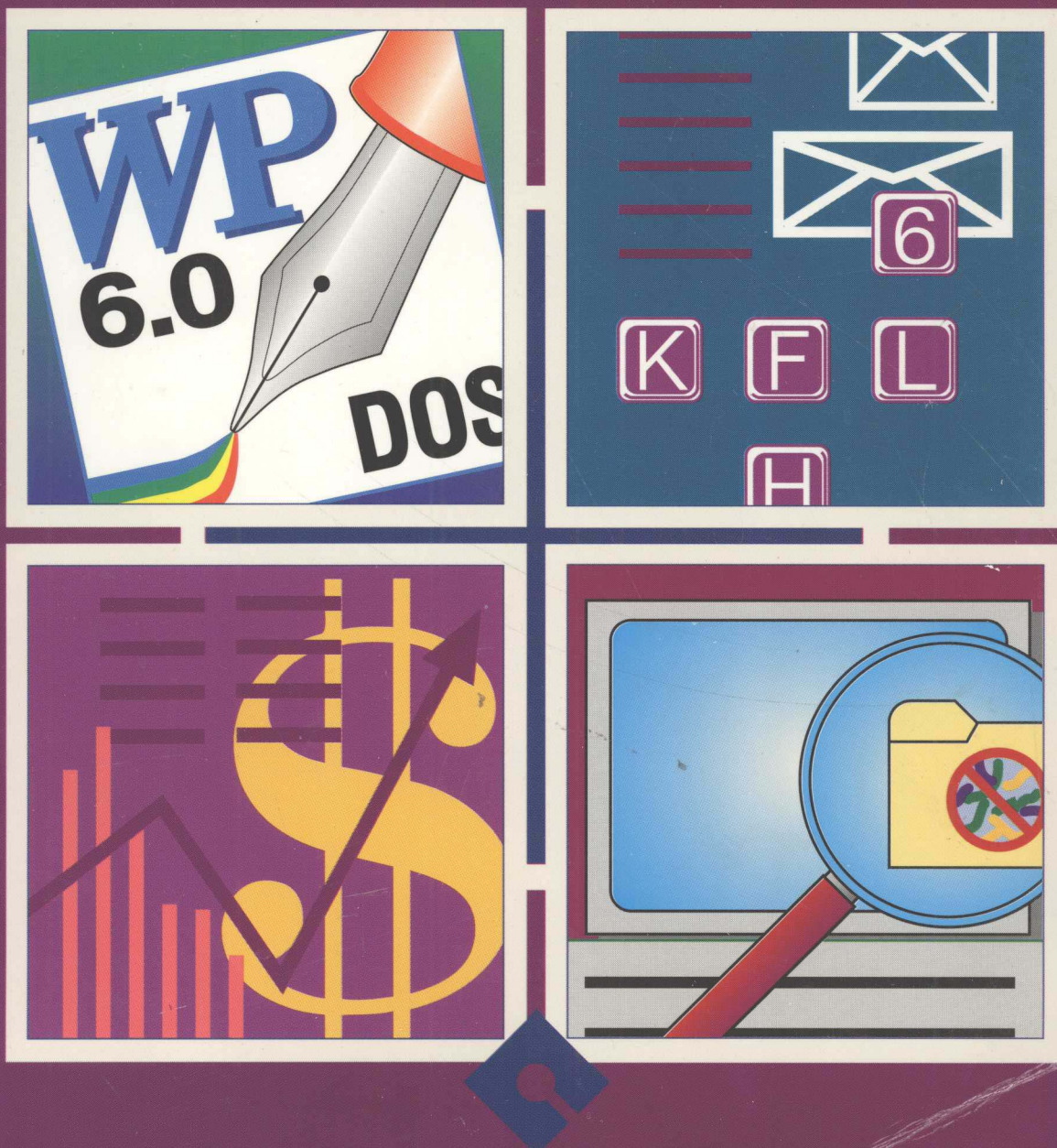# MASTERING MICROCOMPUTER APPLICATIONS

WordPerfect 6.0, dBase IV 2.0, Lotus 1-2-3, Rel. 2.4, and DOS 6

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MARY CAMPBELL

Mastering Microcomputer Applications

Applications

WordPerfect 6.0,
Lotus 1-2-3 Release 2.4,
dBASE IV 2.0, and DOS 6

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江苏工业学院图书馆
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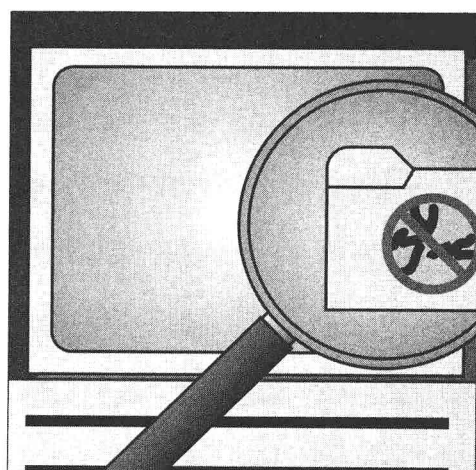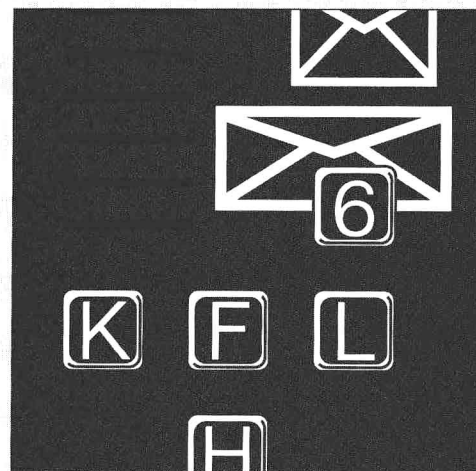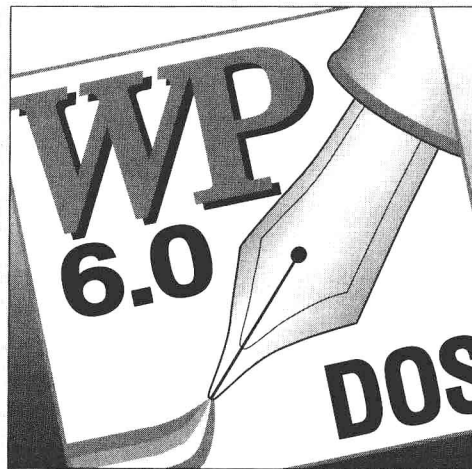
PREFACE

If you have ever tried to learn a new software program on your own, chances are that you were left somewhat frustrated by the experience. Even if you learned to use the program, you probably wondered if you were doing things correctly. Learning to use a software package requires repetitive use of its features. You must practice the skills covered in the material to make them a skill that you can apply to various tasks. *Mastering Microcomputer Applications* is designed to provide that solution and to meet the needs of both academic and business users.

The short, easy-to-follow lessons in *Mastering Microcomputer Applications* presents basic skills step by step. Each new skill builds on the skills learned previously. Before long, you will be able to perform all types of computer-related tasks.

The book uses a learning-by-example approach and avoids lengthy discussions of features. The chapters are organized by lessons, each focusing on a learning objective. As you master a learning objective, you will acquire a new skill. Each lesson takes about 15 minutes to complete.

Every chapter (except the first in each section) begins with a Skills Check. The Skills Check exercises test your readiness to begin the chapter. If you experience difficulty with an exercise, you will want to review earlier chapters on the topic tested before proceeding.

