checkbox"/> 5-1/4" |
| <input type="checkbox"/> WordPerfect, Foreign Versions--IBM PC & Compatibles .....         | 175.00   | <input type="checkbox"/> 3-1/2" <input type="checkbox"/> 5-1/4" |
| Language _____   |          |   |
| <input type="checkbox"/> WordPerfect Speller, Foreign Versions--IBM PC & Compatibles ..... | 40.00    | <input type="checkbox"/> 3-1/2" <input type="checkbox"/> 5-1/4" |
| Language _____   |          |   |

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\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_      Phone \_\_\_\_\_

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# INTRODUCTION TO COMPUTERS AND THE DISK OPERATING SYSTEM

Welcome to *Using Lotus 1-2-3, SuperCalc4, WordPerfect, WordStar, and dBASE III PLUS*. Before you get started with the programs, there are four things we want to cover.

1. The operating system and what it means to you
2. DOS and some important housekeeping tools you can use
3. Your program diskettes
4. The PC keyboard and how we'll refer to specific keys

If you've used a PC before, feel free to skip any part of this Introduction.

## What the Operating System Means to You

To use a program, be it Lotus 1-2-3, WordPerfect, dBASE III PLUS, or any other, you first have to put another program--the operating system--into your computer.

The IBM PC uses an operating system called PC-DOS (Personal Computer Disk Operating System), or DOS for short. DOS is a very special program that, once inside the PC, functions something like the brains of your computer. DOS holds all the pieces of hardware and software together, so not a lot can happen without it. For example, DOS tells the printer when to print, the screen when to write something, and the keyboard when to send your messages to the internal parts of the computer.

For programs such as those you'll be using in this book, the operating system sits between the program you use and the computer so that everything gets moved around properly and efficiently. (DOS also serves as a general housekeeper for your computer, and since it's actually a program it has commands that let you take advantage of its housekeeping functions. For now, though, you don't have to know how any of these commands work.)

If the screen shows the letter "A" and the greater-than symbol ( A > ), what you see is called the "A prompt." (If there's a B or a C, then it's called the "B prompt" or "C prompt.") Any of these prompts mean that DOS is placed (loaded) into the computer, you're at the operating system, and the computer is waiting for a command. The computer interprets whatever you type in after the > as a command. It will look at the disk drive that is indicated by the prompt and act upon the command you issue. For example, when you see the A > prompt, the computer will read any command you type in and look at the diskette in the left-hand floppy-disk drive (the A drive) for the command. The B drive is the right-hand floppy disk-drive (if your computer has two floppy-disk drives), and the C drive is for a hard-disk drive (if you have one).

In short, the first thing you must do every time you turn on your PC is to load DOS to get the operating system prompt. To do this with a PC that has two floppy-disk drives and no hard disk drive, all you have to do is put the DOS diskette into the A drive, close the drive door, and turn on the computer and monitor. To do this with a hard-disk PC, you simply turn on the machine.

When you use floppy diskettes, make sure to insert the diskette with the label up and the cut-out (write-protect) notch to the left.

Once DOS is loaded into the computer you may see the following message on your screen:

Current date is Tue 1-01-1980  
Enter new date:

You can respond to the message by typing in a date and pressing the {ENTER} key (which looks like a crooked arrow on some keyboards). When you do this, the computer will ask for a new time with a message that looks like this:

Current time is 0:00:28.94  
Enter new time:

You can respond to this message by typing in a time (where the first entry is an hour, the second is minutes, and the third is seconds and hundredths of a second) and then pressing the {ENTER} key again. This will give you a message about the version of DOS which you've just loaded and then bring you to the A> prompt (on two-floppy systems) or to the C> prompt (on hard-disk systems), the point at which you're ready to begin your serious work.

You are not required to enter a date and time when you load DOS. In fact, most users don't. If you simply press the {ENTER} key twice instead of typing a date and time, DOS will let you move on to the DOS > prompt.

Once you're at the A> prompt, you put the program disk you want to use in Drive A, type in the program's name, press the {ENTER} key, and you're ready to begin work with that program. To run a program that's on a hard disk (Drive C), first type CD\ and the name of the directory where the program is stored and press the {ENTER} key. Then type the name of the program you want to run and press {ENTER} again to start that program. (Because hard disks are so large and sometimes difficult to manage, most people like to divide them up into smaller sections called subdirectories. There's more information about subdirectories in Appendix A.)

### **Some Important DOS Housekeeping Tools**

As indicated earlier, DOS helps you work with application programs such as Lotus 1-2-3 and WordPerfect. But DOS can also be used by itself to help you keep track of your data, get diskettes ready for use, and do a variety of status-checking tasks.

There are dozens of DOS commands, so many, in fact, that you could take an entire course devoted strictly to DOS. Here are some of the most important DOS commands, along with descriptions of what they do:

#### **COMMAND**

#### **PURPOSE**

DIR

DIRECTORY displays a list of the files (chunks of information) on a diskette or on a section (subdirectory) of a hard disk.

COPY

COPY lets you copy one or more files from one disk to another.

FORMAT

FORMAT gets a diskette ready for use with your computer.

|          |  |
|----------|--|
| CHKDSK   | CHKDSK checks a disk and the memory of your computer to tell you how much space you've used. |
| DISKCOPY | DISKCOPY puts a copy of an entire diskette onto another diskette.                            |
| ERASE    | ERASE deletes files from your diskette.  |
| RENAME   | RENAME lets you change the name of a file.   |

Fortunately, if you're using a two-floppy-disk system, you only need to know about one DOS command, **FORMAT**, to get your system ready for use with the lessons in this book. If your PC has a hard disk, you won't even need to know about the **FORMAT** command just yet. (If you're interested in other DOS commands, please refer to Appendix A for related information.)

