

Intermediate
WordPerfect 6.1
for Windows

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CPI Training Solutions, Inc.

Post Office Box 5218 • Charlotte, NC 28299-5218

Telephone: 704-358-3383 • Toll Free: 888-274-0004

Fax: 704-358-3373 • Toll Free: 877-274-0004

E-mail: cpi@solutionsrus.com • Web site: www.solutionsrus.com

Intermediate WordPerfect 6.1 for Windows Training Manual

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Acknowledgments

Authors

Pamela W. Adams and Kathryn K. Baskett

Copy Editor

Susan D. Carnes

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How to Use This Manual

Conventions

The following conventions are used throughout this manual to make it easier for the user to follow instructions and exercises.

Keyboard Keys

All keyboard keys are typed in boldface with Upper and lower case letters and enclosed in greater than and less than symbols. The enter key is displayed as <**Enter**>.

Buttons

All power bar, toolbar and dialog box buttons are displayed in boldface, brackets and in the same case as the buttons they represent. The OK button in a dialog box is displayed as [OK].

Menus

All menu options are displayed in boldface with an underlined letter exactly as the menu options are displayed. The File menu option is displayed as **File**.

User Input

Where the user should input keystrokes, the text is printed in boldface. When a user is instructed to type the file name basics, it is displayed as **Basics**.

Resulting Actions

When keystrokes result in a change on the screen, status bar or dialog box, this is noted in italics. When a user presses the <**Insert**> key, this notation appears in the manual: *The word **Typeover** appears in the status bar.*

Practice Files

Floppy-2.wpg
Hotair.wpg
Marsh.wpg
Memory.wpd

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Notes:

Section 1

Columns

Columns

The columns feature in WordPerfect 6.1 allows a user to type information in columns side by side. A page can begin with full line text, then be broken into multiple columns in the middle of the page; or existing text can be divided into columns after it has been typed. Several steps are required to divide a page into columns.

1. Type title.
2. Format two columns.
3. Type first column.
4. Insert column break.
5. Type second column.
6. Turn columns off.

To center a title over both columns, the title should be typed before the document is formatted for columns. The heading for the following exercise was typed before the columns format was defined.

WORDPERFECT 6.1 FOR WINDOWS

Working with WordPerfect

WordPerfect is a word processing application that you can use to create and print documents for day-to-day business and personal use. To create WordPerfect documents, you need to know how to type, edit and format text in the document window; save the text as a file; and print your documents on your printer.

Typing Text

When you are ready, just start typing. The text that you type starts filling the document window at the insertion point. When you reach the end of the line, WordPerfect automatically wraps your text to the beginning of the next line. To start a new paragraph, press <Enter>. To leave a blank line between paragraphs, press <Enter> twice.

Center the Title

1. Click the **Justification** button on the Power Bar.
2. Click on the **Center** option.
The cursor moves to the center of the line.
3. Press <Caps Lock>.
4. Type the heading **WORDPERFECT 6.1 FOR WINDOWS**.
5. Press the <Enter> key twice.
6. Click the **Justification** button on the Power Bar.
7. Click on the **Left** option to return the cursor to the left margin.
8. Press <Caps Lock> to turn off all caps.

Format Columns

1. Click **Format** then **C**olumns from the menu.
2. Select **D**efine...
Two columns will be defined as the default.
3. Type the number **2** in the **N**umber of Columns text box.
4. Select the **N**ewspaper option in the **T**ype text box.
5. Click [**O**K].
The dialog box closes and the right margin symbol has now moved to 4" on the ruler bar.

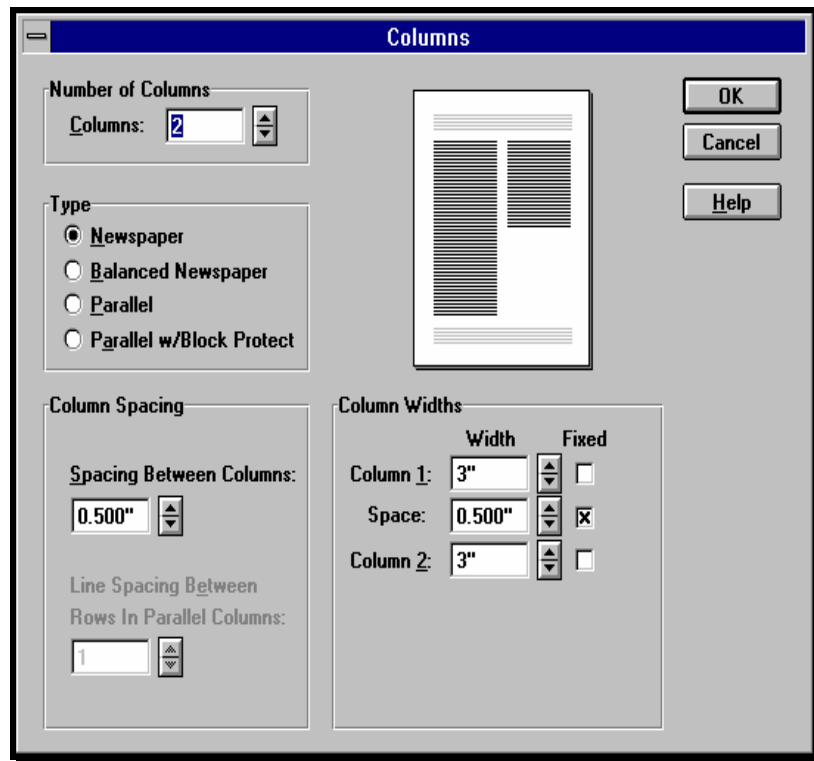


Figure 1: Columns dialog box



NOTE: Click on the **Columns** button on the Power Bar and click on **2 Columns** to quickly format columns.

Center Over a Column

1. Click the **Justification** button on the Power Bar.
2. Click on the **Center** option.
The cursor will be centered over the first column.
3. Type the text **Working with WordPerfect**.
Notice that it centers between the new 0" and 4" column width on the ruler bar.
4. Press the <Enter> key twice.

Type in the Column

1. Click on the **Justification** button on the Power Bar.
2. Click on the **Left** option to return the cursor to the left margin.
3. Type the text for the first column.

Insert a Column Break

To begin the second column, it is necessary to insert a column break.

1. Click on **Format Columns**.
2. Click on the **Column Break** option.
The cursor is positioned at the top of the second column.



NOTE: When columns are turned on, pressing <Ctrl> <Enter> will insert a column break. You may also use the **Columns** button on the Power Bar and click on the **Column Break** option.

Columns Off

WordPerfect is very flexible with column definitions which can be inserted at any point in the document. When at the end of a section of text with columns, turn columns off to return to full margin editing.

1. Center the heading over the second column.
2. Type the paragraph for the second column.
3. Click on **Format Columns**.
4. Click the **Off** option.
The cursor returns to the left margin and the ruler margins return to 1" and 7.5".
5. Save the document as **COLS**.
6. Close the file.

Format Existing Text into Columns

There are times when you need to take existing text and divide it into columns. With WordPerfect, you can position the cursor at any point in your existing document and define the number of columns you would like to create.

1. Open the file **MEMORY.WPD**.
2. Position the cursor at the beginning of the first paragraph.
3. Click on the **Columns** button on the Power Bar.
4. Drag to the option for **2 Columns**.

The text is divided into two columns.

5. Scroll to the second page of the text.

Notice that when the text exceeds a page in length, the columns automatically break at the bottom of the page. At the bottom of the second column, the text continues to the first column of the next page. If you want columns to break at a specific point, use the **Format Columns Column Break** command to change the break points.

Section 1

Summary Exercises

Part One

Type in Columns

1. Type the title so it is centered over the full page.
2. Create two evenly spaced columns.
3. Type the following text.
4. Save the file as **WP61**.
5. Print the document.

COLUMNS IN WORDPERFECT 6.1

Steps

The steps in creating columns in WordPerfect 6.1 are listed below:

Center heading.
Format two columns.
Type the first column.
Insert a column break.
Type the second column.
Turn columns off.

Typing in Columns

WordPerfect allows the user to see the two columns displayed side by side on the monitor.

Remember that word wrap is in effect when the columns feature has been selected. This means that pressing the **<Enter>** key is not required at the end of each line of text.

Part Two

Landscape Columns

1. Format the page for landscape orientation.
2. Center the title over the columns.
3. Create three columns.
4. Center the headings in each column.
5. Break the columns as shown below.
5. Save the file as **LAND**.
6. Print the document.

COLUMNS IN LANDSCAPE ORIENTATION

SETTING LANDSCAPE ORIENTATION

Many times it is necessary to turn a page to landscape orientation in order to have room for more than two columns on a page.

The **Format Page Paper Size** command allows a user to set options for paper size. One of these options is for landscape printing.

1. Click on **Format**.
2. Click on **Page**.
3. Click on **Paper Size**.
4. Click on **Letter Landscape**.
5. Click the **Select** button.

FORMAT COLUMNS

With the page in landscape orientation, format the document for three columns the easy way: use the Power Bar columns options.

1. Center the cursor and type the title.
2. Click on the **Columns** button on the Power Bar.
3. Click on the **3 Columns** option.

INSERT A COLUMN BREAK

There are three ways to insert a column break in WordPerfect 6.1.

1. Click on **Format Columns Column Break**.
2. Press the **<Ctrl> + <Enter>** keys to insert a break.
3. Click on the **Columns** button on the Power Bar and click on the **Column Break** option.

Part Three Summary Quiz

1. To center a title over two columns, it is best to type the title (before/after) the columns have been formatted.
2. On the menu, the _____ _____ command is used to set up more than one column in a document.
3. The _____ _____ command is used to begin a new column.
4. To turn a page to landscape orientation, use the _____ _____ command and select the **Paper Size** option.
5. When finished typing in columns, use the _____ _____ _____ command from the menu to return to full page editing.
6. The _____ button on the Power Bar can also be used to define columns, insert column breaks, or turn columns off.
7. A shortcut keystroke to insert a column break is to press the _____ and _____ keys.

Notes:

Section 2

Tables

Table Design

Below is an example of a table inserted in a document. Tables are composed of rows expanding **across** the table and columns which occupy space **vertically** up and down the table. The table below consists of three rows and three columns.

Course Name	Course Date	Course Time
WordPerfect Fundamentals	June 25	9:00 - 4:00
WordPerfect Intermediate	July 17	9:00 - 4:00
WordPerfect Advanced	August 22	9:00 - 4:00

Insert a Table

In the next exercise, we will create a table that consists of 2 columns and 3 rows.

1. Select the command **Table Create**.
*The **Create Table** dialog box is displayed, as shown in Figure 2.*
2. Type in **2** for the number of columns.
3. Press <Tab> to move the cursor to the **Rows** option box.
4. Type in **3** for the number of rows across the table.
5. Click the **[OK]** button (or press <Enter>).
A table is displayed with 2 columns and three rows.

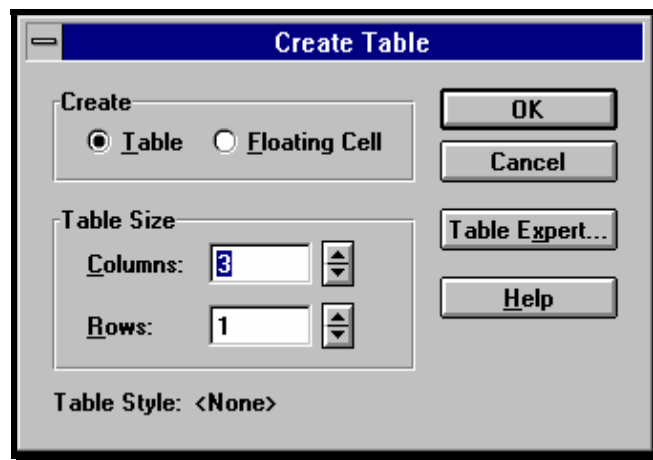


Figure 2: Create Table dialog box

Moving Around in a Table

Moving around in a table can be quick and easy using the keys outlined below:

Key	Action
Tab	Moves cursor to next cell
Shift Tab	Moves cursor to previous cell
↓ (down arrow)	Moves cursor down one cell
↑ (up arrow)	Moves cursor up one cell

Typing in a Table

In the next exercise, we will enter text in the table.

1. Click in the first cell in the table.
2. Type **1** in the first column.
3. Press <Tab>.
4. Enter **Create a table**.
5. Press <Tab>.
6. Enter **2**.
7. Press <Tab>.
8. Enter **3**.
9. Press <Tab>.
10. Enter **Type in a table and watch the text wrap in the cell**.
11. Save as **TABLES**.
12. Compare your table to the one below:

1	Create the table
2	Type in the table and watch the text wrap in the cell.
3	Size the table.

Size the Columns

To change the width of a cell, position the mouse on the dividing line between two cells until the cursor displays two vertical bars with arrows (⇄). Then click and drag the line to the right or left.

In the next exercise, we will adjust the width of the first column.

1. Display the Ruler Bar.
2. Position the mouse pointer on the vertical line separating columns 1 and 2.
The pointer will change to a sizing arrow with vertical bars (⇄).
3. Click and drag the sizing arrow to the 2" marker on the Ruler Bar.
4. Release the left mouse button.
5. Click and drag the right border of column 2 to the 5" position on the Ruler Bar.

Insert a Row

Inserting a row can be accomplished using the **T**able menu or the QuickMenu, which is accessed by clicking the right mouse button.

In the next exercise, we will insert a row at the top of the table using the QuickMenu.

1. Position the mouse pointer in the first cell of the table where the number **1** is located.
2. Press the right mouse button.
The QuickMenu is displayed, as shown in Figure 3.

