

Microsoft®

The Works Companion: Microsoft® Works for Windows® 95

The World's Most Popular Integrated Software for Windows

For Distribution with a New PC Only

For product support, contact the manufacturer of your PC



For product support, contact the manufacturer of your PC.
Refer to the manual that came with your PC for the product-
support telephone number.

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Microsoft®

The Works Companion

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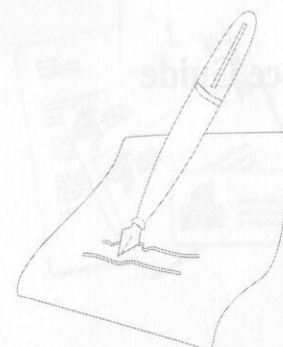
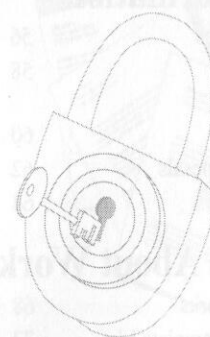
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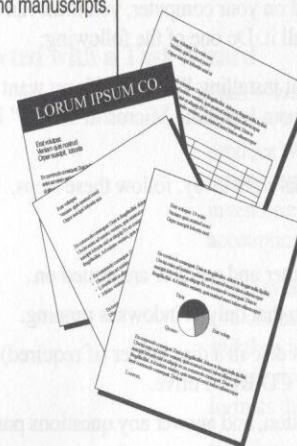
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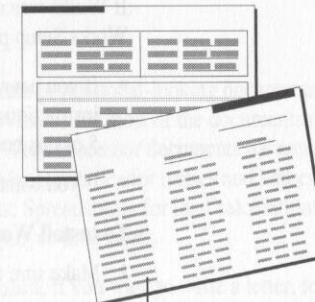
Welcome to Microsoft Works for Windows 95

At work, at home, and at school, use Microsoft Works to quickly create the documents you need. With Works, it's easy to produce professional-looking documents. For example, you can:

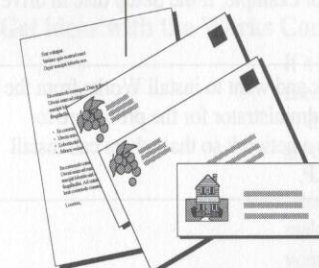
Create letters, memos,
and manuscripts.



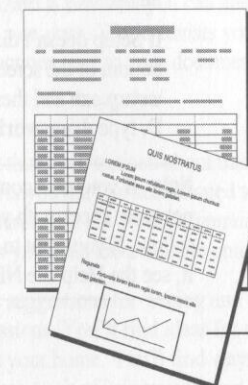
Make lists of names and addresses,
inventory, and other data.



Produce form letters, envelopes,
and mailing labels.



Compute numbers for bids,
statements, and loans.



Works even helps you share your documents with others using electronic mail or a fax machine.

Before You Begin

If you are new to Windows 95, we strongly recommend that you learn to use Windows before you start using Works. To learn Windows, see the *Microsoft Windows User's Guide*, or click the Start button at the bottom of the screen, and then click Help.

If Works was not pre-installed on your computer, you must run the Works Setup program to install it. Do one of the following:

- If you have questions about installing Works, or if you want detailed instructions, see "More About Installing Microsoft Works" in Section 5 of this book.
- If you want to install Works right away, follow these steps.

To install Works

- 1 Make sure that your computer and monitor are turned on.
- 2 Close open applications, so that only Windows is running.
- 3 Place the Microsoft Works disc in a disc holder (if required) and insert it in your computer's CD-ROM drive.
- 4 Click the Install Works button, and answer any questions posed by Setup.

If Setup doesn't display automatically, click the Start button at the bottom of the screen, and then click Run. Type *drive letter*:**msworks\setup.exe** and then click OK. For example, if the Setup disc is in drive D, type **d:\msworks\setup.exe**

Note If you use a computer network and want to install Works from the network, check with your network administrator for the procedure to follow. If you want to put Works on a network so that others can install it, see the Help file NETWORK.HLP.

How to Get the Most Out of Works

The best way to learn about Works is to start using it. First, read through Section 1, "Quick Results" to get a handle on the basics. Then, get started with a TaskWizard—the easiest way to create a document in Works. When you're ready to learn more about what Works has to offer, check Sections 2 through 4 for ideas.

Get started with a TaskWizard

TaskWizards help you create professional-looking documents on your first try. Works has TaskWizards for most of the documents that people produce with computers: Word Processor documents for newsletters, school reports, and résumés; Databases for names and addresses, inventories, and other lists; Spreadsheets for loan calculations, basic accounting tasks, and employee timesheets.

It's easy to use a TaskWizard. If you want to write a letter, for example, you choose the Letter TaskWizard. Select an overall look for the letter and then add other elements if you like, such as a letterhead, address, or sample text. Works inserts the elements you specify and automatically formats the document for you.

When the TaskWizard is finished, you can add or remove text and make any other changes you want. Works assists you by displaying complete step-by-step instructions next to your document as you work.

Get ideas with the Works Companion

It's likely the first thing you noticed about this book is its size. If you've used other software, you may be accustomed to large manuals with lots of detailed procedures. But the *Works Companion* is a small book, and all the instructions you need are available online as you need them.

Inside, you'll find suggestions for writing and publishing documents that make good impressions. You'll find ideas for organizing information in your business and your home. You'll find ways to analyze figures and data so you can keep track of information and stay on top of trends.

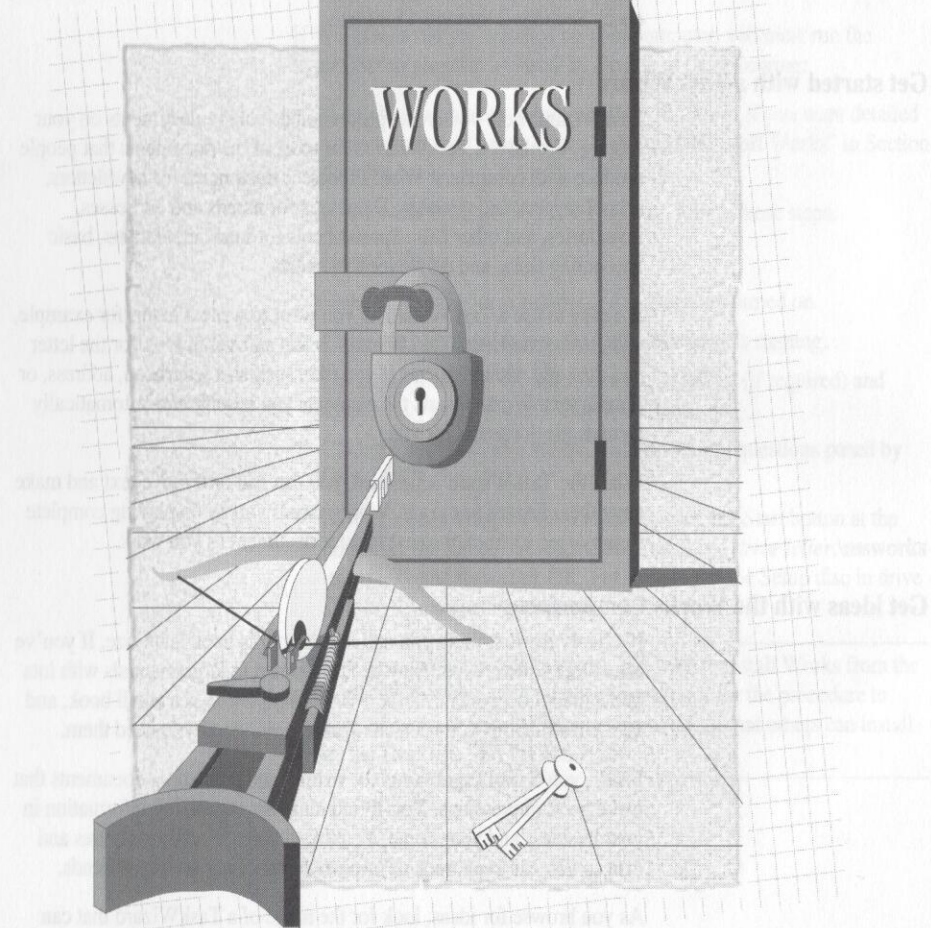
As you browse for ideas, look for the name of a TaskWizard that can produce a similar document for you. You'll also see information about special features you can use in many documents. For each feature, you'll see a word to type in the Help Index to learn more about the feature.

Go ahead and explore! Browse through this book, then run through a TaskWizard, try out Help, and see how easy it is to create the documents you want with Microsoft Works.

Before You Begin

How to Get the Most Out of Works

At first you may find Microsoft Works a bit confusing. But don't worry! This book will help you get the most out of Works. You'll learn how to start Works, how to create a document, and how to save it. You'll also learn how to use the various tools and features that Works has to offer.



Go ahead and explore! Browse through this book, then run through a TaskWizard to get the help you need. You'll find out how to use the various tools and features that Works has to offer. You'll also learn how to save your documents and how to use the various tools and features that Works has to offer.

Creating a Document

Starting Microsoft Works

1

To start Works, double-click the Microsoft Works icon on your desktop. If you don't see the icon, click Start, then Programs, then Microsoft Works.

When Works starts, you'll see the Microsoft Works TaskWizard. Click Next to get to the next screen. Click Yes to create a new document. Click OK to start the document.

Now you can start typing. To insert a new line, press the Enter key. To insert a new paragraph, press the Enter key twice. To insert a new section, press the Enter key three times. To insert a new page, press the Enter key four times.

Save your document by clicking File, then Save. Give your document a name, then click OK.

Now you can start typing. To insert a new line, press the Enter key. To insert a new paragraph, press the Enter key twice. To insert a new section, press the Enter key three times. To insert a new page, press the Enter key four times.

In this section, you'll find the key to producing documents quickly and easily with Microsoft Works. You'll learn how to start Works and how to put two powerful features—Works TaskWizards and Help—to work for you.

All of the features described in this book are ready to use. You can run Setup again to install the features you need. For complete information about installing Works software, see "More About Installing Works" in Section 2.

Starting Microsoft Works

To Start Works

To start Works, double-click the Microsoft Works icon on your desktop.

If the icon is not displayed on your desktop

- 1 Click the Start button at the bottom of your screen.
- 2 Click Programs.
- 3 Click the Microsoft Works 4.5 folder.
- 4 Click Microsoft Works 4.5.

The first time you start Works, you can see an introduction that describes all of the tools and highlights some important new features. If you don't want to see the introduction, you can cancel the first screen and get right to work. You can run the introduction later by choosing it from the Help menu in Works, or by clicking Introduction to Microsoft Works 4.5 in the Microsoft Works 4.5 folder on your desktop.

Creating a Document

In the following pages, you'll see how to use Works to create the documents you want. Here's a quick overview of the process.

Choose a task



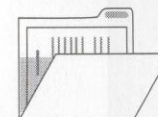
Let Works create a basic document for you. Or, if you prefer, open an existing document or start from scratch with a blank document. If you're ready to begin working, see "Choosing a Task." If you want to see sample documents, browse through Sections 2, 3, and 4.

Edit your document



Editing means making changes to a document. As you edit, Works displays step-by-step procedures to assist you. To find out more about editing, see "Editing Your Document." To find out more about the kinds of changes you can make, see Sections 2, 3, and 4.

Save your document



Save and name your document so you can open it later. You'll also want to save changes you make while you're working. For more information, see "Saving Your Document."

Print your document



If you have a printer set up in Windows, you can print your document. You can print the entire document or only the pages you choose. You can also print multiple copies of a document. For more information, see "Printing Your Document."

Note If Works was installed on your computer when you bought it, or if you installed Works yourself and chose the Complete Installation option, all of the features described in this book are ready to use. If you used the Custom Installation option to install only selected components, you can run Setup again to install the features you need. For complete information about installing Works software, see "More About Installing Works" in Section 5.

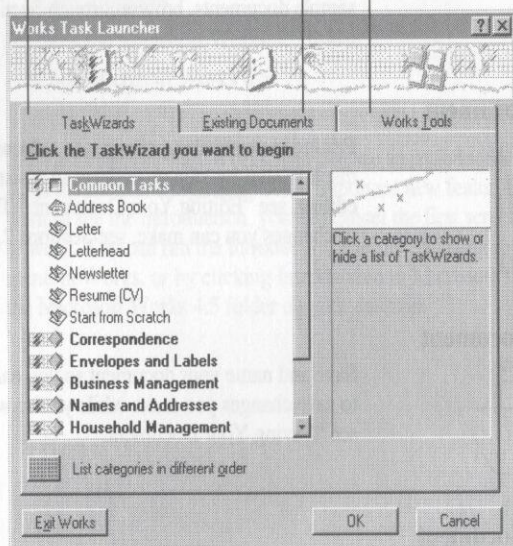
Choosing a Task

When you start Works, you'll see the Works Task Launcher, the starting point to write a letter, print an envelope, keep track of accounts, set up a list of customer names and addresses, or accomplish just about any task you want.

Use this tab to create a document quickly with Works' expert assistance...

...or click here to work on a document you already created in Works or another program...

...or click here to open a blank Word Processor, Spreadsheet, Database, or Communications document.



The Task Launcher has three tabs. When you click a tab, it moves forward, and the tab that was on top moves behind it. All three tabs remain open, and you can click back and forth as many times as you want.

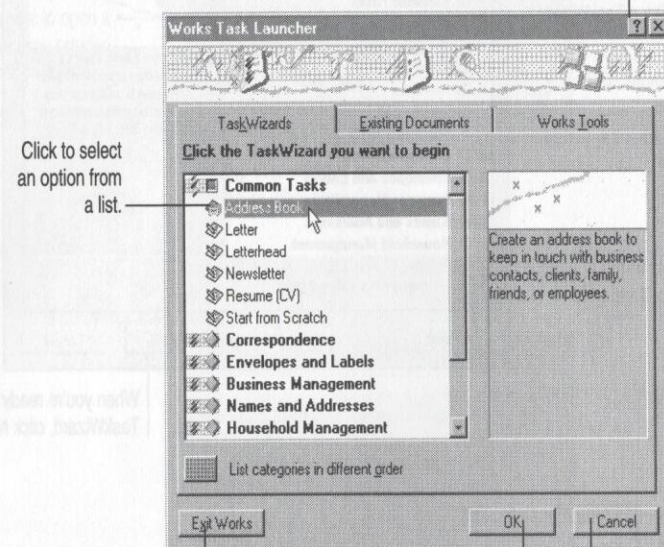
Each tab provides a different approach to starting a document. The TaskWizards tab displays a list of the TaskWizards you can use to create a document in a few easy steps. The Existing Documents tab lists documents by name so you can open the document you want. The Works Tools tab automatically opens a blank document in one of the Works tools.

More About the Task Launcher

The Task Launcher is a dialog box—a place for you to provide information about the task you want to accomplish. Works displays a dialog box for any command that requires further information.

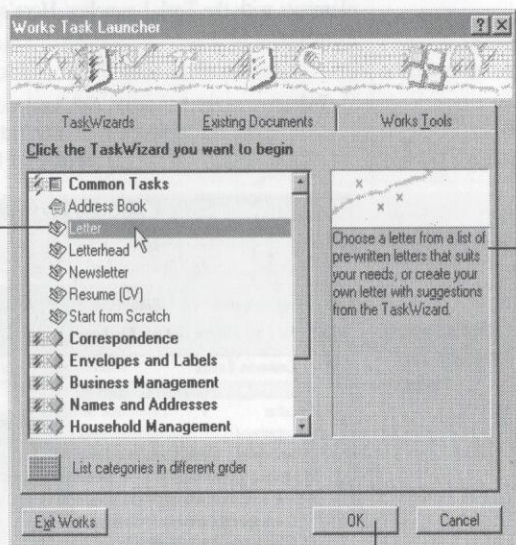
Although not all dialog boxes have tabs, they do share some common elements with the Task Launcher. Here's how to use a few of these elements.

