

Corel
WordPerfect 7.0
Introduction

ISBN 1-58163-051-4

CPI Training Solutions, Inc.

PO 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: <http://www.solutionsrus.com>

Introduction to Corel WordPerfect 7.0

Copyright ©1997 by Pamela W. Adams and Kathryn K. Baskett

All rights reserved. This document is copyrighted by Pamela W. Adams and Kathryn K. Baskett of CPI Training Solutions, Inc., of Charlotte, North Carolina. This document and/or the accompanying software may not, in whole or in part, be reproduced by any means including photocopy or electronic or other medium without prior written consent from CPI Training Solutions, Inc.

Trademarks

WordPerfect 7.0 for Windows® is a registered trademark of Corel Corporation Limited. WINDOWS® is a registered trademark of Microsoft Corporation. All other product names mentioned in this book are trademarked or copyrighted by their respective manufacturers.

Disclaimer

CPI Training Solutions, Inc. reserves the right to make periodic modifications of this manual without obligation to any person or organization for such modification.

Acknowledgments

Author:
Kathryn K. Baskett

Copy Editor:
Susan D. Carnes

WP70BEG-091097

Printed in the United States of America

This manual was published using Microsoft Word for Windows 7.0 running under Windows 95. The screen clips were captured using the Hi Jaak screen capture program. The books were bound by The Printing Office of Charlotte, North Carolina

Notes:

Table of Contents

Introduction to Corel WordPerfect 7.0

SECTION 1 COREL WORDPERFECT 7 BASICS	1
Start WordPerfect	1
Corel WordPerfect 7 Screen Elements	2
Title Bar	2
Control Menu Box	2
Menu Bar	3
The Toolbar	3
The Power Bar	3
Guidelines	3
Workspace	3
Status Bar	4
Scroll Bars	4
Views	4
Change the View	5
Accessing Menus	5
Dialog Boxes	6
Elements of a Dialog Box	7
Create a New Document	8
Edit Text	9
Selected Typeover	9
Deleting Text	9
Using Undo	10
Understanding File Management	10
Creating a Folder	10
Save a File	12
Quick Cursor Movements	14
Selecting Text	14
Edit Select Command	15
Close a File	15
Close a File Using the Menu Bar	15
Close a File Using the Control Menu Box	16
Open a File	17

Previewing a Document Before Opening	17
Quick Open.....	18
Save a File With a Different Name.....	19
Start a New File	20
Switch Between Open Documents.....	21
Preview a Document Using Zoom	21
Print a Document.....	22
Exit WordPerfect.....	24
SECTION 2 FORMATTING A DOCUMENT	27
Apply Text Formats Using the toolbar	27
Bold	27
Italics	27
Underline	27
Highlighting.....	28
Change Highlight Color.....	28
Make Font Face and Point Size Changes.....	29
QuickFonts.....	29
Reveal Codes	29
Remove Text Formats	31
Turn off Reveal Codes.....	31
Make Format and Font Changes Using the Format Menu.....	32
Apply Text Formatting Using QuickFormat	33
Change Paragraph Formatting	34
Indent Paragraphs	34
Change Line Spacing.....	35
Change Paragraph Alignment.....	35
Change Document Margins	36
Set Document for Landscape Printing.....	37
SECTION 3 EDITING AND CORRECTING A DOCUMENT	41
Edit and Tools Menus	41
Using Spell Check	41
Spell-As-You-Go.....	42
Using Thesaurus	43
Find and Replace Text	44
Whole Word Search.....	45
Match Case Find.....	46

Replace Text	46
Cut, Copy and Paste Text	47
Edit Cut	47
Edit Copy	48
Edit Paste	48
Cutting Text	48
Copying Text	48
Using Drag and Drop to Cut and Copy	49
SECTION 4 FORMATTING MULTI-PAGE DOCUMENTS	53
Use Bullets and Numbers with Paragraphs.....	53
Turn off Bullets.....	54
Work with a Multi-Page Document	55
Create Page Breaks	56
Insert Page Numbers	58
Remove Page Numbers.....	59
Insert Headers and Footers	59
Header.....	59
Suppress Header for First Page.....	60
SECTION 5 WORKING WITH TABS.....	65
Quick Ruler Format Menu	65
Displaying the Ruler Bar	65
Setting Tabs with the Ruler	66
Changing the Position of a Tab Marker	67
Clear a Tab.....	68
APPENDIX 1 ANSWER KEY.....	71
APPENDIX 2 EXTRA EXERCISES	75
INDEX	83

How To Use This Manual

This manual is designed to provide training instructions and exercises to the beginning user in Corel WordPerfect 7.0 for Windows. There are many terms and conventions which are unique to the Windows environment. These are defined in this section of the manual.

Windows Terminology

The following terms will be used extensively throughout the training manual. They should be familiar to current Windows users.

Mouse Buttons

The mouse is a pointing and selection device which is used in lieu of the keyboard for many Windows operations. The left mouse button is used to "select" or "execute" application icons or menu items. There are four basic mouse functions which use the left button:

Click	To quickly press and release the left button
Double-click	To click the left button twice in rapid succession
Click and Drag	To press and hold the left button while moving the mouse with the hand.
Point	To move the mouse pointer to a new location (no button is depressed)
Right-click	To quickly press and release the right button

Select means to highlight text, usually with the mouse. Holding the shift key and pressing directional keys will also accomplish the same task.

Point means to move the mouse to an icon or menu option. The cursor is represented as a thick arrow ↗ when pointing. This thick arrow will appear in left margins of documents and in the title bar and menu areas of the window itself.

Scroll means to click on the horizontal or vertical scroll bars along the side and bottom of the window to move the cursor around the document. The directional arrow keys can also be used to accomplish the same task.

The term **Vertical bar** represents the cursor location within a text portion of a document.

The term **I beam** represents the mouse pointer located in a text portion of a document. Once the pointer is moved away from the scroll or menu areas of the window, it becomes an I beam to represent text location.

The **Status bar** is the locator information constantly displayed at the bottom of the window. The status bar will reflect the current font on the left, special features in the center, page numbers, cursor location vertically (line) and horizontally (position) on the right.

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 lower left corner of the status bar.*

Notes:

Section 1

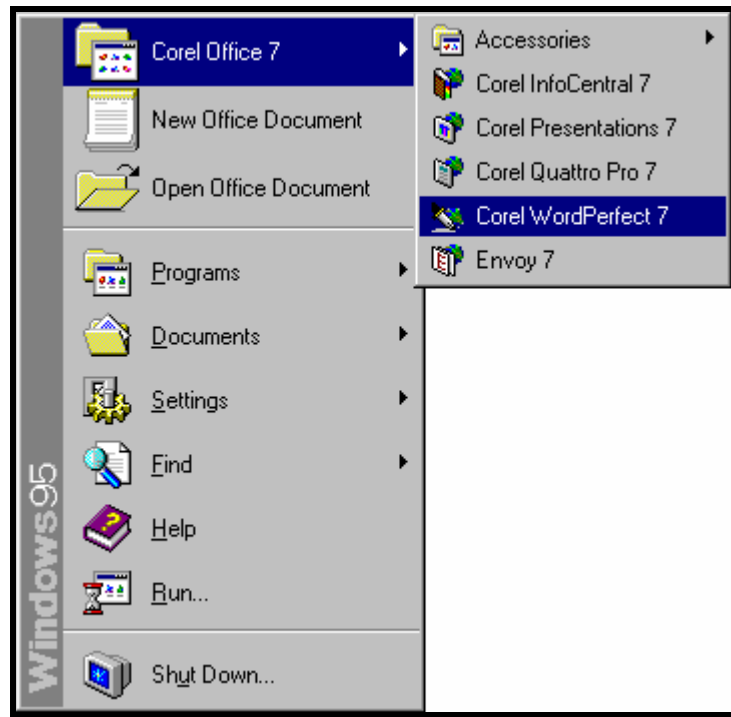
Corel WordPerfect 7 Basics

Corel WordPerfect 7 is a software application designed to perform word processing and desktop publishing tasks. This courseware teaches the skills needed to perform basic word processing using Corel WordPerfect 7.

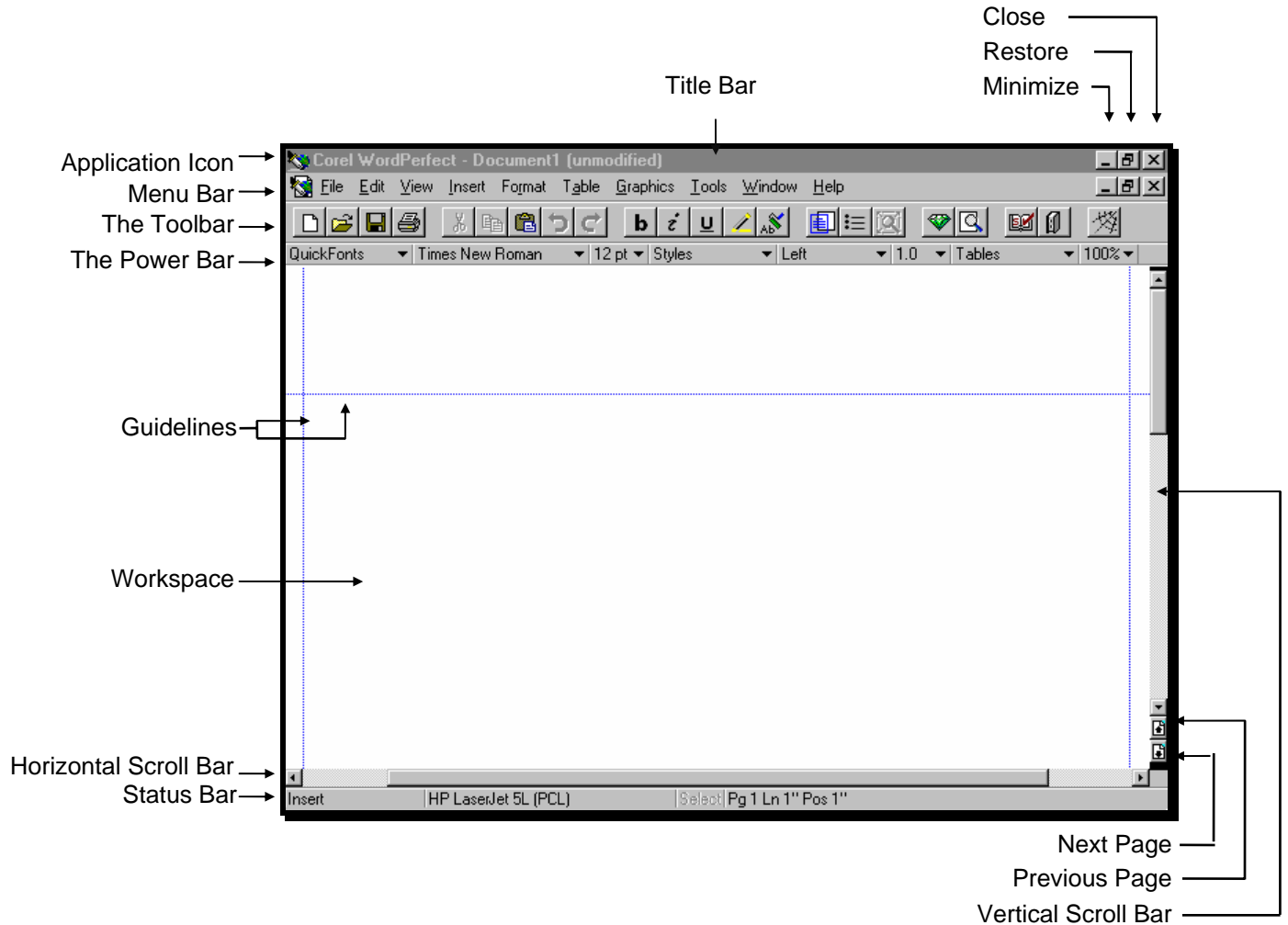
Start WordPerfect

When default options are used during the Corel Office installation, a **Corel Office 7** group is added to the Start menu. Corel WordPerfect 7 can be launched from this group.

1. On the Taskbar, click the **[Start]** button.
2. Select **Corel Office 7**.
3. From the sub-menu, click **Corel WordPerfect 7**.



Corel WordPerfect 7 Screen Elements



Title Bar

The first line at the top of the WordPerfect 7.0 window is the Title Bar. It notifies the user that WordPerfect is open and displays a document name (if saved) or document number if not yet saved.

Control Menu Box

The top left-hand corner of the title bar is the Application icon. The Application icon menu allows you to manually maximize, minimize, move or size a window. It also provides options to close WordPerfect.

Menu Bar

Beneath the WordPerfect title bar is the menu bar. When you click on a menu option, the pull-down menu will open.

The Toolbar

The toolbar is located directly beneath the menu bar at the top of the document screen. The tools represent shortcuts for frequently accessed menu options.

The Power Bar

The power bar is located directly below the toolbar at the top of the window document. The power bar provides a quick method of changing fonts, styles, paragraph formats, and line spacing. It also provides an easy way to create tables and columns and change the view of the document.



Guidelines

Guidelines show the margins of the document and other elements like tables. They are non-printing characters.

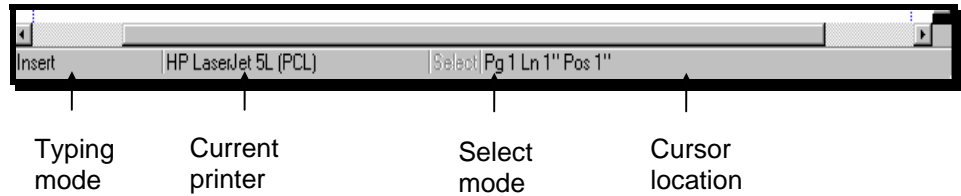
You can change margins or table column-widths by dragging the guidelines to the desired position.

Workspace

The portion of the screen where text is located is called the text area or workspace. This is where typing and editing occur. The cursor is marked by a blinking vertical bar.

Status Bar

The bottom of the screen is the **status bar** which keeps track of the insertion point (cursor) at all times. The Pg (page), Ln (line) and Pos (position) measurements always reflect the current location of the cursor in the document. It will also reflect the current font on the bottom left and whether any special character keys or functions are turned on in the center of the panel.



Scroll Bars

Scroll bars are used to scroll through the document either horizontally or vertically.

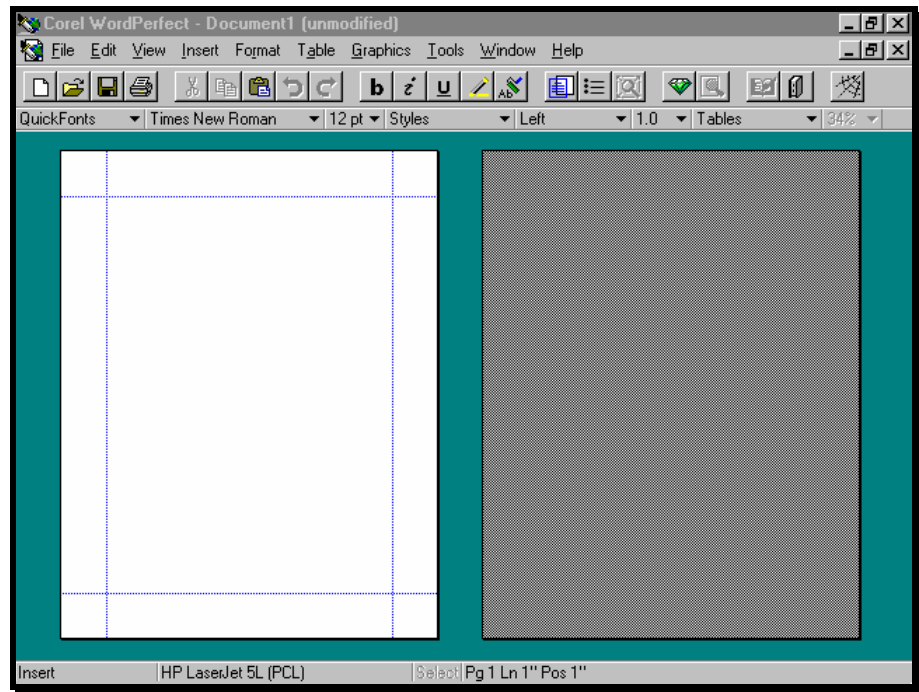
Views

The workspace can be set to different "views" for your convenience.

View	Description
<u>D</u> raft	No graphics, font changes, headers, footers, page numbers, or footnotes are displayed.
<u>P</u> age	Graphics, fonts, headers, footers, and page numbers are all displayed in true WYSIWYG display.
<u>T</u> wo Page	Two pages are displayed side by side.