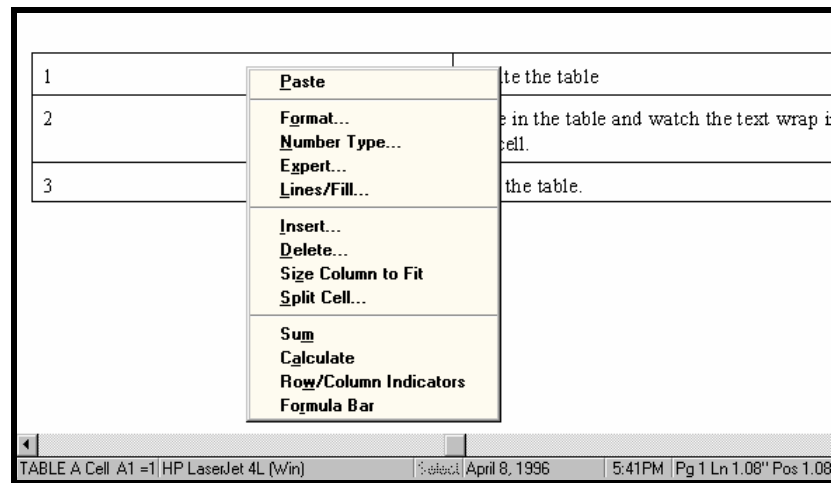


Figure 3: QuickMenu

3. Choose **I**nsert...
- The **I**nsert Columns/Rows dialog box is displayed, as shown in Figure 4.*
4. Verify that **R**ows is the selected option.
5. Verify that the number **1** appears in the **I**nsert **R**ows text box.
6. Verify that the **P**lacement **B**efore option button is selected.

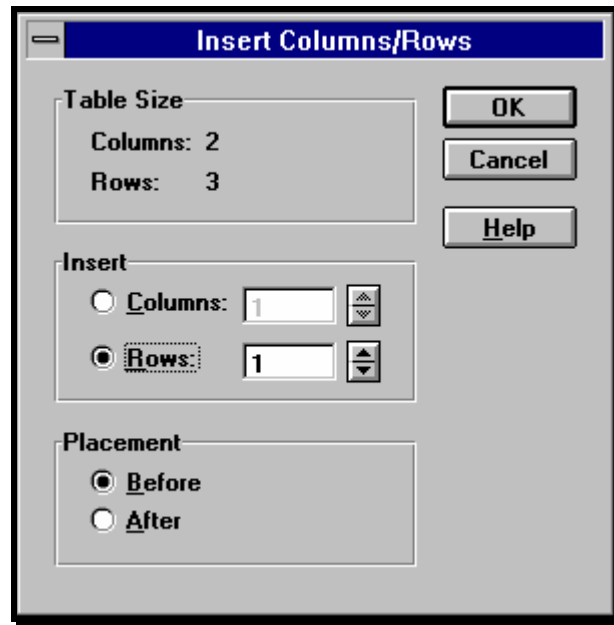


Figure 4: Table Insert dialog box

7. Click **[OK]**.
- A new row appears at the top of the table above the existing row.*
8. Now type the heading **STEP** in the first new cell.
9. Press **<Tab>**.
10. Type **ACTION** in the last new cell.
11. Save the table as **STEPS**.

Selecting in a Table

To edit line styles or add shading to the cells of a table, you must first select the portion of the table that is being edited. Outlined below are **QuickSelect** techniques used in selecting elements of a table.

To select	Do this
One Cell	Point either to the top edge or left edge of cell until the pointer changes to an arrow (↔ or ↑), then click
One Row	Point to the left edge of the row until the pointer changes to an arrow (↔), then double-click
One Column	Point to the top edge of the column until the pointer changes to an arrow (↑), then double-click
Entire Table	Point to the top edge or left edge of any cell until pointer changes to an arrow (↔ or ↑), then triple-click

Aligning Data in a Table

Aligning data in a table is much like aligning data that is not in a table. You select the cells containing the data to be aligned, then you click the appropriate alignment tool. The data is aligned.

In the next exercise, we will center the data in the first column of the table.

1. Point to the top edge of the first column until you get the up arrow.
2. Double-click to select the column.
3. Click the Justification button and choose center.

The data is centered.

Step	Action
1	Create a table
2	Size a table
3	Type in a table and watch the feature use word wrap

Figure 5: Aligned data

Applying Table Lines

The table lines can be displayed around the table or they can be removed so only the text remains in columnar format. The **Table Lines/Fill** command controls the table border and lines. The QuickMenu can also be used for table lines.

In the next exercise, we will apply different line styles to the table.

1. Point to the top edge of the table until pointer changes to an arrow and triple-click to select the table.
2. Right-click inside the table.
3. Select **Lines/Fill...** from the QuickMenu.
*The **Table Lines/Fill** dialog box appears, as shown in Figure 6.*
4. Click the **Table** option button.
5. In the **Border Lines** section, click the list arrow for **Border:**
6. Select **Heavy Double**.
7. Click **<OK>**.

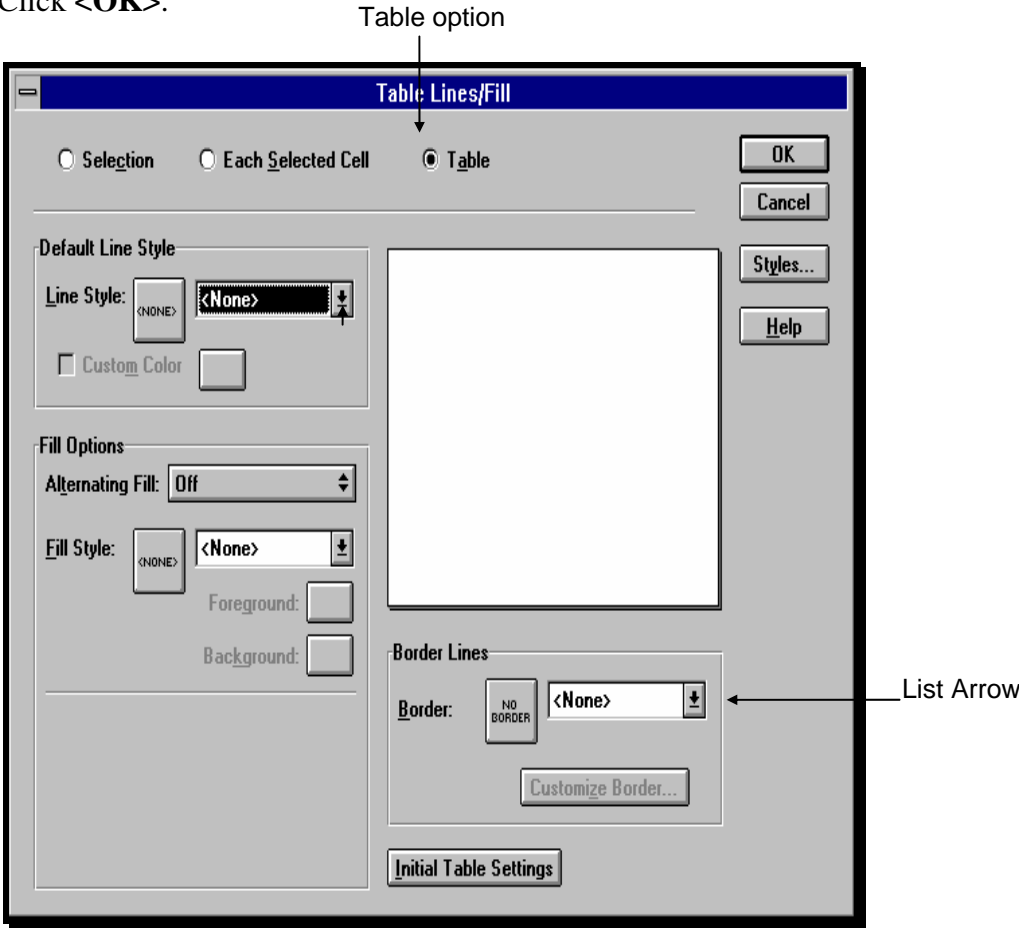


Figure 6: Table Lines/Fill dialog box

Table Fill

Shading or “filling” a row or column in a table can help set apart specific information in a table. This exercise will add 20% shading to the header row where **STEP** and **ACTION** appear.

1. Select the first row of the table.
2. Right-click in the selected row to access the QuickMenu.
3. Select **L**ines/**F**ill...
4. Click on the list arrow beside the **F**ill **S**tyle option, as shown in Figure 7.

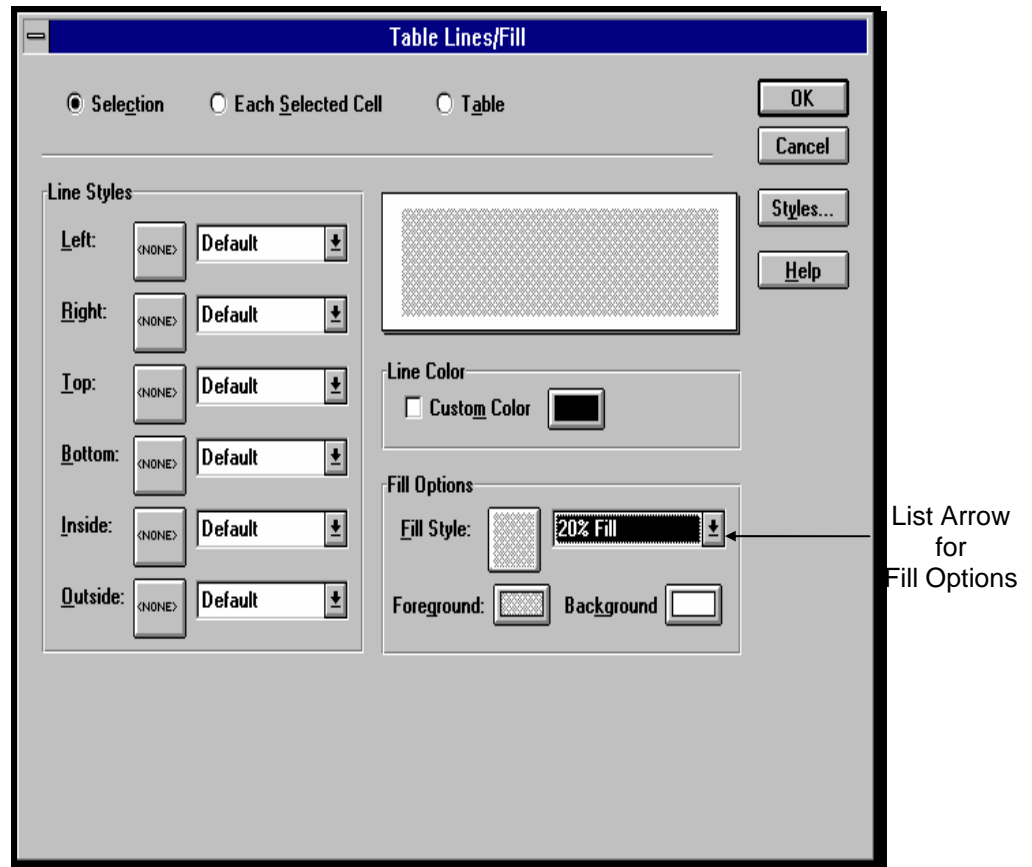


Figure 7: Fill Options for a Table

5. Select the **20% Fill** option.
6. Click **[OK]**.

7. Click outside the table.

The first row appears with gray shading behind the text.

STEP	ACTION
1	Create the table
2	Type in the table and watch the text wrap in the cell.
3	Size the table.

Figure 8: Completed table

Section 2

Summary Exercises

Part One

Create a Table

1. Create the following table.
2. Size the columns.
3. Save the file as **TABLES**.
4. Print the document.
5. Close the document.

STEP	ACTION	RESULT
1	T able C reate command	Dialog box for tables will appear
2	Type 3 for number of columns	Three columns will be created
3	Press < T ab> key	Cursor moves to number of rows box
4	Type 4 for number of rows	Four rows will be created
5	Click on [O K] button	Table appears

Part Two

Quick Quiz

1. The _____ command allows a table to be added in a document.
2. The shortcut is to press the _____ function key.
3. To make a column more narrow, point to the line between the cells and click and drag the line to the _____.
4. To make a column wider, point to the line between the cells and click and drag the line to the _____.
5. When inserting a new row, use the _____ command.
6. The command _____/_____ allows lines to show up or be removed around the cells in a table.

Notes:

Section 3

Calculations In Tables

Table Calculations

There may be occasions where it is necessary to include statistical information in tables. WordPerfect provides the capability to calculate rows or columns in a table. To perform calculations, the **Formula Bar** must be displayed.

In the following exercises, we will first create the table, then we will create formulas to perform the calculations.

1. Create the table below using the **Table Create** command.
2. Size the columns as needed.
3. Type in the headings and numbers as shown.
4. Center the headings and numbers in all columns, as shown.
5. Save the file as **MATH**.

COLLEGE	MEN	WOMEN	TOTAL
CPCC	2,000	2,000	
UNCC	2,500	2,100	
TOTALS			

When a table is being utilized as a spreadsheet, columns are assigned letters. The table is displayed below with the appropriate column letters and row numbers. Column letters and row numbers are used when preparing formulas in table cells.

	Column A	Column B	Column C	Column D
Row 1	COLLEGE	MEN	WOMEN	TOTAL
Row 2	CPCC	2,000	2,000	4,000
Row 3	UNCC	2,500	2,100	
Row 4	TOTALS			

Calculate Rows

1. Click the pointer in the cell under the word **TOTAL** in the fourth column (cell D2).
2. Select **Table** from the menu bar.
3. Choose **Formula Bar**.
The formula bar appears as shown in Figure 9.
4. Click the [**Sum**] button.
*The answer **4000** appears in cell D2.*

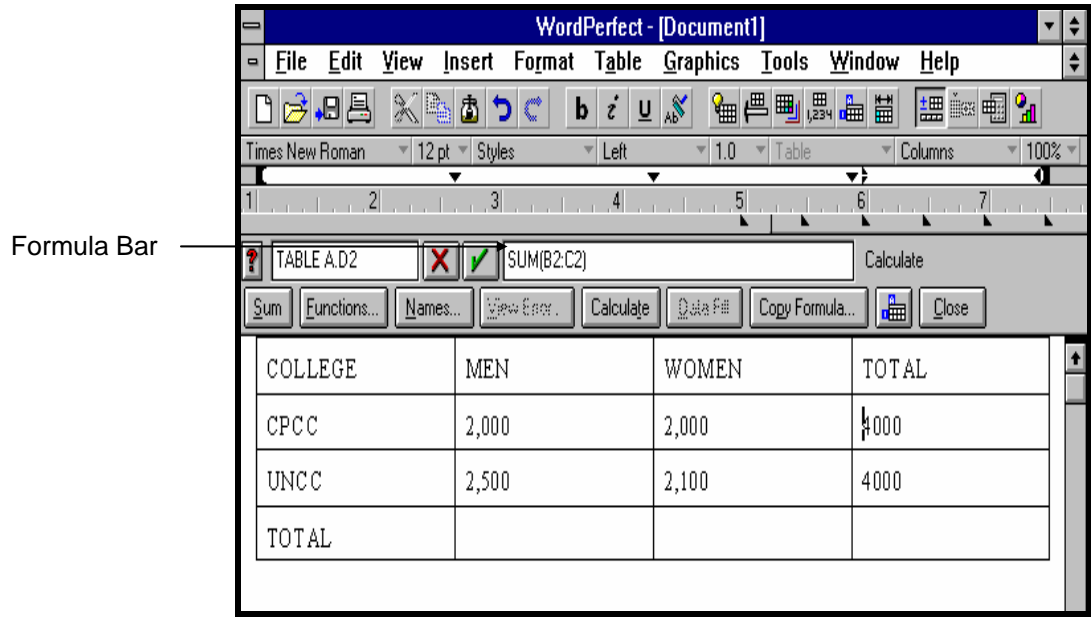


Figure 9: Formula Bar

Formula Bar

Because there are numbers in the cells to the left of cell D2, the formula **SUM(B2:C2)** appears in the cell formula text box above the formula bar.