To learn more about an option, click here, and then click the option. To dismiss the information that appears, click anywhere in the dialog box.



Using a TaskWizard

The easiest way to start a task in Works is to use a TaskWizard. You choose the type of document you want, answer a few questions, and the TaskWizard creates the document for you. When the TaskWizard is finished, you can add and delete text, change the look of the document, and make any other changes you want.



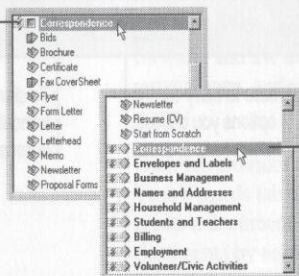
Click a TaskWizard here...

...and read about the kind of document it creates here.

When you're ready to start the TaskWizard, click here.

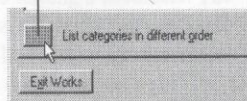
If you want to see more choices:

Click a category to see a list of documents...



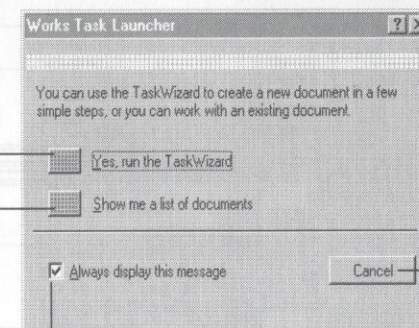
...or click again to hide documents and view more categories.

Click here to organize the list alphabetically, by most recent use, or by document type.



Opening an Existing Document

When you click the OK button on the TaskWizards tab, Works confirms that you want to start the TaskWizard. If this is the first time you've used the TaskWizard, click the Yes button. If you already have a document created with this TaskWizard, you might prefer to open that document.



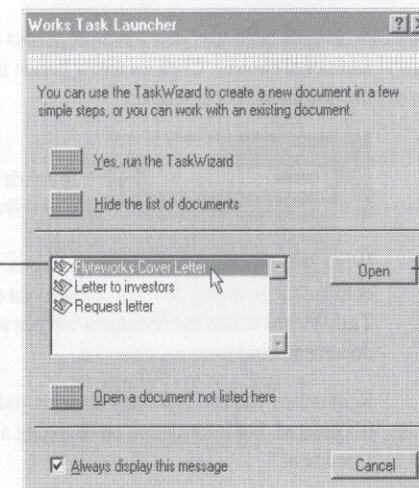
Click here to start the TaskWizard...

...or click here to open a document you created with this TaskWizard.

To return to the Task Launcher without making a choice, click here.

To skip this message in the future, click here.

If you ask to see a list of documents you already created using this TaskWizard, Works expands the dialog box to display the list.

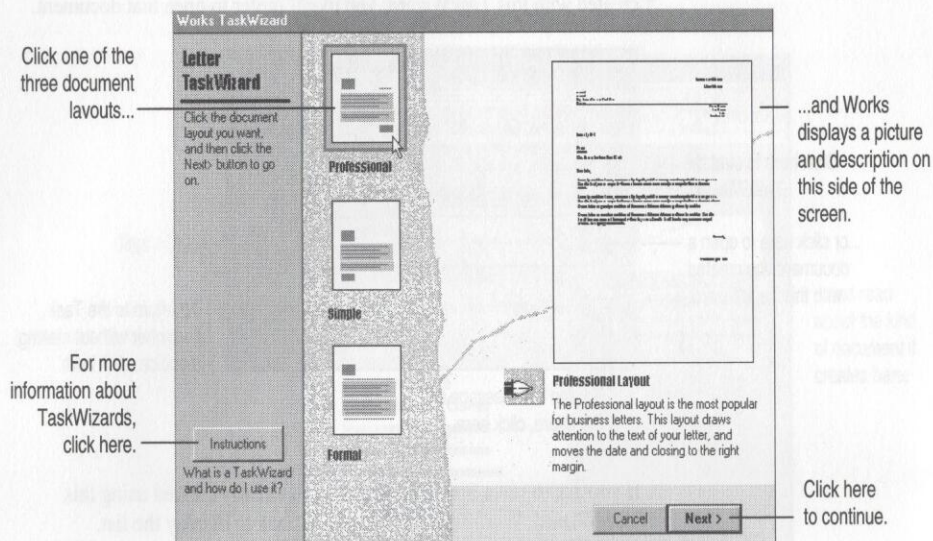


Click to select a document from the list...

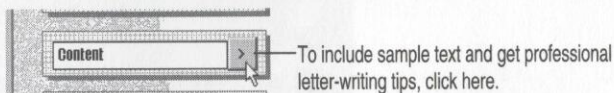
...and then click here to open the selected document.

Using a TaskWizard

A TaskWizard presents several choices for the layout and content of your document. Click to specify the options you want. For example, here is the first screen of the Letter TaskWizard.



When you click the Next > button, Works displays a screen with additional choices. Click an arrow button if you want to modify part of the document. For example:



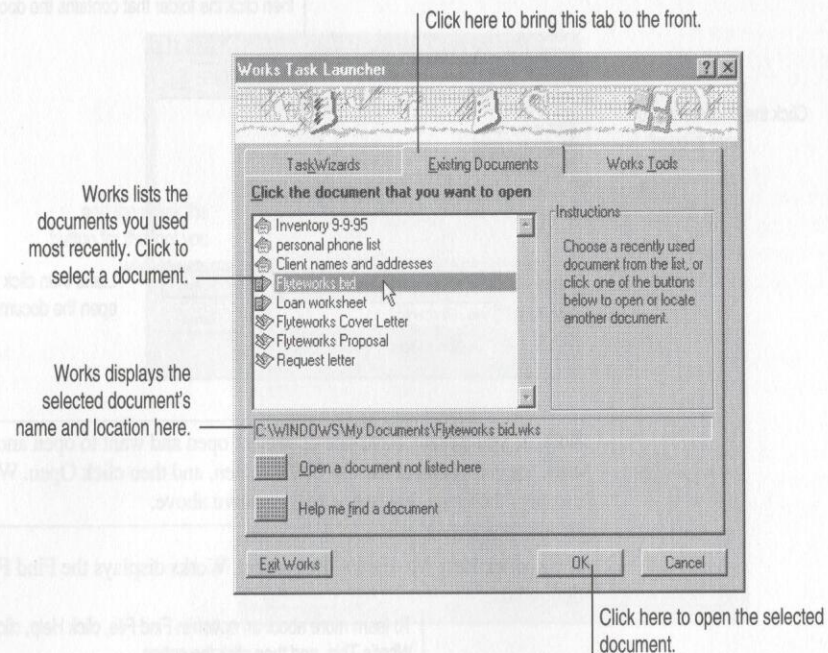
When you finish making choices, click the Create It button, and then confirm the options you chose. When you click the Create It button, the TaskWizard builds the document for you and displays it in a Works document window.

Remember, you can make any changes you want to the document once it's created. For information on changing a document, see "Editing Your Document."



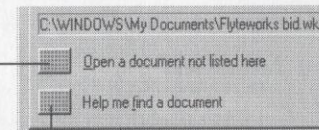
Opening an Existing Document

You can use the Works Task Launcher to open and reuse documents from the current version of Works for Windows 95, a previous version of Works, or another program that's compatible with Works.



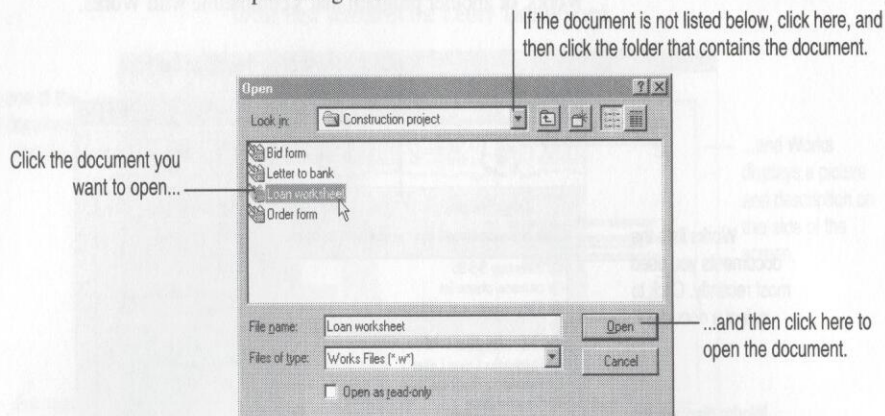
If the document you want to open isn't listed in the Task Launcher:

Click here to open an older document, a document in another location, or a document from a different program.



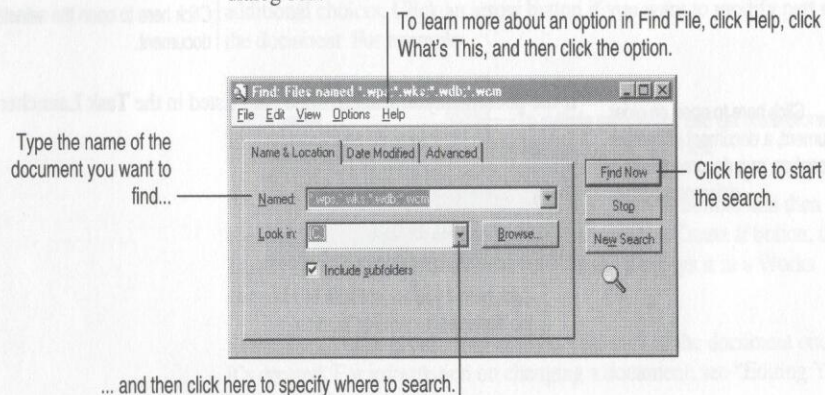
Click here if you are not sure of the document's name or location.

If you click Open A Document Not Listed Here, Works displays the Open dialog box.



Note If you already have one document open and want to open another, click the File menu at the top of the screen, and then click Open. Works displays the Open dialog box that's shown above.

If you click Help Me Find A Document, Works displays the Find File dialog box.

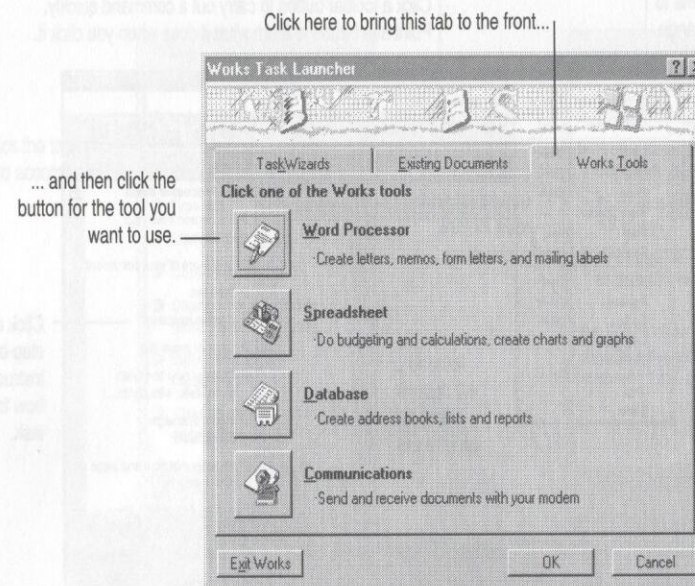


... and then click here to specify where to search.



Opening a Blank Document

Works is a set of tools—Word Processor, Spreadsheet, Database, and Communications—that work together to help you create your documents. You can use the Works Task Launcher to open a blank document in any of the tools.



You can also open a blank document by clicking the File menu at the top of the screen, and then clicking New. Click the Works Tools tab, and then click the button you want.

Note It is often easier to start a document with a TaskWizard than to open a blank document. The TaskWizard automatically chooses the correct tool and sets up the basic document for you. You can create a particular document, such as a letter or newsletter, or you can use the Start From Scratch TaskWizard to create a more generic document. For more information about TaskWizards, see "Using a TaskWizard."

Editing Your Document

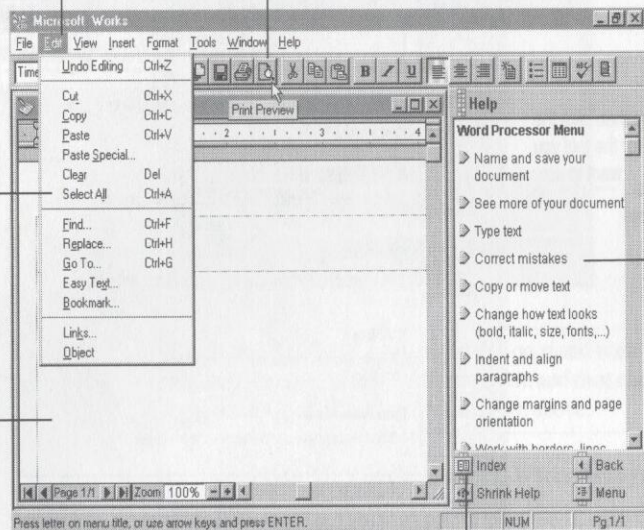
Once your document is displayed on the screen, you can make any changes you want, such as adding and deleting text, changing the way text looks, and changing the overall layout of the document.

Click a menu name to see a list of commands.

Click a toolbar button to carry out a command quickly. Point at a button to learn what it does when you click it.

Click a command to carry out an action or make more choices.

Type and edit text in the document window.



Click a topic for step-by-step instructions on how to do a task.

If a task isn't listed, click here.

Don't worry about making changes in Works. In most cases, if you make a mistake, it can be corrected by immediately clicking the Edit menu at the top of the screen and then clicking Undo.

Note The basic skills you need to do your work, such as opening, sizing, and closing windows, adding and deleting text, and moving through a document, are the same skills you use in any Windows 95 application. We strongly recommend that you learn the Windows basics before using Works. For more information, see the *Microsoft Windows User's Guide*, or click the Start button at the bottom of the screen, and then click Help.

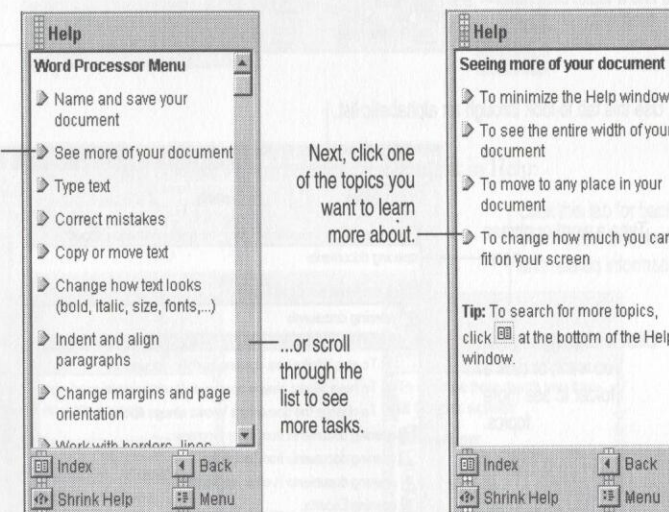
Getting Help

Works displays the Help window next to your document as you work and provides the information you need to complete a task. The information is specific to the tool you are using. For example, if you are using the Word Processor to write a letter, Works displays the Word Processor menu.

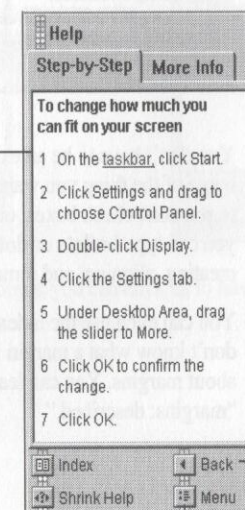
Click the task you want to accomplish...

Next, click one of the topics you want to learn more about.

...or scroll through the list to see more tasks.



Follow the instructions on the screen.

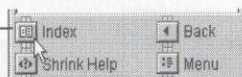


To return to the previous screen, click here.

To return to the Word Processor menu, click here.

If you don't see the topic you want, you can find it in the Help Index by typing a word you associate with the task you want to perform. For example, to learn how to open a document, you could type **opening documents** or **opening** or **documents**.

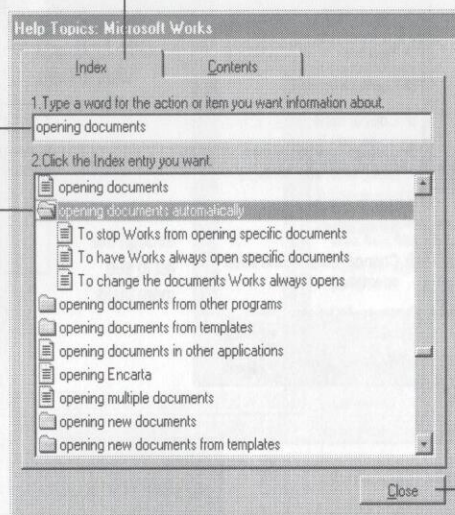
To find a topic, click here.



Use this tab to look through an alphabetic list.

Type a word or phrase here.

Click to display the topic you want, or click a folder to see more topics.



To close the Help Index, click here.

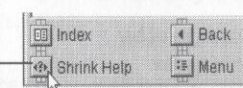
You don't have to be an expert to find a topic in the index. Try typing the name of the thing you want to create or change. For example, if you want to put dots, check boxes, or other symbols in front of the items in a list, you can type **bullets** or **dots** or **check boxes** to see a list of topics on creating, aligning, and removing these items.

You can even use the index to learn new terms. For example, if you don't know what a margin is, you can type **margin** to see a list of topics about margins. You can learn more about margins by choosing the topic "margins: described."

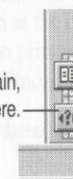
More About Getting Help

If you want to see more of your document:

Click here to display Help as a vertical bar to the right of the document window.



To see Help again, click here.

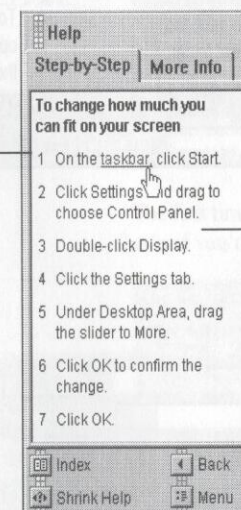


To find a topic in the Help Index, click here.

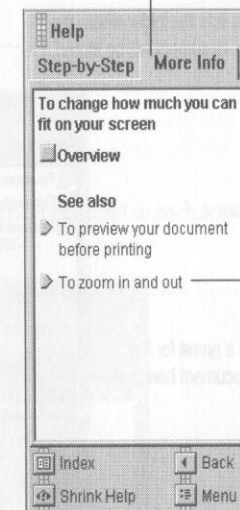
If you need more information about a task in Help:

Click this tab for background information, troubleshooting, and related information...

Click an underlined term to display a definition.



To close a definition, click anywhere in the Help window.

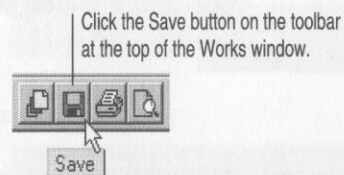


...and then click the button next to the information you want.

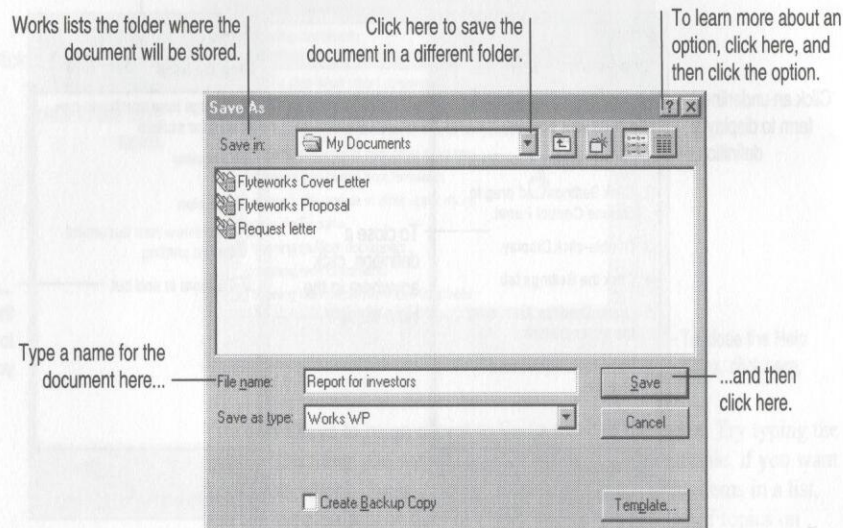
In some windows, you can click  to have Help demonstrate a procedure for you.

Saving Your Document

Changes you make to a document aren't permanent until you save them. You should save a document when you've done more work than you'd want to redo—for most tasks, this is about every 5 to 10 minutes. To save your document in Works, follow these steps.



If this is the first time you've saved the document, Works displays the Save As dialog box for you to name, and then save the document.

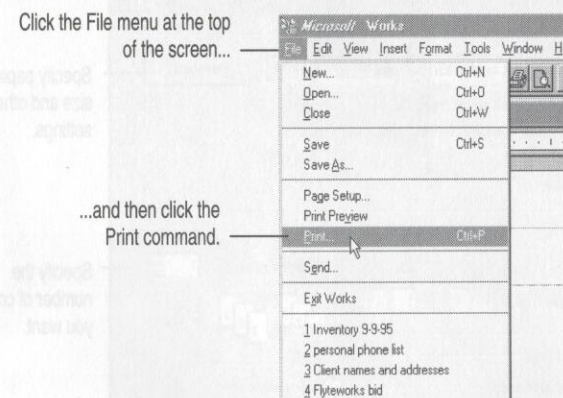


You can also save a document by clicking the File menu at the top of the screen, and then clicking Save.

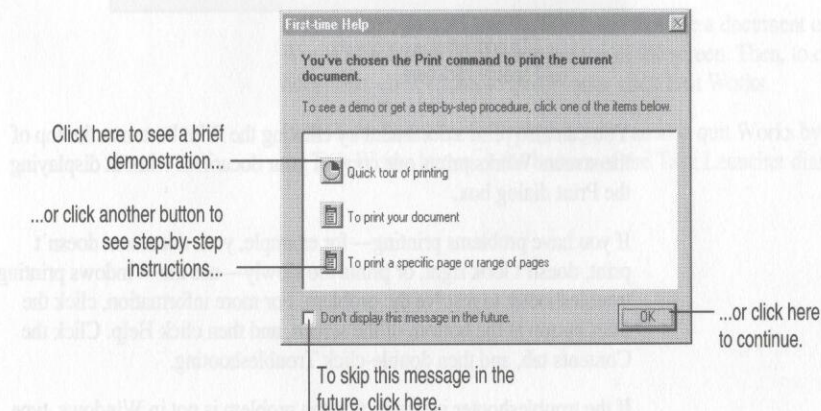
Printing Your Document

Before you can print, you must set up a printer in Windows. To see if your printer is set up, click the Start button at the bottom of the screen, click Settings, and then click Printers. If no printers are displayed, see the *Microsoft Windows User's Guide* or Windows Help for instructions.

To print your document in Works, follow these steps.



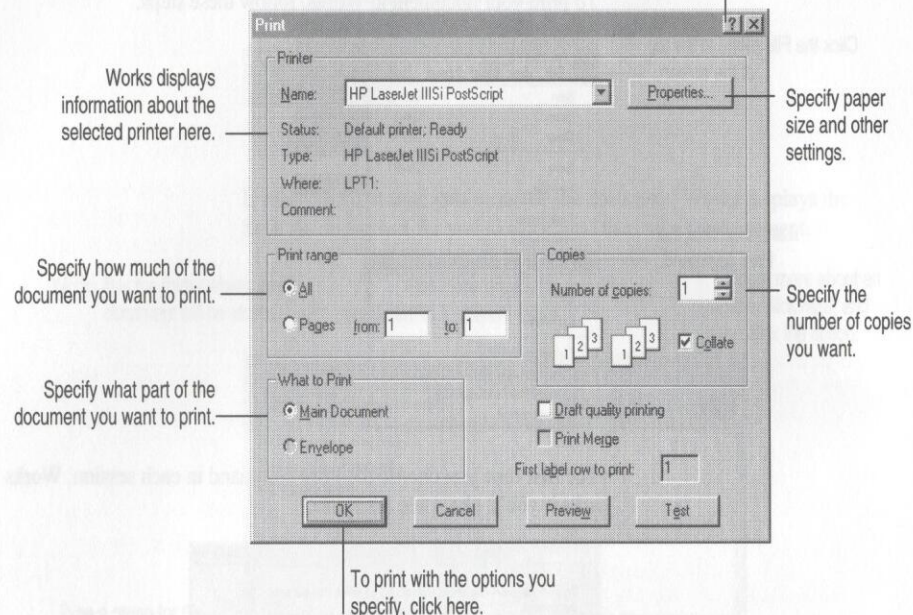
The first time you choose the Print command in each session, Works asks if you'd like some assistance.



When you click a button, Works displays the Print dialog box for you to specify how you want to print the document. If you ask for information on how to print, Works displays step-by-step information next to the dialog box.

In the Print dialog box, you'll see different options depending on the type of document you are printing. Here is an example of what you'll see if you are printing a letter.

To learn more about an option, click here,
and then click the option.



You can also print a document by clicking the Print button at the top of the screen. Works prints one copy of your document without displaying the Print dialog box.

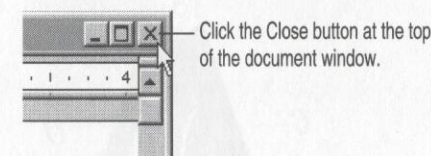
If you have problems printing—for example, your document doesn't print, doesn't look right, or prints too slowly—use the Windows printing troubleshooter to resolve the problem. For more information, click the Start button at the bottom of the screen, and then click Help. Click the Contents tab, and then double-click Troubleshooting.

If the troubleshooter indicates that the problem is not in Windows, type **printing problems** in Works Help as described in "Getting Help."

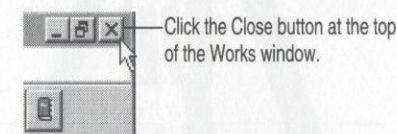
Closing a Document and Quitting Works

You can continue making changes to your document, open several documents at the same time, and share information between documents without quitting Works. For example, you can copy a range of numbers from a spreadsheet into a business letter. This saves time and prevents errors you might make if you typed the numbers again.

When you are finished working in a document:



When you are ready to end your Works session:



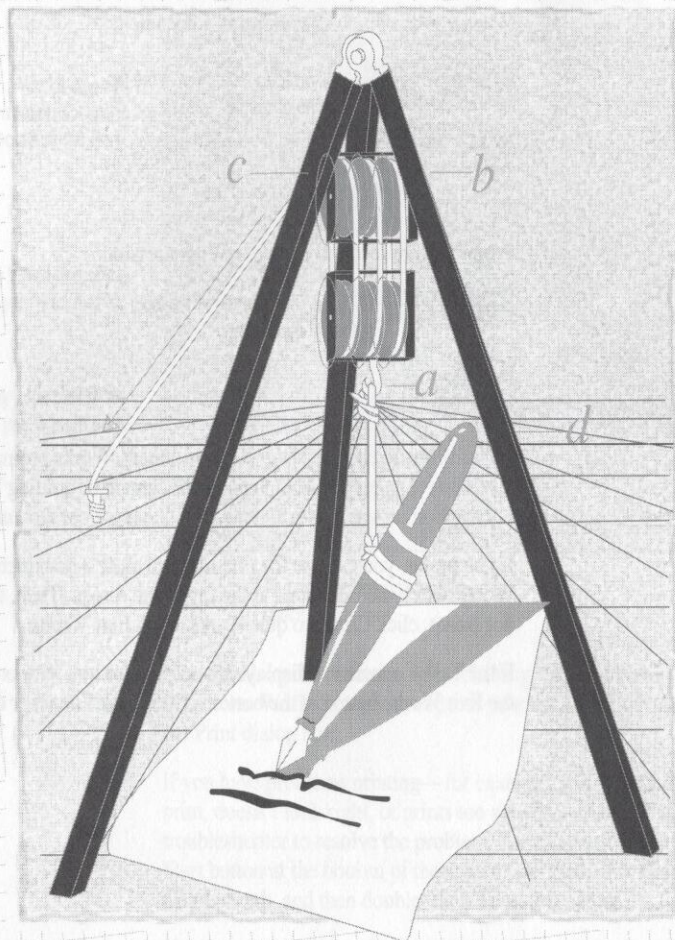
If you've made changes to an open document, Works prompts you to save your changes before closing the document or quitting Works. For information on saving documents, see "Saving Your Document."

If you prefer, you can use the File menu to close a document or quit Works. Click the File menu at the top of the screen. Then, to close a document, click Close; to quit Works, click Exit Works.

If the Task Launcher is displayed, you can also quit Works by clicking the Exit Works button at the bottom of the Task Launcher dialog box.

Closing a Document and Quitting Works

When you're finished working on a document, you can close it and quit Works. Closing a document saves the changes you've made to the document. Quitting Works closes all open documents and the Works application. To close a document, click the Close button (X) in the top-right corner of the document window. To quit Works, click the Quit button (Q) in the top-right corner of the Works application window.



Writing and Publishing

Letters, memos, and reports are just a few of the many different documents you can create in Works. In this section, you'll see examples of these and other common documents, plus some interesting ways to transform plain documents into effective, professional communications.

2

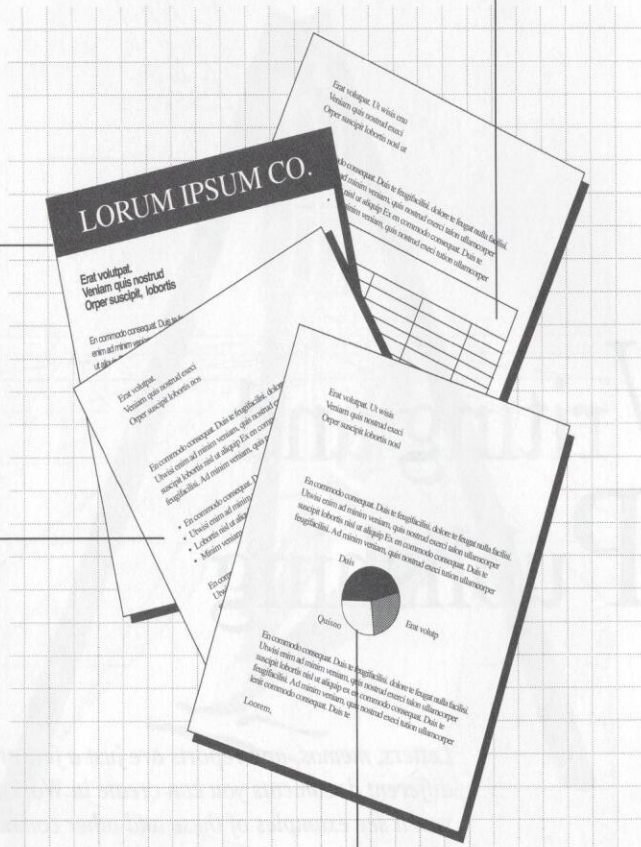
Letters

The letter is a common means of communication that takes many forms. The Works Word Processor can handle just about any letter you can imagine: business letters of all kinds, press releases, cover letters, form letters, personal correspondence, and even thank-you notes. Here are a few suggestions to get you started.

