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Create New File command (File menu)

Creates a new document in any of the Works <u>tools</u>. You can have up to eight documents open at once.

To create a new document while working in Works

▶   After choosing the Create New File command, choose one of these buttons: Word Processor, Spreadsheet, Database, or WorksWizards.

To create a new document when you first start Works

▶   From the Startup <u>dialog box</u>, choose the type of document you want to create: Word Processor, Spreadsheet, Database, or WorksWizards.

See also

<u>Creating a Word Processor document</u>

<u>Creating a spreadsheet</u>

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<u>Creating a database in list view</u>

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<u>Opening a document</u>

![icon] Open Existing File command (File menu)

Opens a document that already exists. You can have up to eight open documents at once.

To open an existing document

▶   After choosing the Open Existing File command, choose a document from the list of files under File Name, or type the name of the document in the File Name box.

        You can also open a document that is on another <u>drive</u> or in another <u>directory</u> by first <u>switching</u> to the other drive or directory.

Dialog box options

File Name	Choose the name of the document you want to open or type the filename.
List Files Of Type	Choose the type of file you want listed in the Files box.
Directories	Choose the directory containing the document you want.
Drives	Choose the drive the document you want is on.
Read Only	Choose to prevent changes being made to the file while it is open.

Note: If you open a text file, Works asks whether you want to open the file as a Word Processor, Spreadsheet, or Database document. Choose the <u>tool</u> you want. It also allows you to specify Text For DOS (try this first if the file was created with a DOS application) or Text For Windows (try this first if the file was created with a Windows application). If you find that some characters in your file do not display properly, try the other Text option.

See also

<u>Changing directories and disk drives</u>

<u>Creating a document</u>

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◆

Save command (File menu)

Saves the document you are working on. When you create or edit a document, the changes you make to it are recorded only in your computer's memory. Saving stores on disk any changes made to the document since you last saved it. If you want to change the name of a document, or save a document on a different <u>drive</u> or in a different <u>directory</u>, use the Save As command on the File menu.

To save a document

➤ From the File menu, choose Save.
The document remains open so you can continue working on it.
If you are saving a document for the first time, Works displays a dialog box from which you choose the options you want.

Dialog box options

File Name	Type a name for the document that is no more than eight characters long. Type a filename <u>extension</u> only if you do not want Works to assign a filename extension for you.
Directories	Choose the directory in which you want the document to be saved.
Drives	Choose the drive on which you want the document to be saved.
Save File As Type	Choose the type of file format you want the document saved in.
Make Backup Copy	Choose to create a backup of your document that is updated every time you save the document. Clear the check box to discontinue making a backup.

See also

<u>Changing directories and disk drives</u>

<u>Closing a document</u>

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<u>Saving a document</u>

Save As command (File menu)

Saves and names a document. You can use the Save As command to:

■ Save an existing document with a new name, on a different <u>drive</u> or in a different <u>directory</u>.

■ Save a document in a format to use with other applications.

■ Make a backup document that is updated every time you save.

■ Save a document as a <u>template</u> to use with all new documents in a particular Works <u>tool</u>.

To save a document with a new name, new file format, or as a template

▶ After choosing the Save As command, choose the options you want from the following list.

Dialog box options

File Name	Type a name for the document that is no more than eight characters long. Type a filename <u>extension</u> only if you do not want Works to assign a filename extension for you.
Directories	Choose the directory in which you want the document to be saved.
Drives	Choose the drive on which you want the document to be saved.
Save File As Type	Choose the type of file format you want the document saved in.
Make Backup Copy	Choose to create a backup of your document that is updated every time you save the document. Clear the check box to discontinue making a backup.

See also

<u>Creating backup copies to protect your work</u>

<u>Creating a template</u>

<u>Saving a document</u>

Close command (File menu)

Closes the document you're working on and removes it from the screen. Use the Close command when you have finished working on a document and you want to free more of your computer's memory.

If you close a document and no other documents are open, Works displays a blank workspace.

If you close a document when other documents are open, Works displays the other documents.

To close a document

From the File menu, choose Close.

If you have not saved all your changes, and you choose the Close command, Works displays a message asking if you want to save your changes. Choose the Yes button to save your changes. Choose the No button to close the document without saving the changes. Choose the Cancel button to return to your document without closing it.

See also

Closing a document

Quitting Works

Print Preview command (File menu)

Displays a document on the screen so you can see how each page looks before you print. Preview your work before printing to check:

Page setup and margins.

Placement of page breaks.

Header and footer location and length.

To preview a document

From the File menu, choose the Print Preview command, and then choose the options you want from the following list.

Dialog box options

Previous	Choose to move to the previous page.
Next	Choose to move to the next page.
Zoom In	Choose to enlarge text.
Zoom Out	Choose to zoom out one step.
Print	Choose to print your document.
Cancel	Choose to leave print preview and return to your document.

See also

Previewing before printing

Setting page size, margins, and orientation

Print command (File menu)

You can print information, including charts, from any Works <u>tool</u>. Before you print, you must first make sure your printer is installed. For more information on installing a printer, see your Windows documentation. You need to tell Works which printer you want to use in the Windows Control Panel. For more information, see your Windows documentation.

To print a document

After choosing the Print command, choose the options you want from the following list.

Dialog box options

Number Of Copies	Type the number of copies you want to print.
Print Range	Choose the All option button to print an entire document, or choose the Pages option button and then type the specific pages you want to print.
Draft Quality Printing	Choose for faster printing. Does not print charts, drawings, graphics, or different <u>fonts</u>.

See also

<u>Previewing before printing</u>

<u>Printing a chart</u>

<u>Printing Database information</u>

<u>Printing reports</u>

<u>Printing Spreadsheet information</u>

<u>Printing Word Processor information</u>

Print Form Letters command (File menu)

Prints form letters in the Word Processor using information from a database. When you print form letters, Works replaces each placeholder in the Word Processor document with information from a record in an open database.

To print a form letter

After choosing the Print Form Letters command, choose the name of the database containing the information you want to include in your form letter, and then choose the Print button.

Works opens the Print dialog box, where you can choose printing options.

See also

Creating a form letter

Printing form letters

Printing mailing labels

Setting page size, margins, and orientation

Print Labels command (File menu)

Prints mailing labels in the Word Processor using information from a database. When you print labels, Works replaces each <u>placeholder</u> in the Word Processor document with information from a record in an open database.

To print mailing labels

After choosing the Print Labels command, choose the name of the database containing the information you want to print on your mailing labels, and then choose the options you want.

Dialog box options

Databases	Choose the database that contains the label information.
Vertical	Type the distance from the top of one label to the top of the next.
Horizontal	Type the distance from the right edge of one label to the right edge of the next.
Number Of Labels Across Page	Type the number of labels across the page.
Print	Choose to print all the labels.
Preview	Choose to see what the printer output will look like.
Test	Choose to print two rows of labels as a test.

See also

<u>Creating a mailing label document</u>

<u>Printing mailing labels</u>

<u>Setting page size, margins, and orientation</u>

Set Print Area command (File menu)

Determines what portion of the spreadsheet will be printed.

To set the print area

Highlight the portion of the spreadsheet you want to print, and then choose Set Print Area.

To reset the entire spreadsheet as the print area

In the spreadsheet, click the rectangular box to the left of Column A and above row 1, and then choose Set Print Area.

See also

Setting the print area

Previewing before printing

Printing spreadsheet information

Page Setup & Margins command (File menu)

Determines the layout of your printed document. You can specify page margins, <u>header</u> and <u>footer</u> margins, page size, or the page number for the first page. Each Works <u>tool</u> offers different options for page setup and printing documents.

To set page margins, page size, and print orientation

After you choose the Page Setup & Margins command, choose the options you want from the following list.

Dialog box options

Top Margin	Type the distance you want to print from the top of the page.
Bottom Margin	Type the distance you want to print from the bottom of the page.
Left Margin	Type the distance you want to print from the left edge of the page.
Right Margin	Type the distance you want to print from the right edge of the page.
Header Margin	Type a measurement for the distance between the paper's top edge and the top of the header. The measurement must be less than the Top Margin measurement.
Footer Margin	Type a measurement for the distance between the paper's bottom edge and the top of the footer. The measurement must be less than the Bottom Margin measurement.
Page Length	Type a measurement to specify the length of the paper you are using.
Page Width	Type a measurement to specify the width of the paper you are using.

Spreadsheet-specific options

1st Page Number	Type the number for Works to print on the first page. Works suggests the number 1.
Print Gridlines	Choose to print the <u>gridlines</u>.
Print Row And Column Headers	Choose to print row and column headers.

Charting-specific options

Page Number	Type the number for Works to print on the first page. Works suggests the number 1.
Screen Size	Choose to print the chart the same size as it is displayed on your screen.
Full Page, Keep Proportions	Choose to print the chart so it fits between the page margins.
Full Page	Choose to print the chart so that it stretches the chart and prints it as large as possible on the page.

Database list view-specific options

1st Page Number	Type the number for Works to print on the first page. Works suggests the number 1.
Print Record And Field Labels	Choose to print <u>record</u> and <u>field</u> <u>labels</u> with your database information.
Print Gridlines	Choose to print gridlines with your database information.

Database report definition view-specific options

1st Page Number	Type the number for Works to print on the first page. Works suggests the number 1.
Print All But Record Rows	Choose to print introductory and summary row types only and not to print each record in the report.

Database form view-specific options

1st Page Number	Type the number for Works to print on the first page. Works suggests the number 1.
Page Breaks Between Records	Clear to print multiple records on one page.
Space Between Records	Type a measurement for spacing between records when printing several records on one page.
Print Field Lines	Choose to print the lines separating fields in the form.
Print Which Records	Choose the All Records option button to print all selected records in the database, or choose the Current Record Only option button to print only the record currently displayed in the window.
Print Which Items	Choose the Field Entries Only option button to print only field entries and not labels or field names, or choose the All Items option button to print all items in the form.

See also

Previewing before printing

Printing a chart

Printing Database information

Printing reports

Printing Spreadsheet information

Printing Word Processor information

Printer Setup command (File menu)

Chooses the printer options and page orientation you want to use when you print documents. When you specify the printer you are using, Works lists only those <u>fonts</u> and printer options available for your printer. Works can only use printers that have been installed in Windows. For more information on installing printers, see your Windows documentation.

To choose printer options

After choosing the Printer Setup command, choose the printer options you want to use and the page orientation you want to print with.

Portrait orientation   Landscape orientation
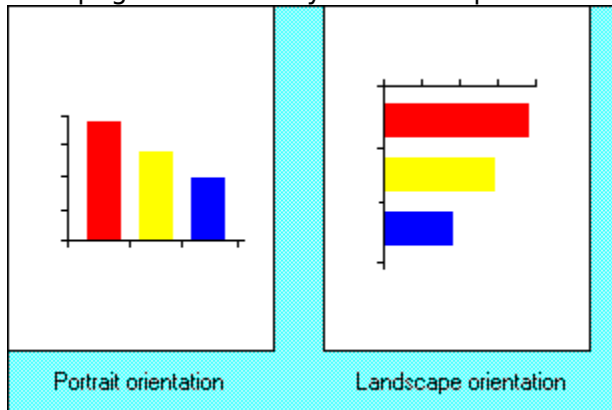
Dialog box options

Landscape	Choose to print horizontally on a page.
Portrait	Choose to print vertically on a page.

For more information on the other options available for your printer, press the Help button in the Printer Setup dialog box for Printer Driver Help.

Note: To print in landscape orientation, you must also choose Page Setup & Margins from the File menu and switch the Page Length and Page Width settings.

See also

<u>Previewing before printing</u>

<u>Setting page size, margins, and orientation</u>

Exit & Return command (File menu)

Quits Works and returns to the application that contains the underlined embedded Works spreadsheet or chart object. Once you quit Works, you can switch to any other open Windows application, open another application, or quit Windows. If you want to use Works again, you must start it from either Program Manager or File Manager.

To quit Works

From the File menu, choose Exit & Return.

Works may ask if you want to update any changes you have made to the document. Choose the Yes button to save the changes. Choose the No button to quit Works without saving the changes. Choose the Cancel button to return to Works without quitting.

See also

Update (File menu)

 Exit Works command (File menu)

Quits Works, but does not quit Windows. Once you quit Works, you can <u>switch</u> to any other open Windows application, open another application, or quit Windows. If you want to use Works again, you must open it from Program Manager or from File Manager.

To quit Works

     From the File menu, choose Exit Works.

Works may ask if you want to save any changes you have made to any documents. Choose the Yes button to save the changes. Choose the No button to quit Works without saving the changes. Choose the Cancel button to return to Works without quitting.

See also

<u>Closing a document</u>

<u>Quitting Works</u>

Save Workspace command (File menu)

Saves the arrangement of open documents, minimized documents, and the size of all document windows so that the same documents are available the next time you start Works. When you restart Works, the same documents are open or minimized. Each document window is in the same position as when you saved the workspace.

To save your workspace

From the File menu, choose Save Workspace.

What if...

You no longer want to automatically display the workspace?
From the Options menu, choose Works Settings and clear the Use Saved Workspace check box.

See also

Closing a document

 Update command (File menu)

This command exists only when you are using the Spreadsheet to edit a spreadsheet or chart <u>embedded</u> in a Word Processor document or another Windows application. It updates spreadsheet information or a chart inserted in another document.

For more information on inserting a spreadsheet or chart into a Word Processor document, see "Adding charts, drawings, and other objects" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

To update your document

   From the File menu, choose Update.

See also

<u>Object (Insert menu)</u>

Startup dialog box

When you start Works, it displays a Startup <u>dialog box</u>. From here, you can create a document in any of the Works <u>tools</u>, you can use a WorksWizard to create a document for you, or you can open an existing document.

To create a document when you start Works

In the Startup dialog box, choose the tool you want to use to create the document, or choose the WorksWizards button to let Works create a document for you.

Works displays a blank document, spreadsheet, or form, depending on the tool you choose or displays the opening instructions for a WorksWizard.

To open a document when you first start Works

1   In the Startup dialog box, choose the Open Existing File button.

If the Startup dialog box is not displayed, you can display it by double-clicking anywhere in the Works workspace, the area behind <u>document windows</u> that aren't maximized.

2   In the File Name box, choose the document you want to open.

3   Choose the OK button.

What if...

You cannot find the document you want in the File Name box?

You need to change <u>directories</u> or <u>drives</u>. In the Directories box, double-click the directory you want to change to. In the Drives box, choose the drive you want to change to.

You want to turn off the Startup dialog box?

From the Options menu, choose Works Settings and clear the Show Startup Dialog check box.

See also

<u>How to use a WorksWizard</u>

<u>Changing directories and disk drives</u>

<u>Choosing a command</u>

Drawing

Microsoft Draw has its own Help to help you with its drawing tools. To use Microsoft Draw Help, you must first start Microsoft Draw.

To get Microsoft Draw Help

1 Open or create the Word Processor document in which you want to add a drawing.
2 From the Insert menu, choose Drawing.
   Works starts Microsoft Draw.
3 Press F1 to display the Help Index, and then choose the topic you want.

To learn how to use Microsoft Draw Help

1 From the Microsoft Draw Help menu, choose Using Help.
2 Follow the instructions to learn about Help and how to use it.

See also

Adding a drawing to a Word Processor document

Changing a drawing in a Word Processor document

Works overview

Works has five <u>tools</u> to help you accomplish most business, school, and home management tasks.

The Works tools are:

Word Processor for writing and editing memos, reports, catalogs, form letters, mailing labels, and other documents.

Spreadsheet for computing financial status, projected revenues, year-to-date sales, budget forecasts, and other reports requiring calculations.

Charting for turning your spreadsheet numbers into appealing graphic representations.

Database with **Reporting** for collecting, organizing, and printing out information on customers, inventory, invoices, payrolls, or other subjects you need to report on or collect data on.

Microsoft Draw for adding impact to your Word Processor documents with clip art or drawings you create.

If you are new to Works for Windows, you might want to spend some time learning some basics skills. To learn more, take a look at:

The *Microsoft Works for Windows Tutorial:* an online, hands-on chance to see demonstrations of Works features and then practice them for yourself.

Getting Started with Microsoft Works for Windows: a booklet with a description of each Works tool with sample documents that you can use to do your own work.

See also

<u>The parts of the Works window</u>

<u>How to use Help</u>

<u>How to use the Works tutorial</u>

<u>How to use a WorksWizard</u>

<u>Choosing a command</u>

 The parts of the Works window

No matter which Works <u>tool</u> you are working in, some parts of the Works window remain the same.
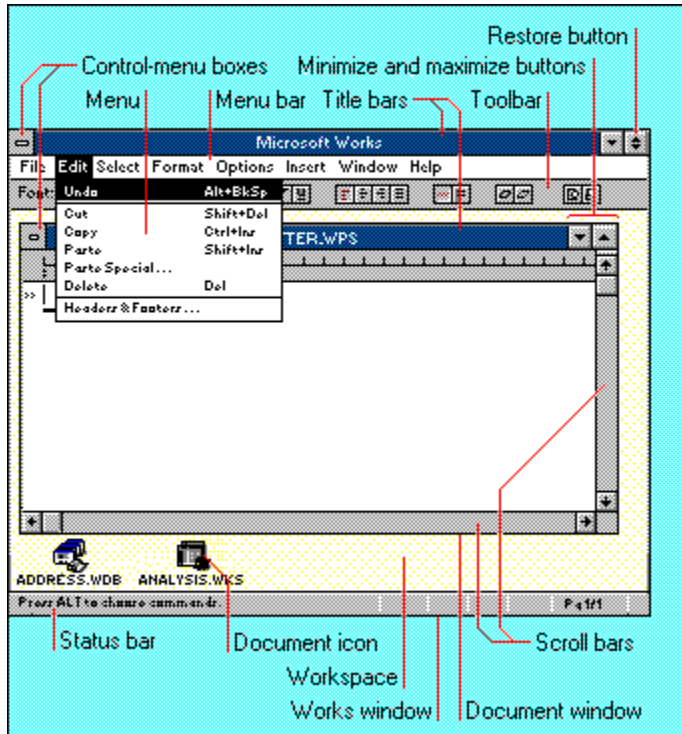
Descriptions

<u>Control-menu box</u>	<u>Scroll bars</u>
<u>Document icon</u>	<u>Status bar</u>
<u>Document window</u>	<u>Title bar</u>
<u>Menu</u>	<u>Toolbar</u>
<u>Menu bar</u>	<u>Workspace</u>
<u>Minimize/Maximize buttons</u>	<u>Works window</u>
<u>Restore button</u>	

See also

<u>Choosing a command</u>

<u>Moving around in a document</u>

<u>Opening a document</u>

Closing a document

Use the Close command on the File menu when you have finished working on a document and want to put it away but you do not want to quit Works. You can also minimize a document window to temporarily remove it from view, and then reopen it later.

To close and save a document

Double-click the close box in the upper-left corner of the active document window, -Or-
From the File menu, choose Close.

If you have not saved all your changes, a message is displayed asking if you want to save your changes.

If you close a document and no other documents are open, Works displays a blank workspace. If you close a document when other documents are open, Works displays one of the other documents.

To minimize a document window

Click the Minimize button.

The document window becomes a document icon at the bottom of the Works application window.

To reopen a minimized document window

Double-click the document icon at the bottom of the Works application window.

See also

Opening a document

Saving a document

Quitting Works

Choosing a command

A command is an instruction that tells Works what to do. You can carry out commands in three ways:

From menus across the top of your screen. You can find all the Works commands here, even when you forget the name of the command.

On the Toolbar. These commands require a mouse.

By pressing shortcut keys. These provide quick ways to carry out commands using your keyboard.

This topic explains how to choose commands from a menu. For information on using the Toolbar or keyboard shortcuts, see the related topics below.

To choose a command using the mouse

1   Click the menu you want to open.

Notice that when you click each command name on the menu bar, the status bar displays a brief description of that command.

2   Click the command you want.

To close the menu without choosing a command, click anywhere outside the menu.

If Works needs more information from you to carry out the command, a dialog box is displayed and you can choose the options you want.

For more information on using dialog boxes, see the related topics below.

To choose a command using the keyboard

1   Press ALT.

Notice that one letter in each menu name is underlined.

2   Press the key for the underlined letter in the name of the menu you want to open.

All the commands on the menu are displayed, and the first command on the menu is highlighted. If a command is not currently available, it will be greyed.

If Works needs more information from you to carry out the command, a dialog box is displayed and you can choose the options you want.

See also

Choosing options in a dialog box

Keyboard shortcuts

Toolbar shortcuts

Choosing options in a dialog box

You can choose a variety of options when you choose most Works commands. If a command name on a menu is followed by an ellipsis, or three dots, additional information is needed before you can carry out the command. You supply this information in a dialog box that is displayed once you choose the command.

There are three ways to make choices in a dialog box:

Type information in a box.

Choose an option from a list.

Choose one or more options in a group.
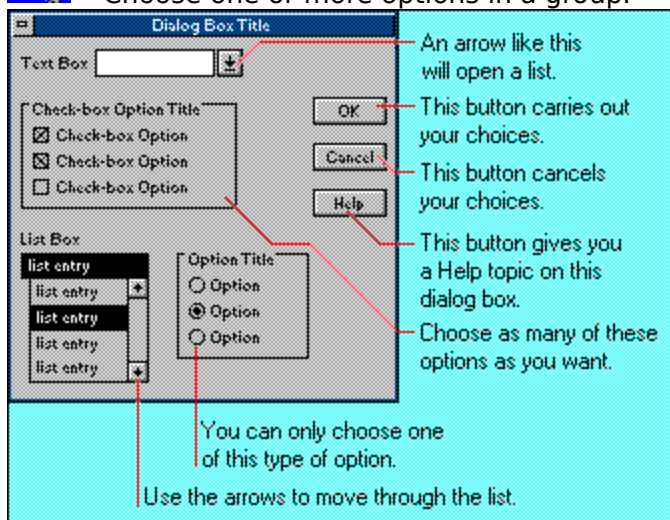
Each of these methods is described in the following procedures.

To open and use a dialog box

1   Choose the command you want to use.
    If Works needs further information from you, a dialog box is displayed.
2   Choose the options you want.
3   Choose a button to carry out the command and close the dialog box.
    -Or-
    Choose the Cancel button to close the dialog box without carrying out the command.

To type information in a text box

1   Click the text box to place the insertion point in it.
2   Type the information you want.
    You can use the BACKSPACE key to correct mistakes.

To choose or clear a check box

Choose the check box you want.

To choose or clear an option button

Choose the option button you want.
You can choose an option and carry out a command in one step by double-clicking

the option button.

Click the up arrow or down arrow on the <u>scroll bar</u> until you locate the item you want, and then click it.

You can choose an option from a list and carry out a command in one step by double-clicking the option.

Choose the OK button or the Close button.

Choose the Cancel button.

See also

<u>Choosing a command</u>

<u>Keys for moving around in a dialog box</u>

<u>Toolbar shortcuts</u>

Changing directories and disk drives

When you want to open or save a document, you need to specify on which <u>disk drive</u> and in which <u>directory</u> the document is located.

To change to another drive or directory

1 From the File menu, choose Open Existing File or Save As.
2 In the Drives box, choose the drive containing the directory you want.

   Works changes to the drive you chose. The Directories box now contains the list of directories on this drive.
3 In the Directories box, choose the directory containing the document you want to open.
4 Choose the OK button.

   Works changes to the directory you chose.

To save a document in a different drive or directory

1 From the File menu, choose Save As.
2 In the File Name box, type the full pathname where you want the document and the filename of the document.

   Example: Type: **c:\letters\joe.wps** to save the document, JOE.WPS, in the LETTERS directory on drive C.
3 Choose the OK button.

See also

<u>Choosing options in a dialog box</u>

<u>Creating backup copies to protect your work</u>

<u>Opening a document</u>

<u>Saving a document</u>

<u>Renaming a document</u>

Creating a document

Once you start Works, you can create a document in any of the Works <u>tools</u>, or you can use a WorksWizard to create a document for you. You can also create a new document anytime you are working in Works, so long as you have no more than seven documents already open.

To create a document when you start Works

In the Startup <u>dialog box</u>, choose the tool you want to use to create the document, or choose the WorksWizards button to let Works create a document for you.

If the Startup dialog box is not displayed, you can display it by double-clicking anywhere in the Works workspace, the area that shows behind <u>document windows</u> if they aren't maximized.

Works displays a blank document, spreadsheet, or form, depending on the tool you choose, or Works displays the opening instructions for a WorksWizard.

To create a document when you are already using Works

1 From the File menu, choose Create New File.

2 Choose the tool you want to use to create the document, or choose the WorksWizards button to let Works create a document for you.

See also

<u>Choosing a command</u>

<u>Opening a document</u>

<u>How to use a WorksWizard</u>

Highlighting to make changes

Before you can change or format anything in Works, you must first indicate what you want to change or format. You do this by <u>highlighting</u> the text, <u>cell</u>, row, column, or object. When you highlight, the background behind the <u>selection</u> changes color. Each <u>tool</u> has some unique highlighting techniques. For more information, see the related topics below.

To highlight a selection

1 Point to the first character or item you want to highlight.

2 <u>Drag</u> over the text or items you want to highlight.

To cancel a selection

Click anywhere outside the selection.

What if...

You want to highlight several pages in a document?

You can use the Go To command on the Select menu to extend a selection. You can also use the Find command on the Select menu. For more information, see the "Highlighting to make changes," topic for each Works tool in the *Microsoft Works for Windows User's Guide.*

See also

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Highlighting in report definition view</u>

<u>Highlighting in the Spreadsheet</u>

<u>Highlighting in the Word Processor</u>

<u>Keyboard shortcuts</u>

Moving around in a document

What you see in a window may be only part of your document. There can be more information above or below the window, or to the left or right of the window. To see the rest of your document, you can scroll. Scrolling is easy with a mouse.

