

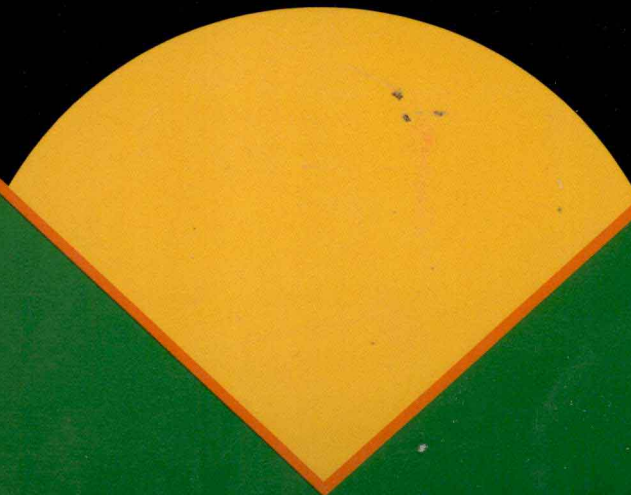


# **Microsoft Works 3.0 for DOS**

**WIN  
95  
DOS**



**Vivian Frederick  
Phyllis Yasuda**  
with Judy Yamada  
and Ann Koda



# ***USING***

## ***Microsoft Works 3.0***

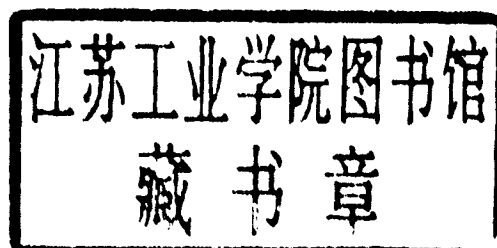
### ***for DOS***

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Using Microsoft Works 3.0 for DOS

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# Preface

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*Using Microsoft Works 3.0 for DOS* is a hands-on, comprehensive tutorial designed to introduce Microsoft Works 3.0 to students of varying backgrounds. With an encouraging and gentle approach, this text assumes some experience with the computer but little or none with Microsoft Works software. Appendix A offers tips for first-time computer users. Each chapter contains activities that lead students through the creation and alteration of documents using this powerful software's numerous features.

## FEATURES OF THIS BOOK

**Comprehensive, Hands-on Introduction**—commonly used features of the word processing, spreadsheet, database, and communications modules of Microsoft Works 3.0 software are covered.

**Step-by-step Tutorials**—instructions for action appear in blue type. Screen displays help students monitor their progress, exercises build gradually upon themselves, and section headings provide quick, convenient reference.

**Real-Life Applications**—exercises are built around a business scenario. Students create and edit documents for The Fun Factory, a retail toy store.

**Learning Reinforcement**—learning objectives, chapter summaries, and end-of-chapter review questions/exercises reinforce and support each chapter's lessons.

**Easy-to-use Appendices**—Appendix A, for the first-time computer user, emphasizes skills needed to complete the tutorials. Appendix B discusses the features of the Works communication module. Following appendix B is a summary of Works' commands and a glossary of important terms from the text.

**Student Data Disk**—packaged with the Instructor's Manual to be copied by students, contains practice files that students will use to complete the exercises. Preview the "README" file before using this disk.

**Instructor's Manual**—includes teaching hints and sample solutions to all end-of-chapter exercises.

## HINTS FOR GETTING THE MOST FROM THIS TEXT

**Read ahead!** Read each section before you begin to follow its instructions. Experience has shown that students who read only as they go along miss the action taking place on the screen—and with any computer, that's half the fun! Reading computer screens is also the best way to learn to use any computer program.

**Take your time** as you work through the activities, and review the material frequently. The original document will usually appear on your data disk so that you can start over again whenever you wish.

**Feel free to experiment** with the various operations of Works after you have completed each chapter. Remember, you don't need to worry about making mistakes. In fact, we've found that people learn more from making mistakes, trying to figure out what went wrong, and then making the necessary corrections. So don't hesitate to jump right in!

If you get stuck, try one of these methods.

- Browse through the various options displayed on the menus.
- Use the Help facility.
- Ask your classmates or instructor.
- Read the manufacturer's manual, Microsoft Works 3.0 Reference, which accompanies Microsoft Works 3.0 software. (Note: The goal of the book is to teach you enough to get started with Works 3.0. It is *not* designed to replace the manual.)

Above all, enjoy your experience with using the computer to become more productive.

## ACKNOWLEDGEMENTS

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# *You, Your Computer, and Works 3.0*

## CHAPTER

# 1

### OBJECTIVES

*When you finish this chapter you will be able to*

- *identify the minimum computer configuration for running Works 3.0*
- *understand how to use this book*
- *list the modules contained in Works 3.0*
- *use a mouse to point, click, and drag*
- *open, save, and close a file*
- *choose commands from the menu bar*
- *select text*
- *center a line of text*
- *preview a file*
- *save a file under a different name*
- *use the Help feature*
- *exit Works*

### **WHAT YOU SHOULD KNOW BEFORE YOU START**

You must have a working knowledge of your computer. If you need to review the operation of the IBM PC or compatible, Appendix A introduces that computer and the DOS operating system. You should be able to: start the computer; use the operating system well enough to launch Works 3.0; format and copy a floppy disk; and shut down the computer.