Once you have mastered the Skills Check, you are ready to tackle the first learning objective. A brief description of the skill is followed by the steps it involves and one or more practical applications. By following these steps you will be able to perform the applications. You will want to enter the examples at your keyboard if at all possible, since reading about the feature does not offer the same reinforcement as trying it out on the computer. The examples are followed by a set of exercises that test your ability to use the feature covered in the learning objective. Even if you understand the techniques discussed in a learning objective you will want to take the time to work through the examples and exercises. It is these practice sessions that help incorporate the techniques covered into usable skills that can be applied to later tasks.

Each chapter concludes with three additional sets of exercises: the Mastery Skills Check, the Integrating Skills Check, and the Business Skills Check. Unlike the section exercises, which focus on one learning objective, the Mastery Skills Check tests your skill with all the chapter's objectives. Some exercises incorporate several learning objectives from the chapter and others emphasize only one. The Integrating Skills Check brings together your new skills and skills mastered in earlier chapters. If you have difficulty completing these exercises you should work through the chapter again for reinforcement of its learning objectives. This test helps assure you that you will be able to apply any combination of skills that you have learned. If you have difficulty with an exercise, you will want to look back to the chapter where the skill was initially covered and review the examples and exercises for the learning objectives. The Business Skills Check allows you to apply what you have learned in the context of real business applications. These are the types of problems that you might encounter in a work environment and will test your ability to apply features of the package to solve them. Every few chapters, you will encounter a Business Case Study which allows you to further apply the skills of several chapters to business problems. These exercises are more complicated and integrate the skills covered in many learning objectives. Although you can proceed through the book at a much faster pace by skipping exercises, this is not advised. The practice obtained in the exercises will help ensure that you remember how to apply these skills in the future.