Insert a copy of a spreadsheet in a business letter.

Add your letterhead and incorporate a variety of font styles for impact.

Draw attention to important points with a bulleted list and a variety of paragraph formats.



Include a chart to illustrate your facts.

Create a document in a few easy steps with the Letter or Proposal Letter TaskWizard.

Before you write your letter, assemble all the facts and figures, charts, spreadsheets, and pictures that you will use. If you have difficulty composing the letter, use the Letter TaskWizard and choose from a list of pre-written letters. Whether you use the TaskWizard or create your own letter, try some of the many features of the Works Word Processor to create the letter you want quickly and easily.

► Letterheads; Adding pictures

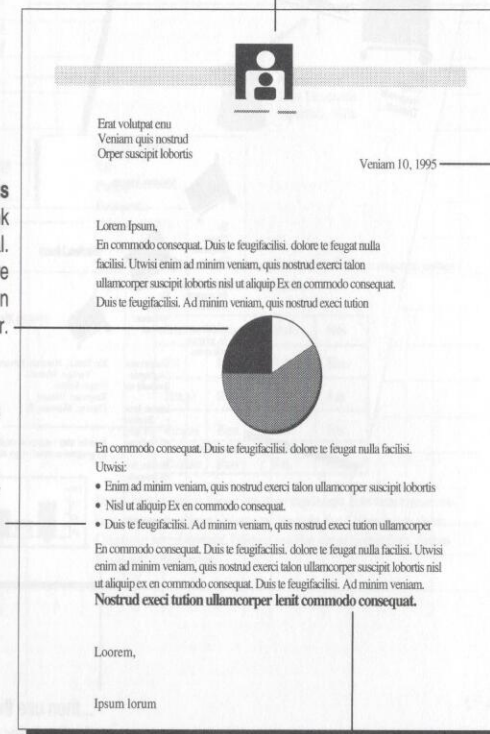
Create a letterhead in the Letter TaskWizard or add a picture from the ClipArt Gallery or Microsoft Draw.

► Charts; Linked charts

Add a copy of a chart and link the copy to its original. Changes to the original are updated automatically in the letter.

► Easy Formats

Apply preset paragraph formats for bulleted lists, quotations, and other specialized paragraphs.



► Current date or time

Insert the date or time with a few clicks of the mouse.

► Changing fonts

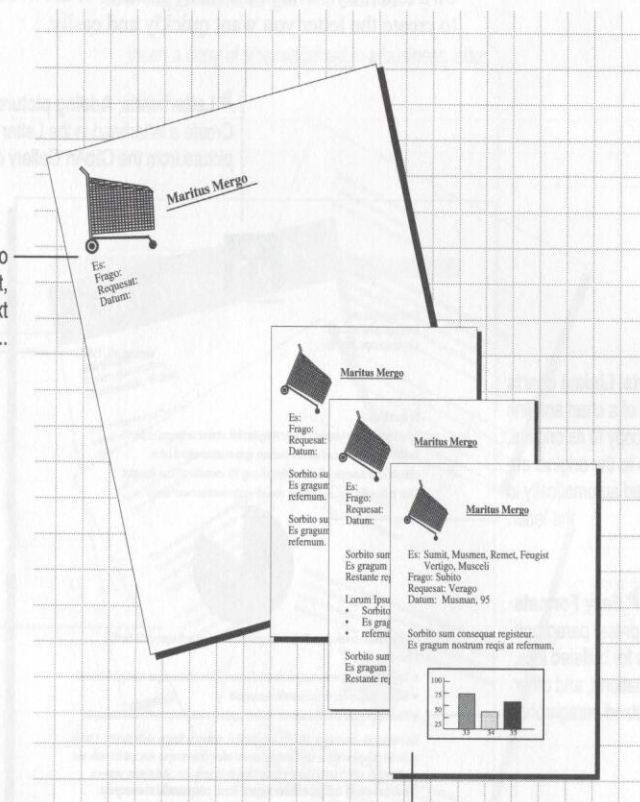
Emphasize key words and ideas, create decorative effects, or fit more on a page by changing the way text looks.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Memos

In today's dynamic business environment you must share information quickly and efficiently. You can streamline repetitive tasks and save valuable time by reusing art, layouts, and frequently occurring text.

Create one memo with the layout, graphics, and text you want...



...then use the memo as a template—the basis for all subsequent memos.

Create a memo in a few easy steps with the Memo TaskWizard.

Gather the art and text that is always the same for your memos. Format the memo as you want it to look, and then save it as a template. Whenever you need a memo, open the template and add any new information. Because the new information is saved separately from the template, you can always use the template again. Here are some elements you can include in your template for an all-purpose memo.

► Easy Text

Type a phrase or block of text once, and then save it for use in other documents.

► Letterheads; Templates

Include your company's letterhead as part of a template.

► Current date or time

Insert the date and time automatically.

► Tables

Organize and emphasize information by putting it in a table.

Autem Dolor
1234 Hendredit
Vipurtum, Villa

Maritus Mergo
Es:
Frago:
Requesat:
Datum: 5/4/94

Lorem ipsum dolor. Consequat rector avenum. Esfrago requesat datum regularium. Autem Dolor este consequator.

Lorem	Ipsum	Dolos	Rec
Es	Ret	Ret	Ron
Frago	Ret	Ron	Ret
Reque	Ron	Ron	Ret
Datum	Ron	Ret	Ron

Datum avenum rector. Rector este frago regularium. Este sente regularium. Este consequator ipsum dolorum. Resente dos. Lorem ipsum dolor. Consequat rector avenum. Esfrago requesat datum regularium. Autem Dolor este consequator.

1

► Page numbers

Include page numbers at the top (header) or bottom (footer) of the page. Number all pages, or skip the number on the first page.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Résumés

Your résumé conveys more than information about you and your qualifications; it is the first impression you will make on your prospective employer. Works provides different types of résumés tailored to job requirements or your work history.

Use a chronological résumé to emphasize continuity and stability. In this style, dates and places of employment are the most prominent.

Use a qualifications-style résumé to highlight your abilities if your work history is short, has been interrupted, or when you are switching to a new field.

The image shows a collage of overlapping document pages. The top page is titled "Employment History" and contains dates "September 1985" and "January 1986", along with the text "Troy Filmwork Production Assi". Below this, there are several text blocks, some of which are partially obscured by other pages. One page has a heading "Skills" and lists "Writing" and "Hardware and software magazine articles, online Help, computer-based tr". Another page has a heading "Facilis" and contains the text "Consequat. Duis te feugifacilis. feugifacilis. Duis autem dolom hendrerit in vulputate velit esse molestie consequat, velh ullam bolore eu feugiat molestie consequat, velh ullam bolore eu fe". The pages are layered, with some text visible through the paper or on the edges of the sheets.

Lorum Ipsum

Employment History

September 1985
January 1986

Troy Filmwork
Production Assi

Lorum Ipsum

Dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Adipiscing
delenit au gue
duis dolore

Nostrud
ndit praesent
luptatum

Lobortis Sumi

Prasent luptatum zzril delenit au gue duis dolore te feugiat nulla facilisis. Ut wisi enim ad minim veniam, quis nostrud exerci talem ullamcorper suscipit lobortis nisl ut aliquip ex commodo consequat. Duis te feugifacilis, feugifacilis. Duis autem dolor hendrerit in vulputate velit esse molestie consequat, velh ullam bolore eu feugiat molestie consequat, velh ullam bolore eu fe

Prasent
Duis dolore

Skills

Lorum Ipsum

Writing

Hardware and software
magazine articles, online
Help, computer-based tr

Facilis

Consequat. Duis te feugifacilis. feugifacilis. Duis autem dolom hendrerit in vulputate velit esse molestie consequat, velh ullam bolore eu feugiat molestie consequat, velh ullam bolore eu fe

Create a résumé in a few easy steps with the **Résumé TaskWizard**.

Before you produce your résumé, think about what you want to say and how you want to say it. Be as clear and concise as possible. For an outstanding résumé, proof and correct your spelling with the spelling checker, locate synonyms with the thesaurus, and try out some of the features described below.

► Setting margins

Set the left, right, top, and bottom margins to leave some white space on the page.

► Easy Text

Type your name and address once and then save the text for use in other documents.

► Easy Formats

Format text exactly as you want it, and then quickly apply the same formatting to other text.

► Adding bullets

Choose from a variety of bullet styles to organize and emphasize items in a list.

► Tabs; Indents

Align text using tabs and indents.

► To get instructions, click the Help Index button  and then type the word in **bold**.

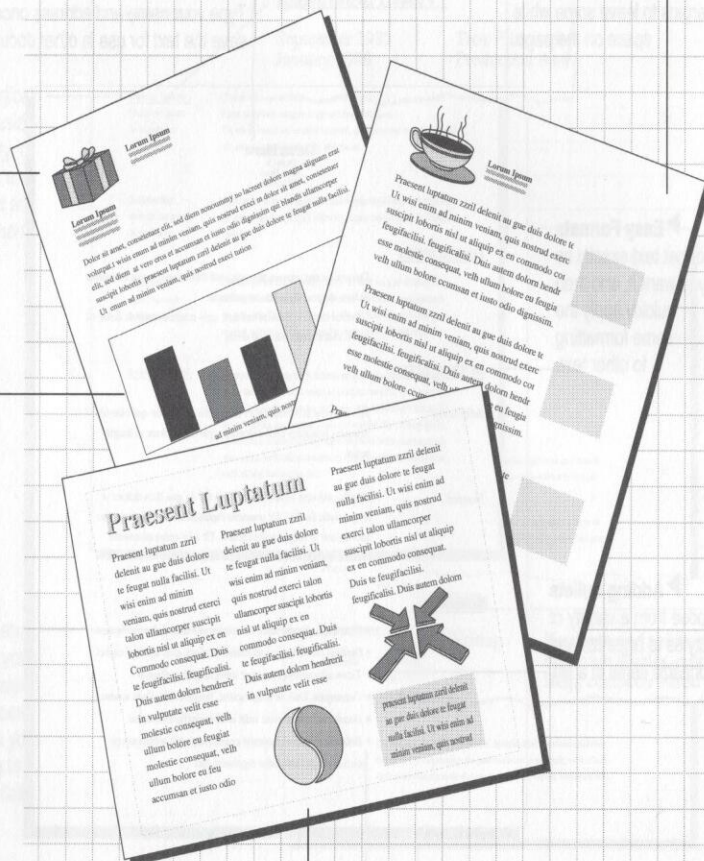
Graphics

No matter how interesting the words are, a wall of text is not a pretty picture. Adding graphics to your documents can make friendly and engaging pages that come alive for your readers. Photos and drawings can illustrate. Borders and lines can help organize and decorate the page. Charts can explain, teach, and demonstrate.

Create a catalog that includes a picture of each product.

Add your company's logo to create letterhead stationery.

Include a chart in a business letter to illustrate prices and costs.



Decorate a promotional flyer with a logo, pictures, borders, and shading.

Create a graphical document in a few easy steps with the Certificate, Flyer, or Brochure TaskWizard.

You can add pictures and other graphics to your documents quickly and easily from the ClipArt Gallery, or create them yourself in Microsoft Draw. Works has many features that can help you make your Word Processor documents and Database forms look just the way you want.

► **WordArt**
Spread text across columns.

Praesent Luptatum

Praesent luptatum zzril delenit au gue dui dolore te feugiat nulla facilisi. Ut wisi enim ad minim veniam, quis nostrud exerci talon ullamcorper suscipit lobortis nisl ut aliquip ex en commodo consequat. Duis te feugifacilisi. feugifacilisi. Duis autem dolor hendrerit molestie consequat, velh ullum dolore eu feugiat molestie consequat, velh ullum dolore eu feu accumsan et iusto odio dignissim qui

praesent luptatum zzril delenit au gue dui dolore te feugiat nulla facilisi. Ut wisi enim ad minim veniam, quis nostrud exerci talon ullamcorper suscipit lobortis nisl ut aliquip ex en commodo consequat. Duis te feugifacilisi. feugifacilisi. Duis autem dolor hendrerit in vulputate velit esse

Praesent luptatum zzril delenit au gue dui dolore te feugiat nulla facilisi. Ut wisi enim ad minim veniam, quis nostrud exerci talon ullamcorper suscipit lobortis nisl ut aliquip ex en commodo consequat. Duis te feugifacilisi. feugifacilisi. Duis autem dolor hendrerit in vulputate velit esse



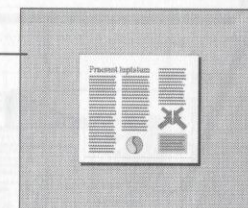
Praesent luptatum zzril delenit au gue dui dolore te feugiat nulla facilisi. Ut wisi enim ad minim veniam, quis nostrud



► **Page borders**
Add a simple or decorative page border. If you have a color printer, you can print eye-catching color borders.

► **Paragraph borders**
Use paragraph borders to call attention to information or make it easier to read.

► **Zooming; Previewing**
Zoom in to get a closer view of your work. Or switch to Print Preview to see how a page will look when printed.



► **Shading**
Shade paragraphs to emphasize or separate information. You can choose from many patterns and colors.

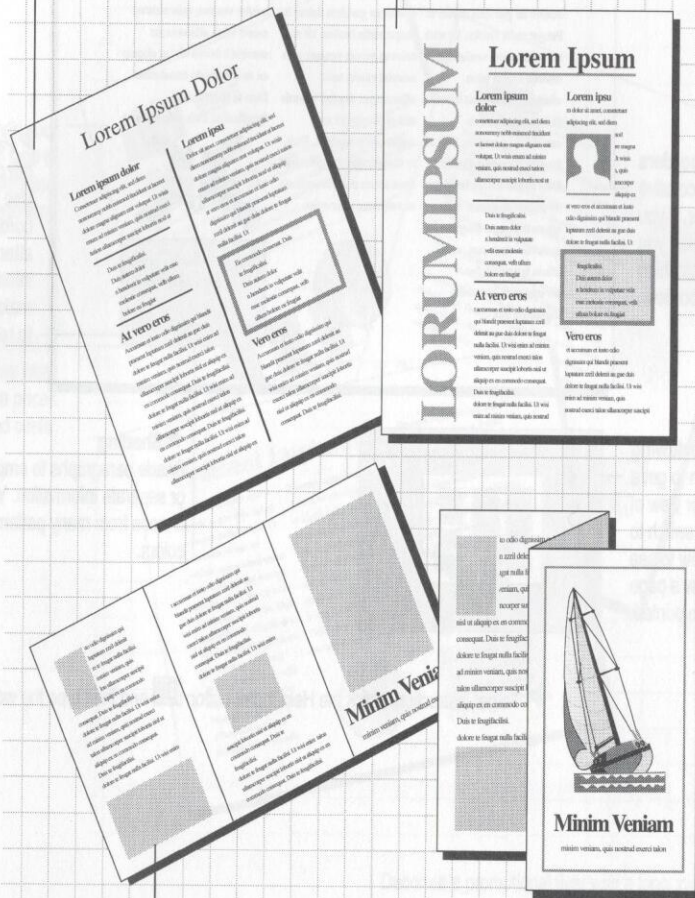
► To get instructions, click the Help Index button  and then type the word in **bold**.

Newsletters and Brochures

Before you can communicate, you must first get a reader's attention. The best way to get that attention is through strong visual design. You can use a Task Wizard to create the general layout—the columns, headings, and spaces for art—that you'll need. Then, type your text and use the features in Works to add the finishing touches.

Specify the number of columns, and Works automatically adjusts the text for you.

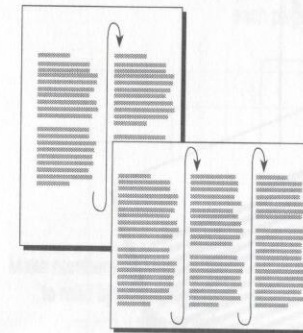
Jazz up a newsletter with graphics, photographs, and special effects.