1. Position the cursor in cell D3.
2. Click the [**Sum**] button.
*The answer **4000** appears in the cell. Notice the formula has changed to **SUM(D2)**.*

This answer is obviously incorrect. The sum of 2,500 and 2,100 cannot be 4,000. The default for the [**Sum**] function is to add the total of numeric cells above the current cell. In the first cell, D2, the formula could not locate any numeric cells above D2 so it automatically defaulted to the cells to the left of D2. In cell D3, however, there is now a numeric cell above. So the [**Sum**] function adds in the answer from cell D2. It will be necessary to watch formulas closely when calculating in tables.

Correct Formulas

1. Click once in the formula bar text box where **Sum(D2:D2)** appears.
2. Delete the cell addresses **D2:D2**.
3. Type in the cell addresses **B3:C3**.
4. Click on the green check mark to the left of the formula bar.

*The answer **4600** appears in cell D3.*

Calculate Columns

1. Position the cursor in the **TOTALS** row for the **MEN** column (cell B4).
2. Click the [**Sum**] button.
*The answer **4500** appears in the cell.*
3. Position the cursor in cell C4.
4. Click the [**Sum**] button.
*The answer **4100** appears in the cell.*
5. Repeat the process for the last column.

Formatting Numbers

The answers are now correct, but the numbers themselves are not consistently formatted. The following steps will display all of the numbers in the table with commas and no decimals.

1. Select all the cells with numbers. (This will be from cell B2 to cell D4).
2. Right-click in the selected area.
3. Choose **N**umber Type...

*The **Number Type** dialog box is displayed, as shown in Figure 10.*

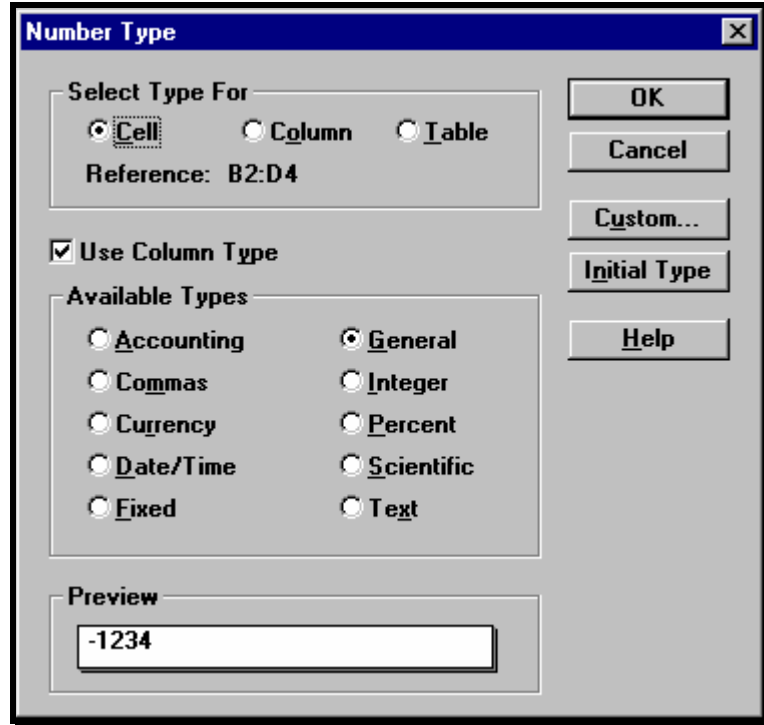


Figure 10: Number Type dialog box

4. In the **Available Types** section, select **Commas**.
Notice in the preview box that 2 decimals are also added.

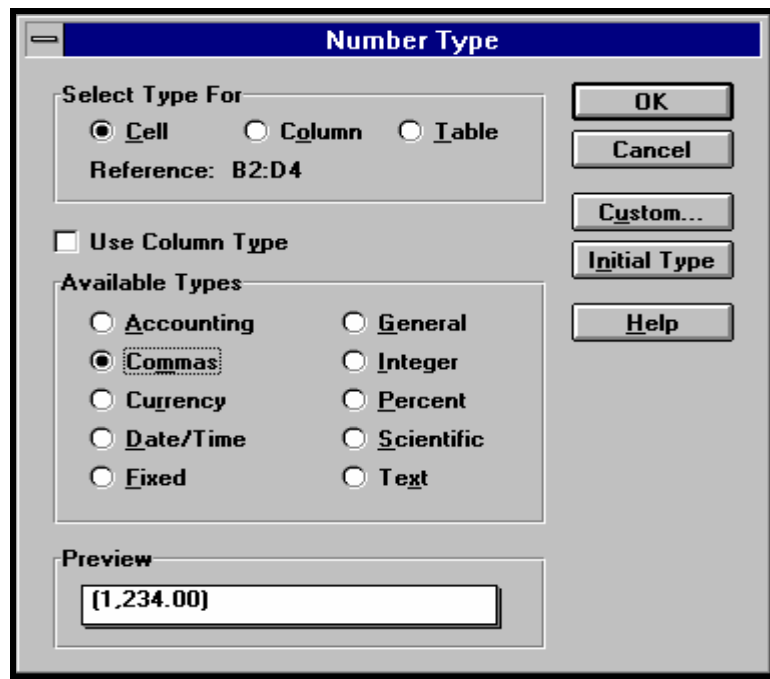


Figure 11: Number Type dialog box

5. Click the **Custom...** button.

6. Click the down incremental arrow in the **Decimal Amounts** box until **0** is displayed in **Digits after Decimal**.

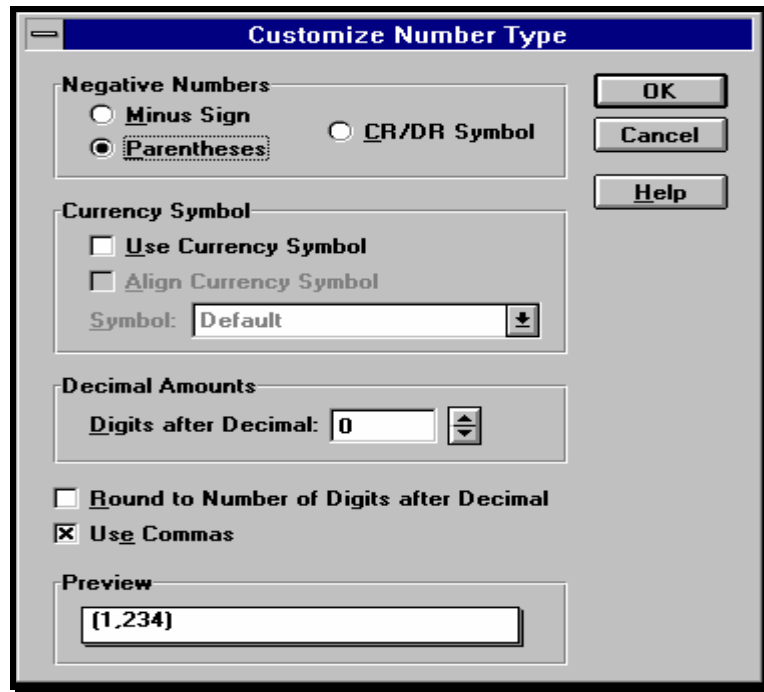


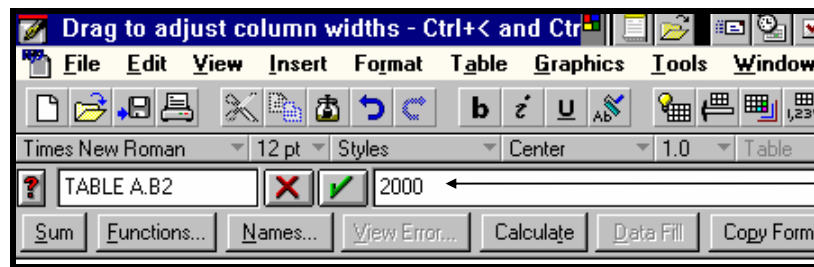
Figure 12: Customize Number Type dialog box

7. Click **[OK]**.
8. Click **[OK]** again.
The numbers appear with commas and no decimals.

Formulas

There are times when information must be calculated in a table. WordPerfect provides formulas which can be used for addition, subtraction, multiplication, and division. Formats can also be applied to the numbers as the calculations are performed.

1. Click in cell B2 (number of Men at CPCC).
2. Double-click the number **2000** in the Formula Bar.
2000 is selected.



Formula Bar

Figure 13: Formula Bar

1. Press <Delete>.
2. Click the green checkmark.
2,000 is removed from cell B2.
3. Point and click in the formula bar.
4. Type the formula **D2-C2**.
5. Click the green checkmark in front of the formula.
The number 2,000 appears in cell B2.
6. Click [**Close**] on the Feature Bar to close the Formula Bar.
7. Save and close the file.

Operands

The following symbols are used in formulas in WordPerfect:

/	division
*	multiplication
-	subtraction, or ()
+	addition
%	percentage
^	power

Math rules apply when using formulas in any computer program. The following order of operations is a reminder of the order in which formulas will be calculated.

1. Power operations (exponents)
2. Multiplication and division
3. Addition and subtraction

To change the order of calculations, parentheses can be used to nest formulas. The formula that is enclosed inside parentheses will be performed before any other operation.

Example:

$2*5*3-2$ results in an answer of 28

$2*5*(3-2)$ results in an answer of 10

In the first example, the natural order of operations occurs. All multiplication is performed before subtraction. In the second example, the formula to subtract 2 from 3 is performed first because it is enclosed (nested) in parentheses. Then the natural order takes over and all multiplications are performed.

1. Create the following table.

2. Enter the formulas as shown for Markup Dollars (remember, formulas must be entered in the Formula Bar, not directly into the cell).
3. Center the headings.
4. Right align all the numbers.
5. Apply 20% shading to the headings.
6. Save the table as **MARKUP**.

ITEM	COST	MARKUP PERCENT	MARKUP DOLLARS	SALES PRICE
Coats	\$100	50%	B2*C2	
Hats	\$25	50%	B3*C3	
Boots	\$75	50%	B4*C4	

Copying Formulas

WordPerfect 6.1 provides the ability to copy formulas. This is a very popular feature.

In the next exercise, we will create a formula to get the Sales Price for Coats. Then we will copy the formula down to get the Sales Price for the remaining items.

1. Click in cell **E2**.
2. Click in the Formula Bar.
3. Enter **B2+D2** to get Sales Price (COST plus MARKUP DOLLARS).
4. Click the green checkmark.

Result is 150.

5. Verify that the cursor is in cell E2.
6. Click the [**Copy Formula...**] button.
Copy Formula dialog box is displayed.

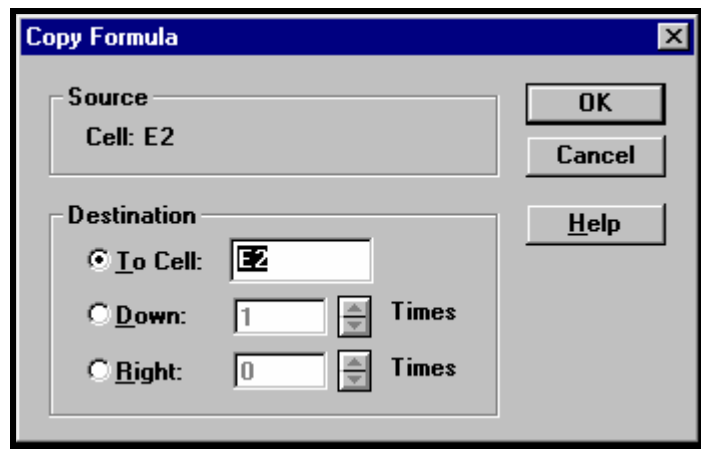


Figure 14: Copy Formula dialog box

7. In the **Destination** section, select **Down:**

8. Click the up incremental arrow to display **2 Times**.
9. Click [OK].

ITEM	COST	MARKUP PERCENT	MARKUP DOLLARS	SALES PRICE
Coats	\$100	50%	50.00	150.00
Hats	\$25	50%	12.50	37.50
Boots	\$75	50%	37.50	112.50

Figure 15: Finished table

10. Print the table with gridlines.

Section 3

Summary Exercises

Part One

Calculations in Tables

1. Create the following table.
2. Center the data in each column.
3. Apply Bold to the headings.
4. Apply Shading (20%) to the headings.
5. Change the font size of the headings to 14.
6. Calculate the Total Sales for each widget.
7. Calculate the Total for each Region (including a grand total in cell D5).
8. Save as **WIDGETS**.
9. Print the table.
10. Save and close the file.

Widget	Region 1	Region 2	Total Sales
Blue	14,500	18,500	
White	20,000	25000	
Red	15000	16000	
Totals			

Part Two

Quick Quiz

1. To add numbers across a row in a table, position the cursor in the cell where the answer should be and click on the _____ menu options.
2. To add numbers down a column in a table, the formula should appear as _____.
3. The _____ symbol is used for multiplication in formulas.
4. The _____ symbol is used for division in formulas.
5. The _____ symbol is used to calculate percentages.

6. _____ are used around numbers to change the order of operations.

7. What is the answer for the following calculations?

$$500-250*2*4=$$

$$(500-250)*2*4=$$

Section 4

Abbreviations And QuickCorrect

Abbreviations

One of the most useful tools in any software application is the ability to record keystrokes and play back text. In previous versions of WordPerfect, this ability was referred to as Text Macros. WordPerfect 6.1 provides this ability, and now calls it **Abbreviations**. The Abbreviations feature in WordPerfect 6.1 is an excellent way to copy text and replay it when needed.

