

**A Layman's Guide  
to  
Wordperfect 5.1 and 6.0**



005.3

D. FAZLUL QUADER CHOWDHURY

CHL

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Wordperfect 5.1 and 6.0**



**MD. FAZLUL QUADER CHOWDHURY**



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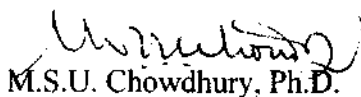
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## *FOREWORD*

Computer is an important tool and it is becoming a part of our life. The use of computer ranges from data processing to highly complex problem solving of any nature. There are different kinds of software packages in the market to meet the growing demand of specific need. WordPerfect is one of the most popular and leading word processing package nowadays.

This book covers basic ideas of computer, Disk Operating System (DOS) and all WordPerfect template functions discussed briefly with clear examples. The instructions provided in this book will help users to understand the features and commands step by step. This book will be useful for the learners of word processing.

I would like to thank Mr. Md. Fazlul Quader Chowdhury for his initiative and efforts in writing this book.



M.S.U. Chowdhury, Ph.D.

Executive Chairman,  
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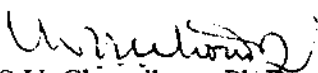
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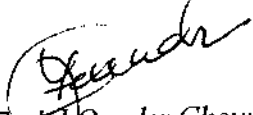
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Md. Fazlul Quader Chowdhury  
Computer Librarian,  
BARC, DHAKA.

**DEDICATED**  
**TO**  
***MY DEPARTED PARENTS***

**The Author**



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# CHAPTER I

## FUNDAMENTALS OF COMPUTER

### 1.0 DEFINITION

A computer is an electronic device with the help of given instruction it performs calculations, makes decisions and presents the results instantly.

### 1.2 CLASSIFICATION

A. According to technology computers are classified into three types such as:

- i. Digital computers
- ii. Analog computers
- iii. Hybrid computers

#### 1.2.A.I DIGITAL COMPUTERS:

Digital computers operate essentially by counting. All quantities are expressed as numbers. These types of computers have high speed, and programmable, electronic devices that perform mathematical calculations, compare values, and store the results. Numbers and special symbols can be represented by binary digits through the process of producing or sensing discrete "On" and "Off" status. An electric bulb can be used to illustrate these states. When the bulb is turned on it represents the binary digit "1" and when it is turned "off" it represents "0". The computer operates with electrical pulse. A binary "1" is represented by a sharp voltage pulse, and a binary 0 by the lack of the voltage rise. Fig. 1 shows how the letters A, B and C can be formed to representation by a number system of 1's and 0's.



Nowadays, digital computers are widely used in Business, scientific application and actually in almost every area of field.

### **1.2.A.II ANALOG COMPUTERS**

Analog computers are designed to process data as a continuous measurement of physical property. Their output is visually in the form of readings on dials graphs. Some physical properties of data that can be measured in a variety of ways such as voltage, pressure, speed, temperature, the revolutions of a shaft, as even weight.

Analog computers are used widely for such applications as the following:

- Automobile speedometers (shaft revolutions)
- Process control in a factory (heat, pressure, etc.)
- Gasoline pump (Volume and pressure)
- Home lighting system (Electricity)

Analog computers, because of the way in which they derive data do not arrive at numerical results directly. Instead, they perform some type of quantitative measurement which is subject to create error.

### **1.2.A.III HYBRID COMPUTERS:**

Hybrid computers consist of both digital and analog computers. These type of computers are now used in highly specialized fields say in the medical science, in the intensive care units and sophisticated medical diagnostic equipment, process input in the form of blood pressure, pulse rate and temperature. A record of a patient's vital signs would be continuously collected and analyzed according to defined programmed and at any time of processing the data. abnormal conditions may be indicated by giving allowing sound to notify the attending medical staff.

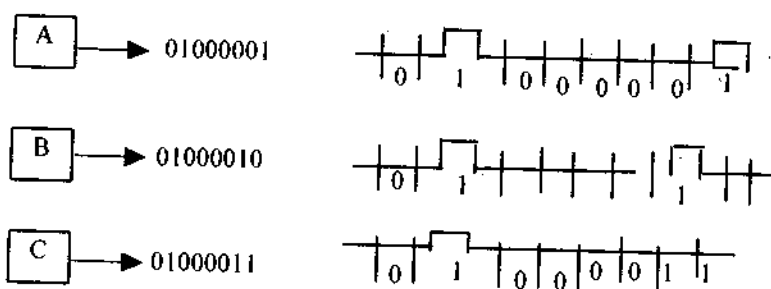


Fig 1: Here shown by bulb on and off a series of 1s and 0s form characters A, B and C.

1.2.B According to capacity of memory, computers are classified into the following categories:

### LARGE SYSTEMS

- i. Supercomputers
- ii. Mainframe computers
- iii. Mini computers

### SMALL SYSTEMS

- iv. Micro/Personal computers

#### 1.2.B.I SUPERCOMPUTERS

Supercomputers are the most powerful, special purpose machines designed for scientific or research applications requiring rapid execution of a high volume of complex calculations, where quantities of data must be manipulated. A supercomputers word length is 64 -128 bits or more. The operating speed is measured in fractions of a nanosecond (billionth of a second); and the primary storage capacity contains many gigabytes, or billions of bytes of

data. Prices for super computers are usually in the millions of dollars.

The supercomputer can take input from over 10,000 individual workstations. However, to do this it requires small computers say mainframe or mini computers to coordinate the input /output activities.

The ILLAC IV was one of the earliest supercomputers used in the U.S. weather service in the late 1960s and it was developed by the Burroughs Corporation. Early 1960s control Data Corporation (CDC) developed a powerful computer named CDC STAR-100 supercomputer. Since then Seymour Cray Company manufactured comparatively small size supercomputer called CRAY I costing \$4.5 million. CDC introduced Cyber 205 in 1979, which was a 64 bit machine costing between \$4-\$12 million. It can execute over 100 million melting point operations per second.

One of the most powerful supercomputers in late 1980s was Cray II which was set up in a C-shape and was not as tall as a person, but small enough to fit in the space of a large business desk.

Supercomputers are now widely used in scientific research, aerodynamic design and simulation, processing of geological data and data regarding genetic coding, and collection and processing weather data.

### **1.2.B.II MAINFRAME COMPUTERS**

Mainframe Computers are smaller, cheaper, usually slower and less powerful than a super computer. They are used when many users at separate workstations share the same computer. Mainframe computers generally fall into three categories: small size, medium size and large scale computer system.

### **1.2.B.III MINICOMPUTERS**

Minicomputers are smaller than mainframe, capable of executing more than one programme at the same time. In mid 1960s Digital Equipment Company (DEC) introduced the first commercially successful minicomputer, the 12-bit PDP-8. Minicomputer operators do not require as much training as these of larger systems. Minicomputers are also able to execute programmes according to different priorities within a multi tasking environment through a procedure which detects " Interrupts" data transfer request from other programmes or devices attached to the system.

New technology and faster processing speeds allow greater amounts of data to be stored in smaller areas. Therefore, primary stage can consist of several million bytes of data and can expand memory capabilities by using external storage media such as tape, floppy diskettes, or removable disk packs. Generally 32-64 bit or words and hundreds of terminals can be accessed to minicomputers.

### **1.2.B.IV MICROCOMPUTERS**

Microcomputers is called micro for two reasons. One because it is small in size (Micro means millions times less than a unit quantity) and another because it uses microprocessor. Actually microprocessor is the heart a computer. All computers consists of mainly five parts namely input, output, central processing unit, control unit and memory. The CPU of a micro computer is contained either in a single chip of thumbnail size, or on a few chips. When the microprocessor is equipped with memory, input/output and control circuit, then it is known as microcomputer.

Microcomputers have the ability to manipulate a 32 bit word, while older models had word lengths upto 8-16 bits. The development of microprocessor provides multiprocessing capabilities with more speed, and accommodates more powerful programmes. Completing complex tasks, such as speech recognition and human like decision making functions, will become possible with microcomputers if high level software becomes available.

### 1.3 COMPUTER STRUCTURE

Structurally Computer consists of two categories such as:

1. Hardware
2. Software

#### 1.3.1 HARDWARE

The mechanical and electronic components of a computer system are called hardware. The instruments and wires which consists of computer, i.e. the things which can be physically touched, felt its existence and tangle in nature are the components of hardware. For example: Keyboard, Monitor, Disk drive, Printer, Mouse, Joy Sticks, UPS, Cilicon chips and CPU etc. In a word, we can say that hardware is the body of computer, and software is life but without life existence body is useless. Same is the case in case of computer hardware and software.

We can divide hardware into three parts:

- a. Input Unit
- b. Central Processing Unit (CPU)
- c. Output Unit.

### 1.3.1.a INPUT UNIT

The original information, recorded in one way or another and read in the machine is input. Input devices read or sense coded data that are recorded on a prescribed medium and make this information available to the computer. A computer system may have one or more of the following input devices depending upon its type, size and use.

Examples:

1. Optical Character Recognition (OCR)
2. Optical Mark Recognition (OMR)
3. Magnetic Tape
4. Hard Disk
5. Floppy Disk
6. Magnetic Ink Character Reader (MICR)
7. Visual Display Unit (VDU)
8. Voice Data Entry terminal (VDE) etc.

### 1.3.1.b CENTRAL PROCESSING UNIT (CPU)

The central processing unit (CPU) is the heart of a computer system. It performs all operations, calculations and processes that is why it is often called the Central Processing Unit (CPU). It is a physical device where the electronic components, the micro-processor and printed circuit boards etc. make the computer workable.

CPU consists of three main components (Fig 2.), such as:

- i. Control Unit
- ii. Storage Unit
- iii. Arithmetic Logic Unit

### 1.3.1.b.i CONTROL UNIT:

The control unit interprets any instructions it receives from memory and directs the sequence of events necessary to execute the instruction. A CPU is designed with an instruction set that the control unit uses to direct and coordinate the computer's operations. Each instruction takes a specific number of system clock cycles to complete specific tasks. The number of cycles per second is a main element in determining the speed of the processor. The clock speed is measured in megahertz (MHz). Hertz is the unit of frequency; when a megahertz is equal to One Million hertz. Computer speed can be assumed by adding two numbers. A typical micro-computer can take few milliseconds, whereas mainframes and supercomputers can perform the task in microsecond and nanosecond ranges.

### 1.3.1.b.ii STORAGE UNIT

The storage capacity of the CPU is called the primary storage unit. Over the years, the storage unit has been called main storage, primary storage, core, or memory. Primary storage provides the capability to store input data, statements from programmes currently undergoing processing, data resulting from processing, and data in preparation for output. Primary storage is the internal storage unit of a computer where programmes and data are stored.

There are three forms of primary storage, including magnetic core memory, semiconductor memory, and bubble memory. Semiconductor memory is the most common and is of two basic types; Random Access Memory (RAM), Read Only Memory (ROM).

## **ROM**

Programme instructions or data can be stored internally for future use called Read Only Memory (ROM).

## **RAM**

RAM is used primarily for temporary storage and is volatile. ROM, i.e., when computer switch off or power has gone, all the information disappears from RAM.

Starting RAM= 180 KB, 256 KB, 640 KB, 1 MB, 2 MB, 4 MB, 8 MB, 16 MB

## **REGISTERS**

Two special purpose memories are registers and buffers. A register is a temporary holding place for instructions or data to be worked on immediately. A buffer holds data for time being before further works.

## **MICROPROCESSOR**

A microcomputer runs under the control of microprocessor. An electronic semiconductor circuit continued on a small piece of silicon is called an integrated circuit, large scale integration (LSI), and very large scale integration (VLSI) that will perform a variety of a result of miniaturization of electronic circuitry, a microprocessor is a logic chip on which parts of a CPU are placed. This small chip along with RAM and ROM chips (primary storage), comprise the central processor of a microcomputer. Some advanced microprocessor designs include the ALU, control unit and primary storage on a single chip.



### 1.3.1.b. iii ARITHMETIC LOGIC UNIT

All types of mathematical calculations are performed and all comparisons (decisions) are made in this section. The main activities include addition, subtraction, multiplication, and division. Software can be used to combine these functions to perform logarithmic, trigonometric and other mathematical functions. A logic function is one where numbers or conditions are compared to each other. Examples of logic functions are greater than, less than, equal to, not equal to, greater then or equal to, and less than or equal to.

People make logic decisions every day. When you buy clothes for instance, you compare prices quality, and style from one garment to the next, and from one store to another.

Often, comparisons are needed before calculations can be performed. For example, before overtime pay can be calculated, an employer's total number of work hours is compared to a base, such as 40 hours, to see if an overtime calculation is even necessary.

### 1.3.1.c OUTPUT UNIT

Final result of the processing is output. Output device represents final results in a readable and usable form through some special media. Output is the process through which machine readable form understandable by human beings. The information that is in the processing materials is called output. An output device is a peripheral device that allows a computer to communicate information to humans or another machine by accepting data from the computer and transforming them into a usable form.

Similar to input devices examples of output devices are as follows:

1. Keyboard
2. Floppy Disk
3. Hard Disk
4. Plotter
5. Printer etc.

## **FLOPPY DISKETTE**

Diskettes are also known as floppy disks or floppies. They are called floppy because they can bend easily. It is also called floppy because it is made of flexible plastic coated with iron oxide on which data are stored. Since the disk is very fragile, it is always kept inside a plastic or cardboard cover to increase its stability. The cleaning and lubrication can be done without removing the plastic cover. There is a hole in the centre through which the spindle of drive unit rotates the disk. A window is also provided so that read and write head makes contact with storage surface of the disk. During the time of data storage on disk it rotates about 360 times per minute. In addition there is a third hole by which beginning of a track is determined by optical means.

Diskettes come in three sizes: 8.0, 5.25 and 3.5 inches. You must use the diskette to match with the diskette drives. The oldest 8 inch diskettes are not use now a days in PCs. The 8 and 5.24 inch diskettes called mini floppy disk, are covered by a stiff protective jacket with various holes and cutouts that serve special function. The hub ring is where the disk drive holds the disk to rotate it. The 3.5 inch diskette called micro floppy disk, has a hard plastic covering and a protective metal piece that covers the read/write window. This additional protection makes the disk less prone to damage from human handling dust or other contaminants. The 3.5 inch HD floppy diskette is gaining popularity day by day.

First, information can be stored on one or both side of a diskette. Diskettes that use only one side have called single sided and those that use both sides are called double sided.

Second, the way information is stored on a diskette can vary. Some diskettes have single density, some have double density, and others are with high densities.

The system of magnetic storage used by DOS in concentric rings. Each ring is called a track. There are 40 tracks on each side of a double sided, double density diskette and there are twice as many tracks i.e. 80 on each side of the high density diskette. Each track is divided into smaller parts called sectors and each sector contains about 512 bytes. The most common  $3\frac{1}{2}$  inch diskette contain 1.44 MB. have 80 tracks per side, each track holding 18 standard 512 bytes sector. Now  $3\frac{1}{2}$  inch diskette can store as much as 2.88 MB data of storage capacity. Each type of diskette has some specific area, for file allocation table (FAT), the boot record and the directory table.

## **HARD DISKS**

In early 1980s IBM first developed a newer disk device with broad base high capacity storage media suitable for all types of computers, named as Winchester disk, presently well known as hard disk. It consists of multiple, rigid disk platters. Each side of each platter has a separate head. The platters rotate very fast at about 3600 rpm (revolution per minute).

The hard disk has several advantages over a floppy disk. Due to very fast rotating speed, data can be transferred much faster to or from a hard disk because it takes less time to find storage location. Because of its hard construction, the disk allows data to be stored

more densely. Hard disks can store large quantities of data from 10 M to hundreds of megabytes.

Hard disks are reasonably rugged devices. Factory sealing prevents contamination of the housing. With proper care, hard disks can deliver years of trouble free service. Like floppy drive after certain duration (approximately 8000-20,000 hrs work) hard disk may also be inactive and all stored data can be deleted. To overcome this type of trouble, it is wise to take backup of data at least every week end.

Now Hard Disk Has= 20/ 40/ 80 /400 MB/1000 MB (1 Giga Byte) or more storage capacity.

### **1.3.2 SOFTWARE**

Computer is an electronic device. To perform work necessary information and instructions need to be provided to the computer. These instructions are called programme. Depending on the activity of programme, we get desired output. Software is intangible. We can't see, feel, hear or smell software. It functions according to given instructions. Software can be divided into 3 (three) parts:

- a. Operating System Software
- b. Application Programme
- c. Utility Software

#### **1.4.a OPERATING SYSTEM SOFTWARE**

Operating System is part and parcel of a computer system. Without it the computer can not run. The operating system coordinates the interaction between the hardware and software, most importantly the transfer of information between the memory in the system unit and the disk drives.

An operating system accepts and responds to the commands submitted, sets up and schedules jobs; and handles related tasks that would otherwise have to be undertaken by the system's human operator. Some functions of operating system are discussed below:

- Identifies users and determines whether, and to what extent, they are to be given to computer resource;
- Responds to user-entered commands that initiate the execution of specific programmes;
- Determines necessary hardware and software resources to the programmes and control their progress;
- Deletes any programme error and alerts the user with appropriate messages;

Like administrative department of an organization operating system manages all compilers and assemblers that perform the task of translating from the symbolic coding to absolute instructions. It also coordinate other activities such as used keyboard instructions, files, send output to printers etc. Depending on activity operating systems are of several types such as single user operating systems as Disk Operating System (DOS) and multi user operating systems are Xenix or Unix. Besides these other operating systems are Tape Operating System (TOS), Basic Operating System (BOS), Operating System (OS/2), Control Programme/Microcomputer (CP/M), Windows, Mac etc. At present a popular operating system is WINDOWS 3.2 and WINDOW 95 will come soon in the market with more facilities.

List of some Network Operating System:

- Apple Talk
- Artsoft LANtastic
- DEC Pathworks
- IBM LAN Server
- Microsoft LAN Manger
- Microsoft Windows for workgroups
- Microsoft Windows NT
- Novell Netware

#### **1.4.b APPLICATION PROGRAMME**

Application programmes operate in conjunction with operating system. There are thousands of applications programmes available in the market to increase productivity. Application comes from apply which means "to make use of in a practical way" so application explains what to do with computers.

Application programme has many wings much as; farmers use computers to track egg production. Lawyears tap into computerized law libraries, charities and political organizations would be lost without computerized mailing list, telephone systems and voting analysis. Manufacturers keep tracking to their products that they can 'detect' a shortage of parts and then inform management when and how to make replacement. Doctors send electrocardiograms over telephone wires for analysis. Stock brokers place orders with portable terminals. Authors can processing their manuscript within very time limit. And last but not least, students take courses on computers.

The computerized processing of data appears to be magic to the untrained eye. It seems that in a fraction of seconds, data entered into the computer is converted into usable information. For many

people the nature of how the computer is capable of swiftly processing information remains a mystery. The computerized processing of data is a methodical, well-planned series of steps. Each individual step is designed to provide some fact that is used in the preparation of the final result. The entire process is not a random grouping of ideas, but a carefully organized process in which the computer plays a major role. There are several types of application programmes such as:

- o Word processor
- o Spreadsheet
- o Database
- o Graphics programme
- o Payroll and accounting
- o Desktop publishing
- o Games, etc.

## **WORD PROCESSOR**

Word processor is a software which turn PC into a super type writer. With a word processor you can compose text for desktop publishing. On PC characters are recorded electronically rather than on paper, so you can correct any mistakes and make changes if you want before taking print out you can also view the document. If you don't like what you see, you can change margins, line spacing or tab settings, correct spell grammatical errors and see the effect immediately on the screen.

This has replaced the use of a type writer. There are several word processing packages among which most popular ones are WordPerfect, Wordstar and Microsoft Word. It helps the management with its unique editing facilities. Documents can be preserved in the computers hard disk or floppy disk for future use.

## **SPREADSHEET**

Spreadsheet is a package used to create, manipulate and analyses data, organized in rows and columns. Lotus 1-2-3, Excel and Quattropro are the most popular spread sheet packages. You can set up a typical financial report or model by entering column and row labels such as sales, expenses, or profit either by numbers or formulas. The numbers represent variables and the formulas maintain relationship between the variables. If you change a variable value, all the related values change on the basis of the formula. It helps management for preparing budget, profit & loss accounts, accounts payable etc. In addition to that it can also be used to do statistical analysis.

## **DATABASE**

A database is a set of records each record having several fields of information. You can search or sort a particular type of information from database. The whole database or specific fields of the databases can be transferred to wordprocessors or spreadsheets for desktop publishing or analysis. There are several database management packages the most widely used ones are dBASE, Rbase, FOXPro, Oracle, Paradox, Clipper, CDS/ISIS. Database management system helps management for running the administration efficiently by providing information on inventory, marketing, employees personal information etc.

### **1.4.c UTILITY SOFTWARE**

Utility programmes assist the user in various administrative tasks, perform common routine functions, such as loading, saving or copying a programme, keeping track of the files stored on a disk, and preparing a disk for use. Other utility programmes assist in detecting and correcting errors or "bug" encountered during



applications programme development. The amount of primary memory required for a utility programme varies, depending on the support offered.

## 1.5 DIFFERENT PERIPHERALS OF COMPUTERS:

### KEY BOARD

4 parts 102 key Enhanced. Key Board now running.

- 1) Top line F1-F12 called function keys  
at the Left Top corner ESC (Escape) key.
- 2) Below the top line Type write keys.  
Enter Keys, above Backspace Key

Bottom : Ctrl key , side  
Ctrl key side Alt key (Alter key)  
Ctrl & Alt - jointly called combination keys

Between two Alt keys there is a large Space Bar  
Shift (Both side) : To use the keys having double  
sign such as @ use shift key.

When caps locks is on letter will be capital and again press caps  
lock letter will change to small letter.

Tab: One tab shift 8 letter space to the right and if  
shift key and tab key is used it will have 8  
space left way.

Num Lock Key : When pressed this key numeric letter may type  
if again pressed used as cursor arrow keys.

Cursor Keys:	Up, Down, Left, Right keys are called cursor keys
Insert Keys:	To toggle between type over or insert.
Delete keys:	To delete the type of cursor position
Home keys:	When press Home Key it will go to top
End key:	When press End key it will go to bottom end
Page up:	When press Page up it will go to one page up
Page Down:	When press Page Down it will go to 1 PgDn

## MONITOR

Screen	It display what is being typed.
VGA	Video Graphic Adapter
SVGA	Super Video Graphic Adapter
LCD	Liquid Crystal Display.
C:\>	Called prompt
Type	Monochrome, Color

## PRINTER

Printers accept signals (input) from CPU and convert those signals to characters (output), Printers have the job to putting their output onto paper. There are four major classification of printers such as:

1. Dot Matrix Printer
2. Laser Printer
3. Inkjet
4. Daisywheel

## MODEM

A modem is a peripheral that helps PC to communicate with distance computers through digitized telephone lines. Modems are

serial communications peripherals. They send or receive characters or data one bit at a time. Most modems communicate with other modems at speeds from 300-9600 bits per second (bps), and speeds upto 19,200 bps are not unusual. The most common speed for modems, however, is 24,00 bps. Modems need special communications software to coordinate data exchanges with other modems.

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## CHAPTER II

### DISK OPERAING SYSTEM (DOS)

#### 2.1 INTRODUCTION

A supervisory program that is responsible for transferring programs and data to and from disks. DOS manages information and the hardware resources of the computer. A DOS must be loaded into the computer before you start other programs. DOS controls the movement of information on your computer. DOS controls the way your computer uses software programmes, games and applications.

DOS makes you easy to use: Applications programmes, Create Programmes, Manage File Handling, Control Printer, Control Diskette Drives and Control Disk Drive. It also lets you use devices such as printer and diskette drives with your computer.

DOS has two kinds of commands:

1. Internal Command
2. External Command

#### 1. Internal Command:

Internal DOS commands are placed in the computer's memory under `command.com` file. You can use internal command from any directory.

Example: Dir, Cls, Path, Copy, Date, Time, Rem, Ren, Exit, Type, Ver, Del/Erase, Mkdir/MD, Chdir/CD.

## 2. External Command:

The commands which do not remain in command.com file, and remain according to command name in separate file as per programme. These commands can't be executed from any directory if exact path is not mentioned.

Example: Format, Print, Attrib, Backup, Restore, Chkdsk, Join, Comp, Diskcopy, Diskcomp, Tree, Xcopy, Find, Append, Recover, Replace etc.

**FILESPEC** The file specification tells DOS to search for the specified file. A file specification consists of three parts the drive specifier, the filename, and the filename extension.

Syntax [d:] [path]<filename>[.file extension]

Where, d followed by a colon specifies the drive that contains the file. If it is omitted, the default drive is assumed; the filename consists of one to eight character; the filename extension is followed by a dot (.) may contain 1-3 characters.

### 2.2 KEY TERMS USED IN DOS:

**COMMAND** An instruction that you type that tells the computer what you want to do. You can use DOS command in front of command prompt. The standard prompt that most people use with a hard disk displays the current drive and path i.e., the prompt C:\> indicates that drive c is the current drive and the root is current directory.

#### **CURRENT DRIVE**

The default disk drive and directory that DOS uses to carry out commands, unless you change the

prompt with DOS command, the letter of default drive is the DOS prompt, such as c.

## **CHANGE DRIVE**

To change the default drive c to drive a, at first insert desired floppy disk in drive a then type in front of prompt c:\>a: and press enter key.

**Syntax** Before you press enter key, your prompt look as:  
c:\>a:  
After you press ↵, the following prompt appears on the screen as: a:\>

**PROMPT** A symbol or character(s) that appears on the screen as C:\> to indicate that you enter DOS command here.

**SYNTAX** Syntax is the structure, order, and vocabulary in which you type the elements of the DOS command. Symbolic form is used to describe not only files but also the entire command line. A DIR command shown in symbolic form as:

DIR B: path\filename.ext /W /P /A: attributes  
/O:order /S /B /L

**SWITCH** A switch is a parameter that turns on an optional function of a command. In the preceding example, /W /P /S etc. are switches. Note that each switch is a slash followed by a character. Not all DOS commands use switches. In addition, switches may have different meanings for different commands.

**DOS SHELL** You have two ways to view DOS commands:

1. DOS Shell
2. DOS Command Prompt (C:\>)

The DOS Shell view is a graphical user interface (GUI) and menu-driven interface that enables you to run DOS commands easily without having to learn the command names.

