

LESSON ONE WORDPERFECT

Before we start learning WordPerfect, it important that you know:

WHAT IS WORDPROCESSING?

Wordprocessing is the use of a computer to write, revise and save documents that allows you to view your document before you print it.

Letters and commands are entered into the computer using a keyboard. As you type, your words are displayed on a monitor, or screen and are stored in the computer memory. Wordprocessing allows you to easily make changes to a document without retyping the whole thing. For example you can change margins, add blocks of text, delete words, move paragraphs and correct spelling errors with only a few keystrokes. Then the computer sends all the information to the printer which does all the retyping for you.

STARTING WORDPERFECT

The Disk Operating System

Before you can run WordPerfect the Disk Operating System (DOS) must be installed in the computer memory. DOS is the language that the computer speaks. It allows computer hardware and software to speak to each other.

If you have a hard disk(drive), DOS will be installed on the Hard Disk, and all you need to do is turn the computer on.

Disks and Drives, Your Computer's File Cabinet

Just like you need a file cabinet to hold your paper files, your computer needs a place to store all the data that you give it.

Documents created on your computer can be stored on formatted data diskettes or in subdirectories on a hard disk. WordPerfect software comes on a series of diskettes and it is a good idea to install them on your hard disk.

Install WordPerfect by using directions in the WordPerfect reference manual.

EXERCISE 1 Starting WordPerfect

1. Turn on Computer.
2. If prompted enter date.
3. Change default drive to data drive.
4. Type C:\wp51\wp
5. Type enter.

THE BASICS OF ENTERING TEXT

SCREEN LAYOUT

WordPerfect displays a blank screen called the typing area. What you type appears on the screen. Codes that work in the background to format text such as bold underline and indent are hidden from view.

- The Status Line is the area across the bottom of the screen.
- Bottom Right, cursor location.
- Doc identifies which of two documents you are in.
- Pg identifies current page.
- Ln-line.
- position-horizontal placement of where you are..
- Pos changes to POS with cap locks on. and flashes with Num lock on.

USING ENTER

Enter-return, you don't need to press enter at the end of each line to advance cursor. When text doesn't fit on a line, the WP program wraps it to the beginning of the next line. The automatic return is called the word wrap.

Press Enter only:

- To end a line that is short
- To end a paragraph
- Insert a blank line.

USING TAB

Tab stops position the cursor on the line. Pressing the Tab key inserts the tab character and move the highlight to the next stop. Tab stops are by default every half inch

EXERCISE 2, THE TYPING AREA

1. Look at your Pos indicator- Current position is one
2. Type your first name- All letters are lower case unless you hold a shift key to cap.

3. Look at the position indicator.
4. Press Caps Lock. Look at position indicator.
5. Type your first name if you hold shift you get lowercase letters.
6. Look at position indicator. Press the arrow keys and see what happens..
7. Look at position number.
8. Press right arrow on numeric key pad.
9. Examine pos. indicator.
10. Press Num lock. Look at POS.
11. Press Left arrow, right arrow, now they're numbers.
12. Press backspace to delete typing.
13. Press Cap lock and num lock, turn off.
14. Look at pos.

EXERCISE 3, ENTERING TEXT INTO A DOCUMENT

1. Type your name.
2. Press enter.
3. Type address. Press enter after each short line.
4. Type Dear Anyone:
5. Press tab.
6. Press tab 2x.
7. Press Backspace 2x.
8. Look at the screen as you type letter.
9. Complete the letter.

EDITING A DOCUMENT

INSERTING TEXT

WordPerfect text is already in a Insert Mode. Text to the right of the cursor is pushed out of the way rather than over written as you type.

To insert text put the cursor at the appropriate location in the document and then type. To position cursor, press the arrow keys.

DELETING TEXT

The Backspace and the delete key delete the character directly at the cursor. Use one of these to delete one character at a time.

THE TYPEOVER MODE

The alternative to the Insert mode is the Typeover mode in which new text overwrites the old text in its path. To start the Typeover Mode press the Ins. Key. Typeover appears on screen and mode will remain in effect until insert key again.

EXERCISE 4, MOVING IN A DOCUMENT

1. Press up arrow several times.
2. Press down arrow, move up and down one line at a time.
3. Press right, then left arrow, move one character at a time.

EXERCISE 5, INSERTING TEXT

1. Move under any sentence.
2. Type In the meantime, press space bar.

EXERCISE 6, DELETING TEXT

1. Move under any word you don't like.
2. Press del.
3. Type something you do like.

EXERCISE 7, USING BACKSPACE

1. Move somewhere else in the document.
2. Press backspace as many times necessary.
3. Type a new word.

EXERCISE 8, USING TYPEOVER MODE

1. Use Typeover Mode to write over an existing sentence with a new one.

SAVING NAMING AND PRINTING A DOCUMENT:

SAVING AND NAMING:

Until you save it, a document exists only in computer memory, which is a temporary storage place, dependent upon power. When the power is turned off the computer memory empties. By placing a copy of the document on the disk you can retrieve it from the disk alter it and save the changes.

If you are saving a document for the first time you need to name it. You can then use this name to retrieve the document later. As you name a document consider the following:

- File names contain from 1 to eight characters.
- Legal characters include all letters and numbers.
- It does not matter if the letters are upper or lower case.
- No Spaces are allowed.
- Make names descriptive so that a documents contents can be identified by its name.
- A 3 character extension can be added to the name to further.
- Identify and group document .such as ltr. or lrn.
- Save your work frequently. Then if something happens to the document in memory you will have a recent copy.
- Save every 15 minutes.
- Save before printing.
- Save before spell checking.

THE SAVE AND EXIT FUNCTIONS.

There are two ways to save a document - Save and Exit.

Save F10 places a copy of the doc. in computer memory onto the disk while you remain in doc. and can continue working on it.

Exit F7 copies the file to the disk and then clears the typing area.

PRINTING A DOCUMENT

WordPerfect job list allows printing to occur in the background so that you can continue to edit or create docs while printing. However when you edit or create while printing the program responds more slowly.

To print follow these steps:

1. Save
2. Pres Print shift F7
3. Chose 1 full doc.

By default all are printed justified which can be changed later.

CHOOSING MENU OPTIONS

IN WordPerfect there are two ways to chose Menu options:

1. Type number
2. Type the underscored or highlighted letter full page is either 1or F.

EXITING MENUS

Press the Cancel to get out of any menu function you no longer want to be in and return to where you were or previous menu.

The Exit key will exit the menu to typing area.

EXERCISE 9, F10 SAVE

1. F10
2. Myletter.lrn
3. Enter.
4. Look at screen.

EXERCISE 10, THE PRINT MENU

1. Shift F7.
2. Look at menu.
3. Fl cancel.

OR

1. Shift F7.
2. Choose 1.

CLEARING THE TYPING AREA

Exit can be used to save or clear.

1. Press F7
2. Yes.
3. Name the document and press enter.
4. Replace yes.
5. N to exit WordPerfect

Be sure to always clear your area before starting work on a new document. An old document can be retrieved into a new one and make a mess. Always press F7 to clear and save.