Change the View

1. Select **V**iew from the menu bar.
2. Choose **T**wo Page.
Two pages are displayed, side by side.



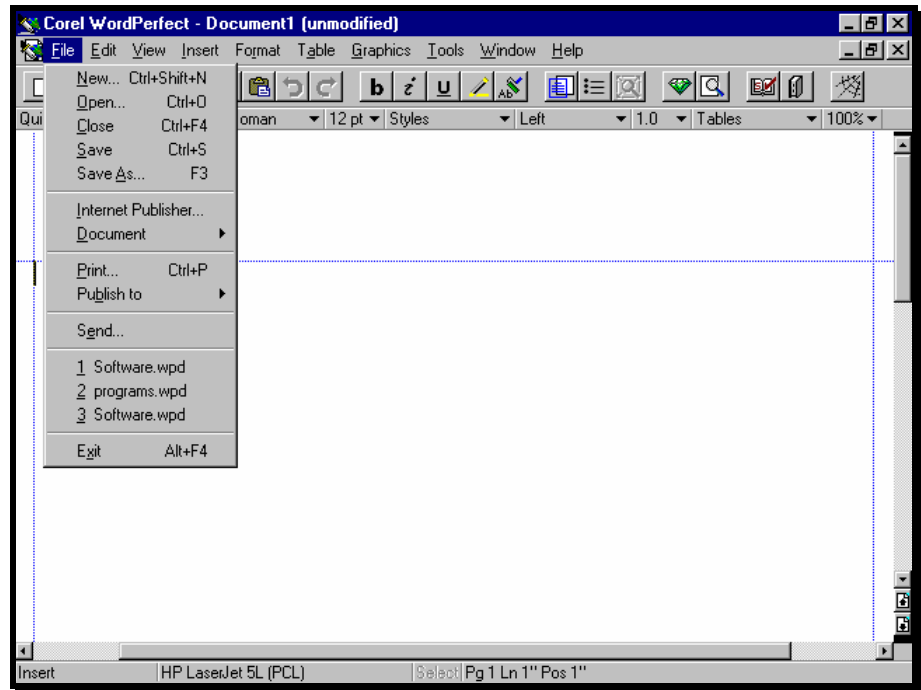
3. Select **V**iew from the menu bar.
4. Choose **P**age to return to Page view.

Accessing Menus

Menus can be accessed by clicking the menu name, such as **F**ile, in the menu bar or by holding the <Alt> key and pressing the underlined letter of the menu name. When a menu is selected, it displays a list of available commands.

To get out of a menu without making a selection, move the mouse pointer outside the menu and click once with the left mouse button.

1. Select **F**ile from the menu bar.



2. Move pointer outside of menu and click.
Menu is closed.
3. Hold <Alt> and press **F**.
*The **F**ile menu is displayed.*
4. Press <Esc> twice.

Dialog Boxes

Some of the commands in a pull-down menu are followed by ellipses (periods). Selecting one of these commands will open a dialog box. Dialog boxes provide options for certain features.

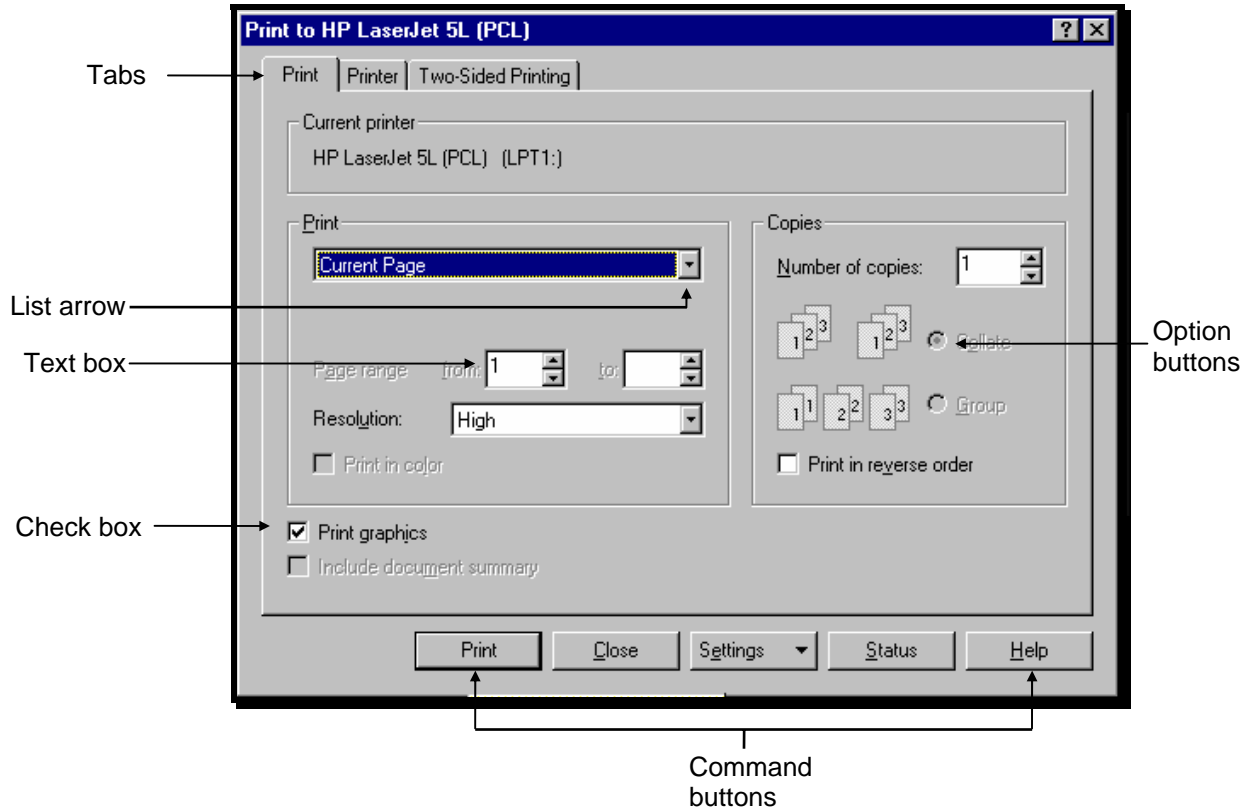
Elements of a Dialog Box

There are several elements that can be found in dialog boxes. The table below gives a brief description of each.

Element	Description
Tab	Located at the top of the dialog box. Displays additional options.
List Arrow	Click to get a list of options.
Text Box	Box in which text can be entered. Pointer changes shape to an I-beam when placed in a text box.
Check Box	Will display a ✓ when activated. Check box is activated by clicking, deactivated by clicking.
Command Buttons	Buttons that display a word(s) such as OK . Will execute a command.
Option Buttons	Buttons that display a dot when activated. Option buttons are activated by clicking, deactivated by clicking.

The **File Print** dialog box is shown in the following illustration with each of the above elements indicated.

1. Select **F**ile from the menu bar.
2. Choose **P**rint...
*The **Print** dialog box is displayed, as shown in the following illustration.*
3. Click [**C**lose] to close the dialog box.



Create a New Document

Upon starting WordPerfect, a new document window is opened and ready for you to begin. WordPerfect uses word wrap, which means that when the cursor reaches the right margin, it will wrap down to the next line automatically. The **<Enter>** key is used to end one paragraph and begin a new one.

In the first exercise, we will create a new document, as shown below. Your document may not wrap at the same position as the text shown below.

- Type the following paragraphs.

WORD PROCESSING BASICS<Enter><Enter>

Word processing beginners need to know what functions are commonly available and how to use them. That is what this section covers. It contains examples of common word processing features and concepts. It also explains the steps necessary to use a word processor to create a new document: starting WordPerfect, entering and editing text, formatting and printing the document, saving text on disk, and ending the session. <Enter><Enter>

This course also explains how a word processor manages the computer's memory, discussing where the characters generated by your keystrokes are moved and stored in every stage of word processing.

Edit Text

In WordPerfect, Insert mode is a default. This means Insert is automatically turned on when you start WordPerfect. That is why the word **Insert** appears in the left corner of the status bar. If a word is omitted from a sentence, move the cursor to the position where the word should appear and type the word.

Deleting characters in WordPerfect can be done using the <**Delete**> key and <**Backspace**> key. The <**Delete**> key deletes the character to the right of the cursor. The <**Backspace**> key deletes the character to the left of the cursor.

You may wish to type over some existing text in the document. One technique for accomplishing this task is **Selected Typeover**.

Selected Typeover

Typeover is automatic when text has been selected with the mouse. Once a word or group of words has been selected, anything which is typed will replace the selected letters or words.

In the next exercise, we will use Selected Typeover to replace the word **beginners** with the word **users**.

1. Double-click the word **beginners** in the first paragraph to select it.
2. Type the word **users**.

Deleting Text

There are several methods that can be used to delete text in WordPerfect. One of the most effective methods is to select the text, then press <**Delete**>.

1. Select the word **functions** in the first sentence of the first paragraph.
2. Press <**Delete**>.
*The word **functions** is deleted.*
3. Type the word **functions** in its original position.

Using Undo



Undo is a feature that will undo up to 300 tasks that you have performed. It is very useful at those times when text is mistakenly deleted.

In the next exercise, we will delete a word and restore it with the Undo feature.

1. Double-click the word **users** in the first sentence of the first paragraph.
2. Press <**Delete**>. *The word **users** is deleted from the sentence.*
3. Click the **Undo** tool. *The word **users** is restored.*

Understanding File Management

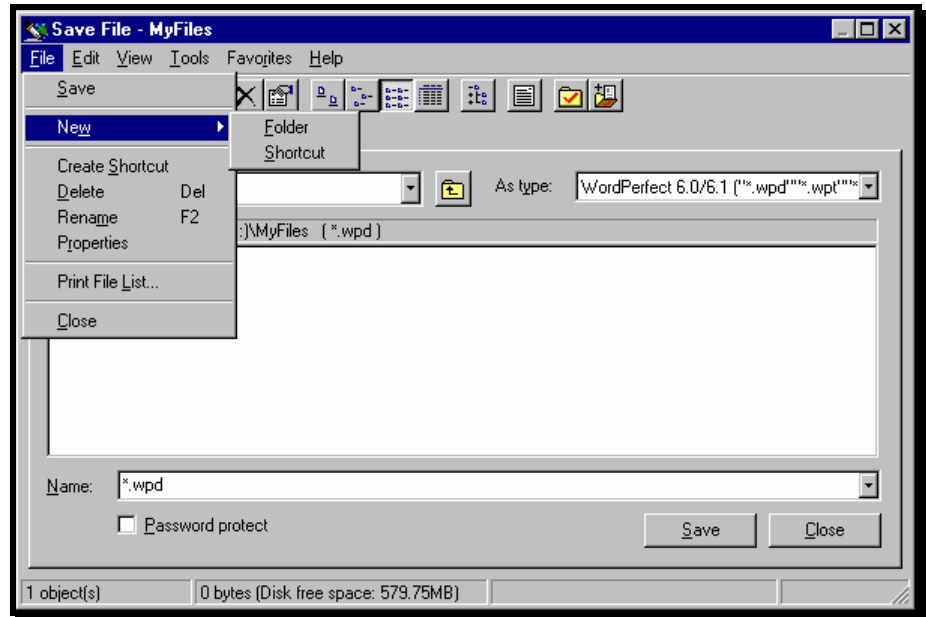
When saving a file, Corel WordPerfect 7 defaults to a folder called **MyFiles**.

You may want to further organize your files by creating folders within the **MyFiles** folder. We can now create folders in the **Save File** dialog box.

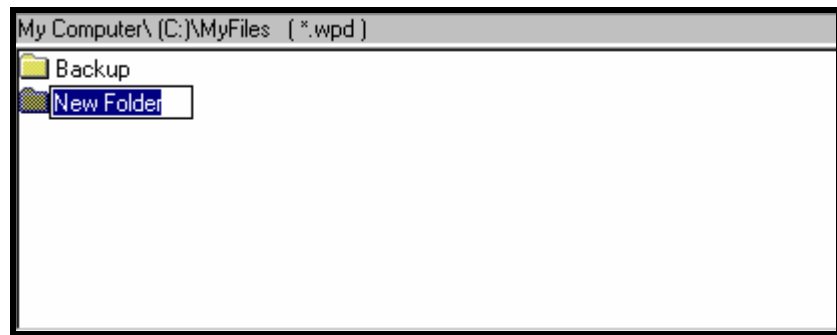
Creating a Folder

A folder is a sub-directory in which you can place files. In the following exercise, we will create a folder into which we will save our file.

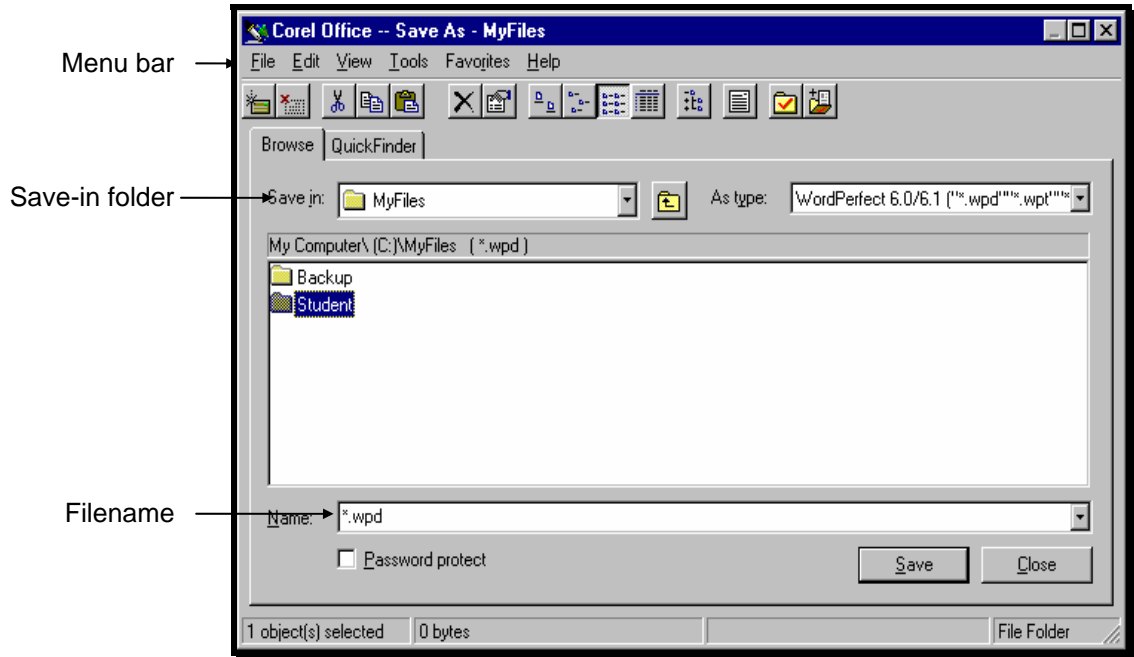
1. Click the **Save** tool. *Save As dialog box is displayed, as shown in the following illustration.*
2. In the **Save File** dialog box, select **F**ile from the menu bar.
3. Choose **N**ew.



4. Choose **F**older.
*A new folder is displayed with the name **New Folder**.*



5. Type **Student** for the folder name.
6. Press **<Enter>**.



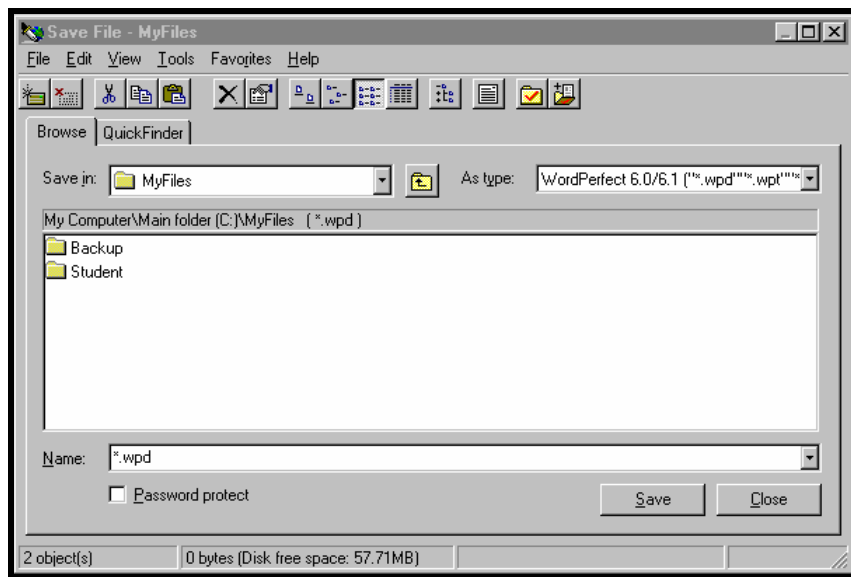
7. Click [**C**lose] to close the **Save File** dialog box.

Save a File



Once a file is typed, you should save it. To save a document in WordPerfect, you must type in a file name. The filename can consist of 1 to 255 characters and **can** contain spaces. You cannot use certain symbols such as * . ? / \ # @.

1. Click the **Save** tool.
*The **Save File** dialog box is displayed, as shown in the following illustration.*



2. Double-click the **Student** folder.
3. Click in the **Name:** section and enter **BASICS**.
4. Click the [**S**ave] button (or press the <**E**nter> key).
The file name appears on the title bar of the document.