Use DOSSHELL to do the following:

- o Perform DOS commands from menu
- o Manage files and directories
- o Manage and start programs

To go to DOS Shell from DOS prompt:

1. Type DOSSHELL
2. Press ←(enter) key

**WILDCARD** DOS uses two special characters, ? and \*, in a file specification. A ? in a file name or file name extension indicates that any character can occupy that position. A \* in a file name or file name extension indicates that any character can occupy that position and all the remaining positions in the file name or extension. A character you substitute for another character or characters known as wildcard, usually denote as \*.\* symbol.

For example: C>dir c:\input.??? or C>dir c:\input.\*

**BACKSLASH** A character used in commands to separate directory names. Used alone as a parameter, the backslash (\) signifies the root, or highest directory.

## 2.3 UNDERSTANDING SOME DOS COMMANDS

These groups of commands will be enable you to run your application programmes and keep your files safe, organized and accessible.

### Commands that control the computer settings

date	displays and sets date
mode	controls setting for printer, monitor, modem and network
path	sets the way that dos searches for commands
prompt	type command for implementations
time	displays and sets time

### Commands for working with files

backup	backup files from hard drive to floppy disk
copy	copies files
del	delets files
dir	displays directory listing of file(s)
rename	change file name
type	displays contents of file

### Commands for working with Directories

chdir(CD)	changes the current directory
mkdir(MD)	makes a new directory
rmdir(RD)	removes an empty directory

## 2.4 ESSENTIAL DOS COMMANDS

**CLS** Erases the screen and returns to prompt and the blinking cursor to the upper left corner of the screen.

Syntax C:\>cls ← or A:\>cls ← or B:>cls ←

**COPY** To duplicate one or more files to the specified disk or directory, or copy a file to the same



directory and change its name. Transfer information between DOS system devices. Send text to the printer. Create ASCII text files and batch files.

**Syntax** Copy [drive name]\[path]\filename[.ext] [drive name]\ [path]\ filename [.ext]

**DATE** Enters or changes the date known to DOS. The date is recorded in the directory whenever a file, is created or changed.

**Syntax** C:\>Date ↵  
Current date is Wed 09-13-95  
Enter new date (mm-dd-yy):

**TIME** Enters or changes the time know to DOS. The time is recorded in the directory even create or change a file.

**Syntax** C:\>Time ↵  
Current time is 10:12:15:45a  
Enter new time:

**RENAME** Changes the name of the file specified in the first parameter to the name and extension given in the second parameter.

**Syntax** A:\> Ren a:old file name new file name (with extension if exists)

**DEL OR ERASE** To remove one or more files from the disk or diskette you can use Del or Erase command.

**Syntax** A:\> Erase a:filename  
A:\>Del filename ↵

**DIRECTORY** It is a portion of a disk. A directory is like a file folder in a file cabinet. A fixed disk or a high capacity diskette can have many files. If a large

number of files are kept in one place on fixed disk or diskette, it can take longer for DOS to find a particular file. Keeping files in related groups in directories can reduce the time required to locate a file. The (.) entry in a subdirectory represents the parent directory. The (..) entry in a subdirectory represents the current directory.

**DIR** Displays a list of files and all the directory entries, or only those for specified files.

Syntax DIR [drive name]\[path]\filename[.ext] [/p]/w

**TYPE** Display the contents of a file on the screen. Text files (ASCII files) are displayed in a legible format. Non-text files, such as object programme files, may not be readable.

Syntax A:\> Type a:filename (with extension if exists)  
Note: Global filename characters are not allowed in the filename or extension.

### **MKDIR (MD)**

Used in making a subdirectory

To use MKDIR or MD, follow these steps:

1. Type MD and press the space bar once
2. If necessary; type the drive name and path of the new directory
3. Type the directory name
4. Press ← key

Syntax A:\>MD a:filename ←

**CHDIR (CD)** We can use CHDIR or CD to change the current directory to a different path and displaying the working directory. We can go to root directory from any directory or sub directory by using CD\.

Syntax A:\>CD [[b:][path]

**RMDIR (RD)** Used to remove a subdirectory from the specified disk. A subdirectory can be removed only if it is empty. That is, it contains only the special entries (.) and (..).

Syntax A:\>RD a:path

**MOVE** Moves one or more files to the location you specify. The MOVE command also renames directories.

Syntax Move  
[drive:][path]filename[,drive:][path]filename[...]  
destination

**COMP** To make sure the file that is just copied to the backup diskette using Copy is identical to the source diskette.

Syntax: A>comp a:filename b:filename

**CHKDSK** Analyses the directories, files and the file allocation table on the designated or default drive and produce a disk and memory status report. It check the directory and the number of files; the bytes used and the space available on a disk, the presence of hidden files, whether a diskette is bootable, the total RAM and available RAM, whether files are fragmented. Makes minor repairs. CHKDSK gives you more control of your computer. This simple command provides a quick analyses of your diskettes and hard disk. You should use it once a week

Syntax A:\>CHKDSK a:

**FORMAT** Initializes the disk in designated drive to a recording format acceptable to DOS; analyses the entire disk for any defective tracks; and prepares the disk to accept DOS files by initializing the directory, file allocation table, and system folder.

Remember formatting a disk permanently erases all files from that disk. You will lose all early stored files, plus any installed applications or tools. To prevent this mistake, please avoid typing format command by itself. When you wish to format a diskette, always include the destination i.e. drive name of the inserted floppy disk, you want to format, for example: format a:

Syntax `FORMAT drive: [/V[:label]] [/Q] [/U] [/F:size] [/B:/S]`

**TREE** Used in displaying the entire directory structure of a disk. Syntax `TREE [drive:][path] [/F] [/A]`

**XCOPY** A special command, it allows sophisticated transfer between disk and directories. By XCOPY you can copy the whole directories along with their subdirectories, and files (except hidden and system files). With this command, you can copy all the files in a directory, including the files in the subdirectories of that directory. XCOPY can be performed when the source and target are unlike media as well as like media.

Syntax `XCOPY source [destination] [/A:/M] [/D:date] [/P] [/S [/E]] [/V] [/W]`

**PRINT** To print a file on the printer. This command can print in the background if you have an output device connected to one of your system's serial or parallel ports.

**Syntax** PRINT [/D:device] [/B:size] [/U:ticks1]  
[/M:ticks2] [/S:ticks3]  
[/Q:qsize] [/T] [[drive:][path]filename[ ...]] [/C]  
[/P]

**HELP** Starts MS-DOS Help.  
Syntax Help [/B] [/G] [/H] [/NOH1] [topic]

**DISKCOPY** Copies the entire contents of one floppy disk to another floppy disk. DISKCOPY writes over the existing contents of the destination disk as it copies the new information to it.

This command determines the number of sides to copy based on the source drive and disk.

**Syntax** DISKCOPY [drive1: [drive2:]] [/1] [/V]

**ATTRIB** Displays or changes file attributes.  
This command displays, sets, or removes the Read-Only, Archive, System, and Hidden attributes assigned to files or directories.

**Syntax** ATTRIB [+R|-R] [+A|-A] [+S|-S] [+H|-H] [[drive:][path]filename] [/S]

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## CHAPTER III

### WORD PERFECT 5.1

#### 3.0 INTRODUCTION

WordPerfect (WP) is one of the most popular, powerful and comprehensive word processing software packages available in the market. You can run this programme on a IBM PC or a compatible computer. WordPerfect 5.1 is a popular software package of WordPerfect Corporation Orem Utah, USA. The developer has constantly been trying to improve the package since it was first released in 1982.

With this package you can create a document and edit or manipulate text easily. WordPerfect is widely used for desktop publishing. You can easily convert or insert drawing, or illustration from other programmes. Also by using a scanner you can bring any picture to the document, change the size and position of graphics, and rotate or invert it.

#### 3.1 TECHNIQUES ADOPTED IN WRITING THIS GUIDE

As you go through this guide you will find that functions are discussed first, and then followed up by supporting/related features of these functions. For example, Format [Shift + F8] indicates that you press and hold down the Shift key and then press the F8 key to use format command. Another thing; after any heading indicates function key within third bracket, for example "Undelete [F1]" and in some cases commands are mentioned within first bracket such as "Centre (Shift + F6)". When a series of keys, are used these are separated by + (plus) sign. In most cases of computer use, after function key you need to press enter key. Enter key is indicated by → ← sign.

Sequence of commands is narrated step by step. Step is abbreviated as S. For example, Step 1 is denoted as S 1, Step 2 as S 2 and so on.

## 3.2 STARTING WORDPERFECT

### From Hard Disk

At first switch on the UPS/ Voltage stabilizer then step by step other peripherals of the computer i.e. CPU, Monitor, Printer etc. If necessary, respond to prompts for date and time. The DOS prompt i.e. C:\> will be displayed on the screen with a blinking cursor in front of the prompt. If WordPerfect package has been installed on your computer earlier you can start it from hard disk. To start WordPerfect follow these steps:

S 1: C:\>CD WP51 press ← enter key  
(enter key symbol as ← is used in many places of this guide) or type in front of prompt as C:\>CD\WP51 and press enter. Here, WordPerfect programme is assumed to be loaded under WP51 sub-directory.

S 2: C:\WP51>WP press ←

You will see the opening screen within a moment, and then the editing screen is displayed.

**Attention:** Remember some time before entering WP Programme a message is displayed on the screen:

**Are other copies of WordPerfect currently running?**  
(Y/N) \_

Type N or press enter. Some time another message may be shown on the screen, specially if the previous session was not properly terminated or interrupted by power failure.

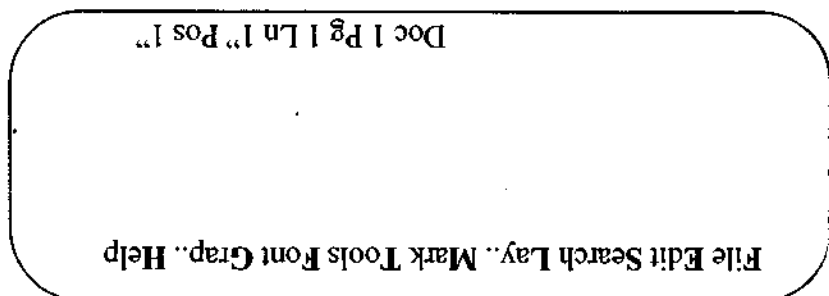


Fig. 2: WordPerfect editing Screen.

You can see the status line which indicates document number, page number, line number and position of cursor on the WordPerfect editing screen shown on Fig. 2.

- To start WP on your computer from floppy disk drive follow these steps:
- S 1: Switch on UPS, CPU, Monitor and other necessary peripherals.
  - S 2: Insert Boot Disk in Drive A:
  - S 3: When prompt shows A:> remove System Disk and insert WordPerfect # 1 disk.
  - S 4: For example Prompt is A:> In front of prompt type A:>WP ↵
  - S 5: When asked for insert WordPerfect # 2 disk, then insert disk and press ↵.

### From Floppy Disk

when the session ends properly. Type 1 (or R) to preserve the old backup file for future use, otherwise press 2 (D) to delete the backup file. WordPerfect always creates a backup file when it begins session and deletes the file

Old Backup file already exists: 1) Rename 2) Delete



The status line gives us these information:

- Doc** In WP you can work at a time on two document and on the screen document number like Doc 1 or Doc 2 appears depending on which document you are editing at present.
- Pg** Indicate page number and position
- Ln** Distance of the cursor from the top of the page
- Pos** Show cursor position i.e. where the cursor is on the line with relation to left margin. Pos blinks when Num Lock is on. POS is Uppercase hen Caps Lock is on. Status line also tells you if the Caps Lock, Num Lock or Insert keys have been activated. Whether the text is **BOLD FACED**, UNDER LINE, *ITALIC* etc. may be indicated on pos. Lower left corner of the screen will usually be blank or may contain the name of the Document indicating directory and sub-directory name.

### 3.3 WORKING ENVIRONMENT

When WordPerfect editing screening come, you can start word processing work for a new document and save it for future use (save document feature given next). In case of working on an old document, you need to open or retrieve that specific file.

### 3.4 OPEN/RETRIEVE A FILE [SHIFT + F10]

If you know the name of a file prepared earlier you can use this option. Otherwise use list (Press F5 key to see list of file). Press Shift + F10 key at a time to bring out existing file. A menu will appear at the bottom left corner of the screen.

**Document to be retrieved :**

Note: Remember to save your document (file) after every few minutes' work because in case of electricity failure your latest work might be lost.

Press "Y" or "N" depending on whether you want to save the document or not. Press F7, N, N to clear the screen for a new document or press F7, N, Y to exit from the WP programme.

S 2: Save document? Yes (No)

S 1: Press F7

key or if you wish to leave the computer follow these steps:  
When your word processing is finished you must save the document by a file name for future use. In case of saving a document first you have to consider whether you want to work on the document further or leave the computer. If you want to continue work, save it by F10

### 3.6 EXIT [F7]

Normally when you retrieve a file, you can do so with a blank screen. But WP lets retrieve files while another file is open on the screen. This lets you combine the contents of two files. If you have one file on the screen and you want to add the contents of another file, then move the cursor to the location, where the other file has to be retrieved, press Shift + F10 at a time, type the file name and press enter or by F5 (List file) you can do the same.

### 3.5 RETRIEVE A FILE TO COMBINE WITH ANOTHER FILE

Type the name of the file with specific path, which you want to retrieve (Drive name:\directory name\filename) and press enter key. If you wish to bring an old file on the screen from WP directory as LEARNWP.TST file name, you have to type C:\WP51\learnwp.lst in front of Document to be retrieved and press enter.

## CHAPTER IV

### CURSOR MOVEMENT

#### 4.0 CURSOR MOVEMENT TECHNIQUES

You can edit the document anytime with the help of moving cursor throughout the document. To move the cursor within the document you need to use the different keys namely Esc, Home, PgUp, PgDn, End and arrow keys etc. Discusses below some of the important keys:

##### Escape [Esc]

At any stage while working with the WordPerfect you may press the key [Esc] (which means Escape). When you press Esc key, you will see the following prompt on the status line, on the bottom left of the screen "Repeat Value = 8". You can change the initial default value 8 by entering a new value. You are now ready to move n letters / lines or pages up, down, backward, forward as follows:

Where n = any number

- n [Up arrow]                    n lines up.
- n [Down arrow]                n lines down.
- n [Left arrow]                 n character to the left.
- n [Right arrow] n character to the right
- n [Page Up]                    n pages backward
- n [Page Down] n pages forward
- n [Word Left/Right]        n letters

## Left/Right Arrow

Moves the cursor from one position to the left/right. If the cursor is at the beginning/end of a line, it will move to the end/beginning of the adjacent line.

Wherever the cursor be placed if you press the key [Home] and then press the arrow, the cursor will move according to the beginning (edge) or end of the line.

If you press [Home] key twice and then press the arrow key the cursor will come immediately after the hidden codes. If you press it thrice e.g. [Home] [Home] [Home] and then the arrow key, the cursor will be placed before the hidden codes. For detail please see the following examples;

[Home] [arrow]            The edge of the screen or beginning/end of the line, whichever comes first.

[Home] [Home] ←        The cursor will come to the beginning of the line immediately (after any hidden codes).

[Home] [Home] [Home] ← The beginning of the line (before any hidden codes).

[Home] [Home] →        The far right of the line.

[Esc] n [arrow]        n spaces to the left/right.

[Go to (Ctrl +Home)] [arrow] One text column to the left/right.

[Go to] [Home] [arrow]

When you use the arrow keys to move the cursor over a code, you will not see the cursor moving on the main editing screen. You can see the cursor move past the code by using Reveal Codes. Bold or underline part of text marked by a hidden code called Reveal Code, for details you can see Alt + F3 Function.

## Up/Down arrow

How to move the cursor up/down in between the document  
If you press the arrow sign as follows:

Press [Home] [arrow]

[Home] [Home] [arrow] beginning/end of the document.

[Home][Home]

[Home][Up arrow] beginning of the document

[Esc] n [arrow] n lines up/down.

## Other uses of cursor movement

If you press the [Backspace] key, it will delete the writing on the left of the cursor. If you press [Del] the letter on top of the cursor will be deleted accordingly.

Press [Enter] will keep the rest of the line empty, any text following will move to the next line

[Center] the cursor will move to the centre

[Flush right] Insert a hard right aligned tab

- Inserts a hyphen character (minus sign)

/ Inserts a hyphen character (minus sign)

[-> Srch], [<- Srch],

[Replace] Extends search in headers, footers and notes

[Insert] Forces Typeover mode

[Home][Insert] Forces Insert mode

**Page Up/Down** The first/last text column.

If you press the Page Up [PgUp] key the cursor will move to the top of the previous page and again if you press the Page Down [PgDn] key the cursor will move to the top of the next page.

[Esc] n [Page Up/Down]

Moves the cursor to n pages forward/backward, where n may be any number

### **End Key**

Moves the cursor to the end of the current line. You can also press Home, Right Arrow for right end of line and Home, Home left arrow cursor move to the beginning of line.

### **Delete Key**

Place cursor on the character to be deleted and press del key to erase that character. Once you can delete a character(s), a word, a line or several lines even sentence(s), paragraph(s) and page(s) etc. depends on requirement.

[Esc] n [Del]	Delete n characters at or to the right of the cursor, where n is any number
Single Char.	Backspace or Del key or press Spacebar (Insert mode)
Word	Ctrl Key + Backspace key
End of line	Ctrl + End or Ctrl + k
End of page	Ctrl + PgDn
Sentence, Paragraph & Page	Ctrl + F4, select desired option

### **Undelete**

WordPerfect allows you to recover last three deletion. To undelete any deleted text press F1.

The screen will show: **Undelete: 1 Restore; 2 Previous Deletion:Q**

### **Insert/Typeover**

The Insert key denotes two functions alternately e.g. Switches between insert mode and typeover mode.

#### **Insert mode**

Characters are inserted at the location of the cursor. Existing characters are pushed to the right to make room for new ones. To force Insert mode on the current mode, press Home, Home, Ins. Insert is WordPerfect's default mode.

#### **Typeover mode**

When you press insert key again it replaces existing characters and on the status line shows "Typeover". If you again push the Insert key text will be inserted to the right, to make room for the new characters. Please remember during typeover mode the tab key will not function. To force typeover mode from of the current mode, press Home, Ins.

#### **Backspace**

Deletes a character or code to the left of the cursor.

- |                    |   |
|--------------------|---|
| [Ctrl] [Backspace] | Deletes one word at or to the left of the cursor. |
| [Home] [Backspace] | Deletes every word on the left of the cursor.     |

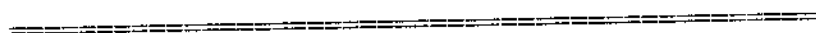
## **Tab (Gap)**

Moves the cursor to the next tab position on the same line. WordPerfects predefined tab stop is at every half an inch intervals. There are four basic types of tab sets available in WP: left, right center and decimal. Besides these each type of tab can have a dot leader, i.e. a series of period before the tab. By using the tab set feature (format key), you can determine the location, styles, and type of tabs. Text you type after pressing tab will be formatted differently depending on what style of tab you have chosen.

## **Page break [Ctrl + enter]**

If you wish to end a page i.e. to force a page to break at a certain point for example at the beginning of a new chapter, needs to go to next page. For page break, press Ctrl + enter key.

On the screen, a hard page break appears as a double dashed line as shown below:



## **4.1 WORDPERFECT: MAJOR FUNCTION KEYS**

When you work with WordPerfect package, whenever you wish to know about any command, from the table below just press F3 key twice for enhanced layout or F3 key twice + 1 for IBM layout and you will get this table on the screen. There are forty commands within ten function keys. In IBM Layout template last line of each shell indicate function key alone, its upper line e.g. 2nd line indicate Alt + respective function key; 3rd line indicates Shift + respective function key and upper line indicate Ctrl + respective function key.



Fig. 3: IBM Layout Template

F1	Shell (4) SETUP (3) Thesaurus (2) Cancel (1)	Spell < SEARCH Replace < Search	F2
F3	Screen SWITCH Reveal Codes Help	Move >INDENT< Block ->Indent	F4
F5	Text In/Out DATE/OUTLINE Columns/Table Exit	Font FORMAT Style Underline	F6
F7	Footnote PRINT Columns/Table Exit	Font FORMAT Style Underline	F8
F9	Merge/Short MERGE CODES Graphics End Field	Macro Define RETRIEVE Macro Save	F10

Legend:

Upper/fourth line(4)	Ctrl	+ Function Key
Third line (3)	SHIFT	+ FUNCTION KEY
Second line(2)	Alt	+ Function Key
Lower/Last line(1)		Function Key alone

## CHAPTER V

### FUNCTION KEY ALONE

#### 5.1 [F1] AS FUNCTION KEY ALONE

F1 as Function Key Alone again has two functions:

- i. Command cancel
- ii. Undelete

##### **i. Command cancel**

If you press one of the function keys by accident and get something on the screen you do not recognize, you may go back to where you were by pressing the F1 key to cancel the last command. By pressing F1 you can cancel the effect or operation of any function that displays a prompt or menu. It will also stop the operation of a macro or merge before it is finished.

##### **ii. Undelete**

When no other function is active this key undeletes (restores) up to three deletions. A deletion includes any group of characters or codes erased before the cursor is moved. WordPerfect temporarily inserts the most recent deletion at the cursor position. You can then restore the text or display the previous deletion.

When you press F1, the screen will show the last deleted text and give you two options:

1. Restore
2. Previous deletion

You can bring a deleted text several times on the screen. To do this copy a portion of text by block feature (pressing Alt + F4 or F12

key) and then delete it by del key. Now every time if you wish bring the text on the document just press [F1] and 1 the deleted text will appear on the cursor position. You can get earlier deletion portion before the latest deletion by pressing F1 and then selecting option 2, i.e, previous deletion. To restoring third deletion follow these process: first press F1 and select option 2 for previous deletion. Again select option 2. On the screen you will see text of third deletion. To restore it now select option 1 and you would restore third deletion part of text.

## 5.2 [F2] AS FUNCTION KEY ALONE: SEARCH

Search forward (F2) or backward (Shift + F2) through your text for a specific combination of characters and/or codes. After entering the search text, press Search i.e press F2 key again to start the search. If the text is found, the cursor will be positioned just after (to the right of) it. Lowercase letters in the search text match both lowercase and uppercase. Uppercase letters match only uppercase.

When you press F2 key, the screen will show:

- > **Srch:**\_ (Search forward)

When you press Shift + F2, the screen will show:

<- **Srch:**\_ (Search backward)

When word does not match or is not found, the screen will show:

\* **Not found** \*

## EXTENDED SEARCH

Pressing Home before pressing Search extends the search into headers, footers, footnotes, endnotes, graphics box captions, and text boxes. To continue the extended search, press Home + F2.

### **5.3 [F3] AS FUNCTION KEY ALONE: HELP (How to know the keystrokes for a command)**

To view a list of WP command features, press help [F3]. Then press first letter of the desired command (for list of important commands see Appendix - A). The monitor/screen then will bring a section of the list of command with the specific command in the middle and the respective key(s) on the side.

Again to find details about major functions please press F3 and then any of the respective function key(s).

#### **Template**

Please press F3 key twice for enhanced layout template or [F3] key twice and 1 for IBM layout template of all the functions.

### **5.4 [F4] AS FUNCTION KEY ALONE >INDENT [F4]**

Whereas Tab move the whole line away -- > Indent [F4] moves away a whole paragraph without any deletion.

Again after pressing ---> Indent [F4] if you press enter key the paragraph will return to its initial position. However, if you press Hard page (Ctrl + Enter) after indent the entire text since the indented paragraph will move to the beginning of the next page. After pressing indent key if you press margin release (Shift + Tab) then the entire paragraph except the character under the cursor will move away. This situation is called hanging indent.

Example: Para below is a normal text.

Karim, Z., Ibrahim, A.M., Iqbal, A. and Ahmed, M. 1990. Drought in Bangladesh Agriculture and Irrigation Schedules for Major Crops. BARC, Soils Pub. No. 34, 1-15.

If you press indent i.e., press F4 shows as below paragraph.

Karim, Z., Ibrahim, A.M., Iqbal, A. and Ahmed, M. 1990. Drought in Bangladesh Agriculture and Irrigation Schedules for Major Crops. BARC, Soils Pub. No. 34, 1-15.

If press indent [F4] and margin release i.e., [Shift + Tab] para shows as below paragraph (hanging indent).

Karim, Z., Ibrahim, A.M., Iqbal, A. and Ahmed, M. 1990. Drought in Bangladesh Agriculture and Irrigation Schedules for Major Crops. BARC, Soils Pub. No. 34, 1-15.

To indent a paragraph from both the side i.e., from the left margin and also from the right margin please press Shift + F4.

For example see the below paragraph:

Karim, Z., Ibrahim, A.M., Iqbal, A. and Ahmed, M. 1990. Drought in Bangladesh Agriculture and Irrigation Schedules for Major Crops. BARC, Soils Pub. No. 34, 1-15.

### **How to Remove Indent**

Move the cursor in front of the paragraph. Now to remove indent go to reveal code by pressing [F11] key or [Alt + F3] key and move the cursor to [->Indent] and press delete key. The para will go back to its original position.

## 5.5 [F5] FUNCTION KEY ALONE - MANAGING LIST FILES

To retrieve a file: Press [F5] and then Enter key, WP will show a list of default directory filename. At the bottom of the file list please note the desired function. If you move the cursor on the desired file and then press O or R (this is the indicator for open or retrieve) the file will appear on the monitor.

Apart from list of files under [F5 + ←], there can be numerous files in the Hard or floppy disk. In that case you have to know the name of the directory of the file(s). If you press F5 only, the bottom of the screen will show current path for example C:\WP51\\*.\*. Then please type specific path for example: C:\ (name of the directory where your file remain)\\*.\* then you will see the entire file list on the monitor.

The simplest way to open a document is to use the list [F5 + Enter]. This will display the list of files. Pressing [F5 + Enter], at the normal editing screen invokes the List of Files feature which lists all files available. When WordPerfect displays the template (e.g., C:\files\\*.\*), press enter to display all the files in the current default directory, or edit the template to display the directory and files you wish to view.

Pressing List at a "Filename:" prompt (e.g., Graphics Box Definition, Style Definition) allows you to use List Files to find and retrieve a file.