Use landscape (sideways) orientation for a tri-fold brochure.

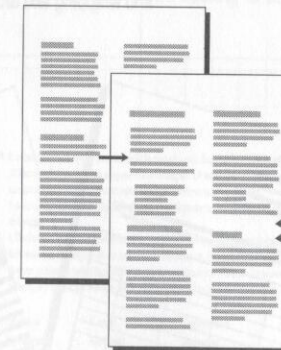
Create a publication in a few easy steps with the Newsletter or Brochure TaskWizard.

To create a newsletter or brochure from scratch, open a blank Word Processor document. Specify the margin settings and number of columns, and then type your text. Add any pictures, charts, or special graphics, and then zoom out to get a bird's-eye view of your document. Whether you use a Task Wizard or start your own document, try some of the following features for professional results.



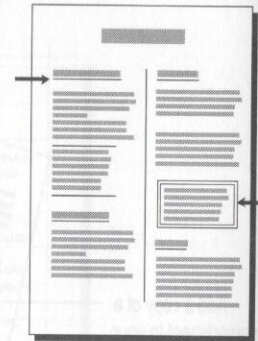
► Snaking columns

Text "snakes" from one column to the next.



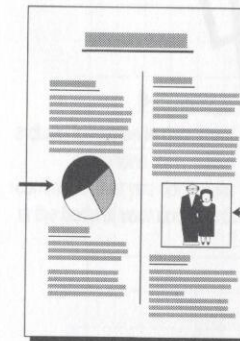
► Line spacing

Adjust spacing before and after headings to make them stand out.



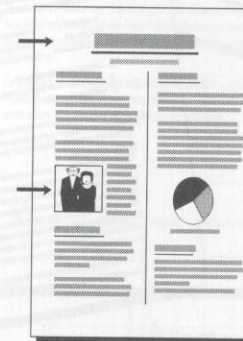
► Lines around paragraphs

Add lines and borders to divide information and add interest.



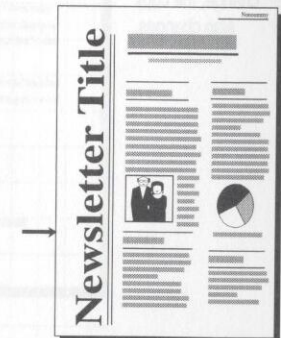
► Inserting charts; Adding pictures

Insert a chart, drawing, clip art, or WordArt text.



► Headings; Absolute position

Position text across columns and wrap text around art.



► WordArt; Setting margins

Use WordArt to rotate text and insert it in a text column.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Reports

Writing a report, whether it's a marketing report for your business or a research report for school, can be a daunting prospect. You must gather information, usually from several different sources, and present it clearly and persuasively in a single document. Works makes it easy to present different types of information in the same document.

Make your school research report stand out by adding a photograph and wrapping text around it.

Add a copy of a spreadsheet to your financial report. Link the copy to its original, so that whenever the figures in the original change, the copy also changes.

Present your business report with information in a table, a bulleted list, and a footnote.

Create a report in a few easy steps with the School Reports/Thesis TaskWizard.

Reports often require certain conventions of style and usage, such as footnotes, quotations, and tables. The Works Word Processor can help you to include these elements in your reports.

► Page numbers

Automatically print the page number in the header (top) or footer (bottom) of each page.

► Thesaurus; Spelling checker

Locate synonyms for variety and precision, and check your spelling for accuracy.

► Tables

Make numbers and lists easier to read by arranging them side-by-side.

► Adding bullets

Use a bulleted list to group related items and emphasize main points.

► Footnotes

Include footnotes to document quotations, or to make comments that you don't want in the body of your document.

► Smart quotes

Works automatically replaces straight quotes (") with curly quotes (") as you type. If you need straight quotes to signify measurements, it's easy to change the option.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Theses and Other Long Documents

Long documents can be difficult and time-consuming to produce. Not only must you plan and organize the content, you often have to use specific formats in the document. Works takes the drudgery out of formatting and even provides TaskWizards that can do most of the work for you.

Use double- or triple-spacing and indent the first line of each paragraph.

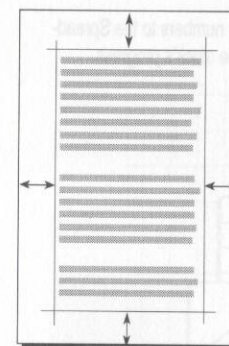
Add interest to a title page by using different font styles, sizes, and alignments.

Position footnotes at the bottom of the page or at the end of the document.

Include a bibliography that conforms to standard rules of usage.

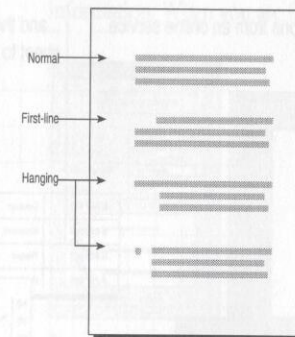
Create a thesis in a few easy steps with the School Report/Thesis and Bibliography TaskWizards.

A large document can be easier to work with if you divide it into several smaller documents. When you print you can keep page numbers in sequence by changing the starting page number for each document. For more ideas on creating long documents, see the following illustrations.



Setting margins

Set the page margins to the required size.



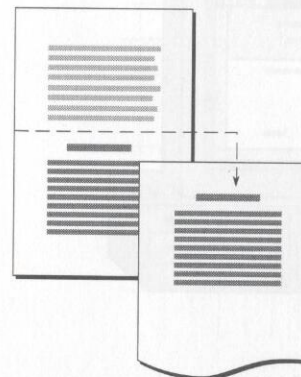
Indents; Easy Formats

Select paragraphs to set indents as needed or use Easy Formats to set one indent and quickly apply the same indent elsewhere.

.....	1
.....	5
.....	10
.....	20
.....	38
.....	49
.....	63
.....	72
.....	90
.....	100

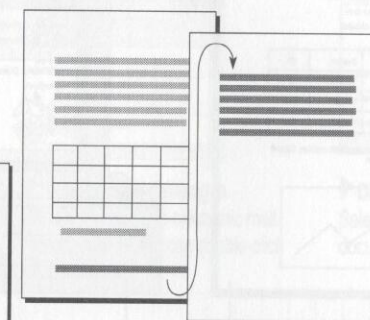
Leaders; Tab stops

Type a table of contents and add dotted lines to the tab stops between the text and page numbers.



Page breaks

Insert page breaks to start each section at the top of a page.



Keeping paragraphs on one page

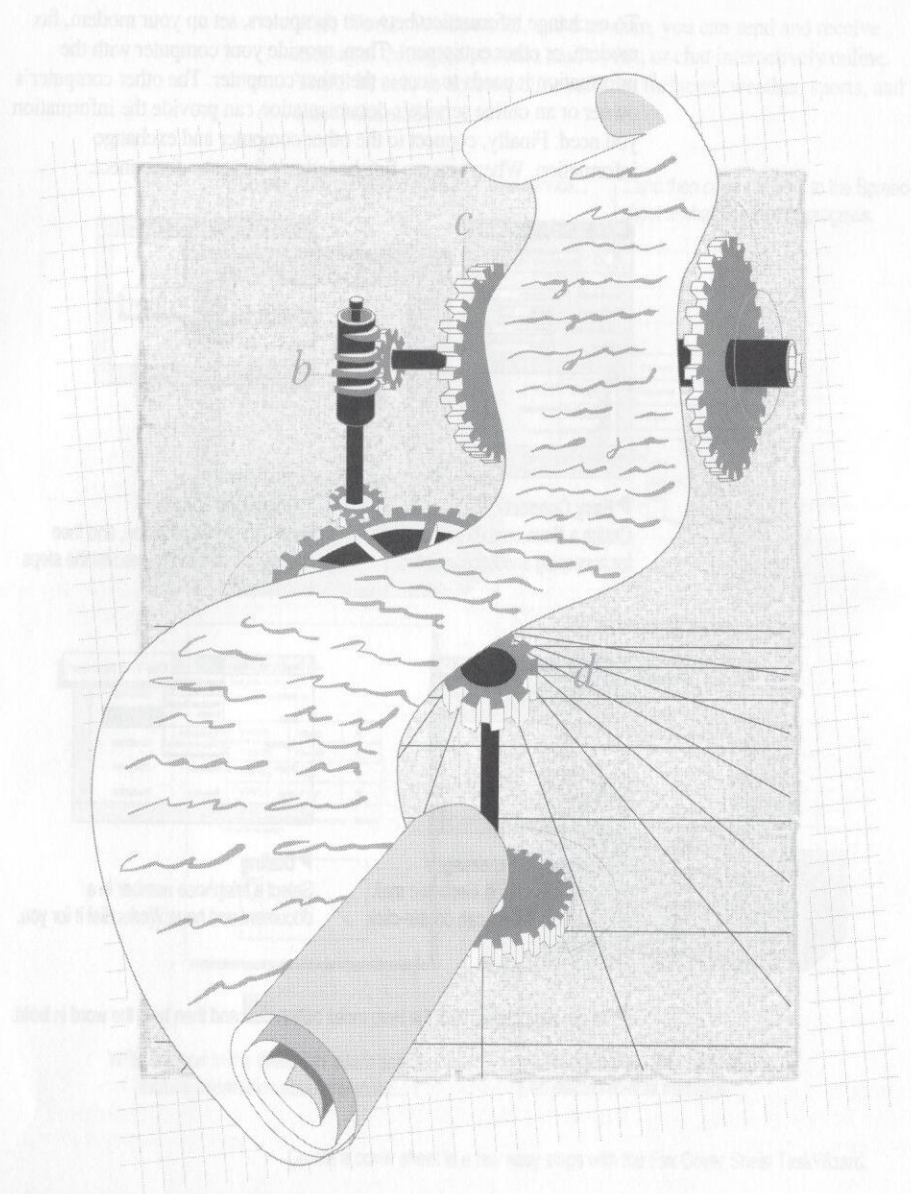
Keep all of a paragraph on the same page.

$$S_x = \sqrt{\frac{1}{n-1} \left\{ \sum_{i=1}^n X_i^2 - n\bar{X}^2 \right\}}$$

Equation Editor

Insert complex equations in scientific and technical papers.

To get instructions, click the Help Index button and then type the word in **bold**.



3

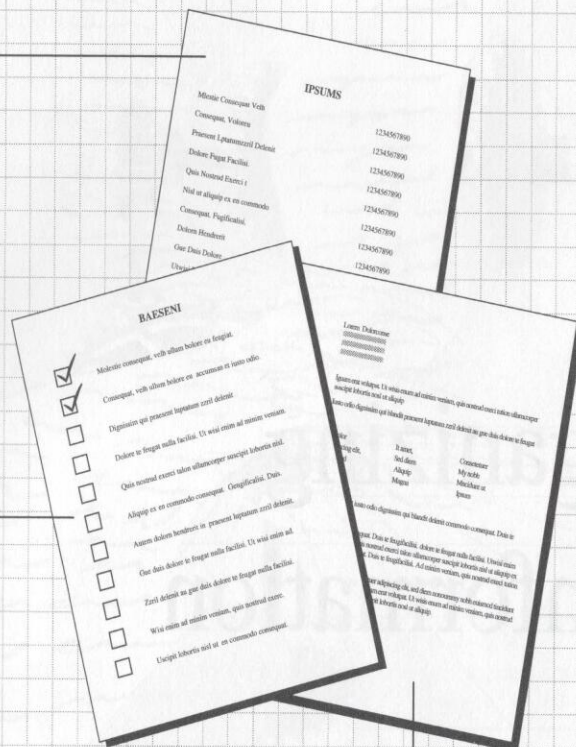
Organizing Information

Gathering information can be a lot of work, but organizing the information and extracting only the parts you need can be an even bigger challenge. In this section, you'll see a variety of ways to organize information efficiently and access it easily in Works.

Simple Lists

Whether you're writing instructions for the babysitter or including a rundown of your products in a business letter, lists like these are the simplest form of organizing information. The key to producing lists that work for you is to make sure they are clear, well organized, and attractive. Works can make creating simple lists even simpler.

Create a phone list with important numbers for the office or home.

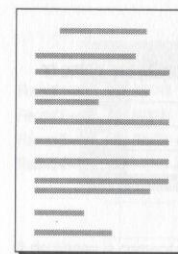


Devise a vacation checklist so that you don't forget anything.

Write a business letter that includes a three-column list of product information.

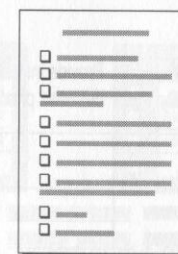
Create a list in a few easy steps with the Address Book or Phone List TaskWizard.

You can use the Word Processor to dash off a simple list. If the list has more than one column, include it in a table. If each item in the list requires several columns, or if you want to sort the list, use the Database list view or the Spreadsheet.



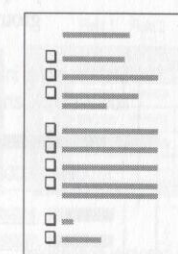
► Typing text

In the Word Processor, use a new paragraph for each list item.



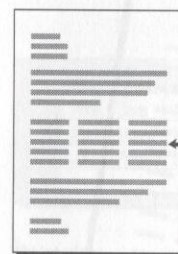
► Lists

Add bullets, check boxes, or other symbols in front of list items.



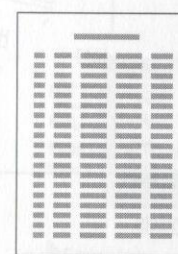
► Indents

Use hanging indents to keep items lined up.



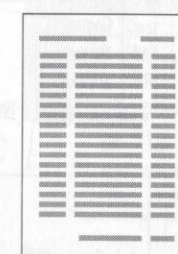
► Tables

Add a table in the Word Processor to arrange items in rows and columns.



► Creating databases

Use the Database when you need to arrange items into groups or have several pieces of information for each item.



► Calculating in spreadsheets; Sorting spreadsheet entries

Use the Spreadsheet to list items that you'll want to sort or use in calculations.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Names and Addresses

Dealing with lists of names, addresses, and phone numbers can be one of the most tedious jobs you'll encounter, whether at home or the office. Works can organize names and numbers into a basic address book or help you create specialized address books for different groups of people—employees, customers, vendors, students, and members of a group or club.

Store personal information in a student address book, and then retrieve it quickly.

Provide instant access to employees' home or business phone numbers.

Keep detailed customer records and locate important information whenever you need it.

Organize addresses in a few easy steps with the Address Book TaskWizard.

Whether you use the Address Book TaskWizard or create an address book on your own, it may help to understand how databases work. Here's some information to help you create your list of names and addresses.

	☒	First	Last	Phone
Record 1	☐	1		
Record 2	☐	2		
Record 3	☐	3		
Record 4	☐	4		

A database is composed of a number of records.

	☒	First	Last	Phone
Record 1	☐	1	Anne Davis	12345
	☐	2		
	☐	3		
	☐	4		

Each record in the Names and Addresses database contains information about one person.

		Field 1	Field 2	Field 3
	☒	First	Last	Phone
	☐	1		
	☐	2		
	☐	3		
	☐	4		

Information is stored in fields. Each field contains one type of information, such as last name or phone number.

	☒	First	Last	Phone
	☒	1	Anne Davis	12345
	☒	2	Mark Morris	23456
	☒	3	Julie Rogers	34567
	☐	4		

► List view

Use list view to view all the information in the database. You start in list view if you create your own database.

Field 1	→	First: Anne
Field 2	→	Last: Davis
Field 3	→	Phone: 12345
Record 1		

► Form view

Use form view to view one record at a time. You start in form view if you use the Address Book TaskWizard.

