

No Stress Tech
Guide To
Microsoft Works 7

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GETTING STARTED



In this lesson you will be introduced to the common features of the applications in Works, like toolbars, how to select menu options, dialog boxes and how to navigate to a different folder. Using these features are the same in the word processor, spreadsheet and database applications.

When you are more familiar with Works, you can come back to this lesson and customize your version of Works. You will also learn the following:

- How to create a folder for the files that you will create and work with in this workbook
- How to download the practice files used in this workbook from the Internet
- How to check your settings in Works
- How to use the Help System
- Other sources of help for Works

LESSON 2

Toolbars

Each application in Microsoft Works has its own toolbar. A unique feature of Works is that the first 13 buttons on the Formatting toolbar are the same on the spreadsheet and database toolbars as shown in Figure 2-1. Table 2-1 explains what each of the buttons are used for. The other buttons on the Formatting toolbar are specific to the application and are covered later in the workbook.

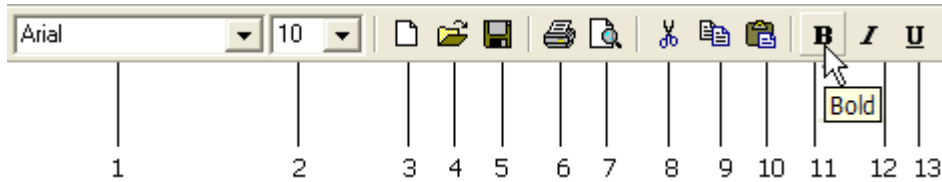


Figure 2-1 First 13 buttons on the Formatting toolbar

Button	Purpose
1	Lists all of the fonts that are installed on your computer.
2	Lists all of the font sizes available for the font that is selected.
3	Opens a new document.
4	Opens an existing file.
5	Saves the document.
6	Prints the document.
7	Lets you preview the document.
8	Cuts (deletes) the selected text.
9	Copies the selected information to the clipboard.
10	Inserts the contents of the clipboard into the document.
11	Makes the selected text bold.
12	Makes the selected text italic.
13	Underlines the selected text.

Table 2-1 Common formatting toolbar buttons explained

In previous versions of Works, the word processor also had the same 13 buttons on the Formatting toolbar. Now, Works has these 13 buttons spread out on two toolbars in the word processor. The word processing toolbars will be covered in Lesson 4.

The buttons on the toolbars are shortcuts for the most used menu items. Menu items will be explained later in this lesson. Instead of opening the Format menu and selecting Font to make text bold, you can click on the button with the "B" on the toolbar, as shown above in Figure 2-1. You will also see the word **BOLD** in Figure 2-1. This is known as a **TOOL TIP**. If you move the mouse pointer over a button on the toolbar, a tool tip will appear that gives you a brief description of what the button does.

Using Menus

Menus allow you to select commands. Selecting a command causes an action to happen. The commands on the menu are related. For example, the commands on the word processing Format menu relate to formatting a document, as shown in Figure 2-2. You will not find formatting commands on the Tools menu.

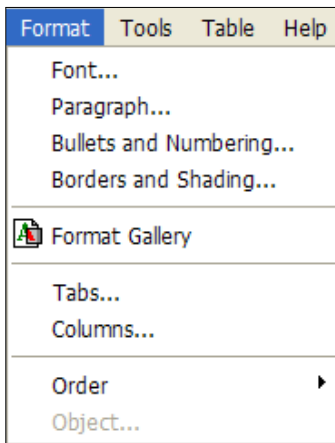


Figure 2-2 Format menu options in the word processor

To select a command, open the appropriate menu by clicking on it and then selecting the command. Figure 2-3 shows the word processing Edit menu and its commands. To the right of many of the commands on this menu, you will see keyboard shortcuts.

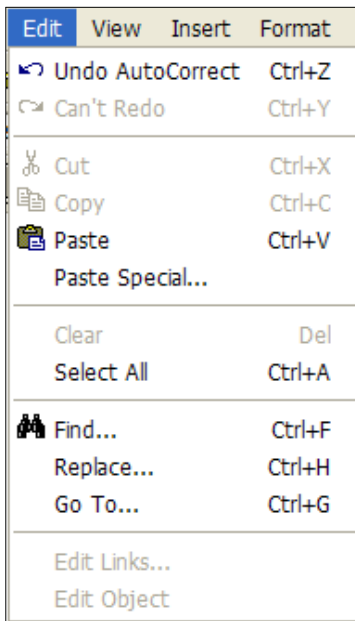


Figure 2-3 Edit menu options in the word processor

There is a keyboard shortcut next to several of the commands on the Edit menu including the Undo AutoCorrect, Paste and Find commands. You can use the keyboard shortcuts instead of opening the menu and selecting the command. To use the keyboard shortcuts, press the key combination next to the command that you want to use. I have always wondered how many people have really memorized more than two or three of these keyboard shortcuts. The only three that I use, when I can remember them is Cut, Copy and Paste.

As shown above in Figure 2-3, some of the commands (Can't Redo, Cut, Copy, Clear, Edit Links and Edit Object) are dimmed out. This means that these commands are not available for the task that you are currently working on.

Dialog Boxes

Dialog boxes are used to get more information from you about the command that you have selected. A dialog box will also appear any time that you select a command that has an ... (ellipsis) at the end of it. In Figure 2-3 above, the Find and Replace menu options, are some of the commands that will cause a dialog box to open. Figure 2-4 shows the Print dialog box in the word processing application. Dialog boxes can have many different options that you can select and can allow you to customize the task that you are working on.

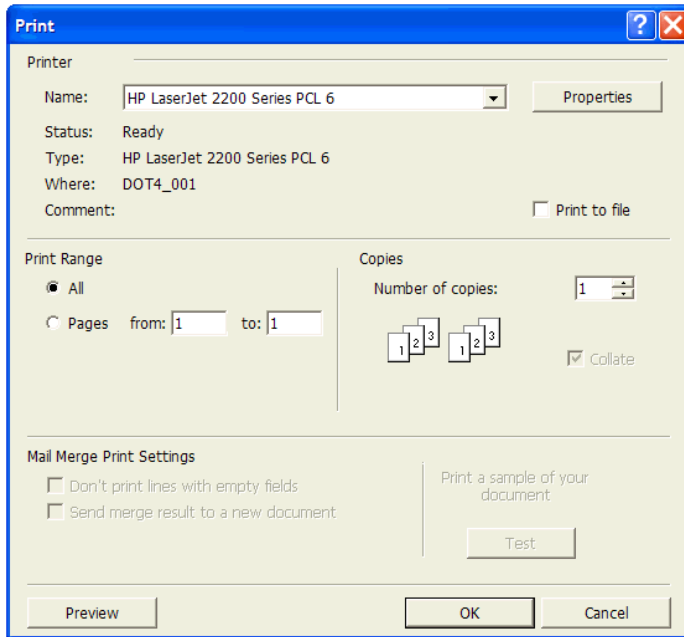


Figure 2-4 Print dialog box

Text Boxes

Text boxes let you type in the information. In Figure 2-4 above, the **FROM** and **TO** fields are text boxes. Text boxes are often called Fields.

Option Buttons

Option buttons are grouped together. You can only select one button in an option group. The **PRINT RANGE** section on the Print dialog box is an option group. You can select **ALL** or **PAGES**, but not both, as shown above in Figure 2-4.

List Boxes

List boxes let you select an item from a list. You can only select one item in the list box. The field, **NUMBER OF COPIES** shown above in Figure 2-4, is an example of a list box. You can click on the arrow at the end of the list box to increase or decrease the number of copies that you want to print.

Combo Boxes

Combo boxes are similar to list boxes. Click on the arrow at the end of the combo box and you will see the options that you can select from. The top of Figure 2-5 shows the **NAME** combo box opened. Combo boxes are commonly known as **DROP DOWN LIST BOXES**.

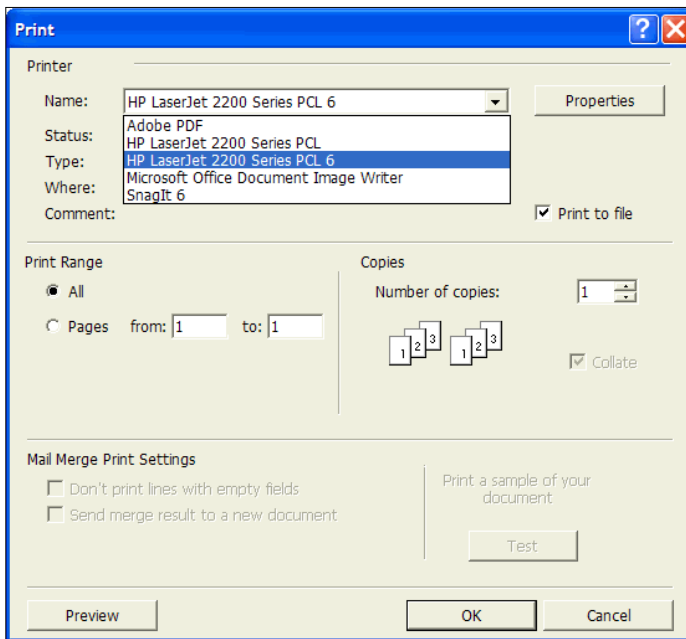


Figure 2-5 Name combo box illustrated

Check Boxes

Check boxes are options that are turned on and off. To turn an option on, click on the box so that the checkmark appears. In Figure 2-5 above, the check box next to the **PRINT TO FILE** option has a ✓ (checkmark) in it. The ✓ lets you know that the option is turned on. To turn the option off, click in the box and the ✓ will disappear.