As you complete a chapter, you will find that you can use the skills immediately to create a wide variety of documents. After completing the last chapter, you will have acquired a good set of beginning-level skills. You will have gained these skills through hard work and repetition but without the frustration so often associated with learning a new package.

The student disk provided with your book allows you to complete many of the Business Skills Check exercises and Business Case Studies with a minimum of typing. You can retrieve the file specified in the exercise and focus on testing your knowledge of the package features.

The student disk is provided in both 5 1/4-inch and 3 1/2-inch sizes to work with any computer you might be using. Working with these files will require you to use the instructions provided for the particular package to retrieve the files.

Conventions Used in This Book

- *Menu selection approach*   Menu selections are provided for all examples in the book. Instructions are provided for the use of either keyboard or mouse as explained in each section. Convenient short-cut keys that allow you to bypass menu selections are also provided in many cases.
- *User input*   Text to be typed into the computer is shown in bold type.

- *Keys*   Keys are shown in keycap symbols. Keys to be pressed simultaneously are separated by hyphens, as shown in the example CTRL-ENTER. In packages where the keys have names, these names are also provided in the text such as F1 (Help).

Acknowledgments

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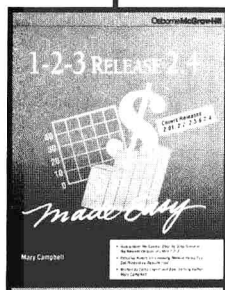
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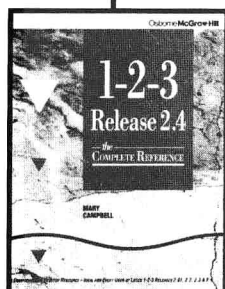
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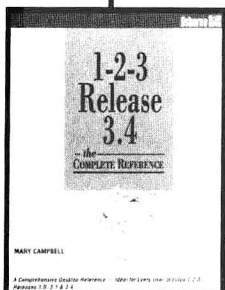
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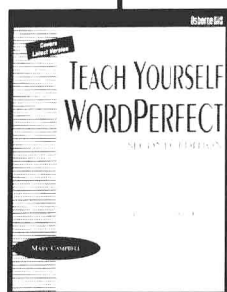
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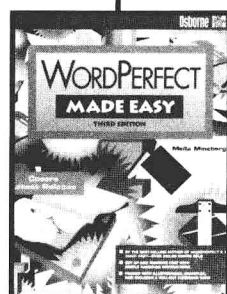
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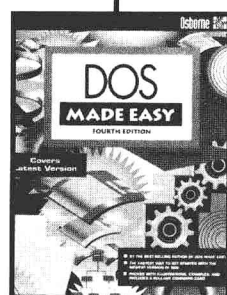
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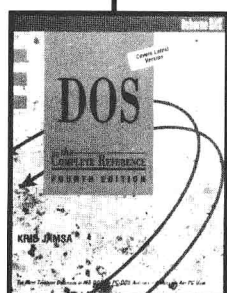
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Contents

C H A P T E R

1

Starting DOS and Working with the DOS Shell

Chapter Objectives

After completing this chapter, you should be able to:

- 1.1 Perform a Cold Boot
- 1.2 Perform a Warm Boot
- 1.3 Switch Between DOS Prompt and DOS Shell
- 1.4 Use the Menus in DOS Shell
- 1.5 Switch Between Drives with DOS Shell
- 1.6 Move Between Directories with DOS Shell
- 1.7 Move to Subdirectories in the Directory Tree
- 1.8 Move Between Files with DOS Shell

You are about to join millions of people in learning how to use a personal computer. The first thing you will need to learn to do is to use *DOS*. DOS stands for Disk Operating System. DOS is the software that tells your computer how to do everything from finding the printer when you want to print a document, to formatting a disk so that you can use it. If you do not understand these terms, there is no reason to worry because you will learn all about them in this book.

