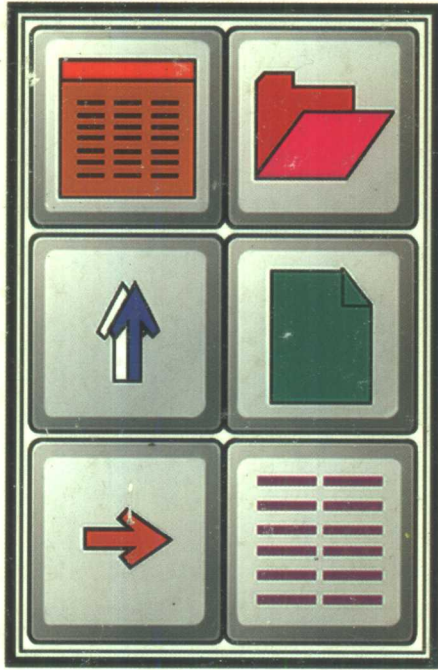


INTRODUCTOR

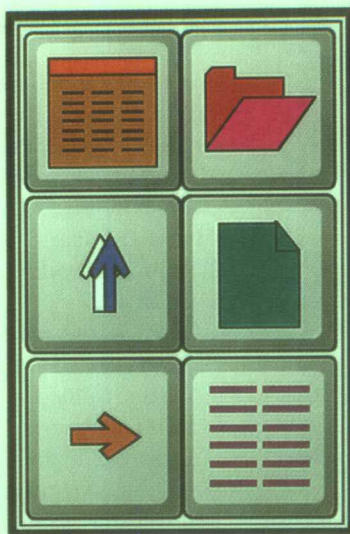


# WordPerfect® 6.0

for Windows™

S. SCOTT ZIMMERMAN • BEVERLY B. ZIMMERMAN





Introductory  
**WordPerfect® 6.0**  
for Windows™

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# From the Publisher

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At Course Technology, Inc., we believe that technology will transform the way that people teach and learn. We are very excited about bringing you, college professors and students, the most practical and affordable technology-related products available.

## The Course Technology Development Process

Our development process is unparalleled in the higher education publishing industry. Every product we create goes through an exacting process of design, development, review, and testing.

Reviewers give us direction and insight that shape our manuscripts and bring them up to the latest standards. Every manuscript is quality tested. Students whose backgrounds match the intended audience work through every keystroke, carefully checking for clarity and pointing out errors in logic and sequence. Together with our own technical reviewers, these testers help us ensure that everything that carries our name is error-free and easy to use.

## Course Technology Products

We show both *how* and *why* technology is critical to solving problems in college and in whatever field you choose to teach or pursue. Our time-tested, step-by-step instructions provide unparalleled clarity. Examples and applications are chosen and crafted to motivate students.

## The Course Technology Team

This book will suit your needs because it was delivered quickly, efficiently, and affordably. In every aspect of our business, we rely on a commitment to quality and the use of technology. Every employee contributes to this process. The names of all of our employees are listed below:

Tim Ashe, David Backer, Stephen M. Bayle, Josh Bernoff, Erin Bridgeford, Ann Marie Buconjic, Jody Buttafoco, Kerry Cannell, Jim Chryzikos, Susan Collins, John M. Connolly, David Crocco, Myrna D'Addario, Lisa D'Alessandro, Howard S. Diamond, Kathryn Dinovo, Katie Donovan, Joseph B. Dougherty, MaryJane Dwyer, Chris Elkhill, Don Fabricant, Kate Gallagher, Laura Ganson, Jeff Goding, Laurie Gomes, Eileen Gorham, Andrea Greitzer, Cathie Griffin, Tim Hale, Roslyn Hooley, Nicole Jones, Matt Kenslea, Susannah Lean, Suzanne Licht, Kim Mai, Elizabeth Martinez, Debbie Masi, Dan Mayo, Kathleen McCann, Jay McNamara, Mac Mendelsohn, Laurie Michelangelo, Kim Munsell, Amy Oliver, Kristine Otto, Debbie Parlee, Kristin Patrick, Charlie Patsios, Jodi Paulus, Darren Perl, Kevin Phaneuf, George J. Pilla, Cathy Prindle, Nancy Ray, Marjorie Schlaikjer, Christine Spillet, Susan Stroud, Michelle Tucker, David Upton, Mark Valentine, Renee Walkup, Lisa Yameen.

# Preface

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Course Technology, Inc. is proud to present this new book in its Windows Series. *Introductory WordPerfect 6.0 for Windows* is designed for a first course on WordPerfect. This book capitalizes on the energy and enthusiasm students have for Windows-based applications and clearly teaches students how to take full advantage of WordPerfect's power. It assumes students have learned basic Windows skills and file management from *An Introduction to Microsoft Windows 3.1* or *A Guide to Microsoft Windows 3.1* by June Jamrich Parsons or from an *equivalent* book.