Quick Cursor Movements

Below is a table of the functions performed by directional keys in Corel WordPerfect 7:

KEY	RESULTING ACTION
Up Arrow	Moves up one line
Down Arrow	Moves down one line
End	Moves to end of line
Home	Moves to beginning of line on left margin
Left Arrow	Moves one character to left
Right Arrow	Moves one character to right
Ctrl + Up Arrow	Moves up one paragraph
Ctrl + Down Arrow	Moves down one paragraph
Ctrl + Right	Moves one word to the right
Ctrl + Left	Moves one word to the left
Ctrl + Home	Moves to top of document
Ctrl + End	Moves to bottom of document
Page Up	Moves to the top of a screen
Page Down	Moves to the bottom of a screen

Selecting Text

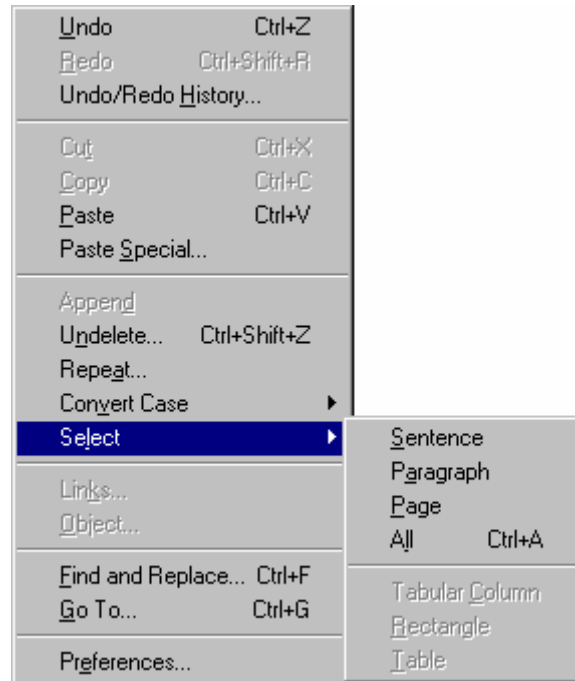
To affect specific portions of the text, it is important to **select** the text first using the mouse or shift and arrow keys.

To Select:

- Entire Word Position the pointer on any letter in the word and double-click.
- Entire Sentence Position the pointer in the sentence and triple-click.
- Entire Paragraph Position the pointer to the left of the paragraph and click twice.
- Any other portion Click at the beginning of the text to be selected. Move the pointer to the end of the text to be selected. Press and hold the <Shift> key and click the left mouse button.

Edit Select Command

It is also possible to select text using the **E**dit **S**elect command. Click on **E**dit **S**elect to view the menu options for portions of text which can be selected automatically.



Close a File

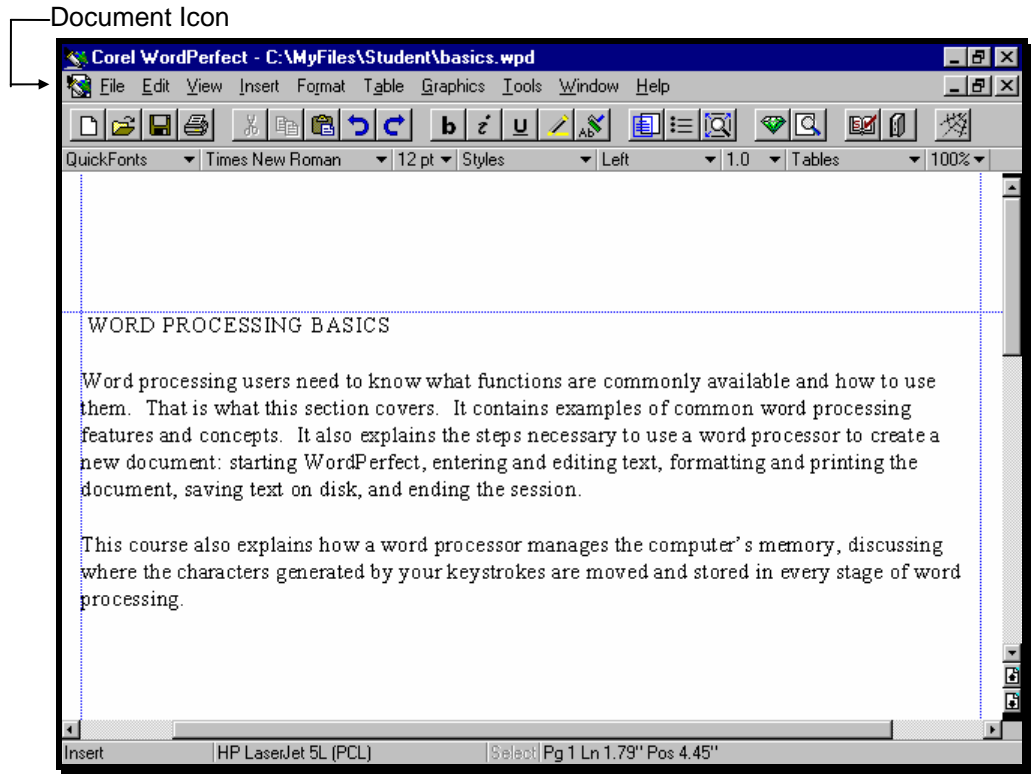
The **F**ile **C**lose command closes the current window and clears the file contents from memory. If edits have been made to the document, a dialog box will appear reminding the operator to save the changes. If no edits have been made since the last save, the file will be closed.

Close a File Using the Menu Bar

1. Select **F**ile from the menu bar.
2. Choose **C**lose.
The text no longer appears on the screen.

Close a File Using the Control Menu Box

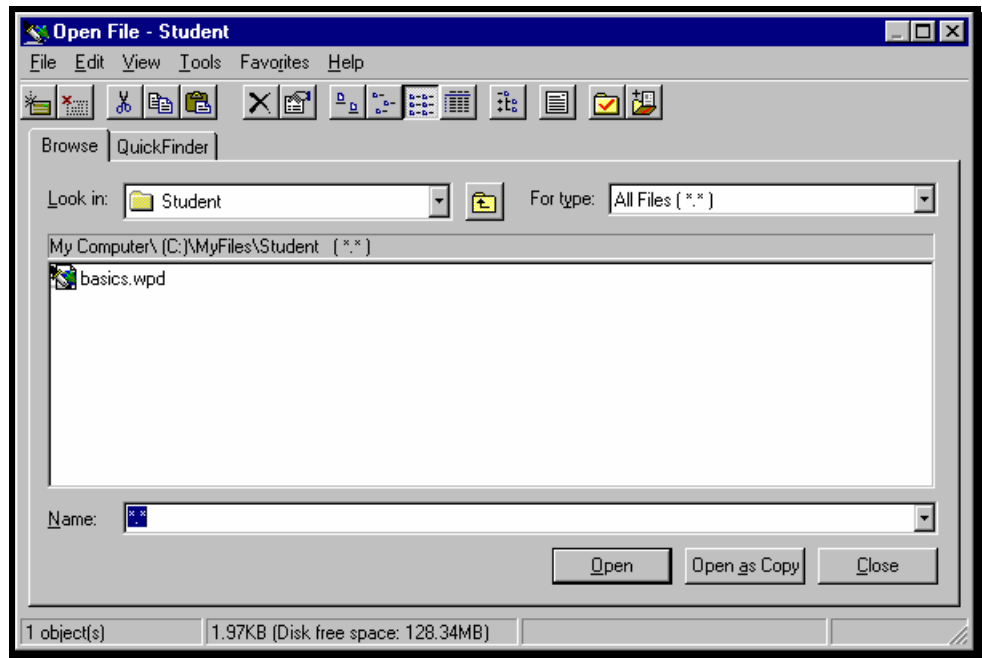
A file can also be closed by using the Document Icon menu box. This menu is located on the Menu Bar directly to the left of the **File** menu option as shown in the following illustration.



Open a File



Once a file has been saved, it is easy to retrieve back into memory by clicking the **Open** tool. The **Open File** dialog box appears and displays a list of files in the current directory.



Previewing a Document Before Opening

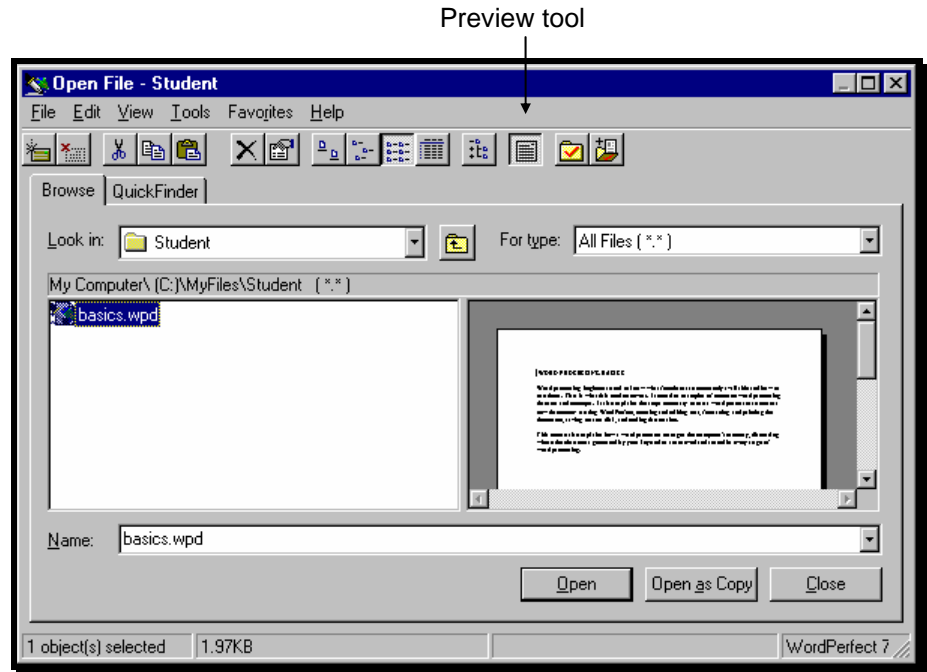


The **Preview** tool in the **Open File** dialog box allows the user to view a document before opening it. A **Viewer** window is displayed in the lower right corner of the screen.

In the next exercise, we will view the **BASICS.WPD** document.

1. Click the **Open** tool.
*The **Open File** dialog box is displayed.*
2. Click on **BASICS.WPD** in the file list.

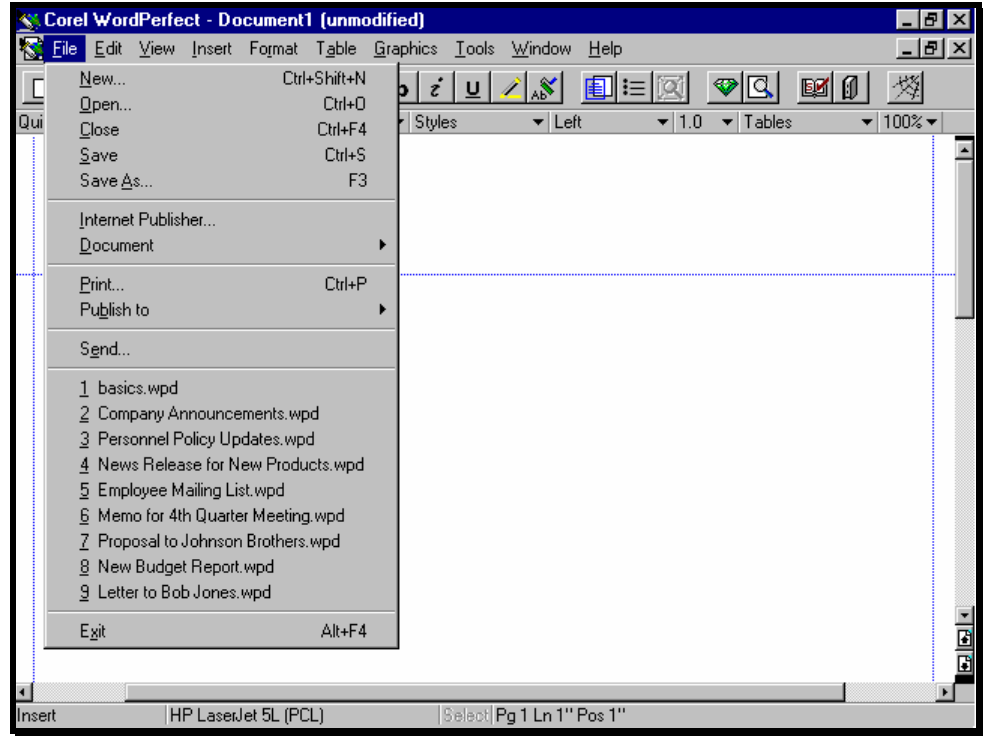
3. Click the **Preview** tool.
*A preview of the **BASICS.WPD** file is displayed in the pane on the right side of the dialog box.*



4. Click [**O**pen].
***BASICS.WPD** file is opened.*
5. Close the file.

Quick Open

Select **F**ile from the menu bar. At the bottom of the pull-down menu, notice that up to four file names are listed. These are the names of the last four files you have saved. Any one of the listed files can be opened quickly by clicking the file name.

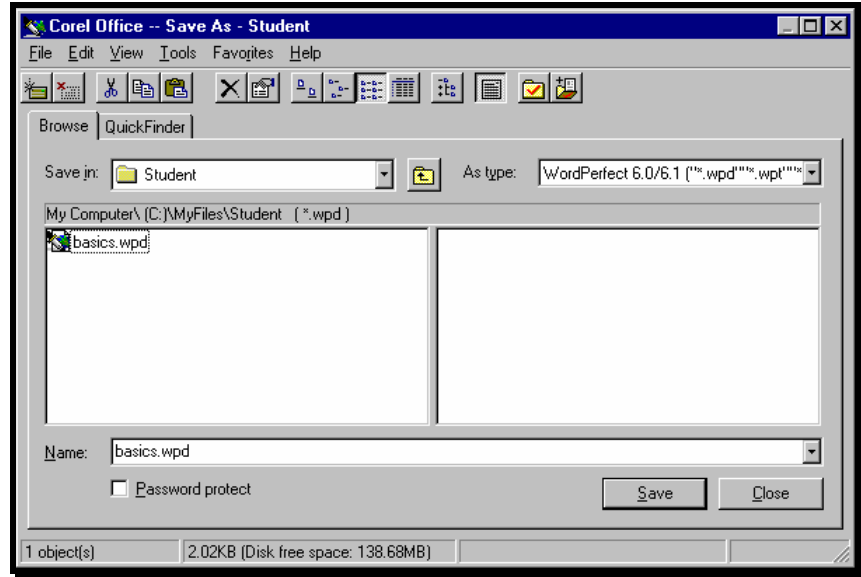


1. Select **File** from the menu bar.
2. Click **BASICS.WPD**.

Save a File With a Different Name

This command allows a file to be saved under a new name, on a different drive, or in a different file folder on the hard disk. A file can also be saved as a different type of file if it needs to be used with a different software program.

1. Select **File** from the menu bar.
2. Choose **Save As...**
The Save As dialog box is displayed.

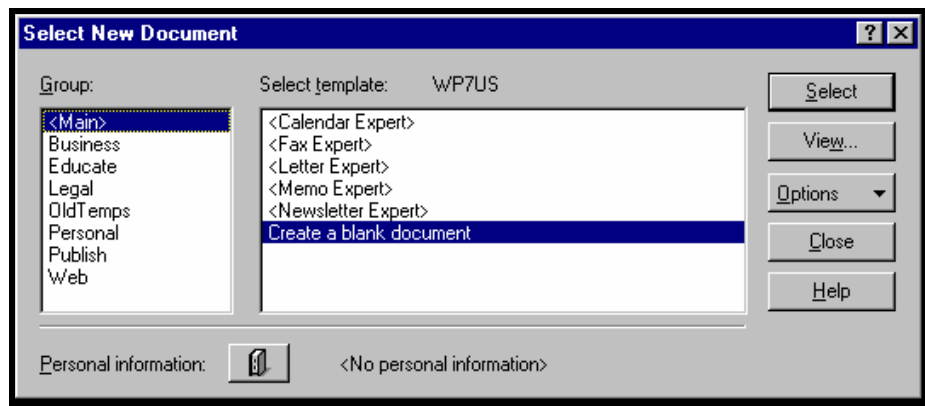


3. Click in the **Name:** box and type **New Basics**.
4. Click [**S**ave].
*File is saved as **New Basics.wpd**.*

Start a New File



The **New Blank Document** tool opens a blank document. The **File New** command allows the user to select from a group of templates. All default margins, spacing and other formats are used in the **Create a blank document**.



In the next exercise, we will start a new document.

- Click the **New Blank Document** tool.
A new blank document is displayed.

Switch Between Open Documents

There are now two documents open in WordPerfect: the new document and the **New Basics** document.

The **Window** command on the menu bar allows a user to see what files are currently open and switch to any of the open files.

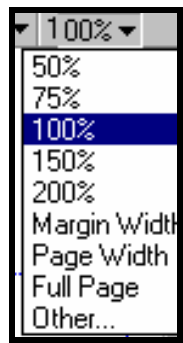
In the next exercise, we will switch to the **New Basics** document.