Command Buttons

Command buttons cause an action to happen. **PREVIEW**, **TEST**, **OK**, **CANCEL** and **PROPERTIES** are the command buttons on the Print dialog box shown above in Figure 2-5.

In other Microsoft packages that I have used, command buttons that have an ellipsis, will open another dialog box. The **PROPERTIES** button shown above in Figure 2-5, will open the dialog box shown in Figure 2-6. The Properties button should have an ellipsis, but for some reason it doesn't. Notice that the **DETAILS** button on the Printer dialog box has the ellipsis. The Details button will open another dialog box.

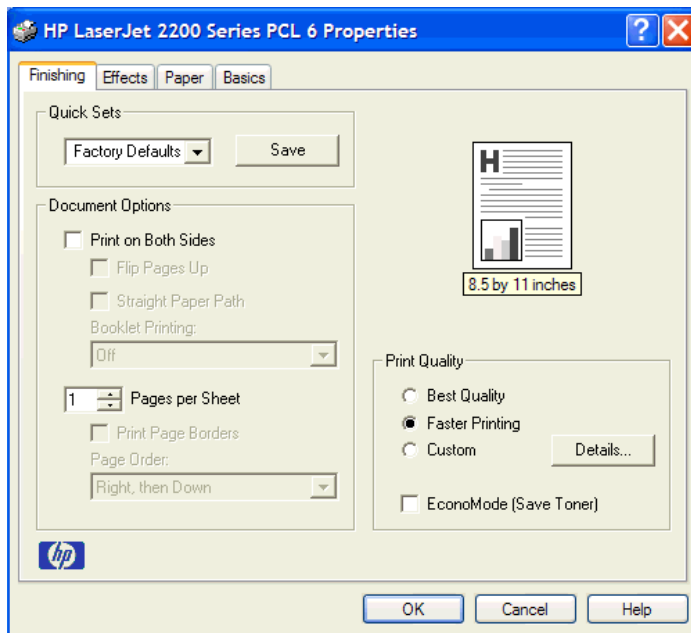


Figure 2-6 Printer Properties dialog box



You may have different tabs and options on your **PRINTER PROPERTIES** dialog box than the ones shown above in Figure 2-6. The tabs and options will be different, depending on the brand and model printer that you have.

The Difference Between Save And Save As

The **SAVE** command will save the file that is currently open, with the existing file name. The **SAVE AS** command will let you save a file for the first time or you can save an existing file with a new name, which means that you will have similar information in two documents, unless you delete one of them.

When you create a new document and select the Save command on the File menu, or click the Save button on the toolbar, the Save As dialog box will automatically open as shown in Figure 2-7. Works knows whether the current document has already been saved, or if it is a new document. If you have a document that you want to save with a different name, open the document and select Save As on the File menu. Then type in the new name for the document. The original document is still there.

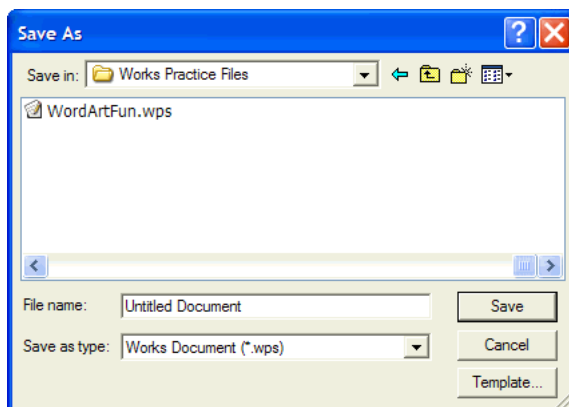


Figure 2-7 Save As dialog box

Navigating To A Different Folder

Often, you may want to keep certain documents together. A good way to do that is to keep them in the same folder. Suppose you are working on a major mailing for a fundraiser. You may create flyers, form letters and databases for the project. The best way to keep all of these documents together is to put all of them in the same folder. You will learn how to create a folder on your hard drive from inside of Works in the next exercise.



