

Kate Barnes

\$189⁹⁵

The First Book of WORDPERFECT[®] 5.1

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- ▶ *Easy to read and reference*
- ▶ *Ideal for the computer novice*

*Suggested retail price US only

The First Book of
WordPerfect® 5.1

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Preface

Popular word processors usually have over 150 features for you to learn to use. This is more than the average user needs or wants, and, for the beginning user, the sheer bulk can be intimidating.

What *The First Book of WordPerfect 5.1* does is glean only the “most used” features. It focuses on those features you’ll need to use in the great majority of your work. This way, you save time and eliminate the frustration of trying to sort out what you need from what you don’t need.

The approach is meant to be simple. Such aids as quick steps to operations, overviews, everyday examples, and plentiful screen illustrations are designed for the beginning user. It’s a simple, short book to make your learning of WordPerfect short and simple.

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Chapter 1

Getting Ready to Use WordPerfect

In This Chapter

1

- ▶ *What word processing is*
- ▶ *Which computer system components you'll use*
- ▶ *How to create a document*

Word Processing Made Easy

Though you may want to fire up your computer and begin punching keys *right now*, if you spend just a few moments picking up some basic understandings, you'll avoid confusion later on. Once you have the "big picture," you can fill in the details.

Word processing is the term used to describe the development of letters, reports, and other documents with a computer. Word processing offers many advantages versus handwriting or typing documents. Speed is a primary advantage. Because most people handwrite at about twelve words per minute, you don't have to be a speed demon on a keyboard to improve your efficiency with word processing. Another advantage you gain with word processing is the ease of entry, editing, and printing your work. You replace the cumbersome "cut, paste, and retype"

approach with copying, moving, and deleting words instantly. A final, printed copy is only a few keystrokes away. The printed copy is clean and free of erasures and whiteout.

WordPerfect is one brand of word processor. It has been a best seller for years because of its simplicity and power. You'll no doubt begin using it to create small and straightforward documents. But once you get up and running and want to go on to more sophisticated word processing, WordPerfect won't hold you back.

The written works you create using WordPerfect are called *documents*. A document can be any written element you create—a letter, a report, a memo, an expense sheet, a bill, or a list (to name just a few). You can combine elements in one document (such as following a letter with a bill). You decide how many documents you want to create and the contents of each document.

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Computer System Components

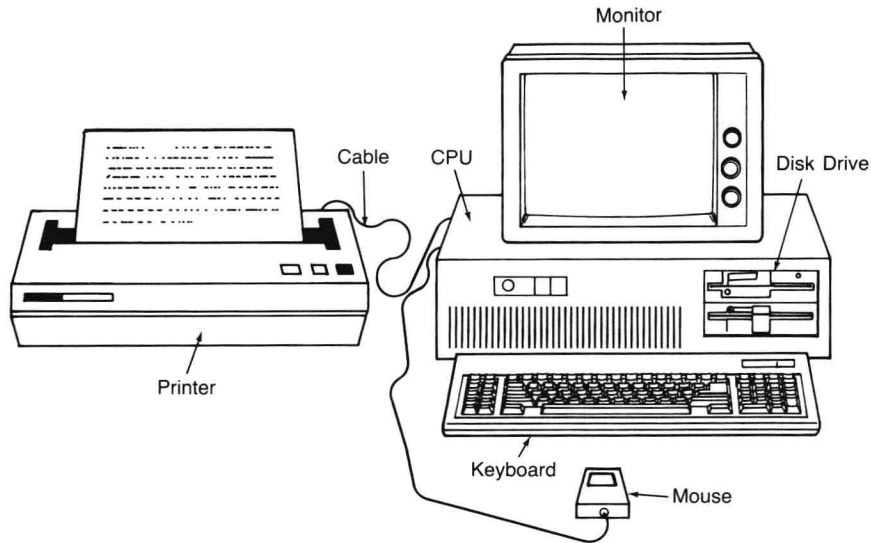
WordPerfect can only be used with an appropriate computer system. This book describes using WordPerfect with an IBM-compatible microcomputer (also known as a personal computer). *IBM compatible* is the standard set by IBM which other (often less expensive) computers match in specifications. Not all IBM-compatible computers are completely compatible, so if you notice a difference in processing from that described in this book, it may be that your computer is not perfectly compatible. If you're concerned about this, ask your computer dealer.