To retrieve a document from list feature, perform the following steps:

S 1: Press List [F5]:

A prompt appears in the lower left corner of the screen, listing the current drive, subdirectory, and file specification. (The default file specification is \*.\* , which means all files)

- S2: Press enter. The editing screen is replaced by the list of files. (see fig. 4)
- S3: If you see the document you want to retrieve, use the cursor by up, down, left, and right arrow keys to go on to your desired file. If you wish to see the materials of any document, bring the cursor on that filename and press enter. Here you can see the document, move around the document but can't edit. If you don't see the name of the document you want to retrieve, do the following:
- Select Name Search (N) from the menu at the bottom of the screen.

Fig 4: Screen design of the file list

06-23-93		Directory c:\wp51\*.*			
Document Size:0		Free: 27,744.25 Used: 4,562.414 Files: 134			
.. Current <Dir>				.. Parent <Dir>	
Learn.	<Dir>	06-21-93	12 10a	ALTP	WPM 123 06-29-90 12 00p
AGRIPOLI 111	11,500	01-10-92	09 15a	BICYCLE 123	10,500 05-01-90 08 00a
CALENDAR 95	2,500	08-12-92	11 30a	CHARAC.DDD	12,370 09-26-92 09 15a
DIPLOM COM	65,780	10-22-91	10 30a	DISK HD	3 300 10-22-90 10 00a

1 Retrieve 2 Delete 3 Move/Rename 4 Print 5 Short/Long Display 6 Look;  
7 Other Directory 8 Copy 9 Find; N Name Search: 1

- Type the first few letters of the document's name, the cursor moves to the name of the document you are looking for.
- Press enter to end Name Search. If you think you've found the document you want, but aren't sure, you can use Look (6) to "View" before retrieving. You can scroll through the text of the document using arrow key, Page up, Page down and Home (in connection with arrow) keys.

You also look at the next or previous document in the list by choosing Next Doc (1) or Prev Doc (2).

Press Exit [F7], Enter or spacebar to return to the List File screen.

- S 4: When you confirm the file name, choose Retrieve (1) and press enter to retrieve the file.

### 5.5.1 HOW TO MARK A FILE

In order to mark the files for copies or deletion or other purpose Press F5 and type path or directory name and then press enter. The files on that directory will appear on the screen. Now press [Alt + F5] together and all the file on the screen will be marked by \* symbol. Now from the bottom of the screen you may select 2 for deletion or 8 for copying all the marked files. Otherwise with the cursor on a particular file you may mark that particular file only by Pressing Shift + 8 key at a time, and to unmark the file repeating Shift + 8 key. Please see the fig. 5 for an idea of marked files on the screen list.

Fig. 5: Mark File by pressing Alt + F5 on list file screen.

Current <Dir>				Parent <Dir>			
Learn.	<Dir>	06-21-93	12:10a	*ALTP	WPM	123	06-29-90 12:00p
*AGRIPOLI.1	11,500	01-10-92	09:15a	*BICYCLE	123	10,500	05-01-90 08:00a
*CALENDAR	92,500	08-12-92	11:30a	*CHAR.DOD		12,570	09-26-92 09:15a
*DIPLO.COM	65,780	10-22-91	10:30a	*DISK	HD	3,300	10-22-90 10:00a

1 Retrieve; 2 Delete; 3 Move/Rename; 4 Print; 5 Short/Long Display; 6 Look;  
7 Other Directory; 8 Copy; 9 Find; N Name Search: 1



## **5.5.2 PRINT FILES FROM LIST FILES**

To perform an action on a file, move the cursor on the file. To perform an action on several files at a time, mark each of the files (either move to each file and press \*, or mark all the files in the directory with [Alt + F5] and then select the action. You can then delete, print, copy, or search the marked files.

To print the earmarked list please press 4 or P from status line menu below the screen. When you press 4 or P again on the left corner of the screen shows:

### **Print marked files? No (Yes)**

Here you press Y to print all the marked files. Now again on the left corner below the screen appears:

### **Page(s): (All)**

Here please just press enter key to print all the pages of the marked files. To print different pages of a file as required see print option.

## **5.5.3 CHANGING PATHS FROM LIST FILES SCREEN**

If you cannot find the document you want, you may be looking on the wrong disk or in the wrong directory. You can change the path using these steps:

S 1: Press List (F5)

S 2: Press enter

S 3: Choose Other Directory (7) and type the name of the new directory

S 4: Press Enter twice for access to the directory

or

S 1: Press List (F5)

S 2: Type your desired drive name, directory, sub directory and file name i.e. C:\DOS\LOTUS\\*. \* Press enter

## **5.6 [F6] AS FUNCTION KEY ALONE BOLD ON/OFF [F6]**

The F6 key deals with making a line/word/text appears to be boldfaced . Thus after pressing F6 whatever you type on the screen will be in bold letters and as you want of conclude the action please press F6 key again to stop.

If you wish to convert previously typed text to boldface , move the cursor to beginning and press Alt + F4 or F12 key to block e.g. highlight the text on the monitor. Then if you press F6 key only once, the entire highlighted text will be in bold letters.

Conversely to delete bold text please press Alt + F3 or F11 key for reveal code and bring the cursor on [BOLD] and press del key, bold letters will become normal typed text.

Note: When the effect of bold text is on the (Pos) mark on the status line at the bottom right appears in bold as a reminder.

## **5.7 [F7] AS FUNCTION KEY ALONE - EXIT**

F7 key gives you the option to save your document and then allows you to either exit from WordPerfect or to put the text away from the screen.

Exit is also used to exit from editing header, footer, style, footnote, table, equation etc.

Again when you are examining a subtext on the main screen, pressing F7 will release you from the sub text to the main screen. Pressing F7 again will release you from the main screen. Thus if you are on a subtext within a subtext you have to press F7 several times leave the monitor.

By using [F7] Key save your document as well as end editing and leave WP.

S 1: Select: F7

S 2: Save document? Yes (No) appears on the screen if you press Y, on the screen appear

S 3: Document to be saved? (enter file name)

S 4: Exit WP? No (Yes)

If you wish to work on a new document or vacate the screen (and memory of the machine) press [enter] or type N. If you wish to exit completely out of WordPerfect, press Y for yes and you will return to the DOS prompt.

### **Clear The Screen**

S 1: Press F7

S 2: Save document? Yes (No)

Reply "Y" or "N" depends on whether you wish to save the document or not. If you press Y for saving the document then on screen appears save the document with file, here you press enter key for saving and you can also change the file name by typing new file name and press enter.

S 3: **Exit WP? Yes (No)**

Here, press N to remain in the WordPerfect Editing Screen for new work to be done, otherwise press Yes for exit.

## **5.8 [F8] AS FUNCTION KEY ALONE UNDERLINE ON/OFF**

To underline the printed text press F8. Press Underline (F8) again to turn off underlining feature.

By highlighting a text by blocking e.g. [Alt + F4 or F12] key and then pressing F8 key you can underline the entire text.

To delete underline, press [Alt + F3] for Reveal Code; bring the cursor on [Und] and press del key, underline will be erased.

Underlining this way may also cause underling the blank space. To avoid underlining on the blank space, with the desired text on the screen follow these steps:

- S 1: Shift + F8
- S 2: Select 4 (other)
- S 3: Select 7 (Underline)
- S 4: Underline Spaces Yes (No) Type N
- S 5: Press F7 for exit and spacebar. Your desired text will reappear
- S 6: Press F8 to start underling the text only at desired places/spots.

Note: When underline is on, the POS on the status line is underlined as a reminder.

## **5.9 [F9] AS FUNCTION KEY ALONE END FIELD**

Insert an {End field} commands, which ends a field in secondary merge file, or ends key board input during a merge file for detail concept see [Shift + F9] function feature.

## **5.10 [F10] AS FUNCTION KEY ALONE SAVE:**

Saves the current document on disk. Remember that the file name should be one that has upto eight characters and a period i.e., full stop, and an extension up to three characters, example of a file name: Document.txt. If a file already exists on disk e.g. in case of old file saving WordPerfect prompt you have to replace the previous file with the new editing or change that you have done at the present, press Y to update the with new editing. In case of typing file name capital and small letters make no differences.

Files may also be saved using the Long Document Names feature. A long document name can contain up to 68 characters and is saved with your document along with the regular DOS filename (see Long Document Names on the Document Management/Summary screen under Setup: Environment). Exit may also be used to save the document that you are working on. The only difference is that the Save key returns you to your document.

WordPerfect saves documents quickly without formatting, reducing the saving time. You may change this option in the Setup: Environment menu (Shift F1, 3, 5).

By WP you can save Document/Text in two ways:

1. Save Key - F10
2. Exit Key - F7

### **Saving Process 1: [F10]**

Press F10 key. The following Prompt will appear at the lower left corner of the screen:

**Document to be saved;**

Type the name of the file and press ← If it is a new document that has never been saved, you need to give it a name.

Examples: BUDGET.FIN test.doc.txt

If you saved document earlier, you will see the file name:

**Document to be saved: C:\WP51\BUDGET.FIN**

When press ← (enter) you will see the following message:

**Replace C:\WP51\BUDGET.FIN? No (Yes)**

Press Y to save under the same name. Otherwise press N.

**Saving Process 2: Exit Key [F7]**

For Exit Key [F7] look above.

## **BACK UP FILE**

At the time of editing or altering text if you want to keep the original on a backup file follow the following process:

S 1: Press Shift + F1

S 2: Select 3 (Environment)

S 3: Select 1 S 4: Select 2 S 5: Type Y

S 6: Press F7 and go to editing screen and save the file. The file has its original name but its extension will be identified as BK!.

If you want to keep the back file with latest change, press F10 and enter key, the prompt will ask you replace, if you type Y, create a backup file.



## CHAPTER VI

### SHIFT AND FUNCTION KEYS

#### 6.1 SHIFT + FUNCTION KEY [F1] SETUP

Allows you to change the default settings. Changes made here will remain in effect each time you start WordPerfect. If you want to change the format settings temporarily, use the format key [Shift + F8]. If you press [Shift + F1] key the following menu will appear on the screen:

##### Setup 1: Mouse

- 1 - Mouse
- 2 - Display
- 3 - Environment
- 4 - Initial Settings
- 5 - Keyboard Layout
- 6 - Location of Files

##### Setup 2: Display

Press Shift + F1 key together then press 2 for display feature (Shift, F1, 2). This option contains, which affect the way information is displayed on the screen.

##### Setup2:Display

- 1 - Colors/Fonts/Attributes
- 2 - Graphics Screen Type     VGA 640x480 16 Color
- 3 - Text Screen Type   Auto Selected
- 4 - Menu Options
- 5 - View Document Options

## 6 - Edit-Screen Options

### Setup 2.1: Colors/Fonts/Attributes [Press Shift + F1,2,1]

Determines how text with attributes (i.e. bold, italics) will appear on the screen. Screen appearance of text does not affect the text to be printed. You can change the settings of menu if you wish to change text to be displayed on the screen. Many of the columns can be set to either Yes or No. Select Yes to turn on the attribute and No to turn off. You can also press the space bar to choose between Yes or No.

Fig.6: Setup attributes menu

Attribute	Blink	Bold	Block	Und	Normal	Sample
Normal	N	N	N	N	Y	Sample
Blocked	N	N	Y	N	N	Sample
Underline	N	N	N	Y	N	Sample
Strikeout	N	N	N	N	Y	Sample
Bold	N	Y	N	N	Y	Sample
Double Und	N	N	N	N	Y	Sample
Redline	N	Y	N	N	Y	Sample
Shadow	N	N	N	N	Y	Sample
Italics	N	N	Y	N	Y	Sample
Small Caps	N	N	N	N	Y	Sample
Outline	N	N	N	N	Y	Sample
Subscript	N	N	N	N	Y	Sample
Superscript	N	N	N	N	Y	Sample
Fine Print	N	N	N	N	Y	Sample
Small Print	N	N	N	N	Y	Sample
Large Print	N	N	N	N	Y	Sample
V. Large Pr	N	N	N	N	Y	Sample
Ex. Large Pr	N	N	N	N	Y	Sample
Bold & Und	N	Y	N	Y	N	Sample
Other Com.	N	N	Y	N	N	Sample

Switch documents; Move to copy settings Doc 1



## Setup 2.2: Graphic Scr. Type (Press Shift + F1,2,2)

---

ATI  
Compaq Portable  
Hercules InColor  
IBM 8514/A  
IBM CGA (& compatibles)  
IBM EGA (& compatibles)  
IBM MCGA (& compatibles)  
\* IBM VGA (& compatibles)  
MDS Genius  
Toshiba Portable  
Video 7

---

**1 Select; 2 Auto-select; 3 Other Disk; N Name Search: 1**

## Setup 2.4: Menu Options (Press Shift + F1,2,4)

This option allows you to change the appearance of menu letters, pull-down menus, and the menu bar. To determine how attributes are displayed please see Colors/ Fonts/ Attributes [Shift + F1, 2, 4].

1 - Menu Letter Display	BOLD
Pull - Down Menu	
2 - Pull-Down Letter Display	REDLN
3 - Pull-Down Text	SHADW
4 - Alt Key Selects Pull-Down Menu	No
Menu Bar	
5 - Menu Bar Letter Display	REDLN
6 - Menu Bar Text	SHADW
7 - Menu Bar Separator Line	No
8 - Menu Bar Remains Visible	No

Selection: 0

note that below left of every such menu the cursor will appear on the letter 0 of "Selection: 0" so that you can choose the desired number from the menu.

### Setup 2.6: Edit-Screen Options [Shift + F1,2,6]

1 - Automatically Format and Rewrite	Yes
2 - Comments Display	Yes
3 - Filename on the Status Line	Yes
4 - Hard Return Display Character	
5 - Merge Codes Display	Yes
6 - Reveal Codes Window Size	10
7 - Side-by-side Columns Display	Yes
Selection: 0	

### Setup 3.3: Cursor Speed [Press Shift + F1,3,3]

If you wish to type 40 character per second just press Shift + F1 then press 3 below environment menu will display on the screen.

### Setup 3: Environment

1 - Backup Options	
2 - Beep Options	
3 - Cursor Speed	50 cps
4 - Document Management/Summary	
5 - Fast Save (unformatted)	Yes
6 - Hyphenation	External
7 - Prompt for Hyphenation	When Required
8 - Units of Measure	
9 - Alternate Keyboard	No
( F1-Help, Exc-Cancel, F3-Repeat)	
Selection: 0	



When above menu appear on the screen again press 3 to change cursor speed.

At the bottom of the screen will show:

**Characters Per Second: 1 15; 2 20; 3 30; 4 40; 5 50; 6 normal; 0**

Just press 4 to change character speed level at 40 character per second (cps).

## **SAVING AS HABIT AND AUTOMATICALLY SAVE**

### **Saving as habit**

When you are working on a document for a long time you have to save it, as a habit after every few minute by pressing F10 as precaution. However, you may not remember always to save it while working. The possibility of power failures makes it even worse. To avoid such pitfalls you can set up or save a document automatically after a certain period by following these steps:

### **Automatic Save**

- S 1: Press Shift + F1
- S 2: Press 3 (Environment) This will bring a menu on screen with selection at the bottom
- S 3: Press 1 (Backup options) This will bring another menu on the screen
- S 4: Press 1 (Timed Document Backup)
- S 5: Press Y (Yes)
- S 6: The screen will show: Minutes between backup  
If you wish to save document after 20 minutes, type 20 and press enter.  
However, after every such 20 minutes you have to stop working for a few seconds, because computer will automatically save the document for the safety.

S 7: Press F7 to return to the document

### **How to Make a Backup File**

A backup file is the copy of the document/text/file you are currently working exactly as it was before you commenced your work. As such in case you want to see, recall or in any way you want a copy of file before alteration done. For this purpose you can create a backup file with (name of the file).bk!. To create a backup file of a document please follow these steps:

S 1: Press Shift + F1

S 2: Press 3 (Environment)

S 3: Press 1 (Backup options)

S 4: Press 2 (Original Document Backup)

S 5: Press Y (Yes)

S 6: Press F7 to return to the document

S 7: Prepare file and press F10 (Save), give a file name say: text

S 8: Again Press F10 ←

S 9: Press Y (Yes)

The screen will show:

**Replace** : file name

Type Y for replacing the document i.e. to create a backup file otherwise press enter.

Note: Extension of backup file is .bk!. It is easy to see backup file from list (F5) menu. Following the above process by creating backup file, you will see backup (text.bk!) file from list menu.

## Other Menus

### Setup 4: Initial Settings (Shift + F1,4)

- 1 - Merge
- 2 - Date Format July 12, 1993
- 3 - Equations
- 4 - Format Retrieved Documents No  
for Default Printer
- 5 - Initial Codes
- 6 - Repeat Value 8
- 7 - Table of Authorities
- 8 - Print Options

Selection: 0

### Setup 4.8: Print Options (Shift + F1,4,8)

- 1 - Binding Offset 0"
- 2 - Number of Copies 1
- 3 - Graphics Quality Medium
- 4 - Text Quality High
- 5 - Redline Method Printer Dependent
- 6 - Size Attribute Ratios -Fine 60%  
(% of Normal) Small 80%  
Large 120%  
Very Large 150%  
Super/Subscript 60%

Selections: 0

## Setup 6: Location of Files (Shift + F1, 6)

1 - Backup Files	C:\WP51\DATA
2 - Keyboard/Macro Files	C:\WP51
3 - Thesaurus/Spell/Hyphenation	
Main	C:\WP51
Supplementary	C:\WP51
4 - Printer Files	C:\WP51
5 - Style Files	C:\WP51
Library Filename	C:\WP51\LIBST
6 - Graphic Files	C:\WP51
7 - Documents	C:\WP51\DATA
8 - Spreadsheet Files	

## 6.2 SEARCH BACKWARD [SHIFT + F2]

You can search word backward from the current cursor position by pressing Shift + F2 key. As soon as you see the search prompt ← Srch: type here the word for searching and press F2. Here, you can change direction the search from ← Srch: to position → Srch forward, just by typing down arrow ↓ key, again if you press up arrow ↑ key search mode change according to the direction.

## 6.3 SWITCH BETWEEN DOCUMENTS [SHIFT + F3]

With WP 5.1 you can work simultaneously with two documents. The Doc 1 window is the default window. You can switch from document one to another (e.g. Doc 2) by pressing [Shift + F3]. The status line will show in which document you are now working. If you need some text from another document to insert into your existing document just press Switch [Shift + F3]. List [F5] file, bring the cursor on the document and you can retrieve the document on the screen by pressing 1 or R and please take the cursor in front of the desired text, now block the text by [Alt + F4 or F12] key and

now delete it by pressing Del key, again press [Shift + F3] to go to working document. Take the cursor where you wish to insert the deleted text on the current document. Then undelete the text by F1 and 1 the whole deleted text will come on the screen.

Note: Always remember that in case of switching documents block (F12 or Alt +F4) must be off. You can move and copy the text from one document to another easily by using moving, coping and deleting procedures. Even you can see two document on a screen by reducing first document window (Ctrl + F3, 1) say from default 22 line to 11 line. If you open two documents, you will see Doc 1 on the upper part of the screen on the status line and Doc 2 on the lower part of the screen e.g. status line divide the two documents.

### **6.3.1 SWITCH BETWEEN CAPITAL AND SMALL LETTER/ CHANGE CASE: BLOCK + [SHIFT + F3]**

Without retyping you can change a block from capital letter (uppercase) to small letter (lowercase) and vice versa. When converting to lowercase, the beginnings of sentences are left capitalized (if you include the punctuation from the preceding sentence), as well as words such as I and I'm.

To change a block of text to uppercase or lowercase, follow these steps:

- S 1: Use block [Alt + F4, or F12] to highlight the text you want to change onto upper or lowercase.
- S 2: Press Switch [Shift +F3].
- S 3: Select Uppercase (1) or select Lowercase (2)

If you are switching from upper to lowercase, be sure to review your text for accuracy. WordPerfect may not capitalize every word (say decimal number) correctly.

## **6.4 -> INDENT <- [SHIFT + F4]**

To indent the left and right margin equally, first of all bring the cursor to the beginning of the paragraph. Now press [Shift + F4]. The text will go to the next tab position from both left and right side of the paragraph.

## **6.5 DATE/OUTLINE [SHIFT + F5]**

This options assists you to insert the current date into your document. It also help to create outlines and numbered paragraphs. If you press [Shift + F5] key at a time the following menu will appear on the screen:

- 1 - Date Text
- 2 - Date Code
- 3 - Date Format
- 4 - Outline
- 5 - Paragraph Numbering
- 6 - Define

### **Insert Date in the Document**

To choose the style of date please press [Shift + F5] and then press 3 for date format. From the menu you can choose your desired style and anywhere in the document you insert current date, press [Shift + F5] then press 1. Current date according to format will be inserted on the cursor position.

### **Outline [Shift + F5, 4]**

The outline feature automatically generates a new paragraph number every time you press enter. It has sub paragraphs or sublevels. Tab steps determine the level number at the left margin.



A number is the top level; one tab stop to the right is the second level; two tab stops is third level; and so on. Example of outline is shown in Fig. 7.

Fig 7: Default outline (i.e. I.A. I.a and so on)

---

Agriculture

I. Definition

A. Crop

B. Rice

C. Wheat

1. Production

2. Marketing

a. Results & Discussion

b. Conclusion

---

At the beginning of the document before opening the outline feature please type the title and author's name and address etc. of the document, e.g. the text you want to include before outline feature is on. Then keep the cursor in front of the starting a new paragraph. Now turn on outline (Shift + F5,4) and complete the following steps.

S 1: Type necessary text before outline feature is on, and press enter key. Then go to the starting position of the new paragraph.

S 2: Press Shift + F5

The screen will show: **1 Date text; 2 Date code; 3 Date format; 4 Outline; 5 Para num; 6 Define:0**

S 3: Press 4 (Outline)

S 4: Press 1 (On)

S 5: Press ← (the screen will show: 1.)

S 6: Press space bar type heading and press enter

S 7: Press tab key and the screen will show: A.

Type next heading in front of A. and press ← (enter key).

### **Outline as Paragraph Style**

The Outline feature automatically generates paragraph numbers. Each time you press enter, you create a new paragraph number. Within the line, each time you press tab, you create a new level of paragraph number as (1., A., a., and so on). Outline is a default paragraph number.

To define outline follow these steps:

S 1: Keep cursor in front of starting new paragraph

S 2: Press [Shift + F5]

S 3: Press 6 (Define)

Some options appear on the screen

S 4: Select 2 (paragraph) [1.a.i.]

S 5: Press F7

S 6: Press 4 (Outline)

S 7: Press 1 (On)

S 8: Press ← (enter key)

## **Outline as legal Style**

When you wish to create outline as paragraph number, at the same time you can choose one outline style say legal for paragraph numbering. To define legal outline style follow these steps:

S 1: Keep cursor in front of starting new paragraph

S 2: Press Shift + F5

S 3: Press 6 (Define)

Some options appear on the screen

S 4: Press 4 [Legal (1.1.1.)]

S 5: Press F7

S 6: Press 4 (Outline)

S 7: Press 1 (On)

S 8: Press ↵ (enter key)

## **TO STOP OUTLINE**

To stop outline, follow these steps:

S 1: Press Shift + F5

S 2: Press 4 (Outline)

S 3: Press 2 (Off.) (To end outline)

## **6.6 CENTER [SHIFT + F6]**

To move heading place the cursor to the utmost left of the line and press Shift + F6. Then the line will move to the center. You can also move by blocking a line/lines/word/heading/part of text. To do this first block the desired text by pressing Shift + F6 key together, then from anywhere on the screen the text will move to the center (Shift + F6). To place dot leaders in front of the centered text, press Center twice. To create a Hard center tab before the next tab stop, press Home key then press Center (i.e. Shift + F6).

## **Between margins**

- a. To center a line, place the cursor at the left margin and press center. Any text typed will automatically be centered until Tab, Flush Right, or Enter is pressed.
- b. With an existing line of text, press center at the beginning of the line. The line will be centered after you press Down Arrow or select an action that rewrites the text.

## **Over columns**

- a. Over a text column, press Center at the column's left margin.
- b. Over a column created with tabs or indents, press tab key to transfer the text or typed text at the center of the next tab position, press Home + Center key.

## **Several lines**

You can center several lines by first blocking the text and pressing center [Shift + F5]. WordPerfect places a [Just:Center] code at the beginning of the block, and a [Just:] code at the end of the block. The second justification code returns justification to its setting before the block.

## **6.7 PRINT [SHIFT + F7]**

To print a document or a page from an open document just Press [Shift + F7], you will get a menu like Fig.8.

Fig. 8: Print Menu

---

Print

- 1 - Full Document
- 2 - Page
- 3 - Document on Disk
- 4 - Control Printer
- 5 - Multiple Pages
- 6 - View Document
- 7 - Initialize Printer

Options

- |                                  |               |
|----------------------------------|---------------|
| S - Select Printer               | Epson LQ-1050 |
| B - Binding Offset               | 0"            |
| N - Number of Copies             | 1             |
| U - Multiple Copies Generated by | WordPerfect   |
| G - Graphics Quality             | Medium        |
| T - Text Quality                 | High          |

Selection: 0

---

### Print Full Document

To print full document follow these steps:

- S 1: Retrieve file which you want to print
- S 2: Scroll between document by Pg Up and Pg Down keys to see whether the document setup is alright
- S 3: Press F10 to save document for security
- S 4: Press Shift + F7
- S 5: Press S for printer setup, if printer is OK then omit this step, please remember to power/switch on the printer.
- S 6: Press 1 for printing full document

### **For Printing one page only**

To print a page of a document follow these steps:

- S 1: Open/retrieve the document to be printed and bring the cursor on the respective page and switch on the printer
- S 2: Press Shift + F7
- S 3: Press 2 (printing of a page)
- S 4: Print the document within a few moment  
The screen will show: "**Please wait**"

### **6.7.1 PRINT A FILE FROM LIST MENU**

To print a file from list menu follow these steps:

- S 1: Press F5 (list file)
- S 2: Press enter and select drive and directory then place cursor on the desired file to print
- S 3: Select 4 (Print)
- S 4: Press ←↵ (enter key) to print all pages
- S 5: Press F7 to exit.

### **Print number of files at a time**

To print number of files from list menu follow these steps:

- S 1: Press F5
- S 2: Select drive and directory
- S 3: Place the cursor on respective file and mark asterisk by Shift + 8 and this way mark desired files
- S 4: Select 4 (print). At this time the screen will show:

### **Print marked files? No/Yes**

- S 5: Press Y for printing all marked files.
- S 6: Press ←↵ (enter key)

Note: If you wish to print one file among the marked files. Press Shift + 8 to unmark the remaining files and keep the mark only to print the file or unmark all files and keep cursor on that file which you wish to print.

### **6.7.2 PRINT MULTIPLE PAGES OF A FILE**

To print different pages of a file follow these steps:

- S 1: Retrieve file by Shift + F10 or F5 (list file)
- S 2: Press Shift + F7
- S 3: Press 5 (multiple pages)
- S 4: Suppose you print pages 1 to 5, 10 and 14 to 20 in that case type in front of page(s):1-5,10,14-20
- S 5: Press ←↵

### **6.7.3 CONTROL PRINTER BY CANCELING PRINT COMMAND**

To control printer by canceling print command follow these steps:

- S 1: Shift + F7
- S 2: Press 4 (Control Printer)
- S 3: Press 1 (Cancel jobs) and type \* to cancel all print jobs.
- S 4: Press Y (Yes)
- S 5: Press F7 to exit

### **Control Printer from Queue**

To control printer from queue command follow these steps:

- S 1: Open file
- S 2: Shift + F7
- S 3: Press 1 (Full document)
- S 4: Press Shift + F7
- S 5: Press 4 (Control printer)
- S 6: Press 2 (Rush jobs)

S 7: Press 5  
 S 8: Press ←  
 S 9: Press N  
 S10: Press 5 (Stop)  
 S11: Press 4 (go start print)  
 S12: Press 1 cancel jobs (type \* to cancel all print jobs)  
 S13: Press Y  
 Shift + F7,4 or C  
 Print: Control Printer

Fig. 9: Current Job on Printer

Job Number:	None	Page Number:	None
Status:	No Print jobs	Current Copy:	None
Message:	None		
Paper:	None		
Location:	None		
Action:	None		
Job List		Job Document Destination	
Print Options			
Additional Jobs Not Shown:	0		

1 Cancel Job(s); 2 Rust Job; 3 Display Joh; 4 Go (Start Print); 5 Stop: 0

#### 6.7.4 BLOCK PRINT

To print a block complete the following steps:

- S 1: Block the desired part of text [Alt + F4 or F12]
- S 2: Keep the cursor in between block
- S 3: Press Shift + F7

The screen will show: **Print Block? (Y/N)**

- S 4: Press Y to print the block



## 6.7.5 PRINT DOCUMENT FROM DISK

To print document from disk complete the following steps:

S 1: Press Shift + F7

S 2: Select 3 (Document on Disk)

S 3: Enter file name

S 4: Page(s): (All) displays on the status line

S 5: Press enter to print all document otherwise select pages.

## 6.7.6 PRINT CONTROL MENU DESCRIPTION

On the editing screen when we press shift + F7 + 4 we see print control menu. At the bottom of print control menu there are five options:

**1 Cancel Job(s); 2 Rush Job; 3 Display job(s); 4 Go (start printer); and 5 Stop:0**

Description:

- 1 Cancel Job(s): Select this option (1) to cancel any print job. WP asks you to cancel all jobs or current one. To cancel current job just press enter and cancel all print jobs to type \* and press enter. If your printer doesn't respond you may see message "Press enter if printer doesn't respond"
- 2 Rush Job: This option (2) lets you print any file if it is down into the print list. If you interrupt the current job, it will resume printing, when the rush job is done
- 3 Display job(s): This option(s) lets you show all print jobs on the screen.
- 4 Go (start print): To resume or stop printing, by this option(s) you can again run printer.

- 5 Stop: When you want to stop or suspend printing for any reason (say printer out of paper or jams or need to replace ribbon etc.) without canceling the print job and if you don't want to resume this print job, you should press cancel instead of stopping.

### 6.7.7 SELECT PRINTER

To select printer follow these steps:

- S 1: Press Shift + F7
- S 2: Press S (Select Printer)
- S 3: A list of printer appears on the screen. If the desired printer doesn't come, select additional printer list
- S 4: Press 1 (Select)
- S 5: Press F7 to exit

Select Printer: Additional Printers (Shift + F7,5,2)

- Epson Action Printer 2000
- Epson Action Printer 4000
- Epson ActionPrinter L-1000
- Epson ActionPrinter T-1000
- Epson Ex-1000
- Epson FX-1050
- Epson FX-286
- Epson FX-80
- Epson FX-85
- Epson LQ-1000
- Epson LQ-1010
- Epson LQ-1170
- HP Laser Jet III
- HP Laser Series II
- IBM 4029 LaserPrinter (PCL5) 5
- IBM 4029 LaserPrinter 6

The screen will show: **1** Select; **2** Other Disk; **3** Help; **4** List Printer Files; **5** Name Search **1**

## **6.7.8 ADJUST GRAPHICS/TEXT QUALITY OF PRINTER**

S 1: Press Shift + F7

S 2: Press G for Graphics and T for text quality

S 3: In both the cases at the bottom of the screen shows the following options:

Graphics/Text Quality: 1 Do Not Print; 2 Draft; 3 Medium; 4 High: \_

1 (Do not print) when graphics/text do not want to print

2 (Draft) select 2 or D for light quality printing

3 (Medium) select 3 or M for normal quality printing

4 (High) select 4 or H for best quality printing

S 4: Press F7 to exit.

To select the four options of Graphics/Text Quality, first please choose Graphics by G and Text by T then select the desired option by typing numerical number or letter.

## **6.7.9 MULTIPLE COPIES OF SAME PRINT**

To print multiple copies of text follow these steps:

S 1: Press Shift + F7

S 2: Press N for number of copies and type desired no of copies

S 3: Press ← (enter key)

S 4: Press F7

## **6.7.10 PRINTING WITH LASER PRINTER**

In case of printing with laser printer you may follow these steps

S 1: Press Shift + F7

S 2: Press U (Multiple copies generated).

- S 3: Press 2 (Printer) if you wish to print one page or many copies quickly
- S 4: Press F7 to exit

### **6.7.11 BINDING ADJUSTMENT OF PAGE**

If you wish to print your document back to back and to bind it like a book, you may leave some extra space for left margin of odd numbered page and right margin of even numbered pages. To do this follow these steps:

- S 1: Press Shift + F7
- S 2: Press B (Binding Offset)
- S 3: To reduce or increase margin in inch type numerical letter for example .5" to leave an extra half inch of space to the left or right margin of page
- S 4: Press ←| (enter key)
- S 5: Press F7 to exit

### **6.7.12 VIEW DOCUMENT/PRINT PREVIEW**

You can't see many pages and formatting changes on the screen. But without printing by seeing the document you can't realise exact page position with header, footer, page number and other formatting changes on the screen.

As such to see the document without printing, please follow these steps:

- S 1: Press Shift + F7 to display print menu
- S 2: Select 6 or V to view the document
- S 3: Press 1 for 100% or full paper size view; 2 for double of the size; 3 for full view and 4 for facing pages
- S 4: By Pressing Page Up and Down key, you can scroll through the document
- S 5: Press F7 to exit.

## 6.8 FORMAT [SHIFT + F8]

This function contains features which change the current document's format. Options on the Line, Page and other menus change the setting from the cursor position forward. Document format options change a setting for the entire document. To change the default settings permanently, use the setup key.

In official correspondence and professional writing, the quality of the output of a document, has a great impact. To change the setting of the character, line, paragraph, page or full document WordPerfect gives you a nice formatting feature. By WP you can easily set margins and tabs; centering, justifying, underlining, and boldfacing text; indenting text; and hyphenating words. You will get four options from the format (Shift + F8) menu or from the Layout pull down menu:

Fig. 10: Format Menu

---

1 - Line	
Hyphenation	Line Spacing
Justification	Margins Left/Right
Line Height	Tab Set
Line Numbering	Widow/Orphan Protection
2 - Page	
Center Page (top to bottom)	Page Numbering
Force Odd/Even Page	Paper Size/Type
Headers and Footers	Suppress
Margins Top/Bottom	
3 - Document	
Display Pitch	Redline Method
Initial Codes/Font	Summary
4 - Other	
Advance	Overstrike
Conditional End of Page	Printer Functions
Decimal Characters	Underline Spaces/Tabs
Language	Border Options

---

Selection: 0

## 6.8.1 FORMATTING LINES AND PARAGRAPHS [SHIFT + F8]

### Format Menu: Line formatting

Line in format menu controls operations for left and right margins, justification, tabs, line spacing, line height, line numbering, hyphenation, widow or orphan protection, and the alignment of the text or ultimately, the entire documents:

Fig. 11: Line formatting

---

Format: Line

1 - Hyphenation	No
2 - Hyp. zone Left	10%
Right	4%
3 - Justification	Full
4 - Line Height	Auto
5 - Line Numbering	No
6 - Line Spacing	1
7 - Margins - Left	1"
Right	1"
8 - Tab Set	Rel; -1", every 0.5"
9 - Widow/Orphan Protection	No

Selection: O

---

When a Block is on, press [Shift + F8] key (Format) to protect a block. This is called Block Protect. You can use Block Protect to keep a block of text and codes together on a page (such as a paragraph which may change in size during editing).

## 6.8.2 JUSTIFICATION

Functions of four justification given below:

- Left :           Align text against left margin, leaving right margin ragged
- Right :           Align text against right margin, leaving left margin ragged
- Centre :           Centre text between margins. Result is centering each line using (Shift + F6)
- Full :            Align text against left and right margins.

It allows you to specify how text is aligned with respect to left and right margins.

To do this follow the given below steps:

S 1: Press Shift + F8

S 2: Select Line(L) or 1

S 3: Select Justification (3). Then at the bottom of the screen appear:

**Justification: 1 Left; 2 Center; 3 Right; 4 Full: Q**

S 4: Select desired option by pressing numerical number or bold face letter

S 5: Press F7 or necessary space bar to back to the document.

You can take concept about all justifications by viewing fig.14.

Fig 12: Format of Justification

1. Left Justification (Type from left side)

2. Centre Justification (From Centre)

3. Right Justification (Type from right)

4. Full Justification (Type adjusting left and right margin equully)

### 6.8.3 LINE SPACING

Line spacing determines the number of lines that will be inserted for each soft return or hard return in the document. In wordperfect the default line spacing is 1. To change line spacing please follow the steps given below:

- S 1: Press (Shift + F8).
- S 2: Select line (1).
- S 3: Select line spacing (6) and enter desired number
- S 4: Press F7 for exit.

### 6.8.4 LEFT AND RIGHT MARGIN

You can change left or right margin if necessary; to change margin please follow the steps indicated below:

- S 1: Press [Shift + F8]
- S 2: Select 1 (Line)
- S 3: Select 7 and type the new values for both left and right margins
- S 4: Press F7 key twice to exit

### Tab Setting

By using the Tab Set feature (Format key), you can determine the locations, styles, and type of tabs. Text you type out after pressing Tab will be formatted differently depending on what style of tab you have chosen. WordPerfect allows you to easily change settings for tabs. Tab settings allow you to tab align, indent, and left/right indent.

WordPerfect's default tab setting is a left-justified tab in half-inch increments upto 14 inches. To change the setting in a document, press Format (Shift + F8), select Line (1) or access the Layout pull-



down menu and select line then choose Tab set (8). For new tab re-setting in the document please follow the given below steps:

S 1: Shift + F8

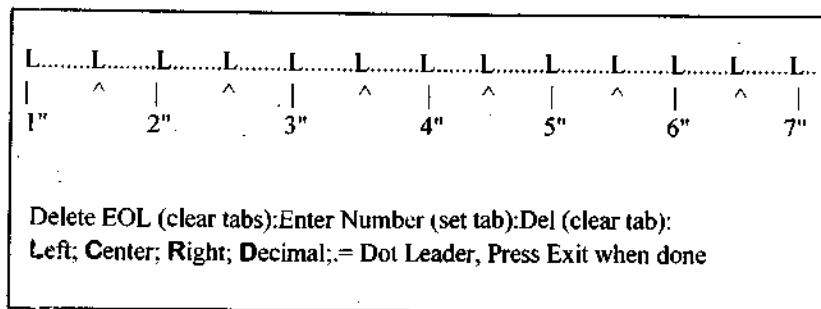
S 2: Select Line (1)

S 3: Select 8 or T for Tab Set, see fig.13 for tab setting. To erase existing or default tab setting please press Home left arrow to bring the cursor at the left most corner and now press Ctrl + End or Del key, existing tab set will be deleted now move across the ruler and according to your need please set tab L for left margin, C for Center, R for Right and D for Decimal tab

S 4: Press F7 twice to exit.

Fig. 13: Tab setting format

Now you will tab set ruler on the screen as follows:



### Concept about each type of tab setting:

**Left tabs:** Text continues from left to the right. Subsequent lines return to the normal left margin. Left tab is the most common tab type.

**Center tab:** Text is centered at the tab stop. A center tab works in a similar way as the Center (Shift + F6) feature.

**Right tab:** Text continues from right to the left.

Decimal tab: In case of numerical field or text set decimal tab.  
 You can see the different tab setting examples in Table 1.

Table 1: Example of tab setting

L	L	R	C	D
L.M	L.M	R.M	C.M	D.M
<u>L.NO</u>	<u>NAME</u>	<u>DEG</u>	<u>INSTITUTE</u>	<u>BASIC</u>
1.	MR.X	DIRECTOR	BARC	7800.00
2.	MR.Y	P.S.O	BARI	7100.00.
3.	MR.XYZ	ASST.PROF.	BAU	4800.00

L.M = Left Margin, R.M = Right Margin, C.M = Centre Margin,  
 D.M = Decimal Margin

### 6.8.5 FORMATTING PAGES [SHIFT + F8, 2]

Use the format [Shift +F8] menu feature 2 for changing page-formatting operations, i.e., centering text on a page from top to bottom, forcing odd or even pages, creating headers and footers, alter the top and bottom margins, change the page numbering, and selecting paper or form sizes and types.

Fig. 14: Format Page

Format: Page (Shift F8, 2)		
1 - Center Page (top to bottom)		No
2 - Force Odd/Even Page		
3 - Headers		
4 - Footers		
5 - Margins -	Top	1"
	Bottom	1"
6 - Page Numbering		
7 - Paper	Size	8.5" x 11"
	Type	Standard
8 - Suppress (this page only)		
Selection: 0		

## 6.8.6 SPECIFYING PAPER SIZE AND TYPE

As per your requirement you can change the setting of paper size and type. You can select any one of the nine predefined paper sizes, or you can define specific paper size by selecting options. Paper sizes and its features mentioned in the format: paper size menu.

To select paper size follow these steps:

- S1: Press the format [Shift + F8] key
- S2: Select Page (2)
- S3: Select Paper (7) then select size
- S4: Select any one of the paper size

## 6.8.7 TOP AND BOTTOM MARGIN

To adjust top and bottom margin follow the steps given below:

- S 1: Press (Shift + F8)
- S 2: Select 2 (Page)
- S 3: Select 5 and type new values for both top and bottom margin
- S 4: Press F7 to exit

## 6.8.8 SETTING PAGE NUMBER

Different features of page number discussed below:

New Page: Starts page numbering over with the number you entered.

Page number style:  I like to put text or code before or after page number put ^B before or after your code or text. ^B shows the page number.

**Insert page number:** Page number can be inserted anywhere in the document by positioning the cursor at the desired location and selecting the option.

**Page number position:** Page option shows a menu of page numbering position available.

Type the number indicating the page position you desire by looking at fig. 15

To set page number on document please adopt the following steps:

S 1: Press (Shift +F8)

S 2: Select 2 (Page)

S 3: Select 6 (Page numbering)

S 4: Press F7 to exit

### **6.8.9 HEADER/FOOTER**

Often we require certain things to appear on every page of a document. For example, we might wish to put a chapter title, a date, or the company name at the top or bottom of each page or on certain pages. Such repeated items are called headers when they appear at the top page and footers when they appear at the bottom.

Fig 15 Page Numbering format

---

Format: Page Numbering

Every Page			Alternating Pages	
1	2	3	4	4
			Even	odd
5	6	7	8	8

9 No Page Numbering

Selection:0

---

To create a header or a footer, please follow these steps:

- S 1: Press (Shift + F8), select 2 - Page.  
Menu for page will appear on the screen
- S 2: Select header (3) or footer (4).  
WP has two headers (Header A and B) and two footers (Footer A & B)
- S 3: Select A (1) or B (2) to create the first/second header or footer.
- S 4: Select every page (2) or odd page (3) or even/odd page according to your requirements.

- S 5: Type the text of the header or footer.
- S 6: Press F7 to exit.

### **Include page Number in Header/Footer**

You can include page numbering in a header or footer, simply if you want page header to read "Page 1" on the First Page and continue page numbering, first type page press a space bar then press Ctrl + B

For this feature follow these steps:

- S 1: Start new header or footer or edit existing one
- S 2: Type text as you want to precede on the page number
- S 3: Type Ctrl + B key
- S 4: Press Exit (F7) key twice to exit two menus

### **Edit Header/Footer**

To edit a header or footer follow these steps:

- S 1: Press Shift + F8
- S 2: Select 2 for page
- S 3: Select 3 for Header of 4 for footer
- S 4: Select Header A(1)/A(2) or Footer B(1)/B(2)
- S 5: Select 5 to edit
- S 6: Edit as you desire
- S 7: Press F 7 twice to exit two menus

### **Remove Header/Footer**

To remove Header/Footer follow these steps:

- S 1: Press Shift + F8
- S 2: Select 2 for page
- S 3: Select Header/Footer
- S 4: Select Header/Footer A or B

S 5: Select 1 for discontinuation

### **Suppressing Header/Footer**

To suppressing header/footer follow these steps:

- S 1: Move the cursor to the desired page, where you want to suppress the header or footer
- S 2: Press Shift + F8
- S 3: Press 2 for page
- S 4: Select 9 for suppress this page only or select desire option
- S 5: Type Y to suppress header/footer
- S 6: Press F7 twice to exit two menus

### **Search Header/Footer**

To search header/footer please follow these steps:

- S 1: Press Home key
- S 2: Press Forward Search F2 (on the header/footer)
- S 3: Type text to search
- S 4: Press search F2 again  
WP search through header, footers, endnotes, and foot notes to find text. When text is found, you can edit as usual.
- S 5: Press F7 to exit to return to the document

### **Replace text in Header/Footer**

To replace text header/footer please follow these steps:

- S 1: Press Home Key to go to respective page
- S 2: Press Alt + F2 for Replacement
- S 3: Type Y to confirm each replacement or N to replace without confirming
- S 4: Press (up arrow) to search backward and (down arrow) to search forward through header or footer
- S 5: Type text to replace
- S 6: Press F2 for search forward

- S 7: Type new text
- S 8: Press F2 to start search (follow step 4 for search forward and backward)
- S 9: Type Y to make replacement or type N to leave the text as it is.
- S10: Press F7 to exit.

### **Include Graphics in Header/Footer**

In header/footer you can include graphs in two ways: by drawing boxes or by retrieving early created graphics file, which may be generated by other graphical packages.

To include graphics in header/footer follow these steps:

- S 1: Press Shift + F8
- S 2: Select 2 for page
- S 3: Select Header/Footer (A or B)
- S 4: Press Alt + F9 for graphics mode
- S 5: Create the box and retrieve graphics file by list (F5)
- S 6: Press F7 twice to exit two menus

### **Other Menus**

Format: Paper Size (Shift+F8,2,7,5,1)

	Width	Height
1 - Standard	(8.5"	x 11")
2 - Standard Landscape	(11"	x 8.5")
3 - Legal	(8.5"	x 14")
4 - Legal Landscape	(14"	x 8.5")
5 - Envelope	(9.5"	x 4")
6 - Half Sheet	(5.5"	x 8.5")
7 - US Government	(8"	x 11")
8 - A4	(210mm	x 297mm)
9 - A4 Landscape	(297mm	x 210mm)
0 - Other		



Selection: 1 (Please press required spacebar to exit)

Format: Paper Type (Shift + F8,2,7,5,2)

- 1 - Standard
- 2 - Bond
- 3 - Letterhead
- 4 - Labels
- 5 - Envelope
- 6 - Transparency
- 7 - Cardstock
- 8 - Other

Selection: 1 (Please press required spacebar to exit)

Footnote Options (Shift + F8,2,...)

- 1 - Spacing Within Footnotes      1  
    Between Footnotes              0.167"
- 2 - Amount of Note to Keep Together 0.5"
- 3 - Style for Number in Text    [SUPERSCT][Note  
Num][superscpt]
- 4 - Style for Number in Note    [SUPERSCT][Note  
Num][superscpt]
- 5 - Footnote Numbering Method    Numbers
- 6 - Start Footnote Numbers    No      each Page
- 7 - Line Separating Text and 2-inch Line  
    Footnotes
- 8 - Print Continued Message    No
- 9 - Footnotes at Bottom        Yes

Selection: 1 (Please press required spacebar to exit)

## 6.9 MAIL MERGE [SHIFT + F9]

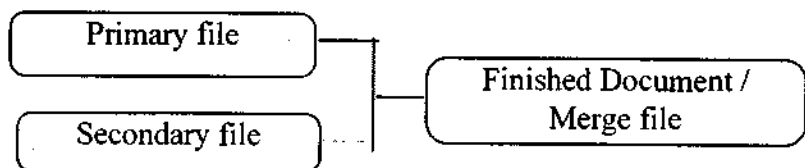
Merge command is used to combine desired information of two files into a new file. Merge is appropriate for almost any kind of

document with standard formatting that needs to be used with varying text.

To create a merge file, first you have to create two files.

- a. Primary file or fixed information file
- b. Secondary file or variable information file

Fig. 16: Merge file design



**a. Primary file:**

Primary merge file consists of standard letters, or text. It does not contain names and address but has field codes as ^F1^, ^F2^ which are brought from the secondary merge file.

**b. Secondary file:**

This file consists of only of variable like names, addresses of members, officials, employees etc. or such various categorical information.

### 6.9.1 MERGING TEXT FILES

A file merge combine two existing files i.e. a primary and a secondary file. Before such merge you must have two such files or create two such primary and secondary file.

### **To Create a Primary Merge File**

Primary file contains a fixed text and some fields code, which need to bring specific field from secondary merge file and place it when the codes are implemented. The most commonly used code is the field with code numbers,  $^Fn^$  Where F is for field and n is for field number. For example  $^F3^$  at a certain place in the primary file indicates replacement of information found in the secondary field number 3. A sample primary file is shown in the fig. 17.

Fig. 17: Primary Merge File Design

$^F1^ ^F2^$

$^F3^$

$^F4^$

Dear Mr  $^F2^$

We arranged an annual meeting of our society on 20th instant at 5.00 p.m at Hotel Sonar Gaon Ferdaus Ball Room. You are requested to attend the get together.

Sincerely Yours

(xyz)

General Secretary

Doc 2 Pg 1 Ln 8" Pos 6.6"

You can enter field number code  $^Fn^$  in two ways. First press Shift + F9, Press F enter field number and Press enter, secondly by Pressing Ctrl + F and type a number to match with secondary file and at the ending caret Shift + 6 Key.

### **To Create a Secondary Merge File**

A secondary file consist of fields which have a specific number for each field. This file specially creates for address. The file

structure must be uniform otherwise merge will go away. The steps of creating a secondary file are given below:

- S 1: First clear the screen (F7, Y/N, N), then type first field e.g. say name or part of the name e.g surname and press F9, Screen will show {END FIELD} and at the bottom of the screen will show Field: 1

Fig. 18: Secondary Merge File Design

---

```
Mr. Mahbub{FIELD}1  Ahmed{FIELD}2
147 Dhanmondi R/A{FIELD}3
Dhaka-5{FIELD}4
{END RECORD}
```

---

```
Mr. Faroque{FIELD}1  Amin{FIELD}2
129 Kamal Atartuk Avenue, Banani{FIELD}3
Dhaka-1212{FIELD}4
{END RECORD}
```

---

```
Mr. Indrajit{FIELD}1  Roy{FIELD}2
24 Kala Bagan{FIELD}3
Dhaka{FIELD}4
{END RECORD}
```

---

- S 2: Type Second Field on the same line or next line depends on you (it may be rest part of the name) press F9, Screen will show {END FIELD} and at the bottom of the screen of the screen will show Field:2

- S 3: Type third field it may be address, Screen will show {END FIELD} and at the bottom of the screen will show Field: 3
- S 4: On the fourth field you can type name of the city, Screen will show {END FIELD} and at the bottom of the screen will show Field: 4
- S 5: At the end of each address Press Shift + F9 key and from the bottom of the status menu select 2 for end of file and the screen will show {END RECORD} and give a page break automatically

This way please complete the secondary merge file and save the file by giving a name for example: Address.mr2

## **6.10 RETRIEVE TEXT [SHIFT + F10]**

If you know the name of the old file you can use this option, else use list, i.e., F5 key. To bring an old file press Shift + F10 key at a time. Following command will appear at the bottom left corner of the screen:

### **Document to be retrieved :**

Now please type in front of the document to be retrieved: drive name\directory name\file name. If you want to bring document on the screen e.g. LEARNWP.TST file which is in C drive and in WP51 directory you may type C:\wp51\learnwp.txt and then press the enter key.

## CHAPTER VII

### ALTER AND FUNCTION KEYS

#### 7.1 THESAURUS [ALT + F1]

The Thesaurus helps you when you confuse the meaning of a word. In that case it searches for synonyms (similar meaning) and antonyms (opposite meaning). Thesaurus can provide alternative words and suggestions of your writings. It can also help you to be more precise in your writing, when you can't find the exact word you need, you use the Thesaurus.

To look for words in Thesaurus, complete the following process:

- S 1: Move the cursor to the specific word.
- S 2: Press Thesaurus Alt + F1 key to display it on the screen.
- S 3: On the screen appear:

**1 Replace Word; 2 View Doc; 3 Look up Word;  
4 Clear Column: 0**

- S4: Select desired option
- S 4: To exit thesaurus press (F7).

For example choose a word from your text, say 'Provide' to check for alternative word. Press [ALT + F1] key at a time, you will see on the last line of the screen written 'Word:', now in front of it type "provide" and choose an alternative word from the given menu, say afford, now press 1 to replace it, then press I for desired word afford. At this time the screen splits into two parts; your text appear on the top part of the screen, and the Thesaurus menu and word list appears with columns in the rest of the screen (Fig. 19).

Fig. 19: Thesaurus Menu

**THESAURUS (ALT + F1)**

The Thesaurus can provide alternative words and suggestion of your writings for the development of your writings. It can also help you to be more precise

provide(v)	
1 A .contribute	4 M .Keep
B .dispense	N
C .give	O
D .grant	P
	provide_ ant
2 E .give	5 .take
F .give	.withhold
G .give	
H	
3 I	
K	
L	

1 Replace Word; 2 View Doc; 3 Look up Word; 4 Clear Column:0

Table 2: Parts of Speech from Thesaurus Menu

Parts of Speech	Abbreviation
Adjective	(a)
Noun	(n)
Verb	(v)
Antonym	(ant)

The words are divided into parts of speech - such as nouns, verbs, adjectives and so on (see table 2) and numbered subgroups. The columns of letters to the left of the words is called Reference menu; you refer to the words by these letters.

### **7.1.1 HEADWORDS REFERENCES, AND SUBGROUPS**

In thesaurus, word meanings are arranged according to headwords, references, and subgroups. A headword is a word that can be looked up in the thesaurus. The headwords are divided into nouns(n), verbs (v), adjectives (a), and antonyms(ant), and are called **references**. References are marked with an asterisk (\*). A subgroup is a group of words with the same meaning. Subgroups are numbered under the headword.

### **7.1.2 LOOK UP WORD**

Select Look Up Word (3) from the Thesaurus menu and enter the word.

Type the letter which is next to a word marked with an asterisk (\*).

Select View Document (2), move the cursor to another word in the document, then press Thesaurus [Alt + F1].

This clears the screen of all headwords except the one you are looking for.

### **7.1.3 COLUMN CLEAR**

A column in the thesaurus screen can be cleared by pressing Left or Right arrow key to move the Reference menu to the column and selecting clear column (4) or pressing backspace or Delete (Del).





## 7.2 REPLACE [ALT + F2]

With replace, you can insert any text in your document. To do this follow these steps:

- S 1: Press [Alt + F2]  
The screen will show: **W/confirm?** No (Yes)
- S 2: -> **Srch:** type what you want and press F2
- S 3: **Replace with:** type what you want to replace and again press F2

## DELETE TEXT BY REPLACE

You can delete any text repeatedly from your document. To do this follow these steps:

- S 1: Save your document by F10 because in future you may need this file.
- S 2: Press [Alt + F7], Press Y or N as your choice
- S 3: Type the text that you want to delete several times from your document.
- S 4: Press F2
- S 5: Instead of entering any replacement press F2 again

## 7.3 REVEAL CODE [ALT+ F3/F11]

Press [Alt + F3 or F11] it will divide the screen and show normal text on top and text with hidden codes on the bottom. But in Reveal Codes you can edit or use any of the programme's features. Your editing is aided by being able to see the codes which affect formatting, etc.

Codes are bolded so they can be distinguished from text. Some codes show more information when the cursor is positioned directly on the code.

To exit from the Reveal Codes screen, press Reveal Codes [Alt + F3 or F11] key.

In reveal code, commands are written in short form. i.e. Underline code shows as [Und]. Some important reveal code and commands are given in Fig. 20.

Fig. 20: Reveal code meaning

---

<u>Hidden Code</u>	<u>Meaning</u>
[Block]	Beginning of Block
[Bold][bold]	Bold on/off
[Center]	Center Text
[Col on]	Beginnings of Text Columns
[Col off]	End of Text Columns
[Date]	Date/Time Function
[Dec Tab]	Decimal Tab
[Fig Box]	Figure Box
[Font]	Base font.
[HRt]	Hard Return
[Hyph]	Hyphenation
[-> Indent]	Indent
[ITALC][italc]	Italic Font on/off
[->Indent<-]	Left/Right Indent
[Just]	Justification
[Note Num]	Footnote/Endnote number
[SRt]	Soft Return
[Tbl Box]	Table Box
[Und]	Underline
[Vline]	Vertical Line

---

You can alter the number of lines in the Reveal Codes screen from the Setup key (Shift+F1,2,6,6).

## **7.4 BLOCK ON/OFF [ALT + F4/F12]**

You can copy, move, delete, bold, append, underline, center, subscript, superscript, uppercase, lowercase, size changes etc. of various operations make by defining a block of text. The block will be highlighted as it is defined.

To define a block, follow these steps:

- S 1: Position the cursor at the beginning or end of the block of the text.
- S 2: Press Block [Alt + F4 or F12].
- S 3: Move the cursor to the opposite end of the block. Use the arrow keys, or type a character to advance to that character. You can also use search forward or backward to move the highlighting to the character(s) you enter.

You may use the following features by using block:

### **MOVE**

You can move text from one place to another, to move text follow these steps:

- S 1: Block the desired portion by [Alt + F4 or F12]
- S 2: Press [Ctrl + F4]
- S 3: Select 1 (Block)
- S 4: Select 1 (Move), then bring the cursor to where the text may move and press enter to insert block.

## **COPY**

To copy any text follow these steps:

- S 1: Block the desired portion by Alt + F4
- S 2: Press Ctrl + F4
- S 3: Select 1 (Block)
- S 4: Select 2 (Copy), then bring the cursor to where the text may move and press enter to insert block.

## **DELETE**

To delete a portion of text, follow these steps:

- S 1: Block the desired portion by Alt + F4
- S 2: Press Ctrl + F4
- S 3: Select 1 (Block)
- S 4: Select 3 (Delete) press enter.

## **APPEND**

Press Move [Ctrl + F4] to append block to the end of a file.

- S 1: Block the desired portion by [Alt + F4]
- S 2: Press Ctrl + F4
- S 3: Select 1 (Block)
- S 4: Select 4 (Append).

## **BOLD**

To bold a portion of text, follow these steps:

- S 1: Block the desired portion by [Alt + F4]
- S 2: Press Ctrl + F6, Bold the highlighted text.

## COMMENT

Comments can be used as reminder, suggestions, notes, etc. through which you can take decision in future whether you keep the text in or out from the document.

You can keep any comment anywhere in the document for your reference purpose and as an when required you can edit it or insert it in the document. To insert comment in the document follow these steps:

S1: Press Ctrl + F5

S2: On the screen appears:

1 DOS Text; 2 Password; 3 Save As; 4 Comment; 5 Spreadsheet:0

S3: Select option 4 for comment

S4: On the screen appear:

**Comment: 1 Create; 2 Edit; 3 Convert to Text:0**

S5: Select 1 to create comment and type necessary text in the comment box and press exit or F7 key when done.

## UNDERLINE

To underline a part of text, follow these steps:

S 1: Block the desired portion by [Alt + F4]

S 2: Press F8.

## CENTER

Highlight the text by block which you wish to transfer to the Center position, then follow these steps:

S 1: Block the desired portion by [Alt + F4]

S 2: Shift + F6

The screen will show: **[Just: Center]? No(Yes)**  
Type Y to answer Yes.

## **FLUSH RIGHT**

Move blocked lines to right margin.

- S 1: Block the desired portion by [Alt + F4]
- S 2: Press Alt + F6.

## **PRINT**

To print block follow these steps:

- S 1: Block the desired portion by [Alt + F4]
- S 2: Press [Shift + F7]
- S 3: Print Block No (Yes)
- S 4: If you wish to print block type Y.

## **Transfer some text from doc 1 to doc 2**

- S 1: Block the desired portion by [Alt + F4]
- S 2: Press Ctrl + F4
- S 3: Select 1
- S 4: Select 2
- S 5: Press [Shift + F3]
- S 6: Now cursor is in Document 2, bring the cursor where you wish to place the text, in document 2.

## **Block Removing**

Press [Alt + F4] or F12 for highlighting block, if you do not do anything by block, i.e if you wish to remove block press again [Alt + F4 or F12] key.

## Rectangle by Block

You can rectangle a para from the text by the following way:

- S 1: Start block [Alt +F4] from where you want to rectangle
- S 2: Bring the cursor at the right end and Press [Ctrl +F4]
- S 3: Select Rectangle (Type R or 3).

Now you can copy/move/delete or append the block.

## 7.5 MARK TEXT/INDEX [ALT + F5]

### Create Index

From Index or content of a book we get idea the about which text remains in what page but by this package you can prepare index or content list automatically. You can prepare it following the three processes (A-C)

#### A: Create Index file by text mark

- S 1: Place cursor in front of desired text to be indexed
- S 2: Press [Alt + F4 or F12] to block the text
- S 3: After block press Alt + F5. The screen shows:

**1 TOC; 2 List; 3 Index; 4 TOA:0**

- S 4: Press 3 for Index
- S 5: Press ←
- S 6: The screen shows sub heading. If you wish sub-heading type sub-heading, otherwise press →

Note: This way by Step 2 to mark all the text of the document takes long time. To save the time you can use macro by blocking the bold headed heading.

## **B. Create Index Define**

When marking all the document is completed by above process, follow the steps mentioned herewith:

- S 1: Press Home + Home + ↓ key to take the cursor at the end of document. Now press Ctrl + ← key for page break.
- S 2: Now Press 1 or 2 times, Press Shift + F6 and type Contents or List of Contents and press ←
- S 3: Press Alt + F5

The screen will show: **1 Cross-Ref; 2 Sub doc; 3 Index; 4 TOA Short for; 5 Define; 6 Generate:0**

- S 4: Press 5 (Define)
- S 5: Press 3 (Define Index)
- S 6: Press ←
- S 7: On the screen 5 kinds of number designs appear. Among these select any one you desire best.

## **C: Display Index text**

Index file may be created if you follow above steps accurately. Now keep the cursor at the end of the document and follow these steps:

- S 1: Press [Alt + F5]
- S 2: Press 6 (Generate)
- S 3: Press 5 (Generate Tables, Index, Cros-Ref, etc.)
- S 4: Press Y (Yes).



## **7.6 FLUSH RIGHT [Alt + F6]**

Aligns text to the right margin. It can be used for dates, business headings, etc. To place dot leaders in front of the flush right text, press flush right twice (Alt + F6 = 2 times). Create right tab to the next tab position Press Home, Alt + F6.

### **One line**

When flush right is pressed, the cursor moves to the right margin. All characters you type will then be "pushed" the left until the enter key pressed.

### **Several lines**

If you wish several lines of the text to be right margin, first block the text. Then press Alt + F6. WP places a [Just: Right] code at the beginning of the block, and a [Just:] code at the end of the block.

## **7.7 COLUMN TABLE MATH [Alt + F7]**

Allows you to create text columns, tables, or math features.

### **7.7.1 COLUMN**

You can create columns of text in your document. To use this feature, you have to first define columns by positioning the cursor at your desired place. You can turn columns on at any point to the right or below the [Col Def] (You can see this by using reveal code Alt + F3). When you finish work, turn off column mode.

## Cursor Movement or Editing

To move the cursor between columns, Press Go To [Ctrl + Home], then left or right arrow. This moves the cursor first or last column on the page. There are 3 types of columns:

- .. Newspaper: Text flows continuously up and down through the columns of the page (like a newsletter or magazine).
- .. Parallel: Text moves across the columns for documents such as scripts or page while the others don't.
- .. Parallel with block protect: Text is protected from being split by a page break - if one column extends beyond the page, the full block will be moved to the next page.

Procedure of the columns features are given below:

- S 1: Move the cursor to desired position
- S 2: Press Alt + F7
- S 3: Select 1 (column)
- S 4: Select 3, Text column definition screen appear

Fig. 21: Text Column Definition

---

Text Column Definition

1 - Type Newspaper 2 - Number of Columns 3

3 - Distance Between Column 0.25

4 - Margins

Column	Left	Right	Column	Left	Right
1:	1"	3.0"	13:		
2:	3.25"	5.25"	14:		
3:	5.5"	7.5"	15:		
4:			16:		
5:			17:		
6:			18:		
7:			19:		
8:			20:		
9:			21:		
10:			22:		
11:			23:		
12:			24:		

Section: Q

---

In Text Column Definition

- S 1: Select 1, select Newspaper press enter (as example)
- S 2: Select 2, type 3 press enter (for 3 column)
- S 3: Select 3 type .25" press enter, left-right margin will set automatically or you can set yourself by selecting text column definition 4 - Margin
- S 4: Select 4 type Left Margin 1" and Right Margin 3.0" press enter. This way select next column position
- S 5: Press F7 to Exit
- S 6: Select 1(on) for column mode on and press enter.
- S 7: If you wish to end column mode off, press Alt + F7, Select 1 Column, then Select 2 for off

---

Fig.22: Sample of newspaper column.

### **AGROECOLOGICAL ZONE**

Thirty Agroecological Zones were delineated for land resources appraisal of Bangladesh for agricultural development. A unique data base was created with physical and environmental resources for each AEZ units. These data base are very much helpful for agricultural planners and research workers. Complexity of physical resources are grouped in a systematic way with the purpose of its use for various purposes. A detail level of information about this complexity is very much helpful for production planning process.

AEZ data base has been considered as very important tool for data base analysis towards

determining agricultural development potential of different regions of the country in the agricultural strategic plan to the year 2010.

Major crop production potentials derived from this AEZ data base are considered most for this future strategic plan. On the basis of these crop production factors, thirteen production units have been identified for this semi - macro level planning.

---

## 7.7.2 PARALLEL COLUMNS

- S 1: Move the cursor to desire position
- S 2: Press Alt + F7
- S 3: Select 1 (column)
- S 4: Select 3 define, Text column definition screen appear
- S 5: Select 1, default Newspaper style show, you can change it by typing 2 for parallel column
- S 6: Select type 3 or 4 for necessary arrangement of the column size  
At this stage column mode on, if start type, the text may type in first column area.
- S 7: Any time if you wish you can turn column mode off by pressing Alt+F7,1,2.

## 7.7.3 TABLE

Table is a powerful new WordPerfect feature it has many uses say combines the best aspects of columns, math functions, and spreadsheets etc.

To create table follow these steps:

- S 1: Press [Alt + F7]
- S 2: Select 2 (Table)
- S 3: Select 1 (Create)

- S 4: Number of Column: Type the no of column as desired and press enter key.
- S 5: Number of Rows: Type the no of row as desired and press enter key.

With WP you can create a table with number of rows and columns as desired by you and at the bottom of the screen table edit menu is displayed. As default width of the table is same as the width of the page length and all the columns are same in size. Remember while you are in table edit mode, you can't enter text in the document. To enter text exit from table edit mode by F7. If you need to edit table feature move the cursor inside the table and press [Alt + F7].

### **Adding/inserting rows and columns**

To insert row or column in the existing table follow these steps:

- S 1: First of all move the cursor inside the table and press [Alt + F7]
- S 2: Move the cursor where you insert new row or column
- S 3: Press Insert key
- The screen will show: **Insert: 1 Rows;**  
**2 Columns:0**
- S4: Select 1 or R to create rows and 2 or C to create columns
- S5: Select other necessary options as required.

### **Delete Rows and Columns**

To delete rows or column of the table follow these steps:

- S 1: First of all move the cursor inside the table and press Alt + F7
- S 2: Move the cursor to which row or column you wish to delete
- S 3: Press Del key

The screen will show: **Delete: 1 Rows; 2 Columns:0**

- S 4: Select either 1 Rows; or 2 Columns. If you wants to delete one row or column just press **.** Otherwise you may type specific number of rows or columns you want to delete and press enter.

### **Joining/Splitting Cells**

In the table you can change its structure by joining or splitting existing cells. Splitting and joining cells are vice versa to each other. Follow these steps to join/split cells of any table:

- S 1: Move the cursor inside the table and press [Alt + F7]  
S 2: Block the desired rows or columns by [Alt + F4] to join or split  
S 3: Select 7 to join  
The screen will show: **Join cells? No (Yes)**  
Select Y  
S 4: Select 8 to split

The screen will show: **Rows or Columns**  
Choice as you desired to split the cell.

### **Justifying Cells and Columns**

In formatting tab set we use left, right, center, decimal and in some cases in the text justify full. In the table we can also use these features. To justify cells or columns of the table follow these steps:

- S 1: Move the cursor inside the table edit mode  
S 2: Press Alt + F7  
S 3: Select 2 for table

- S 4: Select 2 format  
 S 5: Select 1 for cell or 2 for columns justification  
 S 6: Select 3 for justify. When you select this options  
 The screen will show: **1 Left; 2 Center; 3 Right; 4 Full; 5 Decimal; 6 Reset:0**

Table 3: Example of cell and column justification

LEFT	CENTER	RIGHT	FULL	DECIMAL
I. Hassan	Library	Head	PLIB	TK 9800.00
M. Ahmed	Library	S. Librarian	BARC	TK 9500.00
M. Rahim	Admn.	A. Director	MIDAS	TK 6200.00
Z. Karim	Soil	M. Director	BARI	TK 9500.00
M. Anwar	Admn.	Manager	ICDDR	TK 8400.00
T. Hossain	Finance	Accountant	BRR1	TK 9000.00

## 7.7.4 MATH

In WP mathematical calculation can perform by two methods as table and math features. In table feature math function can be performed by spread sheet programme. Math mode lets you calculate subtotals, totals, grand totals and formulas down or across the columns.

Setting tab is the first step of using math feature on text mode. If the numbers in one column extend into the next column, the calculations will not be correct. Reset the tabs to make more room if needed. Set the tab where you want math to begin and turn on Math feature. After entering math information, turn Math feature off.



The following functions can be used with Math:

- + for addition, subtotal: Add the numbers directly above the  
+
- "Subtraction"
- \* "Multiplication"
- / "Division"

### **Column Math**

The following steps must be performed for WP math function:

- S 1: Set tabs for desired columns
- S 2: Define the type and format of column
- S 3: Turn on math
- S 4: Enter the text (number & values)
- S 5: Calculate the results of the value
- S 6: Turn off math

#### **1. Tab setting**

When you set tab. First of clear all tabs by pressing [Shift + F8], select 1 (line), then select 8 (tab set), bring cursor to the left side by Home, Home ←. To delete all existing margin at a time press Ctrl + end key at a time. Now set new tabs as you desired.

The following steps to be performed to set tab:

- S 1: Position the cursor
- S 2: Press [Shift + F8]
- S 3: Select Line (1)
- S 4: Select Tab Set (8)
- S 5: Press Home + Home ← , to move the cursor to the  
utmost left
- S 6: Remove the existing tab set by Press Ctrl + end
- S 7: Press L (left) to set left tab stop for the 1st column

- S 8: Repeat above steps for the later columns (right, center, decimal etc.)
- S 9: Press Exit (F7) twice to return to the editing screen

Note: Make sure that your columns are wide enough to contain the largest numbers you will put in them. If numbers extend outside their columns, your calculations will give inaccurate results.

## 2. Math Definition

To perform math definition follow these steps:

- S 1: Press Alt + F7  
The screen will show: **1 Column; 2 Table;**  
**3 Math:0**
- S 2: Select 3 or M for Math next 3 or D to define math options. The screen will appear like table 22.

Fig. 23: Math Definition

---

Math Definition Use arrow keys to position cursor																								
Columns	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
TYPE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Negative Number	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Digits to the Right (0-4)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Calculation	1																							
Formulas	2																							
	3																							
	4																							
Type of Column	0= Calculation      1= Text      2= Numeric      3= Total																							
Negative Numbers	0= Parentheses (50.00)      -= Minus sign 50.00																							
Press Exit when done																								

---

- S 3: A total col. is one that includes the result of adding the results of all columns to its left.

S 4: If you define calculation columns, you must also enter a formula. You can have up to 4 formula in any set of columns

### Calculating Math

After you have entered all the numbers and identified columns as subtotals, totals, Grand Totals, you are ready for calculating the math.

1. Type Alt + F7, 3 or M, then again press 4 or C for calculation.

### Turn Math off

When calculating finished press Alt + F7, type 3 or M and then 2 or F to turn math off.

Example of calculation across the columns:

You can practice below example of accounts debit and credit for making balance sheet.

Table 4: Accounts debit and credit balance sheet

<u>Sl.No</u>	<u>Date</u>	<u>Description</u>	<u>Debit/Credit</u>	
			555.50	
1.	01/11/95	Stationary	(250.50)	305.00
2.	15/01/95	Deposit	10000.00	10305.00
3.	20/01/95	Advertisement	(200.00)	10105.00
4.	25/02/95	Donation	(105.00)	10000.00

To perform the above balance sheet by tab set, please follow these steps:

S 1: Set tab for each column, set 1st 3 column as text and next two column as decimal columns for calculation.

- S 2: Enter main feature can't calculate other then decimal column.
- S 3: After pressing enter once or twice press Alt + F7, choose 3 for Math and then choose 3 for define
- S 4: When menu like table no 22 appear on the screen type 1.1.2.0 for text, text, numeric, and calculation feature. Always remember that in WP left margin is not considered as a column. Here in above example Sl No. column is in left margin.

#### Tips

- + to add all number above it and get a sub total
- to subtotal all number above it and get a total
- \* to add all total above it and get a grand total
- t for sub-total
- T for Total
- N for Grand total if need subtract from total and gives the result.

## 7.8 STYLE [ALT + F8]

In a document various kinds of formatting i.e. underline, bold, centre, double line spacing etc. may use several times. To create some formatting takes time, to save this time we can use style. There are three types of style such as 1. Open 2. Paired 3. Outline.

### 7.8.1 Open Style

In a document same text may type several places for this open style is very suitable

To create open style follow these steps:

- S 1: Press [Alt + F8] (Style)

The screen will show: **1 On; 2 Off; 3 Create; 4 Edit; 5 Delete; 6 Save; 7 Retrieve; 8 Update;** 1

Fig. 24: Styles sample

---

<u>Styles</u>		
<u>Name</u>	<u>Type</u>	<u>Description</u>
Bibliography	Paired	Bibliography
Document	Outline	Doc. Style
Letter head	Open	Format Business

---

**1 On; 2 Off; 3 ...**

---

S 2: Press 3 (Create)

Fig 25: Styles:Edit Menu

---

Styles: Edit

- 1 - Name
  - 2 - Type Paired
  - 3 - Description
  
  - 4 - Codes
  - 5 - Enter HRT
- 

S 3: Select 1 (Name)

S 4: Type style name according to style activity and press enter.

- S 5: Press 2 (Type)  
The following menu appears:  
**1 Paired: 2 Open:6**
- S 6: Select 2 (Open)
- S 7: Select 3 (Description)  
Type a short description of what the style does not and press enter
- S 8: Select 4 (Code)
- S 9: Type here text or formatting codes what you include several times in the document
- S10: Press F7 twice
- S11: Press 6 (Save) Style
- S12: Type in what name you want to save the style format
- S13: Press ←
- S14: Press ← to return to the document

### Run Open Style

At first place cursor where you want to retrieve style in the document, then follow these steps:

- S 1: Press Alt + F8
- S 2: Press 7 (Retrieve)
- S 3: Type save style name
- S 4: Press ←
- S 5: Press Y (Yes replace)
- S 6: Place the cursor to highlight the desire style you want to retrieve
- S 7: Select 1 (On) or Press ←

### 7.8.2 Paired Style

You want same formatting say underline, bold, centre, double line spacing etc. several times in the document. To do this you can use paired style.

To create paired style, please following these steps:

- S 1: Press Alt + F8 (Style)
- S 2: Select 3 (Create)
- S 3: Select 1 (Name)
- S 4: Press 2 (Type), Select 1 (Paired) and press ←↓
- S 5: Select 3 (Description)
- S 6: Type save description name of the style file and press  
For example type: Bold Press ←↓
- S 7: Select 4 (Code)  
Enter formatting code

Example: Press Home left arrow key to bring cursor to the beginning of the line Press [Alt + F4] or F12 for Block. then Press Home arrow key to transfer cursor at the end of line now the whole line is highlighted for bold now press F6 ←↓

- S 8: Press F7 twice
- S 9: Press 6 (Save), type style file name
- S10: Press F7 to return to the document.

### **Difference between Style and Macro**

Normally it seems that style and Macro both are alike but there is difference between them. The differences are as follows:

1. One Macro can use 45 times but style has no limitation
2. To use Macro more than 45 times needs editing but in case of style it need not require
3. In case of format style is more suitable than macro

### **7.9 GRAPHICS [ALT + F9]**

You can use graphics anywhere in the document. You can also create equation inside an equation box. or place horizontal or vertical lines on a page. You can include graphs by two ways.

First by creating graphics such as lines, boxes, and shades. Second by importing graphics, which was earlier prepared by other graphical packages such as Harvard Graphics, Lotus, Excel, AutoCAD etc. On graphics the following features enhance your document.

- \* Create figures, tables, text boxes, or user-defined boxes
- \* Select the Options for each type of box for instance, the border of the box, the caption, and the spacing within the text
- \* Import graphics into boxes
- \* Edit the graphics image, making it smaller or larger, rotating it or inverting it
- \* Draw line
- \* Write Complex equation

### **Graphics Box Types**

There are five types of box such as 1. Figure 2. Table 3. Text 4. User-defined and 5. Equation. The box type does not determine the contents of the box (i.e. a box can contain an equation or vice versa). Each box type is numbered separately and has its own option of settings. You should take decision to what kind of option you wish to choose from different types of boxes. For example, you may use figure to import graphics created in another package such as Harvard Graphics; therefore, you define figure as a box with single border. You may use an important text in your document within the box.

When you select a graphics box type (options 1-4 or 5), the following menu will display:

**1 Create; 2 Edit; 3 New Number; 4 Options**



## **Create**

It allows you to create a graphics box. You can place graphics boxes in your document as well as in tables, headers, footers, footnotes and endnotes. Graphics boxes can't be placed in a table of authorities, inside other graphic boxes.

## **Edit**

After selecting **create**, if you wish go to edit screen, type 1 to display the edit screen

## **New Number**

Remember the graphics boxes that follow the code, starting with the number you can put in numbers upto two levels (e.g., 2-c)

## **Options**

You can adjust settings by selecting graphics options. When you select (Alt + F9, 1, 4) option menu the following menu will come:

- 1 - Border Style
- 2 - Outside Border Space
- 3 - Inside Border Space
- 4 - First Level Numbering Method
- 5 - Second Level Numbering Method
- 6 - Caption Number Style
- 7 - Position of Caption
- 8 - Minimum offset from Paragraph
- 9 - Gray Shading (% of black)

## **Border Style**

By selecting step by step [Alt + F9, 1(Create), 4(Option), 1(Border Style)] you can select border style. If you select option from the Table edit menu it sets style for that cell, column or block of cell. For more information about Table lines, Press Alt + F7, 2, 3.

You can determine the printed appearance of each border style with the Format Border Option Menu (Shift + F8, 4, 8).

## **Line**

To create a graphics line, position the cursor where you want the line. To edit a graphics line, please position cursor after created line.