Drag a scroll box to scroll through information. The box's position indicates your approximate position in the document.

Click the scroll bar to move information vertically or horizontally by one screen.

Click a scroll arrow to move horizontally or vertically.
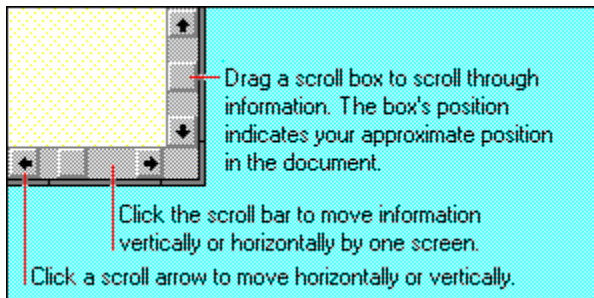
Some tools have special techniques for scrolling. You can also use keys for scrolling. For more information on these techniques, see the following related topics.

See also

Moving around in the Word Processor

Moving around the Spreadsheet

Moving around the Database

Moving around in the report definition

Keyboard shortcuts

Opening a document

Once you have created and saved a document, you can open it anytime to read it, change it, or print it. Works always saves the names of the last four documents you worked on and lists them at the bottom of the File menu. If you want to open one of these documents, choose them from the File menu. Other documents are displayed in the Open dialog box.

To open a document when you first start Works

1   In the Startup dialog box, choose the Open Existing File button.

   If the Startup dialog box is not displayed, you can display it by double-clicking anywhere in the Works workspace, the area that shows behind document windows that aren't maximized.

2   In the File Name box, choose the document you want to open.

3   Choose the OK button.

What if...

You cannot find the document you want in the File Name box?
   You need to change directories or drives. In the Directories box, double-click the directory you want to change to. In the Drives box, choose the drive you want to change to.

To open a document from the File menu

From the File menu, choose the name of the document you want to open.

To open a document from the Open dialog box

1   From the File menu, choose Open Existing File.

2   In the File Name box, choose the document you want to open.

3   Choose the OK button.

See also

Creating a document

Changing directories and disk drives

Saving a document

When you create or edit a document, the changes you make to it are recorded only in your computer's memory until you save the document. If you quit Works without saving your document, your changes will not be recorded. Saving stores the document and all changes you make to it on a disk.

To save a document for the first time

1 From the File menu, choose Save.

Works displays the Save As <u>dialog box</u> so that you can name the document.

2 In the File Name box, type a name for the document that is no more than eight characters long.

Example: Type **myfile**

3 Choose the OK button.

Works adds the appropriate filename <u>extension</u> for the <u>tool</u> you are using:

Tool	Filename extension
Word Processor	.WPS
Spreadsheet or Charting	.WKS
Database or Reporting	.WDB

Example: If MYFILE is a Word Processor document, Works adds .WPS so it becomes MYFILE.WPS.

What if...

You want to save the document in another <u>directory</u> or on a different <u>disk drive</u>?

Choose the directory you want in the Directories box before you choose the OK button, or type the full pathname of where you want to save the renamed document.

Example: Type **c:\\msworks\memos\joe.wps** to save the document, JOE.WPS, in the MEMOS subdirectory that is in the MSWORKS directory on drive C.

To save a document

From the File menu, choose Save.

Works saves all the changes made since the last time you saved, and your document is left open so you can continue to work.

What if...

You want to set Works to make a copy each time you save the document, change the format of the document for use with another application, change the directory in which it is saved, or make the document a <u>template</u>?

Choose the Save As command on the File menu and choose the appropriate option in the Save As dialog box.

See also

<u>Creating backup copies to protect your work</u>

<u>Creating a template</u>

<u>Renaming a document</u>

<u>Changing directories and disk drives</u>

Renaming a document

When you create a document, Works assigns it a name that indicates the <u>tool</u> you used to create it. For example, Word1 is a Word Processor document.

To rename a document

1 From the File menu, choose Save As.

2 In the File Name box, type a name for the document that is no more than eight characters long.

   Example: Type **myfile**

3 Choose the OK button.

   Works closes the original document and leaves the renamed document as the <u>active</u> window. To work in the original document again, you must open it.

   In renaming the document, Works adds the appropriate filename <u>extension</u> for the tool you are using:

Tool	Filename extension
Word Processor	.WPS
Spreadsheet or Charting	.WKS
Database or Reporting	.WDB

   Example: If MYFILE is a Word Processor document, Works adds .WPS so it becomes MYFILE.WPS.

What if...

   You want to save the document in another <u>directory</u> or on a different <u>disk drive</u>?

   Choose the directory in which you want to save the document in the Directories box before you choose the OK button. Or type the full pathname of where you want to save the renamed document.

   Example: Type **c:\msworks\memos\joe.wps** to save the document, JOE.WPS, in the MEMOS subdirectory that is in the MSWORKS directory on drive C.

See also

Creating backup copies to protect your work

Changing directories and disk drives

Creating backup copies to protect your work

To protect yourself from losing work and redoing it, you can set Works to automatically make a backup copy of your document each time you save it. If you make changes to a document, Works saves the new version and also saves a copy of the document as it was before you made the changes. Works places the backup copy in the same <u>directory</u> as the document you are working on.

The backup copy has the same filename, except its filename <u>extension</u> begins with "B" instead of "W."

Tool	Backup filename extension
Word Processor	.BPS
Spreadsheet	.BKS
Database	.BDB

To automatically make backup copies

1   From the File menu, choose Save As.

2   Choose the Make Backup Copy check box.

3   Choose the OK button.

   Works now creates a backup copy each time you save this document.

What if...

   You want to save disk space by not making backup copies?
   Choose the Save As command again, and clear the Make Backup Copy check box.

To open a backup copy

1   From the File menu, choose Open Existing File.

2   In the List Files Of Type box, choose All Files.

3   In the File Name box, choose the document you want to open.

   Backup documents have a filename extension that begins with "B," such as .BPS, .BKS, and .BDB.

4   Choose the OK button.

What if...

   You want to use the backup document as your regular document?
   Open the backup copy, and rename it using the Save As command on the File menu. You can then work with the renamed document.

See also

<u>Renaming a document</u>

<u>Saving a document</u>

Creating a template

You may want all the documents you create with the Works <u>tool</u> to have the same margin settings, use the same <u>font</u> and font size, and begin with your company logo. Rather than change these things each time you create a standard document (a letter, for example) you can create one model letter document that Works will open each time you create a Word Processor document. Such a model document is called a template. You can create one template for each Works tool and change that template at any time.

To create and use a template

1   From the File menu, choose Create New File.
2   Choose the type of document you want to create.
3   Set up the template document exactly as you want it by typing text and choosing commands.
4   From the File menu, choose Save As.
5   From the Save File As Type box, choose the appropriate template document.
    Example: WP TEMPLATE.
6   Choose the OK button.

    If a template for the tool already exists, Works asks if you want to replace it.

    Now when you create a new document in this tool, Works opens the template you saved. You can rename the new document the first time you save it. Your template is not changed.

To change a template

1   From the File menu, choose Open Existing File.
2   In the List Files Of Type box, choose All Files.
3   In the File Name box, choose the template you want.
    Example: TEMPLATE.PS.
4   Choose the OK button.
5   Make the changes you want to the template document.
6   From the File menu, choose Close.
7   When asked if you want to save your changes to the template document, choose the Yes button.

To stop using a template

1   From the Options menu, choose Works Settings.
2   Under Use Templates For, clear the check box for the tool you no longer want to use a template for.
3   Choose the OK button.

See also

Creating a document

Opening a document

Splitting a document window into two or more panes

You can split a document window into panes to see different parts of a document at the same time. In the Spreadsheet and Database list view, you can split a document window horizontally and vertically. In the Word Processor, you can split a document window horizontally.
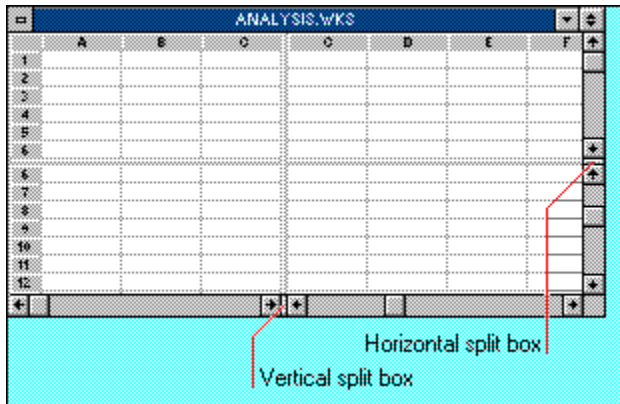
To split a document window

Drag the vertical or horizontal split box in the scroll bar.

To remove the split

Double-click the split box.

See also

Keyboard shortcuts

Making all open document windows visible

Switching between document windows

The parts of the Works window

Making all open document windows visible

You can see all your open Works <u>document windows</u> in two ways: cascading them so each <u>title bar</u> is visible, or tiling them so each document window is visible.
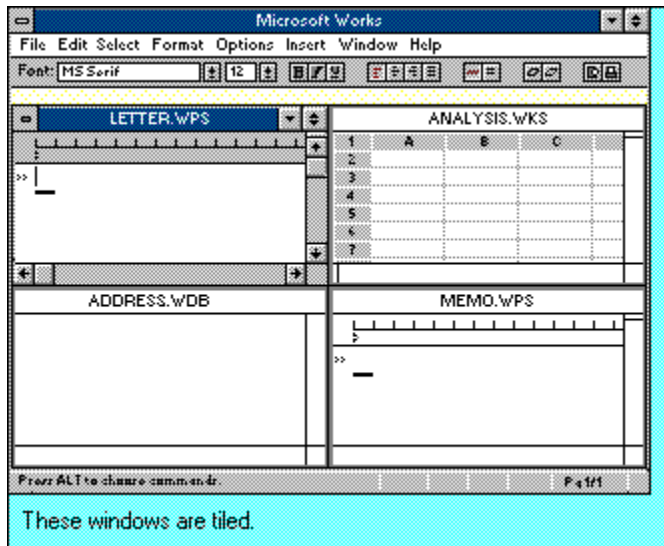
To cascade all open document windows

From the Window menu, choose Cascade.

To tile all open document windows

From the Window menu, choose Tile.

See also

<u>Splitting a document window into two or more panes</u>

<u>Switching between document windows</u>

<u>The parts of the Works window</u>

Switching between document windows

With Works for Windows, you can have up to eight <u>document windows</u> open at once, making it easy to share information between documents. Each open document is in its own window, and Works lists all of them on the Window menu, including the filename <u>extension</u> for its <u>tool</u>.

To switch to another open document, window, or application

Click anywhere in the window you want to work in.

To switch to a document window that is displayed as an icon

Double-click the <u>document icon</u> at the bottom of the <u>workspace</u>.
The document window is displayed as the <u>active</u> window.

To switch to an application window you cannot see

1   Press CTRL+ESC to display the Task List.

2   Choose the name of the application you would like to <u>switch</u> to.

3   Choose the Switch To button.

The window you choose is displayed as the active window.

What if...

You can't see the document window you want to switch to?
Choose it from the Window menu.

See also

<u>Keyboard shortcuts</u>

<u>Making all open document windows visible</u>

<u>Splitting a window into two or more panes</u>

<u>The parts of the Works window</u>

How to use the Works tutorial

The *Microsoft Works for Windows* tutorial provides lessons and hands-on practice for each of the Works <u>tools</u>. You can learn without worrying about making mistakes.

To start the tutorial

Press SHIFT+F1.

Works displays the Tutorial menu. Choose the lesson you want.

The sections you can choose from include:

Starting with Computers

Starting with Works

Word Processor and Draw

Spreadsheet and Charting

Database

Using Tools Together

To close the tutorial

1   Choose the Choices button at the bottom of the tutorial screen.

Works displays a dialog box.

2   Choose the Exit Tutorial button.

See also

<u>How to use Help</u>

How to use a WorksWizard

With WorksWizards, you get step-by-step assistance in creating specialized Works documents. There are WorksWizards for creating an address book, personalized form letters, and mailing labels.

To start a WorksWizard when you start Works

1   In the Startup dialog box, choose the WorksWizards button.
2   In the list box, choose the WorksWizard you want.
3   Choose the OK button.

To start a WorksWizard when you are already using Works

1   From the File menu, choose Create New File.
2   Choose the WorksWizards button.
3   In the list box, choose the WorksWizard you want.
4   Choose the OK button.

See also

Creating a document

Quitting Works

When you are finished working with Works, you can quit and restart it later with all your documents waiting for you, or quit and close all the documents you were working with. You can also minimize the Works window temporarily while you work somewhere else in Windows.

To temporarily minimize the Works window

Click the Minimize button in the upper-right corner of the Works window.

Minimize button

Works is displayed as an icon at the bottom of your Windows desktop.

To reopen a minimized Works window

Double-click the Works icon at the bottom of the Windows desktop.

To quit Works and close all your documents

From the File menu, choose Exit Works.

If any of your documents have not been saved, a message is displayed asking if you want to save the changes.

To quit Works and save your workspace

1 From the File menu, choose Save Workspace.

If any of your documents have never been saved, Works displays a message. If you don't want the unsaved documents to be saved as part of the workspace, choose the OK button.

If you want the unsaved documents to be saved as part of the workspace, choose the Cancel button and save those documents. Then choose Save Workspace again.

2 From the File menu, choose Exit Works.

The next time you start Works, each document window that was open when you saved the workspace will automatically be displayed. Any documents that you made into icons will still be icons.

What if...

You no longer want to automatically display the documents?

From the Options menu, choose Works Settings and clear the Use Saved Workspace check box.

See also

Closing a document

Saving a document

Opening a document

How to use Help

Help provides easy-to-understand information about Works for Windows. You can use Help to learn how to create Works documents and get quick answers while you're working on specific tasks. The topics listed below apply to Microsoft Windows version 3.0 Help. For information on using Help in other versions of Windows, see your Windows online Help.

There are three ways to get Help while using Works. Choose one based on your needs.

Method	Description
Help menu	Useful when you want to see the range of topics available to you.
Help button	Used to get specific information when completing a task in a <u>dialog box</u> or message box.
F1	Press F1 to open Help. In many cases, Help automatically displays a topic that is appropriate to the <u>tool</u>, <u>command</u>, or dialog box you are using.

To quit Help, choose Exit from the Help File menu. To return to this topic, click the Back button at the top of the Help window until you return here.

See also

<u>How is Help organized?</u>

<u>Browsing Help topics</u>

<u>Backtracking through Help topics</u>

<u>Searching for specific Help information</u>

<u>Getting definitions from underlined words</u>

<u>Getting related information from a topic</u>

How is Help organized?

The Works for Windows Help Index is divided into two sections: Step-by-Step Help and Reference Information. The Step-by-Step topics are organized by tool and are grouped in sub-categories to help you accomplish Works tasks. If you are new to a Works tool, you may want to see the topics listed under that tool's basic topics.

The Reference Information topics describe Works commands, hints and tips for using Works, and keyboard shortcuts. The command topics are divided by tool, and are organized by menus.

To choose from a list of Help topics

1   From the Help menu, choose Index.
2   Choose the category of topics you want to see.
3   Choose the category or topic name you want to see.

See also

Searching for specific Help information

Browsing Help topics

Once you are reading a Help topic, you can browse through related Help topics. For example, you might view all the <u>keyboard shortcuts</u> topics, one after another. When you reach the first or last topic in a category, the Browse button is not available.

To view the next topic in a category

At the top of the Help window, choose the Browse button with the arrows pointing right.

To view the previous topic in a category

At the top of the Help window, choose the Browse button with the arrows pointing left.

See also

<u>Backtracking through Help topics</u>

<u>Searching for specific Help information</u>

Backtracking through Help topics

Help lets you backtrack through the topics you have viewed in the order you viewed them. If there is no previous topic to view, the Back button is not available. The record of which topics you have viewed in the current Help session is lost each time you minimize or close the Help window.

To backtrack through Help topics

Choose the Back button at the top of the Help window.

See also

Browsing Help topics

Searching for specific Help information

Instead of looking through a list of topics, you can use Help to search for topics that are associated with certain keywords. For example, if you want Help on printing your document, you can type **print**   Help displays the topics associated with the keyword "print." You then choose the topic you want to view.

To search for a topic

1   At the top of the Help window, choose the Search button.
2   In the Search For box, type the word or phrase you want to find.
3   Choose the Search button.
4   In the Topics Found box, choose the topic you want to view.
5   Choose the Go To button.

What if...

You aren't sure exactly what you want to look for or how to spell it?
     You can type a portion of a word or phrase, and the Topics Found box will scroll automatically to match the letters. For example, if you type **pr** in the Search For box, Help displays all the topics that begin with the letters "pr."

See also

How is Help organized?
Browsing Help topics

Getting definitions from underlined words

Within Help topics, you will often see words and phrases that are highlighted in green with a dotted underline. These highlighted words provide you with a quick definition of the underlined term. For example, here is a definition for <u>font</u>.

To get a definition

1 Point to the word or phrase that has a dotted underline.
2 Hold down the mouse button to read the definitions.

See also

<u>How is Help organized?</u>

<u>Searching for specific Help information</u>

Getting related information from a topic

Under the heading "See also" at the end of each Help topic is a list of related topics. You can use these underlined titles to move quickly to Help topics with information related to the current topic.

To jump to a related topic

1   Scroll to the end of the topic.
2   Click an underlined topic name listed under "See also."

To return to the previous topic

   At the top of the Help window, choose the Back button.

See also

How is Help organized?

Searching for specific Help information

Browsing Help topics

Headers & Footers command (Edit menu)

Adds <u>headers</u> and <u>footers</u> that print on your chart. You can insert and position page numbers, the date, and time into headers and footers by typing special codes along with the header and footer text.

To create a header or footer in a chart

After you choose the Headers & Footers command, you can type header or footer text.

Dialog box options

Header	Type the header you want.
Footer	Type the footer you want.

See also

<u>Headers and footers</u>

Copy command (Edit menu)

Places a copy of the <u>active</u> chart onto the Windows <u>Clipboard</u> so that you can then add the copied chart to a Word Processor document or another Windows application.

To place a copy of a chart onto the Clipboard

Switch to the chart you want to copy (by choosing it from the Charts or Window menu or clicking it), and then choose the Copy command.

See also

<u>Adding a chart to a Word Processor document</u>

<u>Viewing a chart</u>

Series command (Edit menu)

Adds, changes, or deletes a category (X) series or value (Y) series in a chart. Works will add a series to the chart for each series that you give a range reference for in the dialog box. You can also choose the Paste button to insert the reference of a range copied from the spreadsheet.

To add or change a series

1   After you choose the Series command, choose the category (X) series or value (Y) series for which you want Works to plot the data.

2   Type the cell references or range name for the cells you want to include.

3   Choose the OK button.

To insert the reference of a range copied from a spreadsheet

1   Highlight the range you want in the spreadsheet, and then choose Copy from the Edit menu.

2   Choose the Series command, choose the Series box you want, and then choose the Paste button.

Dialog box options

Value (Y) Series (1st - 6th)	Define the range reference of the spreadsheet cells you want for a particular value series.
Category (X) Series	Define the range reference of the spreadsheet cells you want for the category series.
Paste	Inserts the reference of a range copied in the spreadsheet.

To delete a series

   After you choose the Series command, in the dialog box, choose the range reference or range name for the series you want to delete, and then press DEL.

See also

Series
Category labels
Data labels
Range names

 Titles command (Edit menu)

Creates a title for your chart and each <u>axis</u>, when you type either the titles or the <u>cell references</u> of the <u>cells</u> that contain the title.

You can use any text you want as a title or subtitle, but if the text resembles a cell reference, type a double quotation mark (") before the text. For example, to use "Q4" as a title, you'll need to type a double quotation mark first, because Q4 is also the name of a cell in the <u>spreadsheet</u>.

To add a chart title

    After you choose the Titles command, in the <u>dialog box</u>, type titles or cell references in any or all of the title boxes.

To delete a chart title

    After you choose the Titles command, in the dialog box, choose the title that you want to delete, and then press DEL.

See also

<u>Titles</u>

Legend command (Edit menu)

Creates a legend for each value series in a chart. You can enter either text or cell references of the spreadsheet cells that contain the text.

When you create a new chart, Works will create legends automatically from any text included in a selection that is above or to the left of the highlighted numbers for the value series. You can then use this command to edit existing legends.

To add legend text or change an existing legend

1 After you choose the Legend command, choose the value series for which you want to add a legend.

2 Type the text you want for the legend.
   - Or -
   Type a reference to the cell that contains the legend text.

Dialog box options

Value (Y) Series (1st - 6th) Type the text or cell references of the text that you want to use as legends for each value series.

To delete legend text for a value series

After you choose the Legends command, in the dialog box, choose the legend text or references that you want to delete, and then press DEL.

See also

Legends
Show Legend (Format menu)

Data Labels command (Edit menu)

Labels each <u>data point</u> of a selected <u>value series</u> in a chart with the numerical values of the data points, or with labels you provide.

To add or change data labels

After you choose the Data Labels command, choose the options you want from the following list.

Dialog box options

Use Series Data	Choose to label each data point of each value series with its actual numeric value.
Value (Y) Series (1st - 6th)	If you didn't choose Use Series Data, type the <u>range reference</u> or <u>range</u> name of the spreadsheet <u>cells</u> you want to use as <u>data labels</u> for a particular value series.
Paste	Inserts the range reference copied in the <u>spreadsheet</u>.

Pie charts only

1st Label	Choose to label each slice in a pie chart.
2nd Label	Choose to add a second label to each slice in a pie chart.
Values	Labels each pie slice with the contents of cells in the value (Y) series.
Percentages	Labels each pie slice with the percentage of the cell's value to the whole.
Cell Contents	Labels each pie slice with the contents of cells in the Cell Range box, or with the series data if a cell range is not entered.
1, 2, 3, ...	Labels each pie slice with a number corresponding to its position in the value series.
None	Leaves the label blank.
Cell Range	Enter a spreadsheet range to use as 1st or 2nd labels.

To delete data labels

After you choose the Data Labels command, in the <u>dialog box</u>, choose the references for the data labels that you want to delete, and then press DEL.

- Or -

After you choose the Data Labels command, if Use Series Data is chosen, clear it.

To delete data labels from a pie chart

After you choose the Data Labels command, choose the None option for the labels you want to delete.

See also

<u>Data labels</u>

<u>Range names</u>

Go To command (Edit menu)

Switches to the spreadsheet and <u>highlights</u> the <u>cells</u> for the <u>category series</u>, <u>value series</u>, or <u>data labels</u> that you specify.

To go to a series or set of labels

After you choose the Go To command, choose the options you want from the following list.

Dialog box options

Value (Y) Series (1st - 6th)	Choose the series or labels you want to go to.
Category Series	Choose to go to the category series or labels.
Data	Choose to go to a series.
Labels	Choose to go to a set of labels for a series.

See also

<u>Finding a series or set of labels</u>

Paste Series command (Edit menu)

Pastes a copied spreadsheet range into your chart as a category (X) series or value (Y) series.

To paste a range into your chart as a series

After you copy the spreadsheet range you want and switch to your chart, choose the Paste Series command, and then choose the options you want from the following list.

Dialog box options

Use Selection For Series	Choose which series gets the copied information.
Data	Choose to create a series from a copied range.
Labels	Choose to create labels from the range information.

Horizontal (X) Axis command (Format menu)

Sets <u>gridlines</u> and label frequency for the <u>horizontal axis</u> of a chart. Change the label frequency to prevent <u>category labels</u> from overlapping.

To set options for a chart's horizontal axis

After you choose the Horizontal (X) Axis command, choose the options you want from the following list.

Dialog box options

Minimum	Type the lowest value you want on the axis. Available only for <u>XY (scatter) charts</u>.
Maximum	Type the highest value you want on the axis. Available only for XY (scatter) charts.
Interval	Type the increment you want between values. Available only for XY (scatter) charts.
Show Gridlines	Choose to display vertical lines between each category.
Use Logarithmic Scale	Choose to plot data along a <u>logarithmic scale</u>. Available only for XY (scatter) charts.
Label Frequency	Type the number of categories you want skipped between each label on the horizontal axis.

See also

<u>Gridlines</u>
<u>Category labels</u>

Vertical (Y) Axis command (Format menu)

Sets the type of scale and unit of measure for a chart's left vertical axis.

To set options for a chart's left vertical axis

After you choose the Vertical (Y) Axis command, choose the options you want from the following list.

Dialog box options

Minimum	Type the lowest value you want on the axis. Or you can let Works determine the minimum for you by choosing Auto.
Maximum	Type the highest value you want on the axis. Or you can let Works determine the maximum for you by choosing Auto.
Interval	Type the increment you want between values. Or you can let Works determine the interval for you by choosing Auto.
Show Gridlines	Choose to display horizontal lines at each interval.
Use Logarithmic Scale	Choose to plot data along a logarithmic scale.
Type	Choose the type of vertical axis scale: Normal, Stacked, 100%, or Hi-Lo.

See also

Gridlines

Scale values

Right Vertical Axis command (Format menu)

Sets the type of <u>scale</u> and unit of measure for a chart's right <u>vertical axis</u>. Before using this command, you must assign at least one <u>value series</u> to the right vertical axis using the Two Vertical (Y) Axes command on the Format menu.

To set options for a chart's right vertical axis

After you choose the Right Vertical Axis command, choose the options you want from the following list.

Dialog box options

Minimum	Type the lowest value you want on the axis. Or you can let Works determine the minimum for you by choosing Auto.
Maximum	Type the highest value you want on the axis. Or you can let Works determine the maximum for you by choosing Auto.
Interval	Type the increment you want between values. Or you can let Works determine the interval for you by choosing Auto.
Show Gridlines	Choose to display horizontal lines at each interval.
Use Logarithmic Scale	Choose to plot data along a <u>logarithmic scale</u>.
Type	Choose the type of vertical axis scale: Normal, <u>Stacked</u>, <u>100%</u>, or <u>Hi-Lo</u>.

See also

<u>Right vertical (Y) axis</u>

<u>Gridlines</u>

<u>Scale values</u>

<u>Two Vertical (Y) Axes (Format menu)</u>

Two Vertical (Y) Axes command (Format menu)

Creates a right <u>vertical axis</u> for any <u>value series</u> in your chart. Use this command to present data using two different scales in a single chart.

To add a right vertical axis

After you choose the Two Vertical (Y) Axes command, choose the Right option for at least one of the value series.

To remove a right vertical axis

After you choose the Two Vertical (Y) Axes command, choose the Left option for each value series.

Dialog box options

Value Series (1st - 6th)	Choose the Right option button for each value series that you want measured by the right vertical axis, and choose the Left option button for each value series that you want measured by the left vertical axis.

See also

<u>Right vertical (Y) axis</u>

<u>Scale values</u>

Mixed Line & Bar command (Format menu)

Creates a chart that displays each <u>value series</u> as either a line or a set of bars.

To combine lines and bars

After you choose the Mixed Line & Bar command, choose the options you want from the following list.

Dialog box options

Value (Y) Series (1st - 6th) Choose a line or bar format for each value series.

Line	Choose to format a value series as lines.
Bar	Choose to format a value series as bars.

To return to a lines-only or bars-only chart

To change to a <u>bar chart</u>, choose the Mixed Line & Bar command, and then choose the Bar option button for each value series.

- Or -

To change to a <u>line chart</u>, choose the Line option button for each value series.

See also

<u>Charting overview</u>

Patterns & Colors command (Format menu)

Changes the colors, patterns, and markers for the <u>value series</u> or pie slices in a chart. When you create a chart, Works sets these formats to Auto, which will automatically choose the color, pattern, or marker for you. Use this command to specify your own formats.

To change colors, patterns, and markers

After you choose the Patterns & Colors command, choose the options you want from the following list.

Dialog box options

Series (1st - 6th)	Choose the value series you want to change.
Colors	Choose the color you want for the bars, lines, or markers. Or you can let Works determine the color for you by choosing Auto.
Patterns	Choose the pattern you want for the bars or lines. Or you can let Works determine the pattern for you by choosing Auto.
Markers	Choose the markers you want for a <u>line chart</u>.
Format	Choose this button to apply changes to the value series you chose.
Format All	Choose this button to apply changes to all the value series in the chart.

Pie chart only

Slices	Choose the pie slice you want to change.
Colors	Choose the color you want for the pie slice.Or you can let Works determine the color for you by choosing Auto.
Patterns	Choose the pattern you want for the pie slice. Or you can let Works determine the pattern for you by choosing Auto.
Explode Slice	Choose to separate the slice from the <u>pie chart</u>.
Format	Choose this button to apply changes to the pie slice you chose.
Format All	Choose this button to apply changes to all the pie slices in the chart.

See also

<u>Colors, patterns, and markers</u>

Title Font command (Format menu)

Defines a <u>font</u> and font size for a chart title, and applies <u>font styles</u> to the title.

To change font, font size, and font style for a title

After you choose the Title Font command, choose the options you want from the following list.

Dialog box options

Font	Choose the font you want for the title.
Size	Choose the font size you want for the title.
Style	Choose any combination of bold, italic, and underline you want for the title.

See also

<u>Fonts, font sizes, and font styles</u>

<u>Other Font (Format menu)</u>

Other Font command (Format menu)

Defines a <u>font</u> and font size and applies <u>font styles</u> for all the text and numbers in your chart except the title. It also changes the font and font styles for your chart subtitle, <u>axis</u> titles, <u>scale</u> numbers, <u>legends,</u> and <u>data labels</u>.

To change font, font size, and font style of text in a chart

After you choose the Other Font command, choose the options you want from the following list.

Dialog box options

Font	Choose the font you want for all text and numbers in a chart except the title.
Size	Choose the font size you want for all text and numbers in a chart except the title.
Style	Choose any combination of bold, italic, and underline you want for all text and numbers in a chart except the title.

See also

<u>Fonts, font sizes, and font styles</u>

<u>Title Font (Format menu)</u>

 Show Border command (Format menu)
Adds a border around your chart, or removes an existing border.

To add or remove a border

    From the Format menu, choose Show Border.
    When Show Border is chosen, a mark is displayed beside the command name on the Format menu. To turn off Show Border, choose the command again.

See also

Borders

 Show Legend command (Format menu)

Shows or hides chart <u>legends</u>. For each new chart you create, legends are automatically displayed if you <u>highlight</u> them along with the numbers you want charted.

To show or hide legends

 From the Format menu, choose Show Legend.

When Show Legend is chosen, a mark is displayed beside the command name on the Format menu. To turn off Show Legend, choose the command again.

See also

<u>Legends</u>

 Bar command (Gallery menu)

Displays a dialog box with five types of bar charts to choose from.

To change to a bar chart

   After you choose the Bar command, choose the options you want from the following list.

You can also click the Toolbar's Bar Chart button to change to a bar chart.

Dialog box options
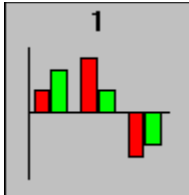
#1, Standard Bar Chart: Choose to represent each number with a vertical bar. Works groups the bars in each category along the horizontal axis. Each value series is a different color.
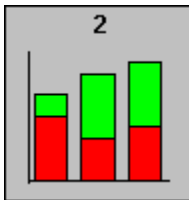
#2, Stacked Bar Chart: Choose to stack bars on top of each other, showing the combined total of all value series in each category.
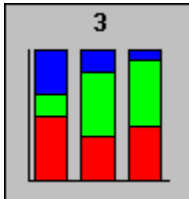
#3, 100% Bar Chart: Choose to stack bars, showing the percentage contribution of all value series to the total in each category, which is 100%.
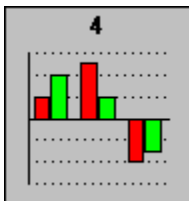
#4, Standard Bar Chart With Horizontal Gridlines: Choose to create a standard bar chart and add horizontal gridlines.
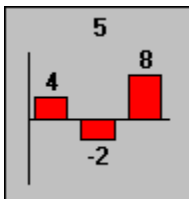
#5, Standard Bar Chart With Data Labels: Choose to create a standard bar chart with data

labels.

Next	Choose to display the dialog box for the next command on the Gallery menu, if you want to see or change to that chart type.
Previous	Choose to display the dialog box for the previous command on the Gallery menu, if you want to see or change to that chart type.

See also

Changing chart type

Toolbar shortcuts in Charting

Line command (Gallery menu)

Displays a dialog box with six types of line charts to choose from.

To change to a line chart

After you choose the Line command, choose the options you want from the following list.

You can also click the Toolbar's Line Chart button to change to a line chart.

Dialog box options
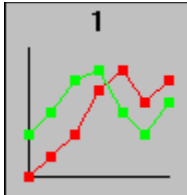
#1, Standard Line Chart: Choose to represent the numbers in each value series with markers that are connected by a line.
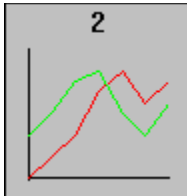
#2, Line Chart Without Markers: Choose to represent the numbers in each value series with points that are connected by a line.
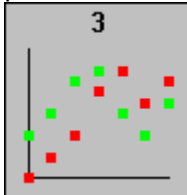
#3, Line Chart With Markers: Choose to represent the numbers in each value series with markers only.
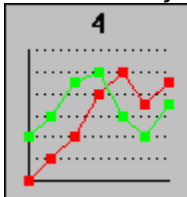
#4, Standard Line Chart With Horizontal Gridlines: Choose to create a standard line chart with horizontal gridlines.
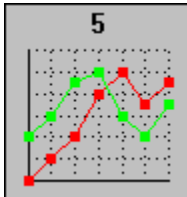
#5, Standard Line Chart With Horizontal And Vertical Gridlines: Choose to create a standard line chart with horizontal and vertical gridlines.
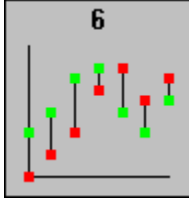
#6, Hi-Lo-Close Chart: Choose to represent the numbers in each value series with markers. Vertical lines connect the highest and lowest markers in each category. A hi-lo-close chart requires two or more value series. This chart type emphasizes the range between the highest and lowest number in each category.

Next   Choose to display the dialog box for the next command on the Gallery menu, if you want to see or change to that chart type.

Previous   Choose to display the dialog box for the previous command on the Gallery menu, if you want to see or change to that chart type.

See also

Changing chart type

Toolbar shortcuts in Charting

Pie command (Gallery menu)

Displays a dialog box with six types of pie charts to choose from.

To change to a pie chart

After you choose the Pie command, choose the options you want from the following list.

You can also click the Toolbar's Pie Chart button to change to a pie chart.

Dialog box options
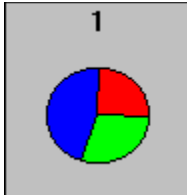
#1, Standard Pie Chart: Choose to represent the numbers in the first value series as separate slices in a pie.
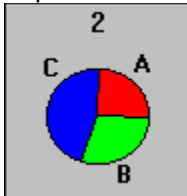
#2, Pie Chart With Category Only: Choose to create a standard pie chart with each slice labeled with category labels.
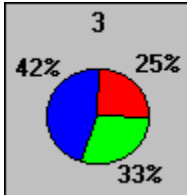
#3, Pie Chart With Data Labels As Percentage Only: Choose to create a standard pie chart with each slice labeled as a percentage of the total.
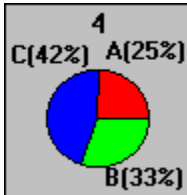
#4, Pie Chart With Data And Category Labels: Choose to create a standard pie chart with each slice labeled with both category labels and percentages.
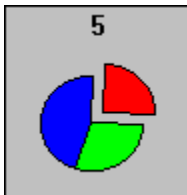
#5, Pie Chart With First Wedge Exploded: Choose to create a standard pie chart with the first wedge separated from the pie.

#6, Pie Chart With All Wedges Exploded: Choose to create a standard pie chart with all wedges separated from each other.

Next	Choose to display the dialog box for the next command on the Gallery menu, if you want to see or change to that chart type.
Previous	Choose to display the dialog box for the previous command on the Gallery menu, if you want to see or change to that chart type.

See also

Changing chart type

Toolbar shortcuts in Charting

Stacked Line command (Gallery menu)

Displays a <u>dialog box</u> with four types of <u>stacked line charts</u> to choose from.

**To change to a stacked line chart**

After you choose the Stacked Line command, choose the options you want from the following list.

You can also click the <u>Toolbar's</u> Stacked Line Chart button to change to a stacked line chart.

Dialog box options
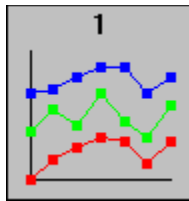
#1, Standard Stacked Line Chart: Choose to represent the numbers in each <u>value series</u> with markers that are connected by a line. Individual lines are stacked on top of each other to represent a total. This type of chart shows the combined total of the value series in each category.
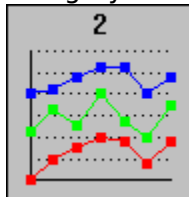
#2, Standard Stacked Line Chart With Horizontal Gridlines: Choose to create a standard stacked line chart with horizontal <u>gridlines</u>.
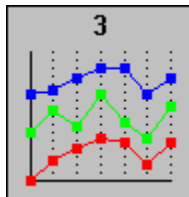
#3, Standard Stacked Line Chart With Vertical Gridlines: Choose to create a standard stacked line chart with vertical gridlines.
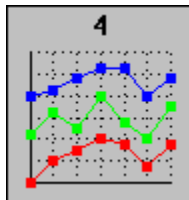
#4, Standard Stacked Line Chart With Horizontal And Vertical Gridlines: Choose to create a standard stacked line chart with both vertical and horizontal gridlines.

| Next | Choose to display the dialog box for the next command on the Gallery menu, if you want to see or change to that chart type. |
| Previous | Choose to display the dialog box for the previous command on the Gallery menu, if you want to see or change to that chart type. |

See also

<u>Changing chart type</u>

Toolbar shortcuts in Charting

XY (Scatter) command (Gallery menu)

Displays a <u>dialog box</u> with six types of <u>XY charts</u> to choose from.

To change to an XY chart

After you choose the XY (Scatter) command, choose the options you want from the following list.

You can also click the <u>Toolbar's</u> XY Chart button to change to an XY chart.

Dialog box options
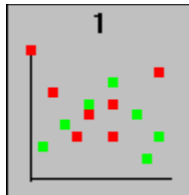
#1, Standard XY Chart: Choose to represent the numbers in each <u>value series</u> with markers plotted in relation to values on the horizontal (X) axis.
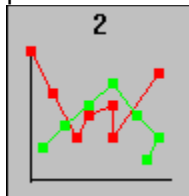
#2, Standard XY Chart With Markers Connected: Choose to create a standard XY chart with markers from the same series connected by lines.
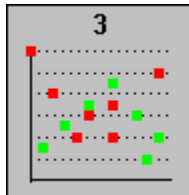
#3, Standard XY Chart With Horizontal Gridlines: Choose to create a standard XY chart with markers only, and horizontal <u>gridlines</u>.
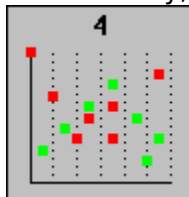
#4, Standard XY Chart With Vertical Gridlines: Choose to create a standard XY chart with markers only, and vertical gridlines.
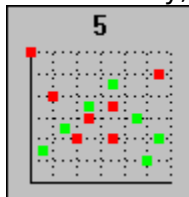
#5, Standard XY Chart With Horizontal and Vertical Gridlines: Choose to create a standard XY chart with markers only, and horizontal and vertical gridlines.
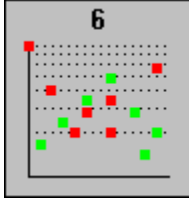
#6, Standard XY Chart With Logarithmic Horizontal Gridlines: Choose to create a standard XY chart with markers only, a logarithmic vertical scale, and horizontal gridlines.

Next	Choose to display the dialog box for the next command on the Gallery menu, if you want to see or change to that chart type.
Previous	Choose to display the dialog box for the previous command on the Gallery menu, if you want to see or change to that chart type.

See also

Changing chart type

Toolbar shortcuts in Charting

Combination command (Gallery menu)

Displays a dialog box with four types of combination charts to choose from.

To change to a combination chart

After you choose the Combination command, choose the options you want from the following list.

You can also click the Toolbar's Combination Chart button to change to a combination chart.

Dialog box options
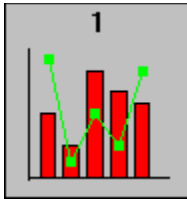
#1, Mixed Line And Bar Chart With First Series As The Bar Series: Choose to represent the numbers in the first value series with bars, and the numbers in subsequent value series with points connected by lines.
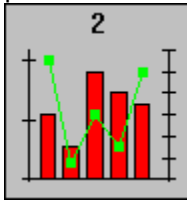
#2, Mixed Line And Bar Chart With Right Vertical Axis: Same as above, with a right vertical axis added for the second and subsequent value series.
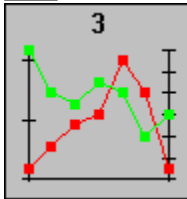
#3, Line Chart With Right Vertical Axis: Choose to represent each value series with data points connected by lines, with a right vertical axis added for the second and subsequent value series.
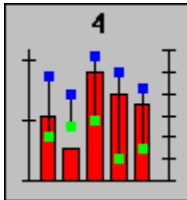
#4, Mixed Hi-Lo-Close And Bar Chart With Right Vertical Axis: Choose to represent the numbers in the first three value series as a hi-lo-close chart and the numbers in the fourth value series as bars, with a right vertical axis added for the fourth and subsequent value series. This type of chart is often used to represent stock market data.

Next   Choose to display the dialog box for the next command on the Gallery menu, if you want to see or change to that chart type.

Previous   Choose to display the dialog box for the previous command on the Gallery menu, if you want to see or change to that chart type.

See also

Changing chart type

Toolbar shortcuts in Charting

Display As Printed command (Options menu)

Shows what your chart will look like when you print it, using any colors available to your printer. When printed on a black-and-white printer, different black and white patterns replace each color.

To display a chart as it will print

From the Options menu, choose Display As Printed.

When Display As Printed is chosen, a mark is displayed beside the command name on the Options menu. To turn off Display As Printed, choose the command again.

See also

Displaying charts as printed

Colors, patterns, and markers

Borders

You can make a chart stand out or easier to read by adding a border. When you do, Works encloses the chart, titles, and <u>legends</u> within a single-line border.

To show or hide a border

From the Format menu, choose Show Border.

When Show Border is chosen, a mark is displayed beside the command name on the Format menu. To turn off Show Border, choose the command again.

What if...

You want to add the chart to a Word Processor document and want a shadowed or double-line border around the chart?

Rather than add the border while you are in Charting, use the Border command on the Format menu of the Word Processor to choose from a wider variety of border styles than is available in Charting.

See also

<u>Adding a chart to a Word Processor document</u>

![Category labels icon] **Category labels**

When you create a chart, any words included next to or above the <u>value (Y) series</u> values in the <u>selection</u> are automatically assigned as category labels.
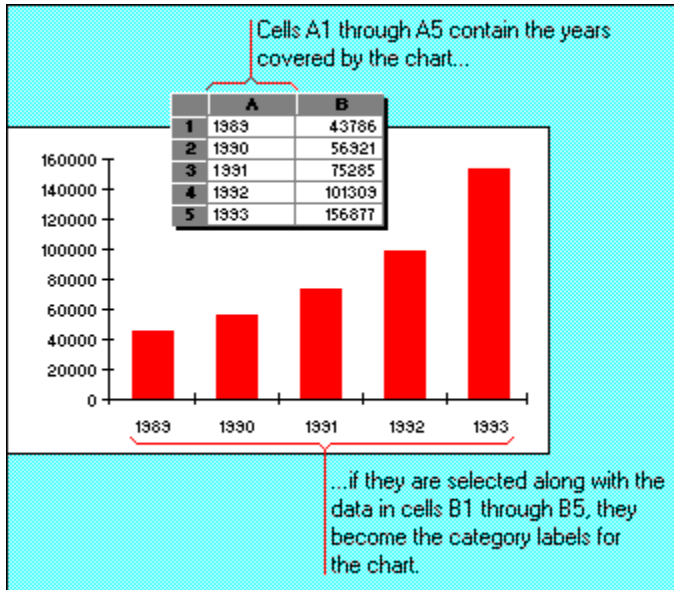
You can add or change category labels by:

![icon]   Making a new selection or by typing the <u>range reference</u> of the labels you want in a <u>dialog box</u>.

![icon]   Changing label frequency so fewer labels print and there is enough space between to make them more readable.

To add or edit category labels

1   In the <u>spreadsheet</u>, enter the text you want to use for category labels or, if the category label text already exists, change it as needed.

Example: Type the months of the year in cells A1 through A12.

2   <u>Switch</u> to the chart window.

3   From the Edit menu, choose Series.

4   In the Category (X) Series box, type the <u>cell</u> or range reference for the new category labels.

Example: Type **a1:a12** in the Category (X) Series box to specify the months of the year as category labels.

5   Choose the OK button.

To delete the category labels

1   From the Edit menu, choose Series.

2   In the Category (X) Series box, highlight the current cell or range reference, and then press DEL to delete it.

3   Choose the OK button.

To change the frequency of category labels

1   From the Format menu, choose Horizontal (X) Axis.

2   Choose the Label Frequency box, and type a new frequency value.

Example: Type **6** if you want every sixth category label to be displayed.

3 Choose the OK button.

See also

[Creating a chart](#)

[Data labels](#)

[Legends](#)

Changing chart type

Some data is more easily understood if it is presented in a pie chart; other data works better as a bar chart. Works always creates a bar chart when you choose the Create New Chart command. You can change the way information is displayed in a chart by choosing a different chart type.

To change chart type

1 On the Toolbar, click the button for the chart type you want.

Bar chart	
Line chart	
Pie chart	
Stacked line chart	
XY (scatter) chart	
Combination chart	

Works displays a dialog box with several options for the chart type you chose.

2 Choose the option you want.

3 Choose the OK button.

You can also combine lines and bars or other chart types in the same chart. For more information about combining chart types, see "Mixing lines and bars in a single chart" in "Guide to Spreadsheet Charting" in the *Microsoft Works for Windows User's Guide.*

See also

Charting overview

Creating a chart

Charting overview

Charts help you analyze and interpret the numbers in your <u>spreadsheet</u>. They can help reveal trends and patterns. Charts are visual representations of spreadsheet information. When you create a chart, you display numbers from your spreadsheet as lines, bars, markers, or pie slices in a chart.

You begin creating a chart by <u>highlighting</u> the spreadsheet information you want to use, and then choosing the Create New Chart command from the Charts menu. Works creates a chart from the data you have highlighted.

Each chart can have the following elements:

Horizontal (X) <u>axis</u>: The axis along which the <u>category (X) series</u>, which may be part of the <u>selection</u> in the spreadsheet, is plotted as <u>category labels</u>.

Vertical (Y) axis: The axis along which the <u>value (Y) series</u>, which is part of the selection in the spreadsheet is plotted and scaled as values.

Legend: Labels with accompanying markers, colors, or patterns that distinguish the different values in a category.

Data Labels: Labels that identify and emphasize particular <u>data points</u> in a chart.

Titles and subtitles: Labels that describe a chart and its axes.

Works always creates a <u>bar chart</u> when you choose the Create New Chart command. If your data would be better represented with another kind of chart, Works provides a gallery of six basic chart types to choose from.

The basic chart types are:

A bar chart represents each series of values in a charts vertical bars of the same color to show the relationship between two or more values.

A line chart represents each series of values in a chart as markers or points connected by a line to show trends.

A pie chart represents one series of values as slices in a pie to show percentages.

A stacked line chart represents each series of values in a chart as markers, connected by a line. Individual lines are stacked on top of each other to represent a total.

An XY (scatter) chart represents each series of values in a chart as markers or points plotted in relation to corresponding category values.
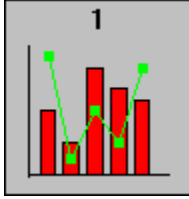
A combination chart can represent the different values in a chart as a combination of points, markers, bars, and lines.

Once you create a chart and choose the chart type, you can change many of the individual elements, too. To modify your chart, you can:

 Add labels to each of the categories on the horizontal (X) axis.

 Add a <u>legend</u> to explain the patterns or markers for each series of values.

 Give the chart a title and subtitle.

 Give titles to each of the axes on the chart.

You can also add a copy of the chart to a Word Processor document. To learn more about charting and get some hands-on practice, see the Microsoft Works for Windows Tutorial.

See also

Adding a chart to a Word Processor document

Category labels

Changing chart type

Creating a chart

Legends

Titles

Colors, patterns, and markers

When you create a chart, Works chooses the colors, patterns, or marker shapes for you. If you'd like to change the colors, patterns, or markers, you can:

Choose different colors and patterns.

Change the shape of data markers.

Explode a pie slice.

To change colors, patterns, and markers

1 From the Format menu, choose Patterns & Colors.
2 Under Series, choose the option button for the value (Y) series you want to change.
3 Under the Colors, Patterns, and Markers groups, choose appropriate options for your chart type.

   - Or -

   Accept the Auto option when you want to let Works choose the colors, patterns, or markers for you.
4 Choose the Format button to apply the changes to the value (Y) series you chose.

   - Or -

   Choose the Format All button to apply the changes to all the value (Y) series in the chart.
5 To change the colors, patterns, or markers, repeat steps 2 through 4 for as many value (Y) series as you want.
6 Choose the Close button.

To explode a pie slice

1 From the Format menu, choose Patterns & Colors.
2 Under Slices, choose the slice you want to explode.
3 Choose the Explode Slice check box to separate the chosen pie slice from the pie.
4 Under the Colors and Patterns groups, choose the options you want.

   - Or -

   Accept the Auto option when you want to let Works choose the colors or patterns for you.
5 Choose the Format button to apply the changes to the pie slice you chose.

   - Or -

   Choose the Format All button to apply the changes to all pie slices in the chart.
6 To explode another pie slice, repeat steps 2 through 5.
7 Choose the Close button.

See also

Displaying charts as printed

Creating a chart

Works creates a chart from any data you highlight in a Works spreadsheet.

The data in the Value (Y) series is plotted on the Vertical (Y) axis and a scale of values is drawn and labeled.

Works groups the Category (X) series into categories along the Horizontal (X) axis.
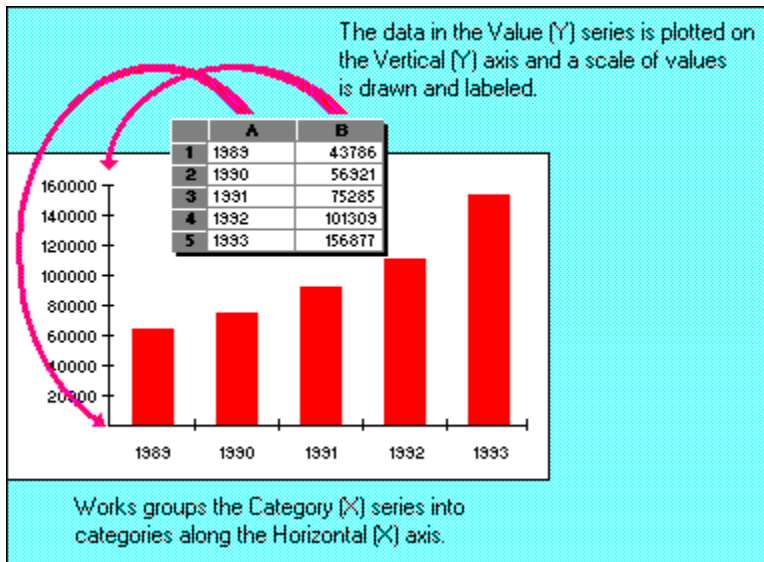
Works initially creates a bar chart and determines the height of each bar based on the spreadsheet values from which it is plotted.

If you highlight more columns than rows, Works creates the category (X) series from the text in the first row of the selection, and each value (Y) series from the values in each subsequent row. If the first row of the selection consists of numbers, no category (X) series is created.

However, if you highlight more rows than columns, Works creates the category (X) series from the text in the first column of the selection, and each value (Y) series from the values in each column to the right. If the first column of the selection consists of numbers, no category (X) series is created.

Note: If the first row or column in a selection is composed of dates, those dates become the category (X) series, regardless of the dimensions of the selection.

To create a chart

1   Highlight a range of cells that contain the values and text you want in your chart.

If the data you highlight includes titles that identify the category (X) series, Works uses that text to create category labels.

2   On the Toolbar, click the Chart button.

Works will:

Open a chart window.

Name the chart and add it to the Charts menu.

Replace the Spreadsheet menus with the Charting menus.

You can now choose any Charting command, change the chart type, or modify any element in the chart.

3   To switch back to the spreadsheet, click the spreadsheet window, or choose the spreadsheet's name from the Window menu.

For more information about charting, see "Guide to Spreadsheet Charting" in the *Microsoft Works for Windows User's Guide*.

See also

Data labels

When you want to emphasize a specific number in a chart, you can create a label, called a data label, right next to the bar, line, or pie slice that represents the number, rather than along the <u>vertical</u> or <u>horizontal</u> axes.

Some chart types include <u>data labels</u> of the <u>data point</u> value automatically when you choose that chart type. Check the gallery for the chart type to see if it displays data labels in the samples.

To add data labels to charts other than pie charts

1 From the Edit menu, choose Data Labels.
2 Under Value (Y) Series, choose the series box, and then type the <u>range reference</u> of the value or text you want as labels.

-Or-

Choose the Use Series Data check box to automatically use the numerical values as labels.
3 To add data labels for other series, repeat step 2.
4 Choose the OK button.

To insert the reference of a range copied from the spreadsheet

1 In the <u>spreadsheet</u>, copy the range, and then <u>switch</u> to your chart.
2 From the Edit menu, choose Data Labels.
3 Choose the Series box you want.
4 Choose the Paste button.

To remove data labels from charts other than pie charts

1 From the Edit menu, choose Data Labels.
2 Under Value (Y) Series, highlight the range reference of the label you want to delete, and then press DEL.
3 To delete data labels of other series, repeat step 2.
4 Choose the OK button.

To add data labels to a pie chart

1 From the Edit menu, choose Data Labels.
2 Under 1st Label, choose the option you want.

You can also add a second label to appear in parentheses after the first.

If you want a second label, under 2nd Label, choose the option you want.
3 Choose the OK button.

What if...

You choose the Cell Contents option button, but you want to use <u>cells</u> other than the data cells?

In the Cell Range box, type a cell or range reference for spreadsheet cells containing the text or values you want as data labels.

To remove data labels from a pie chart

1 From the Edit menu, choose Data Labels.
2 Under both 1st Label and 2nd Label, choose the None option button.
3 Choose the OK button.

See also

<u>Titles</u>

Deleting a chart

Deleting a chart can give you room to add more charts or reduce the overall size of your spreadsheet, making it faster to open and save. Each spreadsheet can have up to eight charts associated with it. If you need more than eight charts for a particular spreadsheet, you may want to have two copies of the spreadsheet.

To delete a chart

1   From the Charts menu, choose Delete.

Works displays a list of all the charts associated with the active spreadsheet.

2   Choose the chart you want to delete.

3   Choose the Delete button.

4   If you want to delete another chart, repeat steps 2 and 3.

5   Choose the OK button.

See also

Charting overview

Duplicating a chart

You can use the same data to create a series of charts by making a duplicate of your first chart and then modifying it.

To duplicate a chart

1 From the Charts menu, choose Duplicate.

   Works displays a list of all the charts for the <u>active</u> spreadsheet.

2 Choose the chart you want to duplicate.

3 In the Name box, type a name (up to 15 characters) for the new chart.

4 Choose the Duplicate button.

5 To duplicate additional charts, repeat steps 3 and 4.

   Note: You can have up to eight charts per spreadsheet.

6 Choose the OK button.

See also

Creating a chart

Finding a series or set of labels

If you want to change a value (Y) series, category (X) series, or set of labels, you can quickly locate the spreadsheet cells used to create the chart.

To go to a series or set of labels

1 From the Edit menu in the Chart window, choose Go To.

2 Choose either the Data or Labels option button.

3 Under Series, choose the value (Y) series (1st - 6th) or category (X) series whose values or labels you want to find.

4 Choose the OK button.

Works switches to the spreadsheet and highlights the cells for the series or labels you chose.

See also

Category labels

Data labels

Series

Fonts, font sizes, and font styles

Your chart has a professional, polished appearance when you use a variety of <u>fonts</u> for your titles. Each font has one or more sizes. Sizes are measured in points; the larger the point size, the larger the font. Each font also has styles, such as bold or italic, which can be used to provide even more variety.

To change font, font size, and font style for text and numbers

1 From the Format menu, choose either Title Font or Other Font.

In the Title Font dialog box, you can choose fonts and font styles for the chart title. In the Other Font dialog box, you can choose fonts for other elements of your chart.

2 Choose any font, font size, or font style you want.

You can choose only one font or font size for a title, but you can choose as many font styles as you want.

Works displays only the fonts available on your printer or plotter, and you can only use these fonts in your chart.

3 Choose the OK button.

See also

<u>Titles</u>

<u>Printing a chart</u>

Displaying charts as printed

If you have a monochrome monitor, Works shows only patterns for each <u>value (Y) series</u>. If you have a color monitor, Works can show the colors and patterns available on your printer. If you have a color video monitor, but a non-color printer, you can display charts in black-and-white to see how they will look when printed; a different pattern replaces each color.

To display a chart as it will print

From the Options menu, choose Display As Printed.

When Display As Printed is chosen, a mark is displayed beside the command name on the Options menu. To turn off Display As Printed, choose the command again.

See also

<u>Colors, patterns, and markers</u>

 Gridlines

Your chart may be easier to read if you use gridlines to distinguish the intervals between values along the <u>vertical (Y) axis</u> and between categories on the <u>horizontal (X) axis</u>.

 Vertical (Y) axis gridlines extend horizontally from the vertical (Y) axis to distinguish between the intervals on the vertical (Y) axis.

 Horizontal (X) axis gridlines extend vertically from the horizontal (X) axis to distinguish between categories in both <u>line</u> and <u>bar charts</u>. In <u>XY charts</u>, horizontal (X) axis gridlines distinguish between the intervals on the horizontal (X) axis <u>scale</u>.

If gridlines are displayed, they will also print.

To add or remove horizontal gridlines

1 From the Format menu, choose either Vertical (Y) Axis or Right Vertical Axis.

2 Choose or clear the Show Gridlines check box.

3 Choose the OK button.

To add or remove vertical gridlines

1 From the Format menu, choose Horizontal (X) Axis.

2 Choose or clear the Show Gridlines check box.

3 Choose the OK button.

See also

<u>Charting overview</u>

Adding a chart to a Word Processor document

Adding a chart to a report you are writing in the Word Processor can make your presentation more powerful. And if the report is one you do every month, Works makes it easy to update. Use the Chart command on the Insert menu to add a chart that will be updated automatically in the Word Processor document every time it is changed in the Works Spreadsheet. If you do not want to change the chart once it is in the Word Processor document, you can use the Copy and Paste commands.

For more information about changing a chart once it is in a Word Processor document, see "Adding charts, drawings, and other objects" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

To link an open chart from the Spreadsheet to a Word Processor document

1 Open or <u>switch</u> to the Word Processor document into which you want to insert a chart.
2 Move the insertion point to where you want to insert the chart.
3 From the Insert menu in the Word Processor, choose Chart.
4 Under Spreadsheets, choose the spreadsheet containing the chart you want to insert.
5 Under Charts, choose the name of the chart you want to insert.
6 Choose the OK button.

   If you change the chart in the spreadsheet those changes will also be made in the Word Processor document.

   Once the chart is in the Word Processor document, you can change its size, add a border around the chart, or indent it.

To copy a chart to a Word Processor document

1 In the spreadsheet that contains the chart you want to copy, switch to the chart window, and then choose Copy from the Edit menu.
2 Open or switch to the Word Processor document into which you want to insert the chart.
3 Move the insertion point to where you want to insert the chart.
4 From the Edit menu in the Word Processor, choose Paste.

   If you change the original chart in the spreadsheet, you will need to make a new copy and replace the chart in the Word Processor document.

   Once the chart is in the Word Processor document, you can change its size, add a border around the chart, or indent it.

See also

Resizing a chart in a Word Processor document

Legends

A chart is easier to read if it has a legend that explains to the reader what each color, pattern, or marker of the value (Y) series represents. If you need to make your chart look less cluttered, you can hide legends, too. The Legend command is not available for pie charts.

To add a legend or change an existing legend

1 From the Edit menu, choose Legend.
2 In the Value (Y) Series box for which you want a legend, type the legend text or a reference to the spreadsheet cell containing the legend text you want to use.
   Example: Type **a13** in the 1st Value Series box to add that cell as the legend for that series.
3 To create legends for other value (Y) series, repeat step 2.
4 Choose the OK button.

To delete a legend

1 From the Edit menu, choose Legend.
2 In the Value (Y) Series box whose legend you want to delete, highlight the legend, and then press DEL.
3 To delete other legends, repeat step 2.
4 Choose the OK button.

To hide legends

From the Format menu, choose Show Legend.

When Show Legend is chosen, a mark is displayed beside the command name on the Format menu. To turn off Show Legend, choose the command again.

See also

Charting overview

Titles

Data labels

Naming a chart

Whenever you create a new chart, Works gives it a name, such as Chart1, based on the order in which the chart was created. You may want to give the chart a more descriptive name so that it is easier to find the chart later.

To change the name of a chart

1 From the Charts menu in either the spreadsheet or the chart window, choose Name.
2 In the Charts box, choose the chart you want to rename.
3 In the Name box, type the new name.
4 Choose the Rename button.
5 To rename other charts, repeat steps 2 through 4.
6 Choose the OK button.

See also

Charting overview

Printing a chart

Charts can be printed on most laser or dot-matrix printers and on most plotters. Charts cannot be printed on daisy-wheel printers. You may want to check your printer documentation for more information on its capabilities.

Before printing a chart, you can change page margins, size, or orientation, preview the chart, or change printers using the Page Setup & Margins and Printer Setup commands on the File menu.

To print a chart

On the Toolbar, click the Print button, and then choose the options you want to use. For more information about printing a chart, see "Printing a chart" in "Guide to Spreadsheet Charting" in the *Microsoft Works for Windows User's Guide.*

See also

Setting page margins, size, and orientation

Previewing before printing

Printer setup

Resizing a chart in a Word Processor document

After you have inserted a chart into a Word Processor document, you can change its size.

To change the size of a chart in a Word Processor document

1 In the Word Processor document, highlight the chart.
2 From the Format menu, choose Picture.
3 In the Height box, type a measurement for the height of the chart.
4 In the Width box, type a measurement for the width of the chart.
5 Choose the OK button.

What if...

You want the chart to be sideways on the page?

You can print the whole document sideways by choosing the Landscape Orientation option button in the Printer Setup dialog box and switching the Page Length and Page Width values in the Page Setup & Margins dialog box.

See also

Adding a chart to a Word Processor document

 Right vertical (Y) axis

The values plotted in a chart are usually measured along the left <u>vertical (Y) axis</u>. You can sometimes make your chart more explanatory by adding a second vertical (Y) axis on the right side of the chart. You can:

 Add a right vertical (Y) axis that measures the same data at the same intervals as the left vertical axis to make it easier to read a chart.

 Add a right vertical (Y) axis that uses a different scale or unit of measure from the left vertical (Y) axis to increase the amount of information a chart contains.

This vertical (Y) axis indicates the amount of revenue in a column chart.

This second vertical (Y) axis indicates the amount of sales for the same period using a line chart.
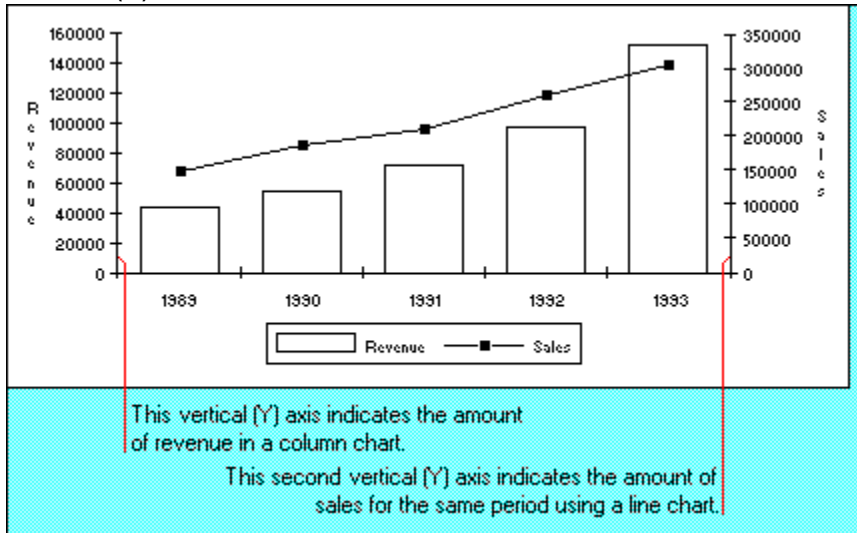
To add or remove a right vertical (Y) axis

1 From the Format menu, choose Two Vertical (Y) Axes.

2 Choose the Right option button for at least one of the <u>value (Y) series</u> to add a right vertical (Y) axis.

- Or -

Choose the Left option button for every value (Y) series to remove a right vertical (Y) axis.

See also

<u>Scale values</u>

<u>Series</u>

Scale values

You can change the emphasis of a chart by changing the minimum, maximum, or interval values in the scale along either chart axis: a scale is a set of numbered marks that measure values. A scale has a minimum value, a maximum value, and an interval between each mark.

When you create a chart, Works automatically determines an appropriate scale for the values along the axis. With a standard scale, Works adds a specific value to each interval in order to determine the value of the next interval.

What if...

The scale of values in your chart is quite large?

Logarithmic scales are useful when the range of data values is large or when you want to show a logarithmic relationship. With a logarithmic scale, Works multiplies each interval by 10 in order to determine the value of the next interval. You can use logarithmic scales in all types of charts except pie charts.

To change the scale of a vertical (Y) axis

1   From the Format menu, choose Vertical (Y) Axis to change the scale of a left vertical (Y) axis.

    - Or -

    Choose Right Vertical Axis to change the scale of a right vertical (Y) axis.

2   In the Maximum, Minimum, or Interval boxes, type the new values you want for the scale.

3   If you want a logarithmic scale, choose the Use Logarithmic Scale check box.

4   Choose the OK button.

To change the scale of the horizontal (X) axis in an XY (scatter) chart

1   From the Format menu, choose Horizontal (X) Axis.

2   In the Maximum, Minimum, or Interval boxes, type the new values you want for the scale.

3   If you want a logarithmic scale, choose the Use Logarithmic Scale check box.

4   Choose the OK button.

See also

Changing chart type

 Series

The rows and columns you first <u>highlight</u> to create a chart may not show exactly what you anticipate: perhaps you left out a column of numbers. But once you have created a chart, you can add, change, or delete a <u>category (X) series</u> or any <u>value (Y) series</u>.

To add or change a series

1 If necessary, <u>switch to</u> the chart window.
2 From the Edit menu, choose Series.
3 Choose the value (Y) series or category (X) series you want to add or change.
4 Type a <u>reference</u> for the <u>cells</u> you want to use to replace the current data in the chart.
5 Choose the OK button.

   Works plots the new data and displays the revised chart.

What if...

   You want to change all the data in your chart?

   It may be easier to create a new chart. In the spreadsheet, highlight the data you want plotted, and then choose the Create New Chart command from the Charts menu.

To delete a series

1 If necessary, switch to the chart window.
2 From the Edit menu, choose Series.
3 Under Value (Y) Series or in the Category (X) Series box, highlight the reference you want to delete, and then press DEL.
4 To delete other series, repeat step 3.
5 Choose the OK button.

See also

Creating a chart

Titles

Titles can add additional information to your chart and make it more readable. After creating a chart, you can add:

A chart title.

A subtitle.

A vertical (Y) axis title.

A horizontal (X) axis title.

A right vertical (Y) axis title.

To add chart titles

1   From the Edit menu, choose Titles.

2   In the appropriate box, type a title of no more than 39 characters in length.

- Or -

If the text you want for a title already exists in the spreadsheet, you can type a cell reference rather than typing text.

Example: If the words "First Quarter" appear in cell D15 and you want that as your horizontal (X) axis title, type **d15** in the Horizontal (X) Axis box.

3   Choose the OK button.

What if...

You want the title to be bold or italic?

You can specify a font, a font size, and a font style for each title in a chart. The Title Font and Other Font commands on the Format menu let you specify all three.

To delete a chart title

1   From the Edit menu, choose Titles.

2   Highlight the title you want to delete, and then press DEL.

3   To delete other titles, repeat step 2.

4   Choose the OK button.

See also

Fonts, font sizes, and font styles

 Toolbar shortcuts in Charting

The Toolbar provides a quick way to carry out commands using a mouse. You can change chart type, preview, or print a chart by clicking buttons on the Toolbar. Works displays the Toolbar when you create a new chart, but you can turn off the Toolbar if you want more workspace.

The following table illustrates each Toolbar button and its purpose.

Click	To
	Change to a bar chart.
	Change to a line chart.
	Change to a pie chart.
	Change to a stacked line chart.
	Change to an XY (scatter) chart.
	Change to a combination chart.
	Preview a chart before printing.
	Print a chart.

To display or hide the Toolbar

     From the Options menu, choose Show Toolbar.

When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Toolbar, choose the command again.

See also

Changing chart type

Previewing before printing

Printing a chart

Viewing a chart

Whether you are in the <u>spreadsheet</u> window or the chart window, you can view or edit a chart by <u>switching</u> to its window.

From the Charts menu, choose the name of the chart you want to view.

To switch to an open chart

Click the chart's window.
- Or -
From the Window or Charts menu, choose the chart's name.

To switch back to the spreadsheet

Click the spreadsheet's window.
- Or -
From the Window menu, choose the spreadsheet's name.

See also

<u>Creating a chart</u>

Creating a form letter

If you have a Word Processor letter and a database with names and addresses, Works will print one letter or form for each <u>record</u> in your database. You can also use the Form Letters WorksWizard to create form letters using the names and addresses in your Address Books WorksWizard.

To create a form letter

1 Create or open a database containing the information you want to include in the form letter.

2 Create a Word Processor document containing text that will remain the same for each letter.

3 Move the <u>insertion point</u> to where you want to insert the first <u>placeholder</u> for the database information.

4 From the Insert menu, choose Database Field.

5 In the Databases box, chose the database you want to use.

6 In the Fields box, choose the field with the entries you want Works to print at the location of the placeholder, and then choose the OK button.
   Example: Choose the Last Name field.
   Works inserts a placeholder for the field in the Word Processor document.

7 Type any text, spaces, or punctuation you want before or after the placeholder.
   Example: Type a comma between «City» and «State» («City», «State» «ZIP»).

8 To insert another placeholder, repeat steps 3 through 7.

9 Save the document.

What if...

You want to use only some of the names and addresses from the database in your letters?

In the database, you can hide names and addresses you do not want to use in your form letters by choosing the Hide Record command from the Select menu.

See also

<u>Hiding fields and records</u>

<u>How to use a WorksWizard</u>

<u>Printing form letters</u>

<u>Sorting a database</u>

Creating a mailing label document

You use a Word Processor document that includes placeholders for database information to create mailing labels. You can also use the Mailing Labels WorksWizard to create labels from the names and addresses you have typed into the Address Books WorksWizard.

To create a mailing label document

1 Open the database containing the names and addresses you want to print on labels.
2 Create a Word Processor document to be used for the mailing labels.
3 From the Word Processor Insert menu, choose Database Field.
4 In the Databases box, choose the database you want to use.
5 In the Fields box, choose the field you want printed on each label, and then choose the OK button.
   Example: Choose the First Name field.
   Works inserts a placeholder for the field into the Word Processor document.
6 Type any text, spaces, or punctuation you want before or after the placeholders.
   Example: Type a comma between «City» and «State» («City», «State»).
7 To insert another placeholder, repeat steps 3 through 6.
8 Save the document.

What if...

You want to use only some of the names and addresses from the database for your mailing labels?

In the database, you can hide names and addresses you do not want to use in your mailing labels by choosing the Hide Record command on the Select menu.

See also

Printing mailing labels

Hiding fields and records

How to use a WorksWizard

Sorting a database

Headers and footers

A header is text that appears at the top of every printed page in a document. A footer is text that appears at the bottom of every printed page. Use headers and footers to number pages, add titles, dates, or other information to your pages. In the Word Processor, header and footer paragraphs can have one or more lines and can include a drawing.

To create simple headers and footers

1 From the Edit menu, choose Headers & Footers.
2 Type your header in the Header box and your footer in the Footer box.
3 Choose the OK button.

To create a header or footer paragraph in the Word Processor

1 From the Edit menu, choose Headers & Footers.
2 Choose the Use Header And Footer Paragraphs check box.
3 Choose the OK button.

   Works inserts a header and footer paragraph at the beginning of the document. It places a page-number placeholder in the footer. If you do not want a footer, delete the page-number placeholder.

4 Move the insertion point to the header (H) or footer (F) paragraph mark, and type the header or footer text. If you want to start a new line while typing, press SHIFT+ENTER.

   The paragraphs have preset tabs to center text, and to align text to the left or right. Press TAB once to center text; press TAB twice to align text to the right before typing it.

   If you do not want a header, do not type any text in the header paragraph.

5 When you finish, move the insertion point into the document.

You can also change the starting page number or the header and footer margins, print without a header or footer on the first page, or use header and footer codes to align characters, print the filename, time and date, and so on. For information about using codes to customize headers and footers, see "Guide to the Spreadsheet" in the *Microsoft Works for Windows User's Guide.*

See also

Page numbers

Setting page size, margins, and orientation

Previewing before printing

You can preview your Works document to see how it will look when it's printed. Margins, <u>headers</u>, <u>footers</u>, and <u>page breaks</u> are displayed in their correct locations. You can zoom in on the text to read it.

To preview a document before you print

1   On the <u>Toolbar</u>, click the Print Preview button.

        🖳   Print Preview button

    The document is displayed in the print preview window

2   To return to your document, choose the Cancel button.
       -Or-
       To print your document, choose the Print button.

To zoom in on the previewed page

1   Click once on the previewed page to zoom in half-way.

    Clicking again zooms in all the way.

2   To zoom back out, choose the Zoom Out button.

To move to other pages

1   To move to the next page, choose the Next button.

2   To move to the previous page, choose the Previous button.

See also

<u>Printing a chart</u>

<u>Printing Database information</u>

<u>Printing reports</u>

<u>Printing Spreadsheet information</u>

<u>Printing Word Processor information</u>

<u>Toolbar shortcuts</u>

Printer setup

You can choose the printer options you want Works to use when you print documents. When you specify the printer you are using, Works lists only those <u>fonts</u> and printer options available with your printer. Works can only use printers that have been installed in Windows. For more information on installing printers, see your Windows documentation.

To choose printer setup options

1 From the File menu, choose Printer Setup.

2 Choose the options you want.

   For more information, choose the Help button in the Printer Setup dialog box.

See also

<u>Setting page size, margins, and orientation</u>

<u>Previewing before printing</u>

Printing form letters

Once you have a database with names and addresses and a letter with <u>placeholders</u> for the database information, you can print as many personalized copies of a letter as you want.

To print form letters

1 Open the database containing the information you want to include in the form letter.

   Turn on your printer and make sure it has paper.

2 Open the form letter you want to print, or choose it from the Window menu.

3 From the File menu, choose Print Form Letters.

4 In the Databases box, choose the database you want to use, and then choose the Print button.

5 In the Print dialog box, choose any print options you want.

6 Choose the OK button.

To cancel printing

Press ESC at any time to cancel printing.

See also

<u>Creating a form letter</u>

<u>How to use a WorksWizard</u>

<u>Printing Word Processor information</u>

Printing mailing labels

Once you have a database with names and addresses and a mailing label document with placeholders for the database information, you can print as many mailing labels as you want. When you print mailing labels, you can print either single or multiple labels across a page.

To print mailing labels

1 Open the database containing the names and addresses you want to print on labels.

   Turn on your printer and make sure it has labels ready.

2 Open the mailing labels document you want to use, or choose it from the Window menu.

3 From the File menu, choose Print Labels.

4 In the Databases box, choose the database containing the names and addresses you want to use.

5 In the Vertical and Horizontal boxes, type measurements that match the labels you are using.

6 In the Number Of Labels Across Page box, type the number of labels across the page.

7 To print two rows of labels as a test, choose the Test button.

8 Make any necessary adjustments to the labels in your printer.

   If necessary, repeat steps 7 and 8 until the labels print properly.