DOS *A disk operating system that controls the interaction between you and the hardware of your computer.*

1

As you work with this chapter, you will learn a little about hard drives and floppy disk drives. Most of the instructions in this book will assume that you have a hard drive on your computer. If your computer does not have a hard drive, you may find that some of the examples and exercises will require extra steps. Ask your instructor about what to do if your computer does not have a hard drive, and the directions require one. At different stages in this chapter, there are figures illustrating how the screen appears. These may not be identical to the way that your screen appears, because of certain settings that can vary by computer.

1·1

Perform a Cold Boot

The first step to using a computer is the same step you use to use a light. You need to turn it on before you get any benefit from it. However, turning on a computer is slightly more complicated than turning on a light. When a light is turned on, you can use it immediately, but when you turn on a computer, there is an additional step. You must load DOS into memory, which then allows you to use the computer to run programs and carry out operations.

To understand what loading a file or program, such as DOS, into memory means, think about reading a book. Until you read a book, you do not know about its contents. When you read the book, you read it into your memory. Then you know what it is about. Your computer reads a book, or loads a file, in order to know what is in the file. If that file contains direction telling the computer how to do something, it is called a *program*.

Program *A file that contains instructions you want DOS to perform every time you run the program.*

Cold Boot *The process of turning on a computer, and loading DOS into memory.*

Your computer is like an amnesiac. Every time you turn it off, it forgets everything. Each time it is turned back on, it checks itself to make sure it is working properly, and then it looks for the information that tells it how to communicate with you, and other parts of the computer. DOS is the program that tells your computer how to talk to you and run other programs. Each time you turn on your computer, you need it to read DOS into its memory. This is called a *cold boot*. DOS can be stored in one of two places: on your hard drive or on a floppy disk.

To load DOS into memory from a hard drive:

a.   Take all floppy disks out of any floppy disk drives.

b.   Turn the computer on.

To load DOS into memory from a floppy disk:

a.   Remove all floppy disks from any floppy disk drives.

b. Put a DOS *system disk*—a floppy disk with specific DOS files on it—in drive A. (Drive A is usually the top or left-hand drive.)

c. Turn the computer on.

System Disk *A disk that contains the DOS files required to boot a computer.*

You can perform a cold boot anytime your computer has been turned off. It is important to remember that every time your computer is turned off, it forgets everything in memory. If you were working on something in another program, the program is lost from memory and your data may be lost as well if you simply turn the computer off. If you want to save something you are working on, you need to save it to a file, just as you would write down something you did not want to forget. Files, and how to save to them, are discussed later. For now, just remember never to turn the computer off until you are completely finished with what you are doing.

Example

a. Remove all floppy disks from the floppy disk drives.

The floppy disk drives are the slots in the front of your computer that have levers or buttons you can use to extract the floppy disks. You need to remember to remove the disks from drive A because if you leave a disk in, your computer looks in drive A for the files that are stored on a system disk. When your computer cannot find the files, your system will not boot.

b. Turn on the monitor.

The monitor is the screen of the computer. On many systems it is turned on separately from the rest of the computer. Usually the button or toggle switch that turns on the monitor is on the front or along the side. Until the computer is turned on, the monitor shows nothing. Even after you turn the monitor on, it will be empty because the computer is not sending it the instructions that tell the monitor what to display.

c. Turn on the computer.

The switch or button that turns the computer on is normally along the side or at the front of your computer. If it is a switch, it may be marked with a 1 and a 0. The 1 is the on position, and the 0 the off position.

d. Watch the monitor.

Depending on the brand of computer, and how it is set up, you may see a message on the screen indicating that it is checking its memory to ensure that its memory is functioning properly. After that is done, your computer will start searching for a copy of DOS. It starts with drive A, which is the top, or left-hand, floppy disk drive. If it does not find DOS in drive A, and you have a disk in drive A, you will see a message that indicates that there is a nonsystem disk in drive A. If drive A does not

DOS Prompt *The symbol that first appears when you start DOS, if DOS Shell is not set to load at the same time.*

