

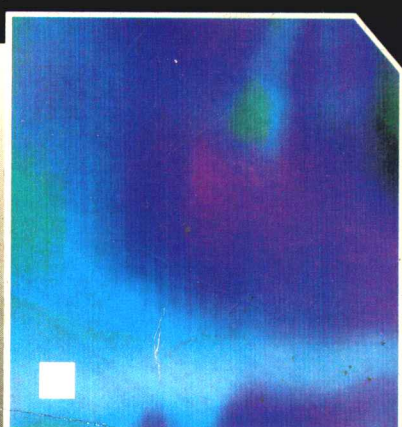
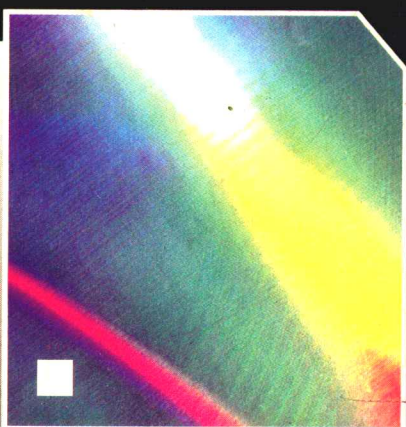
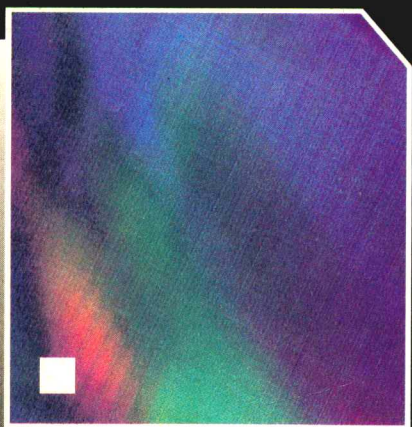
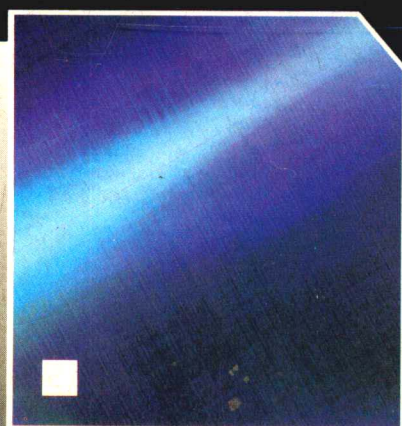
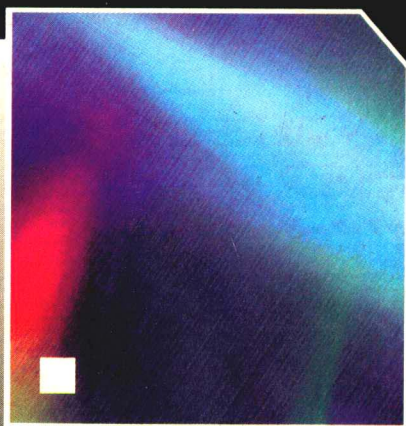
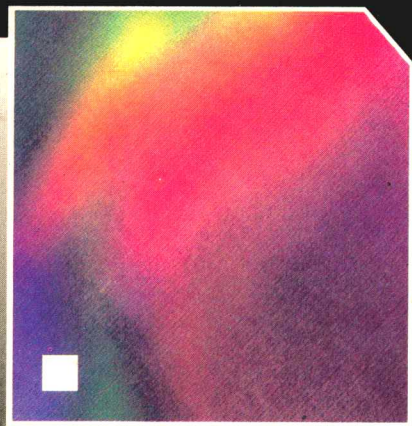
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Made Perfectly Easy

Using Version 5.1

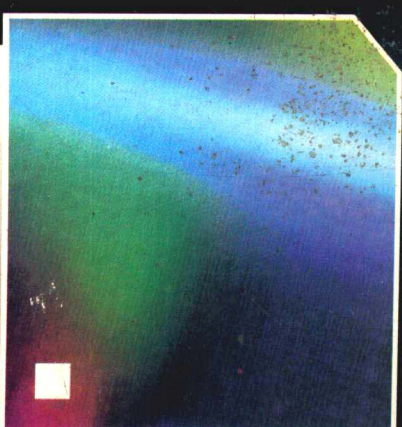
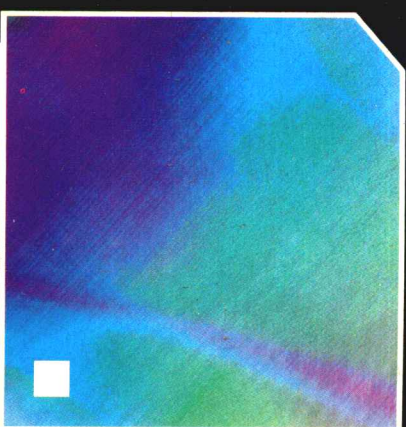
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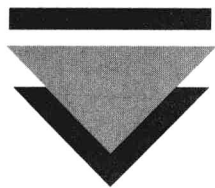
Sharon Anne Fisher-Larson