## Organization and Coverage

*Introductory WordPerfect 6.0 for Windows* contains six tutorials that present hands-on instruction. In these tutorials students learn how to plan, create, edit, format, preview, and print WordPerfect documents. Using this book, students will be able to do more advanced tasks sooner than they would using other introductory texts; a perusal of the table of contents affirms this. By the end of the book, students will have learned such formerly "advanced" tasks as defining and using styles, recording and playing macros, creating and merging data and form files, inserting graphic images, creating tables, and desktop publishing.

## Approach

*Introductory WordPerfect 6.0 for Windows* distinguishes itself from other Windows textbooks because of its unique two-pronged approach. First, it motivates students by demonstrating *why* they need to learn the concepts and skills. This book teaches word processing using a task-driven, rather than feature-driven, approach. By working through the tutorials—each motivated by a realistic case—students learn how to use WordPerfect in situations they are likely to encounter in the workplace, rather than learn a laundry list of features one-by-one, out of context. Second, the content, organization, and pedagogy of this book make full use of the Windows environment. What content is presented, when it's presented, and how it's presented capitalize on WordPerfect's power to perform complex editing and formatting tasks earlier and more easily than was possible under DOS.

## Features

*Introductory WordPerfect 6.0 for Windows* is an exceptional textbook also because it contains the following features:

- **"Read This Before You Begin" Page** This page is consistent with Course Technology's unequalled commitment to helping instructors introduce technology into the classroom. Technical considerations and assumptions about hardware, software, and default settings are listed in one place to help instructors save time and eliminate unnecessary aggravation.

- **Tutorial Case** Each tutorial begins with a word-processing problem that students could reasonably encounter in business. Thus, the process of solving the problem will be meaningful to students. These cases touch on multicultural, international, and ethical issues—so important in today's business curriculum.
- **Step-by-Step Methodology** The unique Course Technology, Inc. methodology keeps students on track. They click or press keys always within the context of solving the problem posed in the Tutorial Case. The text constantly guides students, letting them know where they are in the process of solving the problem. The numerous screen shots include labels that direct students' attention to what they should look at on the screen.
- **Page Design** Each *full-color* page is designed to help students easily differentiate between what they are to *do* and what they are to *read*. The steps are clearly identified by their color background and numbered bullets. Windows' default colors are used in the screen shots so instructors can more easily assure that students' screens look like those in the book.
- **TROUBLE? TROUBLE?** paragraphs anticipate the mistakes that students are likely to make and help them recover from these mistakes. This feature facilitates independent learning and frees the instructor to focus on substantive conceptual issues rather than common procedural errors.
- **Reference Windows and Task Reference** Reference Windows appear throughout the book and provide short, generic summaries of frequently used procedures. The Task Reference appears at the end of the book and summarizes how to accomplish tasks using the Power and Button Bars, the pull-down menus, and the CUA and DOS keyboard templates. Both of these features are specially designed and written so students can use the book as a reference manual after completing the course.
- **Questions, Tutorial Assignments, and Case Problems** Each tutorial concludes with meaningful, conceptual Questions that test students' understanding of what they learned in the tutorial. The Questions are followed by Tutorial Assignments, which provide students with additional hands-on practice of the skills they learned in the tutorial. The Tutorial Assignments are followed by three or more complete Case Problems that have approximately the same scope as the Tutorial Case.
- **Exploration Exercises** Unlike DOS, the Windows environment allows students to learn by exploring and discovering what they can do. The Exploration Exercises are Questions, Tutorial Assignments, or Case Problems designated by an ■ that encourage students to explore the capabilities of the computing environment they are using and to extend their knowledge using the Windows on-line Help facility and other reference materials.

## The CTI WinApps Setup Disk

The CTI WinApps Setup Disk, bundled with the instructor's copy of this book, contains an innovative Student Disk generating program designed to save instructors time. Once this software is installed on a network or standalone workstation, students can double-click the "Make WordPerfect 6.0 Student Disk" icon in the CTI WinApps group window. Double-clicking this icon transfers all the data files students need to complete the tutorials, Tutorial Assignments, and Case Problems to a high-density disk in drive A or B. These files free students from tedious keystroking and allow them to concentrate on mastering the concept or task at hand. Tutorial 1 provides complete step-by-step instructions for making the Student Disk.

Adopters of this text are granted the right to install the CTI WinApps icon group on any standalone computer or network used by students who have purchased this text.

For more information on the CTI WinApps Setup Disk, see the section in this book called, "Read This Before You Begin."