	☒	First	Last	Phone
	☒	1	Anne Davis	12345
	☐	2	Mark Morris	23456
	☒	3	Julie Rogers	34567
	☐	4		

► ReportCreator

Organize and summarize database information in a report. You can include all the data or a selection of fields and records.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Inventories

Just as you can collect and organize information about people—their names, addresses, and other vital statistics—you can keep track of physical objects like computers, furniture, and office supplies. Here are just a few ways the Works Database can help you keep track of objects at work and at home.

Record personal items for insurance purposes.

Catalog your collections for easy access.

HOUSEHOLD INVENTORY

Miscellaneous
Consequential
Practical
Liquor
Delicious

Ex on comodo
Dolores
Duis
Dolore
Utrius

CD/TAPE COLLECTION

Miscellaneous
Consequential
Practical
Liquor
Delicious

BUSINESS INVENTORY

Miscellaneous
Consequential
Practical
Liquor
Delicious

PRODUCT INVENTORY

Miscellaneous
Consequential
Practical
Liquor
Delicious

Itemize business equipment to track its location, age, and value.

Document product sales and track order and accounting information.

Create an inventory in a few easy steps with the Business Inventory or Home Inventory TaskWizard.

Works provides different views of your inventory. To make changes to several records at the same time, use list view. To type information one record at a time, use form view. To change how the database looks, use form design view. Here are just a few of the features you can use in these views.

Date	Stock
1 Jan.	10
2 Feb.	10
3 Mar.	10
4 Apr.	10

Fill down; Fill right

In list view, fill in a series of numbers or dates, or quickly enter the same information in several records.

Supplier	Stock
Anders	50
Davis	100
Morris	25
Rogers	75

Stock is less than 75

Creating filters

In list view or form view, display only the information you want to see.

Item	Quantity
A	2
B	3
C	1
A	2
B	3

Sorting database entries

In list view or form view, sort data alphabetically, numerically, or chronologically.

Supplier: Anders

Total Due: 100
Delivered: 50
Overdue: 50

Finding database information

In form view or list view, search for specific text or numbers.

Supplier: LORUM IPSUM

Total Due: 100
Delivered: 50
Overdue: 50

Lines around fields; Adding shading

In form design view, add lines and shading to emphasize important information.

Supplier: LORUM IPSUM

Total Due: 100
Delivered: 50
Overdue: 50

Note: Order Widgets

Note-It

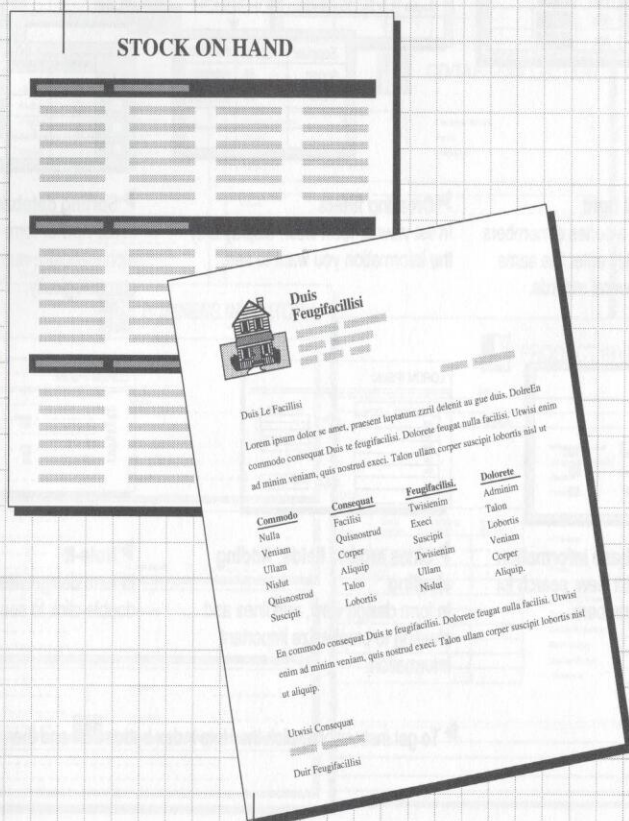
In form design view, insert a note and double-click to see the message.

To get instructions, click the Help Index button and then type the word in **bold**.

Database Reports

Once you collect data in a database, Works makes it easy to organize the data into one or more reports. A report can contain all the data or a part of the data that you specify. Use ReportCreator to create reports and to print directly from the Database. To use Spreadsheet or Word Processor features, use the Copy Report Output command to insert the report data into a Spreadsheet or Word Processor document.

Choose from a variety of borders, patterns, font sizes, and font styles in the Database to produce an attractive report.



Include the data as part of a form letter in a Word Processor document.

Create a database in a few easy steps with the Address Book, Business Inventory, or Home Inventory TaskWizard.

You can produce up to eight reports from a single database. For each report, use ReportCreator to select the fields you want to include and then create a filter to specify the records you want. To see the report as it will print, use Print Preview. If you want to make changes to the report, try some of the database features shown in the following illustration.

► **Aligning text**
Add visual interest by centering text or aligning it with the left or right margin.

► **Adding text to database reports**
Add titles, headings, and labels to clarify information.

► **Grouping data**
Separate data by category or by first letter.

► **Counting**
Count the number of items in a group.

► **Orientation of pages; Setting margins**
Fit your text on the page by specifying the orientation and the distance between the text and the edge of the page.

► **Summaries**
Analyze numbers by calculating totals and subtotals.

Candell Imports

Stock Items HW and CR
Total Value: 1460.00

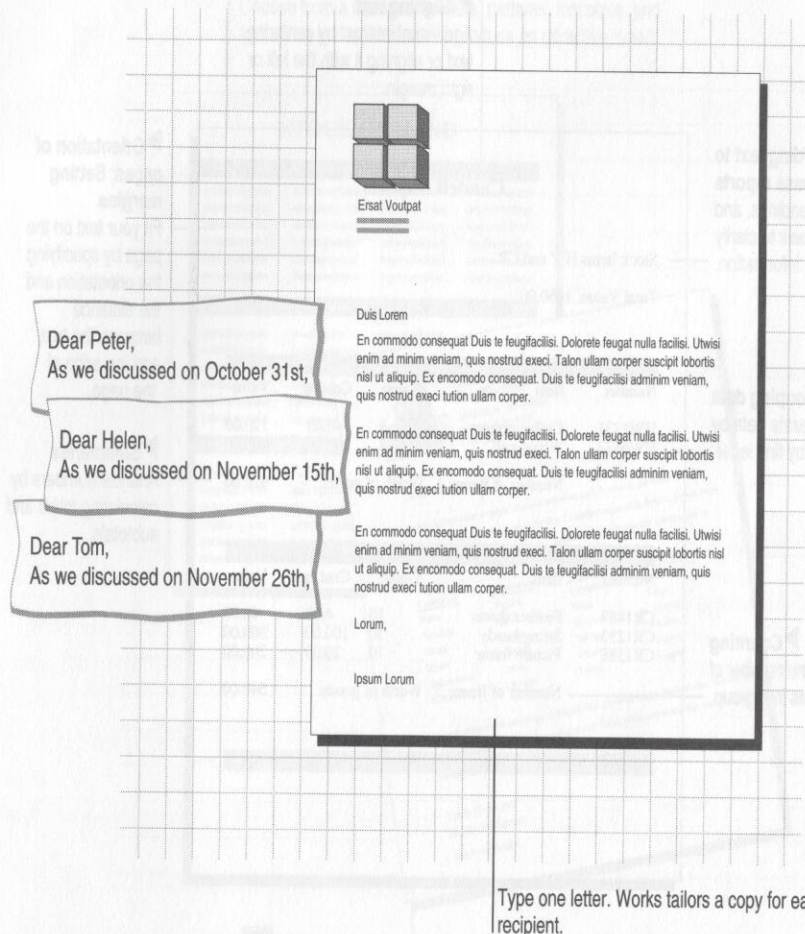
Number	Item	Count	Cost ea.	Value
HW1331	Coffee grinder	3	40.00	120.00
HW6533	Wheat mill	4	200.00	800.00
Number of Items: 2		Worth of goods:		920.00

Number	Item	Count	Cost ea.	Value
CR1488	Feather duster	10	4.00	40.00
CR1233	String beads	30	100.00	300.00
CR1388	Picture frame	10	20.00	200.00
Number of Items: 3		Worth of goods:		540.00

► To get instructions, click the Help Index button  and then type the word in **bold**.

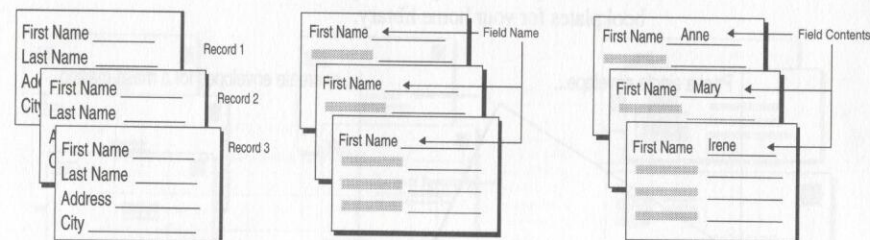
Form Letters

With a Database of names and addresses and a Word Processor document, you can create a mass-mailing with personal appeal. First, create a Word Processor document that contains the information that will remain the same for all letters. Next, select the database document and choose the information you'll use. When you print, each letter is personalized for its recipient.



Create a form letter in a few easy steps with the Address Book and Form Letter TaskWizards.

When you select information from a database to use in your form letter, the information is merged with the text in your letter. The following illustrations show how this works.



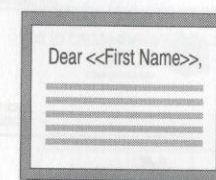
A database is composed of a number of records.

☒	First	Last	Phone
☒ 1	Anne	Rogers	56788
☒ 2	Mary	Morris	38095
☐ 3	Irene	Ulrich	45678
☐ 4			

▶ Marking records

In the database list view, mark each record you want to include in the mailing.

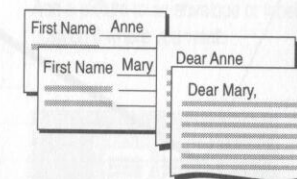
A field name identifies common information...



▶ Inserting placeholders

In the letter, insert the field names you want to use.

...but the contents of each field can be different for each record.



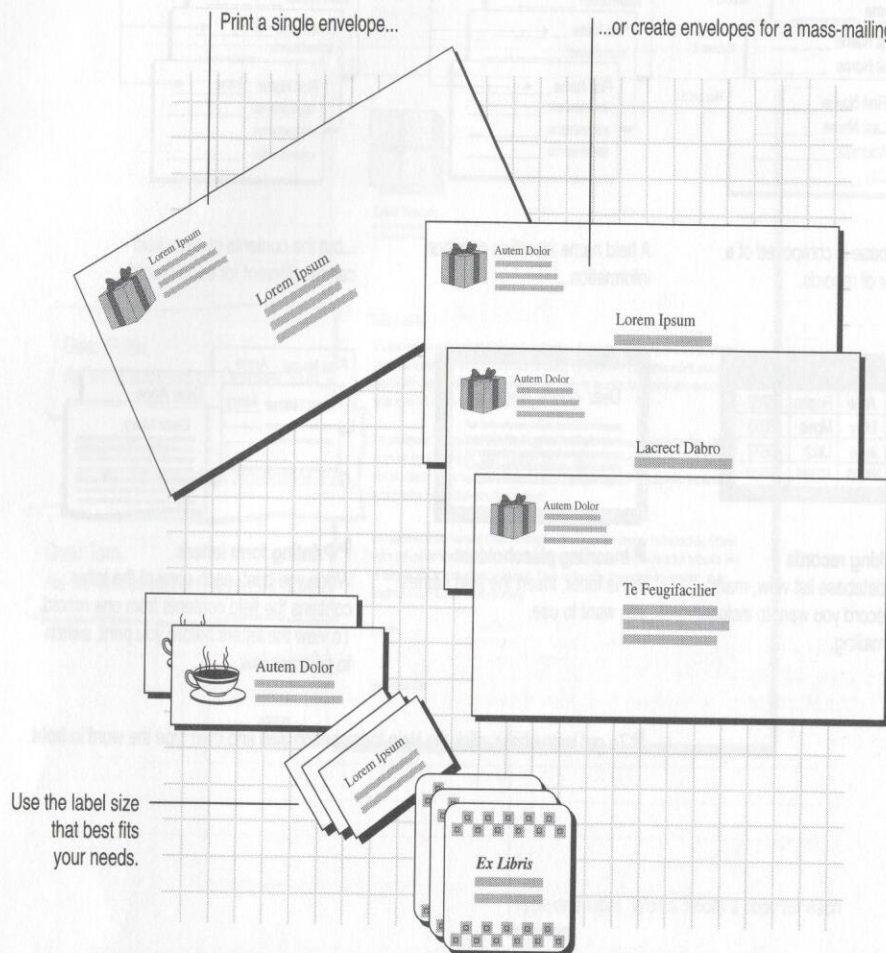
▶ Printing form letters

When you print, each copy of the letter contains the field contents from one record. To view the letters before you print, switch to print preview.

▶ To get instructions, click the Help Index button  and then type the word in **bold**.

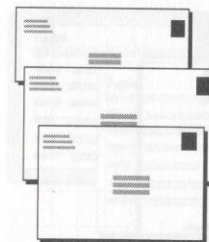
Envelopes and Labels

Add a professional touch to your correspondence by printing envelopes for your letters. With Works, you can quickly address and print a single envelope, or specify a database that contains names and addresses and print envelopes for everyone on your mailing list. You can also use your database to print mailing labels, name tags, compact disc labels, or bookplates for your home library.



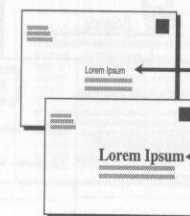
Create an envelope or label in a few easy steps with the Envelopes, Labels, or Return Address Labels TaskWizard.

Works adds an envelope or label to the first page of a Word Processor document. You merge a database with the document in the same way you merge a form letter. For more information on merging, see "Form Letters." The following illustrations provide some ideas for creating envelopes and labels.



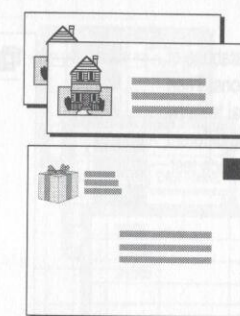
► Size of envelopes

Choose from a number of standard envelope sizes in Works.



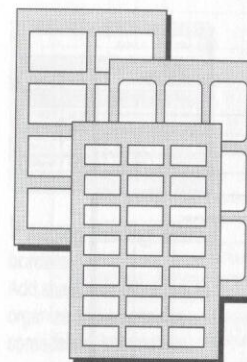
► Changing fonts

Change the font, size, or style of text to create the look you want.



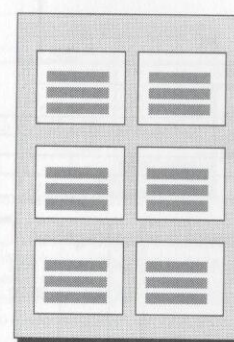
► Adding pictures; Absolute position

Add a picture to an envelope or label and position it where you want.



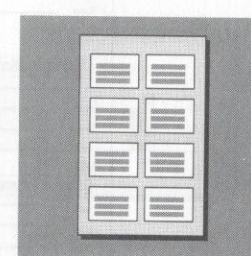
► Size of labels

Specify a standard or custom label size.



► Return addresses

Print a sheet of labels with your name and address.



► Test print

Check envelopes and labels before printing.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Classroom Records and Tests

Record keeping is important and necessary, but it can take time you'd rather spend with your students. Creating, scoring, and tracking tests and student assignments can be exhausting. With Works, you can reclaim some of your time and save your energy for teaching.