### **Create Line**

- 1 - Horizontal
- 2 - Vertical

### **Edit Line**

- 3 - Horizontal
- 4 - Vertical

There are 30 graphics file in the WordPerfect Programme with extension filename as .WPG. To bring the graphic figures in the document or screen follow these steps.

- S 1: Press [Alt + F9]
- S 2: Select 1 (Figure) and press ←
- S 3: Select 1 (Create)
- S 4: Select line and press ←

S 5: Select 9 for editing the screen with other option menus, such as:

### **PgUp/PgDn**

You can enlarge or reduce the figure by pressing PgUp/PgDn Key

Using these signs you can set the figure straight, sliding or reverse

Ins Pressing insert key you can rotate the figure according to degree of percentage

1 (Move) To select move change the position of the figure horizontal to vertical and viceversa

2 (Scale) To select scale change position of the figure according the need.

3(Rotate) Select 3 to rotate the fig. according to desire degree

4(Invert) Select 4 in invert

### **Importing Graph from Lotus**

In WordPerfect you can't create graph. So you have bring graph for other package.

So if you wish to import graph from Lotus, follow these steps:

S 1: First save your existing document and exit from WP and enter to Lotus package by desired data. Prepare graph and save it with file name. Lotus will automatically give graph file extension as .PIC. Now exit from Lotus

- S 2: Open WP document. bring cursor to desired place where you want to import Lotus graph. Press Alt + F9. Select 1 (Figure). again select 1 for create and now again select 1 for filename. When cursor goes in front of filename type lotus file name with extension and press enter.
- S 3: Press F7. You will see a box
- S 4: To view the graph press Shift + F7 and press V or 6.

### Create Box Graph

To create box options, complete the following steps:

- S 1: Press Alt + F9 (Graphics)  
The screen will show:  
**1 Figure; 2 Table; 3 Text Box; 4 User Def Box;**  
**5 Line; 6 Equation:0**
- S 2: Select the type of box  
For instance, select 1 (Figure)  
The screen will show: Figure: **1 Create; 2 Edit;**  
**3 New Number; 4 Options:0**
- S 3: Press 1 (Create)

Fig. 24 : Definition figure menu

---

Definition: Figure	
1 - Filename	0
2 - Content	Empty
3 - Caption	0
4 - Anchor type	Paragraph
5 - Vertical Position	0"
6 - Horizontal Position	Right
7 - Size	3.35" wide
8 - Wrap text Around box	Yes
9 - Edit	
Selection: 0	

---

- S 4: Press 1 (Type file name)
- S 5: Type any in built file name. There are 30 inbuilt files in WP. You can also bring Harvard graphics, lotus or other graphics files in WP.
- S 6: Press F7 (Exit)
- S 7: Press F7 (Exit)

Note: To confirm whether graphics file has come to the screen or not look view (Shift + F7 + V or 6). select display size for example. select 200% (2) for double of actual size. 100% (1) for actual size.

### **Table Box**

Press Alt + F9. 2

Table Box: Press Alt + F9. 3

Text Box: 1 Create: 2 Edit: 3 New Number: 4 Option:0

### **Change Picture/Graphics size**

You can set picture box width and height.

To select the size of the picture/graphics box please take the following steps:

S 1: Open graphics file

S 2: Press Alt + F9

The screen will show:

1 Fig: 2 Tab box: 3 Text box: 4 User box

5 Line: 6 Equation:0

S 3: Press 1 (Figure)

S 4: Press 2 (edit)

On screen figure number will appear.

- S 5: Press 1
- S 6: Press ←
- S 7: Press 7 (size)

The screen will show:

**1** width(auto hgt): **2** Height (auto width);  
**3** Both width and height:0

- S 8: Press 3 (set both width and height) of the box
- S 9: Type numeric value of width depending on content of the box
- S10: Type numeric value of length depending on content of the box
- S11: Select other definition to change
- S12: Press F7 to exit/return to the document

## 7.9.1 EQUATION

We can insert text in the document through keyboard but few text like Mathematical and scientific symbols can't inserted through keyboard directly. For this we have to use WP equation features. We can insert equation through equation editor. To get equation editor on the screen follow these steps:

- S 1: Press [Alt + F9]  
The screen will show: **1** Figure: **2** Tab box: **3** Text box: **4**  
User box: **5** Line: **6** Equation:0
- S 2: Press 6 (Equation)
- S 3: Press 1 (Create)
- S 4: Press 9 (Edit)

As below Equation Editor appears on the Screen:

2. Display Window	Commands
3. Equation Plate	OVER SUP OR ^ SUB OR _ SQRT ROOT FROM TO LEFT RIGHT STACK STACKALIGN
1. Editing Window	MATRIX FUNC UNDERLINE

Above screen divided into 3 parts as

1. Editing Window
2. Display Window
3. Equation Plate

1. Editing Window: Cursor stays at equation editor screen in editing window part. Equation starts from this window.
2. Display Window: When insertion of equation formula is completed, please press Ctrl + F3 to go to display window. Equation is printed as it is viewed here.
3. Equation Plate: From editing window press F5 command, we can go to equation plate portion. Here we can select equation symbol. By up arrow (↑), down arrow (↓), PgUp or PgDn key we can move around symbol codes. Move

the cursor to desire symbol, now selected symbol is highlighted. To work selected symbol Press  $\leftarrow$  key. Without selecting any symbol you can go to editing window by pressing F1 key.

Note: From equation editing screen you can go to document by pressing F7 key twice. In a line you can't insert more than one equation. To insert equation in the document you have to adjust vertical and horizontal position and size from definition figure [Alt + F9 + 1 (figure)]

To Create Equation follow these steps:

- S 1: Open or Retrieve a document and place the cursor where you want to insert equation.
- S 2: Alt + F9
- S 3: Press 6 (Equation)
- S 4: Press 1 (Create)
- S 5: Press 9 (Edit)
- S 6: Press F5 (to go to equation plate)

Example:

$$\frac{\sin \theta}{\cos \theta}$$

To create above equation follow these steps:

- S 1: Follow above steps from 1 to 6
- S 2: Go to command area and bring the Cursor down to { and Press
- S 3: Type Sin theta
- S 4: Press F5
- S 5: Cursor down to } and Press  $\leftarrow$
- S 6: Press F5 again and place cursor to over and press  $\leftarrow$
- S 7: Press F5 and place cursor to { and Press  $\leftarrow$



- S 8: Type Cos theta  
 S 9: Press F5 place cursor to } Press ←  
 S10: Press Ctrl + F3 or F9  
 S11: Press F7 twice to exit.  
 S12: To confirm see the equation from page preview (Shift + F7 + 6 or V)

Example 2:

$$\text{Crop growth rate (CGR)} = \frac{1}{\text{GA}} \times \frac{(W_2 - W_1)}{(T_2 - T_1)} \text{ g/ m}^2 \text{ /day}$$

Where, GA - Ground area

W - dry matter weight

T - time

To create above equation follow these steps:

S1: Open or retrieve a document or place the cursor where you want to insert equation.

S2: Press Alt + F9 ←

The screen will show: 1 Figure; 2 Tab box; 3 Text box; 4 User box; 5 Line; 6 Equation: 0

S3: Select 6 (Equation)

S4: Press 1 (Create)

S5: Press 9 (Edit)

S6: Press F5 (to go to equation plate)

S7: Type **Crop**, Press F5, Select ~ (tilde) to keep normal space in the quation again type **growth**, press F5 select ~, type **rate** press F5 select ~ type **(CGR)=**

S8: Press F5 cursor down to { and Press ←

S9: Press F5

- S10: Cursor down to { and Press  $\leftarrow$  type 1 press F5 select } again Press F5 and select Over, Press F5 select { type GA, Press F5, select }, Type X
- S11: Press F5 Select { Type (W Press F5 select sub type 2 - W Press F5 select sub type 1) Press F5 select }, press F5 select over and press F5 select { type (T press F5 select Sub, Type 2-T press F5 select sub type 1) press F5 select }
- S12: Press F5 select { type g/m press F5 select Sup type 2/day press F5 select }
- S13: Press Ctrl + F3 or F9 in equation plate, you will see equation as:  $\text{Crop-growth-rate-(CGR)} = \{1\} \text{ over } \{GA\} X \{ ( W \text{ sub } 2 - W \text{ sub } 1 ) \} \text{ over } \{ ( T \text{ sub } 2 - T \text{ sub } 1 ) \} \{g/m \text{ sup } 2/day\}$
- S14: Press F7 twice to exit
- S15: To confirm see the equation from page preview (Shift + F7 + 6 or V)

## 7.10 MACRO [ALT + F10]

You can execute macro command by [Alt + F10] key and type macro name created earlier by using Ctrl + F10 key and Press  $\leftarrow$  (for creating macro look Ctrl + F10 function).

### Merge Picture and Text

To follow these steps:

- S 1: Open file type text. Bring cursor in front of the beginning of the paragraph
- S 2: Press Alt + F9  
The screen will read: 1 Figure; 2 Tab box; 3 Text box; 4 User box; 5 Line; 6 Equation:0

S 3: Press 1 (figure)

The screen will read: 1 Create; 2 Edit; 3 New Number; 4  
Option:0

S 4: Press 1 (Create)

Definition: Figure (Table) menu appear on the screen

S 5: Press 1 (Type File Name)

S 6: For example filename created before is Telephone.Wpg

S 7: Press ←

S 8: Press 3 (Caption)

S 9: Press Backspace (to delete caption)

S10: Press F7

S11: Press 7 (size)

S12: Press 2 (set height or auto width as you like choose other  
options also) Type 1" or 1.5" Press ←

S13: Press 6 (Horizontal position)

S14: Press 1 (left)

S15: Press F7 exit

To see the latest position of the graph or text look print preview  
by Shift + F7 + V or 6.



## CHAPTER VIII

### CONTROL AND FUNCTION KEYS

#### 8.1 SHELL/GO TO DOS (CTRL + F1)

When WordPerfect begins from the DOS prompt (C:\>), and the computer has enough memory, it is possible to return to DOS without actually exiting from WordPerfect.

1. Press [Ctrl + F1].
2. Select GO TO DOS.
3. Do whatever is necessary using DOS command
4. Type exit and press enter to return to WordPerfect.

#### 8.2 SPELL (CTRL + F2)

The WordPerfect speller checks the spelling in a document, in addition to looking for repeated words and counts word. A word, page, document or a block of text can be checked without leaving the document.

To begin the spelling check, move the cursor to the top of the document to be checked. Then press [Ctrl + F2]. The sub - menu appears at the bottom of the screen with 6 items.

You can normally select 2 or P for spelling on a particular page of a document or 3 or D for spell checking of full document.

To check spell follow the following steps:

- S 1: Retrieve the document that you want to spell check  
S 2: Press Ctrl + F2 to display the speller menu i.e.  
**Check: 1 Word; 2 Page; 3 Document; 4 New Sup. Dictionary; 5 Look up; 6 Count: 0**

S 3: Select 1-6 any number or alphabet according to your choice.

When the wordPerfect speller encounters a word it does not recognize, the following options at the bottom of the screen will show:

**Not Found:** 1 Skip once; 2 Skip; 3 Add; 4 Edit; 5 Look up; 6 Ignore Number: 0

1 Skip once This will skip over the word only a single time.

2 Skip This skips over the word throughout the remainder of the document

3 Add Use this option when you wish to add an often used word to the supplementary dictionary

4 Edit Choose this option when you need to correct an error. You may either press 4 or move the right arrow key to edit the word

5 Look up This allows you to look up a word pattern in the dictionary

6 Ignore No. Selecting this option will ignore numbers combined with letters throughout the remainder of the document

S 4: When the speller stops and highlights a word, use the menu in the lower half of the screen. If one of the suggestions is correct, simply replace the misspelled word by pressing the letter of the word spelled correctly and continue.

S 5: When the checking has finished press Exit (F7)

### 8.3 REWRITE SCREEN [CTRL + F3]

If the words on the monitor look out of alignment or strange, press [Ctrl + F3] and then [Enter] to rewrite the screen correctly.

The screen will automatically adjust as the cursor is moved down through the document.

**WINDOW ADJUSTMENT:** As usual 24 lines of document shows on the monitor. If you need to edit 2 files at a time on the screen, we need to divide the screen into 2 or 3 parts Doc 1 can bring at the top of the screen with reveal code and at the bottom of the screen bring another document.

To bring window on the screen follow these steps:

- S 1: Press Ctrl + F3  
The screen will read: **1 Window; 2 Line; 3 Rewrite:0**
- S 2: Press 1 (Window)
- S 3: Type how many line need on the top part of the screen, say 12, type 12
- S 4: Press: ←
- S 5: You can move around top and bottom screen using Shift + F3
- S 6: You can retrieve another document at the bottom part of the screen by using F5(list) or Shift +F10 and file name.
- S 7: When work is completed remember to change or adjust window line number to 22 by Ctrl + F3 then press 1 for window and 22 for line number

#### **8.4 MOVE [CTRL + F4]**

To move a block of text follow these steps:

- S 1: Select text by block [Alt +F4].
- S 2: Press (Ctrl + F4).
- S 3: Select 1 (Block)
- S 4: Select 1 (Move)
- S 5: Move the cursor where you want to move the selected text.
- S 6: Press ←↵ (Enter Key).

## 8.5 TEXT IN/OUT [CTRL + F5]

To insert a document or part of a file use these steps:

S 1: Press Text In/Out [Ctrl + F5]

You can see the following menu at the bottom of the screen:

1 DOS Text; 2 Password; 3 Save As; 4 Comment; 5 Spreadsheet:0

### Save file by Password

S 1: Open Document or Type necessary work

S 2: Press Ctrl + F5

S 3: Press 2 for Password

S 4: Press 1 (Add Password to the Document)

S 5: Press ↵ (Enter Key)

S 6: Save file

### Open a Password File

S 1: Press Shift + F10 and type file name or Press F5 to bring the cursor on respective file. Press one for retrieve the file

S 2: Type password

S 3: Press ↵ (Enter Key)

S 4: Rewrite the password again

S 5: Press ↵ and file will appear on the editing screen

### To delete a Password file

S 1: Open file with password by above process

S 2: Press Ctrl + F5

S 3: Press 2 (Password)

S 4: Press 2 (Remove)

S 5: Press F7

S 6: Press Y (Yes)

S 7: Press Y to delete password or N not to delete.

## 8.6 TAB ALIGN [CTRL + F6]

When the tab align key is pressed, the cursor moves to the next tab setting, where the alignment character will be positioned. The character typed before the alignment character is pushed to the left. Press tab or enter to leave the tab alignment. If you wish to set tab like below table, follow steps of the below table first then try to practice this type of table.

Table 5: Tab align

---

<u>NAME</u>	<u>DESIGNATION</u>	<u>BASIC</u>	<u>H.RENT</u>	<u>TOTAL</u>
1.	Abul Kalam	7200.00	3600.00	11520.00
2.	Abed Hossain		6300.00	3150.00
3.	Ruhul Amin	<u>4200.00</u>	<u>2100.00</u>	<u>6300.00</u>
	Grand Total=	17700.00	8850.00	17270.00

---

To make above table follow these steps:

- S 1: To set tab press Shift + F8, Press 1 (line), Press 8 (tab), Ctrl + End key to clear all existing tab, Now you can set as you desire by bringing cursor to the right by arrow key. Remember L for left tab, D for decimal, R for right tab and C for Centre tab position. You can do it in another way by talking the following steps for above table.
- S 2: Place cursor at the left side of row type SL.NO. Press tab and type Name



- S 3: Press Ctrl + F6 thrice and type Basic
- S 4: Press Ctrl + F6 twice type H.Rent
- S 5: Press Ctrl + F6 twice type Total
- S 6: As example type Name press tab or Ctrl +F6 type designation press tab type 7200 press tab type 3600 press tab press 720 press tab type 1152
- S 7: This way complete the remaining data. This way you can prepare the table independently.

## 8.7 FOOTNOTE [CTRL + F7]

A footnote is a reference or some other parenthetical text that appears at the bottom of a page. When you create a footnote, mark a superscripted number in the text.

To create footnote at the end of any page take the following steps:

1. Bring the cursor where you wish to create footnote
2. Press [Ctrl + F7]
3. Press 1 (Footnote)
4. Press 1 (Create)

At this time a new menu will appear, cursor will blink at the left corner of the screen. Type desired foot note.

5. Press F7 to back the document

### 8.7.1 ENDNOTE

Footnotes are inserted at the bottom or foot of the page. Whereas endnotes are reference or some other parenthetical text that appears at the end of document or wherever you desire. Both types of notes are marked in the text either by numbers or by special characters as asterisks (\*). You can create, view, edit, delete and move endnotes just as you do footnotes.

To insert endnote in the document, do the following steps:

- S1: Bring the cursor where you wish to create endnote
- S2: Press [Ctrl + F7]
- S3: Press 2 (endnote)
- S4: Press 1 (Create) to create an endnote

The cursor appears in an endnote entry screen, similar to footnote entry screen except that the number in the top left corner is not superscripted on the screen.

- S5: Tab once or press space bar twice to separate the period after the number from the text you are about to enter.
- S6: Enter the text of the endnote
- S7: When completed press F7 to exit to the normal document.

## **8.8 FONT [CTRL + F8]**

To emphasize certain text say headings, titles, letter heads, books and magazines titles etc. needs change of appearance such as outline, shadow, small capital letters, bold, italic and underline.

To change the appearance of any font, please follow these steps:

- S 1: Select text.
- S 2: Press [Ctrl +F8].
- S 3: From the menu at the bottom of the screen choose 2 (appearance); another menu with 9 options appears on the screen:

1 Bold; 2 Under ln; 3 Dbl Und; 4 Italic; 5 Out ln; 6 Shadw; 7 Sm cap 8 R. ln; 9 Stkout:0

S 4: Select any one, according to requirement.

**Base Font (Ctrl + F8,4)**

- Roman 5cpi
- Roman 5cpi Dbl-High
- Roman 5cpi Dbl-High Italic
- Roman 5cpi Italic
- Roman 6cpi
- Roman 6cpi Dbl-High
- Roman 6cpi Dbl-High Italic
- Roman 6cpi Italic
- Roman 7cpi
- Roman 7cpi Dbl-High
- Roman 7cpi Dbl-High Italic
- Roman 7cpi Italic
- \*Roman 10cpi
- Roman 10cpi Dbl-High
- Roman 10cpi Dbl-High Italic
- Roman 10cpi Italic
- Roman 12cpi
- Roman 12cpi Dbl-High
- Roman 12cpi Dbl-High Italic
- Roman 12cpi Italic
- Roman 15cpi

l Select; N name Search: l

To change font appearance the following effects occurs:

**Bold:** Darken the fonts just as bold key F6 does. To bold text by F6 takes keystrokes than Font (Ctrl + F8) key.

Underln: Underline text as underline key F8 does

Dbl Und: Underline text twice

*Italic:* Make text as italic

Otl & Sd: Change text as small capital letters

SMALL CP: Change text as small capital letters  
 Rd & Stk: Mark text for special reasons

## 8.9 MERGE/SORT [CTRL + F9]

### A. To Perform Line Sorting

1. Complete document
2. Press [Ctrl + F9]
3. Press 2 (Sort)
4. Press Enter
5. Press Enter
6. Prsss 7 (Type)
7. Press 2 (Line)
8. Press 1 (Perform Action)

Fig. 27: Sort by line

---

Sort by line

Key	Type	Field	Word	Key	Type	Field	Word	Key	Type	Field	Word
1	a	1	1	2	a	1	1	3	a	1	1
3				5				6			
7				8				9			
Select											
Action		Order		Type		Sort		Ascending		Line sort	
1 Perform Action; 2 View; 3 Keys; 4 Select; 5 Action; 6 Order;											
7 Type: 0											

---

### B. To Perform Paragraph Sorting

1. Complete document
2. Press Ctrl + F9

3. Press 2 (Sort)
4. Press Enter
5. Press Enter
6. Prsss 7 (Type)
7. Press 3 (Paragraph)
8. Press 1 (Perform Action)

#### C. To Perform Ascending/Descending Sorting

1. Complete document
2. Press Ctrl + F9
3. Press 2 (Sort)
4. Prsss 6 (Order)
5. Press 1 (Ascending) or 2 (Descending)
6. Press 1 (Perform Action)

### 8.10 MACRO DEFINE [CTRL + F10]

To prepare a document same type of word, line, or command needs to be used several times. To perform the task repeatedly we can use Macro Command. Suppose you want to change format of your document from single line spacing to double line spacing, it takes a sequence of six key strokes i.e. 1. Shift + F8; 2. Press L or 1 for Line; 3. Press S or 6 for line spacing; 4. Type 2 for double spacing; 5. Press enter; and 6. Press F7 for exit.

You can build up below type of macros to work smoothly on any document or file for word processing:

1. Bold a line
2. Single/Double line spacing
3. Italic a word
4. Set different command at a time for format a paragraph of a document

## Types of Macros:

1. Name Macro 2. Text Macro 3. Temporary Macro 4. Command Macro

### 1. To Create Name Macro

- S 1: Press Ctrl + F10
- S 2: Define Macro: appear on the screen
- S 3: In front of define macro type a macro name say Ex
- S 4: Press ↵
- S 5: The screen display  
Description: Type "Practice Macro"  
You can type here upto 39 characters for description
- S 6: Macro Def blink on the bottom of the screen.  
Here type keystrokes that you want to record in Macro
- S 7: Press Ctrl + F10 again to end macro recording

### To run this macro follow these steps:

- S 1: Press Alt + F10
- S 2: Type Exit
- S 3: You will see what you have done as if you type earlier as  
The little brown fox jumps over the lazy dog

### 2. To create text macro

- S 1: Press Ctrl + F10 (Macro on)

**Define macro:** (appear on the screen)

- S 2: In front of define macro type Alt + any alphabet say g
- S 3: In front of Description: Press enter or type any thing as per your desire
- S 4: Do what you wish to macro say type: Example
- S 5: Press Ctrl + F10 (Macro off)

### To run text macro

Now any where you desire to retrieve that macro type Alt + specific alphabet (here for instance Alt + g).

Macro will type: Example

### 3. To Create Temporary Macro

S 1: Press Ctrl + F10 (Macro on)

Define macro: (appear on the screen)

S 2: Press ↵

S 3: type any command or keystroke that you want to record

say type: The little brown fox jumps over the lazy dog

S 1: Press Alt + F10

S 2: Press ↵

### 4. To Create Command Macro

S 1: Press Ctrl + F10

S 2: Type Macro Name

S 3: Press ↵

S 4: Press ↵

S 5: Type command or key strokes that you want to record

S 6: Press Shift + F10 and type file name to retrieve a earlier file

S 7: Press Ctrl + F10 to Macro off

To run this Macro

Press Alt + desire key.

## CHAPTER IX

### WORDPERFECT 6.0

#### 9.1 NECESSARY HARDWARE AND SOFTWARE TO RUN WP 6.0:

To run WordPerfect Version 6.0 at least the following hardware and software will be required:

- A PC or PC compatible with 80286 co-processor can run WP 6.0 package but the speed becomes low. Some times you may find it difficult to work with this computer. So for better performance you can use more than 80286 co-processor base computer.
- At least 520 KB RAM
- More than 16 MB hard disk space to work with all features of WP 6.0.
- At least EGA or VGA graphic adapter to make available graphics mode facility.

#### STARTING WORDPERFECT 6.0:

To install WP 6.0 programme or WP 6.0 subdirectory to run WP 6.0, please follow these steps:

- At first switch on UPS, CPU, Monitor or other necessary peripherals, i.e printer, modem etc. as usual manner.
- Within a few minutes DOS prompt (C:\>) appears on the screen with blinking cursor.
- Type CD\WP6.0 or CD WP6.0 and press Enter.
- Prompt looks C:\WP60>. Then type WP and press Enter.



Within a moment WP6.0 editing screen with blinking cursor on the top left corner will appear on the screen. Now you can work.

## **OPEN A DOCUMENT:**

By using mouse select file menu then highlight open option, click twice on the left button of the mouse. Here you must type necessary file name with specific path i.e. drive name, directory name and file name with extension. Otherwise you can press shift F10 key or by pressing F5 key from list of menu you can retrieve desired file.

## **TEXT MODE**

On editing screen default mode is text mode. In text mode, only text appears on the screen. Cursor speed is as usual on text mode but you can't see size changes, fonts and graphics: By using print preview option from file menu you can get an idea of printout position of a page.

## **GRAPHICS MODE**

Using graphics mode you can get the idea about the document exactly as it will look when printed in graphics mode and page more offer WYSIWYG short for "What You See Is What You Get", but without top and bottom margin, to see top and bottom margin you have to go to page mode. So to go to Graphics mode from text mode, please follow these steps:

- S1. Press Ctrl + F3, Screen dialogue box will appear on the screen.
- S2. Select 3 or G for Graphics mode.

To go Graphics Mode from Menu Bar, follow these steps:

1. Press Alt + V ( for View)
2. Press G (for Graphics)

Note: In graphics mode cursor run very slowly, so by viewing sizes, appearance, font, graphics images, return as soon as possible to text mode (Ctrl + F3, T) for quick work.

### **Concept about apply command:**

You can apply commands by three ways, for example:

1. Key Board
2. Menu Bar
3. Mouse

#### **1. Key Board:**

By using key board you can use Function Keys F1 to F12 alone), pressing Ctrl, Alt and Shift key plus function keys (F1- F12) for different commands.

#### **2. Menu Bar:**

Press Alt plus = at a time to get Full down menu, and by moving arrows key you can move around the menu's and use necessary commands or options as per your requirement.

#### **3. Mouse:**

You can activate the menu bar by using mouse any time. To choose the command of menu with mouse please follow these steps:

1. If menu bar isn't visible click the right button to activate the menu bar.
2. Bring the cursor point on the necessary menu and click the left button of the mouse to function.
3. Click the right mouse button to cancel the command.

## **9.2 EXTRA FACILITIES OF WP6.0 COMPARED WITH WP5.1**

### **Base Font:**

Base font also remains as in WP5.1, but it can't meet up the necessary requirements of desktop publishing. In this respect in WP6.0, base font has different types of fonts with various sizes from 6-144 points and also with appearances e.g. Bold, Italic, Small, Caps, Underline, Outline, Redline, Doubleline, Shadow, Strikeout, show the settings of the fonts results immediately on the screen for better selection.

### **Book Mark:**

In WP6.0 from edit menu you can set Book mark (Shift + F12) any where in the document. So when you require to go to the book mark text part quickly, we can say that it takes no time at all.

