

# **Microsoft® Works 2000**

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# CONTENTS

<b>1</b>	Welcome to Microsoft Works 2000 .....	1
<b>2</b>	Start a task or open a document .....	2
<b>3</b>	Assistance as you work .....	4
<b>4</b>	The basics .....	5
<b>5</b>	Creating a list .....	9
<b>6</b>	Paragraphs and pages .....	10
<b>7</b>	Calculations and charts .....	14
<b>8</b>	Working with addresses .....	16
<b>9</b>	Making appointments work .....	17
<b>10</b>	Records and reports .....	18
<b>11</b>	Creating mail merged envelopes .....	20
	Accessibility for people with disabilities .....	22
	Index .....	27

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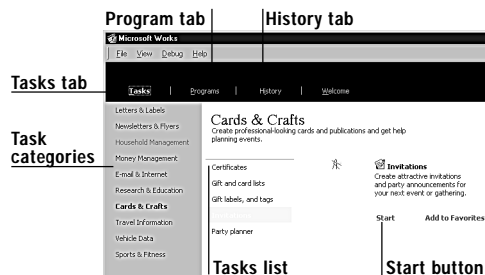
## 1

# WELCOME TO MICROSOFT WORKS 2000

If you're new to Works, you may wonder exactly what Works is. It is a complete set of programs that help you do the things you most often want to do on your computer.

Works has hundreds of ready-to-use documents and wizards to help you get going quickly. For best results, start with the Task Launcher. From there, you can check your e-mail or start your work by using preformatted documents for letters, budgets, or household inventories. When you select a task in the Task Launcher, Works automatically opens the appropriate program for you.

The Task Launcher is also your home base for starting a blank document (**Programs** tab) and for finding files you've worked on recently (**History** tab).



If you want to create your own document, just choose the program that's best for your task. Use these guidelines to help you.

- To write text and make it look good, to make simple lists and create mail merge documents, use the Word Processor.
- To make a complex list, or to calculate numbers, use the Spreadsheet. From a spreadsheet, you can display your information, such as household expenses, in an easy-to-understand chart.
- To organize and track collections or other items in detail, use the Database. You can print reports showing all or part of the items in your database.
- To create a list of addresses, especially for sending e-mail or doing mail merge, use the Address Book.
- To keep track of appointments and special events, use the Calendar.

This book describes some of the basic tasks that are available from each Works program. To illustrate these tasks, several examples present an imaginary party that you're planning for friends and family.


When you want to learn more about a task or a particular Works feature, look at Works Help. For additional information, explore the Works Web site at [www.microsoft.com/Works](http://www.microsoft.com/Works).

## 2

# START A TASK OR OPEN A DOCUMENT

The Task Launcher is your gateway to many predefined tasks and all the documents you create using Works. It also provides direct access to the Works programs. The fastest way to get to work is by choosing a task in the Task Launcher.

## Start the Works Task Launcher

- On the Windows taskbar at the bottom of your screen, click , point to **Programs**, and click **Microsoft Works**.

## Starting a task

Some tasks begin with *wizards*—sets of helpful questions that create a document with you—and *templates*—documents that are already designed and may have standard text inserted for you. Other tasks take you to specific places in a program or to an Internet site. For example, from the Task Launcher you can create a party announcement with the Invitations wizard, and then go directly to the Calendar to set the date for your party.

## Start a wizard or template

- Click the **Tasks** tab in the Task Launcher.
- Click a category from the left column.
- Click a task from the list that appears.
- Click **Start**, and then follow any directions you see.

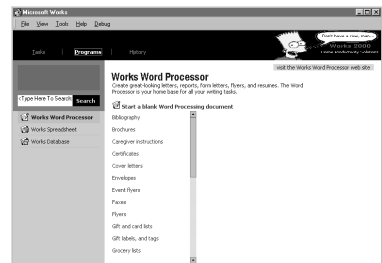
Now you can begin typing.

## Starting a blank document

Sometimes you'll want to design a document yourself. Use the **Programs** tab of the Task Launcher to open a blank document in the program you want to use. To start calculating costs for your party, for example, open a blank spreadsheet.

## Start a blank document

- Click the **Programs** tab in the Task Launcher.
- Click the program you want from the left column.  
A list of tasks appears for that program.
- Click **Start a blank <program name>**.



OR YOU CAN CLICK  
THE WORKS ICON  
ON YOUR DESKTOP.

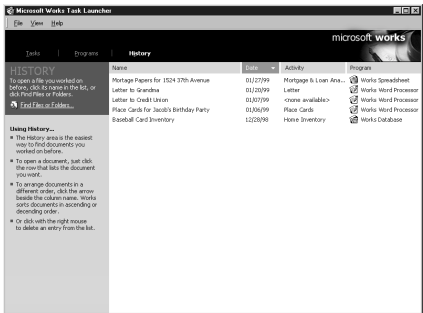
The **Programs** tab is also handy when you want to see all tasks for a specific program. Or use the **Programs** tab when you can't remember the name of a task, but you know which program you used to accomplish the task.

## Working on an existing document

When you want to open a document you created previously, use the **History** tab. Here you can view and sort the list of existing documents you created in Works.

## Open an existing document

- 1 Click the **History** tab in the Task Launcher.
- 2 In the list of files, click the name of the file you want.



## TIP

CLICK **Sort** TO  
SORT TASKS IN A  
DIFFERENT ORDER.



## 3


## ASSISTANCE AS YOU WORK

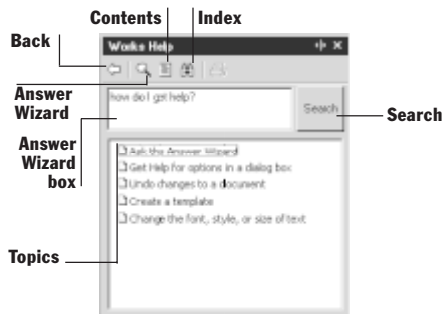
Works is ready to lend a hand whenever you wonder about something or get stuck.

### Getting the help you need

A Help topic appears next to your work, offering useful information about tasks for the program you're using. When you open a Works program, Help displays a list of tasks you might want to do in that program.

#### Find the Help topic for your task

- 1 Type a complete question in the Answer Wizard box, and then click **Search**.
- 2 Click the topic you want to learn more about, and then follow its instructions.
- 3 Click **Back**  to return to the previous topic.




In a Help topic, click any term displayed in color to see its definition. At the top of most topics, learn more by clicking the question displayed in color. Just click again to hide the information.

### Getting help from the Help index

Another way to find a topic is to use the Help index, a keyword list in Help.


#### Use the Help index to find a topic

- 1 Click **Index** .
- 2 Type or double-click a single word related to what you want.  
A list of topics about the word is displayed in the **Topics found** box.



- 3 Click the topic you want.  
The topic appears in the Help pane.



**TO DISCOVER MORE ABOUT ANY DIALOG BOX OPTION, CLICK  AT THE TOP RIGHT CORNER OF THE DIALOG BOX, AND THEN CLICK THE OPTION.**

**PAUSE YOUR MOUSE OVER ANY BUTTON TO SEE THE NAME OF THAT BUTTON.**

# 4



**TO LEARN BASIC WINDOWS SKILLS, CLICK  AT THE BOTTOM OF YOUR SCREEN, AND THEN CLICK **HELP**.**

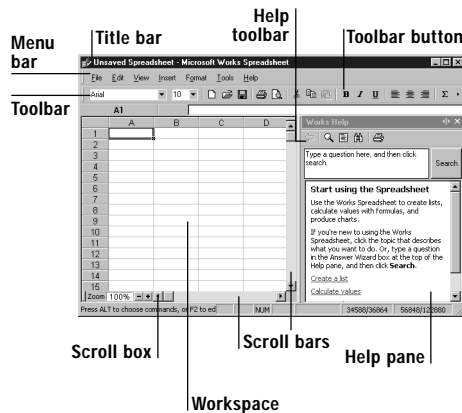
## THE BASICS

Now you know how to use the Works Task Launcher to start tasks such as creating invitations, and to open blank documents such as a spreadsheet to keep track of the cost of party supplies.

But then what? Here are a few basic skills to start you in any document.





### What you'll see

Although Works programs create different types of documents, their workspaces have several similar elements.




### Moving around in Works

If you prefer using the keyboard, the arrow keys are handy for moving within a page. With the mouse, just click where you want to move. Here are more of the essentials:

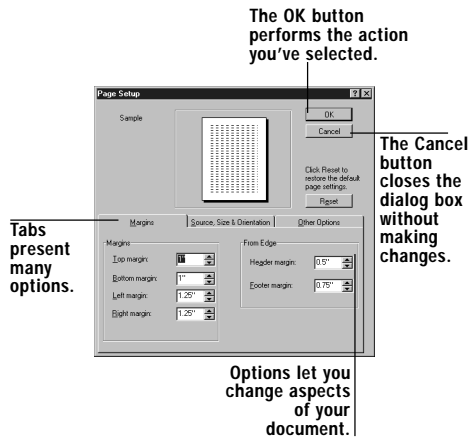
To move	Click	Or press
Up one line	 on vertical scroll bar	UP ARROW
Down one line	 on vertical scroll bar	DOWN ARROW
Up one screen	above vertical scroll box	PAGE UP
Down one screen	below vertical scroll box	PAGE DOWN
Left of the screen	 on horizontal scroll bar	HOME
Right of the screen	 on horizontal scroll bar	END
To top of document	vertical scroll box and drag to top of scroll bar	CTRL+ HOME
To end of document	vertical scroll box and drag to end of scroll bar	CTRL+ END

### Move among Works programs

- 1 Click **Start**  at the bottom of your screen, point to **Programs**, and then click a program you want to open.
- 2 Repeat step 1 for every other program you want to open.
- 3 On the Windows taskbar at the bottom of your screen, click the program you want to switch to.

### Move in a dialog box

When creating or changing a document, you often use dialog boxes. While you're entering the costs of party supplies, take a look at the **Page Setup** dialog box in the Spreadsheet to become familiar with the common dialog box elements.



## Naming, saving, and closing your document

Your list of party supplies, the invitation, the collection of recipes for your party—they're all documents. Whichever you're working on, you must perform the following actions.

### Name and save your document the first time

- 1 On the **File** menu, click **Save**.
- 2 In the **Save in** box, select the folder where you want to save the document.
- 3 In the **File name** box, type a name for the document.
- 4 Click **Save**.

Works saves your document automatically every 10 minutes as you work. (Calendar information is automatically saved as you work.)

### Close your document

- On the **File** menu, click **Close**.

Works may ask if you want to save the document. Click **Yes** to save your latest changes or **No** to discard them.



**TIP**  
IF YOU DON'T LIKE  
WHAT YOU'VE JUST  
DONE, YOU CAN  
USUALLY CLICK  
**UNDO** ON THE  
**EDIT** MENU.

## Changing information around

Once you've begun adding information to a document, there are certain actions you'll perform again and again, as you rearrange your information to fit your needs.

When you select information you're telling Works exactly what you want to change.

### Select text, cells, fields, or records

- 1 Move the mouse pointer to the beginning of the items you want.
- 2 For text or multiple items, click and hold down the mouse button, move the mouse pointer over all the information you want, and then release the mouse button.

—or—

For a single item, click the cell, field, or record.

Here is **some selected** text.

### Select only the text inside a cell or field

- 1 Move the mouse pointer to the cell or field where the text is.
- 2 Double-click inside the cell or field.
- 3 Move the insertion point to the beginning of the text you want.
- 4 Click and hold down the mouse button, move the mouse pointer over all the text you want, and release the mouse button.

There are two ways to rearrange items. "Cut and paste" editing is removing or copying an item and then placing it elsewhere. "Drag and drop" editing is carrying an item or a copy of the item

from one place to another. Both methods can be used within a document, between documents in separate programs, or between a document and an e-mail message.

### Rearrange using "cut-and-paste" editing

When you cut or copy text, the information is saved to the Clipboard. You can continue pasting that text until you copy or cut other text or turn off your computer.

- 1 Select the text you want to move or copy.
- 2 To move text, click **Cut** on the **Edit** menu.  
—or—  
To copy, click **Copy** on the **Edit** menu.
- 3 Click in the document where you want to move or copy the text.
- 4 On the **Edit** menu, click **Paste**.

### Rearrange using "drag-and-drop" editing

- 1 If you are rearranging between two separate documents, open both of them.
- 2 Select the text you want to move or copy.
- 3 To move text, point to the selected text, hold down the mouse button, drag the text where you want it, and then release the mouse button.  
—or—

To copy text, point to the selected text, press the CTRL key while holding down the mouse button, drag the text where you want it, and then release the mouse button.

## Removing information

To delete text, a picture, or any other item, or to move it to another place, use the Cut command as described previously. Or you can just select what you want to remove, and then press the DELETE key.

## Finding information

As a document gets larger, specific details can become difficult to locate. Each Works program offers a **Find** command to assist you in searching for text or numbers.

### Find a letter, word, or number


- 1 On the **Edit** menu, click **Find**.
- 2 In the **Find what** box, type the text or numbers you want to search for.
- 3 Press ENTER.

You can find and replace text in a single action by using the very similar **Replace** command on the **Edit** menu.

## Putting your work into print

Previewing and printing tasks are very similar in all the Works programs, though each program offers slightly different options.

### Preview a document

- 1 On the **File** menu, click **Print Preview**.  
Your document appears as it will print.
- 2 To print your document now, click **Print** (or the **Print** button  **Print** on the **Word Processor** toolbar).  
—or—  
To continue working on your document, click **Cancel**.

### Print a document

- 1 On the **File** menu, click **Print**.
- 2 Choose the print options you want, and then click **OK**.

**Note** When you first use the Spreadsheet or the Database, a “first time Help” message asks if you want help with printing.

## 5

## CREATING A LIST

This afternoon you need to work out your party supplies and budget. Tomorrow evening you'll be finalizing the guest list. Over the weekend you plan to enter your party recipes in the computer.

Each of these tasks involves entering, updating, and analyzing information. And each one results in a list. But what's the best program to use for each list?

Your decision will depend partly on what's in the list and partly on the purpose of the list.

If your goal is simply to present small amounts of text, you can quickly create a bulleted, one-column list (of party groceries, for example) or a multi-column table (like a list of errands listed by

location) in the Works Word Processor. When your primary purpose is to calculate, analyze, and perhaps even chart numeric information—for that party supply budget—you want the power that the Spreadsheet offers. If you plan to create an assortment of pages (reports) that include a wide range of similar items—the party recipe collection or a kitchen inventory—then the Database offers the capabilities that you need.

The following table helps you choose which program to use to create your lists. And the next few pages will get you started with writing in the Word Processor; computing and charting in the Spreadsheet; and entering data and producing reports in the Database.

When you have	Create your list with
one column of text	the Word Processor using bullets or numbering
multiple columns of text	the Word Processor using a table
multiple columns using calculations, formulas, charts	the Spreadsheet
multiple columns using sorting, filtering, grouping to create reports	the Database

**5** Click **OK** when a Works message tells you that the spelling check is complete.



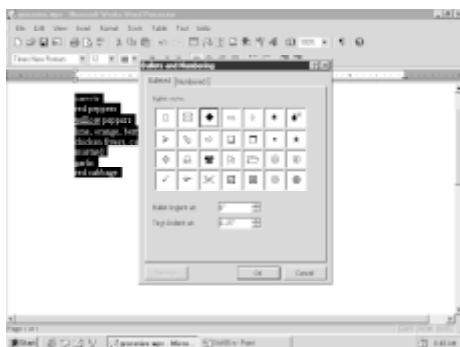
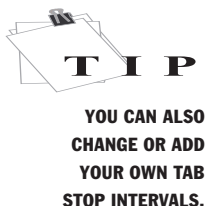
## Compiling a list

An errand list can be as simple as a short grocery list, or it can be as complex as the details and locations of each errand. Here are three ways to make a list, depending on your needs.

### Make a simple bulleted list

A *bullet* is a mark that repeats at the start of a paragraph series. Bullets help to distinguish the items in a list.

- 1 Type the items you want to list (for example, groceries) in separate paragraphs.
- 2 Select the paragraphs you want to list.
- 3 On the **Format** menu, click **Bullets and Numbering**, and make sure the **Bulleted** tab is selected.



- 4 Select a bullet style, and then click **OK**.

### Make a list with tabs

If you need a simple two-column list—a list where each item is on a separate line—try the preset Works tab stops.

- 1 In the first paragraph, type the text for the first column (for instance, a grocery item), and then press **TAB**.
- 2 Type the text for the second column (for instance, a quantity), and then press **ENTER**.
- 3 Repeat steps 1 and 2 for each row.

### Make a list in a table

For all but the simplest multiple-column lists, it's easiest to insert a table. In a table, when text spills onto a second line the text stays neatly within its own column.

- 1 Click where you want to create a table.
- 2 On the **Table** menu, click **Insert Table**.
- 3 Select the number of rows and columns you want. (It's easy to add more later.)
- 4 Select a table format, and then click **OK**. A table appears in the document.
- 5 Type the items of your list into the first column, and the text or pictures about your items in the second column.
- 6 If you need more rows, press **TAB** at the end of the last row to create a new row.



## Continuing with tables

Tables are flexible. You can type, edit, format, and check spelling inside each box, or *cell*, just the way you do in regular text, or you can format the entire table.

### Format a table

- 1 Click the table.
- 2 On the **Table** menu, click **Select Table**.
- 3 On the **Table** menu, click **Table Format**.
- 4 Select a table format and any other options you want, and then click **OK**.

### Add a row or column to a table

- 1 Click the row or column next to where you want to add a new one.
- 2 On the **Table** menu, point to **Insert Row** or **Insert Column**, and then click the appropriate **Current** command.

## Making your document look good

Once your text is in the Word Processor, it's easy to change the way a document looks. For a letter, a word, or a group of words, try changing the font from 10-point black Times Roman to a new look. It's also a simple matter to adjust the elements of the page.