**FORMAT** is a command that takes a blank diskette and gets it ready (formats it) to hold information you create with an application program. To use the **FORMAT** command, simply follow these steps.

### **FOR A PC WITH TWO FLOPPY-DISK DRIVES:**

1. With your machine off, place your DOS diskette in the A disk drive (usually the drive on the left) and a new diskette you want to format in the B disk drive (usually the drive on the right).
2. Turn on the machine and monitor; then wait about thirty seconds until the date and time messages appear.
3. Enter the date and time or simply press the {ENTER} key twice to get to the A> prompt.
4. From the A> prompt, type **FORMAT B:** and press the {ENTER} key to have the command executed. (The B: part of the command tells DOS that you want to format the diskette in the B disk drive.) You will see the following message on your screen:

Insert new diskette for drive B:

Strike any key when ready

5. With your new diskette already in the B disk drive, simply press any key to start formatting, a process that will take about forty seconds. When you press any key, you'll notice that the red light on the B disk drive comes on and you'll see a message that looks like this:

Formatting ...

6. When the formatting process is completed, you'll see this message:

Formatting complete

362496 bytes total disk space  
362496 bytes free

Format another (Y/N)?



This message says that the diskette you just formatted in the B disk drive has space for 362,496 bytes (a byte is an individual character, such as a letter or a number) and that since the diskette is still empty there are 362,496 free bytes remaining on the diskette.

7. You're also asked if you want to format another diskette at this time. If you type an N (to indicate "No"), then you'll be returned to the A> prompt. If you do want to format another diskette, type a Y (for "Yes") and DOS will instruct you to insert another new diskette into the B disk drive.
8. Remove the newly formatted diskette from the B disk drive. This is the diskette you'll use to store the information you create with the programs covered in this book.

## **FOR A PC WITH ONE FLOPPY-DISK DRIVE AND A HARD-DISK DRIVE:**

1. Turn on the machine and monitor; then wait (about thirty seconds) until the date and time messages appear.
2. Enter the date and time or simply press the {ENTER} key twice to get to the C> prompt.
3. From the C> prompt, type FORMAT A: and press the {ENTER} key to have the command executed. (The A: part of the command tells DOS that you want to format the diskette in the A disk drive.) You will see the following message on your screen:

Insert new diskette for drive A:

Strike any key when ready

4. With your new diskette in the A disk drive, simply press any key to start formatting, a process that will take about forty seconds. When you press any key, you'll notice that the red light on the A disk drive comes on and you'll see a message that looks like this:

Formatting ...

5. When the formatting process is completed, you'll see this message:

Formatting complete

362496 bytes total disk space  
362496 bytes free

Format another (Y/N)?

This message says that the diskette you just formatted in the A disk drive has space for 362,496 bytes (a byte is an individual character, such as a letter or a number) and that since the diskette is still empty there are 362,496 free bytes remaining on the diskette.

6. You're also asked if you want to format another diskette at this time. If you type an N (to indicate "No"), then you'll be returned to the C> prompt. If you do want to format another diskette, type a Y (for "Yes") and DOS will instruct you to insert another new diskette into the A disk drive.
7. Remove the newly formatted diskette from the A disk drive. This is the diskette you'll use to store the information you create with the programs covered in this book.

## **Your Program Diskettes**

Virtually every program you use must be set up (configured) in a special way so that it recognizes the type of monitor, printer, and graphics equipment it's working with.

So, before you use any of the programs, take one of the following steps.

1. Read the instructions in the manual that comes with the program and follow the steps on how to set things up for your system.
2. See your instructor or lab assistant to verify that the program diskettes will work on your PC.
3. Have the computer dealer or whoever sold you the program set up the diskette for you.

If the programs are not properly set up for your computer, you may not be able to get them to work.

## **The PC Keyboard**

Before you get into Lesson 1 for any part, please take a few minutes to study the PC keyboard you'll be using. You will need to know where specific keys are located and how we'll refer to them in the text and in the exercises before you can use this material effectively.

Here are the things to look for:

1. The alphabetic, text keys: these are the keys, laid out just like those on a typewriter, in the center of the keyboard.
2. Function keys: the keys (labeled F1 through F10) to the left of the alphabetic keys. These are special program keys that we'll introduce and explain as you need them. On some keyboards there are 12 function keys and they're placed at the top, above the top row of letter keys.
3. Numeric keypad keys: (a) Toward the right of the keyboard you'll see several keys with numbers (and other things) on them. These keys can be used to enter numbers into the computer or they can be used for the other functions that are labeled on them. (b) In addition to the number keys on the numeric keypad, you'll also see number keys across the top of the keyboard. Because of the peculiar ways certain programs use various keys, for now it would be a good idea to use these keys when entering numbers.
4. The crooked-arrow key: (labeled ENTER on some keyboards) immediately to the right of the alphabetic keys. This is the key you press to send information you've typed in to the computer.
5. The Ctrl key: located on the left side of the keyboard, immediately to the left of the "A," this key is held down for certain commands when you press other keys simultaneously.

There are other keys that we'll discuss as we come to them. For now, though, you know enough to get started.

When we get to specific spots in each lesson, and when you do the exercises, you'll note that there are some specific keystroke-by-keystroke things you must do. For instance, in the exercises we'll ask you to press specific keys to make something happen. When we do this, we'll use a short-hand method to describe various keys. Here's what to look for: