

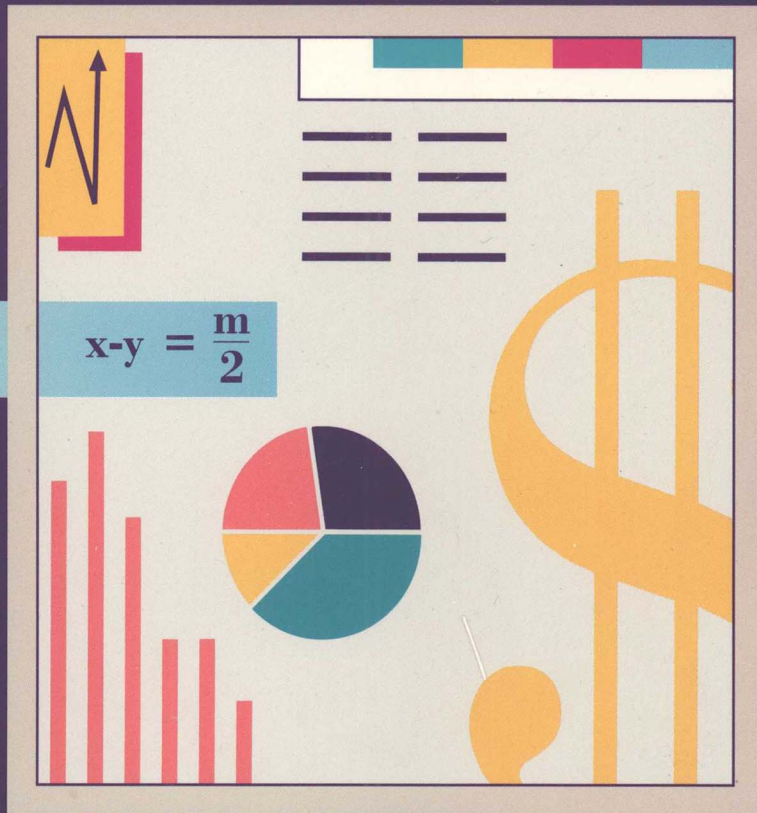
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MASTERING Lotus 1-2-3

RELEASE 2.3

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INCLUDES STUDENT DATA DISKETTES

