Overview

Help is as easy to use as it is to learn--and it's just a "click" away.   Try it now:

Sound Check
First click here to make sure that your sound is working and to adjust the volume.

Welcome to Help
Click here for an introduction to Help.

Getting around Help
Click here to learn how to use Help.

Working strategies
Click here to learn about ways to use Help alongside Works for Windows.

More information
Click here for a quick reference on using Help and for tips on getting the best performance when playing movies.

More information

Click the green icons to see the kind of information you get.

more...

More information, cont.

Click the gray buttons to see the kind of information you get.

more...

More information, cont.

Multimedia Works for Windows uses the full power of your machine to display sound and animation. You can improve the performance of the multimedia movies by:

- Closing all other applications before starting Works for Windows.
- Turning off your screen saver from the Control Panel.
- Reducing the size of the SmartDrive disk cache that comes with Windows.
   Consult your Windows documentation for more information on the SmartDrive program.

What if I don't hear any sound?

What if I see the message "Animation failed" or "Not enough memory to play the animation"?

Introduction

Ideas is a picture book of samples that shows you what you can create with Works.   You can click on the text that describes the samples to get step-by-step instructions.

Click the section you want...

▶⎯⎯⎯⎯ **Word Processor**

▶⎯⎯⎯⎯ **Spreadsheet and charting**

▶⎯⎯⎯⎯ **Database and reporting**

Starting and quitting Works 1 of 3

Overview

You can start Works from Microsoft Windows or from the MS-DOS prompt.   You quit Works when you are through working.

Related information
⎯⎯⎯ Changing Works settings

Starting Works

You can start Works quickly from Microsoft Windows by double-clicking the WinWorks **icon**.

You can also start Works and Windows at the same time from the **MS-DOS prompt**.

How to

★　　　Start Works from Windows
★　　　Start Works and Windows from the MS-DOS prompt

Quitting Works

To quickly quit Works, you can double-click the Control-menu box in the Works window.

Before you quit, be sure to save any documents you have created or made changes to; otherwise you will lose your work.

How to
⭐_____ Quit Works

Related information
_____ Naming and saving a document

Overview

Works has a selection of online reference materials to help you learn about Works and find answers to your questions as you work.

Related information

Lesson: How to learn Works
Lesson: What you need to know about computers

The Online Reference

The Works Online Reference (you are using it now) is a comprehensive, graphic reference book that appears on your screen, rather than in traditional printed form.

The Online Reference, cont.

Also included with Works are sample documents you can use as basic patterns to help get you started, and WorksWizards, a Works feature that guides you through creating an address book, mailing labels, and form letters.

How to
⭐   Open a sample document

Related information
      How to use Help
        Using WorksWizards

The Microsoft Works Tutorial

One way to learn Works is to use the online tutorial.   The tutorial gives you a friendly introduction to Works and some hands-on practice.

Using the tutorial, you work through a series of short lessons on your computer.   In each lesson, you learn and practice new skills.   If you make a mistake, the tutorial even helps you correct it.

How to

⭐_____Start the tutorial

Overview

Microsoft Works is an integrated collection of software tools designed for use in the workplace, at school, and at home.

Related information

Word Processor

The Works Word Processor can help you write and edit the documents you need at home, at school, or in your small business.   The Word Processor includes a drawing tool that you can use to create drawings for your documents.

You can create anything from personal documents, such as letters and resumes, to brochures, flyers, or proposals for your business.   For ideas and examples, click the Ideas button above.

Related information

    Creating a Word Processor document
    Using Microsoft Draw

Spreadsheet

The Works Spreadsheet is an electronic calculating tool you can use for financial analysis, planning, and record keeping.

You can use the Spreadsheet for anything from projecting sales and cash flow for your business, to computing interest and loan payments, to totaling the value of your stamp collection.   For ideas and examples, click the Ideas button above.

Related information
   Creating a spreadsheet

Charting

Charts give you graphic views of spreadsheet information for presentations, for illustrations in Word Processor documents, and for analyzing and interpreting spreadsheet information.

Charts can give you added insights when you present a sales summary, study student grade distribution, track monthly income trends, plot laboratory experiment data, or analyze a budget.   For ideas and examples, click the Ideas button above.

Related information
       Creating a new chart

Database with reporting

The Works Database is a filing system.   You can use it to store information and then quickly sort, retrieve, and print reports of the specific data you want.

The Database can organize anything from phone and mailing lists to product inventory and employee records.   For ideas and examples, click the Ideas button above.

Related information
    Creating a database in form view
    Creating a database in list view

Using tools together

Works is more than merely the sum of its separate tools.　You can exchange information among tools; for example, you can use names and addresses from a database in a form letter, or add a chart to a Word Processor document. Also, when you copy information between tools, you can choose to **link** the information.

You can look at documents from different tools at the same time on your screen.　And the tools work in similar ways, so you can apply what you learn about one tool when you use another tool.

Related information

Lesson:　Introducing the tools together
Copying between tools (Word Processor)
Copying between tools (Spreadsheet)
Copying between tools (Database)

Overview

Works stores your work in documents (also called files).   You can create three kinds of documents in Works: Word Processor, Spreadsheet, and Database.

You can also create a chart from a spreadsheet, or a report from a database.

Related information
  Lesson: Working with files   Lesson: Getting to work
  Introducing the Works tools

Creating a new document

When you create a new document, Works displays the new document in its own window.   You can create a new Word Procesor, Database, or Spreadsheet document at any time.   Works can display up to eight documents at once.

To create a new report, you must first create a database; similarly, to create a chart you must first create a spreadsheet.

more...

Creating a new document, cont.

You can use WorksWizards to help you create certain kinds of documents: mailing labels, address books, and form letters.   For more information, see WorksWizards.

Related information

[Creating a Word Processor document](#)
[Creating a spreadsheet](#)
[Creating a database in form view](#)
[Creating a database in list view](#)
[Using WorksWizards](#)

Naming and saving a document

Until you save a new document, your work is temporarily held in the computer's memory.   Should there be a sudden power loss, you would lose this work.   To save your work permanently, save the document on a disk.   Save frequently to protect yourself from loss of work and time.

When you create a document, Works automatically gives it a name.   Within each tool, these names are numbered in the order they are created.   For example, if you create two new Word Processor documents, Works names them WORD1 and WORD2.

more...

Naming and saving a document, cont.

When you save a document, Works adds an extension to the document's name that identifies the type of document it is.   Works adds the extension .WDB to Database documents, .WKS to Spreadsheet documents, and .WPS to Word Processor documents.

When you save a document for the first time, you'll want to give it a more descriptive name--one that tells you what kind of information the document contains, such as CLIENTS.WDB, INCOME.WKS, or RESUME.WPS.   You can also tell Works to make a backup copy of your document when you save it.

more...

Naming and saving a document, cont.

A document name can be up to eight characters long, plus a three character extension.   You can use any characters in the name except for spaces and the ones listed below, which have special meaning to MS-DOS:

Note: You can change a document's extension, but the document will not appear in Works **dialog boxes** that list Works documents unless you choose All Files as the type of file shown.

How to
⭐＿＿＿＿＿   Name and save a document

Creating templates

You can use templates to reduce repetitive work.   A template is a document that contains settings, text, and formats that you want to use in more than one document.

For example, if you are going to create a series of similar Word Processor documents, you can create a template that contains text and has specific **formatting**, **margin**, **header**, **footer**, and printing settings.   When you create the template, Works turns on the Use Template option, so that each new document you create contains the template text and settings.   You can turn the Use Template option off at any time.

more...

Creating templates, cont.

You can create a template for the Word Processor, Spreadsheet, and Database.   You can only have one template at a time for each tool.

How to

★‾‾‾‾‾‾ Create a Works template
★‾‾‾‾‾‾ Change a template
★‾‾‾‾‾‾ Turn a template on or off

Related information
‾‾‾‾ Naming and saving a document

Overview

Once you have created, named, and saved Works documents, you will want to close them and open them later.   Be sure to save a document before you close it, otherwise you will lose your work.

Related information
    Creating, naming and saving a document

Opening a document

You can open an existing Word Processor, Spreadsheet, or Database document at any time.   When you open a document, Works displays it in its own window and it stays open until you close it or quit Works.   You can open as many as eight documents at one time in Works.

How to
★_____ Open a document

Related information
    Opening word processor documents from other applications
    Opening spreadsheet files from other applications
    Opening database files from other applications

Closing a document

Although you can have as many as eight documents open at once, you may want to keep the Works window uncluttered by closing the documents you aren't using.

You can quickly close a document by **double-clicking** the document window's Control-menu box.

If you haven't saved a document before you close it, Works asks if you want to save any changes you've made to it.

How to
⭐_____ Close a document

Related information
____ Quitting Works

Overview

WorksWizards are automated models you can use to enhance your productivity.   WorksWizards create documents and perform tasks based on information you provide.   For example, the Mailing Labels WorksWizard asks you questions and then, based on your responses, creates and prints mailing labels.

Related information

Creating a new document
Creating templates
Naming and saving a document

Address Books

You can use the Address Books WorksWizard to create three kinds of address books: personal, business, and organization.   Each Address Book is a database.   After you create an Address Book, you can open it and edit it like any other database.

Once you've created an Address Book database, you can use it with the Mailing Labels WorksWizard to create mailing labels, and with the Form Letters WorksWizard to create form letters.

How to

⭐   Use a WorksWizard

Related information

     Database basics

Mailing Labels

You can use the Mailing Labels WorksWizard to create and print mailing labels from one of the WorksWizard Address Books or another Works database.   The WorksWizard can sort your database alphabetically or numerically, as well as choose which addresses to print.

The Mailing Labels WorksWizard creates a template that you can use again when you want to do another mailing.

How to
⭐_____ Use a WorksWizard
Related information
_____ Database basics

Form Letters

You can use the Form Letters WorksWizard to create form letters that combine information from a database, such as a WorksWizard Address Book, with an existing word processor document.

Using the Form Letters WorksWizard, you can sort the database and choose the entries you want to use in your form letter.   You can also open and edit the form letter like any other word processor document.

How to

      Use a WorksWizard

Related information

     Creating a Word Processor document

Overview

In Works, you can see what printers are currently installed.   And, if you have more than one printer installed, you can change the active printer.   Printers differ in the **fonts** they can print and in their ability to print graphics.

You can install a new printer or change a printer's settings in Microsoft Windows.   For more information, see your Windows manual or Windows online help.