9 Choose the Print button.

10 In the Page Setup & Margins dialog box, make any necessary changes to the margins and page measurements, and then choose the OK button.

11 In the Print dialog box, choose the print options you want, and then choose the OK button.

To cancel printing

Press ESC at any time to cancel printing.

See also

Creating a mailing label document

How to use a WorksWizard

Setting page size, margins, and orientation

Page size, margins, and orientation settings determine how Works prints information. You can change the page size and orientation to match the paper you're using. For example, to print on legal-sized paper, set the page length to 14 inches. You can also print a document sideways (landscape orientation) by setting a page length of 8.5 inches and a page width of 11 inches.

With page margins, you can make room for headers and footers, leave space for letterheads, and make pages more attractive. You can save specific settings for every document you create.

To change page setup and margin settings

1 From the File menu, choose Page Setup & Margins.
2 Type new measurements for any settings you want to change, and choose the options you want to use.
3 Choose the OK button.

To change the page orientation

1 From the File menu, choose Page Setup & Margins.
2 In the Page Length and Page Width boxes, reverse the measurements.
3 Choose the OK button.
4 From the File menu, choose Printer Setup.
5 Choose either the Portrait or Landscape option button, if available.
6 Choose the OK button to close the setup dialog box.
    Works will now print all pages in the orientation you chose.

See also

Headers and footers

Page numbers

Toolbar shortcuts

The Toolbar provides mouse users with shortcuts for various tasks in the different Works tools. Using the Toolbar, you can quickly change fonts, font sizes, and font styles. You can use other buttons as shortcuts for menu commands. For Toolbar information for each of the tools, see the related topics listed below.

Keyboard users can learn about keyboard shortcuts in the Keyboard shortcuts topic listed below.

To display or hide the Toolbar

From the Options menu, choose Show Toolbar.
When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To hide the Toolbar, choose the command again.

See also

Keyboard shortcuts

Toolbar shortcuts in Charting

Toolbar shortcuts in the Database

Toolbar shortcuts in Reporting

Toolbar shortcuts in the Spreadsheet

Toolbar shortcuts in the Word Processor

 Page numbers

You can add page numbers to a Word Processor document, spreadsheet, database, or database report with the <u>Headers</u> & <u>Footers</u> command from the Edit menu. You can print page numbers at the top or bottom of every page, omit the page number on the first page of your document, or change the starting page number. For information about using codes to customize headers and footers, see "Guide to the Spreadsheet" in the *Microsoft Works for Windows User's Guide.*

To print page numbers

1   From the Edit menu, choose Headers & Footers.
2   In the Header or Footer box, type the header or footer text. Type **&p** where you want the actual page numbers to print.

Example: Type **Page &p**

Works automatically centers the page number between the left and right margins.
3   If you do not want the first page to be printed with a page number, choose the No Header On 1st Page or No Footer On 1st Page check box.
4   Choose the OK button.

To delete page numbers

1   From the Edit menu, choose Headers & Footers.
2   In the Header or Footer box, <u>highlight</u> "&p" and any associated text, and then press DEL.

Example: Delete "Page &p."
3   Choose the OK button.

To change the starting page number

1   From the File menu, choose Page Setup & Margins.
2   In the 1st Page Number box, type the page number you want to start with.
3   Choose the OK button.

See also

<u>Headers and footers</u>

Works Settings command (Options menu)

Sets the units of measure and the communications port. You can also decide which Works tools will use a template when you create a new document, and whether or not you want the status bar displayed. These and other settings are saved, so they will be in effect the next time you start Works.

To adjust Works settings

After you choose the Works Settings command, choose the options you want from the following list.

Dialog box options

Units	Choose the unit of measure for page size and margins. In the Word Processor, label size, tab stops, and paragraph indents are also indicated by the unit you choose.
Modem Port	Choose the communications port your modem is connected to. This setting is for use with the Dial This Number command (Options menu).
Dial Type	Choose the type of telephone you have. This setting is for use with the Dial This Number command (Options menu).
Use Templates For	Choose the Works tools for which you want to use a template document when you create a new document.
When Starting Works	Choose Use Saved Workspace to set Works so that it opens specific documents every time you start Works. Choose Show Startup Dialog to set Works so that it displays the Startup dialog box every time you start Works.
Show Status Bar	Choose to hide or display the status bar.

See also

Dial This Number (Options menu)

Creating a template

 Dial This Number command (Options menu)

If you have a <u>modem</u> installed, this command dials any phone number you <u>highlight</u> in a Word Processor, Spreadsheet, or Database document. Use this command to talk with someone, not to communicate with another computer.

Before dialing a number for the first time, you must specify the correct Modem Port and Dial Type options using the Works Settings command on the Options menu. If you are already using your modem for a communications session, you must disconnect before dialing a number.

To dial a highlighted number

    Highlight the phone number, and then choose Dial This Number from the Options menu.

See also

<u>Works Settings (Options menu)</u>

Show Toolbar command (Options menu)

Displays or hides the Toolbar at the top of the Works window.

To display or hide the Toolbar

From the Options menu, choose Show Toolbar.

When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To hide the Toolbar, choose the command again.

See also

Toolbar shortcuts

Functions

A function is a built-in equation you can use in a Microsoft Works for Windows spreadsheet or database. Works has 57 functions that do a wide range of calculations.

For information about using functions, see "Spreadsheet and Database functions" in the *Microsoft Works for Windows User's Guide.*

The following list includes each Works function and the arguments for the function.

ABS*(x)*

ACOS*(x)*

ASIN*(x)*

ATAN*(x)*

ATAN2*(x-coordinate,y-coordinate)*

AVG*(RangeReference0,RangeReference1,...)*

CHOOSE*(Choice,Option0,Option1,...)*

COLS*(RangeReference)*

COS*(x)*

COUNT*(RangeReference0,RangeReference1,...)*

CTERM*(Rate,FutureValue,PresentValue)*

DATE*(Year,Month,Day)*

DAY*(DateNumber)*

DDB*(Cost,Salvage,Life,Period)*

ERR*( )*

EXP*(x)*

FALSE*( )*

FV*(Payment,Rate,Term)*

HLOOKUP*(LookupValue,RangeReference,RowNumber)*

HOUR*(TimeNumber)*

IF*(Condition,ValueIfTrue,ValueIfFalse)*

INDEX*(RangeReference,Column,Row)*

INT*(x)*

IRR*(Guess,RangeReference)*

ISERR*(x)*

ISNA*(x)*

LN*(x)*

LOG*(x)*

MAX*(RangeReference0,RangeReference1,...)*

MIN*(RangeReference0,RangeReference1,...)*

MINUTE*(TimeNumber)*

MOD*(Numerator,Denominator)*

MONTH*(DateNumber)*

NA*( )*

NOW*( )*

NPV*(Rate,RangeReference)*

PI*( )*

PMT*(Principal,Rate,Term)*

PV*(Payment,Rate,Term)*

RAND*( )*

RATE*(FutureValue, PresentValue,Term)*

ROUND*(x,NumberOfPlaces)*

ROWS*(RangeReference)*

SECOND*(TimeNumber)*

SIN*(x)*

SLN*(Cost,Salvage,Life)*

SQRT*(x)*

STD*(RangeReference0,RangeReference1,...)*

SUM*(RangeReference0,RangeReference1,...)*

SYD*(Cost,Salvage,Life,Period)*

TAN*(x)*

TERM*(Payment,Rate,FutureValue*)

TIME*(Hour,Minute,Second)*

TRUE*( )*

VAR*(RangeReference0,RangeReference1,...)*

VLOOKUP*(LookupValue,RangeReference,ColumnNumber)*

YEAR*(DateNumber)*

See also

Formulas

 Clear (Field Entry) (Formula) command (Edit menu)

Clear Field Entry deletes an entry from a highlighted field. Clear Formula deletes the formula from a highlighted field for every record. Works retains the cleared field's formatting and applies it to any new information you type.

To clear a field entry

 Highlight the field entry you want to clear, and then choose Clear Field Entry from the Edit menu.

To clear a formula

 Highlight the field whose formulas you want to clear, and then choose Clear Formula from the Edit menu. In list view, you must highlight the entire field before you can choose Clear Formula.

See also

Deleting and clearing information

Highlighting in form view

Highlighting in list view

Copy command (Edit menu)

Copies a <u>selection</u> in a database and places it onto the <u>Clipboard</u> so you can then move it to a new location in the same document, in any open Works document, or in another Windows application.

To copy

<u>Highlight</u> the information you want to copy, and then choose Copy from the Edit menu.

See also

<u>Copying or moving information to and from the Database</u>

<u>Copying or moving information within the Database</u>

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Paste (Edit menu)</u>

Copy Record command (Edit menu)

In <u>form view</u>, copies all the information in the displayed <u>record</u> and places it onto the <u>Clipboard</u> so that you can then move it to a new location in the same view, or to any open database's form or <u>list view</u>.

To copy a record in form view

Move to the record you want to copy, and then choose Copy Record from the Edit menu.

See also

<u>Copying or moving information to and from the Database</u>

<u>Copying or moving information within the Database</u>

<u>Highlighting in form view</u>

<u>Paste Record (Edit menu)</u>

 Cut command (Edit menu)

Removes a <u>selection</u> from a database and places it onto the <u>Clipboard</u> so you can then move it to a new location in the same document, in any open Works document, or in another Windows application.

To cut

   <u>Highlight</u> the information you want to cut, and then choose Cut from the Edit menu.

See also

<u>Copying or moving information to and from the Database</u>

<u>Copying or moving information within the Database</u>

<u>Deleting and clearing information</u>

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Paste (Edit menu)</u>

Cut Record command (Edit menu)

In <u>form view</u>, removes all the information in the displayed <u>record</u> and places it onto the <u>Clipboard</u> so you can then move it to a new location in the same view, or to any open database's form or <u>list view</u>.

To cut a record in form view

<u>Highlight</u> the information you want to cut, and then choose Cut Record from the Edit menu.

See also

<u>Copying or moving information to and from the Database</u>

<u>Copying or moving information within the Database</u>

<u>Deleting and clearing information</u>

<u>Highlighting in form view</u>

<u>Paste Record (Edit menu)</u>

Delete (Field) (Label) command (Edit menu)

In form view, Delete Field deletes a highlighted field and its entries from every record in the database. Delete Label deletes a highlighted label from the form. You cannot restore a deleted field or label.

To delete a field from a database

Highlight the field name you want to delete, and then choose Delete Field from the Edit menu.

To delete a label

Highlight the label you want to delete, and then choose Delete Label from the Edit menu.

See also

Clear Field Entry (Edit menu)

Deleting and clearing information

Highlighting in form view

Delete Page Break command (Edit menu)

Removes a specified page break.

To delete a page break in form view

Click the line containing the page break, and then choose Delete Page Break from the Edit menu.

To delete a page break in list view

Highlight the record below a horizontal page break or the field to the right of a vertical page break, and then choose Delete Page Break from the Edit menu.

See also

Insert Page Break (Edit menu)

Page breaks

 Delete Query command (Edit menu)

In <u>query view</u>, deletes all <u>query formulas</u> so you can enter new query formulas.

To delete all query formulas in query view

    From the Edit menu, choose Delete Query.

See also

<u>Deleting and clearing information</u>

<u>Searching for specific information</u>

Delete Record command (Edit menu)

In form view, removes all the information in the displayed record. You cannot recover a deleted record.

To delete a record in form view

Move to the record you want to delete, and then choose Delete Record from the Edit menu.

See also

Adding and deleting records

Deleting and clearing information

Insert Record (Edit menu)

 Delete Record/Field command (Edit menu)

In list view, removes the highlighted record or field. You cannot recover a deleted record or field.

To delete a record or field in list view

    After you highlight the record or field you want to delete and choose the Delete Record/Field command, choose either the Record or Field option if Works asks you to specify.

See also

Adding and deleting records

Clear Field Entry (Edit menu)

Deleting and clearing information

Highlighting in list view

Insert Record/Field (Edit menu)

Duplicate Label command (Edit menu)

In form view, copies the highlighted label to a new location.

To duplicate a label in form view

1 Highlight the label you want to copy, and then choose Duplicate Label from the Edit menu.

2 Move the highlight to where you want to insert the label, and then press ENTER.

See also

Copying or moving information to and from the Database

Copying or moving information within the Database

Highlighting in form view

Field Name command (Edit menu)

In <u>list view</u>, names or renames the <u>highlighted</u> <u>field</u>.

To name or rename a field

After you highlight the field you want to name or rename and choose the Field Name command, in the <u>dialog box</u>, type a unique field name, no longer than 15 characters, followed by a colon.

Example: **Last name:**

Note: The colon tells Works that the text is a field name, not a <u>label</u> or field entry. A single quotation mark cannot be used as part of a field name, and a field name cannot start with double quotation marks.

See also

<u>Highlighting in list view</u>

 Fill Down command (Edit menu)

In <u>list view</u>, copies an entry into the <u>highlighted</u> <u>records</u> below it.

To fill down

    Highlight the entry you want to copy, then extend the highlight down to include the <u>fields</u> you want to fill, and then choose Fill Down from the Edit menu.

See also

<u>Copying or moving information within the Database</u>

<u>Highlighting in list view</u>

 Fill Right command (Edit menu)

In <u>list view</u>, copies an entry into the <u>highlighted</u> <u>records</u> to the right of it.

To fill right

   Highlight the entry you want to copy, then extend the highlight right to include the <u>fields</u> you want to fill, and then choose Fill Right from the Edit menu.

See also

<u>Copying or moving information within the Database</u>

<u>Highlighting in list view</u>

Fill Series command (Edit menu)

In list view, fills highlighted fields with a series of numbers or dates. Use this command to quickly enter a sequence of consecutive dates or numbers in fields.

To fill a series

After you highlight the field containing the starting date or number and extend the highlight to include the fields you want to fill with the series, choose the Fill Series command, and then choose the options you want from the following list.

Dialog box options

Number	Choose to increment by a number.
Day	Choose to increment by days of the week, including Saturdays and Sundays.
Weekday	Choose to increment by days of the week, excluding Saturdays and Sundays.
Month	Choose to increment by months of the year.
Year	Choose to increment by years.
Step By	Determines the increment for the series. Works proposes the number 1. A negative value will create a decreasing series. You can type any value.

See also

Copying or moving information within the Database

Highlighting in list view

Headers & Footers command (Edit menu)

Adds <u>headers</u> and <u>footers</u> that print on each page of the database. You can insert and position page numbers, date, or time by typing special codes along with the header and footer text.

To create a standard header or footer

After you choose the Headers & Footers command, choose the options you want from the following list.

Dialog box options

Header	Type the header you want.
Footer	Type the footer you want.
No Header On 1st Page	Choose to prevent header from being printed on first page.
No Footer On 1st Page	Choose to prevent footer from being printed on first page.

See also

<u>Headers and Footers</u>

Insert Page Break command (Edit menu)

In <u>form view</u>, inserts a horizontal <u>page break</u> above the <u>highlighted</u> <u>field</u> or above the <u>insertion point</u>.

In <u>list view</u>, inserts a page break before the highlighted <u>record</u> or field. Highlight a record for a horizontal page break or a field for a vertical page break.

To insert a page break in form view

Move the insertion point to where you want to insert a page break, and choose Insert Page Break from the Edit menu.

To insert a page break in list view

Highlight the record or field before which you want to insert a page break, and then choose Insert Page Break from the Edit menu.

See also

<u>Delete Page Break (Edit Menu)</u>

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Page breaks</u>

Insert Record command (Edit menu)

In <u>form view</u>, adds a <u>record</u> to the Database.

To insert a record in form view

    Move to the record that you want the new record to precede, and then choose Insert Record.

See also

<u>Adding and deleting records</u>

<u>Delete Record (Edit menu)</u>

<u>Paste Record (Edit menu)</u>

 Insert Record/Field command (Edit menu)

In list view, adds a record or field between existing records or fields.

To insert a record or field in list view

 After you highlight one record or field for each record or field you want to insert and choose the Insert Record/Field command, choose either the Record or Field option if Works asks you to specify.

See also

Adding and deleting records

Delete Record/Field (Edit menu)

Highlighting in list view

Paste command (Edit menu)

Pastes a copy of the Clipboard contents to a new location.

To paste

Highlight where you want to move the Clipboard information, and then choose Paste from the Edit menu.

To repeat a paste

Highlight where you want to move the Clipboard information, and then choose Paste from the Edit menu again.

See also

Copying or moving information to and from the Database

Copying or moving information within the Database

Highlighting in form view

Paste Record command (Edit menu)

In <u>form view</u>, inserts all the <u>record</u> information copied from elsewhere in the same view or from any open database's form view.

To paste a record in form view

Move to the record that you want the copied record to precede, and then choose Paste Record from the Edit menu.

To repeat a paste

Choose Paste Record from the Edit menu again.

See also

<u>Copying or moving information to and from the Database</u>

<u>Copying or moving information within the Database</u>

<u>Highlighting in form view</u>

Position (Field) (Label) command (Edit menu)

In form view, moves a highlighted field or label from its original location to a new location in the form.

To move a field in form view

1 Highlight the field you want to move, and then choose Position Field from the Edit menu.

2 Move the highlight to the new location, and then press ENTER.

To move a label in form view

1 Highlight the text you want to move, and then choose Position Label from the Edit menu.

2 Move the highlight to the new location, and then press ENTER.

See also

Highlighting in form view

Modifying a form

Comma command (Format menu)

Formats entries in a database to display numbers with a comma every three places. For example, 1234567 becomes 1,234,567. Negative numbers are enclosed in parentheses. For example, -4000 becomes (4,000).

To format an entry to display commas

After you highlight each field you want to format and choose the Comma command, in the dialog box, type the number of decimal places you want the numbers to have.

See also

Highlighting in form view

Highlighting in list view

Number formats

Toolbar shortcuts in the Database

Currency command (Format menu)

Formats entries in a database to display numbers with a currency sign and commas every three places. For example, 15700 becomes $15,700 or £15,700. Negative numbers are enclosed in parentheses. For example, -4000 becomes ($4,000) or (£4,000). The currency symbol used depends on your country settings. For more information, see your Windows documentation.

To format an entry to display currency

After you highlight each field you want to format and choose the Currency command, in the dialog box, type the number of decimal places you want the numbers to have.

See also

Highlighting in form view

Highlighting in list view

Number formats

Toolbar shortcuts in the Database

Exponential command (Format menu)

Formats entries in a database to display numbers in exponential (scientific) notation. For example, 1234567 becomes 1.23E+06.

To format an entry to display exponential notation

After you highlight each field you want to format and choose the Exponential command, in the dialog box, type the number of decimal places you want the numbers to have.

See also

Highlighting in form view

Highlighting in list view

Number formats

Field Size command (Format menu)

In <u>form view</u>, changes the width and height of a <u>field</u>.

When a number is too long to fit in a field, or when the formatting causes a number or date not to fit in a field, Works displays #####. To see the entire number or date, you must widen the field or change the <u>number</u> or <u>date format</u>.

When a field's height is more than one line, Works wraps the text to the next line when the text is longer than the field's width.

To change the size of a field

After you <u>highlight</u> the field you want to resize and choose the Field Size command, in the <u>dialog box</u>, type the width and height you want.

See also

<u>Field Size</u>

<u>Highlighting in form view</u>

<u>Number formats</u>

 Field Width command (Format menu)

Changes the width of a <u>highlighted</u> <u>field</u> in <u>list view</u> of the Database.

When a number is too long to fit in a field, or when the formatting causes a number or date not to fit in a field, Works displays #####. To see the entire number or date, you must widen the field or change the <u>number</u> or <u>date format</u>.

To change the width of a field

   After you highlight each field you want to resize and choose the Field Width command, in the <u>dialog box</u>, type the width you want.

See also

<u>Field Size</u>

<u>Highlighting in list view</u>

<u>Number formats</u>

Fixed command (Format menu)

Formats entries in a database to display numbers rounded to the number of decimal places you specify. For example, if you specify two decimal places, then 1234.567 becomes 1234.57.

To format an entry to display a fixed number of decimal places

After you highlight each field you want to format and choose the Fixed command, in the dialog box, type the number of decimal places you want the numbers to have.

See also

Highlighting in form view

Highlighting in list view

Number formats

Font command (Format menu)

Changes the <u>font</u> and font size of text in a database.

To change the font and font size

     On the <u>Toolbar</u>, click the arrows to the right of the Font and Font Size boxes to choose from available fonts and font sizes.

     -Or -

     From the Format menu, choose Font, and then choose a font and font size.

Note: If the printer you're using doesn't have the font you've chosen for your database, it will print in as similar a font as possible.

See also

<u>Fonts</u>

<u>Printing Database information</u>

<u>Styles</u>

<u>Toolbar shortcuts in the Database</u>

General command (Format menu)

Formats entries in a database to automatically display numbers as precisely as possible. The general format uses either an integer (123), a decimal fraction (1.23), or when the number is too long to fit in a field, scientific notation (1.23E+75). Works displays numbers in general format unless you specify another format. General format aligns text to the left and numbers to the right.

To format an entry in general format

Highlight each field you want to format, and then choose General from the Format menu.

See also

Highlighting in form view

Highlighting in list view

Number formats

Percent command (Format menu)

Formats entries in a database to display numbers as percentages. For example, .0625 becomes 6.25%.

To format entries to display percentages

After you <u>highlight</u> each <u>field</u> you want to format and choose the Percent command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Number formats</u>

<u>Toolbar shortcuts in the Database</u>

Show Field Name command (Format menu)

In <u>form view</u>, hides or displays the name of the <u>highlighted</u> <u>field</u>. When a field name is hidden, you see only the field's entries. Use this command to hide field names you don't want on your printed form.

To hide or display a field name

Highlight the field you want to hide or display, and then choose Show Field Name from the Format menu.

When Show Field Name is chosen, a mark is displayed beside the command name on the Format menu. To turn off Show Field Name, choose the command again.

See also

<u>Hiding fields and records</u>

<u>Highlighting in form view</u>

Style command (Format menu)

Aligns text and numbers, applies font styles, and locks the contents of highlighted fields in a database. You can apply several font styles simultaneously.

To change font styles in a database

After you highlight each field you want to change and choose the Style command, choose the options you want from the following list.

Dialog box options

Alignment	Choose to align the highlighted entry to the left or right, or center. General alignment aligns text to the left, numbers and dates to the right.
Styles	Choose any combination of bold, underlined, or italic.
Locked	Choose to unlock and lock the highlighted field. When a field is locked and you've chosen the Protect Data command (Options menu), the locked field cannot be changed. You can unlock a field if you always want to be able to change it, even if Protect Data is on. When you start a new database, all fields are automatically locked until you unlock them.
Slide To Left	In form view, slides a highlighted field to the left when you print, depending on the length of the entry in the field to its left.

You can also click specific Toolbar buttons to change font styles and alignment.

See also

Alignment

Highlighting in form view

Highlighting in list view

Protect Data (Options menu)

Styles

Toolbar shortcuts in the Database

Time/Date command (Format menu)

Changes the format of entries in a database to display times or dates. Examples of the various time and date formats are shown below. Changing the international settings in Windows may affect the time and date formats. For more information, see your Windows documentation.

To format an entry to display a time or date

After you highlight each field you want to format and choose the Time/Date command, choose the formats you want.

Date format	Short format	Long format
Month, Day, Year	12/22/91	December 22, 1991
Month, Year 1991	12/91	December
Month, Day 22	12/22	December
Month Only	none	December
Time format	**24-hour format**	**12-hour format**
Hour, Minute, Second	14:30:00	2:30:00 PM
Hour, Minute	14:30	2:30 PM

See also

Dates and times

Highlighting in form view

Highlighting in list view

Number formats

True/False command (Format menu)

Formats entries in a database to display numbers as <u>logical values</u>. All <u>fields</u> whose value is 0 (zero) display FALSE, and all non-zero fields display TRUE.

To format an entry to display True/False

<u>Highlight</u> each field you want to format, and then choose True/False from the Format menu.

See also

<u>Highlighting in form view</u>
<u>Highlighting in list view</u>
<u>Number formats</u>

Leading Zeros (Format menu)

Formats entries to display numbers whose first numeral is zero. Use this command for postal codes, invoices, social security numbers, credit card numbers, and so forth. You can choose the total number of digits you want, but you can only use integers (not hyphens or decimal points). For example, if you choose to display your number with five digits and type 123, Works displays 00123.

To format an entry with leading zeros

After you highlight each field you want to format and choose the Leading Zeros command, in the dialog box, type the number of digits you want.

See also

Highlighting in form view

Highlighting in list view

Number formats

Snap To Grid (Options menu)

In <u>form view</u>, allows you to move a <u>highlighted</u> <u>field</u> one evenly-spaced line at a time. When Snap To Grid is chosen, fields and <u>labels</u> align with an invisible grid. This makes it easier to line up fields and labels on the form.

To turn Snap To Grid on or off

From the Options menu, choose Snap To Grid.

When Snap To Grid is chosen, a mark is displayed beside the command name on the Options menu. To turn off Snap To Grid, choose the command again.

See also

<u>Moving around the Database</u>

 Protect Data command (Options menu)

Prevents changes to database entries that have been <u>locked</u> with the Style command on the Format menu.

To set or remove protection

    From the Options menu, choose Protect Data.

When Protect Data is chosen, a mark is displayed beside the command name on the Options menu. To turn off Protect Data, choose the command again.

See also

<u>Protecting a database</u>

<u>Style (Format menu)</u>

 Protect Form command (Options menu)

Prevents changes to your database form. When protection is turned on, you can change a <u>field</u> entry, but you cannot change field names, field sizes, or <u>labels</u> on the form. If you switch to <u>list view</u> when protection is turned on, you cannot change field names there either.