DOS Shell *A DOS program that makes it easier to use DOS commands.*

contain a disk, your computer checks any hard drive for a copy of DOS. If your computer's hard drive has DOS on it, your computer will read the DOS from the hard drive. You cannot boot a computer from drive B. Also, if your hard disk is not set to boot DOS from it, you must put a DOS disk in drive A to boot your computer. The next thing that appears on your monitor is either the *DOS prompt,* as in Figure 1-1, or the *DOS Shell,* as in Figure 1-2, depending on how your system is set up.
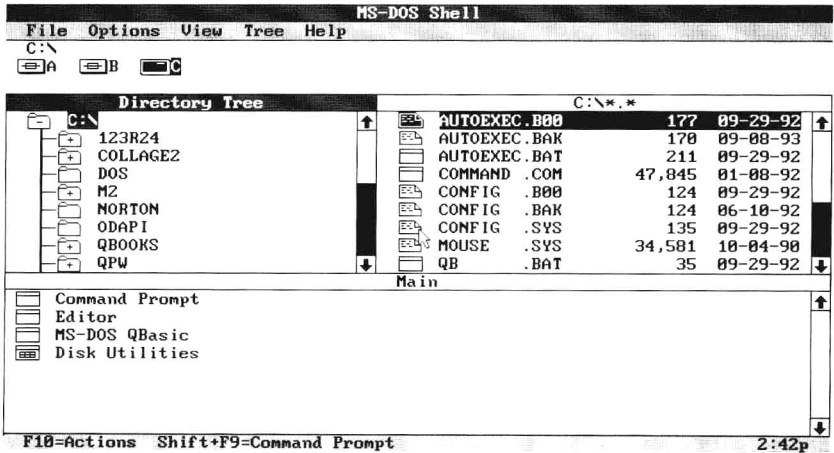
Exercises

1. With your computer turned off, insert your student disk into drive A, and remove all other disks. Then turn on the computer and the monitor. Look at the screen, then turn off your computer.

2. With your computer turned off, remove all floppy disks. Switch the computer and monitor on. Turn them off again.

FIGURE 1-1 DOS prompt

```
C>
```

FIGURE 1-2 DOS shell

```
                                    MS-DOS Shell
    File   Options   View   Tree   Help
    C:\
    ⊟A    ⊟B    ▮C

    ┌─────── Directory Tree ───────┐  ┌──────── C:\*.* ────────┐
    ┌─ C:\                        ↑ │ ▤ AUTOEXEC.B00      177  09-29-92 ↑
    │  ├─[+] 123R24                 │ ▤ AUTOEXEC.BAK      170  09-08-93
    │  ├─[+] COLLAGE2               │ ▯ AUTOEXEC.BAT      211  09-29-92
    │  ├─[ ] DOS                    │ ▯ COMMAND .COM   47,845  01-08-92
    │  ├─[+] M2                     │ ▤ CONFIG  .B00      124  09-29-92
    │  ├─[ ] NORTON                 │ ▤ CONFIG  .BAK      124  06-10-92
    │  ├─[ ] ODAPI                  │ ▤ CONFIG  .SYS      135  09-29-92
    │  ├─[+] QBOOKS                 │ ▤ MOUSE   .SYS   34,581  10-04-90
    │  └─[+] QPW                  ↓ │ ▯ QB      .BAT       35  09-29-92 ↓
    ├──────────────────────────────┤  Main
    │ ▯ Command Prompt                                              ↑
    │ ▯ Editor
    │ ▯ MS-DOS QBasic
    │ ▤ Disk Utilities
    │
    │                                                              ↓
    └─ F10=Actions  Shift+F9=Command Prompt                    2:42p ─┘
```

Perform a Warm Boot   1·2

Sometimes, when you are working with a computer, you find your-self at a dead end, for example, when a program stops functioning correctly. In this case, you may find yourself trapped, because noth-ing is responding correctly. One way to get out of this dead end is called a *warm boot*. In a warm boot, you tell the computer to erase everything in memory, and load DOS again. When you do a warm boot, it is like turning your computer off and performing a cold boot again, except that you don't actually have to turn your computer off. Once again, you are erasing everything in memory. Do not perform either a warm or cold boot until there is nothing else you can do, because you may lose the work you have done. If you are using a computer that is part of a network, you will want to follow the net-work administrator's directions for what you should do when your system freezes. Networks often have their own set of directions that you should follow instead.

Warm Boot The process of restarting a computer and loading DOS into memory without turning off the com-puter.

To perform a warm boot:

 a. Remove all floppy disks from the floppy drives.

 b. If DOS is stored on a floppy disk, put it in drive A.

 c. Press the ALT key and do not release it.

 d. Press the CTRL key and do not release it.

 e. Press the DEL key.

 f. Release all three keys.

 a. Remove all floppy disks and turn your computer on, so that it reads DOS from the hard drive.

   When your computer has finished loading DOS into mem-ory, you should see a screen similar to either Figure 1-1 or Fig-ure 1-2.

 b. Press the keys CTRL-ALT-DEL.

   Your screen will flicker and go blank for a moment, since there is nothing left in memory to tell it what to show you. As your computer reloads DOS, the screen will look like Figure 1-1 or 1-2 again.