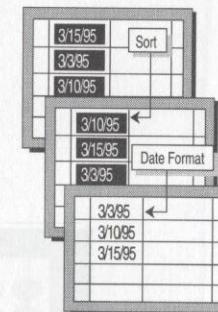
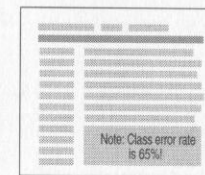
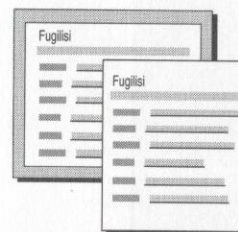
Create one database of test questions. Then produce several tests by choosing different questions for each test.

Quickly retrieve information from a database of students.

Compute test results and track assignments in the Spreadsheet.

Create classroom records and tests in a few easy steps with the Student and Membership Information, Tests, Grade Book, and Schedule TaskWizards.

Use the Works Database to store data. When you want to present the data to others, copy it into a Word Processor document. When you want to compute numbers, copy it to the Spreadsheet. Here are some features you can use in the Database and Spreadsheet. For features you can use in the Word Processor, see "Writing and Publishing."



► Preprinted forms

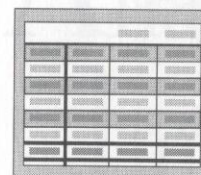
Align and print database field entries to match pre-printed forms.

► Text in databases

Add comments on student performance to your database of test questions.

► Formatting fields; Sorting

For accurate results, apply the correct field format to your data before sorting.



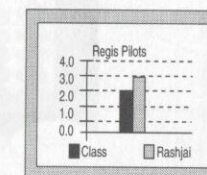
► Adding shading; Adding borders

Add shading and borders to organize and emphasize spreadsheet information.

A	B	C	D
1			=SUM(B2:C2)
2	30%	3.0	0.9
3	30%	3.5	1.1
4	40%	3.5	1.4
=AVG(C2:C4)		3.3	3.4

► Adding formulas to spreadsheets

Use spreadsheet functions to calculate sums and weighted averages.



► Creating charts

Compare a student's performance to the class average by creating a chart in the Spreadsheet.

► To get instructions, click the Help Index button and then type the word in **bold**.

Loan Repayment Schedules

The cost of a loan depends on a number of variables, including the annual interest rate, the length of the loan, and the payment frequency. Changing a single variable could save you money, but recomputing for each variable could take a lot of time. With the Works Spreadsheet, it's easy to change a variable and quickly see the result.

Change a value in the Spreadsheet and Works quickly computes the result.

LOAN ANALYSIS			
Principal		Principal	100,000.00
Annual interest rate		Annual interest rate	8.250
Length of loan		Length of loan	30
Monthly payments		Monthly payments	751.27
Number of payments		Number of payments	360
Total interest		Total interest	170,455.98
Total loan cost		Total loan cost	270,455.98

Principal	100,000.00
Annual interest rate	8.250
Length of loan	15
Monthly payments	970.14
Number of payments	180
Total interest	74,625.26
Total loan cost	174,625.26

Analyze a loan in a few easy steps with the Mortgage/Loan Analysis TaskWizard.

You type text and numbers in a spreadsheet, and then insert formulas (equations) to indicate the type of calculation to be performed. You can show formulas to view the structure of a spreadsheet, or hide formulas to see the results of your calculations. Works helps you construct formulas and work with your spreadsheet in many ways.

► **Fill series**
Increment numbers or dates by a specified amount without typing each number individually.

► **Formatting numbers**
Display numbers accurately using the appropriate format for text, date, currency, or percentages.

LOAN ANALYSIS					
Principal		100,000.00			
Annual interest rate		8.250			
Length of loan		30			
Payments per year		12			
Start date		1/1			
Monthly payments		751.27			
Number of payments		360			
Principal		100,000.00			
Total interest		170,455.98			
Total loan cost		270,455.98			

Payment Number	Payment Date	Beginning Balance	Interest	Principal	New Balance
1	1/1				
2	2/1				
3	3/1				
4	4/1				
5	5/1				
6	6/1				
7	7/1				
8	8/1				
9	9/1				
10	10/1				
11	11/1				
12	12/1				
13	1/1				
14	2/1				

► **Functions**
Use built-in equations to prevent errors when typing complex formulas. This example uses the Works PMT function to calculate loan payments.

► **Easy Calc**
Add, subtract, and perform other calculations quickly. Select numbers, specify an operation, and click to insert the result.

► **Recalculating**
When you make changes, Works recalculates automatically. Switching to manual calculation may speed up your work.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Statements, Invoices, and Accounts Receivable

Accurate record-keeping is vital to the success of any small business. If you allow purchases on credit, you need a thorough, efficient method for billing and tracking accounts. Works provides solutions for many common billing problems, and even includes sample text for letters to delinquent accounts.

Provide a monthly statement to summarize purchases and payments and to indicate the amount due.

Create an invoice to bill customers for goods and services.

INVOICE

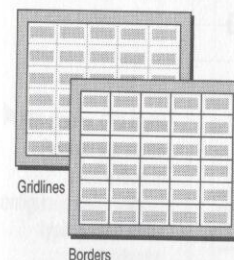
STATEMENT

ACCOUNTS RECEIVABLE
Month/ Year

Keep up-to-date records of customer accounts.

Maintain accounts in a few easy steps with the Statements, Invoice, and Accounts TaskWizards.

You can use the Spreadsheet to work with numbers in invoices, statements, and accounts. To add graphics or write collection letters, insert the data into a Word Processor document. To track finances over time, copy the information to a database. Here are some features you can use in the Spreadsheet and Word Processor. For information on the Database, see "Organizing Information."



Cell borders

Make spreadsheets easier to read by viewing and printing gridlines or by adding borders.

Part No.	Qty.	Descri.

Fonts

Emphasize information by changing the look of text.

	Jan.	Feb.
Monday	0	0
Tuesday		
Wednesday		
Thursday		
Friday		

AutoFormat

Automatically change the appearance of a spreadsheet for a more professional look.

Totals

Totals

Print area; Range names

Select part of a spreadsheet for printing, or name a section of the spreadsheet and use the name to locate quickly the section.

	A	B	C	D	E
1					
2					
3					
4					

Inserting ranges

Insert a named range into a Word Processor document. If you change the spreadsheet, the document is automatically updated.

INVOICE

Letterheads

Use the Word Processor to include your company name and logo on all your correspondence.

To get instructions, click the Help Index button and then type the word in **bold**.

Bids, Quotations, and Proposals

When prospective customers request information, you want to respond as quickly as possible with accurate, professional-looking documents. Whether it's a one-page quotation, a bid for labor and materials, or a formal proposal, Works can help you to respond with ease.

| Create a simple bid or quotation in the Spreadsheet.

[illegible]

Produce a complete proposal in the Word Processor.

Create a bid or proposal in a few easy steps with the Bids, Quotations, Proposal Forms, or Proposal Letter TaskWizard.

Bid for Labor & Materials

You can use a TaskWizard to quickly create a basic document, or you can start from scratch. Whichever method you choose, try some of the Spreadsheet features in the illustration that follows. For ideas on creating a proposal, see "Reports."

► **Fill down; Fill right**
Repeat the same information in contiguous cells without typing each entry individually.

► **Aligning cell entries**
Position text vertically and horizontally in a cell. Center text across cells, or display multiple lines in a single cell.

► **Cell borders;**
Adding shading
Emphasize rows, columns, or individual cells with borders and shading.

► **Easy Calc**
Let Works calculate for you. Just select numbers, specify the type of calculation, and then click to insert the result.

► **Displaying formulas**
View formulas to track errors, or hide formulas to see the result of your calculations.

► To get instructions, click the Help Index button  and then type the word in **bold**.

Price Lists and Order Forms

Price lists inform your customers of the cost of goods and services, and order forms provide an efficient way for them to respond. With Works, you can create well-organized, attractive, and effective documents that reflect the quality of the goods and services you provide.

[illegible]

- Use the Word Processor to present your prices in a simple, straightforward list.

- Use the Spreadsheet to calculate numbers and fill out order forms online.

If you take phone orders, use the Spreadsheet for your forms. You can prevent accidental changes and speed up online entry by locking any cells you don't want changed. When you press the TAB key to move between cells, Works skips the locked cells and moves directly to the unlocked ones. Try locking cells and experimenting with the other useful Spreadsheet features shown in the following illustration.

ORDER FORM

XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX

Date: _____

Order No.: _____

Account No.: _____

Amount Due.: _____

Stock No.	Description	Qty.	Price/Unit	Total
04554	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
76756	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
01206	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
55095	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
60432	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
68002	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
69544	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
80003	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
44322	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
12345	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
22345	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
35478	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
45678	XXXXXXXXXX XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Ship To: _____

Bill To: _____

Subtotal

Tax

Total

Payment Method _____

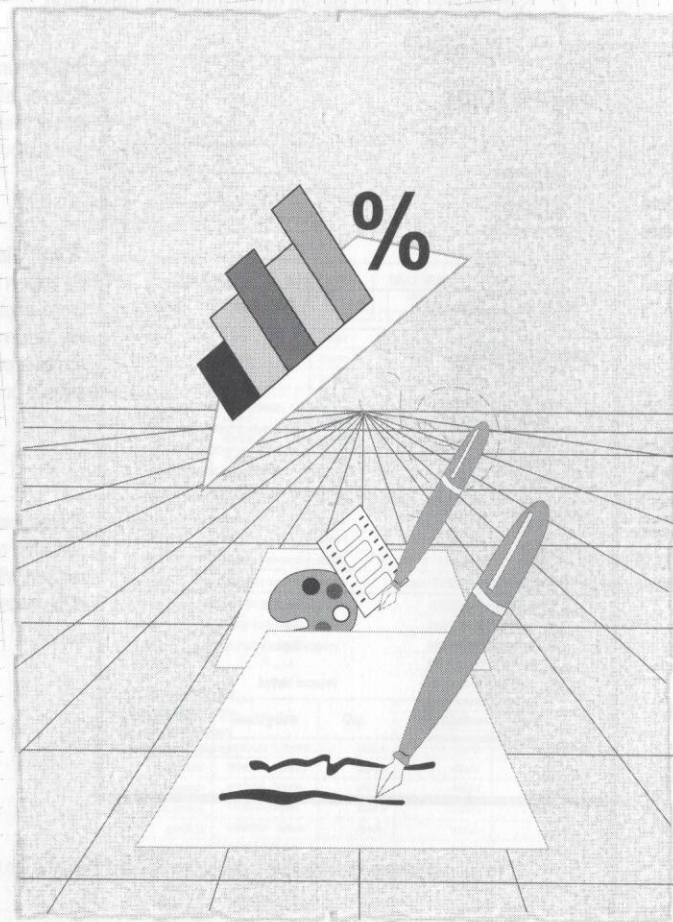
► **NOW function**
Automatically insert the date or time directly from your computer's clock.

▶ **###, Width**
If a column is too narrow, Works displays ###. Adjust the column width to display numbers, or let Works adjust it for you.

► **AutoSum**
Add a row or column of numbers with a click of the mouse.

Price Lists and Order Forms

and you can use the Price List or Order Form Wizard to create a new price list or order form. The wizard will prompt you to select a template, enter the necessary information, and save the file. You can also use the wizard to update an existing price list or order form.



Using the Price List or Order Form Wizard

More About Installing Works Setup Program

5

When you install Works, you will be prompted to enter your name and company name. This information is used for product registration and to provide you with technical support. You can also choose to have Works create a new database for you.

If you have a previous version of Works, you will be prompted to upgrade. The upgrade process will remove the old version of Works and install the new version. You can also choose to keep the old version of Works if you want to use it for a specific task.

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After you have installed Works, you will be prompted to enter your name and company name. This information is used for product registration and to provide you with technical support. You can also choose to have Works create a new database for you.

More About Installing Works

You install Microsoft Works on your computer's hard disk by running the Works Setup program. Here are the answers to some questions you may have about Setup.

I have a previous version of Works; how do I install a new version?

Setup searches your hard disk for a previous version of Works. If Setup locates a previous version, it suggests that you install Works in the same location. Setup will update program files and remove any program files that are no longer needed. It will not remove any existing documents.

Can I install a new version of Works and keep the old version?

Although you can keep your current version of Works and install the new version in a different folder, we don't recommend that you do so. Maintaining two versions of Works on the same computer can take up valuable hard disk space and could cause errors and confusion.

When I install the new version of Works, will my old data files be deleted?

No. Setup does not overwrite an existing data file, unless it has the same name as a data file that ships with Works. This is highly unlikely. However, it's always a good idea to back up important documents, and before running Setup is a good time to do so.

How much disk space do I need to install Works? For the exact requirements, refer to the Works package. If disk space is at a premium, use the Custom Installation option in Setup. This option reports the space available on your hard disk and the space you need for each component, so you can choose the components that will fit.

How do I install Works on a network? Check with your network administrator for the procedure to follow. If you want to put Works on a network so that others can install it, see the Help file, NETWORK.HLP.

Do I need to back up my documents before installing Works?

File loss or damage during set up is extremely rare. However, it's a good idea to back up important documents as a matter of course before installing any software. If anything should happen to an important document, you'll still have access to the backup.

Using the Works Setup Program

The Works Setup program is easy to use. Just answer a few simple questions as they are displayed on your computer screen. To begin, make sure that your computer and monitor are turned on. Then, follow these instructions:

To install Works

- 1 Make sure that your computer and monitor are turned on.
- 2 Close open applications, so that only Windows is running.
- 3 Place the Microsoft Works disc in a disc holder (if required) and insert it in your computer's CD-ROM drive.
- 4 Click the Install Works button, and answer any questions posed by Setup.

If Setup doesn't display automatically, click the Start button at the bottom of the screen, and then click Run. Type *drive letter:\msworks\setup.exe* and then click OK. For example, if the Setup disc is in drive D, type *d:\msworks\setup.exe*.

Click buttons to answer questions and to move to the next screen. Click where you want to type. If you need to correct what you've typed, press the BACKSPACE key on your keyboard.

Note If you are installing Works from a network, the Setup process will be different from the process described here. Check with your network administrator for more information. If you are installing Works onto a network, see the Help file, NETWORK.HLP.

Note To install Works 4.5 in Windows NT, you must have administrator privileges. Please refer to Windows NT online help for administrator privilege information.

During Setup, you choose the type of installation you want. A **Complete** installation loads all of the Works components onto your computer's hard disk. A **Custom** installation lets you choose the components you want to install. For example, you can load all of the program files but not all of the accessories to save space on your hard disk.

Some groups of items in the Custom installation let you add or remove parts of the group. If you want to add or remove something, click Change Option on the Setup screen, and then make the changes you want. Click OK, and then click Continue.

This version of Works includes thousands of clip art files you can use to enhance your documents. Depending on the amount of free space available on your hard disk, you can choose to install 100 of the most popular illustrations to your hard disk, or keep them all on the Works CD and choose them as you want to use them.

This version of Works contains over 100 new templates designed to meet the needs of your home or business. You'll find templates for keeping track of your books, credit cards, recipes, and videotapes. There are templates to help you record your family's medical history or log your progress on fitness goals, as well as templates to help you with fundraising and party planning. There are flyer and certificates, labels and checklists..

The templates are easy to use—all you do is fill in the blanks with your information and print them. You can customize the documents for your own needs, too.

The templates are installed as part of the Complete setup, so they're probably already on your hard disk, ready to use. You can see a list of all the installed templates in the Works Task Launcher. Click the TaskWizards tab, and then click List Categories In Different Order. Click the Show Templates In List option. When you return to the Task Launcher, all of the templates will be in the list, ready to use.

If you can't find them, run the Setup program again as described earlier. After you choose to add new components, make sure the Wizards and Templates option is checked.