### Format words

- 1 Select the text you want to change.
- 2 On the **Format** menu, click **Font**.
- 3 Select all the color, font, style, and size options you want, and then click **OK**.

### Format a paragraph

- 1 Select the paragraphs you want to change.
- 2 On the **Format** menu, click **Paragraph**.
- 3 Under each tab, choose the indentation, alignment, and line-spacing options you want, and then click **OK**.

### Format elements of all pages

- 1 To add a header, click **Headers and Footers** on the **View** menu, and then add and format the text you want. (To remove the header from the first page of a document, see step 4.)
- 2 To insert page numbers in the header, click where you want the number to appear, and click **Page Number** on the **Insert** menu. (To start with a number other than 1, see step 4.)
- 3 To change the document margins, click **Page Setup** on the **File** menu, and choose the options you want.
- 4 To modify the starting page number or the page where the header first appears, click the **Other Options** tab in the **Page Setup** dialog box, choose the options you want, and then click **OK**.

## Adding pictures and charts

Several picture options are available to you from the **Picture** command in the Word Processor. Below you can see how to jazz up your invitations with clip art, one kind of picture.

Charts provide a way to visualize numeric information; for example, you can clarify your party budget priorities with a chart.

#### Insert clip art

- 1 On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
- 2 Click the category you want.
- 3 Click the picture you want, and then click **Insert clip** on the menu that appears.
- 4 Click **Close**.

#### Insert a chart

- 1 From your word-processing document, switch to a chart you have already created in the Spreadsheet.
- 2 Select the chart, and then click **Copy** on the **Edit** menu.
- 3 Switch back to your word-processing document and click where you want the chart to appear.
- 4 On the **Edit** menu, click **Paste**.

### Sharing your thoughts

Sending your documents to others is the final step in many tasks. Here are two ways to send a document to just a few people.

#### Create an envelope

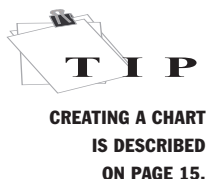
- 1 On the **Tools** menu, click **Envelopes**.
- 2 Click **Single envelope**.
- 3 Click the envelope size you want.
- 4 Click **New Document**.  
An envelope document appears.
- 5 In the mailing address box, type the name and address you want to use.
- 6 Click the return address box, and type your name and address.
- 7 On the **File** menu, click **Print**, click the options you want, and then click **OK**.

Turn to Chapter 11, “Creating mail merged envelopes,” for procedures on sending a large batch of letters.

#### Send a document in e-mail

- 1 Open the document you want to send.
- 2 On the **File** menu, click **Send**.  
A new mail message opens, and the document is inserted as an attachment.
- 3 Type the e-mail address of the person you want to send the document to.
- 4 Type a subject and any information you want to appear in the message.
- 5 Click **Send**.

E-mail addresses are covered in Chapter 9, “Working with addresses.”



## 7

# CALCULATIONS AND CHARTS

The Task Launcher can help you construct spreadsheets tailored to a variety of tasks. Or, to create your party supply list and budget, you can open a blank spreadsheet.

## Adding, changing, and calculating

Here are a few quick ways to type data and calculate values in your spreadsheet.

### Type text or numbers

- 1 Click the cell you want to use.
- 2 Type your information, and then press ENTER.

The next cell down is selected.

### Change a cell entry

- 1 Double-click the cell you want to change.
- 2 Change the entry, and then press ENTER.

### Add a formula with Easy Calc

When you need to calculate a new value from existing ones, use Easy Calc. An Easy Calc formula saves you time and reduces errors—it automatically recalculates results whenever its corresponding values change.

- 1 Click the cell where you want to add a formula.
- 2 On the **Tools** menu, click **Easy Calc**.
- 3 Click the function you want to use.
- 4 Follow the instructions.

### Total a series of numbers

Often the reason for creating a list of numbers in a spreadsheet is to compute the total. AutoSum does this in Works.

- 1 Click a cell at the end of the row or column you want to total.
- 2 On the toolbar, click **AutoSum**  $\Sigma$ .
- 3 Press ENTER.

## Changing your format

Make your information more polished and easier to read by applying one of many Works ready-to-go formats.

### Apply formatting automatically

- 1 Select the cells you want to format.
- 2 On the **Format** menu, click **AutoFormat**.
- 3 Under **Select a format**, click the format you want, and then click **OK**.

### Format cells on your own

You can also change the number format, font style, and other elements on your own.

- 1 Select the cells you want to format.
- 2 On the **Format** menu, click the formatting command you want.
- 3 Type or select the formatting options you want, and then click **OK**.



USE THE MOUSE  
OR THE ARROW  
KEYS TO MOVE TO  
OTHER CELLS.



TO RETURN TO  
THE SPREADSHEET,  
CLICK **SPREADSHEET**  
ON THE **VIEW** MENU.

YOU CAN ALSO LINK  
YOUR CHART TO SEE  
THE LATEST VERSION  
OF IT IN YOUR  
DOCUMENT.

## Charting your numbers

Creating a chart from your data helps you paint a vivid picture of your information.

### Produce a chart

- 1 Select the information that you want to include in the chart.
- 2 On the **Tools** menu, click **Create New Chart**.
- 3 Click the chart type you want, select the options you want, and then click **OK**.  
—or—  
If first-time Help appears, click the option you want.

### Copy a chart to another document

- 1 On the **View** menu, click **Chart**.
- 2 Click the chart you want to copy, and then click **OK**.
- 3 On the **Edit** menu, click **Copy**.
- 4 Open or switch to the document you want to copy to.
- 5 Click where you want the chart to go.
- 6 On the **Edit** menu, click **Paste**.

## Take a look at your numbers

In addition to printing a full spreadsheet with the **Print** command, you can print just a portion by defining a print area.

### Print a portion of a spreadsheet

- 1 Select the cells you want to print.
- 2 On the **Format** menu, click **Set Print Area**, and then click **OK**.
- 3 On the **File** menu, click **Print**, and then click **OK**.

### Reset the print area

- 1 On the **Insert** menu, click **Range Name**.
- 2 In the **Select a name box**, click **Print Area**.
- 3 Click **Delete**, and then click **OK**.

## 8

## WORKING WITH ADDRESSES

**TIP**

IF YOU USE THE ADDRESS BOOK WITH E-MAIL PROGRAMS OTHER THAN MICROSOFT OUTLOOK EXPRESS, YOUR COMMANDS MAY DIFFER.

A LINK IS CREATED DIRECTLY FROM YOUR ADDRESS BOOK TO THIS ADDRESS.

Now is the time to gather those phone numbers you've written on scraps of paper all over the house. With the upcoming party as your excuse, add all those names, numbers, e-mail addresses, and even any related notes to the Address Book.

**Open the Address Book**

- 1 From the Task Launcher, click the **Programs** tab.
- 2 Click **Address Book**, and then click **Start**.

**Create an address**

- 1 On the **File** menu, click **New Contact**.
- 2 Type the person's name.
- 3 Under each tab, add any other information you want, and then click **OK**.

**Change an address**

- 1 In your address book, double-click the entry you want to change.
- 2 Under each tab, change the information, and then click **OK**.

**Find people using the Internet**

- 1 On the **Edit** menu, click **Find People**.
- 2 In the **Look in** box, select an Internet directory service.
- 3 Type all the information you have that would help find the person.
- 4 Click **Find Now**.

**Arranging your address book**

To find address book entries quickly, you can sort mail by name, address, or phone number.

Combining several e-mail addresses into one group also helps to organize addresses. You can e-mail your entire family or sports team by creating a group address, or distribution list. When you send a message to a group, it's sent to each individual address in the group.

**Sort your addresses**

- 1 Click the heading above the field you want to sort—for example, to sort by sender's name, click the **Name** heading.



**Field headings**

- 2 To resort entries from ascending (A-Z) to descending (Z-A), click the heading twice.

**Create a group address**

- 1 On the **File** menu, click **New Group**.
- 2 In the **Group Name** box, type a name for your group.
- 3 Click **Select Members**, click the name of one group member, and then click **Select**.
- 4 Repeat step 3 for each name you want to add to this group.
- 5 Click **OK** twice.

# 9

## MAKING APPOINTMENTS WORK

As you begin using the Calendar to help with party scheduling, you'll discover that it is much more than a handy list of days, weeks, and months.

### Managing your time

With one command, schedule your party or your weekly visit with your aunt. You only have to add a recurring appointment once. And you can set reminders for appointments.

#### Add an appointment or event

- 1 On the **File** menu, click **New Appointment**.
- 2 In the **Title** box, add an activity name.
- 3 For a one-time appointment, type or select the start time and end time under **When**.  
-or-  
For a recurring appointment, select start and end times under **When**, and then select the **Make this appointment** repeat check box.  
-or-  
For a full-day event, select the day for the event under **When**, and then select the **All-day event** check box.
- 4 Type or select any other information you want to include, and then click **OK**.

#### Remind yourself of an activity

- 1 For a new appointment, follow steps 1 through 3 in the previous procedure.  
-or-  
For an existing appointment, click **Open Appointment** on the **File** menu.
- 2 Under **Other information**, select a time in the **Reminder** box, and then click **OK**.

#### Note a birthday or holiday

- 1 To add a holiday, click **Add Holidays** on the **Edit** menu, and then click the holiday.  
-or-  
To add all birthdays from your address book, click **Birthdays**. You can also select the **Update the Calendar with new birthday and anniversary information each time you open the Calendar** check box if you want.
- 2 Click **OK**.

### Keeping track of your time

#### View your calendar in different ways

- On the **View** menu, click the view you want.  
  
For example, to see the current month, click **Month**, or to view today, click **Day**.

#### View past or future months

- In **Month** view, click one of the arrows at the top next to the month name.



**TIP**  
YOU CAN ALSO  
TYPE APPOINTMENTS  
DIRECTLY INTO  
THE CALENDAR.

TO DELETE AN  
ACTIVITY, CLICK  
IT, AND THEN  
CLICK **DELETE**  
APPOINTMENT ON  
THE **EDIT** MENU.

# 10

## RECORDS AND REPORTS

The best way to store, organize, and present your party recipes or any inventory with many details is with a database. Wizards in the Task Launcher help you construct databases for a wide variety of tasks.

### Adding and viewing information

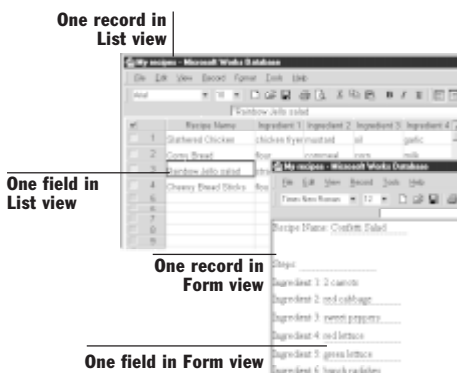
When you create a database using a wizard, your new database opens as a form where you add all the details related to one item. Each piece of information goes into one field of the form, and each page of the form is called a record. This is called Form view.

#### Add information in a record

- 1 Click the field that you want to type in.
- 2 Type the information for that field.
- 3 Press TAB to move to other fields, and then type the information for those fields.
- 4 Press ENTER when you're finished.



**TIP**  
SWITCH TO FORM  
DESIGN VIEW TO  
ADD, MOVE, OR  
DELETE FIELDS,  
INSERT PICTURES,  
AND MAKE OTHER  
CHANGES TO YOUR  
DATABASE FORM.



### Switch to List view to see all information

Once you've added some records, switch to List view to see all your information, with each record as a row and each field as a column.

- On the View menu, click List.

### Changing the database

After viewing your data as a list, you might decide you need to add another field.

#### Add a field (column) in List view

- 1 Click next to where you want a new field.
- 2 On the **Record** menu, point to **Insert Field**, and then click **Before** or **After**.
- 3 Type a short name for the field.
- 4 Click **Add**, and then click **Done**.

#### Format a field in List view

Supplying the correct field type—such as text, date/time, number—will correctly display the type of information in a field. You can also change font style and type, shading, and other formatting aspects of the field.

- 1 Click the field name at the top of the field you want to change.
- 2 On the **Format** menu, click **Field**.
- 3 Type or select any field type options you want on the **Field** tab.
- 4 Under the other tabs, select the options you want, and then click **OK**.



**CLICK PREVIEW  
TO PREVIEW  
YOUR REPORT AND  
SEE CHANGES.**


## Report your information

When all your data is entered, ReportCreator helps you create and print summaries of all or part of your database.

### Create and view a report

- 1 On the Tools menu, click ReportCreator.
- 2 Type a name for your report, and then click OK.  
The ReportCreator dialog box appears.
- 3 Under each tab, select options to define the contents and organization of the report, and then click Done.
- 4 Click Preview in the ReportCreator message that appears. Tip 2

### Print the report

- 1 Click  next to the report preview.  
-or-  
On the File menu, click Print.
- 2 Choose the options you want, and then click OK.

### Change the report organization

The simplest way to change the filtering, sorting, or grouping of a report is to create a new report with ReportCreator and delete the original report. If you do want to change the original, click Report on the View menu, click Modify, and choose options from there.

### Change the report formatting

- 1 Click **Cancel** next to the report preview.  
The report appears in Report view.
- 2 Click a **Format** menu command.
- 3 Click tabs and select options to define the formatting of the report.

## Placing a report in another document

At times you might find it handy to move some database information to the Spreadsheet for further computing, or to a Word Processor document.

### Place selected cells of the report

- 1 To copy selected cells, switch to List view and select the cells you want.
- 2 On the **Edit** menu, click **Copy**.
- 3 Switch to the document you want to paste the report sections to.
- 4 On the **Edit** menu, click **Paste**.

### Place the entire report

- 1 To copy the complete report or report sections, move to Report view and select the report sections you want.
- 2 On the **Edit** menu, click **Copy Report Output**.
- 3 Switch to the document you want to paste the report sections to.
- 4 On the **Edit** menu, click **Paste**.



# 11

## CREATING MAIL MERGED ENVELOPES

Mail merge makes it easy to create form letters, print mailing labels, or address envelopes for everyone on a mailing list. A good example of this process is creating envelopes for your party invitations.

When you use Works to address and print your party envelopes, you can easily retrieve addresses that are stored in the Address Book so that you don't have to retype them. The Address Book is one type of data source, a program or a file that contains the names and addresses you want to use in the merge document.

**Note** Before you begin, make sure you have already added the addresses you'll need into the Address Book.

### Creating your envelopes

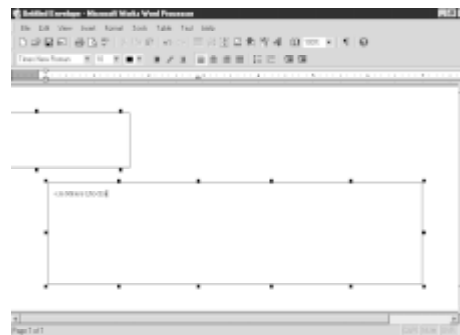
Creating a merged set of envelopes is a two-step process. First you create the envelope document that you want, specifying its size, content, and format. You can format text and insert pictures to match the style of the corresponding invitation or letter.

Then you open the data source you'll be getting the addresses from (the Address Book in this example), and place the field codes that position the individual address information.

### Create the envelope document

- 1 On the **Tools** menu, click **Envelopes**.
- 2 In the **Envelopes** dialog box, click **Mail merge envelopes**.  
The **Envelopes Settings** dialog box appears.
- 3 In the **Envelope size** list, click the correct envelope size.
- 4 Click **New Document**.  
A new envelope document appears, and the **Open Data Source** dialog box opens.
- 5 Click **Merge from the Address Book**.
- 6 Double-click **Address Block** in the **Insert Fields** dialog box that appears.

The field code <<Address Block>> is placed in the mailing address text box, and converts to correctly formatted names and addresses in the printed envelopes.





**YOU CAN ALSO VIEW  
THE MERGED  
ENVELOPES BY  
CLICKING PRINT  
PREVIEW ON THE  
FILE MENU.**

- 7 Click the return address text box, and then type the name and address you want to use.
- 8 On the **File** menu, click **Save As**.
- 9 Name the document, and then click **Save**.

## Selecting names from the Address Book

If you want to limit the addresses within your mail merge, you can use the Address Book to select only the names and addresses you want to include. For example, you may want to send special invitations to just a certain group of your oldest friends.

### Select specific names

- 1 Open or switch to your mail merge envelope document.
- 2 On the **Tools** menu, point to **Mail Merge**, and then click **Select Names**.
- 3 In the **Type name or select from list** box, type or click the name you want to select.
- 4 Click **Select**.  
The name appears in the Merge Recipients list.
- 5 Repeat steps 3 and 4 to add as many names as you want, and then click **OK**.

## Viewing and printing merged envelopes

Any time after you've merged the envelopes with the addresses, you can view them individually. You view and print the finished envelopes as a single merge document, which contains individual copies of the letter for each name and address in the data source.

- On the **Tools** menu, point to **Mail Merge**, and then click **View Results**. Click the arrows to move between entries in the envelope document.

### Print merged envelopes

- 1 Open or switch to your mail merge envelope document.
- 2 Click **Print** on the **File** menu.  
Works automatically selects the appropriate feed method for your printer.
- 3 In the **Mail Merge Print Settings** area, select the mail merge options you want, and then click **OK**.

A copy of the envelope is printed for each name and address in the data source.

To create mail merge letters or labels, look up **mail merge** in the Help index.

# ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Microsoft is committed to making its products and services easier for everyone to use. This section provides information on the following features, products, and services that make Microsoft® Windows®, Microsoft Windows NT®, and Microsoft Works 2000 more accessible for people with disabilities:

- Microsoft Works 2000 accessibility features
- Customizing Windows or Windows NT
- Microsoft services for people who are deaf or hard-of-hearing
- Microsoft documentation in alternative formats
- Getting more accessibility information

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

## Microsoft Works 2000 accessibility features

In addition to Windows and Windows NT accessibility products and services, the following features make Microsoft Works 2000 more accessible for people with disabilities.