### **Button Bar:**

Button bar facility makes WP6.0 more attractive. Using mouse by clicking button you can edit or move around the whole document very fast. It is under view menu.

### **Cascade:**

You can overlap document windows by selecting cascade option from windows menu. If multiple files are open, this feature arranges documents on the screen so that they overlap, where one document is at the top, but at least a portion of the remaining document(s) is displayed

### **Close:**

Using mouse from file menu, by clicking close option, you can shut down a open document or equation or image editor.

### **Clipboard:**

When you cut or copy any part of text from edit menu, a copy of the selected text is remained in the clipboard. This selected part remain in the clipboard until you cut or copy some other text. By using paste option from edit menu you can use several time early cut or copied part of the text.

### **Cut, Copy, Paste:**

By blocking part of text you can cut, copy or pastes previous cut or copied text anywhere in the document.

### **Drag and Drop:**

By using mouse, text or graphics can be drugged or picked up and dropped, i.e. transferred to a new desired place.

### **Document View:**

In WP5.1 there are view choices that range from 100% to 400% but in WP6.0 it increases upto 1000%. In addition in print preview screen has Zoom with full page and facing pages facility.

### **Envelope:**

Printing envelope in earlier version of Wordperfect was a very troublesome job. But in this version you can do this very easily.

From layout menu by clicking envelope, choose necessary size option, and you can print address easily on the envelope.

### **Fax & Mail:**

To send a document as a mail message, first connect to your network, then start network mail programme. Now start WordPerfect 6.0 from file menu, then select Print/Fax or by pressing Shift +F7 and select fax, you can send messages to computers far away.

### **File Conversion:**

Converting a file from another package to WordPerfect's format is very simple. Just choose open file option from file menu, then type the name of the document and choose OK. Choose save as from file menu, type a document name, choose format, specify the foreign format, and choose OK.

### **File Editing:**

WordPerfect Ver. 5.1 has the facility to edit only 2 (two) files at a time but in Ver. WP6.0, you can edit upto 9 files at a time.

### **File Manager:**

From editing text any time you can see the list of documents and directories from a hard disk or floppy diskette by selecting file manager option from file menu. File manager acts as a table of contents for the documents saved on disk as well as reading a menu for retrieving, deleting, renaming, printing, copying, moving and searching desired file(s).

**Grammatik:**

WordPerfect 6.0 has introduced a new grammar check facility which scans the documents checks, spelling, identifies grammatical errors, points out poor writing style and suggests corrections or disputable syntax.

**Frame:**

By selecting frame feature from window menu, you can move, change sizes and edit text of a document.

**Hypertext:**

Links parts of document to other areas or another document. Hypertext is a technique that allows you to put hot spots into a document. You can then assign an action on that hot spot quickly.

**Labels:**

You can make formats to print labels at a predefined setting.

**Mouse:**

Using mouse you can move around the document easily.

**Next:**

From window menu by selecting next option, you can switch to next document.

### **Outline Bar:**

To create, display, move or remove an outline option, for quick access to outline option you can select outline Bar features from view menu.

### **Page Border:**

From layout menu selecting page option, you can select page format from different types page format features.

### **Previous**

To go to current document to early opened document by selecting previous option from window menu and highlighted desired document and press enter.

### **Quick List**

You can use quicklist button on press F6 for easy access to directories files or wildcards to save the time and get the desired path promptly.

### **Sound Clip:**

To recording on playing any document please select sound clip option from Tools menu. To use sound clip option you need the help of sound card.

### **Spread Sheet Function:**

You can import or link created spread sheets by Lotus or Quattro Pro in Wordperfect 6.0 document.

### 9.3 PULL DOWN MENU

Like menus for different food items priced in a chinese restaurant, the menu in WordPerfect presents you different commands to choose as and when required. The options on the menus represent to do specific task. You can activate the menu bar and choose commands by two ways as I) using the mouse or ii) from the keyboard. The menu bar is always at the top of the document screen, when the menu bar is active, you will see the list of commands across the top of the screen as follows:

#### File Menu

To go to pull down file menu, please press Alt + F key. You will get the following screen:

File Edit View Layout Tools Font Graphics Window Help New	
Open...	Shft+F10
Retrive...	
Close	
Save	Ctrl+F12
Save As...	F10
File Manager..	F5
Master Document	Alt+F5
Compare Cocuments	Alt+F5
Summary...	
Setup	Shft+F1
Print/Fax...	Shft+F7
Print Preview...	Shft+F7
Go to Shall...	Ctrl+F1
Exit...	F7
Exit WP...	Home, F7
Doc 1 Pg 1 Ln 1 Pos 1	



The File menu displays the following commands:

New	Opens a new document
Open	Retrieves an old document
Retrieve	Retrieves file into the current document
Close	Closes open file or equation or image editor
Save	Saves or resaves a document
Save As	Saves files in the current directory path with a new name
File Manager	Lists files of current document
Master Document	Creates large document linking small subdocuments
Compare Doc	Contrasts text changes between documents
Summary	Creating summarization of document
Setup	Selection of system settings
Print/Fax	Prints to paper, disk, printer, screen, or fax
Print Preview	Previews shows how document looks when printed
Go to Shell	Exits system to Dos/Clipboard features
Exit	Exits document and clears screen
Exit WordPerfect	Exits from Wordperfect back to Dos prompt

### **Edit Menu**

From file menu press right arrow or Esc and press Alt + E to access to the Edit pull down menu.

This screen shows as follows:

File <b>Edit</b> View Layout Tools Font Graphics Window	
Help New	
Undo	Ctrl+Z
Udelete...	Escape
Repeat...	Ctrl+R
Cut and Paste	Ctrl+Del
Copy and Paste	Ctrl+Ins
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Append	
Block	Alt+F4
Select	
Convert Case	Shift+F3
Search...	F2
Replace...	Alt+F2
Bookmark...	Shift+F12
Go to...	
Ctrl+Home	

Doc 1 Pg 1 Ln 1" Pos

1"

The Edit menu displays the following commands:

### **Edit**

Undo	Reverses the last editing
Undelete	Restores any or all of last three deletions
Repeat	Duplicates/repeats repetitive keystrokes
Cut and Paste	Moves highlighted text
Copy and Paste	Copies highlighted text

Cut	Deletes highlighted text
Copy	Copies highlighted text and keep it to the Clipboard
Paste	Pastes previously cut or copied text
Append	Adds selected text to the end of a document
Block	Highlights text for modification
Select	Selects sentences/paragraphs/pages/blocks
Convert Case	Converts to upper/lowercase, initial caps
Search	Moves quickly to words, phrases, or codes
Replace	Searches quickly and replaces with new text
Bookmark	Marks location in document for reference
Go to	Moves cursor quickly to desired page

## View Menu

From edit menu press right arrow, or Esc key and Alt +V to go to view pull down menu. You will see the following screen:

File Edit View Layout Tools Font Graphics Window Help New	
*Text Mode	Ctrl+F3
Graphics Mode	Ctrl+F3
Page Mode	Ctrl+F3
Reveal Codes	Alt+F3
Ribbon	
*Outline Bar	
*Pull-Down Menus	
Button Bar	
Button Bar Setup	
Zoom	
Horizontal Scroll Bar	
Vertical Scroll Bar	
Screen Setup...	Ctrl+F3
Doc 1 Pg 1 Ln 1" Pos 1"	

The View selections are listed below:

### **View**

Text Mode	Default screen mode
Graphics Mode	Displays true font/graphics layout
Page Mode	Shows full page
Reveal Codes	Displays hidden codes
Ribbon	Displays options for size/appearance
Outline Bar	For quick access to Outline options
Pull-Down	Default screen menus
Button Bar	For quick access to menu items with a mouse
Button Bar Set	Defines or selects Button Bar
Zoom	Views at different magnifications

### **Layout Menu**

Press right arrow from view pull down menu or Esc key and press Alt + L to access to Layout (format) menu. You will see the following screen:

## Layout Menu

File Edit View <b>Layout</b> Tools Font Graphics Window Help New	
Character...	Shift+F8
Line...	Shift+F8
Page...	Shift+F8
Document...	Shift+F8
Columns...	Alt+F7
Tables...	Alt+F7
Envelope...	Alt+F2
Special Codes...	
Other...	Shift+F8
Margins...	Shift+F8
Justification	
Tab Set...	
Alignment	
Header/Footer/Watermark..	
Footnote	Ctrl+F7
Endnote	Ctrl+F7
Comment	Ctrl+F7
Styles...	Alt+F8

Doc 1 Pg 1 Ln 1" Pos 1"

Layout selections are discussed below:

### Layout

Character	Accesses character format options
Line	Accesses line format features
Page	Accesses page format features
Document	Accesses document format features
Columns	Provides column setup
Tables	Provides table setup
Envelope	Creates envelope from document address
Other	Offers specialized formatting options
Margins	For setting document or paragraph margins
Justification	Aligns text on right or left margins
Tab	Changes tab settings in a document
Alignment	Aligns with indents, flush right center

Hdr/Ftr/ Watermark	Prints top/bottom, or watermarks background
Footnote	Provides footnote creation and layout options
Endnote	Provides endnote creation and layout options
Comment	Creates nonprinting boxed text
Styles	Accesses personal libraries and styles

## Tools Menu

Press right arrow key from layout menu to access to Tools menu or Esc key and press Alt + T. You will see the screen as follows:

File Edit View Layout <b>Tools</b> Font Graphics Window	
Help New	
	Writing Tools.. Alt+F1
	Macro
	Outline Ctrl+F5
	Merge Shift+F9
	Sort... Ctrl+F9
	Date Shift+F5
	Index Alt+F5
	Table of Contents Alt+F5
	List Alt+F5
	Cross-Referrence Alt+F5
	Table fo Authorities
	Generate... Alt+F5
	Math Alt+F7
	Spreadsheet Alt+F7
	Hypertext... Alt+F5
	Sound Clip Ctrl+F7
Doc 1 Pg 1 Ln 1" Pos 1"	

The Tools features listed are as follows:

### **Tools**

Write Tools	Accesses Speller, Thesaurus, Grammatik and Doc. Info
Macro	Defines or executes saved keystrokes
Outline	Organizes text into an outline format
Merge	Merges primary/Secondary files
Sort	Sorts in alpha/numerical order
Date	Inserts date or code for current day's date
Index	Creates and maintains index for a document
Table of Contents	Creates table of contents for a document
List	Creates list of figures/illustrations/maps
Cross Reference	Cross-references pages, figures, and notes
Table Authorities	Creates a table of authorities
Generate	Updates/generates tables, lists, indexes etc
Math	Mathematical calculations
Spreadsheet	Copies from spreadsheet into document
Hypertext	Links parts of document to other areas





Double Underline	Double underlines characters or words
Italics	Italicizes text characters
Outline	Outlines text characters
Shadow	Darkens and shadows text
Small Caps	Large/small capitalization of all text
Redline	Gray shades text
Strickeout	Puts a hyphen midline through characters
Print Color	Print in color on appropriate printer
WP Characters	ASCII, math, digraphs, diacritics
Hidden Text	Include hidden personal messages/ comments

## Graphics Menu

Press the right arrow or Esc key and please press Alt + G to retrieve the graphics pull down menu. The following screen shows the graphics pull down menu:

<b>Graphics Window Help New</b>	
Retrieve Image...	
Graphics Boxes	Alt + F9
Graphics Lines	Alt + F9
Borders	Alt + F9
Fill Styles	Alt + F9
Line Draw	Ctrl + F3

The Graphics pull-down displays the following features:

## Graphics

Retrieve Image	Loads/imports graphics images into document
Graphics Boxes	Imports clip art or drawing or creates boxed text
Graphics Lines	Separates with horizontal/vertical lines
Borders	Borders around paragraph /page /columns
File Styles	Makes clip-art transparent or white/ black fills box with backgrapund
Line Draw	Draws simple boxes, graphs, and borders

## Wiondow Menu

If menu bar is not on the screen please press Alt plus = at a time to get pull down menu and by pressing right arrow key you can select window menu or press Esc key and Alt + W for the window pull down screen:

Window	Help	New
Minimize		
Frame		
*Maximize		
Tile		
Cascade		
Next		Ctrl+Y
Previous		
Switch		Shift+F3
Switch to F3		

The Window menu displays the following feature selections:

### **Window**

- |           |  |
|-----------|--|
| Minimize  | Reduces the normal document window size            |
| Frame     | Displays size controls (move/size/edit) for window |
| Maximize  | Fills entire document window without frame         |
| Tile      | Arranges windows side-by-side                      |
| Cascade   | Overlaps document windows                          |
| Next      | Switches to next document window                   |
| Previous  | Switches to previous document window               |
| Switch    | Switches between current/last window               |
| Switch To | Lists all current document windows                 |

### **Help Menu**

By using help menu you can know the uses of any command. To get help menu please follow these steps:

- Press F1 or Alt + H
- Press down arrow key to select desired option

press enter key

The help pull down menu looks as follows:

<b>Window Help New</b>
Contents ... F1
Index ...
How do I ...
Coaches
Macros
Tutorial ...
Wp Info ...

The Help menu displays the following features:

### **Help**

Contents	Table of contents for the Help feature
Index	List of Help topics
How Do I	Explanation of how to use features
Coaches	An interactive tutorial for problems
Macros	Macro manual table of contents
Tutorial	WordPerfect 6.0 full walk-through tutorial

## 9.4 SPELL CHECK, THESAURUS, AND GRAMMATIK

When you process a text or any thing else before you ready to print or hand it over to respective personnel for the better performances of your work, you can check word spelling, thesaurus and grammatical error. WordPerfect has an exceptional ability to do all the above task, which scans the part of whole documents and highlights a misspelling, synonyms, antonyms or grammatical syntax and offers you a choice of the correction in its place.

### Spell Check

The following process will familiarize you are with spell check futures. Some time spell check takes time to examine each word step by step and to experiment with further selections in the spelling menu. To spell check please follow these steps:

1. Press Alt+t to access to tolls pull down menu.
2. Press down arrow key to access to highlight the writing tools.
3. Press enter. You should see the following dialogue box.

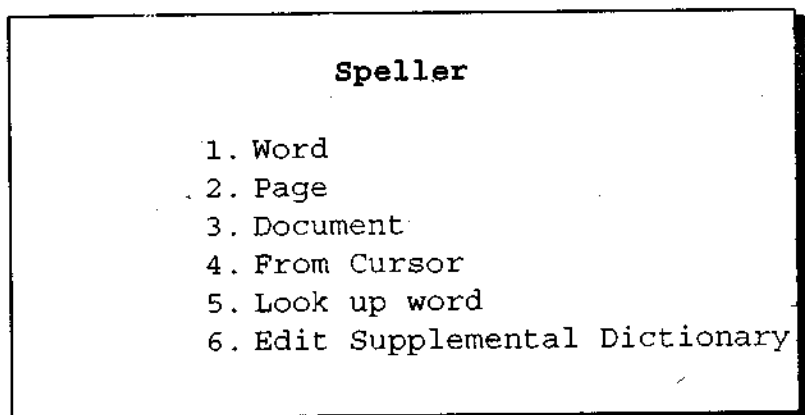
#### Writing Tools

1. Speller
2. Thesaurus...
3. Grammatik...
4. Document Information
5. Disable Speller/Grammatic  
in this part of the Document

## Press S or 1 to choose speller

Note: Either the highlighted number or the highlighted letter can be pressed to access to the desired menu in WordPerfect.

The pop-up speller window menu will appear on the screen as:



If you wish, you can select a specific part of text by blocking or a word, a page even the whole document, otherwise you can tell the speller how much material you want to check by choosing among the following options:

- |              |  |
|--------------|--|
| Word:        | Checks the spelling of the word at the cursor positions    |
| Page:        | Checks the spelling on the current page                    |
| Document:    | Checks spelling of the whole document                      |
| Form cursor: | Checks spelling from the cursor to the end of the document |

**Look up word:** You can look up a word that you're not sure how to spell accurately.

**Edit supplements Dictionary:**

Doesn't check but lets you change a supplemental dictionary.

Once spell checks going on what you do next step depends on what the speller finds (anything). The various possibilities are discussed below:

1. Press 1 (skip once): Ignore the misspelling this time only.
2. Press 2 (skip in this document): Skips the word here and throughout the rest of the document.
3. Press 3 (add to dictionary): Adds a new word in the dictionary so that it is never counted as a misspelling word further.
4. Press 4 (edit word): Lets you change to switch to the document's specific word and edit the misspelling by using arrow keys to move around the text for correction.
5. Press 5 (look up): Lets you get change to look up a desired word or word pattern and press enter to edit.
6. Press 6 (ignore numbers): If you do not want to correct embedded number, in this case you can use this option.
7. Press 7 (replace word): In case of misspelled word you can chose any one of the suggested words by double

clicking or by highlighting and choosing Replace word. The misspelled word will be change by the word your chores.

8. Press 8 (select dictionary): Lets you chose a supplementary dictionary for words that you time to time add to the dictionary.

When spell checking of the whole document is completed than prompt appears on the screen as follows:



**Spell Check Completed**

**OK**

At this time to finish spell check features and return to the document just click the mouse button twice keep cursor on OK position or press enter key.

## **Thesaurus**

In a sentence when you are confusing with a word and wish to change it with a proper word in this respect WordPerfect's thesaurus provides a wide variety of synonyms (same meaning) or antonyms (opposite meaning). This can help you to select necessary word.



To access to the thesaurus follow these steps:

1. Place the cursor on the word which needs meaningful replacement.
2. Press Alt + t for Tools menu
3. Press enter key when highlight writing tools option appears
4. Select 2 or T for Thesaurus

WordPerfect show you an additional list of similar and dissimilar words. By pressing arrow key highlight the desired word. To replace the word just type R as click on replace by mouse. The word is automatically replaced with selected word. If you decide not to change the word, simply click cancel option or press ESC key to return to the document.

You can move around the thesaurus dialogue box by clicking the scroll up down arrows or pressing up and down arrow keys or pressing PgUp and PgDn keys. To move the highlight from column to column, press the Left arrow (or Tab) or shift + Tab key or click the left or right buttons in the dialogue box.

### **Grammatik check**

WordPerfect 6.0 provides two types of grammar checks:

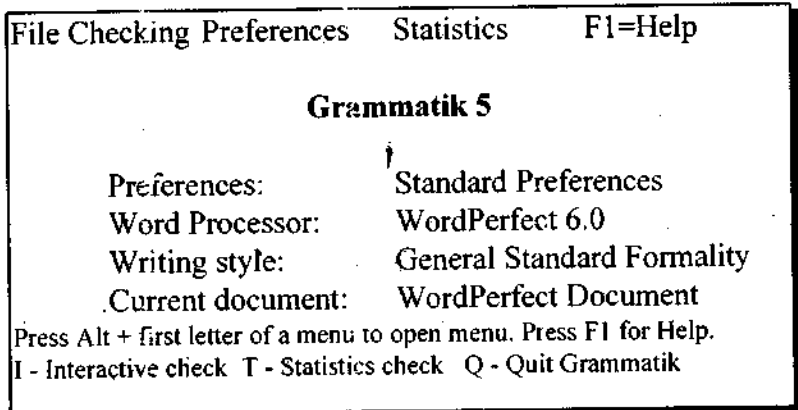
- i. interactive
- ii. statistical

i. Interactive Grammatik Check.

This type of grammar check scans the document for problems, then highlights each sequence individually. The steps of interactive grammar check are given below:

1. Press Alt + t for tool menu
2. Type W or highlight writing tools
3. Type 3 or g for Grammatik
4. Press I for Interactive check

The following screen appears:



Now scanning grammatik of the document begins. A screen appears with wrong grammatik part of tex at the bottom of the screen prompt.

Replacements: Press <F2> to select .... Press F2, by arrow key select it highlight replacement portion and press enter twice to select it and continue to check further correction. In grammatik at the bottom of the screen you will see the following features:

F10: Next problem F6: Ignore rule class F3:  
Replace/Next F2: Replace F9: Edit problem F5:  
Ignore phrase.

## ii. Statistical Grammatik Check

Statistical grammatical provides a brief summary of document. Type or click T at the main Grammatik screen to display various statistics features: i.e. readability, paragraph, sentence and word statistics and interprets their meaning.

### **Print Preview Document**

You can see your document's print mode ahead of printing by using print preview features. The print preview screen lets you view facing pages, thumbnail sketches, and move but if your document has lots of graphics, print preview become painfully slow when displaying, even you can lost your patience to see it further in that case press ESC key to come out from this feature.

To access print preview, do the following:

1. press Alt+F for menu
2. type P for print or Shift+F7 and
3. press 7 Type V (for print preview).

### **View Menu Choices:**

View menu has the following types of choices 100% 200%, Zoom In, Full page and facing pages.

- |           |   |
|-----------|---|
| Zoom 100% | Select Zoom 100% to see the text 100% viewing                                       |
| Zoom 200% | Double the printed size   |
| Zoom IN   | Select Zoom in for the text closer and larger in Full Page mode.                    |
| Full page | Select Facing pages to view both the present page and preceding page, side by side. |

When viewing is completed, press Esc key several times till the text screen is not shown.

### **Print a full document**

To print a full document, follow these steps.

1. Retrieve the earlier document or completed the percent document.
2. Press Shift+F7 or Press Alt+F
3. Press 7 or P for Print /Fax dialogue box.

Print/Fax dialogue box show as follows:

4. Press 1 for printing full document. At this time at the bottom of the screen print button dialogue box is highlighted.
5. Press Enter Key

### **Print a specific page**

To print a specific page, follow these steps.

1. Open the document and bring the cursor on desired page to print.
2. Press Shift+F7 or press Alt+F and press P for print/Fax. At this time print /Fax dialogue box appears on the screen.
3. Press 2 or P

4. Print button dialogue box is highlighted at the bottom of the screen.
5. Press enter key.

### **Control Printer**

When print command is going for some reason some time printing command does not act. At this time press Alt+F and type or Shift+F7 (print). Now type 6 or C (for print control). WordPerfect displays the print control screen:

### **File Manager**

File Manager helps us to handle lists of documents and directories from hard disk or floppy disks and as well as providing a menu for retrieving, copying, renaming, deleting, printing, searching etc. work easily.

### **Access to File Manager**

1. Press Alt+F for Menu
2. Cursor down to File Manager or type F you will see the following dialogue box.
3. If you wish to change to default directory please type desired drive, directory and file name press Enter and you will see a screen as follows:
  1. Open into New Document: Retrieves files(s) into a new document screen/window:

**Directory:** You can type here path of your desired file to open, i.e. drive name, directory name and file name with extension.

**Quick list (F6):** Lets you give opportunity to switch frequently among the used directory.

**Use Quick Finder (F4):** Lets you quick search for indexed files for words, patterns or phrases.

**Directory Free (F8):** Lets you give opportunity to choose a directory from in directory free.

2. **Retrieve into Current Document:** Retrieves file(s) into the current document.
3. **Look:** lets you display contents of the currently highlight file.
4. **Copy:** Allow you copy the file(s) to another location or path.
5. **Move/Rename:** Move or Rename the selected file(s)
6. **Delete:** Delete the selected file(s)
7. **Print:** Prints the selected file(s)
8. **Print list:** Prints the list of file(s) of the present directory.
9. **Sort by:** Display files according to any choices such as filename, extension, detective, size etc.
10. **Change Default Directory:** Changes the current directory.
11. **Current Directory:** Shows the default directory. If you always work on a specific directory in that case you can change the default directory to your desired directory.

12. Find: Search through the file contents for specific information (i.e. file name, words phrase).
13. Search: Moves quickly to a specific file name.
14. Name Search: Lets you find a file from the current directory the typing the first few characteristics

Fig. 28: Screen view of a file manager menu

Sort by :Filename

File Manager

Parent <Dir>

CDROM1	.WP6	58,450	06-11-96	09:25a
CDROM2	.WP6	52,601	06-22-96	09:25a
CHARA	.DEC	118,087	09-13-96	06:01a
FAX	.TEM	69,308	09-13-95	10:50a
Letter	.Tem	6,817	10-12-95	10:40a
FAX	.TEM	6,412	09-13-95	10:50a
MEMO	.TEM	17,401	09-13-95	10:50a
NEWL	.TEM	4,539	09-13-95	10:50a
PRINT	.TST	35,873	09-13-95	10:50a

Files 9      Marked: 0

Free: 11,997    Used: 369,515    Setup .. Shft + F1    Close

1. Open into New Document
2. Retrieve into Current Doc
3. Look...
4. Copy...
5. Move/ Remane...
6. Delete...
7. Print...
8. Print list...
9. Sort by...
- H. Change Default Dir...
- U. Current Dir ... F5
- F. Find...
- E. Search...F2
- N. Name Search

\*(Un)mark  
Home, \*(Un)mark all

## Page Numbering

In page numbering there are two steps.

- a. Create page number position
  - b. Start page numbering
- A. Create Page Numbering Position.
    1. Please keep the cursor where page numbering begins.

2. Press Shift+F8 or press Alt+I
3. Press 3 (page) or layout menu highlight page press Enter
4. Press 1 (page numbering) or Select Page number position (Shift+F8 PNP). You will see the following page number dialogue box.
5. Press 1 (page no. position)
6. Select one of position where you want page numbers to appear.
7. Choose OK.
8. Press Enter until you return to the document.

B. Start Page Numbering.

WordPerfect usually keeps track of page numbering in Arabic numerals (1,2,3). Sometimes, however, a different kind of page numbering such as roman numeraly (i. ii. iii ) might be better. In some cursor you can start page number from specific page number. To set page numbering please follow these steps:

1. Bring the cursor to the page where you want to page change.
2. Press Shift + F8, 2 for page number
3. Press 1 (page number) in select page number (press shift+F8 P.N.N). You will see page number dialogue box.
4. Choose any of the options.

New Number: Here you type starting page number

Numbering Method: Select numbers, letters or roman numbers for page numbering

Increment Number: Adds 1 from the current page number

Decrement: Subtract 1

Display in Document: Display the cursor position page number



## Retrieve a Graphics File

Place the cursor on the page where you want to appear the graphics and follow the steps:

1. Press Alt-F9 or press Alt+G and press enter you will see a dialogue box.
2. Select Retrieve Image Shift+F10 and press enter at this time you will see another following box.

## 9.5 REFERENCES

1. Case, Felicia. 1994. Learn WordPerfect 6.0 in a day. New Delhi, BPB Pub. 136p.
2. Rahman, Mahbubur. 1995. WordPerfect 5.1 & 6.x. 4th ed. Dhaka, Systech Computers. 255p.
3. Shajib, S. M. Shajahan. 1994. Computer Guide on WordPerfect 5.1 + 6.0. Dhaka, Gyan Kosh Prokashani. 375p.
4. Simpson, Alan. 1993. Mastering WordPerfect 6 for DOS. Delhi, BPB Pub. 1254p.