How to

⭐＿＿＿＿＿＿ Choose a printer

Related information

⭐＿＿＿＿＿＿ Background: Printing tips

＿＿＿＿＿＿＿ Printing a Word Processor document

＿＿ Printing a form ＿＿＿＿＿＿＿＿ Printing a list

＿＿ Printing a spreadsheet ＿＿＿＿ Printing a chart

Overview

You can change the unit of measure that Works uses for each document you create.   You can use Works' automatic dialer to dial a phone number in any Works tool.

For information about Works templates, see CreatingTemplates.   For information about the international settings, see Changing the International Settings.

Related information
        Creating templates
        Changing the international settings

Changing the unit of measure

Some commands, such as Page Setup & Margins, ask you to enter measurements.   Initially, Works assumes that any measurements you enter are in inches.   You can change the unit of measure to   centimeters, points, or picas.   Works uses the same unit of measure for measurements in all documents.

How to

⭐ Change the unit of measure

Related information

    Changing the international settings

Modem settings and dialing a phone number

If you have a **modem**, Works can dial a phone number for you.   For example, suppose you are working with a customer database.   Works can dial a customer's phone number directly from the database.   Before Works can dial a phone number, you need to adjust the modem port and dial type settings.

You can also communicate with other computers using the Terminal application in Microsoft Windows.   For more information, see your Windows manual.

How to

★   Change modem port and dial type settings
★   Dial a phone number

Overview

Works appears in its own window.   Everything you do in Works appears within the Works window.   All the windows in Works share common features that make Works easy to use.

Related information
        Lesson: Working with windows

Works window

All Works documents (Word Processor, Spreadsheet, Charting, and Database) appear within the Works window.   The Works window also displays the menu bar, Toolbar, and status bar.

You can hide or show the Toolbar and status bar.

Works window, cont.

When you are working in the Spreadsheet or Database, the formula bar also appears in the Works window.

How to
★_____ Hide or show the Toolbar and status bar
Related information
★_____ Background: The status bar
★_____ Background: The Toolbar

Document windows

Each document you create (Word Processor, Spreadsheet, Chart, or Database) appears in its own window.   You can have as many as eight documents open at the same time.

more...

Document windows, cont.

Each document window has a unique appearance.   The Word Processor displays a ruler across the top of its window.   The Spreadsheet displays rows and columns for entering numbers.   A spreadsheet's charts also appear in their own windows.

more...

Document windows, cont.

A database can be viewed in two different ways: form view and list view.   Form view is like a stack of index cards; list view is like a spreadsheet.   You can also print reports of your database information.

more...

Document windows, cont.

To save space in the Works window, you can minimize the size of a document window.   When you minimize a document window, it becomes an **icon** at the bottom of your screen.   The document is still open.   If you exit Works without saving your changes, Works asks you if you want to save your changes for each open document.

How to

★_____ Minimize or restore a document window
★_____ Arrange icons in the Works window

Related information

_____ Introducing the Works tools
_____ Creating, naming, and saving documents
_____ Opening and closing documents

Parts of a window

Most windows share features that you can use to identify, move, and size them.   Document windows display scroll bars to view different parts of the document.

Related information

     Choosing commands
     Creating, naming, and saving documents
     Opening and closing documents

Moving within a window

If you are working on a large document, what you see in the window may only be a small part of it.   You can easily move through a large document using the window's scroll bars.

Related information

     Moving within a Word Processor document
     Moving within a spreadsheet
     Moving within a database

Arranging and sizing windows

You can move and size windows to display your information the way you want.   If you have more than one document open, you may want to arrange them on your screen so you can see at least part of each one.

The window you are working in (the active window) appears on top of any other document windows you have open. Also, the active window's title bar is a different color than those of other document windows.

more...

Arranging and sizing windows, cont.

You can arrange your document windows yourself or you can have Works tile or cascade them.

You can also split a single window into panes to view different parts of the same document simultaneously.   You can split a Word Processor window into two horizontal panes, while the Spreadsheet and Database list view windows can be split horizontally and vertically.

How to
★   Move a window
★   Tile or cascade windows
★   Size a window
★   Split a window

Related information
      Choosing commands

Saving the workspace

You can save the exact arrangement of documents you have open in your workspace.   Then, the next time you start Works, the same documents will be opened and arranged in the same way

This is useful if you frequently work with the same set of documents or if you have to leave your work before you're finished.

<div align="center">more...</div>

Saving the workspace, cont.

If you have saved your workspace, Works does not display the Startup dialog box when you start Works.   However, you can change whether Works displays or bypasses the Startup dialog box at any time, whether you have saved the workspace or not.

How to

★_____ Save the workspace
★_____ Display or bypass the Startup dialog box

Related information
___ Changing Works settings

Overview

You can tell Works to perform an action by choosing a command.   When Works needs more information from you to carry out a command, it asks for that information by displaying a dialog box.

Related information

     Lesson: Getting to work
     Lesson: Using the mouse
     Lesson: Using the keyboard

Using menus and commands

Commands that perform similar or related actions are grouped on a single menu.   The titles of all Works menus are found on the menu bar.   The Works tools have many of the same menus and commands, but each tool has certain menus and commands unique to its particular function.

How to
       Choose a command

Related information
       Learning Works

Using dialog boxes

When Works needs additional information to carry out a command, Works displays a dialog box.   You choose options or type information to help Works complete the task.   An ellipsis (...) after a menu command indicates that Works will display a dialog box when you choose the command.

more...

Using dialog boxes, cont.

Dialog boxes contain different kinds of options for specifying different kinds of information.   For information about a particular dialog box option, click an option below:

Works also uses dialog boxes to display additional information or give warnings.   You can move a dialog box to see a window underneath.

How to

★   Use a dialog box with the mouse
★   Use a dialog box with the keyboard

Overview

The international settings in Microsoft Windows determine how Works displays **dates**, **times**, **numbers**, **currency**, unit of measure, and the **list separator** character.   For example:

How to
⭐_____ Change the international settings

To open a topic, click the one you want
from the indented sections of the list below.

Works basics
- How to use Help
- Starting and quitting Works
- Learning Works
- Introducing the Works tools
- Creating, naming, and saving documents
- Opening and closing documents
- Using WorksWizards
- Choosing a printer
- Changing Works settings

Windows basics
- Working with windows
- Choosing commands
- Changing the international settings

Basic keyboard shortcuts

To open a topic, click the one you want from the indented section of the list below.

Getting started

- _____ Keys for choosing menus and commands
- _____ Keys for making choices in a dialog box
- _____ Keys for working in windows

Basics

wp
ss
ch
db
rp
Print
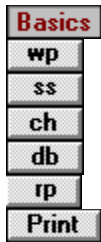
Keys for choosing menus and commands

To	Press
Open a **menu**	ALT+underlined letter
Choose a **command**	The underlined letter
Close an open menu	ESC
Get Help	F1
Start the Tutorial	SHIFT+F1
Save a document	CTRL+S
Print a document	CTRL+P
Exit Works	ALT+F4

More information

▶ Choosing commands

▶ Learning Works

~ end ~

Basics
wp
ss
ch
db
rp
Print
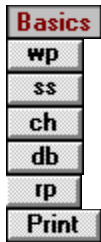
Keys for making choices in a dialog box

To	Press
Move to the next option	TAB or ALT+underlined letter
Move to the previous option	SHIFT+TAB
Open or close a **drop-down list box**	F4
Choose an item ⬇ or ⬆ from a list	
Choose or clear a **checkbox**	SPACEBAR or ALT+underlined letter
Close the dialog box and carry out the choices you've made	ENTER (same as the OK button)
Close the dialog box without saving any any of the choices you have made.	ESC (same as the Cancel button)

More information

▶ Choosing commands

~end~

Basics
wp
ss
ch
db
rp
Print
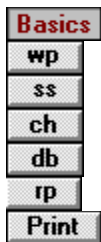
Keys for working in windows

To	Press
Open the **Control-menu** for Works	ALT+SPACEBAR
Open the Control menu for a **document window**	ALT+HYPHEN
Activate the next document window	CTRL+F6
Activate the previous document window	CTRL+SHIFT+F6
Activate the next **application window** or minimized window	ALT+ESC
Activate the next application window or maximized window	ALT+TAB
Activate the previous application window	SHIFT+ALT+ESC
Activate the **Task List**	CTRL+ESC
Close the **active** document window	CTRL+F4
Exit Works	ALT+F4

More information

▶ Working with windows

~ end ~
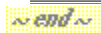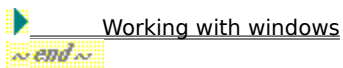
Word Processor keyboard shortcuts

To open a topic, click the one you want from the indented sections of the list below.

Getting started
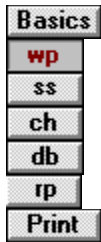
- Keys for highlighting text
- Keys for moving within a document

Making changes

- Keys for inserting information

(Insert a tab mark, page break, hyphen, or end-of-line mark; insert the date or time)

- Keys for changing information

(Copy, cut, paste, delete; repeat a search; undo your last change)

Enhancing the appearance

- Keys for changing text appearance

(Add bold, italic, or underline; change text position; change the font or font size)

- Keys for changing paragraph appearance

(Change space between lines or before or after a paragraph; change indents and text alignment)

Keys for highlighting text

Move the insertion point to the place you want to begin highlighting, and then use any of the following shortcut keys:

To	Press
Highlight a word	F8 twice
Highlight a sentence	F8 three times
Highlight a paragraph	F8 four times
Highlight a document	F8 five times
Return to the previous selection	SHIFT+F8

Note: When you press F8 the first time, you enter extend mode.   Works displays (EXT) in the **status bar.**   To cancel extend mode, press ESC.

Other ways to highlight

To highlight	Press
The previous character	SHIFT+
The previous word	CTRL+SHIFT+
The next character	SHIFT+
The next word	CTRL+SHIFT+
To the previous line	SHIFT+
To the previous paragraph	CTRL+SHIFT+
To the next line	SHIFT+
To the next paragraph	CTRL+SHIFT+
To the beginning of a line	SHIFT+HOME
To the beginning of a document	CTRL+SHIFT+HOME
To the end of a line	SHIFT+END
To the end of a document	CTRL+SHIFT+END
To the previous window	SHIFT+PAGE UP
To the top of the window	CTRL+SHIFT+ PAGE UP
To the next window	SHIFT+PAGE DOWN
To the bottom of the window	CTRL+SHIFT+ PAGE DOWN

More information

▶ Highlighting text
~end~

Basics
wp
ss
ch
db
rp
Print

Keys for moving within a document

To move	Press
To a **bookmark**	F5
To the next bookmark	SHIFT+F5
Left one character	
To the previous word	CTRL+
Right one character	
To the next word	CTRL+
Up one line	
To the previous paragraph	CTRL+
Down one line	
To the next paragraph	CTRL+
To the beginning of a line	HOME
To the beginning of a document	CTRL+HOME
To the end of a line	END
To the end of a document	CTRL+END
Up one window	PAGE UP
To the top of the window	CTRL+PAGE UP
Down one window	PAGE DOWN
To the bottom of the window	CTRL+PAGE DOWN

More information

▶   Moving within a document

~ end ~

Basics
wp
ss
ch
db
rp
Print

Keys for inserting information

To insert	Press
A tab mark	TAB
A new paragraph	ENTER
A page break	CTRL+ENTER
The current date	CTRL+**;** (semicolon)
The current time	CTRL+SHIFT+**;** (semicolon)
An **optional hyphen**	CTRL+**-** (hyphen)
A **nonbreaking hyphen**	CTRL+**-** (hyphen)
A **nonbreaking space**	CTRL+SHIFT+ SPACEBAR
An **end-of-line mark**	SHIFT+ENTER

More information

▶ Inserting special characters & placeholders

~ end ~

Basics
wp
ss
ch
db
rp
Print
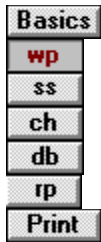
Keys for changing information

To	Press	
Copy **highlighted text**	CTRL+C	
Copy screen image	PRINT SCREEN	
Copy an image of the currently **active** window	ALT+PRINT SCREEN	
Paste information	CTRL+V	
Cut highlighted text	CTRL+X	
Delete highlighted text		DEL or BACKSPACE
Delete character to the left	BACKSPACE	
Delete character to the right	DEL	
Undo changes	ALT+BACKSPACE	
Repeat search	F7	
Paginate a document	F9	

More information

▶ Deleting text
▶ Copying text
▶ Moving text

~ end ~
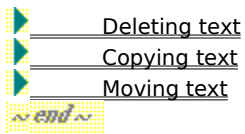
Keys for changing text appearance

Highlight the text you want to change, and then use any of the following keyboard shortcuts:

To	Press
Apply bold	CTRL+B
Apply italic	CTRL+I
Apply underline	CTRL+U
Remove bold, italic, or underline	CTRL+SPACEBAR
Apply subscript	CTRL+=
Apply superscript	CTRL+SHIFT++ (plus sign)
Repeat last **format**	SHIFT+F7
Open the font box in in the **Toolbar**	CTRL+F
Open the font size box in the Toolbar	CTRL+Z

More information

▶   Changing text appearance

~ end ~

Keys for changing paragraph appearance

Highlight the paragraphs whose format you want to change, and then use any of the following keyboard shortcuts:

To	Press
Add a hanging **indent**	CTRL+H
Undo a hanging indent	CTRL+G
Add nested indent	CTRL+N
Undo a nested indent	CTRL+M
Center text	CTRL+E
Left-align text	CTRL+L
Right-align text	CTRL+L
Justify text	CTRL+J
Single space lines	CTRL+1
Double space lines	CTRL+2
Space lines 1.5 lines apart	CTRL+5
Close space before paragraph	CTRL+0 (zero)
Add space before paragraph	CTRL+0 (letter 0)
Remove all paragraph formats	CTRL+Q

More information

db   Changing paragraph appearance

db   Indenting a paragraph

db

Spreadsheet keyboard shortcuts

To open a topic, click the one you want from the indented sections of the list below.

Getting started

Keys for highlighting

Keys for moving within a spreadsheet

Entering information

Keys for inserting information

(Insert the date, time, a page break, or autosum total)

Changing information

Keys for changing information

(Copy, cut, paste, delete; repeat a search; calculate your spreadsheet)
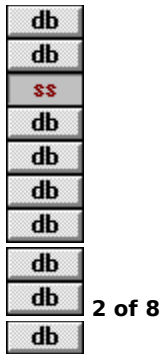
Keys for changing the number format

(Comma, currency, percent)

Keys for editing in the formula bar

Enhancing the appearance

Keys for changing information appearance

(Add bold, italic, or underline; change the alignment, font, or font size)

Keys for highlighting

Move the highlight to the place you want to begin highlighting, and then use any of the following keyboard shortcuts:

To highlight	Press
A row	CTRL+F8
A column	SHIFT+F8
An entire spreadsheet	CTRL+SHIFT+F8
Left one **cell**	SHIFT+
Left to the first or last cell of a group	CTRL+SHIFT+
Right one cell	SHIFT+
Right to the first or last cell of a group	CTRL+SHIFT+
Up one cell	SHIFT+
Up to the first or last cell of a group	CTRL+SHIFT+
Down one cell	SHIFT+
Down to the first or last cell of a group	CTRL+SHIFT+
To the beginning of a row	SHIFT+HOME
To the beginning of a spreadsheet	CTRL+SHIFT+HOME
To the end of a row	SHIFT+END
To the end of a spreadsheet	CTRL+SHIFT+END
Up one window	SHIFT+PAGE UP
Down one window	SHIFT+PAGE DOWN
Left one window	CTRL+SHIFT+ PAGE UP
Right one window	CTRL+SHIFT+ PAGE DOWN

To cancel	Press
A selection	ESC

More information

Highlighting cells

Keys for moving within a spreadsheet

To move	Press
To the next named **range**	SHIFT+F5
To the next cell in a range	ENTER
To the previous **cell** in a range	SHIFT+ENTER
Left one cell	or SHIFT+TAB
Left to the first or last cell of a group	CTRL+
Right one cell	or TAB
Right to the first or last cell of a group	CTRL+
Up one cell	
Up to the first or last cell of a group	CTRL+
Down one cell	
Down to the first or last cell of a group	CTRL+
To the beginning of a row	HOME
To the beginning of a spreadsheet	CTRL+HOME
To the end of a row	END
To the end of a spreadsheet	CTRL+END
Up one window	PAGE UP
Down one window	PAGE DOWN
Left one window	CTRL+PAGE UP
Right one window	CTRL+PAGE DOWN

More information

Moving within a spreadsheet
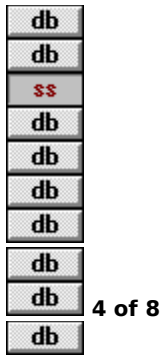
Keys for inserting information

Move the highlight to the place where you want to insert the information, and then use any of the following keyboard shortcuts:
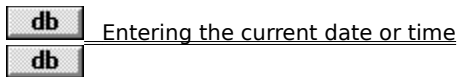
To insert	Press
The current date	CTRL+**;** (semicolon)
The current time	CTRL+SHIFT+**;** (semicolon)
An autosum total	CTRL+M
A page break	CTRL+ENTER

More information

Entering the current date or time

Keys for changing information

To	Press
Copy **highlighted cells**	CTRL+C
Copy the value above	CTRL+'
Copy screen image	PRINT SCREEN
Copy an image of the currently **active** window	ALT+PRINT SCREEN
Cut highlighted cells	CTRL+X
Paste information	CTRL+V
Delete an entry	DEL or BACKSPACE
Repeat a search	F7
Calculate a spreadsheet	F9

More information

Copying entries

Moving entries

Removing entries
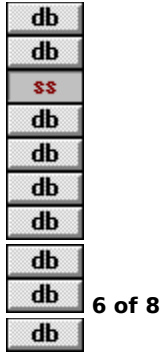
Keys for changing the number format

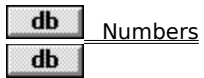**Highlight the cells** whose format you want to change, and then use any of the following keyboard shortcuts:
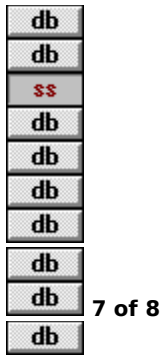
To change to   Press

Comma format   CTRL+, (comma)

Currency format   CTRL+4

Percent format   CTRL+5

More information

Numbers

Keys for editing in the formula bar

Press F2 to activate the **formula bar**, then use any of the following keys:

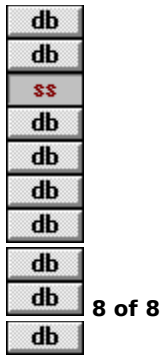| To	Press
Move left one character	
Move right one character	
Move to the beginning of the formula bar	HOME
Move to the end of the formula bar	END
Delete the character to the left of the insertion point	BACKSPACE
Delete the character to the right of the insertion point	DEL
Highlight one or more characters	SHIFT+ or SHIFT+
Delete highlighted characters	DEL

More information

Editing an entry

Keys for changing information appearance

Highlight the cells you want to change, and then use any of the following keyboard shortcuts:

To	Press
Apply bold	CTRL+B
Apply italic	CTRL+I
Apply underline	CTRL+U
Remove bold, italic, or underline	CTRL+SPACEBAR
Center entries	CTRL+E
Left-align entries	CTRL+L
Right-align entries	CTRL+R
Repeat last **format**	SHIFT+F7
Open the font box in the **Toolbar**	CTRL+F
Open the font size box in the Toolbar	CTRL+Z

More information

Changing information appearance

Charting keyboard shortcuts

To	Press
Print a chart	CTRL+P
Copy a chart	CTRL+C
To locate the spreadsheet information you used to create the chart	F5

More information

Changing a chart

Printing a chart

db
db
db
db
db
db
db
db
db
db

Database keyboard shortcuts

To open a topic, click the one you want from the indented sections of the list below.

Getting started

db   Keys for highlighting in form view

db   Keys for highlighting in list view

db   Keys for moving within form view

db   Keys for moving within list view

Entering information

db   Keys for inserting information
(Insert the date, time, a page break, or end-of-line mark)

Changing information

db   Keys for changing information
(Copy, cut, paste, delete; repeat a search)

db   Keys for editing in the formula bar

Enhancing the appearance

db   Keys for changing information appearance
(Add bold, italic, or underline; change the alignment, font, or font size)

Keys for highlighting in form view

You highlight information to tell Works what information you want to work with.   However, in form view you do not have to highlight a **record**--the currently displayed record is always selected.

To move to the	Press
First record	CTRL+HOME
Last record	CTRL+END
Next record	CTRL+PAGE DOWN or CTRL+
Previous record	CTRL+PAGE UP or CTRL+

To highlight	Press
The next **field**	TAB
The previous field	SHIFT+TAB
A field name or **label**	←↑↓→ until you highlight the information you want

To cancel	Press
A selection	ESC

More information

Highlighting in a form
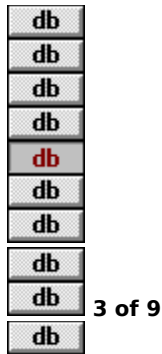
Keys for highlighting in list view

Move the highlight to the place you want to begin highlighting, and then use any of the following keyboard shortcuts:

To highlight	Press
A **record**	CTRL+F8
A **field**	SHIFT+F8
An entire database	CTRL+SHIFT+F8
Left one field	SHIFT+
Left to the first entry in a record	CTRL+SHIFT+
Right one field	SHIFT+
Right to the last entry in a record	CTRL+SHIFT+
Up one field	SHIFT+
A field, up to the first record	CTRL+SHIFT+
Down one field	SHIFT+
A field, down to the last record	CTRL+SHIFT+
To the beginning of a record	SHIFT+HOME
To the beginning of a database	CTRL+SHIFT+HOME
To the end of a record	SHIFT+END
To the end of a database	CTRL+SHIFT+END
A field, to the window above	SHIFT+PAGE UP
A field, to the window below	SHIFT+PAGE DOWN
A record, to the left one window	CTRL+SHIFT+ PAGE UP
A record, to the right one window	CTRL+SHIFT+ PAGE DOWN

To cancel	Press
A selection	ESC

More information

db   Highlighting in a list
db
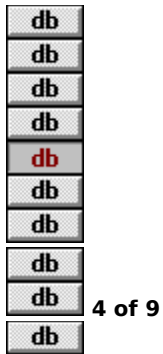
Keys for moving within form view

To move   Press

Left one space

Right one space

Up one line

Down one line

Next **field**	TAB
Previous field	SHIFT+TAB
Leftmost edge	HOME
Rightmost edge	END

First **record**	CTRL+HOME
Last record	CTRL+END
Next record	CTRL+PAGE DOWN or CTRL+
Previous record	CTRL+PAGE UP or CTRL+

Left one window	CTRL+
Right one window	CTRL+
Up one window	PAGE UP
Down one window	PAGE DOWN

More information

Moving within a database
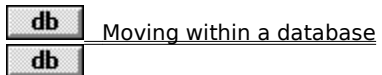
Keys for moving within list view

To move	Press
Left one entry	
Right one entry	
Up one entry	
Down one entry	
Next **field**	TAB
Previous field	SHIFT+TAB
Beginning of a **record**	HOME
Last entry in a record	END
First entry	CTRL+HOME
Last entry	CTRL+END
First entry in a field	CTRL+
Last entry in a field	CTRL+
Up one window	PAGE UP
Down one window	PAGE DOWN
Left one window	CTRL+PAGE UP
Right one window	CTRL+PAGE DOWN
Next **pane**	F6
Previous pane	SHIFT+F6

More information

Moving within a database
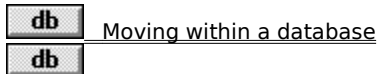
Keys for inserting information

Move the insertion point or highlight to the place where you want to insert the information, and then use any of the following keyboard shortcuts:

To insert   Press

The current date   CTRL+; (semicolon)

The current time   CTRL+SHIFT+; (semicolon)

A page break   CTRL+ENTER

An **end-of-line**   SHIFT+ENTER
mark (form view only)

More information

   Inserting the current date or time

Keys for changing information

To	Press
Copy a highlighted field or record	CTRL+C
Copy the entry above (list view only)	CTRL+'
Copy screen image	PRINT SCREEN
Copy an image of the currently **active** window	ALT+PRINT SCREEN
Cut a highlighted field or record	CTRL+X
Paste information	CTRL+V
Delete a highlighted entry	DEL or BACKSPACE
Repeat a search	F7

More information

Copying information

Moving information

Removing entries

Keys for editing in the formula bar

Press F2 to activate the **formula bar**, then use any of the following keys:

To	Press
Move left one character	
Move right one character	
Move to the beginning of the formula bar	HOME
Move to the end of the formula bar	END
Delete the character to the left of the insertion point	BACKSPACE
Delete the character to the right of the insertion point	DEL
Highlight one or more characters	SHIFT+ or SHIFT+
Delete highlighted characters	DEL

More information

Editing an entry
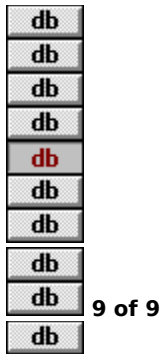
Keys for changing information appearance

Highlight the information you want to change, then use any of the following keyboard shortcuts:

To	Press
Apply bold	CTRL+B
Apply italic	CTRL+I
Apply underline	CTRL+U
Remove bold, italic, or underline	CTRL+SPACEBAR
Center entries	CTRL+E
Left-align entries	CTRL+L
Right-align entries	CTRL+R
Repeat last **format**	SHIFT+F7
Open the font box in in the **Toolbar**	CTRL+F
Open the font size box in the Toolbar	CTRL+Z

More information

Changing information appearance

Reporting keyboard shortcuts

To open a topic, click the one you want from the indented sections of the list below.

Getting started

 Keys for highlighting

 Keys for moving within a report definition

Entering information

 Keys for inserting information
(Insert the date, time, or a page break)

Changing information

 Keys for changing information
(Copy, cut, paste, delete)

 Keys for editing in the formula bar

Enhancing the appearance

 Keys for changing information appearance
(Add bold, italic, or underline; change the alignment, font, or font size)

Keys for highlighting

Move the highlight to the place you want to begin highlighting, and then use any of the following keyboard shortcuts:

To highlight	Press
A row	CTRL+F8
A column	SHIFT+F8
An entire report	CTRL+SHIFT+F8
Left one entry	SHIFT+
Left to the first or last entry of a group	CTRL+SHIFT+
Right one entry	SHIFT+
Right to the first or last entry of a group	CTRL+SHIFT+
Up one entry	SHIFT+
Up to the first or last entry of a group	CTRL+SHIFT+
Down one entry	SHIFT+
Down to the first or last entry of a group	CTRL+SHIFT+
To the beginning of a row	SHIFT+HOME
To the beginning of a report	CTRL+SHIFT+HOME
To the end of a row	SHIFT+END
To the end of a report	CTRL+SHIFT+END
Up one window	SHIFT+PAGE UP
Down one window	SHIFT+PAGE DOWN
Left one window	CTRL+SHIFT+ PAGE UP
Right one window	CTRL+SHIFT+ PAGE DOWN

To cancel	Press
A selection	ESC

More information

Highlighting in a report definition

Keys for moving within a report definition

To move	Press
Left one entry	
Right one entry	
Up one entry	
Down one entry	
Next column	TAB
Previous column	SHIFT+TAB
Beginning of a row	HOME
Last entry in a row	END
Beginning of a report	CTRL+HOME
End of a report	CTRL+END
First entry in a column	CTRL+
Last entry in a column	CTRL+
Up one window	PAGE UP
Down one window	PAGE DOWN
Left one window	CTRL+PAGE UP
Right one window	CTRL+PAGE DOWN

More information

Moving within a report definition

Keys for inserting information

Move the highlight to the place where you want to insert the information, and then use any of the following keyboard shortcuts:

To insert   Press

The current date CTRL+**;** (semicolon)

The current time CTRL+SHIFT+**;** (semicolon)

A page break   CTRL+ENTER

More information

   Inserting the current date or time

db
db
db
db
db
rp
db
db
db **5 of 7**
db
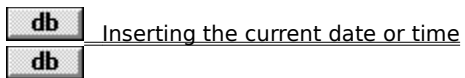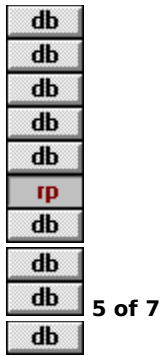
Keys for changing information

To	Press
Copy **highlighted entries**	CTRL+C
Copy the entry above	CTRL+'
Copy screen image	PRINT SCREEN
Copy an image of the currently **active** window	ALT+PRINT SCREEN
Cut highlighted entries	CTRL+X
Paste information	CTRL+V
Delete an entry	DEL or BACKSPACE

More information

db　　Copying entries

db　　Moving entries

db　　Removing entries

db

Keys for editing in the formula bar

Press F2 to activate the **formula bar**, then use any of the following keys:

To	Press
Move left one character	
Move right one character	
Move to the beginning of the formula bar	HOME
Move to the end of the formula bar	END
Delete the character to the left of the insertion point	BACKSPACE
Delete the character to the right of the insertion point	DEL
Highlight one or more characters	SHIFT+ or SHIFT+
Delete highlighted characters	DEL

More information

Editing entries in report definition view
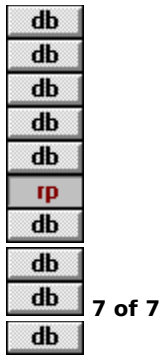
Keys for changing information appearance

Highlight the entries you want to change, then use any of the following keyboard shortcuts:

To	Press
Apply bold	CTRL+B
Apply italic	CTRL+I
Apply underline	CTRL+U
Remove bold, italic, or underline	CTRL+SPACEBAR
Center entries	CTRL+E
Left-align entries	CTRL+L
Right-align entries	CTRL+R
Repeat last **format**	SHIFT+F7
Open the font box in the **Toolbar**	CTRL+F
Open the font size box in the Toolbar	CTRL+Z

More information

Changing text appearance

Menu bar

Lists the menus for the current tool.

[db] To view a menu, press the left or right arrow key (
←
➡) to highlight the menu name, and then press ENTER.
--or--
Type the underlined letter of the menu you want to view.
    For example, to view the Format menu, type **t**.

[db] To return to your document without viewing a menu, press ALT.

More information
[db] Using menus and commands

File 1,2,3,4

Lists the last four documents opened or saved.   Opens the document shown after the number.

File Close

Closes the document you are currently working in.

[db]   If you have not saved the current version of your document before choosing this command, Works displays a dialog box asking if you want to save your changes.
Note: If you want to quit Works altogether, choose Exit Works from the File menu.

More information
[db]   Naming and saving a document
[db]   Closing a document

File Save

Saves a document to your hard disk.

[db]   If you have not previously saved the document, Works displays a box where you can type a name for the document.

Shortcut...

To choose File Save, press CTRL+S.

More information

[db]   Naming and saving a document

File Save Workspace

Saves the arrangement of documents on your screen.

db   After you choose Save Workspace, each time you start Works the same arrangement of documents will automatically be opened on your screen.

db   If you want to change the arrangement after choosing Save Workspace, choose Works Settings from the Options menu and then clear the Use Saved Workspace box.   You can then arrange the documents as you like and choose Save Workspace again from the File menu to save the new arrangement.

More information

db   Saving the workspace

db   Naming and saving a document

File Exit Works

Choose to quit Works.

 If you have not saved the latest version of any open document before you choose this command, Works will ask you if you want to save changes before you quit.

Shortcut...

To quit Works, or any other Windows application, press ALT+F4.

More information

  Quitting Works

   Naming and saving a document

Options Dial This Number

If you are using a **modem** with your computer, you can choose this command to dial a phone number for you.

[db]   To dial a phone number, open the Works document that contains the phone number, highlight the number, then choose Dial This Number from the Options menu.

More information

[db]   Modem settings and dialing a phone number

Window Cascade

Resizes all open document windows so that they are the same size and arranges them so that they are overlapping with their **title bars** visible.

More information

  Arranging windows

Window Tile

Resizes all open document windows, and arranges them side-by-side so all documents are visible and none of the windows overlap.

More information

db Arranging windows

Window Arrange Icons

Arranges document **icons** in a row starting at the lower-left corner of the Works window.

db   To shrink a document to an icon, click the Minimize box (located in the upper-right corner of the document's window).

More information
db   Arranging and sizing windows

Window Split

Choose to split your Works window into panes so you can see different parts of your document at the same time.

db   After you choose Split, press the arrow keys (
←↑↓→) to move the split lines.   When the split lines are positioned where you want them, press ENTER.

db   You can split a Word Processor window into two horizontal panes, or split a Spreadsheet or Database list view window into four panes.

db   You can also use the mouse to drag the split bars.   For more information, see Arranging Windows.

More information

db   Arranging and sizing windows

Help Tutorial

Displays a list of lessons you can choose from to help you learn how to use Works.   The tutorial also gives you a chance to practice what you have learned.   If you are new to computers or Works, this is a good place to start.

Shortcut...

To choose Help Tutorial, press SHIFT+F1.

More information

db   Learning Works

Help About Microsoft Works

Displays information about Works, including the version number and licensing and copyright information.

Note: If you need help on using:

db   Works, press F1 to open the online reference, or SHIFT+F1 to start the tutorial.

db   The online reference or tutorial, choose How to use Help from the Help menu.

More information

db   Learning Works

Window (window name)

  Choose to bring the document to the front.

More information

  Arranging and sizing windows

File Create New File

Use to create a new document.   You can have up to eight documents of any type open at the same time.

More information
    Creating, naming, and saving documents
    Using WorksWizards

File Open Existing File

Use to open an existing document.   You can have up to eight documents of any type open at the same time.

What if I can't find the document I'm looking for?

More information
　　　Opening and closing documents

What if I can't find the document I'm looking for?

Make sure that the document is located in the current drive and directory.   If not, you need to change to the drive or directory where the document is located before you will see its name in the File Name list.

Also, verify that the type of file displayed in the List Files of Type box matches the kind of file you want to open.   For example, if you want to open a Works database, but the file type listed is Works SS (*.wks), Works will only display spreadsheet files in the File Name list.

File Save As

This command is unavailable because there aren't any open documents. You can either choose File Create New File to create a new document or choose File Opening Existing File to open an existing document.

More information
     Creating, naming, and saving documents
     Opening and closing documents

Options Works Settings

Use to change the settings Works uses while you are working in any tool.

More information
    Changing Works settings
    Creating templates

Startup

Use to create a new document, start a **WorksWizard**, or open an existing   Works document.

More information

Creating, naming, and saving documents
Using WorksWizards

WorksWizards

Use to create an address book, form letters, or mailing labels.

More information
      Using WorksWizards

File Printer Setup

The Printer Setup dialog box is displayed in all Windows applications and has its own Help topic.   In this case, you must click the Help button in the dialog box for more information, rather than pressing F1.

More information
     Choosing a printer

Open File As

Use to open a text file in Works.

Help

When you click this button or press F1, Works displays this topic.

- If you need more help, click a topic name in the list under *More information.*

OK

To carry out the choices you've made, click OK or press ENTER.

Cancel

 To close the dialog box without accepting changes, choose Cancel or press ESC.

Cancel

 To close the dialog box without choosing any options, choose Cancel or press ESC.

Control-menu box

To close the dialog box without saving changes, double-click the Control-menu box or press ESC.

Title Bar

Displays the name of the command.

db To move the dialog box to a new location, move the mouse pointer over the title bar, hold down the mouse button, and drag until you move the dialog box where you want it.

Word Processor

Click to create a new Word Processor document.

Spreadsheet

Click to create a new spreadsheet.

Database

Click to create a new database.

WorksWizards

- Click to use a WorksWizards.
  A WorksWizard asks you questions, then creates a document for you based on the choices you make.

  You can use a WorksWizard to create form letters, mailing labels, or an address database.

Cancel

- To close the dialog box without creating a new document, click Cancel or press ESC.

File Name

Lists all files in the current directory.

▪ To choose the file you want to open, type the file name or click its name in the list.   If you can't see all of the names, click the up or down arrow.

Tip

▪ You can type an * (asterisk) to represent any number of characters in a filename.   You can use this to list a group of related files.   For example:

If you want to list   Type

Only files with the extension .TXT   *.**txt**

All spreadsheet files   *.**wks**

All database files that start with s   **s***.**wdb**

All files   *.*

Directories

Displays the current drive and directory (c:\msworks), followed by a list of all subdirectories in the current directory.

🔹 If the document you want to open is located in another directory, double-click the drive to see the other directories then click the directory you want.   If you can't see all of the directory names, click the up or down arrow.

Once you have changed to the directory containing the document you want to open, the document name will be listed under File Name.   You can then click the document name to select it.

List Files of Type

Lists the type of files you can open in Works.   The file type you choose determines the files that are listed under File Name.   Until you make a change, Works lists all Works files (Works Files *.w*).

To change the type of files listed in the File Name box, click the down arrow to see the list of choices and then click the type you want.
   For example, if you only want to list spreadsheet files, choose Works SS (*.wks).

Drives

Displays the current drive.

If the document you want to open is on another drive, click the down arrow to see the list of drives and then click the one you want.

The drive you choose appears in the Directories box, with the directories listed below.

Read Only

Click if you want to open the file so that no changes can be made to it.   An X appears in the box when this option is chosen.

OK

- To open the file you have chosen under File Name, click OK or press ENTER.

Use Templates For

Tells Works to use a template to create new documents for the specified tool.

- To use a template to create new documents for a tool, click the tool name on the list.   An X in the check box indicates templates are being used.
- To stop using a template for new documents, click the check box to remove the X.

You can create a template at any time.   When new documents are created using a template, any text , formatting, or settings you include in the template appear in the new documents.

Modem Port

- To specify which port your modem is connected to, click COM 1 or COM 2.

Dial Type

To specify the dial type Works uses with your modem, click Tone (push button) or Pulse (rotary).

Units

To change the unit of measure Works uses in dialog boxes and displays on the ruler, click the option you want.

When Starting Works

If you click the Use Saved Workspace box, a workspace saved using the Save Workspace command from the File menu will appear each time you open Works.   This may be helpful if you always want to open Works with the same documents arranged a particular way.   An X appears in the box when this option is chosen.

If you do not want Works to display the Startup dialog box each time you open Works, click the box to clear this option.   The box appears empty when this option is cleared.

Show Status Bar

The status bar is displayed at the bottom of your screen, and displays information such as your location in the document, keys that are locked, options that are turned on, and so on.   Works is preset with Show Status Bar turned on.

To hide the status bar, clear the Show Status Bar box by clicking in the box.

To display the Status Bar again, click the box.   An X appears in the box when this option is chosen.

Open Existing File

 To open a previously saved document, choose Open Existing File. Works displays a dialog box where you can choose the document you want to open.

Choose a WorksWizard

Click the WorksWizard you want to use.   If you choose:

[db] Mailing labels, Works opens a template you can use to create and print mailing labels, using information from one of your WorksWizard Address Books or any other Works database.

[db] Address Books, Works opens a template that gives you the option to create three kinds of address book databases: Personal, Business, and Organization/Club.

[db] Form letters, Works opens a template you can use to create and print form letters, combining a Word Processor document with information from a WorksWizard Address Book or any other Works database.

OK

To carry out the choices you've made, click OK or press ENTER.

Cancel

db To close the dialog box without accepting changes, click Cancel or press ESC.

Word Processor

 Click to open the file as a Word Processor document.

Spreadsheet

 Click to open the file as a spreadsheet.

Database

 Click to open the file as a database.

File Type

The option you should choose depends upon the character set your machine recognizes.

 If you aren't sure, try Text for DOS first.   If some of the characters are unreadable, try opening the file as Text for Windows.

To start Works from Windows

1   In the Program Manager window, **open the Solution Series group** window.

2   **Double-click** the Microsoft Works **icon**.

Works opens in its own window.

If you want to open a particular **document** when you start Works, you can double-click its filename in the Windows File Manager.

Works starts and then opens the document.

To start Works and Windows from the MS-DOS prompt

1 Change to the directory in which you keep Works, for example, C:\MSWORKS.

2 Type **msworks**

   Windows starts, and then Works starts in its own window.

   If you want to open one or more Works **documents** when you start Works, type the filename or names after typing **msworks**

   For example, to open the documents DATA.WDB and LETTER.WPS when you start Works, type:

   msworks data.wdb letter.wps

   Remember to leave spaces between **msworks** and the filenames.

   Note: If the document you want to open is in a different directory, type the document's full path; for example:

   msworks c:\car\bills.wks

To quit Works

Double-click the Works window's Control-menu box.

--or--

From the Control menu, choose Close.

--or--

From the File menu, choose Exit Works.

When you quit Works, Works closes all the **documents** you have open.   If you quit Works without saving your changes, Works asks if you want to save your changes for each open document.

To open a sample document

1   From the File menu, choose Open Existing File.

2   **Choose** a sample document from the list.

3   Choose OK.

Works includes these sample documents in the MSWORKS directory:

Word Processor
    collect.wps
    flyer.wps
    hardware.wps

Spreadsheet
    amortize.wks
    finance.wks

Database
    accounts.wdb
    inventory.wdb

To start the tutorial

1 From the Help menu, choose Tutorial.

   Works starts the tutorial in its own window.

2 Follow the instructions the tutorial provides.

To open an existing document

1   From the File menu, choose Open Existing File.

2   In the File Name box, type the document's name or **choose** a document from the list.

3   To see documents other than Works documents, or to see only documents from one Works **tool**, **choose** a type of document in the List Files of Type box.

4   To see the files in a different directory or drive, **choose the directory or drive**.

5   Choose OK.

I want to open an existing chart?

A chart is part of a spreadsheet.   First open the spreadsheet the chart is associated with.   For more information, see   `db` How to Open an Existing Chart.

I want to open a document and ensure that changes are not made to it?

In the Open dialog box, choose Read Only.

To name and save a document

1   From the File menu, choose Save As.

2   Type a name in the File Name box or accept the name that Works proposes.

3   To save the document as a different kind of file, **choose** a file type in the Save File as Type box.

   To save the document in a different directory or drive, **choose the directory or drive** you want.

4   Choose OK.

   To automatically create a backup copy of your document when you save, choose Make Backup Copy.   Works gives the backup copy the filename extension .BPS for a Word Processor document, .BKS for a spreadsheet, and .BDB for a database.

   After you have named and saved a document the first time, you can quickly save it without changing its name by choosing Save from the File menu.

To close a document

Double-click the document window's Control-menu box.

--Or--

From the File menu, choose Close.

--Or--

From the document window's Control menu, choose Close.

If you haven't saved your changes, Works asks if you want to save them.

Works closes the document and its window.

To create a Works template

1   From the File menu, choose Create New File.

2   Choose Word Processor, Spreadsheet, or Database.

3   In the new document, enter any text and make the **format** and settings changes you want to save with the template.

4   From the File menu, choose Save As.

5   **Choose** WP Template, SS Template, or DB Template, depending on which kind of template you are creating.

6   Choose OK.

Works creates a special template file containing the information and formatting you specified.   Works does not save the template information as a document.

Works also turns on the Use Templates For option in the Works Settings dialog box.   Now, each time you create a new document with the same **tool**, Works will include the template information in the new document.

7   Close, continue working in, or save the document you used to specify the template information.

To create a new document without the template information, turn off the Use Template For option.   For more information, see   How To Turn a Template On or Off.

To change a template

1 From the Options menu, choose Works Settings.

2 **Choose** the check box for the **tool** whose template you want to change.

3 Choose OK.

4 From the File menu, choose Create New File.

5 Choose the type of file whose template you want to edit.

6 Make the changes you want.

7 From the File menu, choose Save.

8 **Choose** WP Template, SS Template, or DBTemplate.

9 Choose OK.

10 When Works asks if you want to replace the existing template file, choose OK.

  Notes: Since you can have only one template per Works tool, when you edit a template or create a new one, Works replaces the existing template information.

11 Close, continue working in, or save the document you used to specify the template information. Works does not save the document you edit, only the template information itself.

To turn a template on or off

1   From the Options menu, choose Works Settings.

2   **Choose** the check box for the **tool** whose template you want to use.

3   Choose OK.

   Now, each time you create a new document in that tool, Works will include the template information in the new document.

   Note: When you create a Works template, Works automatically turns on the template option for that type of document.

   To turn off the template for a particular tool, **clear** the check box for the tool.

To use a WorksWizard

Note: Before you start a WorksWizard, make sure that your printer is set up and printing properly.

1   From the File menu, choose Create New File.

2   Choose WorksWizards.

3   Under Choose A WorksWizard, choose the one you want.

4   Choose OK.

Works displays the first instruction box.

5   In this and all subsequent instruction boxes, choose the options you want.   Move through the boxes as shown below:

To	Choose
See next instruction	Next
See previous instruction	Back
Get more information	Hint
Exit the WorksWizard	Exit

The WorksWizard creates the document based on the options you choose.

6   When your document is created, choose Exit.

The document you created will remain open in its own window.   You can continue to work with it or close it.

Note: The WorksWizard will remind you to save your work when it is necessary to do so.

To choose a printer

1 In the Windows Program Manager window, **open** the Main group.

2 **Double-click** the Control Panel icon.

3 Double-click the Printers icon.

4 **Choose** a printer.

5 **Choose** Active.

6 Choose OK.

Note: For more information on installing, configuring, and choosing printers, see your Microsoft Windows User's Guide.

To change the unit of measure

1   From the Options menu, choose Works Settings.

2   **Choose** a unit of measure.

3   Choose OK.

When you enter a measurement for a Works command, you can enter it in any unit of measure by typing the abbreviation after the measurement.   For example, type **cm** for centimeters, **pi** for picas, or **pt** for points. Works converts the measurement you enter into the unit of measure currently set in the Works Settings dialog box.

Table of equivalent measures

Symbol	Unit	#/inch
in or "	inches	1
cm	centimeters	2.54
pi	picas	6
pt	points	72

To change modem port and dial type settings

1   From the Options menu, choose Works Settings.

2   Under Modem Port, **choose** the modem port you want to use.

3   Under Dial Type, choose Tone (for push button phones) or Pulse (for dial phones).

4   Choose OK.

To dial a phone number

1   Open the Word Processor document, spreadsheet, or database that contains the phone number you want to dial.

2   **Highlight** the telephone number.

3   From the Options menu, choose Dial This Number.

4   When Works displays a message instructing you to pick up your telephone and then choose OK, follow the instructions.

5   When you're finished with the call, hang up the telephone.

   Note :   If the call did not go through, or if you want to cancel automatic dialing, choose Cancel.

   You can add a comma anywhere in a phone number, which causes Works to pause before dialing the next number.

   This is useful if, for example, you must dial 9 to get an outside line.   Some telephone networks require a pause between dialing the 9 and the rest of the phone number.   In this case you would type the phone number as 9,555-1234.

To hide or show the Toolbar

From the Options menu, choose Show Toolbar.

Works hides the Toolbar and removes the check mark from beside the command on the menu.

To display the Toolbar again, choose Show Toolbar again.

To hide or show the status bar

1   From the Options menu, choose Works Settings.

2   To hide the status bar, **clear** Show Status Bar.

To display the status bar again, **choose** Show Status Bar.

3   Choose OK.

To minimize a document window

Click the window's Minimize box.

--Or--

From the document window's Control menu, choose Minimize.

To restore a window to its previous size

Double-click the icon.

--Or--

1 Press CTRL+F6 until the icon you want is highlighted.

2 Press ALT+– (hyphen) to display the document's Control menu.

3 Type **r** to restore the window to its previous size.

To move an icon, drag it.

To arrange icons in the Works window

From the Window menu, choose Arrange Icons.

Works arranges your document window icons in a row along the bottom of the Works window.

To move a window

> **Drag** the window's title bar.

> --Or--

1   From the window's Control menu, choose Move.

   The mouse pointer changes its shape () to indicate that the window can be moved.

2   Press the arrow keys () to move the window.

   To cancel the move, press ESC.

3   When the window is where you want it, press ENTER.

To size a window

1   Move the mouse pointer over the window's border, until the pointer changes shape.

2   **Drag** the border until the window is the size you want.
    --Or--

1   From the window's Control menu, choose Size.

    The mouse pointer changes its shape () to indicate that the window can be resized.

2   Press the arrow keys () to size the window.

    The first arrow keys you press determine which borders you move.   For example, if you first press the right and up arrow keys, you can then move the right and top border.

    To cancel your resizing, press ESC.

3   When the window is the size you want, press ENTER.

To tile or cascade windows

From the Window menu, choose either Tile or Cascade.

If you choose Tile, your document windows are equally sized and arranged so each is completely visible.

If you choose Cascade, your document windows are equally sized and overlapped.

To split a window

Drag one or both of the window's split bars until the panes are the size you want.

--Or--

1   From the Window menu, choose Split.

The mouse pointer changes its shape () and the work area is divided into panes.

2   Press the arrow keys () until the panes are the size you want.

3   Press ENTER.

Note: You can split the Spreadsheet window and the Database list view window both horizontally and vertically. You can split the Word Processor window horizontally.

To save the workspace

From the File menu, choose Save Workspace.

Works saves the current arrangement of document windows.

Important: Make sure you also save the individual documents themselves.

The next time you start Works, the documents in the saved workspace will be opened, and the Startup dialog box will not be displayed.

Note: When you choose Save Workspace Works chooses Use Saved Workspace and clears Show Startup Dialog in the Works Settings dialog box.   For more information, see   **db** How to Display or Bypass the Startup Dialog Box

To display or bypass the Startup dialog box

1   From the Options menu, choose Works Settings.

2   To display the startup dialog box when you start Works, **<u>choose</u>** Show Startup Dialog.

    To bypass the startup dialog box when you start Works, **<u>clear</u>** Show Startup Dialog.

3   Choose OK.

    Note: If you choose Save Workspace from the File menu, Works automatically chooses Use Saved Workspace and clears Show Startup Dialog.

To choose a command

1   On the menu bar, **click** the name of the menu where the command is located.

    The menu is displayed.

2   Click the command you want.

1   Press ALT to highlight the first menu name.

2   Press the underlined letter of the menu you want to open.

    --or--

    Press or to highlight the menu you want; then press ENTER or

3   Press the underlined letter of the command you want.

    --or--

    Press to highlight the command you want.

4   If you used arrow keys () to highlight the command, press ENTER.

Note: Press ESC to close a menu.

You can also choose a command by pressing the command's shortcut key, if it has one.   For example, to save a file, press CTRL+S.

To use a dialog box with the mouse

Click a text box to place the insertion point in it.   Then type.   If the text box already contains highlighted text, simply begin typing to replace it.

Click an option button or check box to choose it or clear it.

Click a list box item to highlight it.   Use the scroll bar to see more items, if necessary.

Click the arrow at the right end of a drop-down list box to see the list box items.   Then click an item to highlight it.

Click a command button to carry out the command, cancel the command, choose additional options, or get help about the dialog box.

Drag the dialog box's title bar to move the dialog box.

To use a dialog box with the keyboard

Press TAB to move from one option to another.
--or--
Press the underlined letter of the option you want.

Press the SPACEBAR to choose or clear check boxes.

Within a group of option buttons, press the arrow keys () to choose and clear the buttons.

In a list box, press   and   to highlight the list box item you want.

Press ENTER to choose OK and carry out the command.

Press ESC to cancel the command and close the dialog box without changing any options.

Note: In some dialog boxes, the choices you make cannot be cancelled.   In these situations, there is a Close button, rather than a Cancel button.

Press F1 to get help about the dialog box.

Choose Move from the Control menu, and then use the arrow keys () to move the dialog box.

To change the international settings

1   In the Windows Program Manager window, **open** the Main group.

2   **Double-click** the Control Panel icon.

3   Double-click the International icon.

4   **Choose** the country you want.

Note: The international setting is initially set to United States when you install Microsoft Windows.

5   Choose OK.

Windows changes the settings for all international options, except Language and Keyboard Layout, according to the country you choose.

6   Close the Control Panel.

7   Switch to Works to return to your document.

In addition to changing the international settings, you can change individual options within Works.   For example, you can choose United States as a country setting, but specify metric measurements in Works.

What if I don't hear any sound?