Another way to keep certain documents together is to use the Portfolio feature, which you read about earlier in the workbook.

How To Create A Folder In Works

The folder that you create in this exercise will be the one that you store all of the files in that you create in this workbook, as well as, the practice files that come with the workbook. These files will be used as the basis for many of the exercises that you will work on.

1. Open the Word Processor.



If you have the Task Launcher open, click on the Programs link, select the Word Processor link, then click the **START A BLANK WORD PROCESSOR DOCUMENT**.

2. File ⇒ Open. Click the **CREATE NEW FOLDER** button shown in Figure 2-8. You will see a folder named **NEW FOLDER** as shown in Figure 2-9.



If you do not want to create the folder that will be used in this workbook under the **MY DOCUMENTS** folder, navigate to the place on your hard drive where you want to create the folder now.

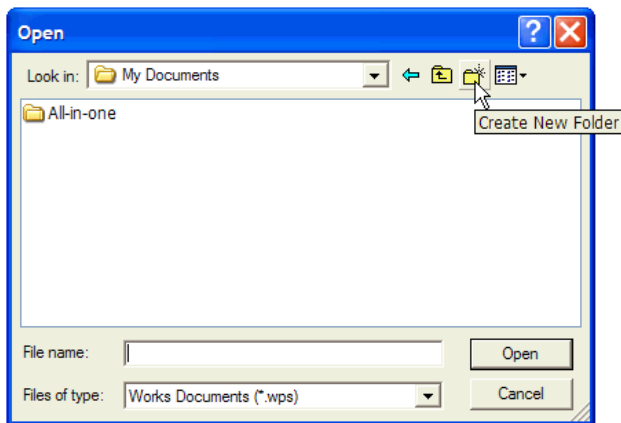


Figure 2-8 Create New Folder button illustrated

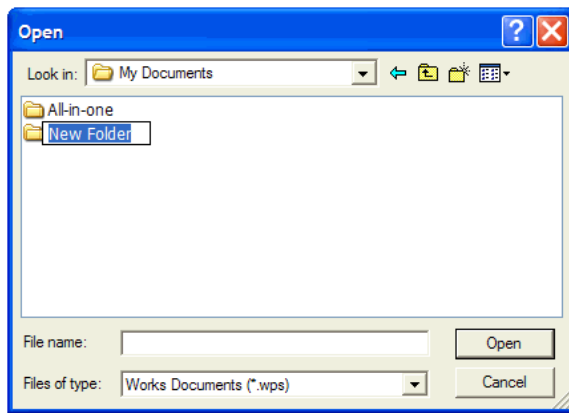


Figure 2-9 New Folder illustrated

3. With the New Folder text highlighted, type `Works Practice Files` in the field and press Enter.

How To Download The Practice Files To Your Hard Drive

The steps below will show you how to download the files that are used in this workbook.

1. Open your web browser and go to www.tolana.com/d/works7/index.html.
2. Right-click on the first file, Actual vs Projected and select the **SAVE TARGET AS** option if you are using Internet Explorer. If you are using a different browser, select the option that will let you save a file to your hard drive.
3. Open the **SAVE IN** drop down list and navigate to the Works Practice Files folder and double-click on the Works Practice Files folder. The **SAVE AS** dialog box should look like the one shown in Figure 2-10. Notice that the folder, Works Practice Files is in the Save In field at the top of the dialog box.

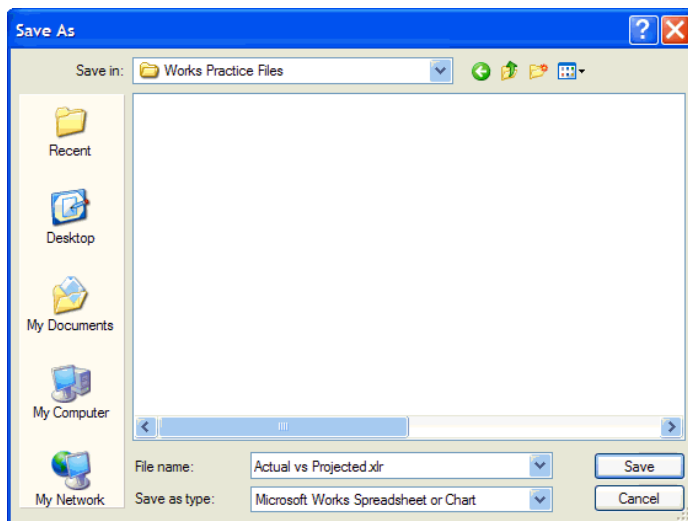


Figure 2-10 Location of the Works Practice Files folder

4. Click the Save button or press Enter. The file will now be saved in the Works Practice Files folder. Repeat these steps to download the remaining files on the web page. When you have downloaded all of the files, close your web browser.