## WORDPERFECT 5.1 IMPORTANT COMMANDS

<u>Features</u>	<u>WordPerfect</u>	<u>Keystrokes</u>
Add Password	Text In/Out	Ctrl-F5,2
Alphabetize Text	Merge/Sort	Ctrl-F9,2
Alt/Ctrl Key Mapping	Setup	Shift-F1,5
Backup Files, Automatic	Setup	Shift-F1,3,1,1
Backward Search	<-Search	Shift-F2
Base font	Font	Ctrl-F8,4
Block on	Block	Alt-F4
Block, Append (Block)	Move	Ctrl-F4,1,4
Block, Center (Block)	Center	Shift-F6
Block, Move (Block)	Move	Ctrl-F4,1,1
Block, Move (Block)	Block Move	Ctrl-Del
Block, Print (Block)	Print	Shift-F7
Bold On/Off	Bold	F6
Border Options (Table & Graphic Bx)	Format	Shift-F8,4,8
Bottom Margin	Format	Shift-F8,2,5
Box (Fix, Table, Text, User, Equat)	Graphics	Alt-F9,1-4 or 6
Cancel	Cancel	F1
Cancel Print Job(s)	Print	Shift-F7,4,1
Calculate with Math	Math	Alt-F7,2
Cancel Print Jobs	Print	Shift-F7,4,1
Center Text	Centre	Shift-F6
Character sets	Compose	Ctrl-V/ Ctrl-2

**Features****WordPerfect****Keystrokes**

Character Spacing	Format	Shift-F8,4,6,3
Clear Screen	Exit	F7,n or y,n
Codes Reveal	Reveal	Alt-F3
Colour/Font/Attribute	Setup	Shift-F1,2,1
Columns	Clm/Table	Alt-F7,2,1
Columns, Define	Clmn/Table	Alt-F7,1,1,3
Control Printer	Print	Shift-F7,4
Copy File(s)	List	Sft+F5,Enter,8
Copy Text (Block)	Move	Ctrl-F4,1,3,2
Date/Outline Key	Outline	Shift-F5
Decimal/Align Char.	Format	Shift-F8,4,3
Decimal Tab Setting	Format	Shift-F8,1,8,d
Delete File	List	F5, Enter, 2
Delete Word	Delete	Ctrl-Backspace
Dictionary	Spell	Ctrl-F2
Display column side by side	column	Shift F1,3,8
Document Preview	Print	Shift-F7,6 or v
Document, Retrieve	Retrieve	Shift-F10
Double Underline	Font	Ctrl-F8,2,3
Draw Lines	Screen	Ctrl-F3,2
End of Field	End Field	F9
End of Line, Delete	End of line	Ctrl-End
Environment	Setup	Shift-F1,3
Execute Macro Macro	Alt-F10	
Exit to Dos	Goto Dos	Ctrl-F1,1
Exit WordPerfect	Exit	F7,n or y,y

<u>Features</u>	<u>WordPerfect</u>	<u>Keystrokes</u>
Field	Merge Codes	Shift-F9,1
Figure Box	Graphics	Alt-F9,1
File, Mark	List	F5, Enter,*
File Search	List	F5,Enter,9
Find Filename	List	F5-Enter,9,1
Fine Print	Font	Ctrl-F8,1,3
Font Size	Font	Ctrl-F8, 1
Footers	Format	Shift-F8,2,4
Footnote	Footnote	Ctrl-F7,1
Fond, Base	Font	Ctrl-F8,4
Forward Search	<-Search	F2
Go To (Specific page)	Go To	Ctrl-F1,1
Graphics	Graphics	Alt-F9
Hanging Indent	Indent	F4,Shift-Tab
Headers	Format	Sift-F8,2,3
Help	Help	F3
Hyphen, Soft	Soft Hyphen	Ctrl,-
Hyphenation	Format	Shift-F8,1,1
Hyphenation Dictionary	Setup	Shift-F1,3,6
Import Spreadsheet	Text In/Out	Ctrl-F5,5,1
Indent Left and Right	-> Indent<-	Shift-F4
Indent Left Only	-> Indent	F4
Index (Define or Generate)	Mark Text	Alt-F5,5, or 6
Index, Mark Text(Block on)	Mark Text	Alt-F5,3
Initial Base Font,	Format	Shift-F8,3,3
Initialize Printer	Print	Shift-F7,7

<b>Features</b>	<b>WordPerfect</b>	<b>Keystrokes</b>
Insert any Character	Compose	Ctrl-V/ Ctrl-2
Insert page Number	Format	Shift-F8,2,6,3
Interrupt Print Job	Print	Shift-F7,4,5
Justification	Format	Shift-F8,1,3
Labels	Format	Shift-F8,2,7,5,8
Languages	Format	Shift-F8,4,4
Left and Right Margins	Format	Shift-F8,1,7
Left Justification	Format	Shift-F8,1,3,1
Line Draw	Screen	Ctrl-F3,2
Line Height	Format	Shift-F8,1,4
Line Spacing	Format	Shift-F8,1,6
List Files	List	F5, Enter
Location of Files	Setup	Shift-F1,6
Long Document Name	Setup	Shift-F1,3,4,3
Lock at a File	List	F5, Enter,6
Lower/Upper (Block On)	Switch	Shift-F3,1 or 2
Macro Editor	Macro Define	Ctrl-F10
Macros, Define	Macro Define	Ctrl-F10
Macros, Execute Macro	Alt-F10	
Macros, Keyboard Def.	Setup	Shift-F1,5
Mail Merge	Merge/Sort	Ctrl-F9,1
Margins-Top and Bottom	Format	Shift-F8,2,5
Math	Columns/Table	Alt-F7,3
Mouse	Setup	Shift-F1,1
Move One Word Right	Word Right	Ctrl-Right
Newspaper Columns	Columns/Table	F5,Enter,6,1
Number of Copies	Print	Shift-F7,n

<b><u>Features</u></b>	<b><u>WordPerfect</u></b>	<b><u>Keystrokes</u></b>
Odd/Even Page, Force	Format	Shift-F8,2,2
Orphan/Window	Format	Shift-F8,1,9
Outline	Date/Outline	Shift-F5,4
Page Break, Hard	Hard Page	Ctrl-Enter
Page Length	Format	Shift-F8,2,7
Page Number in Text	^B (Ctrl-B)	Ctrl-B
Page Numbering	Format	Shift-F8,2,6,4
Parallel Columns	Columns/Table	Alt-F7,1,3,1
Port, Mouse	Setup	Shift-F1,1,2
Print	Print	Shift-F7
Print Color	Font	Ctrl-F8,5
Print Full Document	print	Shift-F7,1
Print List Files	List	F5,Enter,Sft-F7
Print Multiple Pages	Print	Shift-F7,5
Print Preview/View	Print	Shift-F7,6
Print Quality, Graphics	Print	Shift-F7,g
Print Quality, Text	Setup	Shift-F1,4,8,3
Printer Control	Print	Shift-F7,4
Printer, Initialize	Print	Shift-F7,7
Printer, Select	Print	Shift-F7,s
Quit WordPerfect	Exit	F7,y or n,y
Recover Text	Cancel	F1,1
Reference, Cross	Mark Text	Alt-F5,1
References, Generate	Mark Text	Alt-F5,6,5
Remove Password	Text In/Out	Ctrl-F5,2,2
Replace	Replace	Alt-F2

<b><u>Features</u></b>	<b><u>WordPerfect</u></b>	<b><u>Keystrokes</u></b>
Retrieve a File	List	F5, Enter, 1
Retrieve a File	Retrieve	Shift-F10
Retrieve Document	List	F5,Enter, 1
Save Text	Save	F10
Search	Search	F2
Search and Replace	Replace	Alt-F2
See Codes	Reveal Codes	Alt-F3
Set Tabs	Format	Shift-F8,1,8
Setup	Setup	Shift-F1
Short/Long Filename Display	List	F5,Enter,5
Side-by-side Columns	Setup	Shift-F1,2,6,7
Size of Print (Attributes)	Font,	Ctrl-F8,1
Small Print	Font	Ctrl-F8,1,4
Sort	Merge/Short	Ctrl-F9,2
Spacing Lines	Format	Shift-F8,1,6
Spell	Spell	Ctrl-F2
Spreadsheet, Import	Text In/Out	Ctrl-F5,5,1
Style	Style	Alt-F8
Table Align	Tab Align	Ctrl-F6
Tab set	Format	Shift-F8,1,8
Table	Columns/Table	Alt-F7,2
Table	Graphics	Alt-F9,2
Top and Bottom Margin	Format	Shift-F8,2,5
Undelete	Cancel	F1,1
View Document Print	Shift-F7,6	

**GLOSSARY OF COMPUTER TERMS**

- AACR:** Acronym for Anglo-American Cataloging Rules; a widely accepted set of rules for describing and establishing headings for books and other library materials.
- ALU:** Acronym for arithmetic and logic unit. The components of CPU, that responsible for performing arithmetic and logic operations.
- Analog:** The representation of values or characters electronically by means of physical variables. Voice-grade telephone lines are analog, as distinguished from the digital representation used in computer systems.
- Apple:** A company trade mark of Apple Computer Inc.
- Array:** A group of two or more logically related elements identified by a single name or string; generally stored in consecutive storage locations in the main memory.
- ASCII:** American Standard Code for Information Interchange; a standard code that assigns a unique set of binary digits that represents a character set.
- Assembler:** Program which translates instructions written in assembly language into machine language.



**Asynchronous:** A kind of computer operation through which a new instruction is initiated when the former instruction is completed.

**AUTOCAD:** A software package that allows to work out detailed drawings on monitor and allows print them out on a plotter.

**Backup:** A procedure to copy the document or programme onto a diskette or hard disk in case of destruction of the original for record keeping or recovery purposes.

**Bandwidth:** The range of frequencies available for signaling in a communications channel.

**Baud:** The signaling speed of a data transmission per second; the modulation rate. The baud rate is equivalent to bits per second. A number representing the speed at which information travels over a communication line.

**Bay:** An opening in a computer cabinet, that holds disk drives.

**Binary:** A number system based on 2's rather than 10's and uses only the digit 0 and 1 when written.

**Bit:** A smallest possible unit of information. A bit is simply a representation of one or zero.

**Boot:** To load a programme into the computer, simply it means the computer is loading and starting an operating system.

**Bridge:** A device used to connect similar networks together.

**Buffer:** An area used to hold data or information temporarily during transfer from one device to another, for example, from the CPU to a terminal or from the disk to a printer.

**Bus:** An electrical line or circuit used for transmitting data or power to a large number of devices.

**Byte:** A collection of bits used to represent a character; generally a group of eight bits make a byte. One byte is equal to approximately one character.

**Cache memory:** A high-speed storage area that acts as a buffer between the processor and the main memory. Cache memory increases computer system performance by eliminating the need to access to the main memory when the data needed are stored in the cache memory. It is used to reduce hard disk access time.

**Cathode ray tube:** An electron tube in which electrons strike a phosphor-coated screen to form an image. Used as a means of input and output to a computer.

**Character Set:** A set of unique symbols, arranged in a fixed order used by a device or language to denote information.

**Chip:** A small slice of silicon that forms the heart of an integrated electronic circuits.

- Clock:** The source of a computers timing signals. Every operation of the CPU is synchronized by the clock.
- Cluster:** A unit of disk space where files are stored.
- CMOS:** Complementary Metal Oxide Semiconductor; a type of chip design that requires very little power to operate.
- Command:** An instruction by which a computer can perform an operation immediately.
- Compiler:** A computer program used to translate other computer programs (in a high-level language) into machine language.
- Computer Operator:** A person who control the various operations of the computer.
- Computer program:**A sequence of instructions that must be followed by the computer in order to solve a problem.
- Computer science:**The discipline or field of study concerned with the theory, design, use and analysis of computing equipment and computer based systems.
- Computer:** A device that executes sophisticated arithmetic and logic operations at high speeds without human interference. It solves problems by accepting data and manipulates it according to a series of instructions that stored in its memory and presents the results or information produced.

- Console:** The unit in your system from which you can communicate to the computer, such as terminal or keyboard.
- Controller:** A device in a data-processing system that controls the operation of input/output devices (usually multiple devices of the same kind).
- CPU:** Acronym for Central processing unit; part of a computer that actually performs the computations and the place where arithmetic and logical operations are performed and instructions are decoded and executed. CPU controls the operation of the whole computer. The most common electronic device in the CPU is the transistor.
- CRT:** Acronym for Cathode ray tube; an electronic vacuum tube in the video terminal, that displays output data on a screen by means of controlled electron beams.
- Cursor:** A blinking underline or bright box that marks on the display screen to indicate the point at which any input from the keyboard will be placed.
- Cut and paste:** A feature in an application software package that cuts (erases) part of an object or text may be pasted (inserted) at a later time.
- Cybernetics:** Mathematical science responsible for transmission and transformation of measurable information.
- Data processing:** A procedure that involves the execution of an operation or combinations of operations on data to



produce a specific result. Also the field of study or discipline concerned with the processing of data.

**Data:** Information given to the computer on which it is to perform the operations detailed in a program. Data can be input from punched cards, paper, magnetic tape or disc.

**Database management system (DBMS):** A set of programs that serves as an interface between a database and three principal users-the computer programmer, the operating system, and the manager or other information user. Provides the following: a method of arranging data to limit duplication, an ability to make changes easily, and the capability to handle direct inquiries. A method of storing, organizing, retrieving, and calculating data in database files.

**Database:** Organize the entire available collection of data in a systematic manner to meet the users need.

**Debug:** To identify, locate, analyze, and correct a malfunction or error in a computer.

**Dialog box:** A box or window that appears on your screen and presents options for you to choose.

**Disk:** A thin circular metal plate of magnetic material capable of storing a large amount of information. The principal means of storing information in a computer system. The capacity of disk storage is usually measured in megabytes.

- Documentation:** The process of collecting, organizing, storing and indexing data in an orderly presentation. The detailed record of decisions made in developing a computerized system that is necessary to replicate, repair, or enhance the system.
- Double precision:** The use of two computer words to represent each number.
- Downtime:** The period during which a computer is not operating correctly due to mechanical or electronic failure or malfunction.
- Dump:** To print out the contents of all or a portion of the computer memory.
- Duplex:** Refers to a simultaneous two-way independent transmission of a communication line in both directions.
- Electronic Mail:** A service for the transfer of information to a long distances computers attached to a network.
- Facsimile:** A method of transmitting paper documents, pictures, and so forth, by telephone. The document is scanned at the transmitter and reconstructed at the receiver.
- Field:** A subunit of a record made up of characters or bytes such as name or address
- File server** A device that interfaces files or databases to a local area network.

- File:** A collection of related records.
- Flip-flop:** An electronic circuit capable of assuming either one of two stable states at a particular time, it can be made to switch states by a pulse on its input.
- Floppy disk:** A flexible plastic coated with magnetic recording material which gives small computer system, convenient means of storing information. A low-cost, random-access form of data storage media and has a storage capacity about 360 KB to 1.4 MB, depending on the type of disk.
- Flow chart:** Graphical representation of the processing and control flow of a problem.
- Font:** A specific size and style of character that can be displayed on screen or printer output on paper.
- Format:** A specific arrangement of data on a document or in a file.
- FORTRAN:** Acronym for formula translator. A language used primarily for performing mathematical or scientific operations.
- Gateway:** A connection between two different computer systems where there is a significant change in user interface is called a gateway.
- Gigabyte:** A unit of information storage. One gigabyte equals 1,073,741,824 bytes.

- Gigo:** Garbage in garbage out. A reminder that incorrect and faulty input data will produce only incorrect output data.
- Hard Copy:** Computer system output in the form of images recorded on paper or film.
- Hard disk** A fixed magnetic device used to store computer files.
- Hardware:** Physical components that make up a computer system, including the central processing unit, disks drives, terminals, monitors, printers, etc. as distinguished from the programs that operate the system.
- Hash:** Refers to unnecessary and meaningless data.
- Head:** Small electromagnet used to read, write or erase information onto the magnetic surface of a tape or disk.
- High level languages:** A form of the language which is suitable for direct input to a computer.
- Hit:** A successful matching of two items. In conversion, one may seek to utilize another library's records by search key to minimize the time and cost of data entry. The hit rate is the percentage of successful matches.
- IC:** Integrated circuit, a combination of interconnected circuit elements.



**Input/Output(I/O):**A term that refers to the insertion of data or instructions into a computer or to the transfer of processed data from the computer to the user. Examples of input/output media are punched cards, cathode ray tubes, and printers.

**Input:** The term used to describe data that are submitted to a computer for processing.

**Integrated circuit:**An entire circuit, including active and passive components built on a chip. Integrated circuits offer small size, high reliability, low cost, and high speed.

**Interface:** A piece of hardware or software that allows communication between computer and other device. For example, a printer interface lets you transfer information from PC to a printer on a hard copy of paper.

**Interpreter:** A program that translates and executes a single source language instruction at a time, before converting and executing the next one.

**Interrupt:** A break in the normal flow of a computer system or routine such that the flow can be resumed from that point at a later time.

**IOCS:** Input/Output Control System. Specialized programs used to handle input/output functions using assembly language techniques.

**IR:** Information retrieval, the technique of storing information so that it may be covered easily.

- ISBN:** International Standard Book Number: a distinctive and unique number assigned to a book by the publisher. Eventually the system will cover all the publishers in the world and will thus improve the exchange of information about books for all segments of the book trade.
- ISSN:** International Standard Serial Number: a distinctive and unique number assigned by the publisher to a serial.
- KB:** A unit of information system. 1,024 bytes equals one Kilobytes (KB). A term used to describe the primary storage capacity of a computer. See also MB.
- Key board:** Key board is a very widely used device for entering information into a computer.
- Label:** A symbol for identification given to a program.
- Laptop:** A portable computer, usually small enough to fit in a briefcase. Named so because it is small enough to fit in a person's lap.
- Library:** An organized collection of proven program for doing routine tasks.
- Light pen:** A pen-shaped device with a photo cell at its end; used to read bar-coded labels.
- Line printer:** A device that prints all the characters of a line as a unit, rather than one character at a time.

**Local area network (LAN):** An interconnected set of computer equipment and peripherals that allows data and resource sharing among network members.

**Loop:** A series of instructions that the computer performs repeatedly until a desired result is obtained or a predetermined conditions is met.

**LSI:** Large Scale Integration. a type of fabrication technique that produces over a hundred complex circuits on a single integrated circuit.

**Machine language:** The only set of instructions that a computer can execute directly; a code that designates the proper electrical states of the computer as combinations of 0's and 1's.

**Macro:** A group of instruction or table of data which can be inserted in a program using single name.

**Magnetic disk:** A storage medium consisting of a metal platter coated on both sides with a magnetic recording material on which data are stored in the form of magnetized spots; suitable for direct-access processing.

**Mainframe:** The central processing unit (CPU); normally, mainframe is used to describe a large computer of the type operated by a municipality, academic institution, or other parent organization.

**MARC:** Machine Readable Cataloging; a program of the Library of Congress (LC) in which machine-readable cataloging is distributed in LC format.

- MB:** A term normally used to describe the secondary storage capacity of a computer, such as disks. One megabyte equals 1,048,576 bytes.
- Memory:** Any components in a computer systems that finds its instructions and the data it is to work with, also where it stores its results for future use.
- Metaprogram:** A program designed to process other programs as input.
- Microprocessor or microcomputer:** A complete computer processor on a single integrated-circuit chip approximately the size of a dime.
- MIDI:** Musical Instrument Digital Interface.
- Millisecond:** A thousandth of a second. Abbreviated as 'ms'.
- Minicomputer:** A physically compact digital device that has a central processing unit, at least one input output device, and a primary storage capacity of at least four thousand characters.
- Modem:** An abbreviation for modulator demodulator: a device that converts electrical signals from a computer into an audio form to communicate with another computer over telephone lines or vice versa.
- Mother board:** The main circuit board in the computer.
- Mouse:** The mouse is probably the most commonly used alternate input device. For the most part the mouse is used to simply manipulate the graphics

or text cursor. This is accomplished through the monitoring of the internal sensors in the mouse. As the mouse is moved, positional (directional) information is input into the computer and used to position on the screen cursor. The mouse has one, two, or three buttons depending upon the manufacturer. These buttons provide additional, non directional input.

**Multimedia:** The combination of different elements of media such as text, graphics, video, image, animation, and sound etc.

**Network:** An interconnected group of points, nodes or stations linked by communications channels or the assembly of equipment through which connections are made between data stations for the purpose of sharing, sending and receiving of resources and for information interchange among themselves.

**Node:** A point in a network where one or more communications lines terminate or a point where one or more functional units are connected to communications lines such as terminal, computer, or disk drive.

**OCR:** An acronym for Optical character recognition: a type font that can be read by both humans and machines. The best known is OCR-A, the type approved by the National Retail Merchants Association.

**Off-line:** Equipment or storage not under control of the central processing unit.

**On-line:** Equipment or storage under the control of the central processing unit so that a user can interact directly with the computer.

**Open Systems Interconnection (OSI):** A networking interface model that was developed by the International Standards Organization that allows disparate computer systems to communicate.

**Operating system:** A collection of programs (software) designed to permit a computer system to manage itself and to avoid idle CPU time while increasing utilization of computer facilities; software that controls the basic internal functions of a computer and enables it to run a variety of applications (examples: UNIX, MS-DOS, MVS).

**Optical disk:** A disk that can store digital information by recording it with a high-powered laser, then read it with a low-powered laser.

**Output:** The term used to describe information that comes out of a computer as a result of processing.

**Parallel processing:** Concurrent or simultaneous execution of two or more processes in multiple devices.

**Parity:** Error checking method in which an extra bit is sent to the receiving device to indicate, whether an even or odd number of binary bits were transmitted. The receiving unit compares the information received against this bit and can obtain a

reasonable judgement about the validity of the character.

**Password:** A symbol that a person gives when first beginning to use a computer system to identify himself or herself or to gain access to restricted functions.

**Pixel:** The smallest part of a display screen that can be individually controlled.

**PL/I:** Program Language One; a general-purpose language used for both business and scientific functions.

**Plotter:** An output device especially designed to produce hard copy of graphics by controlling the motion of a pen carriage.

**Port:** That part of the central processing unit which provides a channel for receiving or sending data from or to a remote device. Ports can be parallel or serial.

**Primary Memory:** Also known as internal memory; a section of the CPU that holds instructions, data and intermediate as well as final results during processing.

**Printer:** An output device that converts machine code into readable impressions on paper or microform.

**Program:** A series of instructions that a computer can interpret and process actions to perform a task or series of tasks.

**Programmer:** The individual who writes step-by-step instructions for a computer to carry out.

**Query:** A specific request for data or instructions in a computerized DBMS.

**Queue:** A waiting line; generally refers to a group of messages, jobs and so forth, waiting to be processed.

**Random access memory (RAM):** A storage technique in which the time required to retrieve data is independent of the data's location. RAM can be read from and written into by the user.

**Read only memory:** A storage technique in which instructions or data in a computer's memory can be accessed but not altered by the user. Used to store interpreters, monitors, and so forth.

**Read/Write head:** A tiny electromagnetic device that reads and writes data on a disk track.

**Record length:** A measure of the size of a record, usually in characters.

**Record:** A collection of related items of data treated as a unit; the author, title, and call-number fields may constitute the item record in a circulation system.

**Recording density:** The number of bits per inch or the number of bits per cubic inch in a recording medium.



- Relational database management systems (RDBMS):** A database management system that allows data to be accessed according to the relationship set up among several database files.
- Scanner:** The function of the scanner is to obtain an electronic image of the character to be read, in a form which is suitable for the recognition process. Various scanning techniques are used, and some of these are: i. Raster scan ii. Artificial retina, iii. Single photoelectric cell.
- Sector:** A section of one track, defined with identification markings and an identification number. Most sectors hold 512 bytes of information.
- Semiconductor:** A material that has low resistance in one direction and high resistance in the opposite direction. This difference in resistance makes possible the use of semiconductors for computer logic circuits and memory.
- Server:** A computer that shares its resources with other computers connected to a network which provides a service, such as printer spooling, to the device attached to the network. An example of a server is a file server, a print server, or a mail server etc.
- Simulation:** Investigation of the behaviour of a system by establishing and running a model of it.
- Software:** A set of programs, procedures, and documentation concerned with the operation of a computer system.

- Speech synthesiser:** A digital device that can create speech on instruments from a computer.
- Standard:** A rule established to improve the quality of various aspects of information system development and operation. A standard may be laid down by a statutory body or created by a major manufacturer's practice.
- String:** A sequence of characters.
- Supermicro:** A multiuser, multitasking minicomputer that supports several users at once.
- System analyses:** The process of analyzing an information system to ascertain whether or not it meets the user's current or projected needs.
- System program:** A sequence of instructions written to coordinate the operation of all computer circuitry and to help a computer run fast and efficiently.
- System:** A set of interrelated parts that work together to achieve an overall objective.
- Terminal:** A point in the computer system at which data can be entered or withdrawn.
- Thesaurus:** A software programme that provides alternative words (synonyms) for a given word in a document.
- Topology:** In a computer network, the interconnection of devices and communication channels in a network configuration.

**UNIX:** An operating system developed by AT & T Bell Laboratories; the system is portable to a wide variety of computers, including mainframes, minicomputers, and microcomputers. Different versions of UNIX, developed by different manufacturers, include XENIX (Microsoft Corporation), ULTRIX (Digital Equipment Corporation), and DYNIX (Sequence Computer Systems).

**UPS:** Acronyms for Uninterruptible power supply. A device that supplies power to the computer from batteries so that power will not stop for a certain period in case of power failure.

**Variable:** A quantity which can assume any of the numbers of some set of numbers

**Word length:** The size in bits of the internal computer registers and data highways.

**Word processing:** Procedure for storing, editing and manipulating text using an electronic keyboard, computer and printer.

**Workstation:** Equipment based on the microcomputer which provides a wide range of services for the electronic office environment.

**Zoom:** To increase or decrease the magnification of a document on the screen.



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## ***This Guide covers:***

- ◆ Fundamentals of Computer
- ◆ DOS
- ◆ WordPerfect 5.1
- ◆ WordPerfect 6.0
- ◆ Glossary of Computer Terms

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