To set or remove protection of a database form

   From the Options menu, choose Protect Form.

When Protect Form is chosen, a mark is displayed beside the command name on the Options menu. To turn off Protect Form, choose the command again.

See also

<u>Protecting a database</u>

<u>Style (Format menu)</u>

Show Gridlines command (Options menu)

In <u>list view</u>, displays and hides the <u>gridlines</u> between <u>fields</u> and <u>records</u>. You can also choose to print gridlines by using the Page Setup & Margins command on the File menu.

To display or hide gridlines

From the Options menu, choose Show Gridlines.

When Show Gridlines is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Gridlines, choose the command again.

See also

<u>Gridlines</u>

<u>Page Setup & Margins (File menu)</u>

Show Field Lines command (Options menu)

In <u>form view</u>, displays and hides the lines below a <u>field</u> entry. You can also choose to print field lines by using the Page Setup & Margins command on the File menu.

To display or hide field lines

From the Options menu, choose Show Field Lines.

When Show Field Lines is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Field Lines, choose the command again.

See also

<u>Page Setup & Margins command (File menu)</u>

in database fields

If a database <u>field</u> contains a number that is too long to fit in the field, Works displays #####. To see the entire number or date, you must widen the field or change the <u>number</u> or <u>date format</u>.

There are different ways to change fields, depending on the database view.

To change the field size in form view

1 Click the field entry.

   A resize handle is displayed in the lower-right corner of the field.

2 Point to the resize handle.

   The pointer changes to a two-headed arrow.

3 Drag the resize handle until the field is the size you want.

To change the width of a field in list view

1 Click the right border of the field name you want to resize.

   The pointer changes shape.

2 Drag the border until the field is the size you want.

See also

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Dates and times</u>

<u>Number formats</u>

Alignment

You can position information to the left, right, or center of a <u>field</u>. When you create a database, all fields have general format, that is all text is aligned to the left, dates and numbers to the right. You can change the alignment of a field before or after you enter data. When you change a field's alignment, it affects all entries in the field.

To change the alignment

1   <u>Highlight</u> the field whose alignment you want to change.

2   On the <u>Toolbar</u>, click the Left, Center, or Right button.

    Left button

    Center button

    Right button

What if...

You change your mind and want to return a field to general format?

Choose the General command from the Format menu. Text will be aligned to the left; dates and numbers will be aligned to the right.

See also

<u>Styles</u>

<u>Creating a database in list view</u>

Changing field entries

You can change database <u>field</u> entries to correct a mistake or update information. When you <u>highlight</u> an entry you want to change, the entry is displayed both in the field and in the <u>formula bar</u>. If an entry is long and you just want to change a character or two, it is usually faster to edit in the formula bar rather than retype the entire entry.

Note: You can edit database information in <u>form view</u> or <u>list view</u>. Since both views display the same information, you only need to edit the information once to change it in both views.

To type over an entire entry

1   Highlight the entry you want to change.
2   Type your new entry.
3   Click the <u>Enter box</u> in the formula bar.

To edit part of an entry in the formula bar

1   Highlight the entry you want to change.
    The entry is displayed in the formula bar.
2   Click the formula bar.
3   Move the <u>insertion point</u> to the place you want to edit.
4   Type the text or numbers you want to insert.
    - Or -
    Highlight the characters you want to delete, and then press DEL.
    Note: If you change your mind, you can cancel changes by clicking the <u>Cancel box</u>.
5   Click the Enter box in the formula bar to confirm the new entry.

See also

<u>Deleting and clearing information</u>
<u>Creating a database in form view</u>
<u>Creating a database in list view</u>
<u>Keyboard shortcuts</u>

Copying or moving information to and from the Database

You can copy information in a Works database to other Works <u>tools</u> or Windows applications. If you copy information in a Works database to a word processor application, each <u>field</u> is separated from the next field by a <u>tab mark</u> and each <u>record</u> ends with a <u>paragraph mark</u>. If you copy information to a spreadsheet application, each field becomes a column and each record becomes a row.

You can also copy information into a Works database from a spreadsheet, from a table in a Word Processor document, or from another Windows application. If you copy information from a Works spreadsheet or another spreadsheet application, each column becomes a field and each row becomes a record.

To copy or move information from the Database

1 <u>Highlight</u> the database information you want to copy or move.

2 To copy information, choose Copy or Copy Record from the Edit menu.

   - Or -

   To move information, choose Cut or Cut Record from the Edit menu.

3 Open another Works document, another Windows application, or <u>switch</u> to an open document.

4 Move the highlight or <u>insertion point</u> to where you want to place the information.

5 From the Edit menu, choose Paste or Paste Record.

To copy or move information to the Database

1 In another Works document or another Windows application, highlight the information you want to copy or move.

   Note: Before you copy or move information from a table in a Word Processor document, make sure items in a row are separated by tab marks and that rows are separated by paragraph marks.

2 To copy the information, choose Copy from the Edit menu.

   - Or -

   To move the information, choose Cut from the Edit menu.

3 Open a Works database, or switch to an open database.

4 Move the highlight or insertion point to where you want to place the information.

5 From the Edit menu, choose Paste or Paste Record.

See also

<u>Copying or moving information within the Database</u>

<u>Copying a Database report to another Works tool</u>

<u>Creating a form letter</u>

<u>Creating a mailing label document</u>

Copying or moving information within the Database

Use copying to avoid repetitive typing, or to consolidate information from more than one database. When you copy <u>fields</u> or <u>records</u>, Works also copies field <u>styles</u> and alignments. In <u>list view</u>, you can quickly copy a field's text and values into fields to the right of it or below it.

To copy or move a field or record in list view

1 <u>Highlight</u> the information you want to copy.
2 To copy the information, choose Copy from the Edit menu.
   - Or -
   To move the information, choose Cut from the Edit menu.
3 Highlight the field or fields into which you want the information placed.
4 From the Edit menu, choose Paste.
   Note: If the field or fields into which you paste already contain information, it will be replaced by the information you are inserting.

What if...

You want to paste the same information again elsewhere?
Move the highlight to where you want to paste, and then choose Paste from the Edit menu.

You want to copy or move information to another database?
Open it, or <u>switch</u> to an open database, then move the highlight to where you want to place the information. Then from the Edit menu, choose Paste, if the database is in list view, or choose Paste Record, if the database is in <u>form view</u>.

To quickly copy entries into adjacent fields below

1 Highlight the entries you want to copy, and then extend the highlight down to include the fields you want to fill.
2 From the Edit menu, choose Fill Down.

To copy or move a record in form view

1 Move to the record you want to copy.
2 To copy the record, choose Copy Record from the Edit menu.
   - Or -
   To move the record, choose Cut Record from the Edit menu.
3 Move to the record before which you want to insert the copied record.
4 From the Edit menu, choose Paste Record.

What if...

You want to paste the same information again elsewhere?
Move to the record before which you want to insert the copied record, and then choose Paste Record from the Edit menu.

You want to copy or move a record to another database?
Open a database, or switch to an open database, then move to the record before which you want to insert the copied record. Then from the Edit menu, choose Paste, if the database is in list view, or choose Paste Record, if the database is in form view.

See also

Copying or moving information to and from the Database
Copying a Database report to another Works tool

Creating a database in form view

Using form view enables you to display and enter database information as if you were working with printed forms, one record at a time. You create a form by entering field names. Each field must have a unique name. For example one field might be "Last name" and the next field might be "First name."

This topic describes how to:

Create a new database.

Name the fields.

Enter information in the fields.

To learn more about using the Database, see the Microsoft Works for Windows Tutorial.

To create a database in form view

If you have just started Works and see the Startup dialog box, choose the Database button.
- Or -
From the File menu, choose Create New File, and then choose the Database button.
Works displays a blank form in form view.

To create a field

1   Click where you want to create the field.

2   Type a unique field name, no longer than 15 characters, followed by a colon.

Example: **Last name:**

Note: The colon tells Works that the text is a field name, not a label. A single quotation mark cannot be used as part of a field name, and a field name cannot start with a double quotation mark.

As you type, the name is displayed on the form and in the formula bar.

3   Click the Enter box in the formula bar.

Works displays the Field Size dialog box.

You can either accept the proposed field size or type a new width and height for the field (maximum width 325 characters, maximum height 325 lines).

4   Choose the OK button.

Works creates a field to the right of the field name with the width and height you specified in the Field Size dialog box. The field is displayed on the form in every record.

What if...

You can't see all your form on the screen or a field won't fit where you want to put it? You can make the field smaller, make surrounding fields smaller, or rearrange the other fields.

To enter text, numbers, or dates in a field

1   Highlight the field in which you want the information displayed.

2   Type the text, number, date, or formula you want.

What you type is displayed in both the field and in the formula bar.

3   Click the Enter box in the formula bar.

What if...

I see ##### or only part of an entry?
The field is not wide enough. Change the field size.

To create a label

1 Click where you want to add the label.

2 Type the text for the label.

   Do not type a colon after the label text, or Works will treat it as a field name.

   If you want to include a colon in the label, precede the label text with a double quotation mark.

   Example: "Enter this customer data first:

3 Click the Enter box in the formula bar.

To move a field or label

1 Click the field or label you want to move.

   The pointer changes to a hand.

2 Drag the field or label to its new location.

See also

Modifying a form

Changing field entries

Field size

Adding and deleting records

Styles

Toolbar shortcuts in the Database

Creating a database in list view

Using list view enables you to display and enter database information in a grid of rows and columns similar to a spreadsheet. Each row is a record and each column is a field. You create a field by naming an empty field. Each field must have a unique name. For example, one field might be "Last name" and the next field, "First name."

This topic describes how to:

Create a new database.

Name the fields.

Enter information in the fields.

To learn more about using the Database, see the Microsoft Works for Windows Tutorial.

To create a database in list view

1   If you have just started Works and see the Startup dialog box, choose the Database button.
    - Or -
    From the File menu, choose Create New File, and then choose the Database button.
    Works displays a blank form in form view.

2   On the Toolbar, click the List button to display list view.

    List button

    Works displays a blank list in list view.

To create a field by entering information

1   Highlight the empty field where you want to enter information.

2   Type the text, number, date, or formula you want.
    What you type is displayed in both the field and the formula bar.

3   Click the Enter box in the formula bar.
    In list view, Works assigns a field name, such as Field1, Field2, or Field3, and so on, if there isn't one already. To change the name Works assigns, see "To change a field name" below.

What if...

You want to simultaneously confirm the entry and move to an adjacent field?
In list view, you can press an arrow key instead of clicking the Enter box.

I see ##### or only part of an entry?
The field is not wide enough. Change the field size.

To change a field name

1   Move the highlight to any place in the field whose name you want to change.

2   From the Edit menu, choose Field Name.

3   In the Name box, type a unique name for the field, no longer than 15 characters.
    Example: **Last name**

    Note: A single quotation mark cannot be used as part of a field name, and a field name cannot start with double quotation marks.

4   Choose the OK button.

The new field name is displayed as the field heading.

See also

Highlighting in list view

Field size

Changing field entries

Adding and deleting records

Styles

Toolbar shortcuts in the Database

Database overview

A database can be used to organize customer records, create mailing lists, or keep track of information on any subject you want. Information in a database is grouped into records and fields.

A record is all the information about one person, product, event, and so on. Each item in a record (such as a name or address) is in a field. You can enter text, numbers, dates, or formulas in a field. Every record in a database contains the same group of fields. A database can have up to 32,000 records with 256 fields per record**.**

There are two ways to work with your database information:

In form view, you work with one record at a time on a customized form you create, such as an invoice or statement.

In list view, you work with many records at once in a list, similar to a spreadsheet.

In addition, you can use query view to select a particular group of records, and report definition view to get summary information on your records.
When you create a new database, Works displays it in form view. You design a form, and then build your database by entering information one record at a time. To learn more about using the Database, see the Microsoft Works for Windows Tutorial.

To switch between database views

From the View menu, choose either List, Form, Query, or the report you want.

See also

Creating a database in form view

Creating a database in list view

Selecting which records to view or print

Toolbar shortcuts in the Database

Dates and times

You can type dates and times in database <u>fields</u> and use them in <u>formulas</u>. For example, you can keep track of events (the date and time you created a document), label your information (sales for the month of May), or calculate event durations (the hours required to complete a project).

You can also create a series of consecutive dates.

To enter the date or time

1   <u>Highlight</u> the field where you want to type the date or time.
2   Type the date or time using a format Works recognizes.
    Example: Type **10/4/63** or **Oct 4, 1963** or **10/4** or **Oct 4**
    Example: Type **2:30 PM** or **14:30** or **2:30:54 PM** or **14:30:54**
3   Click the <u>Enter box</u> in the <u>formula bar</u>.

What if...

    I see ##### instead of a date or time?
    The field is not wide enough. Change the field size.

To change the date or time format

1   Highlight the field entry you want to change.
2   From the Format menu, choose Time/Date.
3   Choose the date or time format you want.
4   Choose the OK button.

To create a series of dates in list view

1   Type a starting date in the first field of the series.
2   Click the Enter box in the formula bar.
3   Highlight the first field and extend the highlight to the fields to the right or below in which you want the series.
4   From the Edit menu, choose Fill Series.
5   Choose the unit of measure you want (Day, Weekday, Month, or Year).
6   If you want Works to increase the series by an increment other than 1, type the increment you want in the Step By box.
    A negative value will create a decreasing series.
7   Choose the OK button.

See also

<u>Field size</u>

<u>Number formats</u>

Deleting and clearing information

There are two ways you can remove information from your database: deleting and clearing.

Deleting permanently removes an entire <u>field</u> or <u>record</u>.

Clearing removes an entry but retains the formatting, so that when you type new information it has the same format as the rest of the entries in the field.

When you delete or clear information in any view, it is removed from all views at once. The only way to clear an entry created by a <u>formula</u> is to clear the formula. When you clear a formula, you clear all the entries in the field in every record.

To delete a field in form view

1   <u>Highlight</u> the name of the field you want to delete.

2   From the Edit menu, choose Delete Field.

Works displays the message, "OK to delete data from this field?"

3   To delete both the field name and all the entries in the field, choose the OK button.

You can cancel the command by choosing the Cancel button.

To clear an entry in form view

1   Display the record containing the entry you want to clear.

2   Highlight the entry you want to clear.

3   From the Edit menu, choose Clear Field Entry.

To delete a field in list view

1   Highlight the field you want to delete.

2   From the Edit menu, choose Delete Record/Field.

What if...

You want to remove field entries but you don't want to remove the field or record?
From the Edit menu, choose Clear Field Entry.

To clear a field in list view

1   Highlight the field you want to clear.

2   From the Edit menu, choose Clear Field Entry.

To clear a formula

1   Highlight the field that contains the formula you want to clear.

Note: The formula will be deleted from every entry in the field.

2   From the Edit menu, choose Clear Formula.

What if...

You want to remove a formula in only a few field entries?
You can type new information to replace the formula in any field.

To delete a record in form view

1   Move to the record you want to delete.

2   From the Edit menu, choose Delete Record.

To delete a record in list view

1   Highlight the record you want to delete.

2   From the Edit menu, choose Delete Record/Field.

See also

[Changing field entries](#)

 Field size

Fields in form and list view can hold more information than they display. You change the size of fields to show more or less of their contents. If ##### or only part of an entry is displayed in the field, you can increase the size of the field so the entire entry is visible. You set field size in one view separately from every other view. For example, a field can be 25 characters wide and 2 lines high in form view and 40 characters wide in list view.

To change the field size in form view

1 Click the field entry.

    A resize handle is displayed in the lower-right corner of the field.

2 Point to the resize handle.

    The pointer changes to a two-headed arrow.

3 Drag the resize handle until the field is the size you want.

To change the width of a field in list view

1 Click the right border of the field name you want to resize.

    The pointer changes to a two-headed arrow.

2 Drag the border until the field is the size you want.

See also

Highlighting in form view

Highlighting in list view

Number formats

Hiding fields and records

 Fonts

A font is a set of characters with a specific design. Each font has one or more sizes (measured in points) to choose from, and can have one or more styles also. When you change fonts and font sizes, Works displays all the fonts available for your printer. You can only use these fonts. The font and font size you choose is applied to all the text and numbers in the current view.

To change the font and font size

1 Highlight any entry.
2 On the Toolbar, click the Font box arrow.
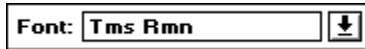
  Font box

   Works displays a list of the fonts your printer can use.

3 From the font list, click the font you want.
4 On the Toolbar, click the Font Size box arrow.
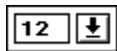
  Font Size box

   Works displays a list of the fonts sizes your printer can use.

5 From the list, click the font size you want.

See also

Printing Database information

Styles

 Formulas

You can use formulas in a database to enter the same information for every entry in a field, or to calculate the contents of one field based on the contents of another field. Whenever you type a formula in a field, the formula is automatically entered into all other existing records that do not already contain data in that field. You can type over any formula if you don't want the value or text that it displays for a particular field entry.

When you type information into a new record, the formula automatically creates a value for that field in the new record. A formula value is not displayed in a record that has no other data.

A formula can contain:
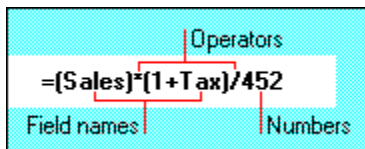
To enter a formula in a field

1 Highlight the field.

2 To begin a formula, type **=**

3 Type the formula.

Example: Type **=price-wholesale** if you want the field to contain the difference between the Wholesale and Price fields.

4 Click the Enter box in the formula bar.

Works displays the formula in the formula bar, and the result of the formula in the field.

What if...

   Works displays the formula in the field as text?
Make sure the formula starts with an equal sign.

   You want to enter a number and have it treated as text?
Type a double quotation mark (") before the number. For example, type "911 to enter a common emergency telephone number as text.

   You want to use a field name in a formula, but it resembles a number or function ?
Enclose the field name in single quotation marks (') so that Works will recognize it as a field name.

   You've typed over a field containing a formula and want to bring back the formula?
Use the Clear Field Entry command on the Edit menu to restore the formula.

See also

Functions

Deleting and clearing information

Gridlines

You can display or hide <u>gridlines</u> between <u>fields</u> in <u>list view</u> of your database. You can also print gridlines.

To display or hide gridlines

From the Options menu, choose Show Gridlines.

When Show Gridlines is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Gridlines, choose the command again.

To print gridlines

From the File menu, choose Page Setup & Margins, and then choose the Print Gridlines check box in the <u>dialog box</u>.

See also

<u>Printing Database information</u>

Hiding fields and records

You can hide <u>records</u> to prevent them from being displayed, printed, included in a <u>report</u>, or printed in form letters or mailing labels. When records are hidden, you can then switch which records are displayed and hidden or show all the records.

To hide a record

1 <u>Highlight</u> or move to the record you want to hide.
2 From the Select menu, choose the Hide Record command.

To switch hidden and displayed records

    From the Select menu, choose Switch Hidden Records.
    Records that were previously hidden are now displayed, and records that were previously displayed are now hidden.

To display all records

    From the Select menu, choose Show All Records.

To hide a field in list view

1 Click the right border of the <u>field</u> name you want to hide.
   The pointer changes shape.
2 <u>Drag</u> the border to the left until the field is hidden.

To display a hidden field in list view

1 From the Select menu, choose Go To.
2 In the Go To box, type the name of the field you want to display.
   - Or -
   In the Names box, choose the field you want to display.
3 Choose the OK button.
   The field is highlighted, although it is not displayed.
4 From the Format menu, choose Field Width.
5 Type any value greater than 0 (zero) in the Width box.
6 Choose the OK button.
   The field is displayed.

See also

<u>Selecting which records to view or print</u>

Highlighting in form view

Highlighting is the way you tell Works which information you want to work with. When you highlight something, the next command you choose acts on the highlighted material. For example, you first highlight a field name before you move it.

For commands in form view that apply to the entire record, Works considers the currently displayed record as the record you want to work with. For example, to delete the displayed record, choose the Delete Record command on the Edit menu.

To highlight a field name, field entry, field label, or blank line

Click the field name, field entry, field label, or blank line you want to highlight.

To display a record

To locate and highlight a particular field

1 From the Select menu, choose Go To.
2 In the Go To box, type the name of the field you want to display.
   - Or -
   In the Names box, choose the name of the field you want to display.
3 Choose the OK button.

See also

Moving around the Database

Highlighting in list view

Highlighting is the way you tell Works which information you want to work with. When you highlight something, the next command you choose acts on the highlighted information. For example, you first highlight a record before you delete it.

To highlight a single field entry

Click the field entry.

To highlight a group of field entries

Highlight the field in the upper-left corner of the group of fields you want to include in the selection, and then drag to extend the highlight to the field in the lower-right corner of the selection.

To highlight a record

Click the record number.

To highlight an entire field

Click the field name.

To locate and highlight a particular field

1 Highlight an entry in the record you want to search.
2 From the Select menu, choose Go To.
3 In the Go To box, type the name of the field you want to highlight.
   - Or -
   In the Names box, choose the name of the field you want to highlight.
4 Choose the OK button.

To highlight several records or fields

Drag to extend the highlight to all the records and fields you want to highlight.

To highlight an entire database

Click the box above the first record and to the left of the first field name.

See also

Moving around the Database

Adding and deleting records

You can easily add and remove <u>records</u> in the <u>form</u> and <u>list views</u> of a database. Each database you create can have up to 32,000 records.

To add a record in form view

Move to the record you want the new record to precede, and then choose Insert Record from the Edit menu.

To delete a record in form view

Move to the record you want to remove, and then choose Delete Record from the Edit menu.

What if...

You want to remove record information but you don't want to remove the record?
Use the Clear Field Entry command on the Edit menu for each <u>field</u> you want to clear.

To add a record in list view

<u>Highlight</u> the record you want the new record to precede, and then choose Insert Record/Field from the Edit menu.
When you insert a record, the records below the new record move down and all records are renumbered.

What if...

You want to add more than one record at a time?
Highlight one record for each record you want to add, and then choose Insert Record/Field from the Edit menu.

To delete a record in list view

Highlight the record you want to delete, and then choose Delete Record/Field from the Edit menu.
When you delete a record, the remaining records below move up and all records are renumbered.

What if...

You want to remove record information but you don't want to remove the record?
Use the Clear Field Entry command on the Edit menu for each field you want to clear.

See also

<u>Creating a database in form view</u>
<u>Creating a database in list view</u>
<u>Highlighting in form view</u>
<u>Highlighting in list view</u>

Modifying a form

<u>Form view</u> displays database information one <u>record</u> at a time, much as you would see the information on a printed invoice or index card.

You can modify a form by moving <u>fields</u> and creating and moving <u>labels</u>. Labels are usually titles or instructions for completing a form. They are not displayed in <u>list view</u>.

What if...

You created a database in list view and want to redesign the form that Works automatically creates for that database?

Switch to form view, and modify the form.

To switch to form view

On the <u>Toolbar</u>, click the Form button.

Form button

To create a label

1   Click where you want to add the label.

2   Type the text for the label.

Do not type a colon after the label text, or Works will treat it as a field name.

If you want to include a colon in the label, precede the label text with a double quotation mark.

Example: "Enter this customer data first:

3   Click the <u>Enter box</u> in the <u>formula bar</u>.

To move a field or label

1   Click the field or label you want to move.

The pointer changes to a hand.

2   <u>Drag</u> the field or label to its new location.

See also

<u>Creating a database in form view</u>

<u>Field size</u>

<u>Fonts</u>

<u>Styles</u>

<u>Highlighting in form view</u>

Moving around the Database

If a database contains more information than Works can display on one screen, you can move horizontally and vertically through the database to view your work. This is called scrolling.

To move through list or form view

Drag a scroll box to scroll through information. The box's position indicates your approximate position in the document.

Click the scroll bar to move information vertically or horizontally by one screen.

Click a scroll arrow to move horizontally or vertically.
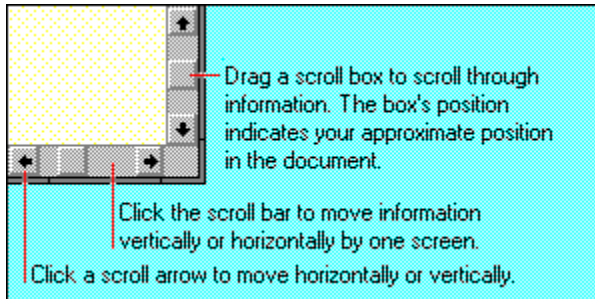
To move among records in form view

First
Previous
Next
Last

Click the button for the record you want to see.

To locate and highlight a particular field

1 From the Select menu, choose Go To.
2 In the Go To box, type the name of the <u>field</u> you want to display.
    - Or -
    In the Names box, choose the name of the field you want to display.
3 Choose the OK button.

See also

Database overview

Number formats

You can change the way a database <u>field</u> displays a number by formatting the field before or after you enter data into it. If you're going to use the same format for several different entries, you might find it easier to format after you've made your entries. Unless you specify a different format, Works displays numbers in <u>general format</u>. Other formats include the <u>fixed</u>, <u>currency</u>, <u>comma</u>, <u>percent</u>, <u>exponential</u>, <u>leading zeros</u>, and <u>true/false</u> formats.

To change the format of a number

1 <u>Highlight</u> the field you want to format.

2 From the Format menu, choose the appropriate command.

3 If Works displays a <u>dialog box</u>, you can change or accept the suggested number format.

   For example, if you choose Percent from the Format menu, Works proposes 2 decimal places. Works can display up to 7 decimal places.

4 Choose the OK button.

What if...

   You forget to choose a number format before you type a currency or percent value?
   If you type a currency symbol (such as $ or £) before a number, Works recognizes the currency format. Similarly, you can type a percent symbol (%), and Works recognizes the percent format.