Check Your Settings In Works

Some of the settings in Microsoft Works will change how some of the applications look and work. To ensure that your version of Works will look like the figures in this workbook, you should go through the steps in this section and make any changes that are needed. This is known as customizing the software. Make sure the options on your dialog boxes and menus match the figures.

For example, if the figure shows that the right margin is 1.25" and your dialog box shows the right margin as 2.50", change the right margin to 1.25". Don't worry, most of the settings used in this workbook are the preset defaults that are set up when Works is installed.

If you have already customized Works, you may want to write down any settings that you change. That way when you have completed this workbook, you can put the settings back to the way you have them now.

Check Your Word Processor Settings

1. Open the Word Processor, if it is not already open. File ⇒ Page Setup, then click on the **MARGINS** tab. Your dialog box should have the settings shown in Figure 2-11. If not, make any changes that are needed.

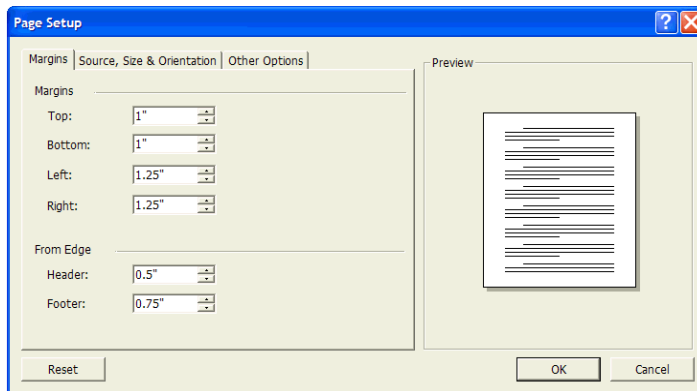


Figure 2-11 Margin settings



To change the margin size, click in the box that you want to change. Delete what's there and type in what you want. The other way to change the margin size is to click on the arrow at the end of the field to select the margin size. The options on the Margins tab determine how much available space on a page you will have.

2. Click on the **SOURCE, SIZE & ORIENTATION** tab. Your dialog box should have the settings shown in Figure 2-12. If not, make any changes that are needed.

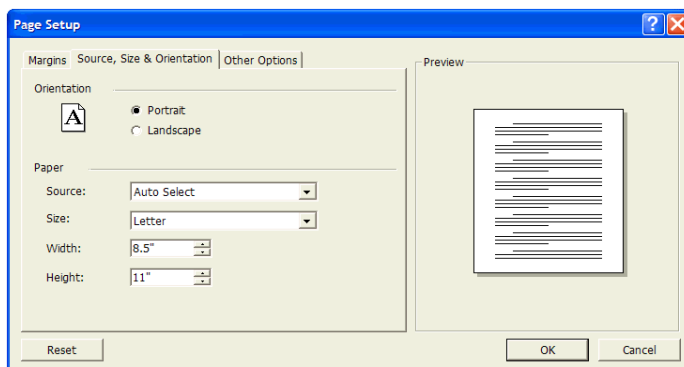


Figure 2-12 Source, Size & Orientation settings

The options on this tab let you select the size of paper that you want to print on. An example of **PORTRAIT** is the pages in this workbook. The page layout shown above in the Preview section of Figure 2-12, also illustrates the Portrait page layout. You can also print in **LANDSCAPE**, which would be turning a piece of paper on it's side, as shown in the Preview section of Figure 2-13.

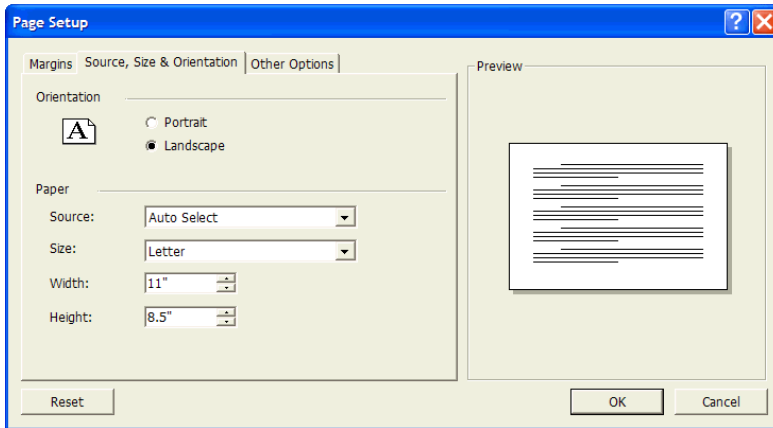


Figure 2-13 Landscape orientation illustrated

3. Click on the **OTHER OPTIONS** tab. Your dialog box should have the settings shown in Figure 2-14. If not, make any changes that are needed.