To build an abbreviation entry, follow these steps:

STEP	ACTION
1	Type in the text as normal
2	Select the text
3	Click Insert Abbreviations
4	Click the Create button
5	Type a name for the abbreviation in the text box
6	Click the [OK] button

Create Abbreviations

In the next exercise, we will create an Abbreviation for our name and address.

1. Type in your name and mailing address.
2. Select the three lines with the mouse.
3. Select **I**nsert from the menu bar.
4. Choose **A**bbreviations from the drop down menu.

*The **Abbreviations** dialog box appears.*

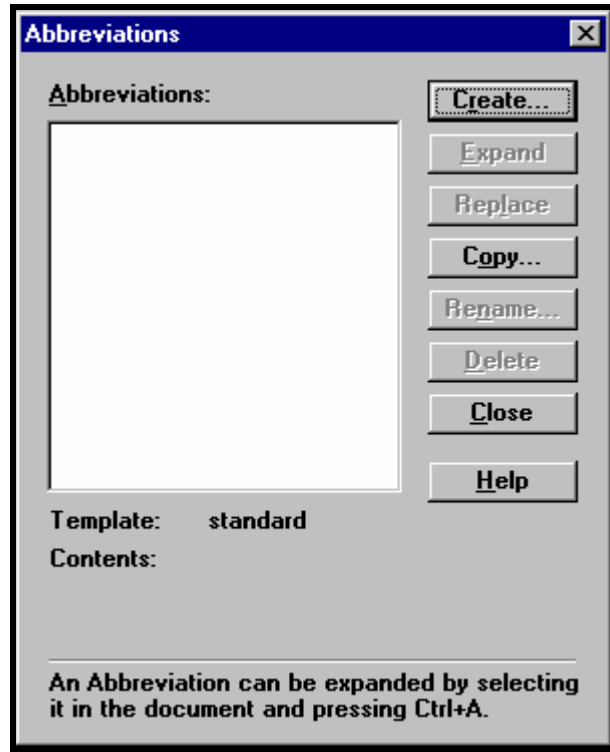


Figure 16: Abbreviations dialog box

5. Click the **C**reate button.
The Create Abbreviation dialog box is displayed.

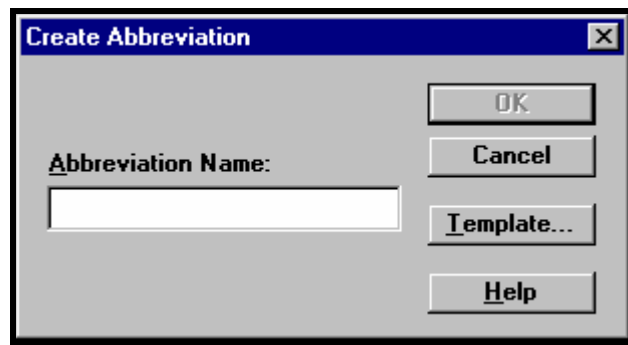


Figure 17: Create Abbreviation dialog box

6. Type your initials in the **A**bbreviation **N**ame text box.
7. Click [OK].
An abbreviation has now been defined with your name and address.
8. Click [Close].

Playback the Entry

There are several ways to play back an abbreviation. The **Insert Abbreviation** menu can be used or the abbreviation can be typed, then selected, then the <Ctrl> + <A> keys pressed.

In the next exercise, we will play back the abbreviation using the <Ctrl> + <A> keys.

1. Click on the **New Blank Document** icon on the Toolbar.
2. Type your initials.
3. Select your initials and press <Ctrl> + <A>.

Your name and address will appear in the document.

Another option is to use the menu options.

1. Click on **Insert Abbreviations**.
2. Click on your initials in the abbreviations name list.
3. Click the [**Expand**] button.



NOTE: Abbreviations are Case Sensitive. It will make a difference whether you capitalize the first letter or type the abbreviation in all caps.

QuickCorrect

A new feature added with WordPerfect 6.1 is the ability to automatically correct your common spelling errors and mistyped words. This feature actually allows WordPerfect to correct your errors -- as you type!

In the next exercise, we will create an entry to correct hteir with their.

1. Click on **Tools QuickCorrect**.
*The **QuickCorrect** dialog box appears.*

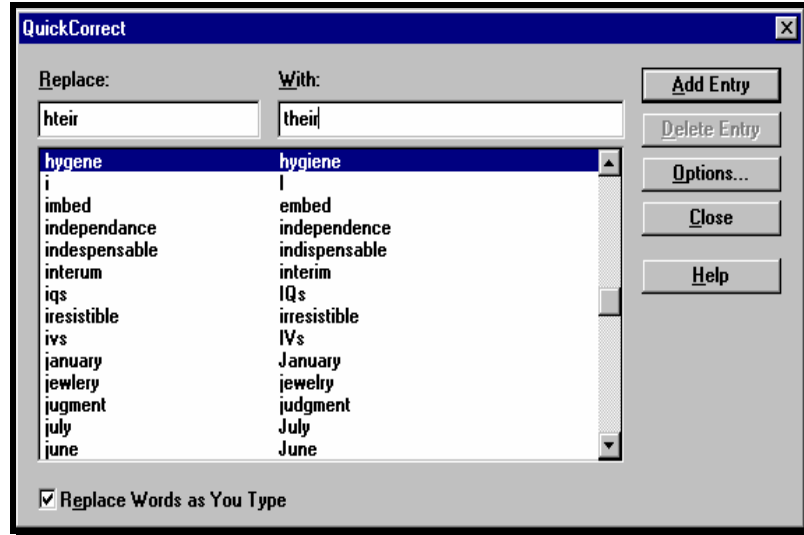


Figure 18: QuickCorrect dialog box

2. The check box should have an '✓' for **Replace Words as You Type**.
3. In the **Replace:** text box, type **hteir**.
4. Press <Tab> or click the cursor in the **With:** box.
5. Type **their**.
6. Click the [**A**dd Entry] button.
*The string **hteir** is added to the QuickCorrect list.*
7. Click the [**C**lose] button.
8. Type this sentence: **hteir big brown dog jumped over hteir wide white fence**.
*The word **their** is corrected each time it is typed.*

Section 4

Summary Exercises

Part One Abbreviations

1. Type the following name and address:
ComputerEase Publications, Inc.
1819 Charlotte Drive, Suite 201
Charlotte, NC 28203
2. Define an abbreviation and name it CPI.
3. Close the file without saving.

Part Two Playback

1. Insert today's date.
2. Press <Enter> four times.
3. Insert the abbreviation for ComputerEase Publications, Inc.

Part Three - QuickCorrect

1. Add a QuickCorrect entry for the word htere (correct to there).
2. Type the following:
From here to htere is the same distance as from htere to here.
3. Close the file without saving.

Part Four - Quick Quiz

1. Abbreviations allow the user to store _____ which can be played back.
2. To create an abbreviation, type the needed information and _____ the lines with the mouse.
3. Use the _____ command, type an abbreviation and click on the _____ button to create an abbreviation entry.
4. What are the two ways to play back an abbreviation?
5. Click on _____ to add an automatically correcting entry.

Notes:

Section 5 Merge Features

Merge

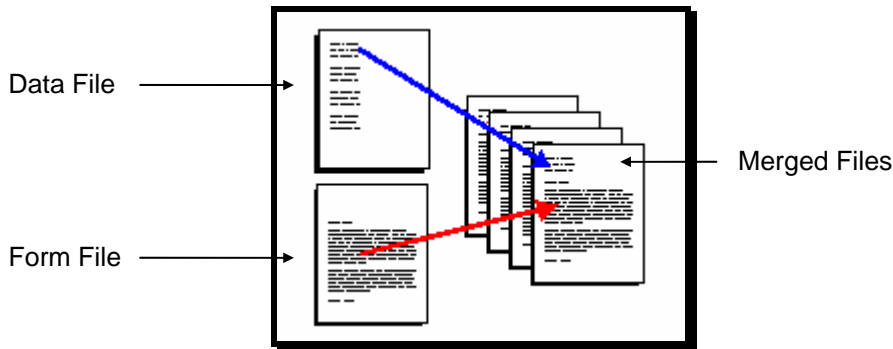
The **Tools Merge** feature in WordPerfect 6.1 allows the user to type one format or template file and combine many names and addresses from a list. This creates many individual letters, labels or lists from one merge document and one data source.

To build a merge application, the user must create two separate files. One is the form document (referred to as the primary document in previous versions of WordPerfect), usually a letter, memo or label. The second file is the data source (referred to as the secondary document in previous versions of WordPerfect), which contains the variable information, such as names, addresses, etc.

The merge reproduces copies of the form file with each copy containing specific information from each record in the data file.

The steps in creating a merge are listed below:

STEP	ACTION
1	Create a data source
2	Create a form document
3	Insert merge fields
4	Merge the form document and the data source



Data Source

The first step in creating the data source is to set up merge fields. A "field" is a type of information common to every document. In a job application form, for example, every applicant must complete the same fields of information: name, address, telephone number, educational level and employment experience to name a few. Yet the completed forms are very different because the information varies with each applicant. The fields which are created will be added to a Quick Data Entry form which makes it easy for you to add names and addresses.

1. Begin with a new document.
2. Click on **T**ools **M**erge.

The *Merge* dialog box appears as shown in Figure 19.

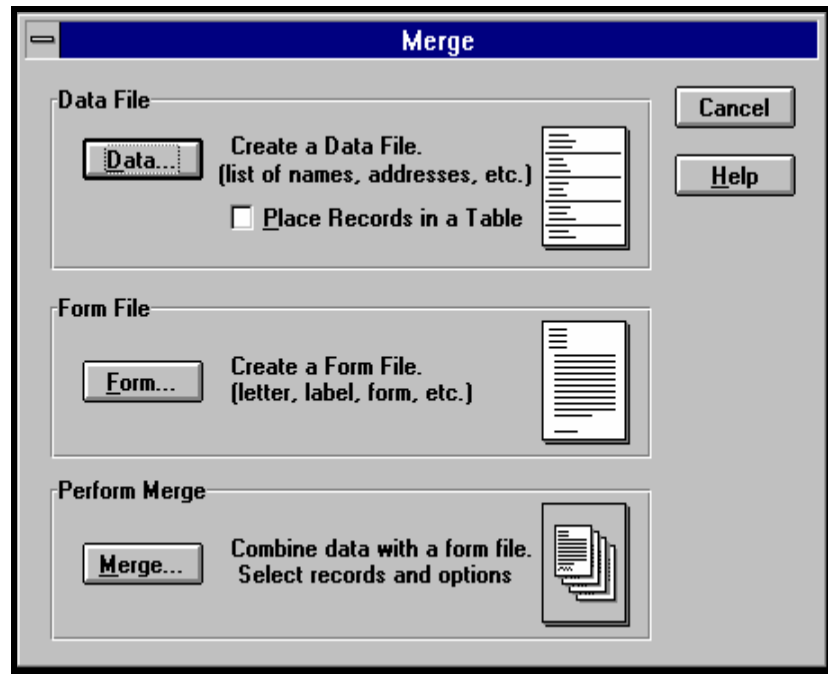


Figure 19: Tools Merge dialog box

3. Click on the [**D**ata] button.
A dialog box appears requesting use of active window or new window.
4. Type the field name **Firstname** and press <Enter> to **A**dd the name to the field list.
*The field name **Firstname** appears in the **Field Name List**.*

- Continue to type the field names as shown below, pressing <Enter> after each name.

Lastname
Address
City
State
Zip
Salut
Date

The names should appear in the field list as shown in Figure 20.

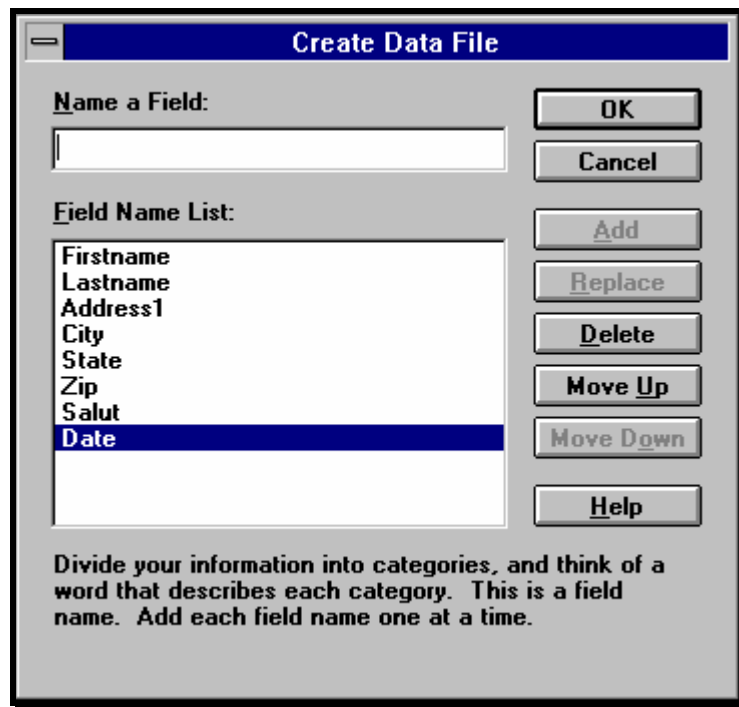


Figure 20: Field Name List

- Click on the [OK] button.
*The **Quick Data Entry** dialog box appears; the cursor is positioned in the **Firstname** field text box (Figure 21).*

Notice the field names listed on the left in the **Quick Data Entry** dialog box. These are the names which you added in the **Field Name List**. The **Quick Data Entry** form is now displayed to make it easy to add the variable information for each record. The cursor is positioned in the first field text box beside the field title **Firstname**.

Figure 21: Quick Data Entry form

7. Type **John** and press <Enter> (or <Tab>).
John is entered in the **Firstname** field and the cursor moves to the **Lastname** field.
8. Type **Baker** and press <Enter>.
9. Type **1818 Johnson City Boulevard** and press <Enter>.
10. Type **Johnson City** and press <Enter>.
11. Type **TN** and press <Enter>.
12. Type **31906** and press <Enter>.
13. Type **Mr. Baker** and press <Enter>.
14. Type **January 3**.
This completes all the fields for John Baker.



NOTE: The <Tab> or <Enter> keys can be used to move to the next field in the data form. The <Shift> <Tab> keys can be used to move to a previous field in the data form.