   I see ##### instead of a number?
   The field is not wide enough. Change the field size or change the number format.

See also

<u>Field size</u>

<u>Dates and times</u>

Page breaks

When you print more information than can fit on one sheet of paper, Works automatically breaks the database into pages. You can specify exactly what information is displayed on each page by setting your own page breaks. The page breaks in one view do not affect the page breaks in the other views.

To insert a page break in list view

1 Highlight the record or field where you want to insert a page break.

2 From the Edit menu, choose Insert Page Break.

   If you highlight less than an entire record or field, Works displays a dialog box. Choose the Record option button for a horizontal page break or the Field option button for a vertical page break, and then choose the OK button.

To delete a page break in list view

1 Highlight the record or field containing the page break.

2 From the Edit menu, choose Delete Page Break.

   If both the record and the field have page breaks, a dialog box is displayed in which you specify which page break you want to delete, and then choose the OK button.

To insert a page break in form view

1 Highlight an entry in the line in which you want to insert a page break.

2 From the Edit menu, choose Insert Page Break.

   If you highlight less than an entire record or field, Works displays a dialog box. Choose the Record option button for a horizontal page break or the Field option button for a vertical page break, and then choose the OK button.

To delete a page break in form view

1 Move the highlight to the line containing the page break.

2 From the Edit menu, choose Delete Page Break.

See also

Printing Database information

Database overview

Printing Database information

There are several ways to print database information.

In <u>form view</u>, you can print your form as displayed on your screen. You can print specified <u>records</u> or all the records. You can also specify whether to print just one record per page, or several. In addition, you can print a blank form that contains no entries but prints the <u>field</u> names and <u>labels</u>.

In <u>list view</u>, you can print your database in rows and columns just as it is displayed on your screen. You can print just the field entries, or you can print field names and record numbers along with field entries.

In <u>report definition view</u>, you can print your records, add titles and labels, and do statistical summaries. For more information on reports, see the related topics section below.

The following procedures tell you how to print using the Works preset page setup. For information on other options, see the related topics section below.

Note: As your database prints, a <u>dialog box</u> displays the page number of the page that is being printed.

To print a database in form or list view

1   From the File menu, choose Page Setup & Margins.
2   Choose the options you want.
3   Choose the OK button.
4   On the <u>Toolbar</u>, click the Print button.

Print button

5   Choose the options you want.
    Choose the OK button.

To print a blank form in form view

1   Press CTRL+END to display a blank record.
2   From the File menu, choose Page Setup & Margins.
3   Under Print Which Records, choose the Current Record Only option button and any other options you want.
4   Choose the OK button.
5   On the <u>Toolbar</u>, click the Print button.
6   Choose the options you want.
7   Choose the OK button.

See also

<u>Creating a report</u>

<u>Setting page size, margins, and orientation</u>

<u>Previewing before printing</u>

<u>Printer setup</u>

<u>Fonts</u>

<u>Styles</u>

Protecting a database

You can prevent changes to both your database contents and the design of your database form. Initially, Works <u>locks</u> all <u>fields</u> in a database, but, until you turn on the Protect Data command, the lock has no effect. When a field is locked and protection is on, you cannot format it, change the entries, or unlock it. The Protect Form command lets you change a field entry, but prevents you from changing field names, field sizes, or <u>labels</u> on the form.

To unlock or lock a field entry

1   <u>Highlight</u> the field you want to unlock or lock.
2   From the Format menu, choose Style.
3   Clear the Locked check box to unlock the highlighted field or choose the Locked check box to lock the highlighted field.
4   Choose the OK button.

To set or remove field protection

From the Options menu, choose Protect Data.

When Protect Data is chosen, a mark is displayed beside the command name on the Options menu. To turn off Protect Data, choose the command again.

What if...

You want to protect some fields but not others?

After you make sure Protect Data is off, unlock the fields you do not want to protect, and then turn Protect Data on.

To set or remove protection for a database form

From the Options menu, choose Protect Form.

When Protect Form is chosen, a mark is displayed beside the command name on the Options menu. To turn off Protect Form, choose the command again.

Searching for specific information

If you need to locate something quickly in a database, you can instruct Works to look through <u>highlighted</u> <u>fields</u> or an entire database to find specific information. Works searches for an exact match of what you type.

To go to a particular field in a record

1 From the Select menu, choose Go To.
2 In the Go To box, type the name of the field you want to display.
   - Or -
   In the Names box, choose the name of the field you want to display
3 Choose the OK button.
   The field is highlighted.

To find specific information

1 In <u>list view</u>, highlight the field or fields you want to search.
   You don't need to highlight anything if you are searching in <u>form view</u>.
   To search the entire database in list view, highlight only a single field entry.
2 From the Select menu, choose Find.
3 In the Find What box, type the information you want to find.
4 To search all records (including hidden ones) and display all matching records, choose the All Records option button.
   - Or -
   To highlight the next field entry that contains the information, choose the Next Record option button.
5 Choose the OK button.
   In list view, if the search is successful, all matching records are displayed if you chose the All Records option button.
   In form view, if the search is successful, a matching record is displayed. Press F7 to find the next matching record, if there is one.

To display all records again

   From the Select menu, choose Show All Records.

What if...

   You want to find fields in which the contents may be similar, but not exactly the same?

   You can use wildcard characters in place of the characters that may vary. Use the question mark (?) in place of any single character, and the asterisk (*) in place of any number of characters in the same position. For example:

To find	Type
Freedman or Friedman	Fr?edman
Murray Rothbard	m*d

See also

<u>Selecting which records to view or print</u>

Selecting which records to view or print

You can search, or query, a database for <u>records</u> whose <u>fields</u> match certain conditions. Works displays the records that meet your conditions and hides those that do not. You can then edit or sort the group of records, or include them in a <u>report</u>, form letter, or mailing labels.

You specify the conditions you want to match in a query by typing them in the appropriate fields in <u>query view</u>. Query view looks just like your database in <u>form view</u>, except that the fields are empty. A query is applied to an entire database, including hidden records. For more information on querying, see "Guide to the Database" in the *Microsoft Works for Windows User's Guide.*

To create and apply a query

1 From the <u>Toolbar</u>, choose the Query button.

    🔲   Query button

2 Type your query instructions in one or more fields.

    Click the <u>Enter box</u> in the <u>formula bar</u> for each query.

3 Switch to <u>list view</u>.

    Works displays the records that match your conditions and hides those that do not.

To delete a query instruction

1 <u>Highlight</u> the query instruction you want to delete.

2 From the Edit menu, choose Clear Field Entry.

To delete all query instructions

    From the Edit menu, choose Delete Query.

To reapply a query

    From the Select menu in form or list view, choose Apply Query.

To see records hidden by a query

    From the Select menu in form or list view, choose Switch Hidden Records.

To see all the records in a database again

    From the Select menu in form or list view, choose Show All Records.

See also

<u>Searching for specific information</u>

Sorting a database

Sorting rearranges the <u>records</u> in a database so you can print mailing labels in postal code order, print names in alphabetical order, or catalog items in price order. Works can sort records in either ascending or descending order. You can specify up to three <u>fields</u> for Works to sort at one time. When you specify these sort fields, specify the most important field first.

To sort a database

1 From the Select menu, choose Sort Records.

   Works proposes to sort the first field of your database.

2 If you want to sort another field first, in the 1st Field box, type the name of the field you want.

3 Choose either the Ascend or Descend option button.

   Note: If a sort field contains different types of entries, Works sorts them in the following order: text, <u>NA values</u>, <u>ERR values</u>, numbers, and blank entries. If you sort in descending order, Works sorts the entries in the following order: numbers, ERR values, NA values, text, and blank entries.

4 If you want to sort additional fields, repeat steps 2 and 3 for the 2nd and 3rd fields you want to sort.

5 Choose the OK button.

What if...

   You want to sort more than three fields?

   Sort the three least important fields first, and then choose the Sort Records command again and sort the most important field or fields.

See also

<u>Sorting and grouping report information</u>

<u>Selecting which records to view or print</u>

<u>Creating a form letter</u>

<u>Creating a mailing label document</u>

Styles

You can emphasize headings and make it easier to distinguish between different kinds of information by making entries bold, italic, or underlined. When you add or change these styles, they are applied to all entries in a field. You can apply any combination of bold, italic, and underline, and you can apply them to fields before or after you enter information in them.

To change the font style

1 Highlight an entry in the field or fields whose style you want to change.
2 On the Toolbar, click the style button or buttons you want.

    B   Bold button

    I   Italic button

    u   Underline button

    Note: To apply the same styles to other fields, highlight the fields and then press SHIFT+F7.

See also

Alignment

Fonts

Toolbar shortcuts in the Database

Toolbar shortcuts in the Database

The Database Toolbar provides mouse shortcuts for some formatting commands, for switching between views, and for printing and print preview. Initially, Works displays the Toolbar when you create a new database.

To apply formats, you can either type your database information first and then highlight the fields you want to change and click a Toolbar button, or you can highlight the fields before you type in them and click the button for the format you want.

When you highlight an entry and click a Toolbar button, the button changes in appearance to indicate your action. Anytime you again move the highlight to that entry, the Toolbar button changes again to show the font style or format of the entry.

To use the Toolbar

1   Highlight the entry or entries you want to change.
2   Click the Toolbar button for the change you want to make.

The table below lists each Toolbar button and its function.

Click	To
	Specify a font for all the characters.
	Specify a font size for all the characters.
B	Apply bold formatting to characters.
I	Apply italic formatting to characters.
<u>u</u>	Apply underline formatting to characters.
	Align an entry to the left.
	Center an entry.
	Align an entry to the right.
	Switch to form view.
	Switch to list view.
	Switch to query view.
	Create a report or switch to report definition view.
	Preview your database before you print.
	Print database information.

To display or hide the Toolbar

From the Options menu, choose Show Toolbar.

When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Toolbar, choose the command again.

See also

Alignment

[Fonts](#)
[Styles](#)

 All command (Select menu)

Highlights the entire database while in list view.

To highlight an entire database list

 From the Select menu, choose All.

See also

Highlighting in list view

 Apply Query command (Select menu)

Applies an existing query to a database. Queries are created using the Query command on the View menu. You can use the Apply Query command to apply a query again after editing or adding database records. Works applies the query to all records, including hidden ones, and displays those records that match the specified conditions.

To apply an existing query

   From the Select menu, choose Apply Query.

See also

Query (View menu)

Show All Records (Select menu)

Searching for specific information

Entries command (Select menu)

Highlights a group of entries in list view. You can then edit or format the highlighted entries.

To highlight a group of entries

Highlight the first entry you want to include in your selection, choose Entries from the Select menu, and then use the arrow keys to extend the highlight.

See also

Highlighting in list view

Field command (Select menu)

In list view, highlights one field or several fields. You can then edit or format the highlighted field, and Works will apply your changes to the same field in each record.

To highlight a field

Highlight an entry in each field you want to include in your selection, and then choose Field from the Select menu.

See also

Highlighting in list view

Find command (Select menu)

Searches a database and <u>highlights</u> the first occurrence of the specified text or number. You can also search hidden <u>records</u> and display all records that contain the characters you are looking for.

To search for text or numbers

After you choose the Find command, choose the options you want from the following list.

Dialog box options

Find What	Type the characters you want to find.
Next Record	Find the next occurrence.
All Records	Search all records (including hidden ones).

See also

<u>Searching for specific information</u>

 Go To command (Select menu)
Jumps directly to a specified <u>field</u> or <u>record</u> in a database and <u>highlights</u> it.

To go to a field or record

 After you choose the Go To command, choose the options you want from the following list.

Dialog box options

Go To   Type the record number or field name you want to display.

Names   Choose a field name for the field you want to go to.

See also

<u>Entries (Select menu)</u>

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Searching for specific information</u>

Hide Record command (Select menu)

Hides <u>highlighted</u> <u>records</u> in a database. This way, you can display only the records that interest you. Works does not display hidden records in the <u>document window</u> or include them in <u>reports</u>. An exception to this is when you apply a <u>query</u> or perform a search on all records; Works searches for and displays any hidden records that match.

To hide a record

Highlight the record you want to hide, and then choose Hide Record from the Select menu.

See also

<u>Highlighting in form view</u>

<u>Highlighting in list view</u>

<u>Searching for specific information</u>

<u>Show All Records (Select menu)</u>

<u>Switch Hidden Records (Select menu)</u>

Record command (Select menu)

In list view, highlights one record or several records. You can then edit or format the highlighted records.

To highlight a record

Highlight an entry in each record you want to include in your selection, and then choose Record from the Select menu.

See also

Highlighting in list view

 Show All Records command (Select menu)
Displays all the <u>records</u> in a database, including ones that may have been hidden.

To display hidden records

   From the Select menu, choose Show All Records.

See also
_____

<u>Hide Record (Select menu)</u>
<u>Hiding fields and records</u>

Sort Records command (Select menu)

Reorders database <u>records</u> by <u>fields</u> in ascending order (A-Z and 0-9) or descending order (Z-A and 9-0). Works can sort records using up to three fields at a time. You can specify up to three fields for Works to sort at one time. When you specify these sort fields, specify the most important field first.

To sort a database

After you choose the Sort Records command, choose the options you want from the following list.

Dialog box options

1st-3rd Field	List up to three fields to be sorted, beginning with the 1st Field.
Ascend	Sort this field in ascending order from A-Z and from 0-9 in this order: text, <u>NA values</u>, <u>ERR values</u>, numbers, and blank fields.
Descend	Sort this field in descending order from Z-A and from 9-0 in this order: numbers, ERR values, NA values, text, and blank fields.

See also

<u>Sorting a database</u>

Switch Hidden Records command (Select menu)

Hides all displayed <u>records</u> and displays all hidden records in a database.

To switch hidden and displayed records

From the Select menu, choose Switch Hidden Records.

See also

<u>Hide Record (Select menu)</u>

<u>Hiding fields and records</u>

Delete Report command (View menu)

Deletes a database report. Deleting a report removes it permanently.

To delete a report

 After you choose the Delete Report command and choose the report you want to delete, then choose the Delete button.

See also

Creating a report

Deleting a report

 Duplicate Report command (View menu)

Duplicates a database <u>report</u>. Whenever you duplicate a report, Works creates an exact copy with the name you specify.

To duplicate a report

　　After you choose the Duplicate Report command and choose the report you want to duplicate, in the <u>dialog box,</u> type the name you want to give the report in the Name box, and then choose the Duplicate button.

See also

<u>Creating a report</u>

<u>Duplicating a report</u>

Form command (View menu)

Displays your database one <u>record</u> at a time. When you create a new database, Works displays it in <u>form view</u>. You can use form view to create a customized form for entering information, such as an invoice or statement. The information for each record can be entered using the same form. The form can contain <u>field</u> names for each field and descriptive text for the form, such as headings or notes.

To switch to form view

On the <u>Toolbar</u>, click the Form button.
- Or -
From the View menu, choose Form.

See also

<u>Creating a database in form view</u>

List command (View menu)

Displays database <u>records</u> as a list on a grid. Each row is a record, and each column is a <u>field</u>. Use <u>list view</u> to see and work with more than one record at a time.

To switch to list view

On the <u>Toolbar</u>, click the List button.
- Or -
From the View menu, choose List.

See also

<u>Creating a database in list view</u>

Name Report command (View menu)

Renames a database <u>report</u>. Whenever you create a new report, Works automatically gives it a name (such as Report1). You can rename any report to identify it more easily.

To rename a report

   After you choose the Name Report command and choose the report you want to rename, in the <u>dialog box</u>, type a name in the Name box, and then choose the Rename button.

See also

<u>Creating a report</u>

<u>Naming a report</u>

 Create New Report command (View menu)

Creates a new <u>report</u> using the information you've entered in a database. In the Create New Report <u>dialog box</u>, you can choose the database <u>fields</u> you want to include in the report.

To choose fields for a database report

  After you choose the Create New Report command, choose the options you want from the following list.

Dialog box options

Report Title	Type the report name.
Select Fields	Choose each field you want to include in the report.
Add	Choose to add the field to the report.
Fields In Report	Works lists the fields you added to the report.
Remove	Choose to remove the field from the report.

See also

<u>Creating a report</u>

Create New Report command: Statistics (View menu)

Lets you choose and position statistics for the <u>fields</u> in your database <u>report</u>.

To choose statistics for a new report

After you choose the Create New Report command, choose the options you want, and then choose the OK button. The Report Statistics <u>dialog box</u> is displayed. Choose the options you want from the following list.

Dialog box options

Fields In Report	Choose a field for which you want to display statistics.
Sum	Choose to print a total of the values in the field.
Average	Choose to print an average of the values in the field.
Count	Choose to print a count of the number of items in the field.
Maximum	Choose to print the largest value in the field.
Minimum	Choose to print the smallest value in the field.
Standard Deviation	Choose to print the standard deviation in the field.
Variance	Choose to print the variance of the field.
Under Each column	Choose to print field statistics under the appropriate field's column.
Together In rows	Choose to print statistics in rows at the end of the report.

After closing the dialog box, Works displays the <u>report definition view</u> of your database.

See also

<u>Creating a report</u>

<u>Create New Report (View menu)</u>

 Query command (View menu)

Displays an empty version of your database form so you can enter <u>query</u> conditions that Works will search for. Works hides all <u>records</u> that don't match your query conditions. When you choose the Query command, your most recent query conditions, if any, are displayed on the form. After creating a query, you apply it to the database.

To switch to query view

     From the View menu, choose Query.

To apply a query

     Return to the view or report you were in by choosing it from the View menu. The records that match your conditions are displayed in the view you choose.

See also

<u>Searching for specific information</u>

<u>Selecting which records to view or print</u>

Report Name **command (View menu)**

Displays the chosen <u>report definition</u> so you can make changes to the <u>report</u>. To view the report as it will look when you print it, click the Print Preview button on the <u>Toolbar</u>.

To view and edit an existing report definition

    From the View menu, choose the name of the report you want.

To switch out of report definition view

    On the Toolbar, click the view button you want.

- Or -

From the View menu, choose the database view you want.

See also

<u>Creating a report</u>

<u>Print Preview (File menu)</u>

100% bar chart

A type of stacked bar chart in which the category bars are the same length to show the percentage each component bar is of the total category. Each bar represents data from your spreadsheet.

absolute reference

A reference for a specific cell or range in a spreadsheet that will not change when the formula containing the reference is copied or moved to another location. You indicate an absolute reference by typing a dollar sign ($) in front of the column letter or row number you want to be absolute. For instance, an absolute reference for cell B2 would be B2.

active

The document or chart that you are currently working on. To make a document active, click its window, or choose its name from the Window menu.

application window

A window that contains an active application, displays the menus, and provides the workspace for any document used within that application. Any document window that is maximized uses the application window's borders and title bar.

arrow keys

Keys used for moving the insertion point or highlight to different parts of a Word Processor, Spreadsheet, or Database document. Arrow keys include the UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW keys. You can also use the arrow keys (after pressing ALT) to move through the menus.

ASCII

Files that contain only the text and numbers from a document (without formatting, such as bold or italics). Files are normally saved in Works format, but you can also save files in text format. These files, called text or ASCII files, can be used with other programs that don't use the Works format.

axis

In a chart, the horizontal line across the bottom of the chart is the horizontal axis (also called the X-axis), and the vertical line along the left edge of the chart is the vertical axis (also called the Y-axis). You can add a second vertical axis along the right edge of the chart.

bar chart

A type of chart in which the numbers in each value (Y) series are represented by vertical bars or portions of bars.

bookmark

A hidden marker that helps you find important places in a document. For example, you can insert a bookmark at the beginning of an important section, at a location where you want to add text or graphics, or in a paragraph where you want to make changes later.

Cancel box

The Cancel box appears to the left of the formula bar. Click the Cancel box to restore the entry to what it was before you began typing.

category labels

Text that identifies each category along the horizontal (X) axis of a chart. The text may be taken from a range of cells in a spreadsheet called the category (X) series.

category (X) series

A series of values all from the same spreadsheet row or column. When represented on a bar chart, the values in the same category series have bars of the same color and pattern.

cell

In a spreadsheet or database report, rows and columns intersect to form cells. For example, column A and row 1 meet at cell A1.

cell references

Identify cell and range locations in a spreadsheet. A reference identifies a single cell by using the column letter and row number (for example, B8). A range reference identifies a block of cells (for example, B8:D17).

circular reference

An error that results when a spreadsheet formula refers to itself. For example, if the formula in cell A2 is =B2, and the formula in cell B2 is =A2, they refer to each other, and the formula has no beginning value with which to calculate. "CIRC" is displayed in the status bar when Works finds a circular reference. To correct a circular reference, change one of the formulas.

Clipboard

A temporary storage area for cut or copied information. You can paste the contents of the Clipboard into another Works document or into a document in another Windows application.

column label

The lettered heading at the top of each column in a spreadsheet, database list, or report definition.

combination chart

A type of chart in which different value (Y) series are represented by a combination of points, markers, bars, and lines.

comma format

A number format that inserts commas every three places. For example, 1234567 becomes 1,234,567.00 if you specify two decimal places. The comma format encloses a negative number in parentheses.

command

You use commands to tell Works what to do. Commands are grouped into menus that are displayed at the top of the document window. Each tool and view has its own set of menus and commands.

Control-menu box

Displays commands that affect the window itself, such as moving it or changing its size or closing it.

currency format

A number format that inserts a currency sign and inserts commas every three places. For example, 1234567 becomes $1,234,567.00 or £1,234,567.00 if you specify two decimal places. The currency format encloses a negative number within parentheses. You can also type a currency symbol before a number so that Works recognizes the currency format.

date format

Specifies how to display dates. An example of a long date format is: month, day, year (October 4, 1963). An example of a short date format is: month, day, year (10/4/63). You use the Time/Date command (Format menu) to change between long and short formats. To change the date format to another country's display, change the International settings in the Control Panel. See your Windows documentation for more information.

data labels

Words or numbers from a spreadsheet that call attention to specific values in a chart. You can display data labels next to or above the specific bars, lines, or markers they identify.

data points

Represent specific values from a spreadsheet. For example, data points can be connected with lines in a line chart or they can be represented as bars in a bar chart.

dialog box

A window that displays options for you to review or change. A dialog box is one of the ways for you to tell Works what to do.

directory

A subdivision of a disk in which you store your files. For example, you can create a directory titled LETTERS for all your form-letter documents.

document icon

A graphic symbol that represents a document window that has been minimized. Document icons appear at the bottom of the application window and can be moved anywhere within the application's workspace, but not outside its borders. You double-click a document icon to restore it to its previous size.

document window

Each open document within an application appears in its own document window. Document windows have their own title bars unless they are maximized; then they fill the application's workspace and use the application window's title bar.

drag

Hold down the mouse button while you move the mouse. For instance, you drag the mouse when you highlight information in a document or move a window.

drive

Part of a computer that reads and writes to a floppy or hard disk. Drives are usually labeled A, B, or C. The C drive is usually the hard disk drive. The A and B drives are usually the disk drives into which you can insert floppy disks.

embedded information

Information from another application that is placed into a Works Word Processor document. Because it remains joined to the original application, you can make changes without ever leaving your document.

end-of-line mark

When you press SHIFT+ENTER, Works inserts an end-of-line mark in your document that creates a new line but not a paragraph. If you choose Show All Characters (Options menu), an end-of-line mark is displayed as an arrow that points down and to the left.

end-of-file mark

A horizontal mark at the end of a document that moves down as you type lines of text (▬). You cannot type below it.

END

Key that moves the insertion point to the end of a line of text, highlights the last cell in a row of cells, or highlights the last field in a record, depending on which Works tool you are using.

Enter box

The Enter box appears to the left of the formula bar. Click the Enter box to confirm what you type.

ERR value

ERR stands for "error." The ERR( ) function will return the error value ERR to indicate that an error condition exists.

exponential format

A number format that shows values in exponential (scientific) notation. For example, 1234567 becomes 1.23E+06 if you specify two decimal places.

extended character

You can type characters that are not on your keyboard, called extended characters, by typing special codes. A list of these characters and their codes is in "Appendix B: Extended Characters" in the *Microsoft Works for Windows User's Guide*.

extension

Characters at the end of a filename that denote what type of file it is. The extension for a Works Word Processor document is .WPS (the dot is part of an extension.) The extension for a Works Spreadsheet   is .WKS. The extension for a Works Database is .WDB.

field

In a database, a field is a category of information, such as names or part numbers. Each item in a record (name, street address, state) is in a field; the corresponding information in each record is in the same field. A field consists of a field name and the field entries. In list view, each field is displayed in a separate column.

field entry formula

A formula in a report definition that inserts a specified field entry into a report. Works displays =*fieldname* in the report definition. The actual contents of the field can be seen when you preview or print the report.

field summary formula

A formula in a report definition that inserts a specified summary statistic (such as group total or group average) for a specified report field. The actual values are seen when you preview or print the report.

fixed format

A number format that displays a specified number of decimal places, rounding figures appropriately. For example, 1234.567 becomes 1234.57 if you specify two decimal places. The fixed format shows a negative number with a minus sign (-).

font

A set of characters with a specific design; also called a typeface or type style. Each font has one or more sizes (measured in points) to choose from. Examples of different fonts:

This is Helv. This is Tms Rmn. `This is Courier.`

font styles

Determine the appearance of text and numbers. You can apply font styles such as bold, underline, and italic to draw attention to particular information.

footer

Text that appears at the bottom of every page. You can use footers to add page numbers, titles, or dates to your document.

form view

A way of displaying database information one record at a time, much as you'd work with forms, index cards, or paper.

formula

An equation that calculates a new value from existing values. You use formulas for all spreadsheet and database calculations, such as adding values in cells, calculating interest, and totaling columns. Example: Type **=sum(a2:b4)** to total the cell values in the range A2:B4.

formula bar

An area at the top of your screen that displays the contents of a highlighted spreadsheet cell or database field. You insert and delete characters in the formula bar to edit the contents of a cell or entry.

freeze

A way of keeping row and column titles in their original place so that you can always see them while you scroll through other parts of a spreadsheet, or print those row and column titles on every page of a multi-page spreadsheet.

function

A built-in equation. You can use functions in a spreadsheet or database to save time in typing complex formulas. For example, in the formula =AVG(Sales), the function AVG computes the average value of the numbers in the Sales field of a database. You do not need to manually add or count the values in a field to determine the average; Works does this for you.

general alignment

An alignment option for spreadsheet cells and database entries in which text is aligned to the left of a cell and numbers and dates are aligned to the right of a cell. Works displays general alignment until you change to left, right, or center alignment.

general format

A number format that displays values as precisely as possible, using an integer (123), decimal fraction (1.23), or exponential notation (1.23E+75) if the number is either too small or too large to fit into the cell or field. The general format shows a negative number with a minus sign (-). Works displays numbers in general format until you change to another number format.

gridlines

In a spreadsheet or database, gridlines are the horizontal and vertical lines between rows and columns. In a chart, they are the lines between categories on a horizontal axis or between intervals on a vertical axis.

header

Text that appears at the top of every page. You can use headers to add page numbers, titles, or dates to your document.

highlight

You highlight information to tell Works what you want to copy, edit, format, move, or otherwise act upon. When you highlight, the background behind the selection changes color. When a single cell in a spreadsheet or single entry in a database is highlighted, however, it has a dark border around it. You can highlight using the keyboard or by dragging the mouse.

hi-lo-close chart

Represents the numbers in each value (Y) series as markers with vertical lines connecting the highest and lowest markers in each category. This type of chart emphasizes the range in each category and is often used to show stock market information.