1. Select **Window** from the menu bar.
2. Click on **New Basics.wpd**.
The New Basics document is displayed.

Preview a Document Using Zoom

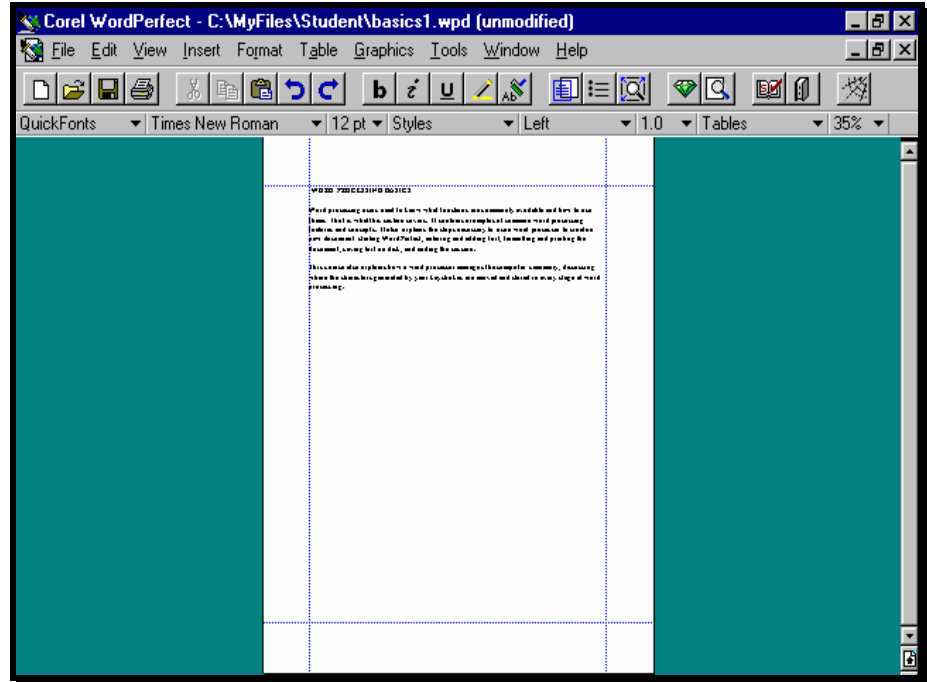


Before printing a document, you may want to preview it to ensure that it is placed on the page appropriately. The **Zoom** tool on the Power Bar allows the user to determine how the document is to be displayed on the screen.



In the next exercise, we will preview **BASICS1.WPD**.

1. Click the **Zoom** tool on the Power Bar.
2. Select **Full Page**.
Document is reduced to view the full page, as shown in the next illustration.



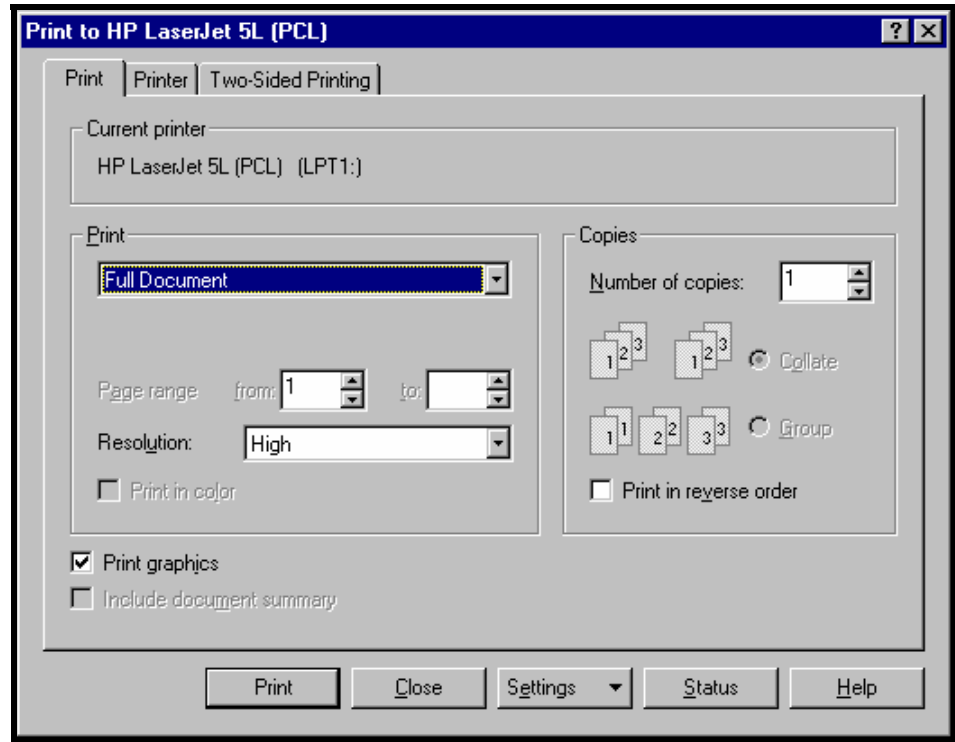
3. Click the **Zoom** tool and select **100%** to return to 100% view.

 **NOTE:** Clicking the **Page/Zoom Full**  tool will display the document in full page view also.

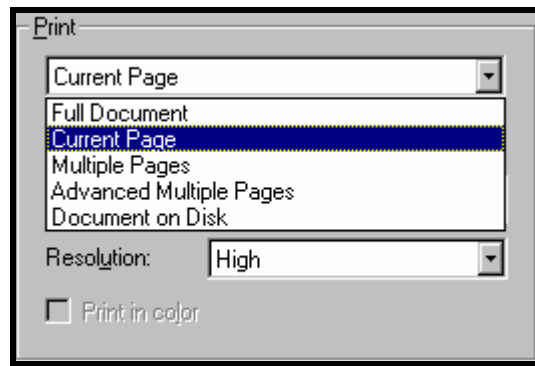
Print a Document



A quick way to print a file in Corel WordPerfect 7 is to use the **Print** tool on the toolbar. In addition to the **Print** tool, the **File Print** command also opens the **Print** dialog box. At times, it is necessary to print only a page or two, or to request multiple copies of a document or page. The dialog box allows the user to choose what will be printed.



To specify printing something other than the Full Document, click the list arrow in the **Print** section. A list of options is displayed, as shown in the following illustration.



To print just the current page, click the **Current Page** option and click the **[Print]** button (or press <Enter>).

If only a few pages should be printed, click on the **Multiple Pages** option. Then specify in the **Page range** section the pages you wish to print.

In the next exercise, we will print **New Basics**.

1. Click the **Print** tool.
2. Click the **[Print]** button.
The file is sent to the printer.

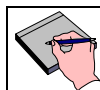
Exit WordPerfect

There are four different ways to exit any Windows program. These same options are used for WordPerfect. Two of the methods use the Application icon menu, as illustrated below:

Application Icon



- Double-click the application icon, or
- Click once on the application icon and choose the **C**lose option, or
- Click on **F**ile **E**xit, or
- Press <Alt> <F4>.



NOTE: If changes have been made to the document, be sure to click **[Yes]** in the dialog box to save changes before exiting WordPerfect.

Section 1

Summary Exercises

The following exercise will further develop skills in the word processing basics which were covered in Section I.

Part One

1. Type the text below.
2. Save the file as **Training**.
3. Exit WordPerfect.

COMPUTER TRAINING CLASSES

Today many companies, as well as colleges and universities, offer a variety of microcomputer courses. The Introduction to Corel WordPerfect 7 for Windows course teaches you how to use a powerful word processor in Windows. Other Windows word processors include Microsoft Word and AmiPro for Windows.

Electronic spreadsheet courses include Microsoft Excel, Lotus 1-2-3, and Quattro Pro for Windows. Other programs in which you may be interested include database programs like Access or Paradox. A popular desktop publishing program is Aldus PageMaker.

Part Two

1. Start WordPerfect.
2. Open the **Training.wpd** file.
3. Add the paragraph below to the bottom of the document.

Learning to use microcomputers has become a "survival skill" for the 1990's. Make the most of this opportunity to let your education prepare you for the job market of today -- and tomorrow.

4. Save the file as **Computer Training**.
5. Close the file.

Part Three

1. The _____ notifies the user that WordPerfect is open and displays a document name.
2. The _____ menu allows you to manually maximize, minimize, move or size a window.
3. The _____ provides a quick method of changing fonts, styles, paragraph formats and line spacing.
4. You can change margins or table column-widths by dragging the _____ to the desired position.
5. The portion of the screen where text is located is called the text area or _____.
6. The bottom of the screen is the _____ which keeps track of the insertion point at all times.
7. The workspace can be set to different views. (True / False)
8. Selecting a command in a pull-down menu which is followed by ellipses will result in a _____.
9. A file name can consist of only eight characters. (True / False)
10. To affect specific portions of text, it is important to _____ the text first using the mouse or shift and arrow keys.

Section 2

Formatting a Document

Apply Text Formats Using the toolbar

In Corel WordPerfect 7 it is easy to apply character formats. Character formats are attributes such as underline, **bold**, *italics*, highlighting or font changes.

In the following exercises, we will apply some character formats.

Bold



1. Open the file **New Basics.wpd**.
2. Save the file as **Formatted Basics**.
3. Select the title.
4. Click the **Bold** tool on the toolbar.
5. Click anywhere outside the selected area to turn the selection off.

Italics



1. Double-click on the word **WordPerfect** in the middle of the first paragraph.
2. Click the **Italics** tool on the toolbar.
3. Click anywhere outside the selected area to turn the selection off.

Underline



1. Select the word **users** in the first sentence of the first paragraph.
2. Click the **Underline** tool on the toolbar.
3. Click anywhere outside the selected area to turn the selection off.



NOTE: Keyboard shortcuts can also be used to apply character formats. For bold formats, press <Ctrl> . For underline, use <Ctrl> <U> and for italics, <Ctrl> <I>.

New!!! Highlighting

A new feature of WordPerfect 7 is highlighting. Highlighting is used to place a transparent color over text.

You can change the highlight color and use several colors in the same document.

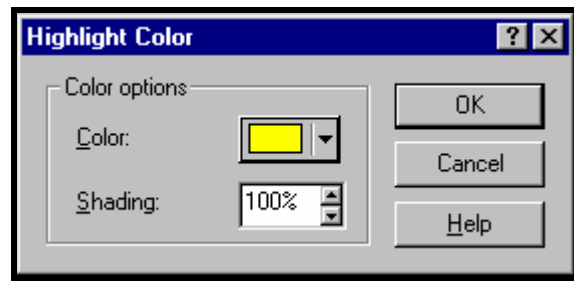
You can hide highlighting, then redisplay it. If your printer supports color printing, the highlight colors will print. Black and white printers print the colors in gray. If you have hidden highlighting it does not print.

1. Select the text **formatting and printing the document** located near the end of the first paragraph.
2. Click the **Highlight** tool on the toolbar.
The selected text is highlighted in yellow.

Change Highlight Color

Changing the highlight color is done through the **T**ools menu. In the next exercise, we will change the highlight color and apply to text.

1. Select **T**ools from the menu bar.
2. Choose **H**ighlight.
3. Choose **C**hange color....
*The **H**ighlight Color dialog box is displayed.*



4. Click the list arrow for **C**olor:
5. Select the desired color.
6. Click **[OK]**.
7. Select the words **every stage of word processing** located at the end of the second paragraph.
8. Click the **Highlight** tool.
The new color is applied to selected text.

Make Font Face and Point Size Changes



Font Face

Font Size

Font face and point size changes can easily be made using the Power Bar. In the next exercise, we will change the font face and point size of the title.

1. Point to the title and triple click to select it.
2. Click the **Font Size** button.
3. Click **14** in the pull-down list.
4. Click the **Font Face** button.
5. Click **Arial** in the pull-down list.
6. Click anywhere outside the selected area.
7. Save the file and leave open.



QuickFonts



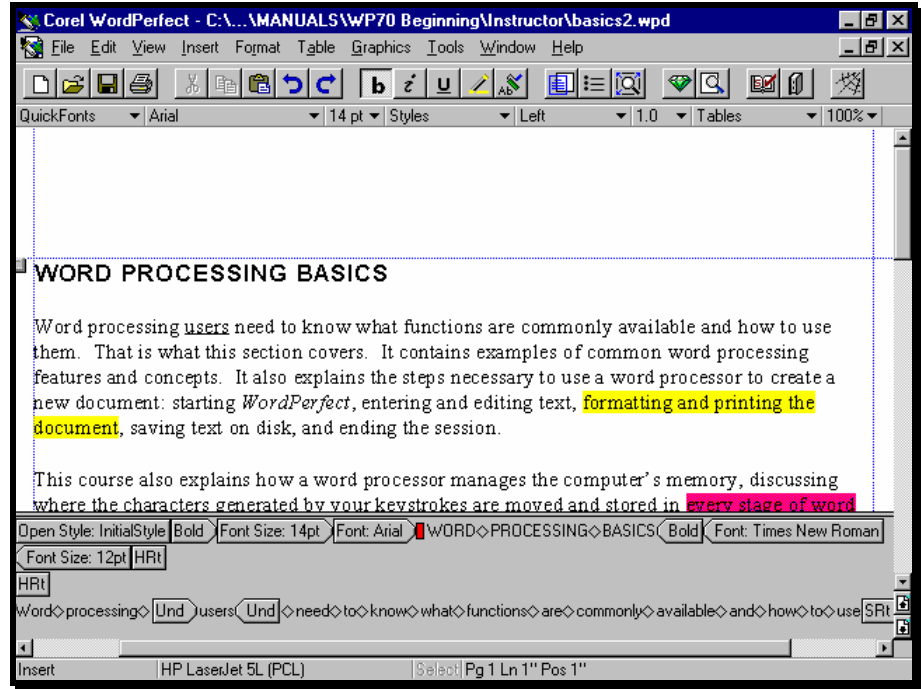
QuickFonts can be used to change your font to a font setting which you recently used. When you click the QuickFonts button on the Power Bar, a list of your recent settings is displayed. Settings such as point size and font face will be shown, as well as attributes such as bold and underline.

Reveal Codes

When character formats are added to text, hidden codes are embedded in the document. These codes are used to turn on special effects when the text is displayed on the monitor or sent to the printer.

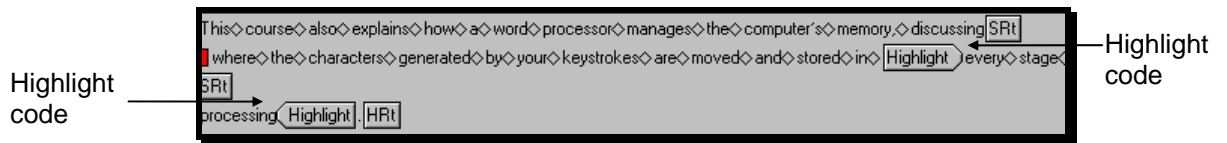
1. Press <Ctrl> <Home> to return the cursor to the top of the **Formatted Basics** file.
2. Select **V**iew from the menu bar.
3. Choose **R**eveal **C**odes.

A window opens at the bottom of the monitor as shown in the next illustration.



4. In the text window, click in front of the text **every stage of word processing**.

*Note the **Highlight** codes before and after the highlighted text in the Reveal Codes window.*



Notice the extra "codes" or commands which are included in the Reveal Codes window. The word **[Bold]** appears on a button in front of the title and at the end of the title. This is referred to as a "paired code" because there is an "on" code embedded when the format is turned on and an "off" code embedded when the format is turned off. Scroll through the document and watch the codes which appear in the reveal codes window.

Remove Text Formats

There are two ways to remove text formats in Corel WordPerfect 7 for Windows:

- Select the text and click on the tool of the attribute to be removed.
OR
- use the left mouse button to click and drag the format code straight down off the monitor screen in Reveal Codes.

In the next exercise, we will remove the highlighting from the text in the second paragraph.

1. Select the words **every stage of word processing**.
2. Click the **Highlight** tool.

*The highlighting is removed from the text and the **Highlight** codes are removed from the Reveal Codes window.*

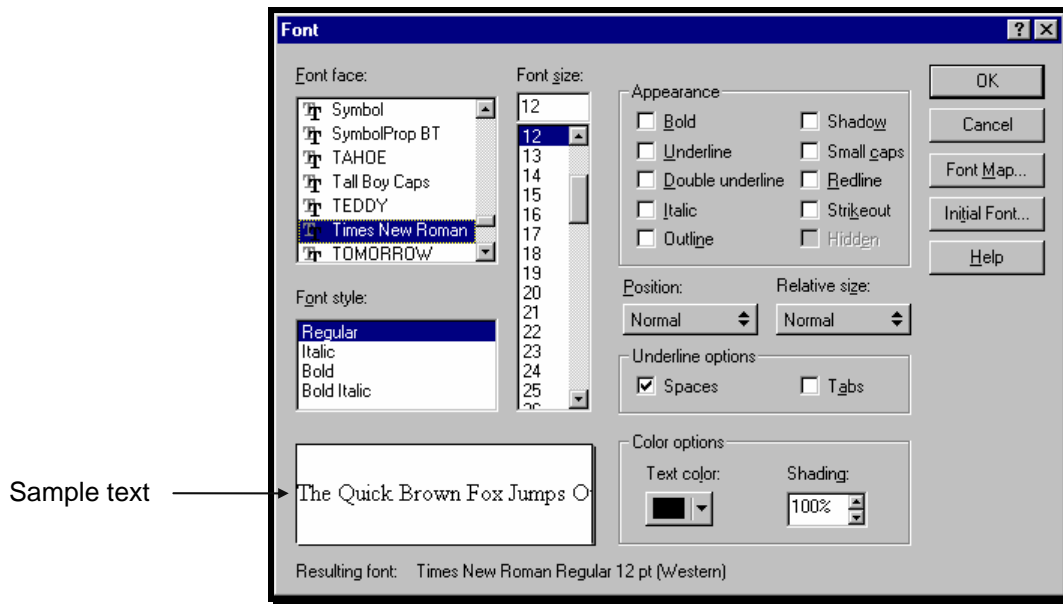
Turn off Reveal Codes

1. Select **V**iew from the menu bar.
2. Choose **R**eveal **C**odes.

Reveal Codes are turned off.