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WORDPERFECT MADE PERFECTLY EASY

Using Version 5.1

Second Edition

For IBM and IBM Compatibles

**Sharon Anne Fisher-Larson
Elgin Community College**

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WordPerfect™ Made Perfectly Easy, Second Edition

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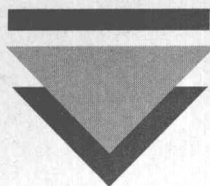
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Preface

Welcome to the new edition of *WordPerfect Made Perfectly Easy*. This text/workbook is designed for anyone who wants to learn WordPerfect quickly through a simplified, hands-on approach. It presents an easy and practical way to learn WordPerfect. Basic cursor movement and editing are introduced before you begin to create files. By the time you create a document, you have become comfortable with the keyboard and the basic keystrokes of WordPerfect. Throughout the text, reading is kept to a minimum—the focus is on getting you immediately involved with WordPerfect.

Lessons provide maximum learning opportunities with minimal keyboarding time. When you learn a new feature, you will not have to keyboard a lengthy document first. Instead, you will retrieve the appropriate file from the Data Disk and continue with the instructions.

WordPerfect Made Perfectly Easy, 2/e, includes 77 activities with function key and mouse instructions. These activities guide you step-by-step through each feature introduced. Basic editing activities as well as activities for advanced features such as Table of Contents and Indexing are included. The first eight chapters build a strong foundation in the basics, and advanced functions are covered in the last seven chapters.

As you proceed through these step-by-step instructions, you will get the most out of the activities by following this procedure. First, read column 1 instructions carefully. Then press the keys or mouse clicks given in columns 2 or 3 *as you read the WordPerfect screen's prompts and menus*. Study the prompts and menus carefully so that you begin to understand what you are doing and why. By carefully reading screens and being aware of what options you are choosing on each menu, you will learn WordPerfect more quickly and with less frustration.

WordPerfect Made Easy, 2/e, is easy to use. All instructions are presented in the same way to make them easier to follow. You do not need *keyboarding skills* to use this text/workbook. If you learned to "touch type," you have keyboarding skills. Many individuals in business wish to learn word processing and do not have keyboarding skills. Although we strongly recommend you take the time to develop basic keyboarding skills, lacking them will not hamper you with this text/workbook.

This new edition has these special features:

- Each lesson begins with objectives and then presents the new features that are introduced, including their keystroke combinations or mouse actions.
- Each lesson includes directed, step-by-step instructions. Instructions appear in the first column; the appropriate keystrokes and mouse clicks for Version 5.1 are shown in the second and third columns.
- The three-column format encourages you to learn efficiently. If you already know a particular keystroke or feature, you can complete the steps indicated in the first column on your own.
- Advanced feature lessons may be completed independently of one another. For example, you do not need to complete the table of contents lessons in order to learn indexing.
- An objective keystroke/mouse click review included at the end of most chapters checks your recall of the most-used features.
- Review Activities related to lessons test your ability to use what you have learned.
- Projects provide practice in combining the use of features in a number of chapters.
- A Data Disk with more than 40 files accompanies the text, enabling you to learn a feature without having to key lengthy text first.
- Appendixes include an alphabetical listing of all features and their corresponding keystrokes, a command map for pull-down menus and function keys, information on paper size/type options, and a clip art reference.

▼ Text Organization

Topics are organized into 15 chapters. Although it is recommended you complete Chapters 1 through 8 in sequential order, the remaining chapters may be completed independently of one another.

Each lesson includes objectives, a listing of new features with corresponding function keys and mouse clicks, terminology, productivity tips, and one or more step-by-step activities. You should familiarize yourself with the terminology and productivity tips in the lesson before beginning the activities.

Each activity requires you to key a file reference notation at the end of the document. This is a good procedure to develop. Because so many documents are filed on disk, this is a way to help you become efficient at managing your system and files.

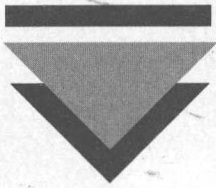
Keys to Activities. Printed solutions to most activities appear following the Appendixes. Always compare your finished copy to the key when available.

Review Quizzes. Twelve Review Quizzes check your ability to remember the keystrokes/mouse clicks presented in the lessons. The answers are provided in the key at the back of the text/workbook.

Review Activities. In addition to the 77 lesson activities, Review Activities are provided to give you additional practice with selected features. To practice combining features, you will at times retrieve a file from an earlier review activity. In this way, you will continue to work on the same file over a period of time and apply various features, much as you would in a business situation.