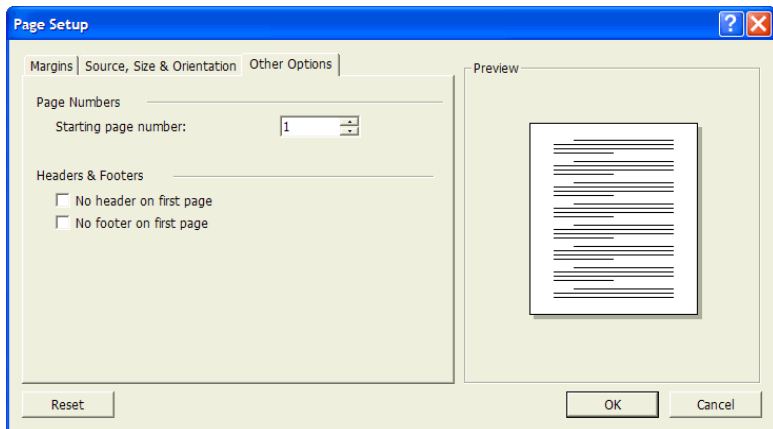


Figure 2-14 Other Options settings

The options shown above in Figure 2-14 allow you to override the default starting page number, header and footer settings.

4. If you made changes on any of the three tabs on the Page Setup dialog box click OK, otherwise, click Cancel.
5. Open the View menu. If there is no check mark next to the **RULER** or **STATUS BAR** options, click on the option now.
6. Open the View menu again. If the symbol in front of the option, **ALL CHARACTERS** is recessed, like the Status Bar option is, click on the option to turn it off. Your View menu should look like the one shown in Figure 2-15.

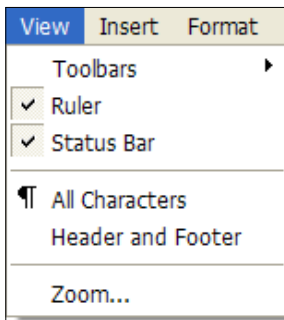


Figure 2-15 View menu options

7. Type `Qween` in a new word processing document, then click the **SPELLING AND GRAMMAR** button on the toolbar. It is the seventh button from the left on the Standard toolbar (the top toolbar). You should see the dialog box shown in Figure 2-16.

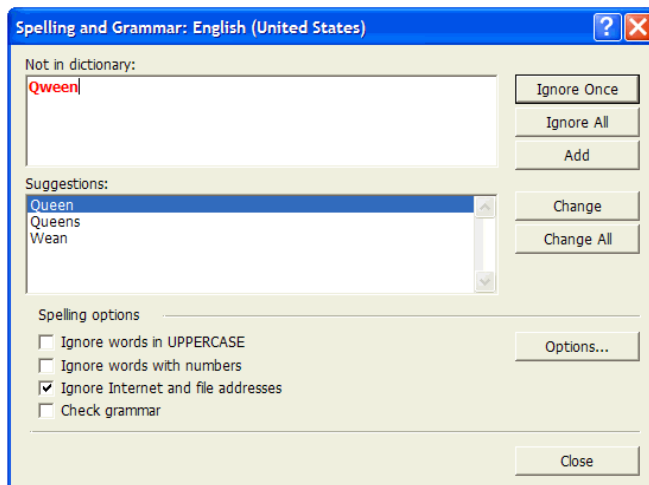


Figure 2-16 Spelling and Grammar dialog box

8. Click the **OPTIONS** button. If the **BACKGROUND SPELL CHECKING** option is not checked, click in the box in front of it. Your dialog box should have the options selected that are shown in Figure 2-17. Click OK.