**Adjustments to system settings** Works responds to changes you make in your computer's system settings to accommodate accessibility features, such as large icons and high contrast mode.

**Keyboard accessibility** Works is accessible from the keyboard for users who are blind, have low vision, or have limited dexterity.

**Keyboard focus** The Works Word Processor and the Works Calendar support accessibility tools that track the system caret (insertion point).

For more information, see Help.

## Customizing Windows or Windows NT

There are many ways you can customize Windows or Windows NT to make your computer more accessible. For full documentation on the accessibility features available in the operating system you are using, obtain the documents listed below. Accessibility features are also documented in the *Microsoft Windows 95*

*Resource Kit*, the *Microsoft Windows 98 Resource Kit* and the *Microsoft Windows NT Resource Kit*.

**Accessibility notes and utilities to download** The following documents explain how to customize Microsoft Windows and Windows NT for users with disabilities. Specific instructions for downloading the files immediately follow this list.

For downloading this information	You need
Customizing Windows for Individuals with Disabilities (describes all of the other documents in this list and includes links to download them; this article will be updated when new versions of Microsoft operating systems are released)	Microsoft Knowledge Base article Q165486.
Access Pack for Microsoft Windows 3.0 and 3.1, which provides features for people who have difficulty using a keyboard or mouse, or who are deaf or hard-of-hearing	ACCP.EXE
Dvorak keyboard layouts for people who type with one hand (already included in Windows NT version 3.5 and later)	GA0650.EXE

**Download the files** If you have a modem or another type of network connection, you can download the accessibility files from the following network services:

- The Microsoft Accessibility and Disabilities Web site on the Internet, <http://microsoft.com/enable/>.
- Support Online from Microsoft Technical Support at <http://support.microsoft.com/support/>. Choose the appropriate application from the **My search is about** list (or click **All Products**) and type **Q165486** in the **My question is** box. The search results will display a link to the Knowledge Base article “Customizing Windows for Individuals with Disabilities,” which includes links to all of the documents listed above.

For other accessibility articles, choose the appropriate application from the **My search is about** list and type **kbenable** in the **My question is** box.

- Microsoft Internet server at [ftp.microsoft.com](ftp://ftp.microsoft.com/softlib/mslfiles), in `/softlib/mslfiles`.
- Microsoft Download Service (MSDL), which you can reach by calling (425) 936-6735 any time except between 1:00 A.M. and 2:30 A.M. Pacific time.

MSDL supports 1200, 2400, 9600, or 14400 baud rates (V.22bis, V.32, V.32bis and V.42), with 8 data bits, no parity, and 1 stop bit. MSDL does not support 28800, 56K or ISDN connections.

## Microsoft services for people who are deaf or hard-of-hearing

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

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

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

## Microsoft documentation in alternative formats

In addition to the standard forms of documentation, many Microsoft products are available in other formats to make them more accessible. *Getting Started with Works* is available as an online user's guide that comes with the package.

If you have difficulty reading or handling printed documentation, you can obtain many Microsoft publications from Recording for the Blind & Dyslexic, Inc. RFB&D distributes these documents to registered, eligible members of their distribution service, either on audio cassettes or on floppy disks. The RFB&D collection contains more than 80,000 titles, including Microsoft product documentation and books from Microsoft Press. You can download many of these books from the Microsoft Web site at <http://microsoft.com/enable/>. For more information, contact Recording for the Blind & Dyslexic, Inc.:

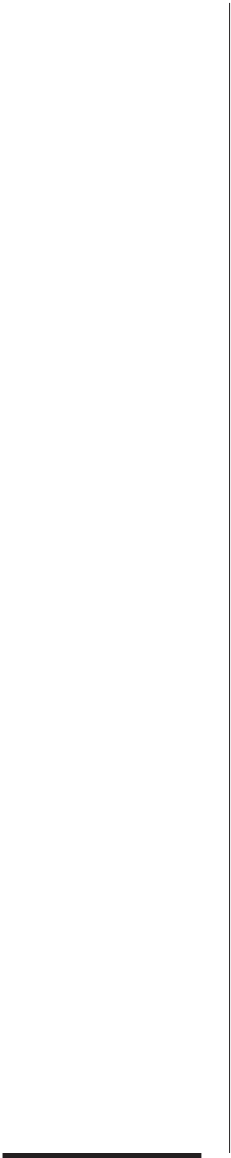
Recording for the Blind & Dyslexic, Inc.  
20 Roszel Road  
Princeton, NJ 08540  
Phone: (609) 452-0606  
Fax: (609) 987-8116  
World Wide Web: <http://www.rfbd.org/>

## Getting more accessibility information

Other products, services, and resources for people with disabilities are available from Microsoft. Microsoft provides a catalog of accessibility aids that can be used with the Windows and Windows NT operating systems. You can obtain this catalog from our Web site or by phone:

Microsoft Sales Information Center  
One Microsoft Way  
Redmond, WA 98052-6393  
World Wide Web:

<http://microsoft.com/enable/>  
Voice telephone: (800) 426-9400  
Text telephone: (800) 892-5234