Make Format and Font Changes Using the Format Menu

In addition to the character format buttons on the toolbar and the Power Bar, there are many other attributes which may be applied to text. These are displayed in the **Format Font** dialog box.



Different typefaces are listed under the **Font face** section in the dialog box. When the dialog box is first opened, the current font name will be displayed along with **Sample** text in the lower left hand corner of the box.

Point and click on any of the **Appearance** option boxes. Notice that the **Sample** text has changed to match the selection.

In the next exercise, we will apply text formatting using the **Format Font** menu.

1. Select the text **Word processing users** in the first sentence.
2. Select **Format** from the menu bar.
3. Choose **Font**.
*The **Font** dialog box appears.*
4. Click the **Shadow** option box (or press <Alt> <w>).
A ✓ appears in the check box.
5. Click [**OK**].
The selected text appears with a shadow.
6. Click outside the highlighted area.
7. Click the **Undo** tool.
Text is returned to original appearance.

Apply Text Formatting Using QuickFormat

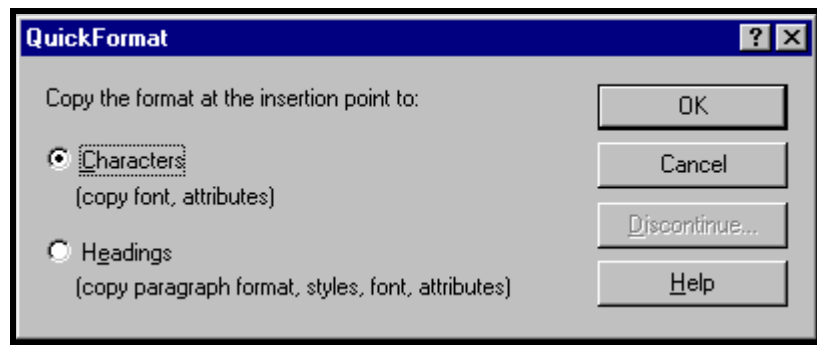


Use QuickFormat to copy fonts, attributes, and paragraph styles from one area of text to another.

We will use QuickFormat to apply formatting to newly entered subheadings in the **Formatted Basics** file.

1. Click to position cursor in front of the first paragraph.
2. Type **Common Functions**.
3. Press <Enter>.
4. Click to position cursor in front of the second paragraph.
5. Type **Managing Memory**.
6. Press <Enter>.
7. Select the first subheading, **Common Functions**.
8. Apply bold, italics and Arial font.
9. Click anywhere to deselect.
10. Select the word **Common**.
11. Click the **QuickFormat** tool.

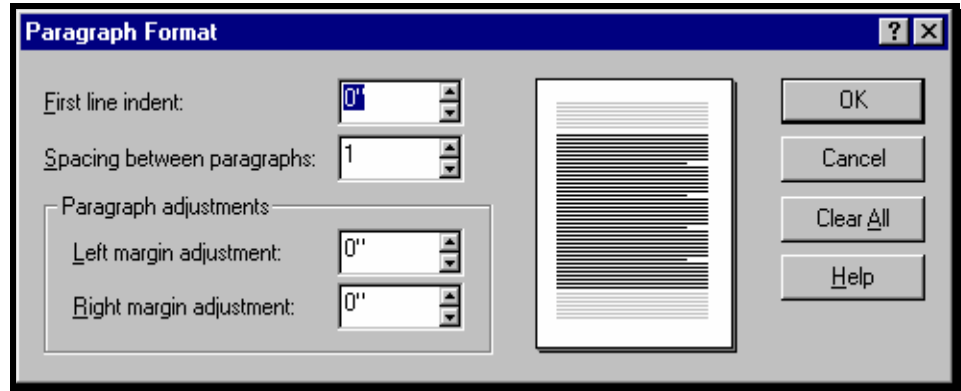
The QuickFormat dialog box is displayed.



12. Click [OK].
The I-beam has taken on the shape of a paintbrush.
13. Click and drag the paintbrush across the subheading **Managing Memory**.
*The character formatting of bold, italic and Arial were copied from the word **Common** and painted onto the words **Managing Memory**.*
14. Click the **QuickFormat** tool to turn off the feature.
15. Save the file.

Change Paragraph Formatting

In WordPerfect, first line indents and paragraph margin adjustments are grouped under the **Format Paragraph Format** command. If the format is set before text is typed, the format continues on to the next paragraph when you press the <Enter> key. If you want to apply a format after text is entered, select the paragraph(s) first, then apply the desired format.



Indent Paragraphs

Indenting paragraphs can be accomplished using the Ruler or using the **Format Paragraph Format** command.

We will create a first line indent using the **Format Paragraph Format** command.

1. Select the first paragraph in the **Formatted Basics** file.
2. Select **Format** from the menu bar.
3. Choose **Paragraph**.
4. Choose **Format...**
The Paragraph Format dialog box appears.
5. In the **First Line Indent:** box, key in **.5**.
6. Click **[OK]**.
The selected paragraph will appear with the first line indented .5" .
7. Using the same technique, apply a .5" first line indent for the second paragraph.
8. Save the file and leave open.

Change Line Spacing



1. Select the first paragraph in the document.
2. Click the line spacing button [**1.0**] on the Power Bar.
3. Select [**2.0**].
The first paragraph is double-spaced.
4. Using the same method, double-space the second paragraph.
5. Click anywhere in the text to deselect.

Change Paragraph Alignment



Paragraph alignment can be set from the **Format Justification** menu options. Paragraph alignment can also be set from the Power Bar **Justification** button. Paragraphs can be aligned from the left, the right, or fully justified on both the left and right margins. Justification means that the first or last character on each line of type is accurately aligned with the beginning or end of the line immediately above and below. There are five justification options in Corel WordPerfect 7 for Windows.

In the next exercise, we will center the title in the **Formatted Basics** file.

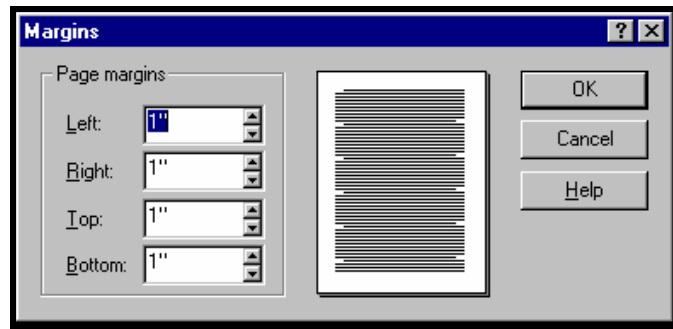
1. Select the title.
2. Click the **Justification** button on the Power Bar.
3. Choose **Center**.
The title is centered between the left and right margins.

From the **Format Justification** menu options, the keyboard shortcuts are visible for four types of paragraph alignment.

Left	<Ctrl> <L>
Right	<Ctrl> <R>
Full	<Ctrl> <J>
Center	<Ctrl> <E>

Change Document Margins

Margin settings are available in the **Format Margins** menu. The **Margins** dialog box allows the user to type exact measurements for all margins. These changes are applied from the point of the cursor location in the document. If you want new margin settings to affect the entire document, position the cursor at the top of the document before you change the margins.



In the next exercise, we will change the left and right margins to 2” .

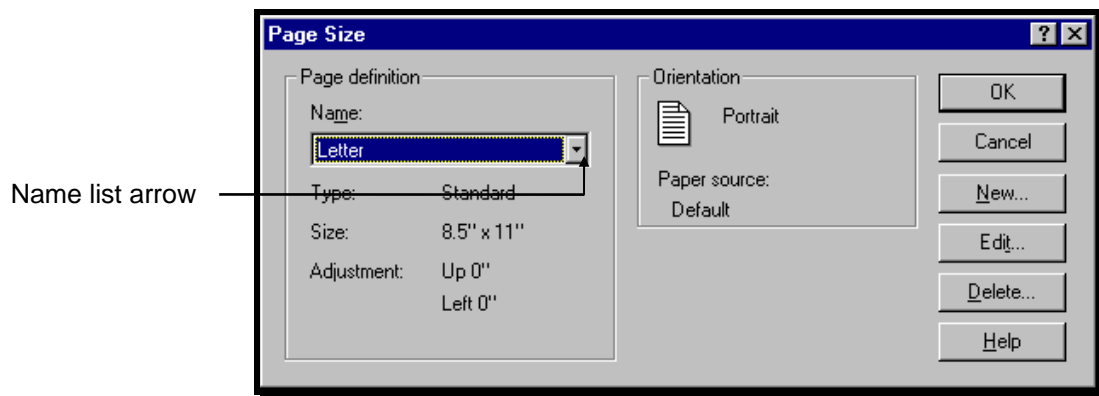
1. Press <Ctrl> <Home> to move the cursor to the top of the document.
2. Select **Format** from the menu bar.
3. Choose **Margins...** (or press <Ctrl> <F8>).
The Margins dialog box appears.
4. Type the number **2** in the **Left:** text box and press <Tab>.
*The cursor selects the **1**” in the **Right:** margin text box.*
5. Type the number **2** in the **Right:** text box.
6. Click **[OK]** (or press <Enter>) to accept the changes.
7. Click the **Zoom/Full Page** tool to view the document with the new margins.
8. Return to 100% view.
9. Save the file.

Set Document for Landscape Printing

Landscape printing is available in WordPerfect. To select landscape orientation, use the **Format, Page, Page Size** command.

In the next exercise, we will select landscape orientation.

1. Select **Format** from the menu bar.
2. Select **Page**.
3. Choose **Page Size...**
The Page Size dialog box is displayed.



4. Click the list arrow for **Name**:
5. Choose **Letter Landscape**.
6. Click **[OK]**.
7. Click the **Zoom/Full Page** tool.
The page will display in landscape.
8. Return to 100% view.
9. Using the same technique, return to **Letter** page size.
10. Save and close the file.

Section 2

Summary Exercises

Part One

1. Open the file **Software.wpd**.
2. Save the file as **Software Revised**.
3. Apply bold and Arial 14 point to the title.
4. Center the title.
5. Double space the document.
6. Indent the first line of each paragraph one-half inch.
7. Change the left and right margins to one and a half inches.
8. Save the file.
9. Close the file.

SOFTWARE

Software is the term used for computer programs. For personal computer applications, software is usually purchased from development companies for office or personal use. The user has no involvement in the actual writing of the programs nor can the program be altered to suit specialized needs.

Application Software

The most popular software programs for the personal computer are word processing, financial or spreadsheet, and database functions which allow the user flexibility in utilization. This group of software is called "application" software because it is written for one particular function or application.

Word processors like WordPerfect turn the personal computer into a sophisticated typewriter, allowing the user to save documents and make revisions at a later time.

Part Two

1. Open the file **Software Revised.wpd**.
2. Set the document to print in landscape orientation.
3. In the last paragraph, place the word **WordPerfect** in bold.
4. Change the left and right margins to two inches.
5. Save and close the file.

Part Three

1. _____ is used to place a transparent color over text.
2. Pressing <Ctrl><I> will apply the _____ attribute to your selected text.
3. _____ can be used to change your font to a recently used font setting.
4. The term “paired code” is used when an “on” code is embedded when a format is turned on and an “off” code is embedded when a format is turned off. (True / False)
5. When the paragraph format is set before the text is typed, the format continues only through the first paragraph. (True / False)
6. Indenting paragraphs can be accomplished using the Ruler or using the _____ _____ _____ command.
7. The term _____ means that the first or last character on each line of type is accurately aligned with the beginning or end of the line immediately above and below.
8. The _____ dialog box allows the user to type exact measurements for all margins.
9. To select landscape orientation, use the _____ _____ _____ command.

Notes:

Section 3 Editing and Correcting a Document

Edit and Tools Menus

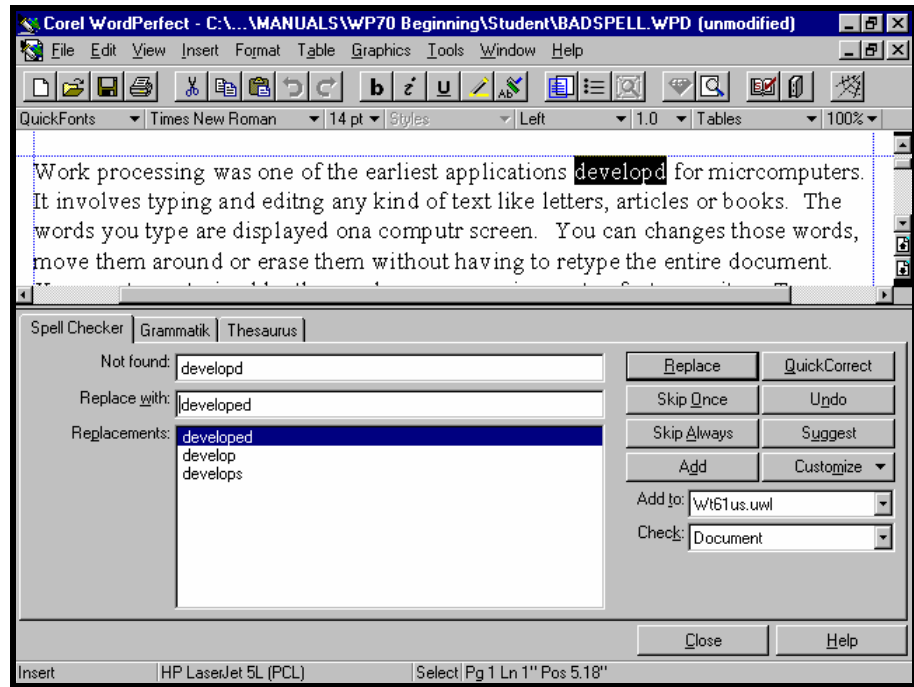
In Corel WordPerfect 7 for Windows, the **E**dit menu is used for special editing features like cut and paste. The **T**ools menu contains aids such as spell checking, thesaurus and a grammar checker. Both menus are important for putting the "final touch" on documents.

Using Spell Check



The **Spell Check** feature in WordPerfect allows a user to electronically check for misspelled words. WordPerfect has a dictionary that contains 115,000 of the most commonly misspelled words. It compares the words in the document with the words in the dictionary.

The spelling checker begins at the cursor position in the document and checks in the forward direction. If the document contains a word that is not in the dictionary, WordPerfect will stop and give you several options from which to choose.



In the next exercise, we will open a document that contains spelling errors and use the **Spelling** tool to assist in correcting those errors.

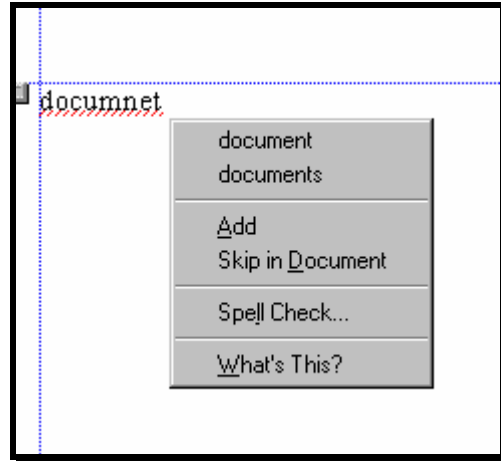
1. Open the file **Badspell.wpd**.
2. Click the **Spelling** tool.
*The word **developd** will appear in the **Not found:** section..*
3. Click on the word **developed** in the **Replacements:** box.
*The word **developed** appears in the **Replace with:** box..*
4. Click the [**R**eplace] button.
*The word **developd** is replaced with the correctly spelled **developed**.*
5. Repeat for other misspelled words.
6. When an unrecognized word such as **ona** appears, click on the text in the document to manually correct.
7. Click after the **n** in the **Replace with** box.
8. Press the [**S**pace bar].
9. Type **a**.
10. Click [**R**eplace].
*The **speller** dialog box is suspended, the active title bar becomes inactive, and a [**R**esume] button appears.*
11. Continue the spell check.
12. Click the [**Y**es] button when WordPerfect asks if you want to close the spell checker.
13. Save and close the file.



Spell-As-You-Go

Spell-as-you-go is a new feature in WordPerfect 7. As you type, WordPerfect checks your spelling. If a word is found in your document that is not in the dictionary, WordPerfect will place a red line beneath the word. When you right-click the word, spelling options appear in a shortcut menu.

1. Start a new document.
2. Type **documnet** and press the [**S**pace bar].
A red line appears beneath the word.
3. Right-click the word.
A shortcut menu appears with suggested words.