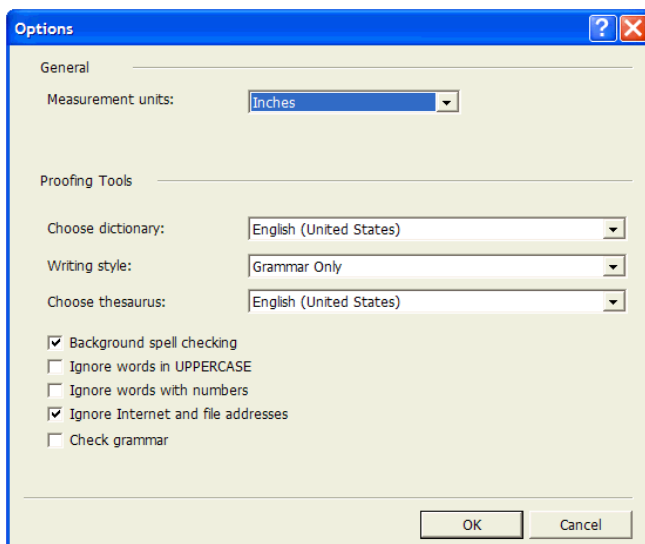


Figure 2-17 Spelling options illustrated

9. Click the Close button on the Spelling and Grammar dialog box. Close the document (File ⇒ Close). When prompted to save the changes to the document, click No.

Check Your Spreadsheet Settings

1. Open the Spreadsheet application. File ⇒ Page Setup. Click on the **MARGINS** tab. These options work the same way they do in the word processing application. Your dialog box should have the settings shown in Figure 2-18. If not, make any changes that are needed.



Click on the **HOME** link on the Task Launcher window, then click on the Spreadsheet icon.

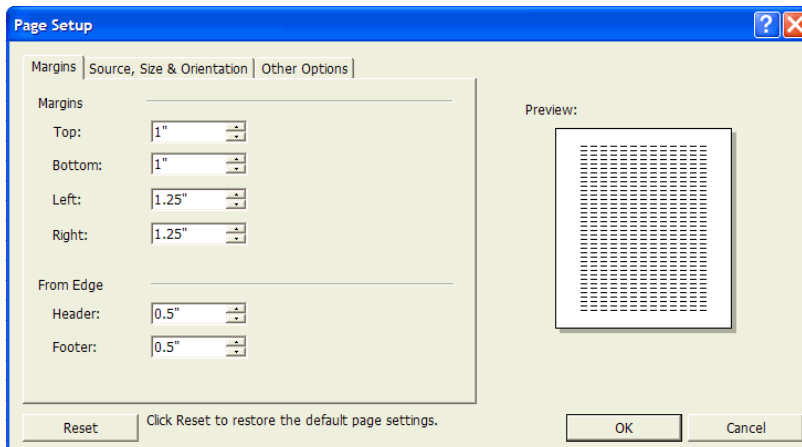


Figure 2-18 Margin settings

2. Click on the **SOURCE, SIZE & ORIENTATION** tab. Your dialog box should have the settings shown in Figure 2-19. If not, make any changes that are needed.

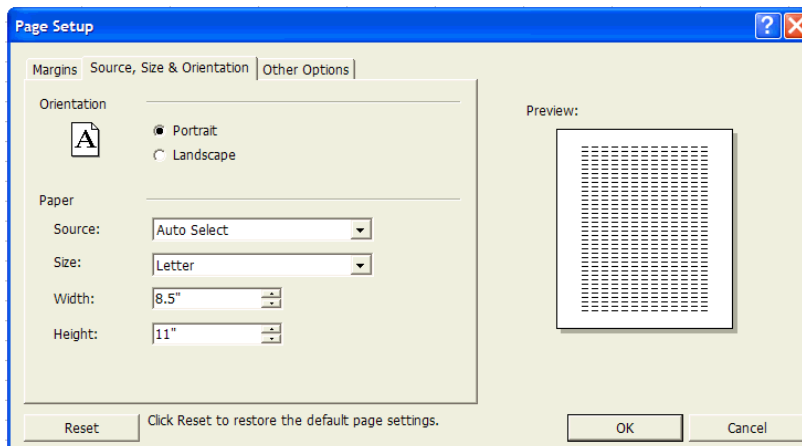


Figure 2-19 Source, Size & Orientation settings

3. Click on the **OTHER OPTIONS** tab. Your dialog box should have the settings shown in Figure 2-20. If not, make any changes that are needed. Click OK.