If you don't hear any sound while playing a movie from the online reference, check to make sure that you haven't pressed the Pause button during a movie from the Tutorial.

When one movie is paused, another cannot play sound.

What if I see the message "Animation Failed" or "Not enough memory to play the animation"?

1   Try closing any other applications that are running and then starting the movie again.

2   If your computer is a 386, check to make sure that you are running Windows in enhanced mode.

   To check which mode you're running in, in the Program Manager window, choose About Program Manager from the Help menu.

[db]   If you are running in enhanced mode, you will see 386 enhanced mode in the box.

[db]   If you are not running in enhanced mode, close Windows.   At the MS-DOS prompt, type WIN /E.   This will start Windows in enhanced mode.

[db]   If for some reason Windows won't run in enhanced mode, consult your Windows documentation to find out how to reduce the size of your SmartDrive and/or RAMDisk.

Open a topic from the Index or Contents

 To close this popup, click anywhere.

Move from one topic to another

To close this popup, click anywhere.

Read a definition

To close this popup, click anywhere.

See examples within a topic

db To close this popup, click anywhere.

Open instructions or background reading

 To close this popup, click anywhere.

Start a movie

db To close this popup, click anywhere.

Start a lesson

db To close this popup, click anywhere.

Contents

db To close this popup, click anywhere.

Search

The words that are displayed in the topmost list depend upon the topic you have open in the main Help window.

For example, if you open a Word Processor topic open then click the Search button, the words that appear in the list relate to Word Processor topics.   If you open a Spreadsheet topic then click the Search button, the words that appear in the list relate to Spreadsheet topics and so on.

`db`   To close this popup, click anywhere.

Back

To close this popup, click anywhere.

History

db To close this popup, click anywhere.

Ideas

db To close this popup, click anywhere.

Index

db To close this popup, click anywhere.

Control-menu

Displays commands for moving, sizing, and closing the window.

Collect.wps

A past due notice.

This sample document is a form letter that contains a placeholder for automatically printing the current date, and field names from a customer database.

Flyer.wps

An advertising flyer.

This sample document contains the layout and text for a flyer advertising an event.

Hardware.wps

A business letter.

This sample document contains a placeholder for automatically printing the date, and the standard headings and salutations for a business letter.

Amortize.wks

A loan analysis.

This sample document contains information and formulas you would use to analyze a loan.

Finance.wks

Net worth calculation.

This sample document contains information and formulas you would use to calculate net worth.

Accounts.wdb

Accounts receivable form.

This sample document contains all the fields, fieldnames, and lables that you might use in an accounts receivable form.

Inventory.wdb

Inventory form.

This sample document contains all the fields, fieldnames, and labels that you might use in an inventory form, and includes a sample report.

Bookmark

Bookmarks are invisible tags you can create to mark a specific location in your document.   Once you have marked a location, you can jump directly to it at any time.

Optional hyphen

A hyphen Works inserts only if a word falls at the end of a line.   To see optional hyphens, choose Show All Characters from the Option menu.

Nonbreaking hyphen

A hyphen you insert between words which is always displayed.   When you print, Works keeps the hyphenated words together on the same line.

Highlighted text

Highlighted text looks like this…

To highlight text

1 Move the mouse pointer () to the left of the leftmost character you want to highlight.

2 Hold down the mouse button and drag the mouse to the right.

To highlight a cell or range of cells

Click the cell you want to highlight.

To highlight a range, move the pointer () to the upper-left cell in the range; then hold down the mouse button and drag until you highlight the entries you want.

To highlight an entry

Click the entry.

To highlight several adjacent entries, move the pointer () to the upper-left entry; then hold down the mouse button and drag until you highlight the entries you want.

Task List

Displays the names of the applications you currently have open.

 To switch to another application, click the application name in the Task List.

Application window

Every application runs in its own window.   For example, Microsoft Works for Windows runs in its own window, Word for Windows runs in its own window and so on.   When you activate an application window, you bring it to the front of your other windows.

To choose a different directory or drive

To choose a different directory, click the Drive icon then double-click the directory or subdirectory you want.

To choose a different drive, click the down arrow to see the list of drives then click the drive you want.

For example, to save a file on a floppy disk, choose drive a:.

Margin

The white space between text and the top, bottom, right, or left edge of the page.   You set margins for an entire document.

Header

Text that prints at the top of every printed page.   For example, you can use headers to add titles, page numbers, or dates to your printed document.

Footer

Text that prints at the bottom of every printed page.   For example, you can use footers to add page numbers, titles, or dates to your printed document.

Scroll bars

Use to view different parts of your spreadsheet.

Horizontal split bar

Drag to divide the spreadsheet window into two panes horizontally.

Vertical split bar

Drag to divide the spreadsheet window into two panes vertically.

Format

Specifies the appearance of information.   Formats include number format, date and time format, alignment (general, left, right, center), font, and style (bold, italic, underline).

To highlight text or an entry

In the Word processor, drag the mouse pointer through the text.

In the Spreadsheet, click the cell you want.

In the Database, click the field you want.

Status bar

An area at the bottom of the Works window that displays messages and command descriptions.

If the status bar is not displayed, choose Works Settings from the Options menu and then choose Status Bar.

Number

A number can be entered directly in a spreadsheet cell or database field or produced as the result of a formula. You can apply various formats to numbers.

Note: When you enter a date or time in a format Works recognizes, Works stores the date or time as a number.

Date

You can enter dates into spreadsheet cells and database fields and use them in formulas.   When you type a date, use any of the formats Works recognizes.

Note: When you type a date using a format Works recognizes, Works stores the date as a number.   You can then use the date in a formula to determine elapsed time.

Time

You can enter times into spreadsheet cells and database fields and use them in formulas.   When you type a time, use any of the formats Works recognizes.

Note: When you type a time using a format Works recognizes, Works stores the date as a number.   You can then use the date in a formula to determine elapsed time.

Formula bar

The part of the Works window you use to enter and edit values and formulas.   The left end of the formula bar displays the reference of the highlighted cell or field as well as the Cancel box and the Enter box.

Dialog box

A window that is displayed when Works needs additional information to carry out a command you've chosen.   You type information or choose from different options in a dialog box to help Works complete the task.   A dialog box is your way of "conversing" with Works.

Tool

There are five tools in Works: the Word Processor, Microsoft Draw, the Spreadsheet, Charting, and the Database with Reporting.

Toolbar

The buttons beneath the menu bar.

You can use the Toolbar to quickly:

Change the font, style, and alignment of information in your document.

Preview and print your document

If the Toolbar is not displayed, choose Show Toolbar from the Options menu.

Font

A set of characters with a specific design; also called a typeface or typestyle.   Each font has a name, for example, Courier or Helv.   Each font has one or more sizes (measured in points) to choose from.

Drag

1   Press and hold down the mouse button and then move the mouse.

2   At the end of the movement, release the mouse button.

Click

1   Move the mouse pointer over the item you want.

2   Press and quickly release the mouse button.

Currency

To choose from a drop-down list box

If you can't see all of the items, click the up or down arrow or drag the scroll box

Tip
To choose the item and complete the command, double-click the item.

To choose a check box

Click each empty check box you want to choose.

Note: To clear a check box, click it again.

To clear a check box

Click each check box you want to clear.   A cleared check box is empty.

Note: To choose a checkbox, click it again.

To choose from a combo box

If you can't see all of the items, click the up or down arrow or drag the scroll box.

Tip
To choose the item and complete the command, double-click the item.

To open or switch to a file

To open a file

1   From the File menu, choose Open Existing File.

2   Under File Name, double-click the name of the file you want to open.

    If you can't see all of the filenames, click the up or down arrow.

    If the file is located in a different directory, double-click the directory and then choose the file.

To switch to a file

    Click the file or choose its name from the Window menu.

Title bar

The bar at the top of a window that displays the name of the application or document.   If more than one window is open, the title bar for the active window (the one in which you are working) is a different color than the other title bars.   You can move a window by dragging its title bar.

Link

A connection between information in two different applications or Works tools.   When information from one application or tool is copied and linked to another, changes to the original information are automatically made to the copy.

For example, if you link entries in a Works spreadsheet to a Works Word Processor document, any changes you make to the entries in the spreadsheet are automatically updated in the Word Processor document.

Command with ellipsis

An ellipsis (...) after the command indicates that Works will display a dialog box for more information when you choose the command.

Command

A commands tells Works to carry out some action.

To choose a command, click its name.
--or--
Press the underlined letter.

Command

A command tells Works to carry out some action.   To choose a command, click its name.

Check mark

A check mark beside a command indicated that the command is active.   Check marks are used for commands that switch between one state and another; they are either on or off.

Dimmed command

A dimmed command indicates that the command is not available at this time.   For example, many commands are dimmed when you are editing in the formula bar.

Key equivalent

A key equivalent after the command is a shortcut for choosing the command with the keyboard, without opening the menu.

Icon

A picture that represents a document or application.   You can reduce a Works document to an icon and later click the icon to open the document window again.   In Windows, you can click the Works icon to start Works.

MS-DOS prompt

The symbol on the screen (usually C:>) that indicates that the operating system (MS-DOS) is ready to accept a command.

Modem

Acronym for modulator/demodulator.   A device that translates signals between a computer and a telephone.

List separator

A symbol used to separate elements in a list.   In English, the list separator is typically a comma and is used to separate words or numbers in a sentence when they appear in a series.   Many other European languages use a semi-colon.

Ideas

The section of the Works Online Reference that contains examples of documents you can create using the Works Database, Spreadsheet, and Word Processor.   You can jump directly from an example to the specific procedures used for creating that document.

Movies

The Works Online Reference includes animated movies in the topics listed below that take an entertaining approach to showing you how to use Works.

In the Word Processor:

Changing Text Appearance
Copying Text
Finding and Replacing Text
Moving Text
Changing Paragraph Appearance

In the Spreadsheet:

Changing the Appearance of Entries
Copying Entries

In the Database:

Changing Information Appearance
Finding Records

In the Online Reference:

Using the Online Reference

Quick help

You can get help about any command in Works by highlighting the command name on the menu and pressing F1. You can get quick help on any dialog box by choosing the Help button in the dialog box.

Minimize box

Click the minimize box to shrink the window to an icon.

Maximize box

Click the Maximize box to enlarge the window to its maximum size.

Control-menu box

Click the Control-menu box to display the Control menu, which has commands for moving, sizing, and closing the window.

Menu bar

To open a menu, click its name.
--or--
Press ALT+the underlined letter.

Menu bar

Contains menu names.   Each tool's menu bar displays different menus.   Choose a name to display the menu.

Border

Drag a border to size a window.