Projects. Eight Projects are provided to give you additional practice in applying features. These should be attempted only after completing the lesson activities. A few require extensive keyboarding.

Sharon Anne Fisher-Larson



Working with WordPerfect Made Perfectly Easy, 2/e

In order to work effectively with *WordPerfect Made Perfectly Easy, 2/e*, you will need the following equipment and supplies in addition to the textbook:

- IBM PC or an IBM-compatible computer
- WordPerfect software installed on the computer
- Student Data Disk supplied with the program (5 ¼" or 3 ½")
- Blank formatted diskette
- Printer
- Mouse (optional)

You also need to know a number of things about your computer system:

- How to turn on your computer.
- How to adjust the computer monitor.
- Whether or not you have an enhanced keyboard.
- Whether or not your system has graphics.
- How to format and handle diskettes.
- How to change from one prompt to another.
- How to access and exit WordPerfect on your computer. (Steps will vary depending on the computer configuration.)

▼ Retrieving and Saving Files

You will retrieve files from the Data Disk and then save your work. If you are using the 5 ¼-inch Data Disk, you should not attempt to save files on that diskette. Instead, save all files on an additional blank diskette. If you are using the 3 ½-inch Data Disk, you may save files on the same diskette.

When WordPerfect is installed, a default drive is set up for data files. When you retrieve or save a file, WordPerfect automatically addresses the default drive. Be sure you know which drive is the default drive on your system. Since you may be retrieving files from one diskette and saving files to another disk, you may wish to put your blank diskette in the default drive. If you do, you will need to designate the drive location with file names when retrieving files from the Data Disk.

For example, if your default drive is set up as B, your Data Disk is in drive A, and your blank diskette is in Drive B, you would key ***a:lesson24.act*** to retrieve the Lesson 24 activity. For specific instructions, always check with your instructor. Computers, diskette drives, and software installation all affect the way you retrieve a file.

▼ Printer Selection

All the files on the Data Disk are saved with the Standard Printer definition. As you retrieve a file, WordPerfect should display a prompt at the bottom of the screen indicating that the file is being converted to your printer. If the document does not automatically convert, you may need to select your printer before printing.

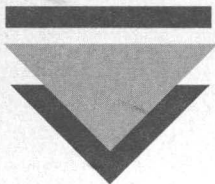
You do this by pressing *Shift* + *F7* (Mouse: **File, Print**). The Print menu appears. To change the setup to reflect your current printer, first choose Select Printer (Select Printer). Several printer names (selected at installation) should now be displayed. Move the cursor to the printer you want to use and select it by pressing *Enter* (**1** (Select)). The Print menu should now display the printer you selected next to Select Printer.

When you work on different computers with different printers, always check the Print menu to be sure the printer selection is correct. Since WordPerfect saves the printer definition with each file, you may need to change it when using a different printer.

▼ Conventions

This text/workbook uses several typographic conventions to make the instructions more concise and easy to understand:

- Italics in the activities are used for portions of the text that you are to key: *Dear Ms. Kieser*:
- WordPerfect keystroke combinations are indicated with a +:
Shift + **F7**
- WordPerfect consecutive keystrokes (if not on separate lines) are separated by commas: **Home** , **Home** , **↑**
- File names are shown in boldface and italic type: ***file act.yri***
- The term “keyboarding” is used, rather than “typewriting.” Therefore, you are asked to *key* rather than *type* copy.



Working with the Keyboard and Mouse

Although the keyboard is used to enter standard text, WordPerfect offers a number of ways to execute commands. You can use:

- The standard function keys on the keyboard
- The pull-down menus with the keyboard
- A mouse with the pull-down menus

From displayed menus, you can select items by keying the number of the item, the highlighted letter of the item, or positioning the mouse pointer and clicking on the item.

You may use one of these methods exclusively or combine them. Lesson 1 provides detailed instructions about each option.

▼ More about a Mouse

If you choose to use a mouse, please read this section carefully.

A mouse may have two or three buttons to click, or it may be a trackball operated with one hand. If you wish to use a mouse with WordPerfect, you must select the mouse setup at the time of installation. Refer to the mouse setup section of the WordPerfect Version 5.1 reference manual.

When using the mouse, you click, double-click, and drag. You *click* when you press a button on the mouse and release it. You *double-click* when you press the button twice quickly in succession. You *drag* when you press a button and move the mouse pointer through text to a specific location before releasing the button.

The mouse can be used to position the cursor in text, block text, and select features and options from the displayed menus.