### **HARDWARE AND SYSTEM REQUIREMENTS**

This book is based on the assumption that you will be working with an IBM PC or compatible computer with at least an internal hard disk and a floppy disk drive. If your computer doesn't have these, you will have to adapt the instructions to fit your computer's hardware.

Some of the activities in this book use Works capabilities that involve modification of the system files installed on the hard disk. If you are working on a network, there may be protection features in place that prohibit any modification to files stored on the hard disk. In that event you will simply have to skip doing those activities; however, you should read them so you will know what Works 3.0 is capable of doing in the DOS environment. You will be warned about all such activities before starting them.

Specifically, you will need the following:

- an IBM PC or compatible computer with 640K memory, keyboard, hard disk, floppy disk drive and a graphics adapter compatible with the software as described in the Works manual. A mouse is desirable but not necessary.
- MS-DOS 3.0 or higher installed on the hard disk
- Microsoft Works 3.0 installed on the hard disk (the program requires at least four megabytes of space)
- a printer
- the data disk for this book
- a floppy disk suitable for the floppy disk drive on the computer you are using. It can be new or it can be an old disk containing data that is no longer needed. You will need it to use as your backup data disk.

## WHAT IS WORKS 3.0?

---

Works 3.0 is an integrated productivity tool for the IBM and compatible family of computers. It includes four main modules, as well as helpful features such as a calendar, the ability to import certain graphic files, and WorksWizards (an on-line set of forms that can be customized). The main modules are

- word processing, which allows you to electronically store, edit, and manipulate text
- database (with reporting capabilities), which allows you to maintain collections of related information about specific topics
- spreadsheet (with charting), which allows you to arrange data and information in a matrix and perform calculations
- communications, which allows you to electronically send to, and receive information from, other computers.

As a user, you can work with any one or all of these modules as you need them. You can also move text within a document, between documents, or between modules as you will do in the integration chapters. Works 3.0 is the latest and most powerful of an evolving integrated software package that was first introduced in 1987.

In this text, you will be led through exercises using all Works 3.0 modules except for the Communications module. That module is covered as an appendix, because many users will not have the equipment necessary to use the communications module.

## THE WORKS USER INTERFACE

Works 3.0 for DOS can run in either graphics mode or text mode. Graphics mode displays the cursor as an arrow pointer; text mode displays it as a bright rectangle. In graphics mode, the screen can display text as it will actually be printed. Because graphics mode may not be available to all users, all illustrations in this book will be shown in text mode. The Works default is text mode. In either mode, the program displays a graphical user interface that consists of windows, menus, dialog boxes, toolbars, status lines, and message lines. A ruler is displayed in word processing, and a special formula bar is displayed in the database and spreadsheet modules. Each of these elements of the graphical user interface will be explained as they are encountered.

A **window** is a section of the computer's screen marked off by borders. Windows can contain information that has been prepared using one of the Works modules or it can be empty, ready for information to be entered.



Each Works module uses a distinctive window design, although there are elements common to all windows. Figure 1-1 displays a window.

**Menus** are found at the top of the Works screen on the **menu bar**. Each menu is identified by a unique name. Menus can be opened (they drop down from the menu bar) to reveal a set of commands that you can choose.

A **dialog box** is a special kind of window that usually appears in the middle of the screen. Dialog boxes appear whenever Works needs information from you. Any menu command that contains an ellipsis (...) will cause a dialog box to display when you select that command. Figure 1-1 shows the dialog box that displays when you choose WorksWizards from the FILE menu. (WorksWizards is an interactive program that helps you with some of the more complex abilities of Works.) You must respond to the dialog box before you can continue. Almost all dialog boxes contain buttons labeled **Help**, **OK**, and **Cancel**. Using the **Help** button brings up an explanation of that dialog box. Using the **OK** button causes the dialog box to go away and puts the settings in the dialog box into effect. Using the **Cancel** button causes the dialog box to go away without changing anything. The **OK** button is usually outlined or highlighted to indicate that it is the default choice and will be activated when you press the **[Enter]** key. Menus are inactive when a dialog box is present.

The **Toolbar** allows mouse users to make quick selections of frequently used commands without having to go through the menus. There is a different Toolbar for each module.