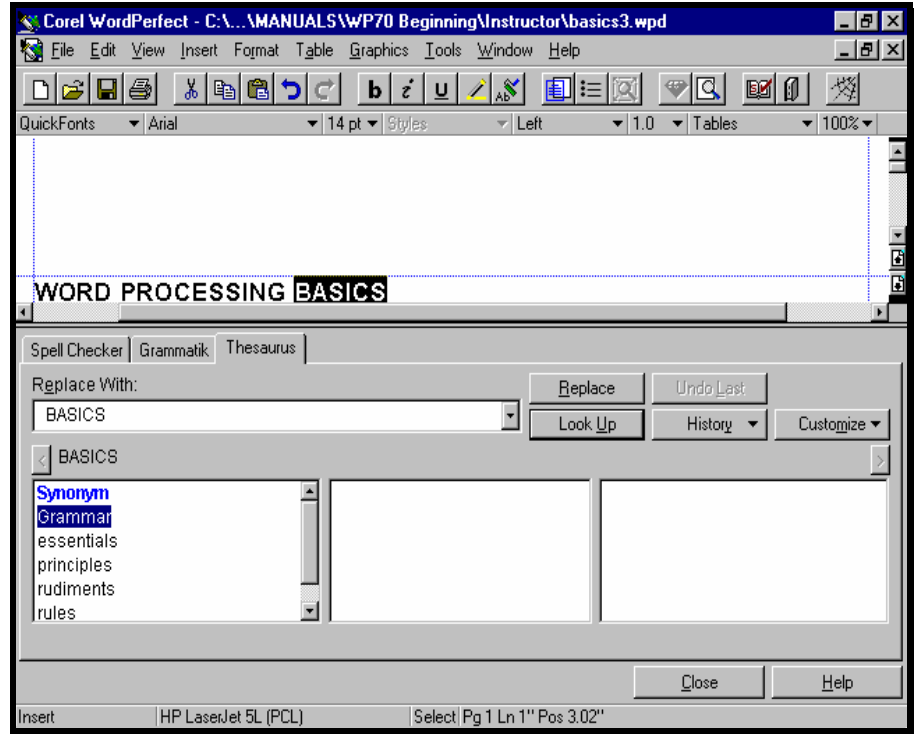


4. Click **document**.
The misspelled word is replaced with the correctly spelled one.
5. Close the file without saving.

Using Thesaurus

A thesaurus provides synonyms for words. There is an electronic thesaurus inside WordPerfect which allows a user to look at replacements for overused words in a document.

1. Open the file **Formatted Basics**.
2. Save the file as **Revised Basics**.
3. Position the cursor in the word **BASICS** in the title.
4. Select **T**ools from the menu bar.
5. Choose **T**hesaurus...
*The **Thesaurus** dialog box appears.*



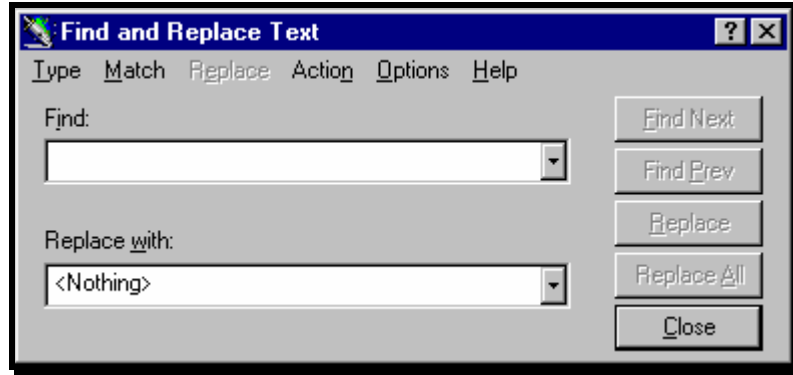
*The word **basic** (a) appears at the top of the first column. Synonyms are listed in the text box below. Some words have bullets in front of them. This indicates that there are also synonyms for these words included in the Thesaurus.*

6. Double-click the word **principles**.
*Synonyms for the word **principles** appear in the second column box.*
7. Click once on the word **Fundamental** in the first column box.
8. Click the [**R**eplace] button.
*The word **BASICS** in the title is replaced with the word **FUNDAMENTALS**.*

Find and Replace Text

A very useful tool in any word processor is the **F**ind command which can quickly locate text anywhere in the document. The indicated text will be highlighted once it is found by the Find feature.

In WordPerfect, the **F**ind and **R**eplace command is located in the **E**dit menu.



In the next exercise, we will use the **Find** command to locate the word **word**.

1. Press <Ctrl> <Home> to return to the top of the document.
2. Select **E**dit from the menu bar.
3. Choose **F**ind and **R**eplace... (or press <F2>).
4. Type **w**ord in the **F**ind: box.
5. Click [**F**ind Next] or press the <Enter> key.
WORD is selected in the title.
6. Click [**F**ind Next] or press the <Enter> key.
Word is selected at the beginning of the first sentence.
7. Click [**F**ind Next] or press the <Enter> key until the dialog box “**w**ord” not found appears on the screen.
8. Click [**O**K].
9. Click [**C**lose].

A search feature will search for any character string. In computer terms, this means any letter followed by another. We expect WordPerfect to search for **w**ord alone, but we discover that it will stop anywhere it finds the letters **w o r d** together.

Whole Word Search

By using the **W**hole **W**ord option under the **M**atch menu, the search will only locate the entire word **w**ord.

1. Press <Ctrl><Home> to return to the top of the document.
2. Select **E**dit from the menu bar.
3. Choose **F**ind and **R**eplace...
Find dialog box appears.
4. Type **w**ord in the **F**ind: box.
5. Click **M**atch in the menu bar of the dialog box.
6. Select **W**hole **W**ord.
7. Click [**F**ind Next].
8. The word **W**ORD in the title is selected.

9. Click [**F**ind **N**ext] until WordPerfect displays the following message.



10. Click <OK>.
11. Select **M**atch **W**hole **W**ord to turn off selection.
12. Click [**C**lose].

Match Case Find

Under **M**atch in the menu, there is also an option for **C**ase. If this option is selected, the search will locate only an exact match for the case which is typed in the **F**ind box.

1. Press <Ctrl> <Home> to return to the top of the document.
2. Select **E**dit from the menu bar.
3. Choose **F**ind and **R**eplace...
4. Select **M**atch.
5. Choose **C**ase in the menu.
6. Type **W**ord in the **F**ind: box.
7. Click the [**F**ind **N**ext] button.
*The word **W**ord is selected in the first sentence.*
8. Click the [**F**ind **N**ext] button until the dialog box "**W**ord" **N**ot **F**ound appears.
9. Click [**O**K].
10. Select **M**atch **C**ase to turn off the selection.
11. Click [**C**lose].

Replace Text

WordPerfect allows the user to replace words in the document using the **F**ind and **R**eplace feature.

In the next exercise, we will replace the word **w**ord with the word **d**ata.

1. Press <Ctrl> <Home> to return to the top of the document.
2. Select **E**dit from the menu bar.
3. Choose **F**ind and **R**eplace....
4. In the **F**ind: box type the word *w*ord.

5. Click in the **Replace with:** box and type in the word *data*.
6. Click [**F**ind Next] to begin the search.
The cursor stops on Word in the title.
7. Click [**R**eplace].
The word Word is replaced with the word Data.
8. Continue to replace all occurrences.
9. Click [**O**K] when the dialog box “word” not found appears.
10. Click [**C**lose] to close the **Find and Replace Text** box.
11. Save the file.

The **Find and Replace Text** dialog box will remain on the monitor as the search text is located. The box will ask the user to confirm replacement of that repetition of the word. If the word should be replaced, click the [**R**eplace] option button.

If the user is certain that all iterations of this word should be replaced, the [**R**eplace **A**ll] option button should be selected. [**R**eplace] can be used in the forward or backward direction. This is determined by clicking on the **D**irection menu option.

The **M**atch menu option allows the search to be confined to a whole word, case or specific font and will not locate just the character string.

Cut, Copy and Paste Text



The cut, copy and paste features allow text to be easily moved or copied from one location in a document to another. Text can also be copied to a separate document with the same commands.

Edit Cut



The cut feature removes text from one location in a document and places it on the clipboard. The scissors on the toolbar represent the cut option.

Edit Copy



The copy feature leaves the selected text in its original position and creates a copy on the clipboard. The copy function is represented by the two pages tool on the toolbar.

Edit Paste



The paste function restores text from cut or copy back into a document at the new cursor position. Paste is represented by the paste jar on the toolbar.

Cutting Text

In the next exercise, we will move the first sentence of the first paragraph to the beginning of the second paragraph.

1. Triple-click the first sentence in the first paragraph to select.
The first sentence is selected.
2. Click the **Cut** tool on the toolbar.
The sentence is removed from the document.
3. Click at the beginning of the second paragraph to position the cursor.
*The vertical cursor bar blinks in front of the word **This**.*
4. Click the **Paste** tool on the toolbar.
The first sentence is placed at the beginning of the second paragraph.

Copying Text

This exercise will copy text from an existing document into a new document.

1. Quadruple-click the first paragraph to select it.
2. Click the **Copy** tool on the toolbar.
Selected text is placed on the clipboard (no visible change in the document).
3. Click the **New Blank Document** tool on the toolbar.
A blank document screen appears.
4. Click the **Paste** tool on the toolbar.
The text from the first document appears in the new document.
5. Save the new file as **NEWCOPY**.
6. Close the file.

Using Drag and Drop to Cut and Copy

A quick way to cut and copy text is to use the mouse “click and drag” action. This feature is frequently referred to as “drag and drop”. By selecting text, the mouse can be used to cut text to a new location.

1. Select the first sentence in the **Revised Basics** file.
2. Point to the selected sentence with the mouse.
3. Hold down the left mouse button.
The pointer arrow now has a square beneath it.
4. Drag the square to the end of the first paragraph.
5. Release the left mouse button.
The first sentence has been moved.
6. Place spaces as necessary after the move has been completed.

“Drag and drop” can also be used to copy text when used in conjunction with the <Ctrl> key.

1. Select the newly moved sentence at the end of the first paragraph.
2. Point to the selected text with the mouse.
3. Hold down the <Ctrl> key on the keyboard.
4. Hold down the left mouse button.
The pointer arrow now displays a square with a shadow behind it.
5. Drag the square to the beginning of the paragraph.
6. Release the left mouse button.
7. Release the <Ctrl> key.
The first sentence is now duplicated at the beginning and end of the paragraph.
8. Save and close the file.

Section 3

Summary Exercises

Part One

1. Open the file **Units.wpd**.
2. Run a spell check.
3. Use the thesaurus to locate an alternative word for *understand*.
4. Save the document.
5. Move the second paragraph to the bottom of the document.
6. Save the document once more.
7. Close the file.

In order to understand logical management of files on a computer disk, it is important to understand how the data is manipulated by the computer itself. Every keystroke is held in memory as a 3-digit number called an ASCII code. These ASCII codes are transferred to disk when a save command is issued by the operator.

Information which is stored or saved on disk is broken down into bits. The term bit stands for binary digit, a 1 or a 0. Bits are combined into a unit of measure called a byte. A byte is 8 bits of information transmitted together through the computer system.

The term byte is seen frequently in application software and DOS messages. This is the unit which measures files and also memory within a computer system.

Part Two

1. Open the **CARS.WPD** file from the **Student** folder.
2. Use Find and Replace to replace Ford with Chevrolet.
3. Use Find and Replace to replace Explorer with Suburban.
4. Save the file.
5. Close the file.

Part Three

1. The _____ menu contains aids such as spell checking, thesaurus and a grammar checker.
2. The spell checker begins at the cursor position in the document and checks in the forward direction. (True / False)
3. WordPerfect places a red line beneath words which are not found in the dictionary; you can then ____ - _____ the word to display spelling options.
4. To locate replacements for overused words in a document, you can use the _____.
5. The _____ feature removes text from one location in a document and places it on the clipboard.
6. The _____ feature leaves the selected text in its original position and creates a duplicate on the clipboard.
7. The _____ function restores text from cut or copy back into a document at the new cursor location.

Notes:

Section 4

Formatting Multi-Page Documents

When documents exceed one page in length, there are many formatting options which may come into consideration. Some such considerations include: should the document contain headers, footers and/or page numbers; how can page breaks be inserted; should bullets or numbers be used to emphasize certain paragraphs? All of these issues are addressed in the following section.

Use Bullets and Numbers with Paragraphs



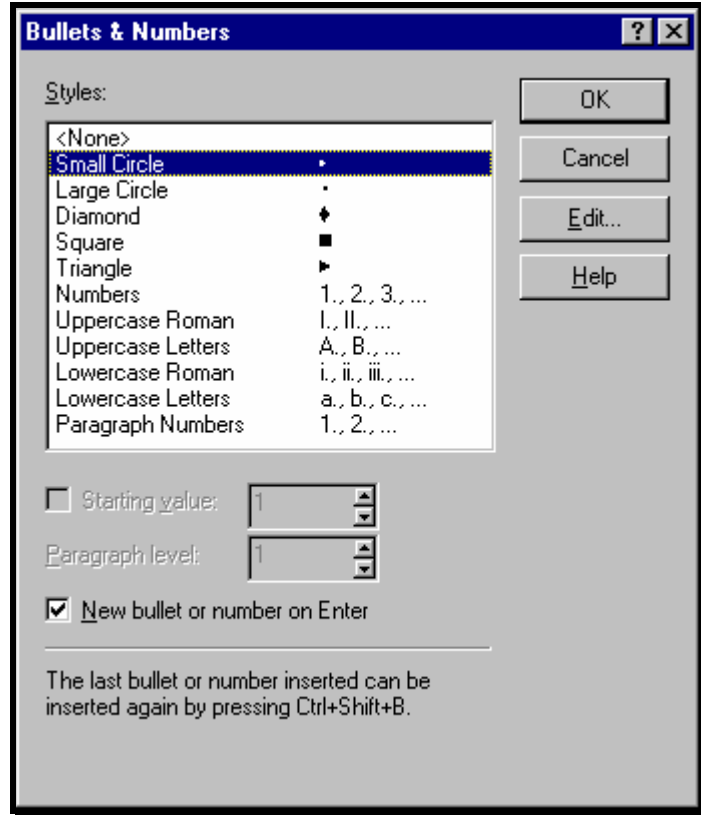
Paragraphs can be emphasized by placing bullets (●) or numbers in front of them. This is a very effective way of drawing attention to important points in a document.

The menu option for paragraphs with bullets or numbers is found under **Insert Bullets and Numbers...** The following exercise uses the shortcut **Bullet** tool from the toolbar to apply bullets.


1. Open **Bullets.wpd**.
2. Select all three lines.
3. Click on the **Bullet** tool on the toolbar.
Bullets appear in front of the selected text.
4. Click outside the lines to deselect the text.

Bullets can also be inserted automatically as text is typed. The option button at the bottom of the **Bullets & Numbers** dialog box allows the user to insert bullets each time the <Enter> key is pressed.

1. Position the cursor at the end of the last sentence after the word **characters**.
2. Select **Insert** from the menu bar.
3. Choose **Bullets & Numbers...**
4. Click the option box **New bullet or number on Enter**.
A ✓ appears in the option box.



5. Click the **[OK]** button.
The dialog box disappears.
6. Press the **<Enter>** key.
A bullet appears.
7. Type the text below:
Here is the next paragraph with a bullet.

 **NOTE:** Until the option **New bullet or number on Enter** is deactivated, a bullet will appear every time you press the **<Enter>** key.

Turn off Bullets

When you want to discontinue paragraphs with bullets, you must turn off the **New bullet or number on Enter** option. To remove automatic bullets:

1. Select the last sentence with a bullet.
2. Select **I**nsert from the menu bar.
3. Choose **B**ullets & **N**umbers...

4. Click the option box **New bullet or number on Enter**.
The ✓ is removed from the option box.
5. Click **[OK]**.
6. Position the cursor after the period at the end of the sentence and press **<Enter>**.
No bullet appears on the left margin.
7. Save the file as **Bullets Revised.wpd**.
8. Close the file.

Work with a Multi-Page Document

1. Open the file **Steps.wpd**. (The text appears on the next two pages.)
2. Set .5 inch indents on the first line of each paragraph.
3. Place bullets before designated paragraphs on page 2.
4. Use bold and underline changes where shown on the next two pages.
5. Spell check the document.
6. Save the file with changes.

STEPS OF A WORD PROCESSING SESSION

First, turn the computer on. The computer will automatically attempt to load the operating system (which controls its functions) into internal memory from disk. Then if the operating system is loaded successfully, you can begin running the word processing program. It is often possible to arrange for this to happen automatically, but usually you begin a word processing program by typing the name of the program as a command to the operating system.

If you want to edit an existing document, tell the word processor the name of the text file that contains the document. This causes some (or all) of the file to be transferred from the disk into internal memory. Alternatively, you can edit an empty file--in other words, create a new file. Numerous editing operations allow for adding new characters, deleting previously stored characters, or rearranging the order of characters. Throughout the editing process, it is a good idea to periodically save the text--to transfer it from internal memory to the disk. This ensures that a temporary power failure will not create a major problem when it erases the contents of memory.

When you are finished editing, save the text to a disk a final time. If desired, obtain a printout by turning on the printer and typing the appropriate command to start the word processor's printing routines. Finally, end the session either by giving a command to leave the word processing program (thus returning to the operating system) or by turning off the computer.

UNDERSTANDING SCREEN DISPLAY

Nearly all word processors reserve part of the screen to display status and help information. Understanding this portion of the screen is a good first step toward mastering any application program. Typical information displayed might be:

- the current location of the cursor
- the name of the text file being edited and its location (drive designation)
- a list of commands. These may appear only after you invoke a command with a function key or a special key combination
- the location of left and right margins and tab stops

The amount and kind of status and help information provided vary widely from one word processor to another. Many word processors use a large part of the screen to help you remember what commands are available. Obviously as more status and help information is displayed on the screen, less room is left to show the text being edited. New users tend to want all the status and help information they can get. Experienced users usually want an uncluttered screen display showing as much of their text as possible. This conflict is often resolved by allowing the user to decide how much of the screen will be devoted to each function.