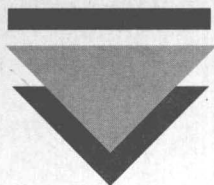
To *position the cursor in text* with the mouse, position the mouse pointer at the location in text, and left click. To *scroll*, hold the right button down and drag the mouse cursor to the end of the screen in the direction you want to scroll. Release the right button.

To *block text*, position the mouse pointer at the beginning of the block and hold down the left button. Keep the button down while dragging the mouse pointer to the end of the block. Release the button. The copy should be highlighted. A left click cancels block.

The mouse may be used exclusively to *select items*, or it may be combined with standard keyboard commands. To select an option

from a pull-down menu or regular menu, move the mouse pointer to an option and click the left button. Clicking on a prompt responds to that prompt. A right click exits the menu. Double-clicking the left button in a regular menu or pull-down menu is the same as clicking the left button once and pressing Enter.

To *cancel* on a three-button mouse, use the center button. On a two-button mouse, press either of the buttons, keep the button down, click the other button, and then release the first button.



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LESSON 1

Function Keys, Pull-Down
Menus, and Mouse Support

▼ Objectives

Use the function keys to access features.

Access the pull-down menus.

Use the pull-down menus to access features.

Use the mouse to access features (if a mouse is available).

▼ Terminology

Function Keys. You may have 10 or 12 functions keys on your keyboard. (An enhanced keyboard has 12.) These keys are labeled F1, F2, etc. You use these keys in combination with the Ctrl, Alt, and Shift keys to access 40 different WordPerfect features. To help you remember which keys belong to which features, Appendix A includes both a 10- and a 12-function key template. Although the function key template may seem overwhelming at first, you will soon become familiar with the keystrokes for the features you use most often.

Pull-Down Menus. WordPerfect provides a series of menus that “pull-down” from the top row of the screen. You can select WordPerfect features with these menus also. Appendix A includes a template for the pull-down menus.

Template. A template is a listing of features and the corresponding keys or pull-down menus needed to access those features.

▼ Productivity Tips

WordPerfect gives you a variety of options for selecting features:

You can use the function keys to access a given menu, and then select an option from the menu by pressing the appropriate number or highlighted letter.

You can also use the pull-down menus to access a menu. From a menu, you choose an option either by moving the cursor to the

feature wanted and pressing the Enter key, pressing the highlighted letter, or selecting the displayed function keys.

Finally, you can use a mouse and click your way through WordPerfect.

You may decide to combine methods. For instance, some people use the mouse for major features but continue to use the Enter key for continuing through the feature.

If you are using the keyboard rather than the mouse, we recommend you use mnemonics (selecting an option by pressing the highlighted letter in the option name). This will help you with future WordPerfect upgrades, since the mnemonics for options are less likely to change than the numbers.

ACTIVITY 1 *Function Keys*

If you choose to use the function keys in these activities, follow the directions in Column 2. Both the option number and the option name with a highlighted letter are listed. The highlighted letter is in bold. You can choose either one to select an option.

	Keystrokes	Mouse
1. Start with a cleared screen.	F7 No No	
2. Suppose you want to format a document. Format is Shift + F8. Access Format now. (Hold down the Shift key and press F8; then release both.)	Shift + F8	
3. The Format menu appears on the screen. Notice that some letters in the option names are a different color or brighter than others. Also notice that there is a number in front of each major option. You can select an option with either the highlighted letter or the number. Select Page by pressing 2 or P now.	2 or P	
4. The Format: Page menu appears. Again you can select a number or letter. Select Headers.	3 or H	

	Keystrokes	Mouse
5. The next menu appears. This menu looks more like a prompt. However, notice that there are several options to choose from. Select Header A.	1 or A	
6. Another menu appears. Since we do not actually want to set up a header, press F1 to cancel. As you can see, WordPerfect menus can be many layers deep. Just keep selecting options until you are told to exit or no more menus appear.	F1	
7. Other menus are faster to get through. Sometimes you simply respond N for No or Y for Yes. For example, select Center Page (Top to Bottom) now. You can respond with Yes or No. Key Y for Yes.	1 or C Yes	
8. Now exit and return to the document. You exit when you are through with all the choices and want to return to the document.	F7	
9. Sometimes you will want to go back to the previous menu, but not all the way back to the document. Pressing Spacebar or Enter returns you to the previous menu. Access the Format menu again and select Document.	Shift + F8 3 or D	
10. You are now at the Format: Document menu. Suppose you would like to go back to the main Format menu. Press the Spacebar or Enter now.	Spacebar or Enter	
11. If you press either Enter or Exit again, you will return to the document, since you are only one menu away. Exit now.	F7	
12. As you use the function keys, you will become more proficient in pressing two keys in combination, for example, Shift + F8, Shift + F6, or Ctrl + F2. If you press the wrong keys and notice you are in the wrong menu, usually you can press Spacebar to remove the unwanted	Shift + F5	