## The Supplements

- **Instructor's Manual** The Instructor's Manual is written by the authors and is quality assurance tested. It includes:
  - Answers and solutions to all the Questions, Tutorial Assignments, and Case Problems. Suggested solutions are also included for the Exploration Exercises.
  - A disk (3.5-inch or 5.25-inch) containing solutions to all the Questions, Tutorial Assignments, and Case Problems.
  - Tutorial Notes, which contain background information from the author about the Tutorial Case and the instructional progression of the tutorial.
  - Technical Notes, which include troubleshooting tips as well as information on how to customize the students' screens to closely emulate the screen shots in the book.
  - Transparency Masters of key concepts.
- **Test Bank** The Test Bank contains 50 questions per tutorial in true/false, multiple choice, and fill-in-the-blank formats, plus two essay questions. Each question has been quality assurance tested by students to achieve clarity and accuracy.
- **Electronic Test Bank** The Electronic Test Bank allows instructors to edit individual test questions, select questions individually or at random, and print out scrambled versions of the same test to any supported printer.

## Acknowledgments

Creating this book was a team effort. Many people deserve a hearty thanks for shepherding the text through its many stages of production.

The authors first want to thank the reviewers: Pam Lautsch-Bowman of Pennsylvania State University, Jackie Crowe of Spokane Community College, and Dave Cooper of New River Community College. Thank you for your helpful suggestions.

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We would like to express appreciation to Joseph B. Dougherty, Editorial Director at Course Technology. His strong leadership has made this and many other projects possible. We also cherish our long association and friendship with the founders of Course Technology, Inc., John Connolly and Stephen Bayle, whose vision, knowledge, and determination have made possible the publication of premier textbooks on computer applications.

We owe a debt of gratitude to Susan Solomon for developing the basic model and design on which this text is based. Her dynamic leadership in guiding the Windows Series has been invaluable. We also wish to thank Marjorie Schlaikjer, the Windows Series Managing Editor, for her skillful work.

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To all of you, and to many others too numerous to mention, we give our heartfelt thanks.

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- 2 Formatting and Editing a Document
- 3 Using Additional Editing Features
- 4 Formatting Multiple-Page Documents
- 5 Using Special Word-Processing Features
- 6 Merging Documents and Desktop Publishing



# Read This Before You Begin

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## To the Student

To use this book, you must have a Student Disk. Your instructor will either provide you with one or ask you to make your own by following the instructions in the section "Your Student Disk" in the Tutorial 1. See your instructor or technical support person for further information. If you are going to work through this book using your own computer, you need a computer system running Microsoft Windows 3.1, WordPerfect 6.0 for Windows, and a Student Disk. *You will not be able to complete the tutorials and exercises in this book using your own computer until you have a Student Disk.*

## To the Instructor

**Making the Student Disk** To complete the tutorials in this book, your students must have a copy of WordPerfect 6.0 for Windows and the Student Disk. To relieve you of having to make multiple Student Disks from a single master copy, we provide you with the CTI WinApps Setup Disk, which contains an automatic Student Disk generating program. Once you install the Setup Disk on a network or standalone workstation, students can easily make their own Student Disks by double-clicking the "Make WordPerfect 6.0 Student Disk" icon in the CTI WinApps icon group. Double-clicking this icon transfers all the data files students need to complete the tutorials, Tutorial Assignments, and Case Problems to a high-density disk in drive A or B. If some of your students will use their own computers to complete the tutorials and exercises in this book, they must first get the Student Disk. The section called "Your Student Disk" in Tutorial 1 provides complete instructions on how to make the Student Disk.

**Installing the CTI WinApps Setup Disk** To install the CTI WinApps icon group from the Setup Disk, follow the instructions inside the disk envelope that was bundled with your book. By adopting this book, you are granted a license to install this software on any computer or network used by you or your students.

**README File** A README.TXT file located on the Setup Disk provides additional technical notes, troubleshooting advice, and tips for using the CTI WinApps software in your school's computer lab. You can view the README.TXT file using any word processor you choose, and a printout of the README.TXT file is included with the Instructor's Manual.

## System Requirements

The minimum software and hardware requirements your computer system needs to install the CTI WinApps icon group are as follows:

- Microsoft Windows version 3.1 or later on a local hard drive or a network drive and DOS version 3.30 or later.
- A 286 (or higher) processor with a minimum of 2 MB RAM. (4 MB RAM or more is strongly recommended.)
- A mouse and printer supported by Windows 3.1.
- A VGA 640 × 480 16-color display is recommended; an 800 × 600 or 1024 × 768 SVGA, VGA monochrome, or EGA display is also acceptable.
- 1.5 MB of free hard disk space.
- Student workstations with at least one high-density 3.5-inch disk drive. If you need a 5.25-inch CTI WinApps Setup Disk, contact your CTI sales rep or call customer service at 1-800-648-7450. In Canada call Times Mirror Professional Publishing/Irwin Dorsey at 1-800-268-4178.
- To install the CTI WinApps Setup Disk on a network drive, your network must support Windows.