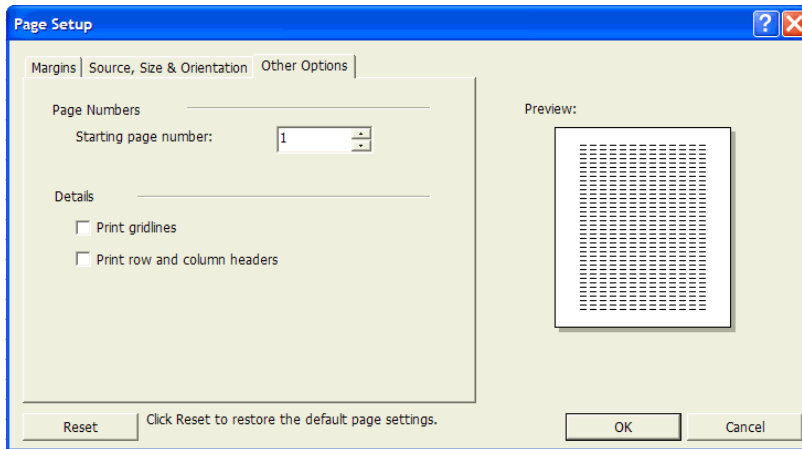


Figure 2-20 Other Options settings



If you want to find out what the **PRINT GRIDLINES** or **PRINT ROW AND COLUMN HEADERS** options mean, click on the question mark in the upper right hand corner of the dialog box. Then click on the option that you want to know more about. You will see a Tool Tip like the one shown in Figure 2-21.

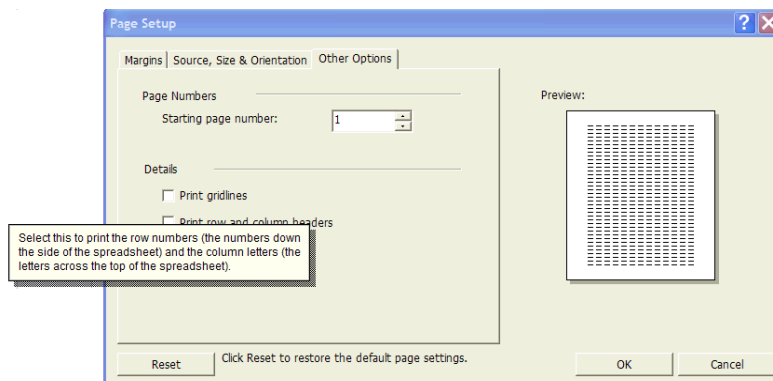


Figure 2-21 Tool Tip illustrated

4. Close the Spreadsheet application (File ⇒ Exit). If asked to save the changes, click No.

Check Your Database Settings

1. Open the Database application.



If you open the database application from the Database icon on the **HOME** page, you will see the dialog box shown in Figure 2-22. For this exercise, select the **BLANK DATABASE** option and click OK. If you open the database application from the **PROGRAMS** link, a new database will open automatically.

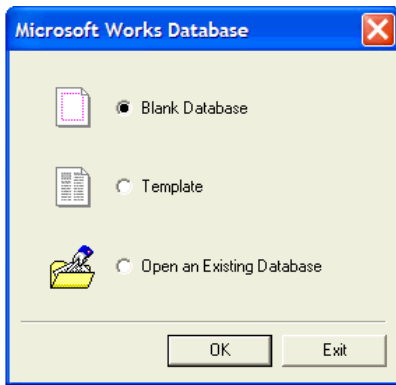


Figure 2-22 Database options when opened from the Home page of the Task Launcher

2. Click the **ADD** button shown in Figure 2-23, then click Done.

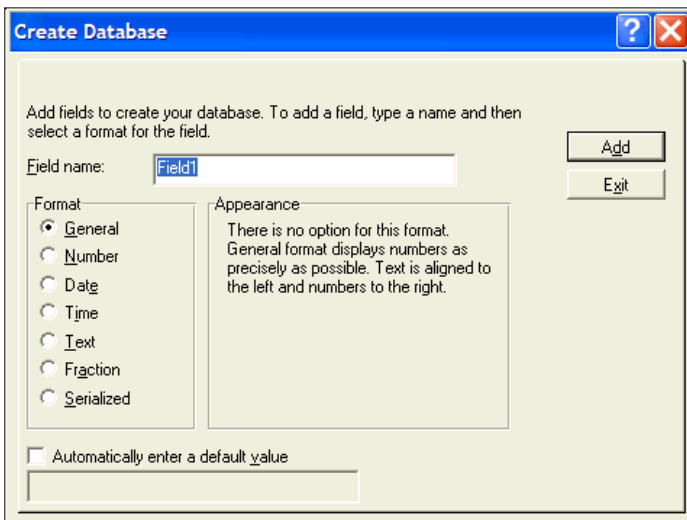


Figure 2-23 Create Database dialog box

3. File ⇒ Page Setup, then click on the Other Options tab. Your dialog box should have the settings shown earlier in Figure 2-20 in the Spreadsheet settings section. If not, make any changes that are needed and click OK.
4. Tools ⇒ Options. Click on the General tab. Your dialog box should have the settings shown in Figure 2-24. If not, make any changes that are needed.