Example

 1. Start your computer, loading DOS from the hard drive. At the DOS prompt, or the DOS Shell, perform a warm boot.

Exercises

2. Start your computer, loading DOS from the hard drive. Perform a worm boot, loading DOS from your student disk this time.

1·3 Switch Between DOS Prompt and DOS Shell

After you start most computers you will see a screen like Figure 1-1. The **C>** that you see is the DOS prompt. From the DOS prompt, you can enter various commands that DOS will carry out. On some other computers, you will see the DOS Shell, shown in Figure 1-2, when you start the computer. The DOS Shell is a graphical interface that DOS provides to make it easier to use many of DOS's commands. This book focuses on using the DOS Shell. If your computer is set to show the DOS prompt when you boot it, you will need to know how to move to the DOS Shell.

To load the DOS Shell into memory from the DOS prompt:

a. Type **DOSSHELL**.

b. Press the ENTER key.

Chapter 6 deals with working from the DOS prompt. You will sometimes want to work at the DOS prompt because you will have more control over some commands than you can have in the DOS Shell. To use the DOS prompt, you need to exit the DOS Shell, which erases the DOS Shell program from your computer's memory.

To exit from DOS Shell:

a. Press the ALT key.

b. Press F to open the File menu.

c. Press X for Exit to exit DOS Shell.

When you press ALT and then F, you open the File menu, so that your screen looks like Figure 1-3. The words on the bar across the top of the screen are the titles of the menus. You will learn more about menus later in this chapter. You can see on the menu in Figure 1-3 that there is a keystroke combination on the menu after the word Exit that reads "Alt+F4". Pressing these keys together is another way to exit the DOS Shell. A third way to exit the DOS Shell is to use the *mouse*. Point the mouse at the word File and *click* the left mouse button once. Then point it at the menu option Exit and click the left mouse button once.

Mouse *A pointing device that can be used with DOS Shell and other applications to allow you to select objects on the screen such as files, drives, or commands.*

Click *The process of quickly pressing the left button of a mouse while pointing at an object or command on the screen. Clicking usually selects the object you are pointing at.*

FIGURE 1-3   File menu
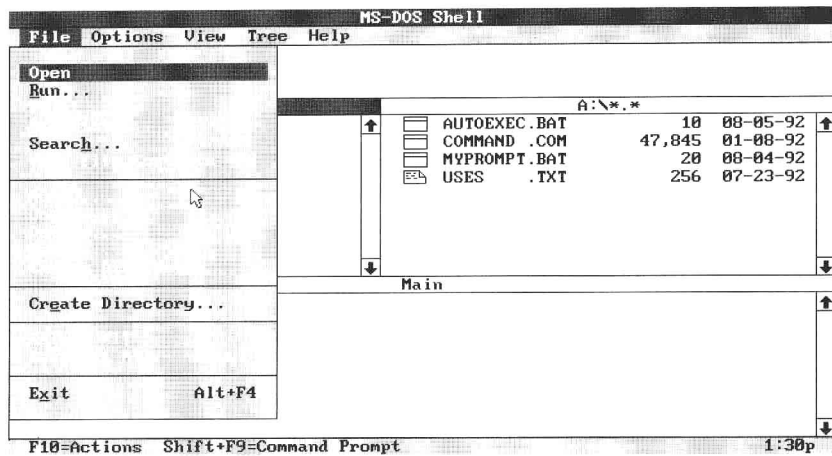
1. You can start DOS Shell after loading DOS into your computer.

   a. Start your computer by turning it on. Make sure that all the disk drives are empty, or that you have a system disk such as your student disk in drive A. Your screen should look like this:

   ```
   C>
   ```

   The prompt may look different depending on the contents of the files your computer reads when it loads DOS.

   b. Type **dosshell** and then press ENTER at the DOS prompt.
   Your screen should now look something like Figure 1-2. Your screen may look slightly different, depending on whether you are using a monochrome or color monitor, and whether you have a graphics card.

2. You can exit DOS Shell to use the DOS prompt after starting it from the DOS prompt, or if it is set to appear when you boot your computer.

   a. Press ALT and then F, opening the **File** menu shown in Figure 1-3.

   b. Press X to select Exit.
   Notice that the F in **File** and the X in **Exit** in Figure 1-3 are different than the rest of the word, because they are underlined. Depending on the settings of your computer, and whether you have a graphics card, they may appear in another color or intensity.

Examples