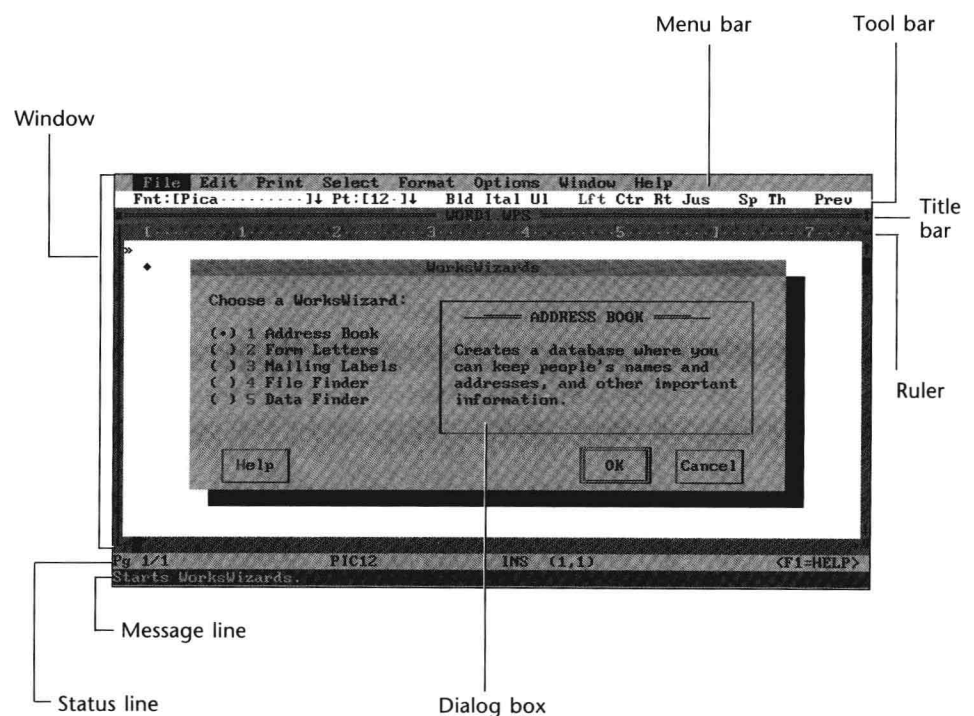
The **Ruler** is unique to the word processing module. It is used for setting margins and tab stops.

The **Status Line** is present in all modules. It gives information about the file.

The **Message Line** is also present in all modules. It gives hints about what to do next. Refer to it often while you are working.

Windows, menus, and dialog boxes can be controlled in two ways. You can either use the keyboard or use a mouse. Both of these methods allow you to respond to dialog boxes, choose menu commands, and direct

FIGURE 1-1



Works' activities. This text includes directions for both mouse and keyboard. Whenever necessary, we first give instructions for using the mouse and then give the keyboard alternative.

## USING THE MOUSE AND CURSOR

A *mouse* is a small, box-like device connected to the computer. The mouse is used to control the *mouse cursor*, a special mark (a rectangle in text mode and an arrow in graphics mode) on the screen that tells the relative position of the mouse. A mouse will have from one to three buttons. Most Works-compatible mice have two or three buttons. In this text, you will always use the left mouse button unless otherwise instructed. The mouse cursor is used to set the *insertion point* (a blinking underline or a bright rectangle), which indicates where the next action will take place or allows you to choose an object or text in preparation for some activity. The cursor moves on the screen as you push the mouse on your desktop. When you pick up the mouse from the desktop, the cursor stays where you left it. The mouse is known as a "pointing" device because it enables you to point the cursor at an object on the screen.

When you are instructed to use the mouse, certain terms will be used to describe the required activity. These terms are pointing, clicking, double clicking, and dragging. *Pointing* refers to moving the mouse so that the cursor rests at the desired location on the screen. To *click*, momentarily press a button (again, usually the left button) on the mouse and then release it. *Double clicking* means to click a mouse button twice in rapid succession. *Dragging* the cursor is done by holding the mouse button down while you push the mouse and then releasing the mouse button.

## HOW TO USE THIS BOOK

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To introduce you to the features of Works 3.0, this book consists of a series of hands-on activities designed around a central scenario. The most effective way to use this book is to read each chapter before attempting the step-by-step instructions with your computer. You will then know what to expect, and you can concentrate on what is happening on the computer screen while you are doing the activities. The text includes both explanatory material and hands-on lessons. A computer icon precedes all hands-on activities. These activities consist of numbered steps that tell you each keystroke or mouse movement needed to achieve the desired result. Even if you are an inexperienced computer user, you can easily get started by simply following the explicit instructions in the lessons. You will find explanatory material interspersed through the activities as well.

Take time to observe the computer's screen after each step to see what happens. Then compare your screen with the figures shown in the book. Your screen should appear quite similar, if not identical, to the figures in the book.

## SIGNPOSTS TO GUIDE YOU

***Bold italic type***

Denotes important terms defined in the glossary.

## IT'S YOUR TURN



A computer symbol like this one signals hands-on activities that you are to perform. Hands-on activities will be in color to make them easy to identify. The steps will be numbered unless there is only one step.



This marks the appearance of a helpful hint.