Running Setup Again

You can add or remove components at any time by running Setup again.

- 1 Click the Start button, and then click Programs.
- 2 Click the Microsoft Works 4.5 folder, and then click Microsoft Works 4.5 Setup.

When the Setup screen displays, you will see options for adding and removing components, reinstalling the software, removing the software, and registering online via a modem.

- 3 Choose the Add/Remove button to specify which components you want to add or remove.

Works TaskWizards: A Complete List

The easiest way to create a document in Works is to use a TaskWizard. This section lists each TaskWizard and describes the type of document it creates. To learn more about TaskWizards, see "Using a TaskWizard," in Section 1.

This TaskWizard	Creates
Accounts	A database to track accounts receivable, accounts payable, or checking accounts.
Address Book	A database with the phone numbers and addresses of business contacts, clients, family, friends, or employees.
Bibliography	A list of reference sources in the MLA, APA, or annotated bibliography style.
Bids	A form to estimate the cost of labor, materials, or both.
Brochure	A side-fold or three-panel booklet for advertisements or other information.
Business Inventory	A database of the materials and equipment you use in your business.
Certificate	A one-page document to acknowledge a special student, employee, or team member.
Customers or Clients	A database to keep track of key information about your customers or clients.
Employee Profile	A database of employee names, addresses, emergency contacts, employment history, and benefits.
Employee Timesheet	A record of weekly, semi-monthly, or monthly time and wages for hourly employees.
Envelopes	The address and return address for a single envelope or a series of envelopes for people in your address book.
Fax Cover Sheet	A one-page document that contains telephone numbers and routing information to accompany your faxes.
Flyer	A single-page advertisement for a special event.
Form Letter	A standardized letter to send to the people in your address book.
Grade Book	A record of student averages for a series of tests and assignments.
Home Inventory	A database of your possessions for household record-keeping and insurance.
Invoice	A form to calculate prices and bill customers for goods and services.
Labels	Mailing labels for one or more people in your address book.
Letter	A basic document that uses your own text or one of the sample letters provided by Works.
Letterhead	A heading to include on your business or personal stationery.
Memo	A memorandum for your business, school, or club.

This TaskWizard	Creates
Mortgage/Loan Analysis	A spreadsheet to analyze the cost of a fixed-rate mortgage or loan.
Newsletter	A one, two, or three-column report for your school, business, or organization.
Order Form	An order form for your customers or for you to request goods from a supplier.
Phone List	A list of the phone numbers of friends, family, contacts, associates, and emergency services.
Price List	A document to inform customers of your prices and to receive their orders.
Proposal Forms	A single- or multiple-page model to help you prepare a proposal.
Proposal Letter	A pre-written proposal, cover letter, and follow-up letter, or guidelines for writing your own.
Quotations	A form to submit standard quotes, quotes with shipping procedures, or quotes with shipping procedures and discounts.
Résumé (CV)	A summary of your work experience and personal history in chronological, qualifications, or curriculum vitae format.
Return Address Labels	Mailing labels with your return address.
Sales Contacts	A database to keep track of key information about your sales contacts.
Schedule	A form to schedule classrooms, write lesson plans, or plan work activities.
School Reports/Thesis	A layout to create a book report, essay, or term paper for school assignments.
Start from Scratch	A basic Word Processor, Database, or Spreadsheet document to help you get started quickly.
Statements	A monthly statement or overdue notice for your customers to show purchases, payments, credits, and the current amount due.
Student and Membership Information	A database to record names, addresses, emergency numbers, and medical information for your students, club members, or teammates.
Suppliers and Vendors	A database to keep track of key information about your vendors and suppliers.
Tests	A pre-formatted layout for a true/false, multiple choice, or essay test.

Accessibility for People with Disabilities

Microsoft is committed to making its products and services easier for everyone to use. This section provides information about the following features, products and services, which make Microsoft® Windows®, Microsoft Windows NT™, and Microsoft Works more accessible for people with disabilities:

- Microsoft Works accessibility
- Features and hints for customizing Windows or Windows NT
- Microsoft services for people who are deaf or hard-of-hearing
- Microsoft software documentation on audio cassette, floppy disk, or compact disc (CD)
- Third-party utilities to enhance accessibility
- Other products and services for people with disabilities

Note The information in this section applies only if you acquired the Microsoft product in the United States. If you acquired Windows or Windows NT outside the United States, your package contains a subsidiary information card listing Microsoft support services telephone numbers and addresses. You can contact your subsidiary to find out whether the type of products and services described in the section are available in your area.

Microsoft Works Accessibility

Zooming to Magnify the View

You can view your documents and worksheets at any magnification from 50 to 400 percent. By default, Microsoft Works displays documents and worksheets at 100 percent, but you can magnify the view up to 400 percent. At 400-percent magnification, 12-point type is almost 1 inch high on the screen. From the View menu, choose the Zoom command, or select the magnification you want in the Zoom control box at the bottom of the Works window. For more information about zooming in or out in Microsoft Works, see the Help topics under “zooming” in the Help index.

Customizing the Toolbars

You can add, delete, and move buttons on toolbars to best suit the way you work. For information about customizing toolbars, see the Help topics under “toolbar” in the Help index.

Customizing Windows or Windows NT

There are many ways you can customize Windows or Windows NT to make your computer more accessible.

- Beginning with Windows 95, accessibility features are built in to Windows. These features are useful for individuals who have difficulty typing or using a

mouse, have moderately impaired vision, or who are deaf or hard-of-hearing. The features can be installed during setup, or you can add them later from your Windows 95 installation disks. Look up “accessibility” in the Windows Help index for information about installing and using these features.

- Many of the features which make Windows 95 more accessible can be added to Windows NT, earlier versions of Microsoft Windows, and MS-DOS through Access Packs. You can download these files by modem, or you can order them on disks from Microsoft.
- You can also use Control Panel and other built-in features to adjust the appearance and behavior of Windows or Windows NT to suit varying vision and motor abilities. These include adjusting colors and sizes, sound volume and the behavior of the mouse and keyboard.
- Dvorak keyboard layouts make the most frequently typed characters on a keyboard more accessible in you have difficulty using the standard “QWERTY” layout. There are three Dvorak layouts: one if you are a two-handed user, one if you type with your left hand only, and one if you type with your right hand only. You do not need to purchase any special equipment to use these features.

The specific features available, and whether they are built-in or must be obtained separately, depend on which operating system you are using. For full documentation on the accessibility features available in the operating system you are using, obtain the appropriate application notes listed below. Accessibility features are also documented in the *Microsoft Windows 95 Resource Kit* and the *Microsoft Windows NT Resource Kit*.

Which Files to Download or Order

You can obtain these files by downloading them with your modem, or you can order them on disks by phone. Specific information about downloading or ordering these files immediately follows this list of files. These files include:

- Application notes providing more complete documentation on ways to customize Windows and Windows NT
- Access Pack and Dvorak keyboard layouts providing additional features for versions of Windows or Windows NT in which they are not already included

For	You need
Customizing Microsoft Windows NT 4.0 for individuals with disabilities	Ww1279.doc
Customizing Microsoft Windows 95 for individuals with disabilities	Ww1062.exe
Customizing Microsoft Windows NT 3.1 and 3.5 for individuals with disabilities (includes Access Pack for Microsoft Windows NT)	Wn0789.exe
Customizing Microsoft Windows for Workgroups 3.1 for individuals with disabilities	Ww0788.txt

Customizing Microsoft Windows 3.1 for individuals with disabilities	Ww0787.txt
Customizing Microsoft Windows 3.0 for individuals with disabilities	Ww0786.txt
Access Pack for Microsoft Windows 3.0 and 3.1	Accp.exe
Dvorak keyboard layouts for people who type with one hand (already included in Windows NT 3.5 and higher)	Ga0650.exe

To Download the Access Packs, Application Notes, and Alternative Keyboard Layouts by Modem

If you have a modem, you can download these files from the following network services:

- Microsoft World Wide Web Side on the Internet, <http://microsoft.com/enable/>. Choose Microsoft Products from the navigation bar on the left, then choose the appropriate product or platform.
- Microsoft Internet servers, <ftp.microsoft.com> and <gopher.microsoft.com>, in </softlib/mslfiles>
- MSN™, the Microsoft Network online service
- CompuServe®, type GO MSL
- GENie™
- Microsoft Download Service (MSDL), which you can reach by calling (425) 936-6735 any time except between 1:00 A.M. and 2:30 A.M. Pacific time.
MSDL supports 1200, 2400, 9600, or 14400 baud rates (V.22bis, V.32, V.32bis and V.42), with 8 data bits, no parity, and 1 stop bit.
- Various user-group bulletin boards (such as the bulletin-board services on the Association of PC User Groups network)

To Order the Access Packs, Application Notes, and Alternative Keyboard Layouts on Disks by Phone

If you do not have a modem, within the United States you can order the Access Packs, Application Notes, and Alternative Layouts on disks by calling Microsoft Sales Information Center at (800) 426-9400 (voice) or (800) 892-5234 (text telephone). In Canada, you can call (905) 568-3503 or (905) 568-9642 (text telephone).

Microsoft Services for People Who Are Deaf or Hard-of-Hearing

If you are deaf or hard-of-hearing, complete access to Microsoft product and customer services is available through a text telephone (TT/TDD) service.

Sales Information

You can contact Microsoft Sales Information Center on a text telephone by dialing (800) 892-5234 between 6:30 A.M. and 5:30 A.M. Pacific time.

Technical Assistance

For technical assistance in the United States, you can contact Microsoft Technical Support on a text telephone at (425) 635-4948 between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays. In Canada, dial (905) 568-9641 between 8:00 A.M. and 8:00 P.M. Eastern time, Monday through Friday, excluding holidays. Microsoft support services are subject to Microsoft prices, terms, and conditions in place at the time the service is used.

Microsoft Documentation in Alternative Formats

If you have difficulty reading or handling printed documentation, you can obtain many Microsoft publications from Recording for the Blind & Dyslexic, Inc. Recording for the Blind & Dyslexic distributes these documents to registered, eligible members of their distribution service, either on audio cassettes or on floppy disks. The Recording for the Blind & Dyslexic collection contains more than 80,000 titles, including Microsoft product documentation and books from Microsoft Press. You can contact Recording for the Blind & Dyslexic at the following address or phone numbers for information about eligibility and availability of Microsoft product documentation and books from Microsoft Press:

Recording for the Blind & Dyslexic, Inc.	Phone:	(609) 452-0606
20 Roszel Road	Fax:	(609) 098-8116
Princeton, NJ 08540	World Wide Web:	http://www.rfbd.org/

Third-Party Utilities to Enhance Accessibility

A wide variety of third-party hardware and software products are available to make personal computers easier to use for people with disabilities. Among the different types of products available for the MS-DOS®, Microsoft Windows, and Microsoft Windows NT operating systems are:

- Programs that enlarge or alter the color of information on the screen for people with visual impairments.
- Programs that describe information on the screen in Braille or synthesized speech for people who are blind or have difficulty reading.
- Hardware and software utilities that modify the behavior of the mouse and keyboard.
- Programs that enable users to "type" using a mouse or their voice.
- Word or phrase prediction software to enable users to type more quickly and with fewer keystrokes.
- Alternate input devices, such as single switch or puff-and-sip devices, for those who cannot use a mouse or a keyboard.

To learn more about these products, see "Getting More Accessibility Information," below.

For information on obtaining application notes, see "Access Packs for Microsoft Windows and Microsoft Windows NT," earlier in this section.

Getting More Accessibility Information

In addition to the features and resources already described in this section, other products, services, and resources are available from Microsoft and other organizations.

Additional Microsoft Products and Services for People with Disabilities

For more information for people with disabilities, contact:

Microsoft Sales Information Center	World Wide Web:	http://www.microsoft.com/
One Microsoft Way	Voice telephone:	(800) 426-9400
Redmond, WA 98052-6393	Text telephone:	(800) 892-5234

Directories of Computer Products for People with Disabilities

The Trace R&D Center at the University of Wisconsin-Madison produces a book and a compact disc that describe products that help people with disabilities use computers. The book, titled *Trace ResourceBook*, provides descriptions and photographs of about 2,000 products. The compact disc, titled *CO-NET CD*, provides a database of more than 18,000 products and other information for people with disabilities. It is issued twice a year. To obtain these directories, contact:

Trace R&D Center	World Wide Web:	http://trace.wisc.edu/
S-151 Waisman Center	Fax:	(608) 262-8848
1500 Highland Avenue		
Madison, WI 53705-2280		

Assistive Technology Programs for People with Disabilities

For general information and recommendations on how computers can help specific needs, you should consult a trained evaluator. An assistive technology program in your area will provide referrals to programs and services that are available to you. To locate the assistive technology program nearest you, contact:

National Information System	Voice/text telephone:	(803) 935-5231
Center for Developmental Disabilities	Fax:	(803) 935-5059
Benson Building		
University of South Carolina		
Columbia, SC 29208		

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Microsoft Works for Windows 95

Quick Reference Guide

Many commands in Microsoft Works can be carried out using keys on the keyboard. The most commonly used keyboard shortcuts are listed in the following table. Note that not every shortcut is applicable in every tool or view.

Getting Help

Display the Help Index F1

Choosing commands

Activate the menu bar ALT or F10
 Open a menu on the menu bar Underlined letter in the menu name
 Choose a command on a menu Underlined letter in the command name
 Activate a shortcut menu SHIFT+F10
 Close a menu without choosing a command ESC

Closing windows

Close the active window CTRL+F4
 Quit Works ALT+F4

Switching between windows

Go to the next window CTRL+F6
 Go to the previous window CTRL+SHIFT+F6
 Open the Start menu CTRL+ESC
 Switch between open programs ALT+TAB

Choosing options in a dialog box

Move to the next option TAB
 Move to the previous option SHIFT+TAB
 Open a list box DOWN ARROW
 Choose an option ALT+underlined letter in the option name
 Confirm all options ENTER
 Cancel and close a dialog box ESC

Moving and highlighting

Right, left, down, or up RIGHT, LEFT, DOWN, or UP ARROW
 One screen down PAGE DOWN
 One screen up PAGE UP
 Beginning of a line or row HOME
 End of a line or row END
 Beginning of a document CTRL+HOME
 End of a document CTRL+END
 Specify a bookmark, range, or field CTRL+G
 Begin highlighting text or range SHIFT+any arrow key

Undoing

Undo the last change CTRL+Z
 Remove the highlight Any arrow key
 Remove the font style CTRL+SPACEBAR

Formatting

Bold CTRL+B
 Italic CTRL+I
 Underline CTRL+U
 Center CTRL+E
 Left align CTRL+L
 Right align CTRL+SHIFT+R
 Open the Font box CTRL+SHIFT+F
 Open the Font Size box CTRL+SHIFT+P

In the Word Processor:

Justify a paragraph CTRL+J
 Apply a hanging indent CTRL+SHIFT+H
 Undo a hanging indent CTRL+SHIFT+T
 Apply a nested indent CTRL+M
 Undo a nested indent CTRL+SHIFT+M
 Add a line before paragraph CTRL+0 (zero)
 Remove line before paragraph CTRL+0 (zero)

In the Spreadsheet:

Apply comma format CTRL+, (comma)
 Apply currency format CTRL+\$
 Apply percent format CTRL+5

Making changes

Cut CTRL+X
 Copy CTRL+C
 Paste CTRL+V
 Delete next character or selection DELETE

In the formula bar:

Activate the formula bar F2
 Confirm formula bar change ENTER
 Cancel formula bar change ESC

In the Spreadsheet:

AutoSum CTRL+M

Repeating commands

Repeat the last format CTRL+Y
 Repeat the last search SHIFT+F4
 Repeat the last paste CTRL+V

Printing

Print preview ALT, F, V
 Print CTRL+P

Saving work

Save a document CTRL+S