Add Records

By clicking on the [**New Record**] button, an End Record code is entered in the data source document. This indicates to WordPerfect that all the fields have been completed for one “record”, or one form letter. The blank **Quick Data Entry** form is now displayed in order to prepare a new record for the list.

1. Click the [**New Record**] button (or press <**Enter**>).
*A blank **Quick Data Entry** form appears for the next record.*
2. Continue typing in the remaining records as listed below.

Record 2:

Firstname Janice
Lastname Osborne
Address1 1411 Woodview Lane
City Johnson City
State TN
PostalCode 38304
Salutation Ms. Osborne
Date January 4

Record 3:

Firstname James
Lastname Black
Address1 1408 Jeremiah Street
City Nashville
State TN
PostalCode 38304
Salutation Mr. Black
Date January 5

Record 4:

Firstname Elaine
Lastname Hodges
Address1 1400 Lincoln Drive
City Nashville
State TN
PostalCode 38306
Salutation Ms. Hodges
Date January 6

Verify Records

The **Quick Data Entry** format is designed so that it is easy to scroll back and forth between the records. This allows you to verify or edit records

before you save the data source. The scroll buttons are located at the bottom of the **Quick Data Entry** dialog box as shown in Figure 22.

- To view a previous record, click the [**P**revious] record button.
- To view the first record in the list, click the [**F**irst] record button.
- To view the next record in the list, click the [**N**ext] button.
- To view the last record in the file, click the [**L**ast] button.

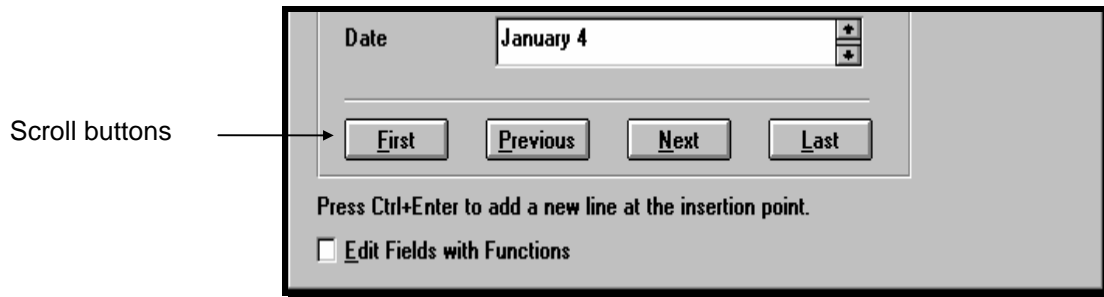


Figure 22: Record scroll buttons

Save The Data Source

1. Click [**C**lose] when all four records have been added.
*A dialog box appears asking if you want to **Save the changes to disk?***
2. Click the [**Y**es] button.
*The **Save Data File As** dialog box appears.*
3. Type **DATA** as the file name and click on the [**O**K] button.
The data source document is now visible with the Merge Feature Bar at the top of the document (see Figure 23).

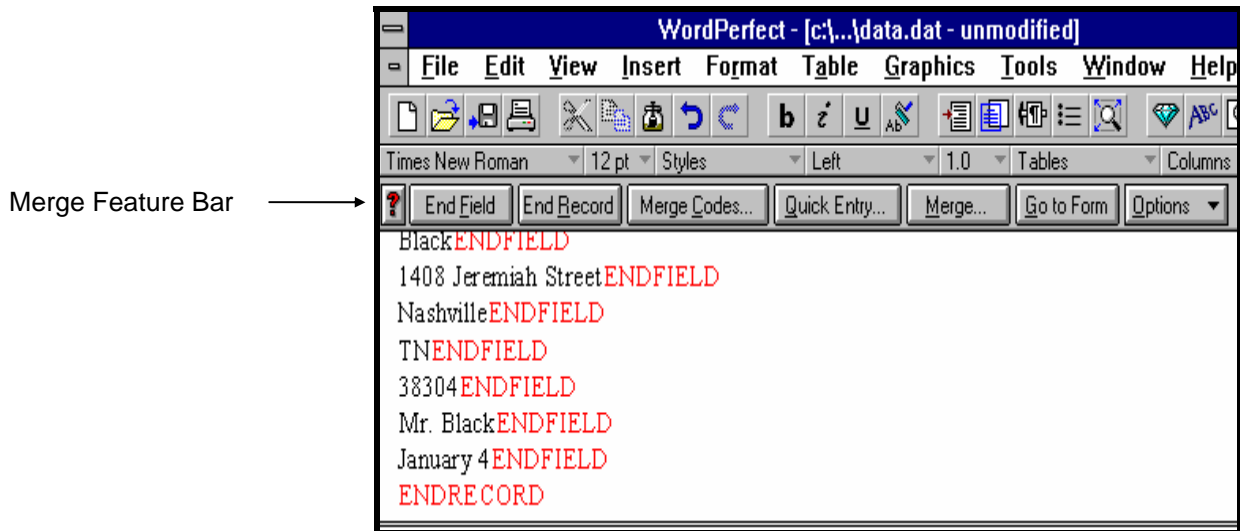


Figure 23: Data source document

Form Document

The Merge Feature Bar provides special functions while working with the merge files. The first step in building the merge form document is to create a form document and insert the merge fields which are necessary for variable data in each letter.

1. Click on the [**Go to Form**] button on the Merge Feature Bar.
2. Click [**Create**] to create a new form document.

Insert Date

WordPerfect provides a date function on the Merge Feature Bar. This function will always display the current date when the letters are merged. If you prefer to type a specific date in a letter, you should do that manually.

1. Click on [**Date**] on the Merge Feature Bar.
A DATE field is inserted in the document.
2. Press the <Enter> key four times to leave blank lines.

Insert Merge Fields

1. Click on the [**Insert Field..**] button on the feature bar.
The Insert Field Name or Number box appears as shown in Figure 24.

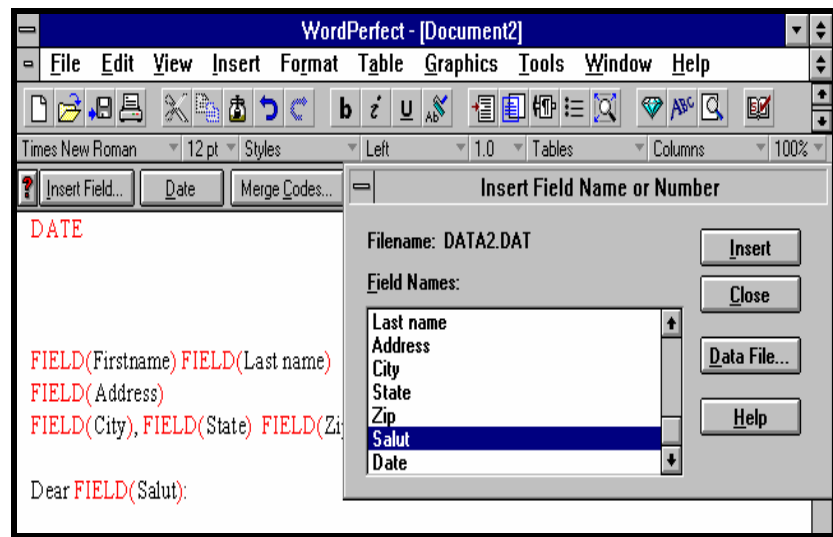


Figure 24: Inside address for form letter

2. Click on **FirstName** to select the field name.
3. Click on [**Insert**] in the **Field Name** dialog box.
FIELD(Firstname) appears in the document.
4. Press the space bar.

5. Click on **LastName**.
6. Click on **[Insert]**.
*FIELD(LastName) appears on the first line of the inside address beside the **Firstname** field.*
7. Press the **<Enter>** key to move the cursor to the next line.
8. Insert the field name **Address** on the next line then press the **<Enter>** key.
9. On the third line, insert the fields **City, State** and **Zip**.
10. Press the **<Enter>** key twice to leave a blank line.
11. Type the word **Dear** , press the space bar, then insert the **Salut** field.
12. Type a colon (**:**) and press **<Enter>** twice to leave another blank line.
The inside address should now look like Figure 24.
13. Type the body of the letter as shown in Figure 25.
14. Insert the **Date** field where indicated in the last paragraph.

Thank you for your order for our product. Your shipment will be delayed 7 to 10 days due to the after holiday sale.

We appreciate your patience. Your order should be ready for shipment by (Insert Date field here). We look forward to serving you in the future.

Sincerely

George R. Potts, Jr.

Figure 25: Body of form letter



NOTE: You may have to scroll down the Field Names list to see the **Date** field.

Save the Form Letter

Now that the text and fields have been completed for the form letter, it is recommended that you stop and save the file. Notice that the Insert Field Name or Number dialog box is still visible at the top of the document.

1. Click on the **[Close]** button to close the **Insert Field Name or Number** dialog box.
2. Click on **File Save** to save the letter.
3. Type the name **LETTER** and click the **[OK]** button.
The form document has been saved.

Merge The Files

The actual merge will combine the data source records and the form letter into a new document. Each page will represent an individual letter which has been compiled from the form document and the names and addresses from the data document.

1. From the form letter, click on the **[Merge]** button on the feature bar.
2. Click on the **[Merge]** button at the bottom of the **Merge** dialog box. *The **Perform Merge** dialog box appears as shown in Figure 26.*

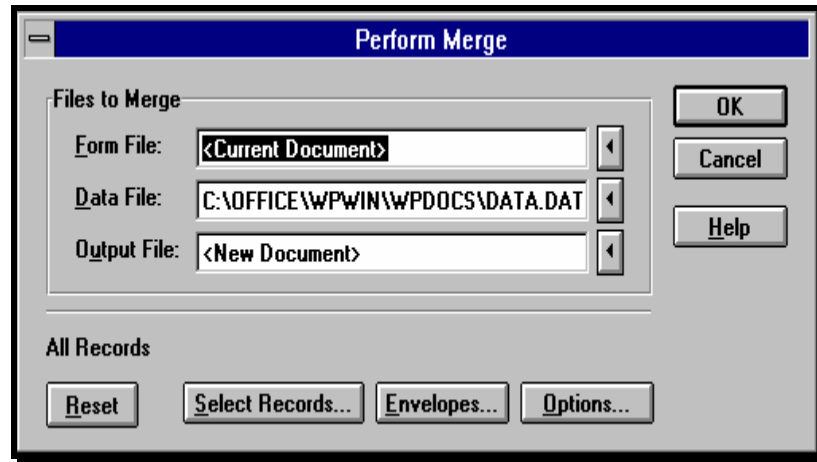


Figure 26: Perform Merge dialog box

3. Click on the **[OK]** button.
A new document appears on the screen with the last letter to Elaine Hodges displayed.
4. Click on the page-up scroll icon to see the previous letters.
The letter to James Black appears.
5. Close the files without saving.
6. Close the firm file and the data file. Save changes if prompted.

Merge Problems

If there are problems with the merge, there are several rules you can follow to determine where the problem is occurring:

- If the problem or error occurs in every letter, suspect an error in the main form document.
- If the problem or error occurs in only one letter, suspect an error in the data source document.

If there are any problems with your merged letters, perform the following steps:

1. Close the new document with form letters without saving.
2. Make corrections to the data source or the form letter if necessary.
3. Merge the files once more.

Record Selection

Some merge jobs should only include part of the records in the data file. In the following example, only specific records are selected to include in the merge. Only people who live in Nashville will receive this letter.

1. Open **LETTER.FRM**.
2. Click on the [**M**erge] button on the feature bar.
The Merge dialog box appears.
3. Click on the [**M**erge] button.
4. Click on the [**S**elect Records] button.
The Select Records dialog box appears as shown in Figure 27.

The dialog box is titled "Select Records". It shows the "Data File" as "C:\OFFICE\WPWIN\WPDOCS\DATA.DAT". Under "Selection Method", the "Specify Conditions" radio button is selected. There is a "Record Number Range" section with "From" and "To" spinners, both set to "1". Below this is a table with three columns labeled "Field" and four rows labeled "Cond 1" through "Cond 4". The first row has "City" in the first column and "Firstname" in the second and third columns. The first cell of the first row contains the text "Nashville". At the bottom, there are instructions for "Single Value", "List of Values", "Range of Values", "Exclude Values", and "Wildcards".

Figure 27: Select Records dialog box

5. Click on the list arrow beside the first field column where **Firstname** appears.
All the fields from the data source file are listed.

6. Click on the **City** field name.
7. Click to position cursor in **Condition 1 text box**.
8. Type **Nashville**.
9. Click **[OK]**.
*The **Perform Merge** dialog box appears.*
10. Click **[OK]** to begin the merge.
Only two letters are merged into a new document screen.
11. Close the file without saving.

This time only the letters to Elaine Hodges and James Black were merged into a new document. These are the only two records in the data file which contain the selected record where City=Nashville.

Sort The Data Records

It is also easy to sort the data records in ascending or descending order by any field. The sort feature is flexible and allows you many options.

1. From the merge form letter, click the **[Go to Data]** button on the feature bar.
The data source document appears.
2. Click on the **[Options]** button.
3. Click on **Sort**.
*The **Sort** dialog box appears as shown in Figure 28.*

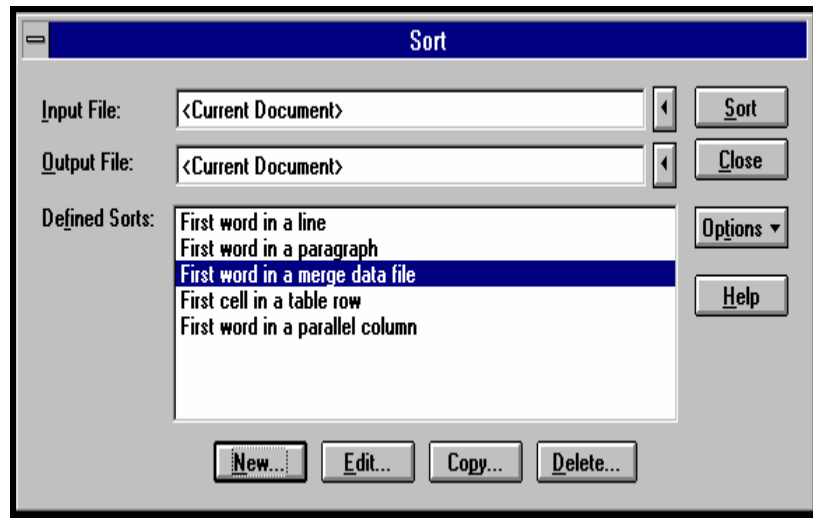


Figure 28: Sort dialog box

Since there is not a defined sort listed for data fields, it will be necessary to create a new sort definition. These data records should be sorted by the person's last name so the Lastname field will be defined as the sort "key". A key tells WordPerfect exactly where the variable text is located within a

record. In a merge data file, a key is defined by its field number and location within the data source document.