# INDEX

- Adding
  - appointments, 17
  - art, 12–13
  - charts, 12–13
  - rows and columns, 12
  - words to dictionary, 10
- Addition, 14
- Address Book, 1, 16, 20–21
- Addresses, 13, 16, 20–21
- Alignment, 12
- Anniversaries, 17
- Appointments, 17
- Art, 12–13
- Assistance, 4
- Attachments, e-mail, 13
- AutoFormat, 14
- Automatic saving, 6
- AutoSum, 14
- Basic skills, 5–8
- Birthdays, 17
- Blank documents, 2
- Budgets, 14–15
- Bulleted lists, 11
- Buttons, viewing names, 4
- Calculations, 9, 14–15
- Calendar, 1, 17
- Cells
  - entering information, 14
  - placing reports, 19
  - selecting, 7
- Characters, finding, 8
- Charts, 12–13, 14–15
- Clip art, 12–13
- Clipboard, 7
- Closing documents, 6
- Color, text, 12
- Columns, 11, 12, 18
- Copying
  - charts, 13, 15
  - reports, 19
  - text, 7
- Correcting spelling, 10
- Cut and paste, 7
- Daily calendar, 17
- Data source, mail merge, 20–21
- Database, 1, 18–19
- Deleting
  - appointments, 17
  - pictures, 8
  - reports, 19
  - text, 8
- Designing databases, 18–19
- Dialog boxes, 4, 6
- Dictionary, spelling, 10
- Documents
  - checking spelling, 10
  - closing, 6
  - copying charts, 15
  - existing, 3
  - formatting, 12
  - moving text between, 7
  - naming, 6



- placing reports, 19
- previewing, 8
- printing, 8
- saving, 6
- sending, 13, 16, 20–21
- starting, 2
- Drag-and-drop editing, 7
- Easy Calc, 14
- Editing, 3, 7
- E-mail, 1, 13, 16
- Envelopes, 13, 20–21
- Events, 17
- Existing documents, 3
- Features, 1
- Fields
  - adding, 18
  - mail merge, 21
  - selecting, 7
- Filtering
  - lists, 9
  - reports, 19
- Find command, 8
- Finding addresses, 16
- Finding Help topics, 4
- Fonts, 12
- Footers, 12
- Form design, 18
- Formatting
  - databases, 18–19
  - information, 7
  - lists, 11
  - paragraphs, 12
  - reports, 19
  - spreadsheets, 14
  - tables, 12
  - words, 12
- Formulas, 14
- Future months, viewing, 17
- Grammar, checking, 10
- Graphics, 12–13
- Group e-mail addresses, 16
- Grouping
  - lists, 9
  - reports, 19
- Headers, 12
- Help, 4
- History tab, Task Launcher, 3
- Holidays, 17
- Icons, Works, 2
- Images, 12–13
- Indentation, 12
- Index, Help, 4
- Inserting
  - appointments, 17
  - charts, 12–13
  - pictures, 12–13
  - rows and columns, 12
  - words to dictionary, 10
- Internet, finding addresses, 16
- Introduction, 1
- Inventory, 18–19
- Keyboard navigation, 5
- Keywords, Help, 4
- Labels, 21
- Launching tasks, 1, 2
- Letters, finding, 8
- Letters, mailing, 13, 16, 20–21
- Line spacing, 12

- Linking charts, 15
  - List view, database, 18
  - Lists, 9, 11
  - Mail, 1, 13, 16
  - Mail merge, 20–21
  - Managing time, 17
  - Margins, 12
  - Mathematics, 9, 14–15
  - Members, address group, 16
  - Merge, mail, 20–21
  - Microsoft Outlook Express, 16
  - Misspellings, 10
  - Modifying documents, 3, 6–8, 10–13
  - Monthly calendar, 17
  - Mouse navigation, 5
  - Moving
    - between programs, 6
    - cut and paste, 6
    - reports, 19
    - within dialog boxes, 6
    - within Works, 5
  - Multiple addresses, 13, 16, 20–21
    - columns, 9
    - items, selecting, 7
  - Naming documents, 6
  - Navigating
    - between programs, 6
    - dialog boxes, 6
    - Works, 5
  - Numbered lists, 11
  - Numbers
    - calculating, 14
    - finding, 8
    - page, 12
  - One-time appointments, 17
  - Outlook Express, 16
  - Output, database reports, 19
  - Pages
    - formatting, 12
    - numbering, 12
    - Page Setup dialog box, 12
  - Paragraphs, formatting, 12
  - Past months, viewing, 17
  - Pasting, 7
  - People, finding, 16
  - Placing in documents
    - charts, 13
    - pictures, 12–13
    - reports, 19
  - Previewing
    - documents, 8
    - reports, 19
  - Print area, 15
  - Print Preview, 8
  - Printing
    - documents, 8
    - merged envelopes, 21
    - reports, 19
    - spreadsheets, 15
  - Programs
    - choosing appropriate, 9
    - moving between, 6
    - overview, 1
  - Programs tab, Task Launcher, 2–3
  - Range, printing, 15
  - Rearranging information, 7
  - Recipients, mail merge, 21
  - Records, database, 18
-

- Records, selecting, 7
- Recurring appointments, 17
- Reminders, 17
- Removing
  - appointments, 17
  - pictures, 8
  - reports, 19
  - text, 8
- Replacing text, 8
- ReportCreator, 19
- Reports, 9, 19
- Resetting print area, 15
- Rows, adding to tables, 12
- Saving documents, 6
- Scheduling, 17
- Searching Help, 4
- Searching text, 8
- Selecting
  - addresses, 21
  - text, 7
- Selections, printing, 15
- Sending documents, 13, 16, 20–21
- Series of numbers, totalling, 14
- Setup, Page, 12
- Size
  - envelope, 13, 20
  - font, 12
- Skills, basic, 5–8
- Sorting
  - addresses, 16
  - lists, 9
  - mail, 16
  - reports, 19
  - tasks, 3
- Spacing, line, 12
- Spelling, checking, 10
- Spreadsheets, 1, 14–15
- Starting tasks, 2
- Starting page number, 12
- Style, formatting, 12
- Tabbed lists, 11
- Tables, 11, 12
- Task Launcher, 1, 2–3
- Templates, starting, 2
- Text
  - finding, 8
  - font size, 12
  - formatting, 12
  - misspellings, 10
  - replacing, 8
  - searching, 8
  - selecting, 7
- Time management, 17
- Topics, Help, 4
- Totaling number series, 14
- Undo command, 7
- Viewing
  - calendar, 17
  - merged envelopes, 21
  - reports, 19
- Wizards, starting, 2
- Word processor, 1, 10–13
- Words
  - adding to dictionary, 10
  - finding, 8
  - formatting, 12
- Works icon, 2
- Workspaces, 5