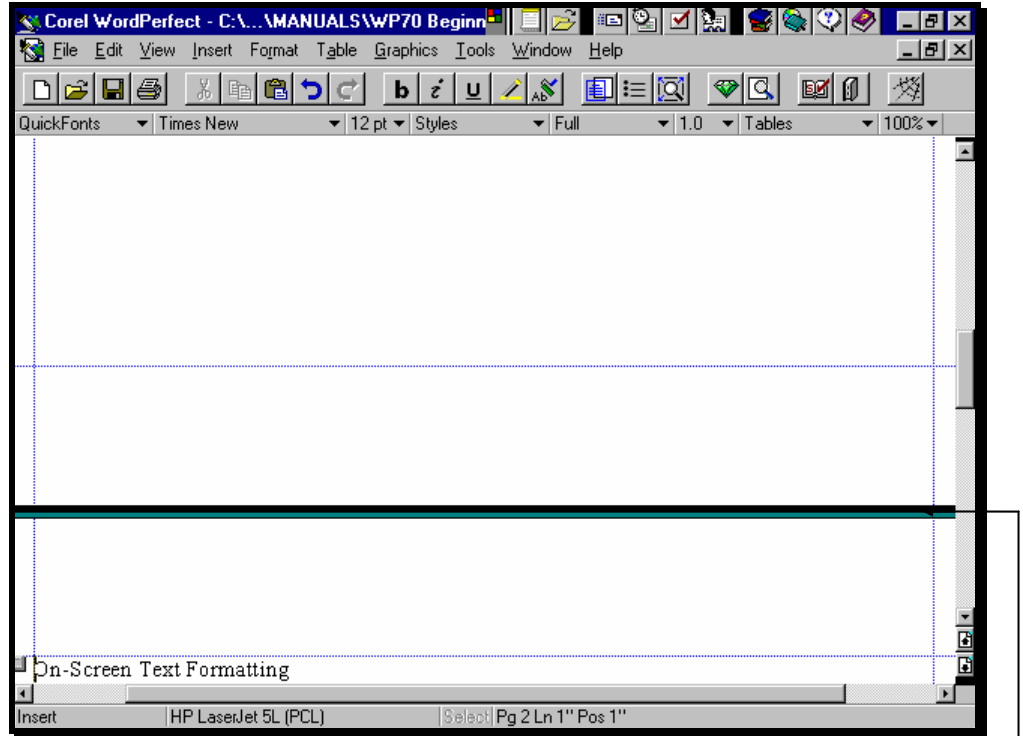
On-Screen Text Formatting

The what-you-see-is-what-you-get (WYSIWYG) method of word processing is called on-screen text formatting or screen oriented word processing. True on-screen formatting allows you to edit and adjust the appearance of the text on the screen until it looks just the way you want it printed. In reality, an on-screen formatter rarely provides an exact copy of what the text will look like on paper. For example, the display may not be capable of showing all the different types of characters (boldface, italic, and so on) that the printer can generate.

END OF STEPS.WPD FILE

Create Page Breaks

In Corel WordPerfect 7, there are two different kinds of page breaks: the Soft Page Break and the Hard Page Break. When WordPerfect counts the inches of text on a page and automatically inserts a page break, the user will see a dark line across the screen. The **Pg** indicator in the status bar will reflect a new page number. This Soft Page Break is entered by the program and will automatically reformat if you add or delete text.



Page break bar

The Hard Page Break is entered manually by the operator with the <Ctrl> <Enter> keys or the **Insert Page Break** command. This command is called the "new page" command because you are telling the word processor where you want a new page to begin.

In the next exercise, we will insert a page break before the last paragraph of the document.

1. Use the Find feature to locate the text **on-screen**.
2. Click to position cursor to the left of the heading **On-Screen Text Formatting**.
3. Press <Ctrl><Enter>.

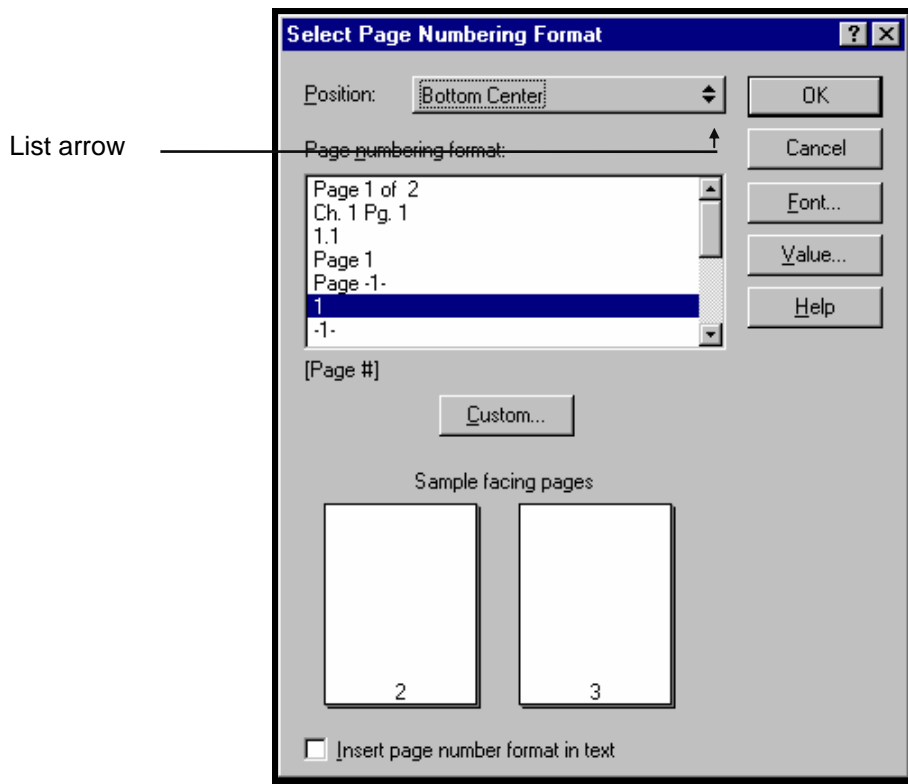
A page break is inserted.
4. Click the **Undo** tool to remove the page break.

Insert Page Numbers

The **Format Page Numbering** command will automatically number pages in the WordPerfect document. Page numbers may appear at the top or bottom of the page in the left corner, center of the page or right corner. Page numbers may also alternate for duplex printing either at the top or the bottom of the page.

1. Press <Ctrl> <Home> to position the cursor at the top of the document.
2. Select **Format** from the menu bar.
3. Choose **Page Numbering**.
4. Choose **Select...**

The Page Numbering dialog box is displayed.



5. Click on the list arrow on the **Position** button (Note: you will have to hold the left mouse button down to display the choices).
6. Select **Bottom Right**.
7. Click **Page 1 of 2** in the **Page numbering format:** section.
8. Click **[OK]**.
9. Select **View** from the menu bar.
10. Choose **Two Page**.
11. The page numbers appear in the bottom right corner of each page.
12. Select **View** from the menu bar.

13. Choose **P**age to return to page view.

Remove Page Numbers

In the next section you will create a header in the STEPS document which will contain a page number. It is necessary to remove the page numbers which were just added. Otherwise, two page numbers will appear on each page in the document.

1. Press <Ctrl> <Home> to position the cursor at the top of the document.
2. Select **F**ormat from the menu bar.
3. Choose **P**age **N**umbering.
4. Choose **S**elect...
The Page Numbering dialog box is displayed.
3. Click and hold the list arrow on the **P**osition button.
4. Select **N**o Page Numbering.
5. Click [OK].
Page numbers are removed.

Insert Headers and Footers

Headers are titles, page numbers, dates, or other information that you want printed at the top of each page in a text. The header you are going to create for this document will display the title "STEPS" on the left margin, the current date at the top center, and the page number on the right margin of each page.

Header

1. Position the cursor at the top of the document.
2. Select **F**ormat from the menu bar.
3. Choose **H**eaders/Footer...
*The Headers/Footers dialog box appears with the option for Header **A** selected.*
4. Click [**C**reate].
The Header feature bar appears at the top of the document window, and two guidelines appear with a cursor in between.
5. Type **STEPS** on the left margin.
6. To center the date, press <Shift> <F7>.
The cursor moves to the center of the screen.
7. To enter the date, select **I**nsert.
8. Choose **D**ate .
9. Choose **D**ate **T**ext command.
The current date appears centered on the header line.
10. To place the page number on the right margin, press <Alt> <F7>.

The cursor moves to the right margin.

11. Type the word **Page** and press the space bar to leave a space.
12. Click the **Number** button on the feature bar.
13. Click **Page Number**.

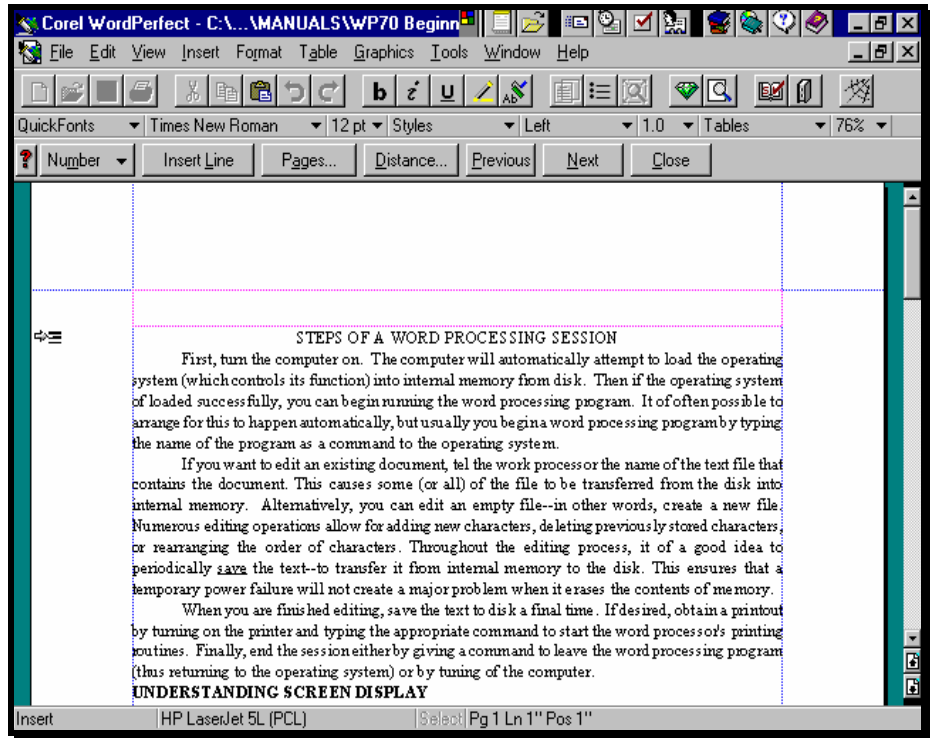
The number 1 appears on the right margin.

14. Click the **Insert Line** button.

A single line appears under the header.

15. Click the **Close** button.

The header document and feature bar disappear and the document appears with the new header as shown in the following illustration.



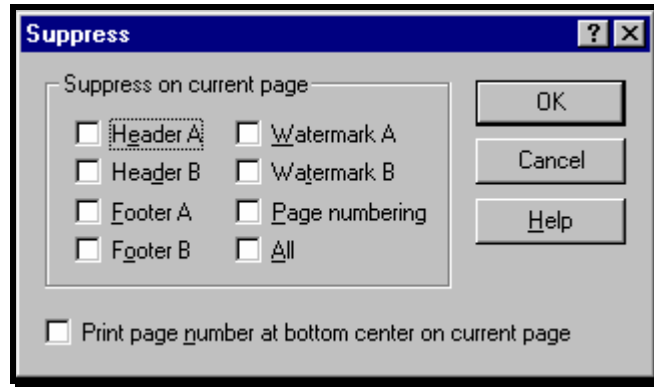
Suppress Header for First Page

A suppress code can be used to prevent a header from displaying on the current page. It will, however, continue to appear on the remaining pages in a document.

In the next exercise, we will suppress the header on the first page of the file **Steps.wpd**.

1. Position the cursor at the top of the first page.
2. Select **Format** from the menu bar.
3. Choose **Page**.
4. Choose **Suppress**.

*The **Suppress** dialog box appears.*



5. Click **Header A**.
*A ✓ appears in the **Header A** option box.*
6. Click **[OK]**.
The dialog box is closed and the first page of the document appears without the header.
7. Click the **Zoom Full Page** tool to view the full page.
Document is displayed as a full page.
8. Click the **Zoom Full Page** tool to return to regular view.
Document is displayed in regular view.
9. Save and close the file.

Section 4

Summary Exercises

Part One

1. Open **Programs.wpd**.
2. Spell check.
3. Apply 14 point and bold to the main heading.
4. Center the main heading.
5. Subheadings should be in 12 point bold on the left margin.
6. Double space the document.
7. Use underline and italics where indicated.
8. Save the document.

SOFTWARE

Software is the term used for computer programs. For personal computer applications, software is usually purchased from development companies for office or personal use. The user has no involvement in the actual writing of the programs nor can the program be altered to suit specialized needs.

Applications Software

The most popular software programs for the personal computer are word processing, financial or spreadsheet, and data base functions which allow the user flexibility in utilization. This group of software is called "application" software because it is written for one particular function, or application.

Word Processors

A word processor turns a personal computer into a sophisticated typewriter, allowing the user to save documents and make revisions at a later time. The word processing package you will be working with is a very powerful program called *Corel WordPerfect 7 for Windows*.

Spreadsheets

A spreadsheet program is designed to automate accounting and statistical functions. The spreadsheet package to which you will be introduced might be *Excel*, *Lotus*, or *Quattro Pro*.

Patience

These packages also require some computer knowledge and extensive training or repeated exposure to give proficient results. Do not feel frustrated or defeated by a software application the first few days or weeks you try to operate one. It is normal for a user to require hours of exposure to a program in order to gain an understanding of how the program works. Remember--this is only the beginning.

Part Two

1. Add page numbers at the top right of each page.
2. View the pages in Zoom Full Page.
3. Suppress the page numbers on the first page.
4. Save the file.
5. Add a footer to every page in the document with today's date.
6. Save the file.

Part Four

1. An effective way of drawing attention to important points in a document is by using _____.
2. The _____ Page Break is entered by the program and will automatically reformat if you add or delete text.
3. The _____ Page Break is entered manually by the operator with the <Ctrl><Enter> keys or the **Insert Page Break** command.
4. The _____ command will automatically number pages in the WordPerfect document.
5. A _____ can be used to prevent a header from displaying on the current page.

Notes:

Section 5

Working with Tabs

Setting tabs in Corel WordPerfect can be accomplished several different ways. We will learn to set and change tabs using the Ruler Bar.

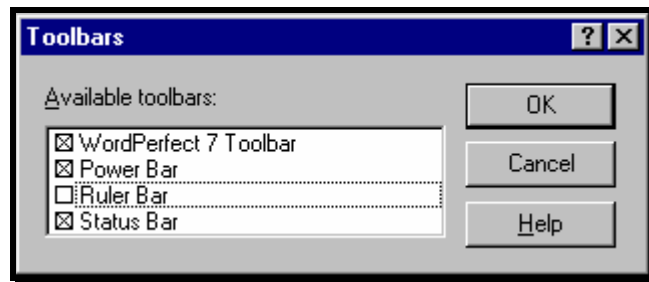
Quick Ruler Format Menu

The Quick Ruler Format Menu appears when the pointer is positioned at the bottom of the ruler bar and you click once with the **[right]** mouse button. This is a quick way to set tabs, clear all tabs or hide the ruler bar altogether.

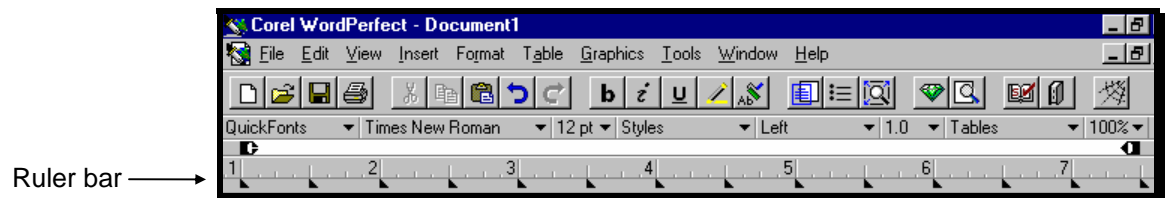
Displaying the Ruler Bar

To set a tab using the Quick Format Ruler Menu, the ruler bar must first be displayed.

1. Select **V**iew from the menu bar.
2. Choose **T**oolbars/Ruler...
The Toolbars dialog box is displayed.



3. Click **R**uler **B**ar to select.
4. Click **[OK]** or press **<Enter>**.
The ruler bar appears beneath the power bar at the top of the monitor.