Document

You can create three kinds of documents with Works: word processor document, spreadsheet, and database. Each document contains your work and is saved on a disk as a file.

Menu

A list of related commands.   Choose a command name from the list to carry out that command

Menu name

Click a menu name to display the menu.

List box

A box within a dialog box that lists available choices, for example, the list of all available files in a directory.   If all the choices won't fit, the list box has a vertical scroll bar.

Text box

A box within a dialog box where you type information needed to carry out the command.   The text box may be blank when the dialog box appears or may contain text, which you can change if you want to.

Drop-down list box

In a dialog box, a single-line list box that opens to display a list of choices.

Option button

A small round button in a dialog box, used to choose an option.   Within a group of related option buttons, you can select only one button at a time.

Check box

A small square box in a dialog box, used to choose, or turn on, an option.   When a check box is chosen, an X appears in the box.   Within a group of related check boxes, you can choose one or more.

OK

Choose the OK button in a dialog box to carry out the command.

Cancel

Choose the Cancel button in a dialog box to cancel the command and close the dialog box without changing any options.

Help

Choose the Help button in a dialog box to display information about its controls.

Open the group

Double-click the group you want to open.

Note: If you can't see the group you want, it may be behind a window.

Double-click

1   Move the mouse pointer over the item you want.

2   Press and release the mouse button twice in quick succession.

To choose from a list

If you can't see all of the items, click the up or down arrow or drag the scroll box.

To choose the item and complete the command, double-click the item.

To choose an option

Click the one you want.   You can only choose one option at a time.

To change to a different directory

The current directory is represented by a gray open file folder.   A directory higher in the directory structure is represented by a white open file folder.   A directory lower in the directory structure is represented by file folder.

Double-click the directory's name or file folder.

To choose an application from the Program Manager

1   Open the group that contains the application you want by double-clicking the group's icon.

2   Double-click the application's icon.

Cell

The intersection between a column and row. For example, column D and row 2 meet at cell D2.

Field

A category of information in a database, such as Last name or First name.

The term field refers to both the field name and the entry.

To highlight an entry

In the Spreadsheet, click the cell you want.

In the Database, click the field you want.

--or--

In the Spreadsheet, press the arrow keys () until you highlight the cell you want.

In the Database, press the arrow keys () until you highlight the field you want.

Document window

A window containing a document.   Each open document is displayed in its own document window.   Each tool's document window has a unique appearance and different options in the menu bar, Toolbar, and status bar.

keyboard shortcuts

Quick methods that Works provides for some commands and actions, such as highlighting, copying, and pasting information, or saving a file.   Each shortcut consists of a letter, symbol, or function key, often pressed in combination with the CTRL, SHIFT, or ALT key.

WorksWizards

A Works feature that helps you create form letters, mailing labels, or an address database.   WorksWizards create documents based on information you provide.

For example, the Mailing Labels WorksWizard asks you questions, then based on your responses, creates and prints mailing labels.

To move the insertion point

Move the mouse pointer () to the place in the text where you want the insertion point and then click.

Non-breaking space

A space you can insert between words (for example, between a first and last name) to keep them together on the same line.   Words separated by a regular space may be split between two lines.

End-of-line mark ()

A special character marking the end of a line.   You can insert end-of-line marks to create line breaks within a paragraph.

Highlight text

1 Move the mouse pointer () to the left of the leftmost character you want to highlight.

2 Hold down the mouse button and drag the mouse to the right.

Highlighted text looks like this...

Format

Specifies the appearance of text.   Formats include font, style (bold, italic, underline), paragraph indents and alignment, and borders.

To highlight paragraphs

1 Move the mouse pointer () to the beginning of the first paragraph you want to highlight.

2 Hold down the mouse button and move the mouse pointer to the end of the last paragraph you want to highlight.

Indent

The distance between the left margin and the first character in a line (left indent) or the distance between the right margin and the last character in a line (right indent).

Justify

With justified alignment, Works equally distributes extra space between words on a line so that the first and last character of each line aligns with the left and right indent marker, respectively.

To move the highlight ()

Click where you want to place it.

--or--

Press the arrow keys ().

Cell

The intersection between a column and row.   For example, column D and row 2 meet at cell D2.

Range

A rectangular section of a spreadsheet containing two or more cells.

Comma

Percent

Formula bar

Use to enter or edit information in your database or spreadsheet.

Format

Refers to the way entries look within a field.   The format includes the alignment (general, left, right, center), styles (bold, italic, underline), and the way dates, times, and numbers are displayed.   Format changes apply to all entries in a field.

Record

All the information about one person, product, event, and so on.

For example, in an address list a record would include all the information about one person, such as their last name, first name, street, city, state, and Zip Code.

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Field

A category of information, such as Last name or First name.

The term "field" refers to both the field name and the entries.   In form view, you can only see one entry at a time.

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The term "field" refers to both the field name and the entries.

Label

Any descriptive text you add in form view, such as titles or instructions for filling out a form.

You can only add labels in form view--they do not appear in list view.

To move the highlight ()

Click where you want to place it.

--or--

Press the arrow keys ().

Pane

In list view, you can drag the split bars to divide the window into sections called panes.

To move the insertion point () or highlight ()

Click where you want to place the insertion point or highlight.

--or--

Press the arrow keys ().

End-of-line mark

In form view, when you are typing information in a field that is more than one line high, you need to press SHIFT+ENTER to move to the next line.

When you press SHIFT+ENTER, Works inserts an end-of-line mark to indicate the end of the first line.

Active

The active window or document is the one you are currently working in.   There can only be one active window or document at a time.

Format

Refers to the way entries look within a field.   The format includes the alignment (general, left, right, center), styles (bold, italic, underline), and the way dates, times, and numbers are displayed.   Format changes apply to all entries in a field.

Toolbar

The row of buttons under the menu bar.

Use the Toolbar to quickly:

Change the font, style, and alignment of your document.

Check spelling or find a synonym for a word.

Preview and print your document.

If the Toolbar is not displayed, choose Show Toolbar from the Options menu.

Printing tips   db

When a printer does not print, the cause is often a simple mechanical problem.

If your printer does not print, make sure the printer is:

> Chosen in the Printer Setup dialog box
>
> Plugged in and turned on
>
> Properly connected to your computer
>
> Loaded with paper
>
> Mounted with the appropriate printwheel or cartridge

Also verify that:

> The cable is connected to the port specified in the Printers section of the Windows Control Panel

If your printer still does not print, restart both the computer and the printer.

If you can print your document, but it contains garbled, unreadable, or extra characters, make sure the printer is:

> Chosen in the Printer Setup dialog box
>
> Set up according to the manufacturer's specifications.   See your printer manual

If your document does not print with the fonts or styles you chose, one or more of the following may be the cause:

> Your printer may not be able to print the chosen **font** or style.   Refer to the printer's manual for specific information.
>
> The correct printer may not be highlighted in the Printer Setup dialog box or in the Printers section of the Windows Control Panel.
>
> You may have chosen a font or style without first **highlighting** the text, **field**, or **cell** you wanted to format.

Note: The best defense against printing problems is being thoroughly familiar with the operation of your printer, as well as the printing and font features of Microsoft Windows.

The Toolbar   `db`

The Toolbar contains convenient buttons for frequently used commands.   Works displays different buttons on the Toolbar depending on which tool you are working with.   For example, you can use the Toolbar to:

`db`   Change the font and point size.

`db`   Add styles to highlighted text.

`db`   Change the alignment of information in the Database or Spreadsheet.

`db`   Preview or print your document.

Note: When you change the style or alignment of highlighted information, the appropriate button on the Toolbar appears pressed down.   For example, Bold:

The status bar   `db`

The status bar displays messages and command descriptions.   Works displays different messages in the status bar depending on which tool you are working with.   For example you can:

`db`   Vew messages on how to use commands, when a command name is highlighted.

`db`   See if you are extending the highlight (F8).

`db`   See if CAPS LOCK is on (the CAPS LOCK key).

`db`   In the Spreadsheet or Database, see if NUM LOCK is on (the NUM LOCK key).

Dates   `db`

In the Spreadsheet and Database tools, Works stores a date either as a number or as text.

When a date is stored as a number
A date is stored as single number when you type it in a format Works recognizes within the range of January 1, 1900 through June 3, 2079.   January 1, 1900 is stored as the number 1, January 2 is stored as the number 2, and so on through June 3, 2079, which is stored as the number 65534.

When a date is stored as a number, you can use the date in a formula to perform calculations.   For example, you might want to calculate the number of days elapsed.   If you type the formula **='5/30/91'-'3/1/91'**, Works converts the dates to numbers and solves the formula as 33388 - 33298, giving the answer 90, meaning 90 days.

Note: If you want to see what number has been assigned to a date, enter the date in a Database **field** or a Spreadsheet **cell**, and then choose a number format, such as General, from the Format menu.

When a date is treated as text
When a date is treated as text, you cannot use the date in a formula.

A date is treated as text when you:

   Type it in a format Works does not recognize.

   Type it outside the range of January 1, 1900 through June 3, 2079

   Type it as text.

For example, if you enter the date 5-30-91 in a spreadsheet cell or database field, Works treats it as text because it does not recognize that format.   If you enter the date Dec 10, 1899, Works treats it as text because it falls outside the range of January 1, 1900 through June 3, 2019.

You can tell if an entry has been treated as text by highlighting it and then looking in the **formula bar**.   Works inserts a quotation mark before any entry it interprets as text, for example, "5-30-91.

Times   `db`

The Works clock begins with 12:00:00 AM and ends with 11:59:59 PM.

In the Spreadsheet and Database, Works performs time calculations by assigning a decimal fraction to the hours, minutes, and seconds of the day.   12:00:00 AM is 0.0 and 11:59:59 PM is 0.999.   For example, you might want to calculate time elapsed.   If you enter the formula ='2:30 PM'-'8:00 AM', Works converts the times to decimal fractions and solves the formula as 0.604 - 0.333, giving the answer 0.271.   You can convert the decimal fraction back to time units as follows:

   To determine how many hours have elapsed, multiply the formula by the number of hours in a day.   Enter the formula as =('2:30 PM'-'8:00 AM')*24.   Works gives the answer 6.5, meaning six and one-half hours.

   To determine how many minutes have elapsed, multiply the formula by the number of hours in a day and then by the number of minutes.   Enter the formula as =('2:30 PM'-'8:00 AM')*24*60.   Works gives the answer 390, meaning 390 minutes.

Note: To determine what decimal fraction has been assigned to a time, type the time in a Database **field** or a Spreadsheet **cell**, **highlight** it, and then choose a number format such as General from the Format menu.