Define a Key

1. Click on the [**N**ew] button.

The New Sort dialog box appears as shown in Figure 29.

Notice that the sort is automatically set for alphabetical sorting in ascending order.

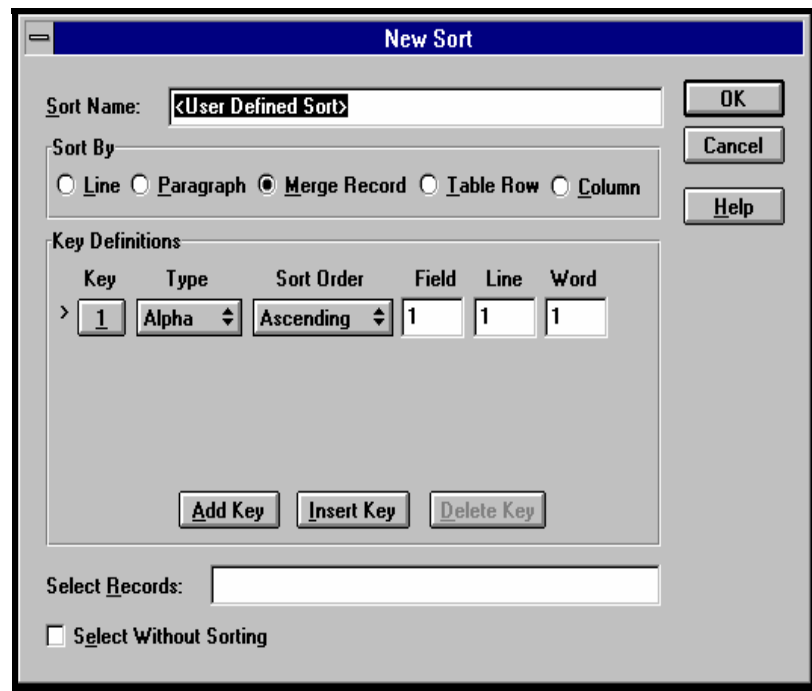


Figure 29: New Sort dialog box

2. Point and click in the **Field** text box where the number **1** appears.
3. Delete the number **1** and type in the number **2** (because LastName is the second field).
4. Since each field only has 1 line, leave the **Line 1** intact.
5. Since each field has only 1 word, leave the **Word 1** intact.
6. Click the [**O**K] button to accept the defaults for **Key 1**.
The Sort dialog box appears with <User Defined Sort> selected.
7. Click the [**S**ort] button to sort the fields in the data document.
The data is sorted alphabetically by last name.
8. Save and close the data file.
9. Save and close the form file.

Section 5

Summary Exercises

Part One

Data Document

1. Set up a data source with the following fields:
Title
FirstName
LastName
Address
City
State
Zip
Salut
2. Type in the names as shown below.
3. Save the data source as **NAMES**.

Record 1:

Mr. John Adams
1418 Lincoln Drive
Greensboro, NC
27406

Record 2:

Mr. Jaime Escavez
208 Eastway Drive
Charlotte, NC 28205

Record 3:

Mr. Billie Jean Martin
1802 Statesville
Avenue
Charlotte, NC 28209

Record 4:

Ms. Huy Tran
488 McCoy Road
Huntersville, NC 28078

Record 5:

Ms. Linda Proctor
5209 Market Street
Greensboro, NC 27402

Part Two Main Merge Document

1. Set up a main merge document as follows:

Today's date

(Title) (FirstName) (LastName)
(Address)
(City), (State) (Zip)

Dear (Salutation):

This is to confirm your participation in the Introduction to WINDOWS Training Program. This program will be held in our computer room located on the second floor of the corporate center.

The program will run Monday and Tuesday, from 8:00 - 12:00 noon. I look forward to working with you.

Sincerely,

Janet Smith
Program Manager

2. Save the letter as **CONFIRM**.
3. Merge the letters with the data source.
4. Print the letters.

Part Three Quick Quiz

1. Click on _____ from the menu to begin a merge application.
2. Once the **Merge** dialog box is open, click on the _____ button to create a data source document.
3. All field names (can / cannot) be added before variable information is added to the data form.
4. Use the _____ key to move easily from one field to another in the data form.

5. It (is / is not) necessary to save a data file before you build a main document.
6. To create a form letter from a data source file, click on the _____ button from the Merge Feature Bar.
7. To insert field names in the main document, click on the _____ button on the feature bar.
8. To add today's date to the main document, click on the _____ button in the feature bar.
9. It (is / is not) necessary to open the main document before the merge is run.
10. To merge into a new document, click on the _____ button on the Merge Feature Bar.

Notes:

Section 6

Envelopes

Envelopes

The **Format Envelope** menu option on the toolbar will automatically format an envelope for your printer from an active letter document. It can also be used to design a merge envelope format to be used with any data source. An envelope icon can also be added to the formatting toolbar to make it easier to set up envelopes. All of these topics will be introduced in this section.

Create an Envelope

Following are the steps to create and print an envelope.

- Type a letter and save.
- Select **Format Envelope**.
The envelope appears on the screen.
- Type in return address.
- Load envelope into printer and click on [**Print Envelope**].

Date
Mr. Jim Johnson ABC Corporation 301 Main Street Charlotte, North Carolina 28334
Dear Mr. Johnson:
Enclosed is your certificate of completion for the Windows class you attended last week.
We were very pleased you chose us for your Windows training needs, and encourage you to consider us for any future training requirements.
Sincerely,
Your Name Here

Figure 30: Sample Letter

To create the envelope:

1. Type the letter shown in Figure 30.
2. Save as **CERTIF**.
3. Click on **Format Envelope**.
The cursor will be positioned in the return address of the envelope.
4. Type your address in the Return Address box.
5. Load an envelope in the printer.
6. Click on the [**Print Envelope**] button.
7. Save and close the file.

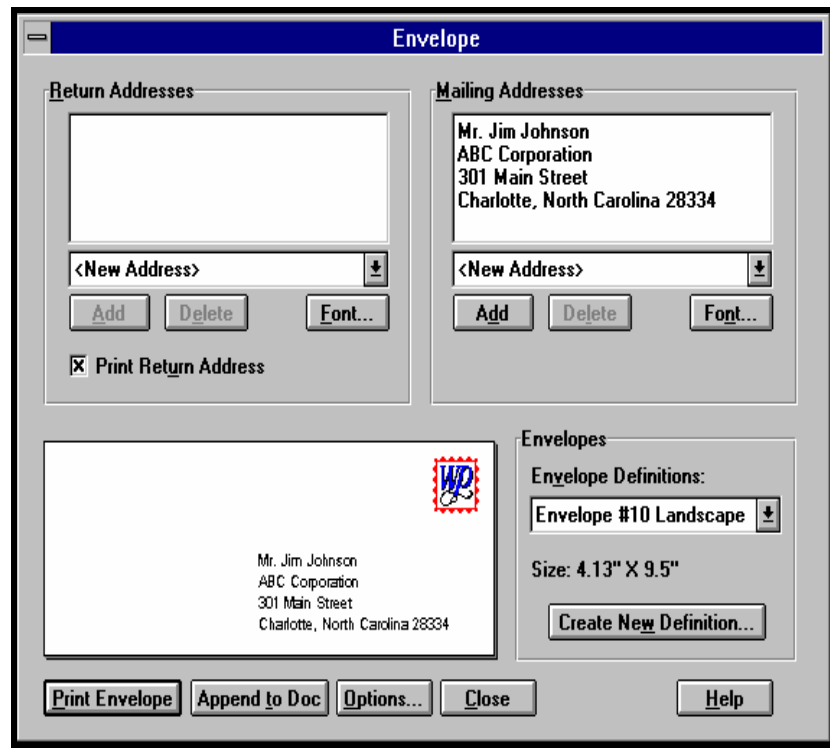


Figure 31: Envelope dialog box

Merge Envelope Format

This exercise will set up a Merge Envelope format which can be used to print envelopes from a data source. The data source from Section V will be used for this exercise.

1. Begin with a new document.
2. Click on **T**ools **M**erge.
3. Click on the [**F**orm] button.

The Create Form File dialog box appears as shown in Figure 32.

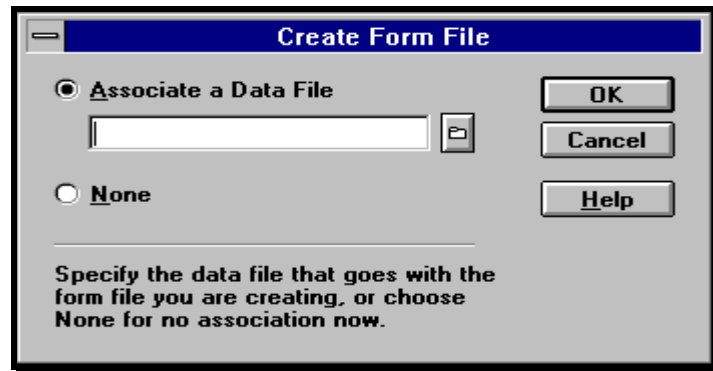


Figure 32: Create Form File dialog box

4. Click on the file folder icon for the **A**ssociate a **D**ata **F**ile option.
5. Click on the **D**ATA.**D**AT file name.
6. Click [**O**K] to accept this file name.
7. Click [**O**K] again.
The cursor returns to the blank document with the Merge Feature Bar displayed at the top.
8. Click on **F**ormat **E**nvelope.
The Envelope dialog box appears (see Figure 31).
9. Point and click in the **M**ailing **A**ddresses text box.
10. Click on the [**F**ield] button at the bottom of the **E**nvelope dialog box.
The field names from DATA.DAT appear in a pull-down list..
11. Click on the **F**irstname field and click [**I**nsert].
*The field **F**irstname appears in the Mailing Address text box.*
12. Insert the Field Names **L**astname, **A**ddress, **C**ity, **S**tate, and **Z**ip in their appropriate locations on the envelope as shown in Figure 33.

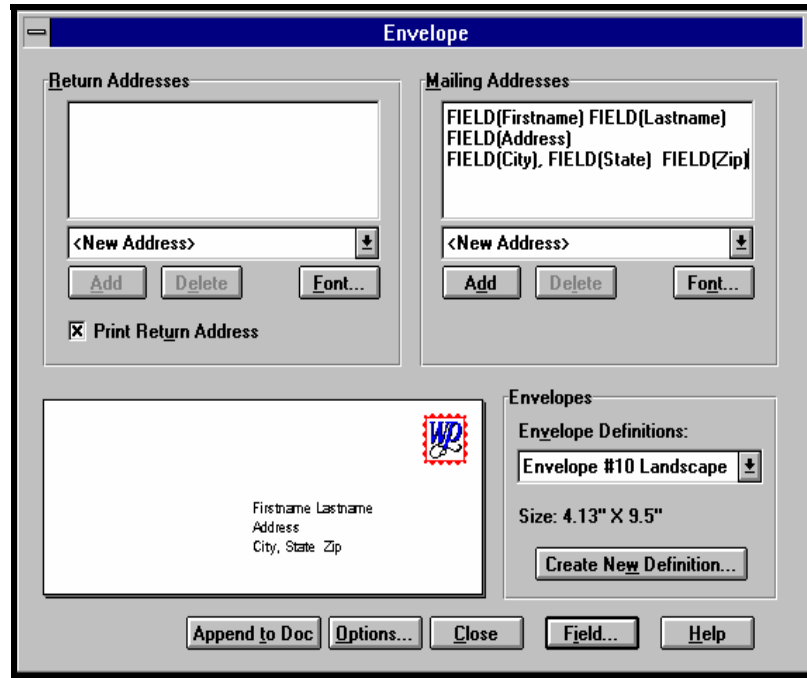


Figure 33: Envelope with field codes

13. Type your name and address in the **Return Address** text box.
14. Click on the [**A**ppend to Doc] button.
The envelope format appears in the new document screen.
15. Click on **F**ile **S**ave to save the envelope format.
16. Type in **ENV** and click on [**O**K].
*The file is saved as **ENV.FRM**.*

Merge the Envelopes

1. Click on **T**ools **M**erge.
*The **Merge** dialog box appears.*
2. Click on [**M**erge].
*The **Perform Merge** dialog box appears.*
3. Click [**O**K] to begin the merge.
The envelopes appear in a new document.
Zoom to Full Page to view envelopes.
Close the file without saving.
Close **ENV.FRM**. Save changes if prompted.



NOTE: The next time you want to merge envelopes, open the **ENV.FRM** file and associate a data file. Click on **Tools Merge** and merge the envelopes with the data file.

Envelope Icon

Many users find it convenient to add an envelope icon to the Formatting toolbar. This eliminates the steps of clicking on **Format Envelopes** each time an envelope is required. The steps below will show you how to add an icon to the toolbar.

1. Point to the Power Bar and click once with the **[right]** mouse button.
A list of toolbars should appear as shown in Figure 34.