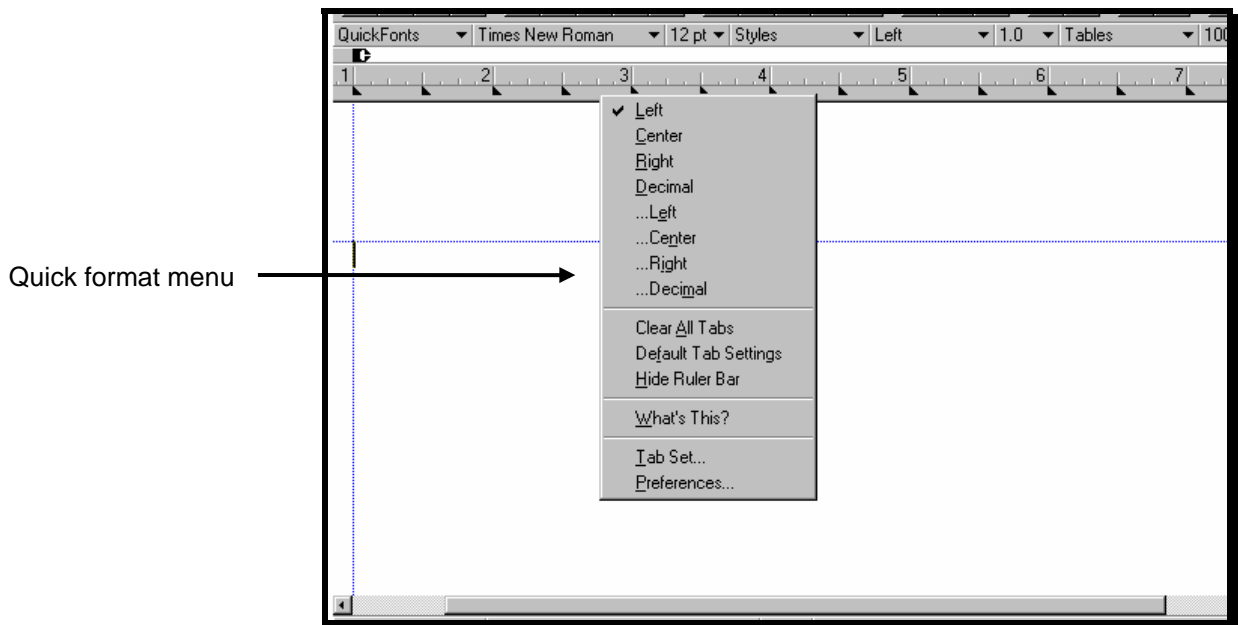
Setting Tabs with the Ruler

When setting tabs, it is a good idea to clear all the existing tabs first. Then set the desired tabs. Left tab alignment is the default. Corel WordPerfect, however, offers the following additional tabs: Center, Right, and Decimal. Changing the alignment of an existing tab can be done by right-clicking the tab marker and selecting the desired alignment.

In the following exercise, we will clear existing tabs and set new ones.

1. Right-click the bottom portion of the ruler bar.

The quick format menu appears.



2. Click the **Clear All Tabs** option.
3. Click beneath the 1.5" setting on the ruler.
A left tab marker is placed.
4. Right-click the bottom portion of the ruler bar.
5. Select **Center**.
6. Click beneath the position 3.5" on the ruler.
7. Right-click the bottom portion of the ruler bar.
8. Select **Decimal**.

9. Click beneath the position 5.5" on the ruler.
10. Type the data below, pressing <Tab> before each entry.
11. Save as **Tabs with Ruler**.

Salesman	Territory	January Sales
John Smith	North	2,500.75
Jane Doe	East	3,400.50
Huy Tran	Southeast	2,800.25
Juanita Rodriguez	Midwest	3,200.00

Compare your screen with the one below:

Salesman	Territory	January Sales
John Smith	North	2,500.75
Jane Doe	East	3,400.50
Huy Tran	Southeast	2,800.25
Juanita Rodriguez	Midwest	3,200.00

Changing the Position of a Tab Marker

Once a tab marker is placed on the ruler, the position of the tab can easily be changed by dragging and dropping it in a new location. In the next exercise, we will change the position of the tabs at 3.5 and 5.5.



NOTE: Before changing the position of a tab marker, the text that is dependent upon that tab needs to be selected.

1. Select all lines of text.
2. Drag the tab marker at 5.5" to 6.5.
*The text in the **January Sales** column is repositioned to the new 6.5" setting.*
3. Drag the tab marker at 3.5" to 4.25".
*The text in the **Territory** column is repositioned to the new 4.25 setting.*

Clear a Tab

To clear a tab on the ruler bar, click and drag the tab straight down into the document workspace. The tab will be cleared.

In the next exercise, we will clear the tab for the heading **January Sales** and set a new one.

1. Select the top line of text (from **Salesman** to **January Sales**).
2. Position the pointer on the tab marker at the 6.5" setting.
3. Click and drag the tab marker straight down off the ruler.
*A dashed line appears on the screen as the tab is deleted. The text **January Sales** is pushed to the top of the second line, as shown below.*

Salesman	Territory	
January Sales		
John Smith	North	2,500.75
Jane Doe	East	3,400.50
Huy Tran	Southeast	2,800.25
Juanita Rodriguez	Midwest	3,200.00

4. Right-click the bottom portion of the ruler bar and select **C**enter.
5. Click beneath the 6.5" setting.
*The text **January Sales** is centered above the numbers, as shown below.*

Salesman	Territory	January Sales
John Smith	North	2,500.75
Jane Doe	East	3,400.50
Huy Tran	Southeast	2,800.25
Juanita Rodriguez	Midwest	3,200.00

6. Save and close the file.

Section 5

Summary Exercises

Part One

1. Set a left tab at 1.5" and 2.5".
2. Set a decimal tab at 5.25".
3. Set a center tab at 6.5".
4. Type the following table, pressing <Enter> before each item.
5. Save as **Salesman**.
6. Close the file.

Salesman of the Year Awards

Rank	Award	Value	Winner
1 st Place	1 Week Trip to Hawaii	\$5,000.00	Jim Green
2 nd Place	1 Week Trip to Myrtle Beach	\$2,500.00	Sarah Branson
3 rd Place	3-Day Weekend in Hilton Head	\$1,500.00	Kimberly Woods
4 th Place	Visa Shopping Spree	\$500.00	Robert Jones

Part Two

1. What is the command to display the ruler bar? _____

2. It is a good idea to clear existing tabs before setting your own.
(True / False)
3. What will activate the ruler quick format menu? _____

4. How can a tab marker be deleted? _____

5. Before changing the position of a tab marker, you should first select the text that is dependent on that marker. (True / False)

Notes:

Appendix 1

Answer Key

Section 1 Part Three

1. The **Title Bar** notifies the user that WordPerfect is open and displays a document name.
2. The **Application icon** allows you to manually maximize, minimize, move or size a window.
3. The **Power Bar** provides a quick method of changing fonts, styles, paragraph formats and line spacing.
4. You can change margins or table column-widths by dragging the **Guidelines** to the desired position.
5. The portion of the screen where text is located is called the text area or **Workspace**
6. The bottom of the screen is the **Status Bar** which keeps track of the insertion point at all times.
7. The workspace can be set to different views. (**True** / False)
8. Selecting a command in a pull-down menu which is followed by ellipses will result in a **Dialog Box**.
9. A file name can consist of only eight characters. (True / **False**)
10. To affect specific portions of text, it is important to **Select** the text first using the mouse or shift and arrow keys.

Section 2 Part Three

1. **Highlighting** is used to place a transparent color over text.
2. Pressing <Ctrl><I> will apply the **Italic** attribute to your selected text.

3. **QuickFonts** can be used to change your font to a recently used font setting.
4. The term “paired code” is used when an “on” code is embedded when a format is turned on and an “off” code is embedded when a format is turned off. (True / False)
5. When the paragraph format is set before the text is typed, the format continues only through the first paragraph. (True / **False**)
6. Indenting paragraphs can be accomplished using the Ruler or using the **Paragraph Format Paragraph** command.
7. The term **Justification** means that the first or last character on each line of type is accurately aligned with the beginning or end of the line immediately above and below.
8. The **Margins** dialog box allows the user to type exact measurements for all margins.
9. To select landscape orientation, use the **Format Page Paper Size** command.

Section 3 Part Three

1. The **Tools** menu contains aids such as spell checking, thesaurus and a grammar checker.
2. The spell checker begins at the cursor position in the document and checks in the forward direction. (**True** / False)
3. WordPerfect places a red line beneath words which are not found in the dictionary; you can then **Right-click** the word to display spelling options.
4. To locate replacements for overused words in a document, you can use the **Thesaurus**
5. The **Cut** feature removes text from one location in a document and places it on the clipboard.
6. The **Copy** feature leaves the selected text in its original position and creates a duplicate on the clipboard.
7. The **Paste** function restores text from cut or copy back into a document at the new cursor location.

Section 4 Part Four

1. An effective way of drawing attention to important points in a document is by using **Bullets**.
2. The **Soft** Page Break is entered by the program and will automatically reformat if you add or delete text.
3. The **Hard** Page Break is entered manually by the operator with the **<Ctrl><Enter>** keys or the **Insert Page Break** command.
4. The **Format Page Numbering Select** command will automatically number pages in the WordPerfect document.
5. A **Suppress Code** can be used to prevent a header from displaying on the current page.

Section 5 Part Two

1. What is the command to display the ruler bar? **View Display Toolbars/Ruler...**
2. It is a good idea to clear existing tabs before setting your own. (**True** / False)
3. What will activate the ruler quick format menu? **Right-click the bottom portion of the ruler bar**
4. How can a tab marker be deleted? **Drag the tab marker off the ruler into the workspace area**
5. Before changing the position of a tab marker, you should first select the text that is dependent on that marker.
(**True** / False)

Notes:

Appendix 2

Extra Exercises

Section 1 - Basic Skills

Exercise 1 - New document

1. Type the following letter.
2. Save the file as **ABC**.

Date

Ms. Rachel Evans
ABC Company
Charlotte, NC 28205

Dear Ms. Evans

Thank you for enrolling your Accounting personnel for the Introduction to Lotus course. I look forward to meeting you next week to discuss dates and times.

I am enclosing our revised outlines for an extended Introductory course which will meet the needs of your employees. We have combined parts of our introductory and intermediate courses.

Enclosed is the paperwork which should be completed for direct billing to our Accounting Department. Again, thank you for allowing us to meet the training needs of employees at ABC.

Sincerely

John Barnes

xxx
Enclosure

Exercise 2 - Type memo

1. Type the following memo as it is shown.
2. Save as **MEMO**.
3. Close the file.

TO: Lotus participants

FROM: John Barnes

DATE: (today's date)

SUBJECT: Course change

The Introduction to Lotus course which was scheduled to begin on Monday was canceled due to inclement weather.

This class is being rescheduled to begin next Tuesday. It will run on Tuesday and Thursday mornings from 8:30 to 12:30. Your registration has automatically been updated to reflect this change in course dates. If you are unable to meet this new schedule, please notify me at once. If there are no open slots in other classes, you will be eligible for a refund.

I apologize for any inconvenience.

Exercise 3 - Selected Typeover

1. Open the **MEMO.WPD** file.
2. Change the memo to go to Introduction to WordPerfect participants who were enrolled in a class beginning on Tuesday.
3. Change the dates of the new course to begin on Monday and meet on Monday and Friday mornings.
4. Save this revised file as **MEMOWP.WPD**.

Section 2 - Formatting

Exercise 1 - Edits

1. Open the **ABC.WPD** file.
2. Change margins to 1.5 inches.
3. Delete the second sentence in the second paragraph.
4. Insert the word **also** before **Enclosed** in the third paragraph.

Exercise 2- Character Formats

1. Open **MEMOWP.WPD** file.
2. Apply bold to the text TO: FROM: DATE: SUBJECT:
3. Apply italic to the text **Introduction to Lotus** in the first paragraph.
4. Apply underline to the text **Tuesday and Thursday** in the second paragraph.
5. At the top of the memo, type **Memorandum** with the following formats:
 - ◆ Center
 - ◆ Bold
 - ◆ Arial font
 - ◆ 22 point size
6. Save and close the file.

Exercise 3- Paragraph Formats

1. Open the **ABC.WPD** file.
2. Use **Format Paragraph** to indent the first line of each paragraph .5".
3. Change the line spacing for the body of the letter to 1.25".
4. Print the letter and save the file.
5. Save and close the file.

Section 3 - Correcting

Exercise 1- Spell

1. Key in the following paragraph exactly as it is written--do not correct errors.
2. Use **Spelling** to correct errors.
3. Proofread carefully and correct remaining errors.

Chosing the write wrod processing equipimnet and the right wrod procesing software program can be verry dificult for a first-time purchasar. You wil be investing much money, and you will won't to make your choices very carefully.

Exercise 2- Thesaurus

1. Select the word **carefully**.
2. Use **Thesaurus** to select a synonym.
3. Do the same with the words **difficult** and **money**.
4. Print but do not save this exercise.
5. Close the file.

Exercise 3 - Find and Replace

1. Type the following text in a new document.
2. Save as **WORDDESC.WPD**.

Introduction to MS Word for Windows is an introductory course for users who want to learn to use MS Word as a word processor. Students will learn to create, edit, spell check, print and format documents. This level will include page numbers, tabs and the use of headers and footers in multi-page documents. Students will also learn how to manage files created within the Word program.

Intermediate MS Word for Windows is designed for users who want to learn more advanced word processing features. Students will learn to format columns, create tables, set styles, merge documents and write macros. Students will also learn to use the sort feature and how to insert pictures into documents.

3. Find **MS Word** and replace with **Corel WordPerfect 7.0**.
4. Find **MS Word for Windows** and replace with **Corel WordPerfect 7.0**.
5. Find **Word** and replace with **WordPerfect 7.0**.
6. Save as **WPDESC.DOC**.

Exercise 4 - Edit Undo

1. Open the **WORDDESC.WPD** file.
2. Delete the phrase **Introduction to Corel WordPerfect 7.0 for Windows** in the first sentence.
3. Use **Edit Undo** to restore the text.

Exercise 5 - Cut and Paste

1. Open the **WORDDESC.WPD** file.
2. Move the last sentence of the first paragraph and place before sentence that begins with **This level will include.....**
3. Copy the first paragraph and paste into a new document.

Section 4 - Multi-Page Documents

Exercise 1 - Multi-page document

1. Create a new file and type the following.
2. Center and bold the title.
3. Use double spacing.
4. Use two-inch top, bottom, left and right margins.
5. Insert a page break before the last paragraph.
6. Number pages at the bottom center.
7. Save as **GRAPHICS.WPD** and print.

GRAPHICS IN TEXT FILES

One of the fun features included in many of today's word processors is the capability to incorporate graphics or pictures into documents. Several picture files are packaged with Corel WordPerfect in order to give the user practice with the integration of graphics and word processing.

Start with a new document. First, use the **Graphics Image** command to see a list of files that are available to bring into a document. The images are all assigned the file extension of .WPG (WordPerfect Graphic) which makes it easy to identify them from other WordPerfect files. They are all located in a file folder called **QuickArt**.

From this list, file names such as buck.wpg, cheetah.wpg and confinden.wpg appear. If you click on a file name, then click the **Preview** tool on the toolbar, an image will appear. This allows you to see the image before it is incorporated into the text.

Section 5 - Tabs

Exercise 1

1. Set a left tab at 1.5", a center tab at 4", and a decimal tab at 5.5".
2. Key in the following text using those tab stops.
3. Save as **STOCK.DOC**.

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>
Crayons	100	1.79
Markers	200	2.29
Highlighters	150	.99
Magic markers	125	.79

Exercise 2 - Change Alignment of a Tab Marker

1. Change the alignment of the decimal tab at 5.5" to center tab at 5.5".
2. Save and close the file.

Notes:

Index

B		L	
Bullets and Numbering	52	Landscape	37
C		Line Formats	
character formats	27	Double Spacing.....	35
Bold text	27	M	
Italics	27	menu bar	3
Underlined Text.....	27	Moving Text.....	48
Control Menu box.....	16	N	
Copying Text.....	48	New Document.....	8
D		P	
Deleting Text	9	Page Breaks.....	55
Dialog Box.....	6	Hard Page Break	55
documents		Insert Page Break	56
switching among.....	21	Soft Page Break	55
Double Spacing.....	35	Page Numbers	57
drag and drop.....	49	Format Page Numbering	57, 58
E		Paragraph Formats	34
Edit		Indented	34
copy	48	Printing.....	22
cut.....	47	Pull-Down Menu	5
paste.....	48	Q	
Replace	46	Quick Cursor Movements	14
Edit Copy.....	48	Quick Open	18
Edit Cut.....	47	Quick Ruler Format Menu	64
Edit Find	45	R	
Edit menu.....	41	remove formats.....	31
Edit Paste	48	Replace	46
Exit WordPerfect	24	Reveal Codes	29
F		S	
File Close	15	Selected Typeover	9
File Open	17	Selecting Text	14
File Print		Entire Line	14
Current Page	23	Entire Paragraph	14
File Save As.....	19	Entire Word	14
Fonts		Spell Check	41
Appearance	32	Status Bar	4
Footers	58	suppress	
Format		Format Page	59
Header/Footer.....	58	H	
Format Font	32	Headers	58
Format Margins	36		
Format Page Numbering	57		

T

Tabs	
Ruler Bar	64
Set a Tab.....	66
title bar.....	2
Toolbar	3
Tools menu	41

V

Views	4
-------------	---

W

Window	21
Word wrap.....	8
Workspace.....	3