Your computer system includes *hardware* and *software*. Hardware is made up of the computer parts you can see and touch. Figure 1-1 illustrates these hardware components:

- **Keyboard:** The component that resembles the keys on a typewriter with a few added. You'll "talk" to your computer (and to WordPerfect) through your keyboard. By pressing certain keys you send messages to the computer. You also use the keyboard to type in documents.
-

- ▶ *Monitor*: The component that looks like a television screen. You can see the results of keyboard entries on the monitor. The text you type in also appears. WordPerfect will send you messages on the monitor if it doesn't understand what you have entered or if you need more information to continue. Carefully read the messages when they appear. This is WordPerfect's only means of communicating with you.
 - ▶ *Central Processing Unit (CPU)*: The CPU is typically the most difficult hardware component for a beginner to understand. The wonders of word processing take place within the CPU. Inside is active memory (called *random-access memory [RAM]*). The documents you are using and necessary parts of WordPerfect are stored in RAM as you work. The documents remain in RAM as long as the computer is turned on. When the computer is turned off (or the power is accidentally cut), the documents are lost from RAM. This is why it is so important to save your work regularly as you go. Otherwise, an unexpected power failure could cause you to lose valuable work.
 - ▶ *Hard Disks, Floppy Disks, and Disk Drives*: When you save your work, it is transferred from RAM to a disk for permanent storage. Once your work is saved on a disk, you can turn off your computer and retrieve the document from the disk when you use WordPerfect again. The disk may be a hard disk, which is fixed in the CPU. Or the disk may be a 5 1/4" or 3 1/2" floppy (flexible) disk. Floppies are removable from a disk drive in the computer. This disk drive is used to copy documents to and from RAM.
 - ▶ *Printer (optional)*: You can use WordPerfect without a printer, but if you do, you can only view your documents on the monitor. You cannot get a hard copy of your work without a printer.
 - ▶ *Mouse (optional)*: You can use a mouse to point to and select WordPerfect options as a substitute for making selections from the keyboard. However, you will still use the keyboard for entering text and for some WordPerfect functions. Many WordPerfect users prefer a mouse because it seems to be easier and faster to use than the keyboard. This choice is a matter of individual taste and skill.
-

- **Cables:** Hardware components must be linked using the cable supplied by your computer dealer.



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Figure 1-1. Hardware components

Before using your computer, make sure the cables are in place, the hardware is turned on, and, if you are using a printer, the printer has paper installed.

As you use your computer, observe these basic maintenance rules:

- Store disks at common office temperatures.
- Keep your environment clean and free from dust.
- Periodically clean the disk drives.
- Use the supplied labels with disks and write on disks with felt-tip pens (not ball-point pens or sharp pencils).
- Don't touch the exposed magnetic portion of the disk (housed inside the plastic cover).
- Don't spill liquids on the computer.
- Don't expose the disks to magnets.
- Always treat the computer with TLC (tender loving care). It is built to last but, like any electronic device, can be jarred or broken if misused.

Computer software contains the instructions to the computer and the text or data that make the process function. WordPerfect is considered a software product. The instructions that make up WordPerfect are stored as *files* with identifying names. You'll store your documents on disk, too, and give them identifying names. (A document is the equivalent of a file.) The software that allows WordPerfect to operate with your computer hardware is called the *operating system*. In this case, you'll be using DOS, which stands for Disk Operating System.

How You Create a Document

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Now that you have a broad view of the computer hardware and software, we'll take a look at the overall process you'll use to create a document with WordPerfect. The remaining chapters in this book cover the details of these major steps.

To start, you'll install WordPerfect on your computer. Installing the program means that the files on the WordPerfect disks are placed on your computer or on a disk for your daily use. Installation only needs to be done once. Once WordPerfect is installed on your computer, start up WordPerfect. Certain settings, called *defaults*, are already fixed in WordPerfect, but they can be changed. For example, the left and right margins are defaulted to 1" each. You can change the margins to the size you desire.

Once you have started WordPerfect, use the *menus* to select what you want to do. Menus are lists of options you have. Figure 1-2 shows a menu. Once you become familiar with WordPerfect functions, you may want to skip the menus and enter your selections via keystrokes.

Type in the document. As you work, a small, blinking mark called the *cursor* marks your position on the screen. Figure 1-3 shows the cursor under the "t" in the word "typist." When you use a mouse, the *pointer* appears to mark your location. Figure 1-4 shows the mouse pointer indicating "t" in "typist."

In addition to the text you enter, you may choose certain format options. The word "format" refers to the appearance of