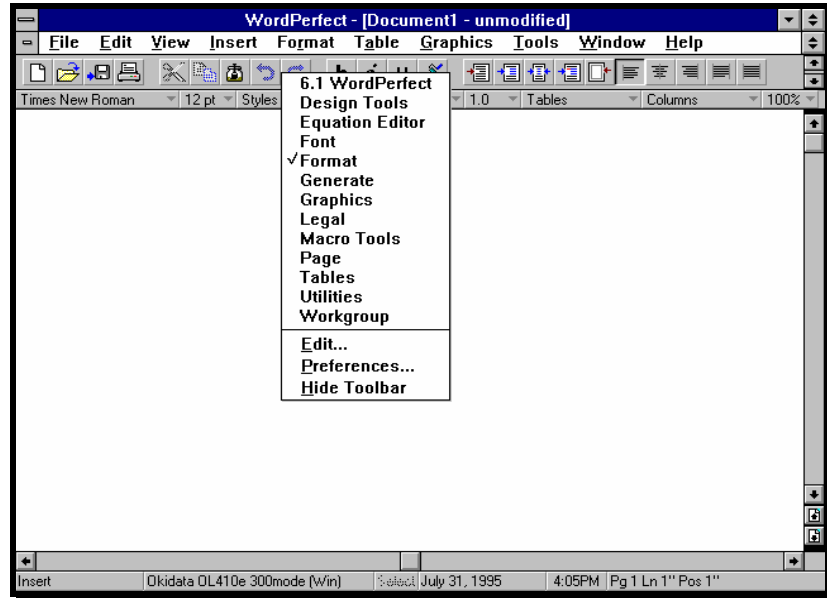


Figure 34: Shortcut menu for Power Bars

2. Click on the **Format** Toolbar.
The Power Bar changes to reflect short-cut icons for the Format menu.
3. Point to the Power Bar once more and click once with the **[right]** mouse button.
*The pull-down menu appears with a check in front of **Format**.*
4. Click on the **E**dit option.
*The **Toolbar Editor** dialog box appears as shown in Figure 35.*

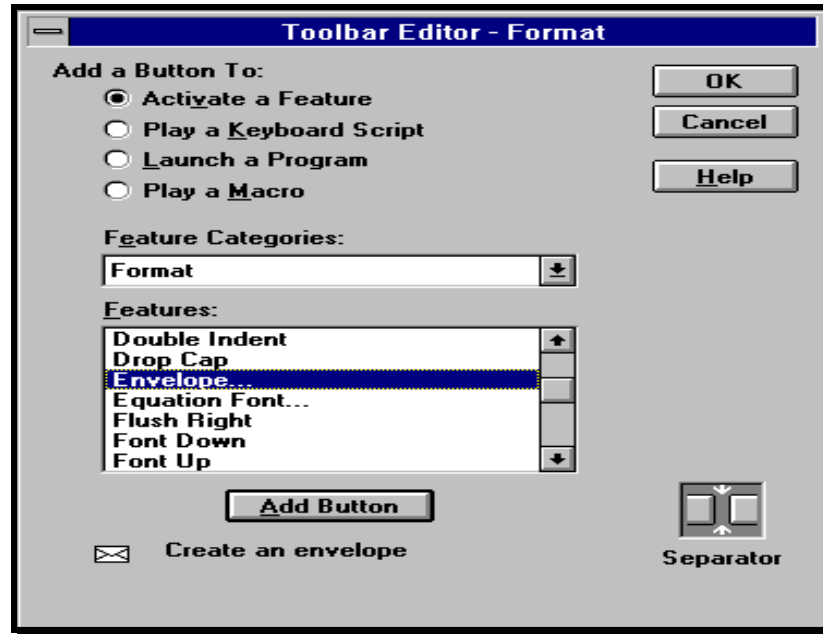



Figure 35: Toolbar Editor

5. Click on the list arrow beside **Feature Categories**.
6. Click on the **Format** option.
*Format appears in the **Feature Categories** text box.*
7. Click on the scroll down arrow in the **Features** list.
8. Click on **Envelope**.
Envelope is selected.
9. Click on the selected **Envelope** and drag the mouse pointer to the Formatting Tool Bar immediately to the right of the **Print** icon.
The mouse pointer changes to a button icon as you drag.
10. Release the left mouse button.
11. Click and drag the **Separator** space from the bottom of the **Toolbar Editor** dialog box to the right of the new envelope button.
A space appears between the envelope button and the scissors.
12. Point to the Formatting Toolbar and click and drag the space between the **Print** icon and the **Envelope** icon off the toolbar.
13. Click **[OK]**.
The space is removed between the print button and the envelope button.

 **NOTE:** To remove a button from a toolbar, open the **Toolbar Editor**. With the **Toolbar Editor** dialog box open, click and drag the icon straight down off the toolbar. Toolbars can also be edited from the **Edit Preferences Toolbar** menu options.

Section 6

Summary Exercises

Part One

Create an Envelope

1. Type the letter below.
2. Create an envelope with your name and address as return address.
3. Save as **JONES**.
4. Close the file.

Date

**Ms. Ann Jones
ABC Corporation
123 Main Street
Charlotte, NC 28122**

Dear Ms. Jones:

You have expressed an interest in the Windows class scheduled for next week. We are sorry to notify you that this class is full.

We will place your name on a waiting list and inform you when another section is scheduled.

Sincerely,

Your Name Here

Part Two

Quick Quiz

1. What is required in a letter in order to use the envelope feature?
2. Is there a button on the Toolbar to create an envelope? If not, can one be added?
3. What steps do you follow to set a return address as a permanent feature so that it does not have to be typed repeatedly?

4. Which menu option also allows a user to generate an envelope?
5. What is required in an envelope format in order to merge with a data source?
6. Is the envelope format the main form document?
7. Must all the fields from a data form be used to generate an envelope?
8. To set up an envelope merge format, start with a new file and click on the _____ menu option. Click on the _____ button to associate a data file and open a new blank document.
9. In setting up a main document, click on the _____ button to add field names to the format.
10. Perform the merge by clicking on _____ from the Merge Feature Bar and clicking the _____ button in the **Perform Merge** dialog box.

Section 7

Graphics

Graphics Image

The **Graphics Image** command allows clipart and scanned graphic images to be inserted into text documents. WordPerfect 6.1 for Windows comes with a complete package of graphic images stored in a special subdirectory. These images are located in the Graphics file folder in the WPWIN subdirectory. All of them have the file extension of .WPG (WordPerfect Graphic).

1. Select **Graphics** from the menu bar.
2. Select **Image**.

*The **Insert Image** dialog box is displayed.*

3. Scroll down the **Filename** list to **hotair.wpg**.
4. Click on the **Hotair.wpg** file.
5. Click the [**View...**] button.

*The image will appear in the **Viewer** box.*

6. Click the [**OK**] button.

The graphic will be incorporated into the document at the cursor location.

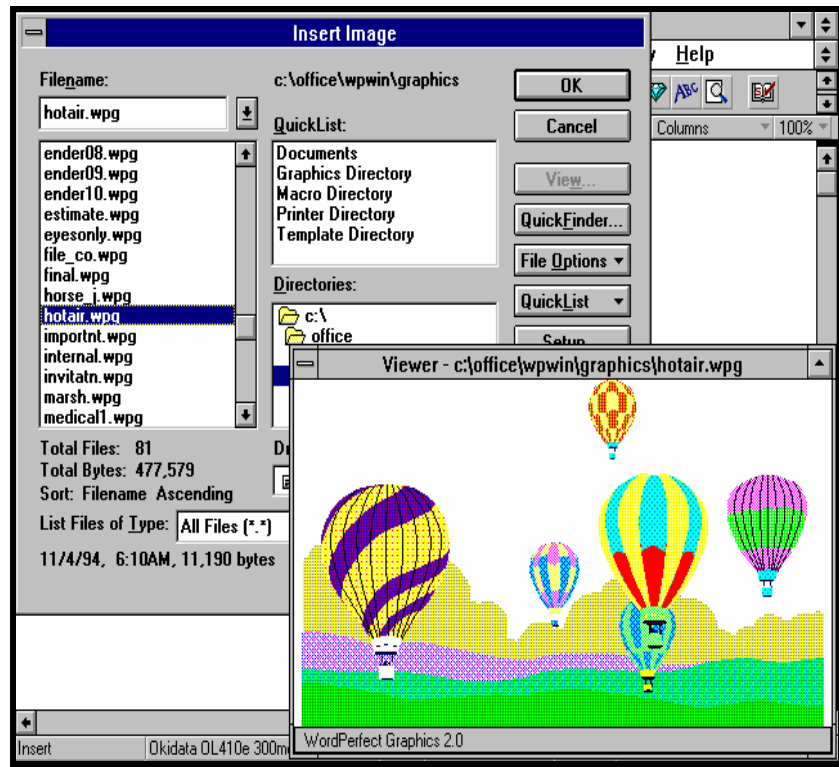


Figure 36: Graphics Image dialog box

Borders

Once the picture has been imported into the text, it can be framed with the **Border/Fill** button on the Feature Bar or repositioned with the **Position** button.

Follow these steps to add a border around the graphics image.

1. Click once on the image.
Markers (called selection handles) appear around the image as shown in Figure 37.

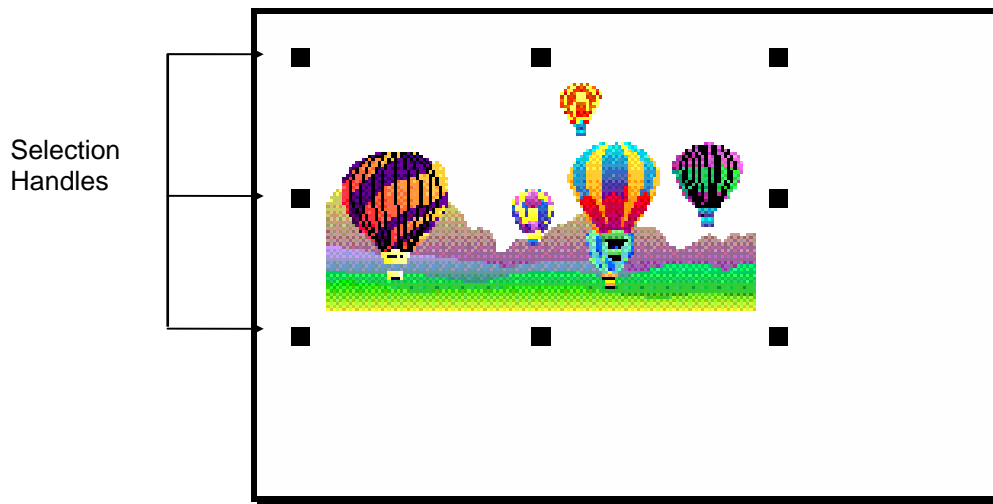


Figure 37: Selected image with handles

2. Click the **Border/Fill...** button on the Feature Bar.
*The **Box Border/Fill Styles** dialog box appears.*
3. Click on the **Border Style:** button.
A list of available borders is displayed.

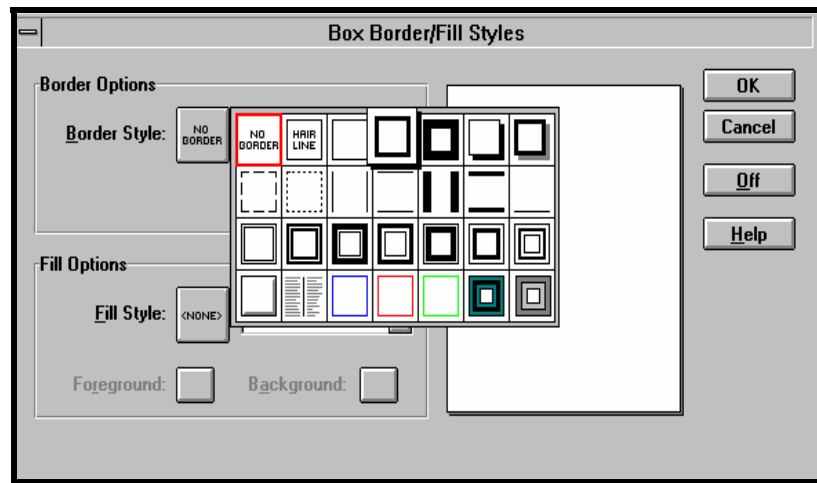


Figure 38: Border/Fill options

4. Click the [OK] button.

Size The Picture

1. Click anywhere on the image to select it.
The frame appears with selection handles.
2. Point to the selection handle on the lower right corner selection handle of the image.
The pointer changes to a diagonal sizing arrow.
3. Click and drag the sizing down about 2".
4. Release the mouse button.
The image becomes taller.



NOTE: Sizing can also be accomplished with the **Size** button on the Feature Bar.

Move the Picture

The **Position** button on the Feature Bar can be used to position the image at a precise location within the page. The picture can also be positioned with the large move arrow which appears inside a selected image.

1. Click on the image once to select it.
2. Move the cursor inside the image frame.
The cursor changes to a four-sided arrow.
3. Click and drag the image until it is approximately centered between the left and right margins.

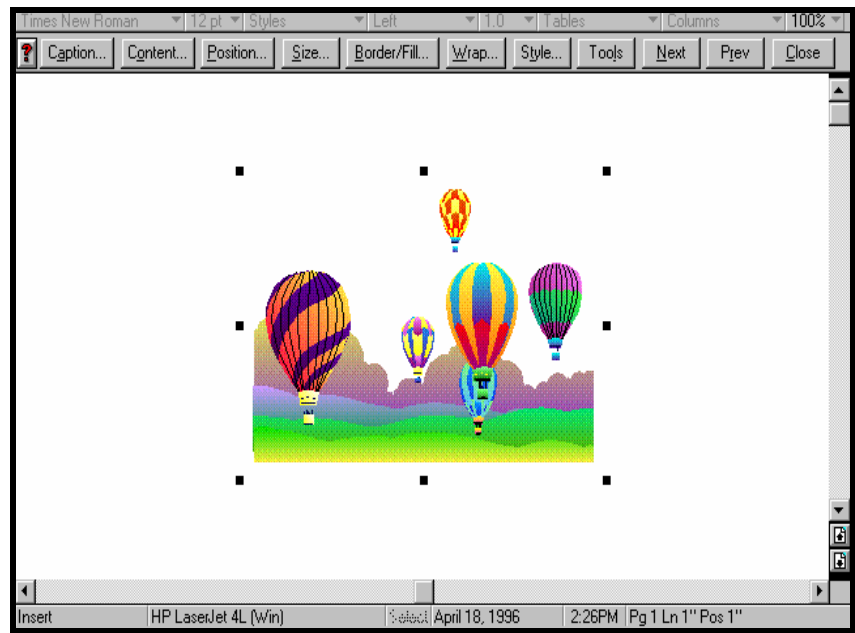


Figure 39: Moved graphic

4. Close the file without saving.

Graphics Text Box

The Graphics command in WordPerfect for Windows contains an option which will create a text box. You can type and format text in the box and move and size the box just like an image object.

1. Select **G**raphics from the menu bar.
2. Choose **T**ext Box.

Thick top and bottom borders appear at the cursor location as shown in Figure 40.