MASTERING
Lotus 1-2-3
RELEASE 2.3

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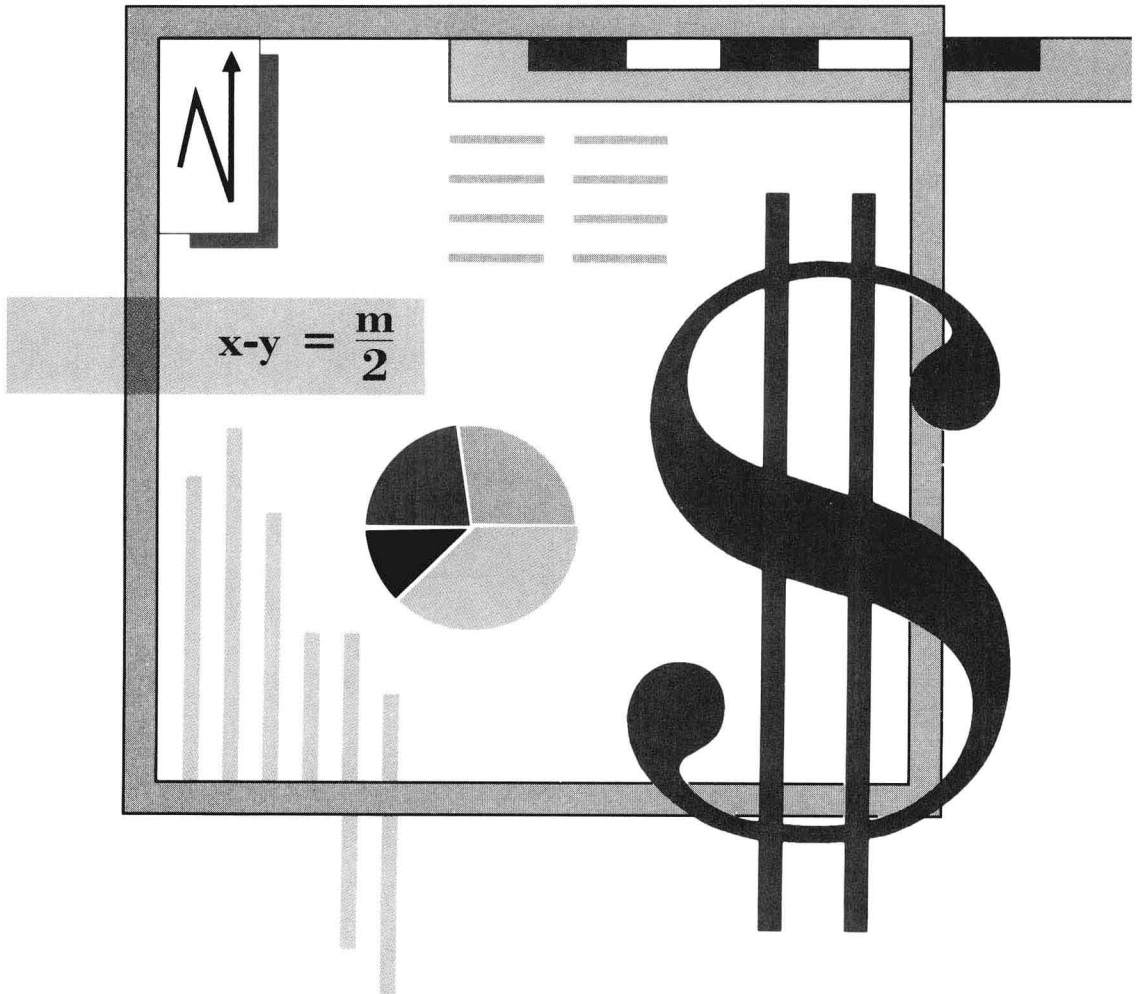
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Mastering Entries and Basic Features

◆ Part I ◆



◆ 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. *Mastering Lotus 1-2-3 Release 2.3* is designed to provide that solution and to meet the needs of all 1-2-3 Release 2 users. Instructions are clearly provided for both pull-down menus and function key approaches to completing tasks.

The short, easy-to-follow lessons in *Mastering Lotus 1-2-3 Release 2.3* present basic 1-2-3 skills step by step. Each new skill builds on the skills learned previously. Before long, you will be able to create all types of documents.

The book uses a learning-by-example approach and avoids lengthy discussions of features. The 19 chapters are organized by lessons, each focusing on a learning objective. As you master a learning objective, you will acquire a new 1-2-3 skill. Each lesson takes about 15 minutes to complete.

Every chapter (except the first) 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 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 features 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.

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. The Integrating Skills Check brings together your new skill and skills mastered in earlier chapters. The Business Skills Check allows you to apply what you have learned in the context of real business applications. Every few chapters you will encounter a Business Case Study which allows you to further apply the skills of several chapters to business problems.

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 both beginning- and intermediate-level skills with 1-2-3. 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 1-2-3 features.

The student disk is provided in both 5 1/4- and 3 1/2-inch sizes to work with any computer you might be using. To work with any of these files, place your student disk in either the A drive or B drive. Next, type IFD, then type the drive letter and a colon (:). Next, type IFR followed by the name of the file to retrieve and press enter. For example, if you place your student disk in drive B and set the directory to the B drive to retrieve a file named LABELS from this disk you would type IFR, type LABELS, and press **ENTER**.

Conventions Used in This Book

- *User input* Text to be typed into the computer is shown in **bold** type.
- *Keys* Keys are shown in keycaps symbols. Keys to be pressed simultaneously are separated by hyphens. For example: **shift**-**F3**. The names of function keys are followed by the key you should press. For example: Cancel (**F1**).

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