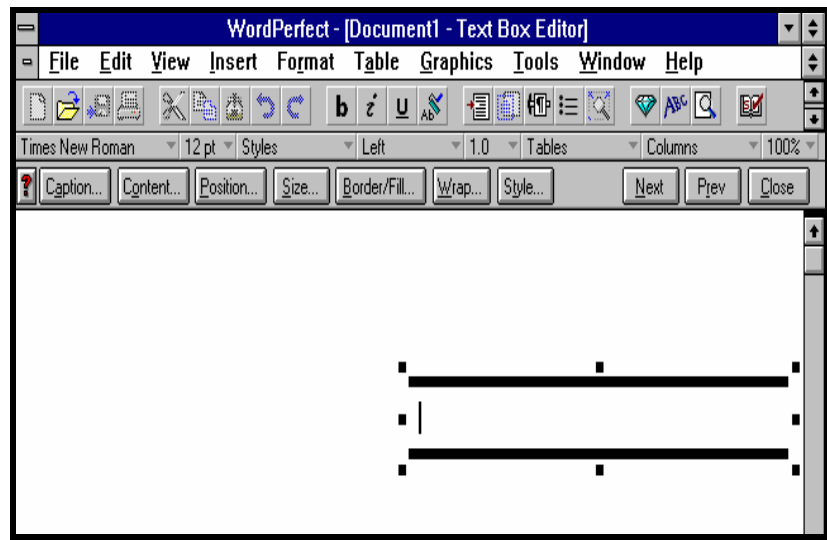


Figure 40: Default Graphics Text Box

3. Click on the **Justification** button on the Power Bar.
4. Click on the **Center** option.
The cursor moves to the center of the text box.
5. Type your name in the center of the box.
6. Press <Enter> and type your title in the box.
Notice the box increases in height to accommodate this line of text.
7. On the Feature Bar, click on the **B**order/Fill... button.
8. Click on the option button for **B**order Style:
The border style options appear in a selection box.
9. Click on the last button in the last row.
10. Click the **[OK]** button.
The text box now appears with a matted/shaded border.
11. Close file without saving.

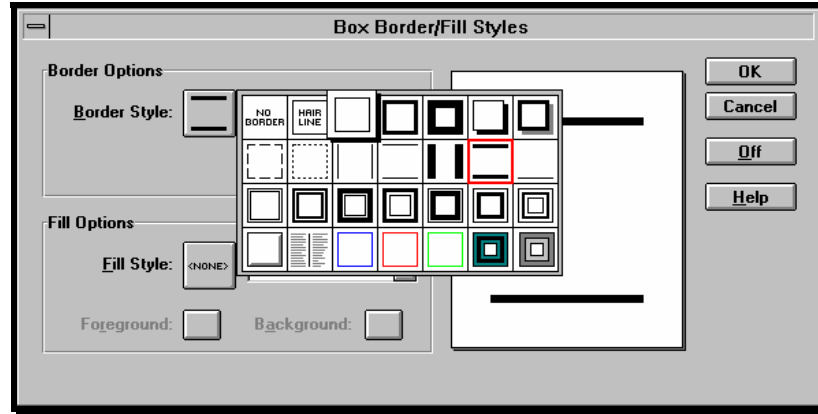


Figure 41: Text box Border/Fill options

Working with Graphics

By default, a text box is positioned on the right margin of the document. There are two ways to move a text box: Use the **Position** button on the Feature Bar or use the move arrow on the selected box.

When working with graphics in WordPerfect, the mouse pointer will change to various symbols. If you point to the text box and double-click, the insertion point appears showing where to add or edit text in the box.

If you point to the text box, click once, and move the cursor to the center of the box, the cursor changes to a four-pointed move arrow. When you click and drag the move arrow, the entire graphics object is repositioned in the document.

Move the cursor to one of the borders of the text box, and it changes to a sizing arrow \leftrightarrow . Click and drag the sizing arrow to make the box taller or shorter, wider or more narrow.

Graphics Lines

The Graphics Line options allow you to insert a vertical or horizontal line anywhere in your document. A graphics line can be repositioned in the document just like any other graphics image - with the four-pointed move arrow or the **Position** button on the Feature Bar. Once the line is selected, pointing to the selection handles will identify sizing arrows which can be used to lengthen or shorten a line.

1. In a new document, type your company's name and address.
2. Press the <Enter> key to begin a new line.
3. Click on **Graphics Horizontal Line**.
A line appears at the cursor location.

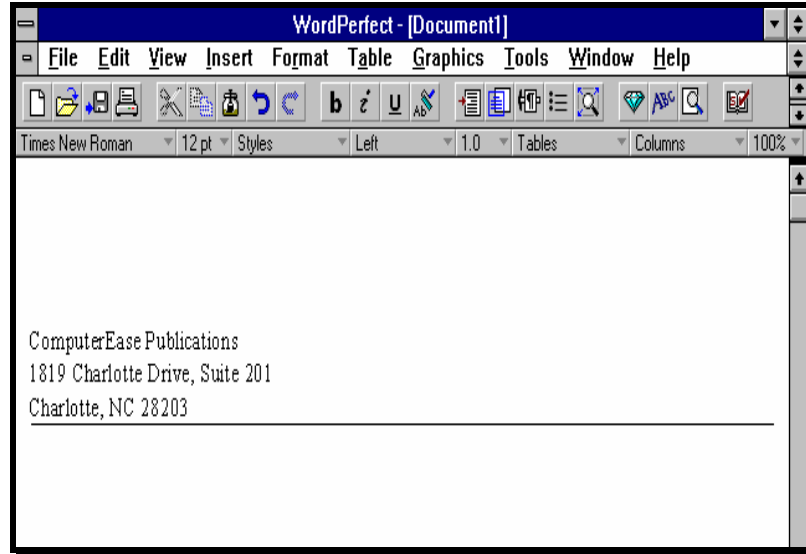


Figure 42: Horizontal Line

Edit the Line

A horizontal line can be moved or sized just like any other graphics object. When you move the cursor to the line and click once, the selection handles appear around the line. If you point to the line and double-click, the **Edit Graphics Line** dialog box appears. This exercise will change the look of your horizontal line to a thick short line under the company name.

1. Move the cursor to the horizontal line and click once.
Selection handles appear on both ends and the center of the line.

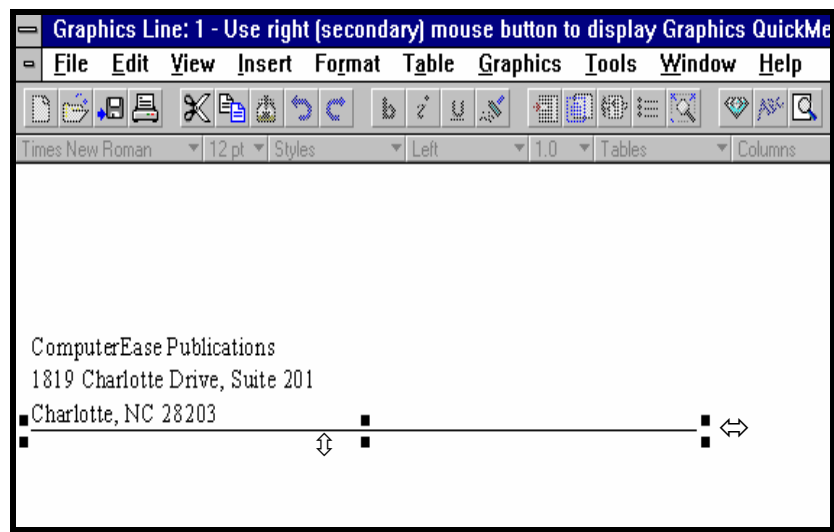


Figure 43: Selected horizontal line with sizing arrows

2. Point to the selection handle at the bottom center of the line.
A vertical sizing arrow appears.

3. Click and drag down to make the line thicker.
4. Move the cursor to the center selection handle at the right end of the line.
A horizontal sizing arrow appears.
5. Click and drag back to the left to the end of your text.
The line now appears only under the company name and address.
6. Close the file without saving.

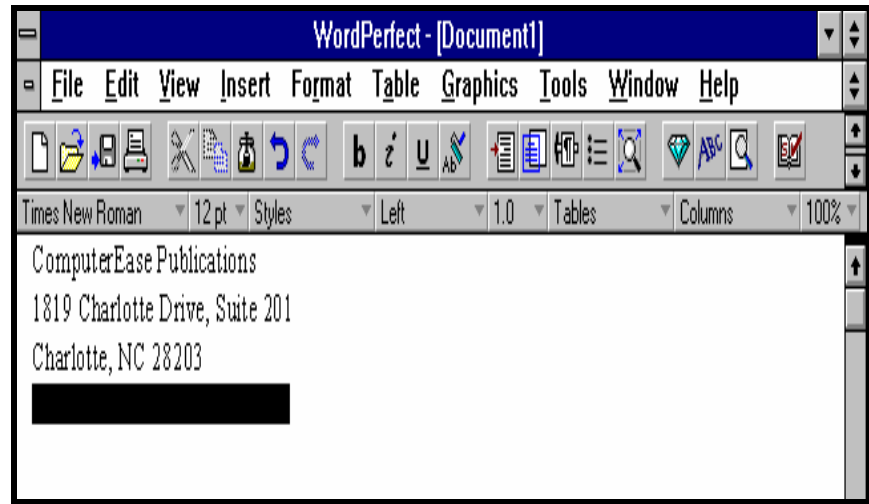


Figure 44: Edited line

Section 7

Summary Exercises

Part One

Insert a picture

1. Create a horizontal line at the top of the page.
2. Type the following text.
3. Insert the picture **MARSH.WPG**.
4. Center the image horizontally on the page.
5. Create a thick border around the image.
6. Save the file and call it **WETLANDS**.
7. Print the file.

Our Wetlands

The coastal regions of North Carolina have long been heralded as one of the best fishing areas on the North American continent. Not only man recognizes the fine quality of seafood available in these coastal waters; water fowl from all over the continent come here to breed and feast on the delicacies fresh from the sea. Unfortunately, man, in his haste to take advantage of this great wealth of sea bounty, has often jeopardized the existence of the water fowl in these regions.

[Insert **MARSH.WPG** here]

Part Two

Quick Quiz

1. The _____ command is used to embed a graphic image in a text file.
2. In WordPerfect, the file extension for graphic files is _____.
3. These files are located in the _____ file folder inside the WPWIN subdirectory.
4. To make an image larger once it is incorporated in the text document, click on the _____ button on the Feature Bar or click and drag the _____ around the selected image.
5. To move a picture in the document, use the _____ button on the Feature Bar or click and drag the _____ arrow inside the selected image.
6. When you select an image embedded in a document, _____ appear which allow you to size the picture.

7. When a text box is inserted in a document, a thick top and bottom border appear in the document. (True / False)
8. To change the border of a text box, click on the _____ button in the Feature Bar.
9. A graphics line can be moved or sized just like any other graphics object. (True / False)

Appendix 1

Extra Exercises

Exercise 1 - Columns

1. Type the following paragraphs in two evenly spaced newspaper type columns.
2. Save as **COLUMNS**.
3. Print.

APPLICATIONS SOFTWARE

Word processing software programs, such as WordPerfect, enable users to write personal and business correspondence, keep personal records, write term papers, etc. Individuals who are preparing for careers in business or who are already working in business can certainly benefit by learning WordPerfect.

Spreadsheet software programs, such as Lotus, allow users to maintain statistical and financial records, perform accounting functions, and develop automated spreadsheet applications. Individuals who are preparing for careers in business or who find themselves already in the business arena will certainly benefit by learning Lotus.

Exercise 2 -Table

1. Set up the following table.
2. Size the columns.
3. Save the table as TABLES.
4. Print the document.

Step	Action	Result
1	Click Table Create	Create Table dialog box appears
2	Type in 3	For the number of columns
3	Press <Tab>	The cursor moves to the text box for number of rows
4	Type in 6	For the number of rows
5	Click on [OK]	Table appears in the document

Exercise 3 - Merge

1. Create a data file with the following fields and records.
2. Save as **CUSTOMRS.**

TITLE	Mr.	TITLE	Mrs.
FIRSTNAME	James	FIRSTNAME	Janet
LASTNAME	Wilder	LASTNAME	Edwards
STREET	154 S. Florida Street	STREET	1456 W. Cone Boulevard
CITY	Greensboro	CITY	Greensboro
STATE	NC	STATE	NC
ZIP	27406	ZIP	27408
TITLE	Ms.	TITLE	Mr.
FIRSTNAME	Joliette	FIRSTNAME	George
LASTNAME	Cantinos	LASTNAME	Bonet
STREET	154 S. Miami Street	STREET	4486 Shawnee St.
CITY	Miami	CITY	Kansas City
STATE	FL	STATE	MO
ZIP	33422	ZIP	38445

3. Create a main document and insert fields as shown.
4. Save as **MASTERY**.

<<DATE>>

<<TITLE>> <<FIRSTNAME>> <<LASTNAME>>

<<STREET>>

<<CITY>> <<STATE>> <<ZIP>>

Dear <<TITLE>> <<LASTNAME>>

Thank you for your request for our free brochure, "How to master your computer before it masters you." We have enjoyed publishing this light-hearted manual for new computer users.

We hope you and your computer will spend many productive hours together once you have become accustomed to one another.

Seasons greetings,

John Burchette
Marketing Manager

5. Merge the two documents.
6. Print the letters.

Exercise 4 - Select

1. Open the data file.
2. Merge the letter again using only the Greensboro addresses.

Exercise 5 - Sort

1. Open the **CUSTOMRS.WPD** file.
2. Sort the records by last name.
3. Save the file.
4. Close the file.

Exercise 6 - Calculate

1. Create the table as shown below.
2. Calculate the Sales Price column by writing a formula which will add the Cost plus the Markup Dollars.

ITEM	COST	MARKUP DOLLARS	SALES PRICE
Coats	\$100.00	\$50.00	
Hats	\$25.00	\$12.50	
Boots	\$75.00	\$32.50	

Exercise 7 - Envelopes

1. Create a merge envelope form for the data file created in Exercise 3.
2. Merge the envelopes.
3. In a new document, merge just the Greensboro addresses.

Exercise 8 - Graphics

- Type the following text.
- Insert a horizontal line where shown.
- Use the Graphics Figure Create command to add the picture.
- Save the file as DISKS.
- Print the document.

DISKETTES

A diskette is a flat metal or plastic disk coated with iron oxide. It is used to store information as magnetized codes on its surface. There are various types of diskettes available for computer use and each is unique. One type of disk is the 5 1/4" floppy diskette, so-called because the diameter of the circular disk is exactly 5 1/4" across.

The newer floppy disk is called the 3 1/2" diskette. Even though the diameter of this disk is much smaller than the 5 1/4", it is able to store two to three times as much information. The protective covering for the disk has been changed to an inflexible tough plastic which protects the diskette.

[Insert floppy-2.wpg graphic here].

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