HOME

Key that moves the insertion point to the beginning of a line of text, to the first cell in a row of cells, or to the first entry in a record, depending on which Works tool you are using.

horizontal (X) axis

The horizontal line across the bottom of a chart. This is where a category label is displayed if it has been defined. Also called the X-axis.

insertion point

A vertical blinking bar where text is inserted. The insertion point also determines where Works will begin an action, such as checking spelling in a Word Processor document. Also known as the cursor.

keyboard shortcuts

Shortcut keys for commands and actions, such as highlighting or working with windows. Each shortcut key consists of a letter, symbol, or function key, often pressed in combination with the CTRL, SHIFT, or ALT key. Keyboard shortcuts are listed in the Help index.

label

In form view, any descriptive text that appears in every record. It is not part of a field and is not displayed in list view. Labels are usually titles or instructions for completing a form.

leader characters

In a table, the characters that connect the items in one column with the items in the next. Leader characters are displayed as dots, dashes, double dashes, or underlines. If you do not choose a specific type of leader character, Works leaves the space between columns blank.

leading zeros

A number format for numbers that begin with zeros, such as 03882 or 000124.

left alignment

In the Word Processor, an alignment option in which text begins at the left indent of a paragraph. In the Spreadsheet and Database, an alignment option in which entries begin at the left edge of a cell.

legends

In a chart, the symbols that show the markers, colors, and patterns used to represent each value (Y) series. Chart legends are sometimes called keys.

line chart

A type of chart in which the numbers in each value (Y) series are represented by markers or points connected by lines.

linked information

Information from another application that is placed into the Works Word Processor but remains linked to the original application. Linked information is automatically updated when information in the original document changes.

list view

A way of displaying database information as a list or grid of records and fields. Each cell in this grid corresponds to a field in form view.

lock

When you lock the contents of cells and entries in a spreadsheet or database, and the Protect Data or Protect Form command is on, the information can be viewed but not altered. This is useful for protecting information you don't want changed.

logarithmic scale

The two types of scales you can use in a chart are standard (linear) and logarithmic. With a standard scale, the interval is the amount Works adds to each number on the scale to determine the next number. With a logarithmic scale, the interval is the amount by which Works multiplies each number on the scale to determine the next number. A logarithmic scale is useful when the range of data values is very large.

You can use logarithmic scales in all types of charts except pie charts. Logarithmic scale values must be specified in powers of 10, such as 1/100th, 1/10th, 1, 10, 100, or 1000. Logarithmic scale intervals must also be specified in powers of 10, such as 10, 100, or 1000, and must not be less than 10.

logical value

The two logical values are TRUE and FALSE. All cells or fields whose values are zero display FALSE, and all non-zero cells or fields display TRUE.

menu

Lists the commands available in a particular category of commands.

menu bar

Lists the categories of commands available for the active document window.

message

Works displays error messages to inform you of a problem or ask for more information. When a message is displayed, you can press F1 or click the Help button for more information.

Minimize/Maximize button

Shrinks/enlarges the window.

mixed reference

A combination of absolute and relative references for a spreadsheet cell or range. For example, in the reference A$2, only the row reference is absolute; the column reference is relative.

modem

Short for MOdulator-DEModulator. A device that allows two computers to communicate with one another through telephone lines.

NA value

NA stands for "not available." The NA( ) function will return the numeric value N/A to indicate that information is not available.

nonbreaking hyphen

Keeps hyphenated words from being separated when they occur at the end of a line.

nonbreaking space

Keeps words that must stay together from being separated when they occur at the end of a line.

non-proportional font

Fonts in which all characters have the same width, such as Courier. They are also referred to as fixed-pitch fonts. For example, 10 pitch means 10 characters per inch: each character is 1/10 of an inch wide.

number format

Specifies how to display numbers. Possibilities include displaying numbers as percentages, in exponential notation, or with currency symbols and commas.

open

An open document is one that is currently available to work on. You open an existing document by using the Open Existing File command (File menu), and you open a new document with the Create New File command (File menu). Documents that are currently open are listed on the Window menu.

optional hyphen

Displays a hyphen when a word breaks at the end of a line. Use CTRL+HYPHEN to insert an optional hyphen.

orientation

You normally print a document or chart with portrait orientation (vertical page). If you want to print a document or chart with landscape orientation (horizontal page), you need to reverse the page height and width using the Page Setup & Margins command (File menu) and then choose the Landscape Orientation option in the Printer Setup dialog box (File menu).

page break

Determines where a new printed page begins. When you print more information than fits on one sheet of paper, Works automatically breaks the document into pages. You can insert your own page breaks if you want to specify exactly what information appears on each page.

PAGE DOWN

Key that displays the next screen of information in a document.

PAGE UP

Key that displays the previous screen of information in a document.

pane

Each document window can be divided into parts called panes. You can scroll within each pane, and it won't affect what you see in the other panes. This way, you can view different parts of a document at the same time. A Word Processor document can be divided horizontally into two panes; it can also have a footnote pane. A spreadsheet or database list can be divided both horizontally and vertically for a maximum of four panes.

paragraph mark

When you press the ENTER key, Works inserts a paragraph mark in your document and creates a new paragraph. If you turn on Show All Characters (Options menu), you can see a paragraph mark at the end of each paragraph (¶).

paste

The action that completes copying or moving information to a new location. Works can paste the contents of the Clipboard into another place in the same document, into another Works document, or into a document in another Windows application.

percent format

A number format which shows percentages. For example, .43 becomes 43.00% if you specify two decimal places. The percent format shows a negative percentage with a minus sign (-). You can also type a percent symbol following a number so that Works recognizes the percent format.

pie chart

A type of chart in which the numbers in the first value (Y) series are represented as slices in a pie.

placeholder

Indicates every place in a document where Works will insert information from another document. For example, placeholders in a Word Processor document can represent fields of a database. Once you've inserted a placeholder, you can copy, move, or delete it.

print area

The portion of a spreadsheet that you want to print. If you don't set the print area, Works will print the entire part of the spreadsheet that has information in it. You set a more specific print area by highlighting the cells you want to print and then choosing the Set Print Area command (File menu).

proportional font

Fonts in which character widths vary, except for numbers, so that if you use a proportional font (such as Tms Rmn) in your spreadsheet or database, the numbers will still line up exactly.

query

Requests that the database display records that meet particular criteria. For example, you can query a database so that it displays the names of all the female customers over age 30.

query formula

An entry in query view that specifies what information you want to match in the records displayed by the query. You can put query formulas in any or all of the fields.

query view

A blank version of a database form used to enter the information for which you want to display all occurrences of records that match the information.

range

A block of cells in a spreadsheet. Ranges can be as small as one cell or as large as an entire spreadsheet. Once you define a range, you can work with all the cells in a range rather than one cell at a time. You can assign a name to a range or refer to it using cell references.

range reference

Identifies a block of cells using the cell references of the upper-left and lower-right corner cells in the range (for example, B8:D17).

record

A database record contains information about one person, one product, or one event. A record is composed of several fields. Each field contains the same type of information; for example, all names are in one field, all street addresses are in a second field, and so on. In list view, each record is displayed in a separate row.

relative reference

Refers to a cell or range in a spreadsheet that will be adjusted for a new location when the formula containing the reference is copied or moved. For example, if you type =B1 in cell A3, Works goes up two cells and over one column to the right and displays the value it finds in that cell. If you copy the formula =B1 to another location, Works still looks for a value in the cell that is two rows up and one column to the right of the cell you copied the formula to.

report

A way of grouping or summarizing database records. You can view the report on the screen, print the report, or copy it to another Works tool.

report definition view

Specifies the database information to be included in a report. The report definition view consists of rows and columns. If you want to modify a report, you may need to add, delete, or change rows or entries listed in the report definition view.

report summary row

A row printed at the end of a report that can contain text or totals, averages, or other statistics about the report records.

Restore button

The small button at the right end of the title bar containing both an up arrow and a down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Click the Restore button to return the window to its previous size.

right alignment

In the Word Processor, right alignment is an option in which lines of text end at the right indent of a paragraph (and are "jagged" at the left side of the paragraph). In the Spreadsheet and Database, it is an option in which entries end at the right edge of a cell.

row label

The numbered heading at the left of each row in a spreadsheet, database list, or report definition.

saving

Until you save a new document, all your work is held only in the computer's memory, which is temporary. A power interruption or turning off your computer clears its memory, and any work you haven't saved is lost. Save a document periodically, as well as at the end of your work session, using the Save or Save As command (File menu).

scale

A set of numbered markers measuring values along a chart's vertical or horizontal axis. A scale has a minimum, a maximum, and intervals between marks. Works displays the values that are between the scale's minimum and maximum values.

scroll bars

The vertical and horizontal bars located at the right and bottom edges of the document window. By clicking the scroll bar with the mouse, you can quickly move to different places in your document.

scrolling

Moving vertically and horizontally through a document using the arrow keys or a mouse and the scroll bars.

selection

Text, cells, or entries that you've highlighted to let Works know what you want to change.

special characters

Include end-of-line markers, optional hyphens, page-number placeholders, or page breaks. Some special characters like tabs, optional hyphens end-of-line markers, and paragraph markers can only be seen when the Show All Characters command (Options menu) is chosen.

split box

The thin horizontal box located at the top of the vertical scroll bar (and at the left of the horizontal scroll bar in the Spreadsheet and in Database list view). Drag the split box to divide a window into panes. To close a pane, drag the split box to either end of the scroll bar or double-click on the split box.

spreadsheet

Spreadsheet data is organized into rows and columns. You can use the Works Spreadsheet tool to create spreadsheets for financial, statistical, and scientific calculations. You can create your own formulas or use Works built-in functions to make your work easier. If you change numbers in a spreadsheet, Works automatically recalculates the formulas.

stacked

A type of vertical (Y) axis scale you can choose for a stacked line or stacked bar chart.

stacked line chart

A type of chart in which the numbers in each value (Y) series are represented by markers that are connected by a line. Individual lines are stacked on top of each other to represent a total.

status bar

Horizontal bar at the bottom of the Works screen that displays information such as your location in the document, descriptions of menu commands, keys that are locked, and other information specific to each tool. You display the status bar by selecting it in the Works Settings command dialog box (Options menu).

summary row

Summary rows   are used for calculating totals, averages, and other summary statistics for all the records in a report. To calculate statistics for a group of records, you use Summ *fieldname* rows.

Summ *fieldname* row

A row printed at the end of a group of records created by a sort break that can contain text or totals, averages, or other statistics about the report records.

switch

To make another open document active, you switch to it by clicking it or choosing its filename from the Window menu.

tab mark

When you press the TAB key, Works inserts a tab mark in your document. If you turn on Show All Characters (Options menu), a tab mark is displayed as an arrow that points to the right.

template

A model document that contains all the settings, text, and formats you want to save and use later in creating new documents.

title bar

The bar at the top of a window that shows 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 or intensity than other title bars.

time format

Specifies how to display times. An example of a 24-hour format is: hour, minute, second (14:35:00). An example of a 12-hour format is: hour, minute, second (2:35:00 PM). You use the Time/Date command (Format menu) to change between 24- and 12-hour formats. To change the time format to another country's display, change the International settings in the Control Panel.

tool

Works for Windows consists of five different tools, or applications: Word Processor, Spreadsheet, Charting, Database with Reporting, and Microsoft Draw. They can be used separately or together, and some types of information can be used in more than one tool. For example, you can insert a chart or drawing into a Word Processor document or copy information from a spreadsheet to a database.

Toolbar

The row of buttons across the top of the application window. The buttons are shortcuts for several commonly used Works for Windows commands. The Toolbar also allows you to change font and font size.

true/false format

A number format that causes cells to display logical values. That is, all cells or fields whose values are zero display FALSE, and all non-zero cells or fields display TRUE.

tutorial

A series of interactive online lessons to teach you how to use an application.

value (Y) series

A set of numeric values in a spreadsheet represented by bars, lines, or points in a chart. A value series consists of a value for each category in the category series. A chart can have up to six value (Y) series.

vertical axis

The vertical line along the left edge of a chart. This is where the scale numbers are displayed. You can also add a second vertical axis along the right edge of the chart for a different type of scale. Vertical axes are also called Y-axes.

white space

Any number and combination of consecutive spaces, tab marks, or non-breaking spaces.

workspace

Area beneath the Toolbar where document windows and icons are displayed.

Works window

Contains the Works application. The windows for Works documents are contained in the Works window.

XY chart

A type of chart in which the numbers in each value (Y) series are represented by markers and are plotted in relation to corresponding X-values. Also called a scatter chart.

About Microsoft Works command (Help menu)

Displays the version of Works you are using, as well as licensing and copyright information.

To see version, licensing, and copyright information

From the Help menu, choose About Microsoft Works.

See also

How to use Help

 Basic Skills command (Help menu)

Displays the categories of Basic Skills topics in Help.

To display the categories of basic skills topics

   From the Help menu, choose Basic Skills.

See also

How to use the Works tutorial

How to use Help

 How To Use Help command (Help menu)
Displays the How to use Help topic.

To display the How to use Help topic

     From the Help menu, choose How To Use Help.

See also

How to use the Works tutorial

 Index command (Help menu)

Displays the categories of Help topics.

To display the Index

    From the Help menu, choose Index.

See also

How to use the Works tutorial

How to use Help

Keyboard Shortcuts command (Help menu)

Displays a list of <u>keyboard shortcuts</u> topics.

To display a list of keyboard shortcuts topics

From the Help menu, choose Keyboard Shortcuts.

See also

<u>How to use Help</u>

Tutorial command (Help menu)

Displays the list of lessons in the Works for Windows Tutorial.

To display the list of tutorial lessons

From the Help menu, choose Tutorial.

See also

How to use the Works tutorial

How to use Help

Protecting your work

Following are a few suggestions for protecting your work against accidental loss:

Always make backup files. Works automatically creates a backup of documents if you turn on the Make Backup Copy option when you first save the document (or choose Save As from the File menu).

This way, if something happens to the original file, you can open the backup file and recover a recent copy of the file.

Save your work often. The longer you wait before saving your work, the more you lose if there is a power outage or equipment failure. Save every 15 minutes to one-half hour.

Copy important documents to another disk so, if something happens to the original disk, you won't lose your documents.

See also

Creating backup copies to protect your work

Renaming a document

When to use Help and when to use the Works Tutorial

Use Help to perform specific tasks. Help is designed to give you direct, step-by-step instructions for specific procedures (such as how to create a database field).

Use the Tutorial to see the big picture. The Tutorial is designed to describe a Works task (such as creating a database) and then let you practice it yourself. Tutorial lessons typically take 15 to 20 minutes to complete.

See also

How to use Help

How to use the Works tutorial

Hiding notes in a document

The Works Word Processor does not have the capability to create hidden text (information that is part of your document, but that you might not want to print with the rest of the document). However, you can simulate this capability using <u>fields</u> from a database.

For example, suppose you are writing a research paper and you want to keep notes on where facts and quotations are found. Use the following procedure to create your notes:

1 Create a database with only one <u>record</u>.
2 Create a field for each note you want to add. Name the fields 1, 2, 3, and so on.
3 In a Word Processor document, insert fieldname <u>placeholders</u> at the location where you want each note.

   Example: The first note placeholder would be «1», the second would be «2», and so on.
4 From the File menu, choose Print Form Letter to print the document with the contents of the notes.

   -Or-

   From the File menu, choose Print to print the document with only the placeholders for the notes.

See also

<u>Creating a form letter</u>

Adding color to a document

Works does not have a command to change the color of the text you type. However, if you want to display colors on screen, (providing you have a color monitor), you can create the text using Microsoft Draw and then copy it into the Works Word Processor.

Draw will insert the text into the document as a graphic object, so the colored text may not align with regular text.

See also

Adding a drawing to a Word Processor document

Displaying dates before 1931

If you enter a date in the month/year format for a year before 1931 (for example: 11/25), Works will change the entry to the month/day format (for example: November 25). This is because Works assumes a month/day format if the number is below 32.

To rectify the problem, type the full date, such as 11/10/25, and then set the field or cell format for month/year using the Time/Date command on the Format menu.

See also

For the Spreadsheet:

Number formats

Dates and times

For the Database:

Number formats

Dates and times

Displaying numbers and dates

To properly display numbers and dates in a database <u>field</u> or a spreadsheet <u>cell</u>, always make the field or cell at least one character larger than the largest number you intend to enter. You might need to set an even greater width to display numbers in different formats. The extra room is for specific number formatting signs. For example, depending on the format, the number -123 might appear as: -123, (123), 123.00, and so on.

If a field or cell contains numbers that are too long to display, the value is displayed as #####.

See also

For the Spreadsheet:

<u>Number formats</u>

<u>Dates and times</u>

For the Database:

<u>Number formats</u>

<u>Dates and times</u>

Correcting ERR messages in formulas

If you delete an end point in a range reference, formulas that refer to the deleted cells will display the message "ERR." For example, if you reference the range A1:C10 in a formula, and then delete column A or C or row 1 or 10, each cell containing the formula will display ERR. To correct the error, type a formula with a valid range.

See also

Number formats

Dates and times

Subtracting a range from the first number in the range

You can create a formula to subtract a range of numbers from the first number in the range. For example, to subtract the total value of cells A1 through A6 from the value of cell A1, you can use the formula =A1-SUM(A1:A6)

See also

Formulas

Enhancing forms

You can use the Print Form Letter command on the Word Processor's File menu to create forms with information from your database and then add drawings, change <u>fonts</u> for headings, or place borders around important sections. You can create forms for many kinds of information:

Catalogs

Checks

Purchase orders

Statements

Packing slips

You can also use this method to create several forms using information from one database.

Example: Follow the instructions for creating a form letter, but recreate your database form using text and <u>placeholders</u> <u>fields</u> where you want the database information to print. Add drawings, borders, and other elements.   When you print the form, Works replaces the fieldname placeholders with the information from your database.

See also

<u>Creating a form letter</u>

<u>Copying or moving information to and from the Database</u>

 Deciding how to select database records for printing

There are several ways to print only certain database <u>records</u>. The method you choose depends on how many records you want to print or the format you want to print them in.

To print	Do this
Columns of all the records	Print in <u>list view</u>.
A separate page of each record	Print in <u>form view</u>.
A single record	Print the <u>active</u> record in form view.
Unrelated records	Hide the records or <u>fields</u> you do not want to print.
Columns of only selected fields	Create a <u>report</u>.
Records sorted into groups	Create a report.
A summary of information in a field	Create a report.
Records that meet specific criteria	Create a query instruction in <u>query view</u> so that Works selects certain records and hides all others.

See also

<u>Printing Database information</u>

<u>Selecting which records to view or print</u>

<u>Hiding fields and records</u>

<u>Creating a report</u>

 Calculating cumulative and running totals

The SUM function only calculates totals within individual records. However, you can create a <u>field</u> in which you use the SUM function to provide a cumulative total for all <u>records</u>.

Example: You have a field named Sales that contains daily sales figures. Create another field named Sales Total, and type in the <u>formula</u> **=Sales Total+Sales**. Works automatically calculates the cumulative amount for that record and all subsequent records. The last record contains the cumulative total for all records.

You can also calculate totals, subtotals, or both by creating a <u>report</u> to categorize and summarize entries.

See also

<u>Formulas</u>

<u>Creating a report</u>

When your document does not print

If you choose the Print command on the File menu and your document does not print, check to see:

If your printer is turned on, has paper loaded, and that the ready light indicates it will print.

If you have chosen the correct printer for Windows. If you have more than one printer installed, select the correct one by opening the Windows Control Panel and then opening Printers.

If you have chosen the correct printer for Works. If you have more than one printer installed, choose the one you want to print to using the Printer Setup command on the File menu.

If the cable from the computer to the printer is connected to the correct port, or if you have made the correct port setting in the Printer Setup dialog box. LPT1, LPT2, and LPT3 are generally for parallel printer connections. COM1 and COM2 are generally for serial printer connections.

If the cable from the computer to the printer is fully engaged at both the computer and printer connections.

If your printer cable is okay. If you suspect that the problem might be in your cable, try a different one.

If your printer DIP switches are set properly. Your printer manual should tell you how to set the switches to work properly with IBM-compatible machines.

If you printer does not have DIP switches, there may be other methods of setting its defaults. Check you printer manual.

If you are running a spooler program that is not compatible with Windows, or your spooler program is not working. A spooler program stores the information sent to the printer in a file and then lets you continue working while the document prints. If you are using a spooler other than Windows Print Manager, turn it off, and then try printing again from Works. If you are using Windows Print Manager, see your Windows documentation for more information.

If you made a mistake when choosing page setup and printer options. For example, make sure you did not type the letter "l" to represent the number 1 (one), or that you did not type the letter "O" to represent the number 0 (zero).

See also

Printer setup

Setting page size, margins, and orientation

Printing Word Processor information

Printing Spreadsheet information

Printing a chart

Printing Database information

<u>Printing reports</u>

Getting strange characters when you print charts

If you get lines of meaningless characters when printing, check the following:

The items listed in the hint "When your document does not print."

If you are printing a chart and your printer can't print graphics. Daisy-wheel printers and some older dot-matrix printers cannot print graphics.

That you did not turn off your printer after choosing the Print command. When printing charts, Works sends special codes to your printer for printing graphics. If you turn the printer off, the graphics mode may also be turned off.

See also

Printing a chart

When your document does not print

 If blank pages print

Sometimes Works prints unwanted blank pages when printing a database or spreadsheet. If this happens, check the following:

      Where the last <u>cell</u> or <u>field</u> is located. Press CTRL+END to go to the last cell or field in the document. You may have formatted cells or fields that are empty. This can happen if you <u>highlight</u> a whole row or whole column before choosing a <u>number format</u> or a <u>font style</u>. Once you format a cell, Works considers it part of the information in your spreadsheet or database and prints it if it is included in the print area.

      The width of the data in the spreadsheet or database. For example, if you have a line that extends beyond the bottom or right margin of a page, Works prints all cells or fields beyond that margin.

See also

<u>Printing basics</u>

Printing specific areas of a spreadsheet

If Works does not print all of the information on a spreadsheet, try changing the print area. You can tell Works exactly what portion of a spreadsheet to print by first highlighting the range of cells you want to print and then choosing the Set Print Area command on the File menu. Works continues to print only the range of cells you highlighted until you specify another print area.

If you frequently print different portions of the spreadsheet, highlight each portion and give it a range name. When you want to print that range, press F5, and choose the range name you want. Works highlights that range. Choose the Set Print Area command to change the print area before you print.

See also

Printing basics

Printing margins

Many printers, like the Hewlett-Packard DeskJet, have an unprintable region on the left margin. You should take this internal margin into account and set margins to be the same or larger than the unprintable region. For more information, see your printer's documentation.

See also

Printing basics

Setting page size, margins, and orientation

Printer setup

If Windows does not support your printer

When you set up Windows, you may not find the brand name or model of your printer on the list of printers that Windows supports. However, most printers can emulate certain printers, such as the IBM Pro Printer, the Epson FX, the Epson LQ, and so on. Some printers automatically emulate other printers, so you may not need to make any special settings. You can find information about printer emulation and installation in your printer manual.

See also

Printing basics
Printer setup

(name) Already exists

You tried to rename a chart or report with a chart or report name that already exists.

 Type a different name.

1st value (Y) series not highlighted

You chose a chart type that requires a value (Y) series, but you did not choose a 1st value (Y) series.

 Choose a 1st   value (Y) series.

A tutorial is already running

You tried to start the tutorial from Works while it was already running.

 If the tutorial is visible on the desktop, click it to restore it. If you cannot see the tutorial, use the Windows Task Manager to switch to it.

Argument is wrong type

You tried to use an argument that is not valid for the function you are using. For example, you typed text as one of the arguments for the SUM function.

    Correct the argument. For more information on using functions, see your documentation.

Available Clipboard formats changed

You left the Paste Special dialog box open while copying or cutting information in another application. The data formats in the dialog have changed.

Choose the OK button to close the dialog box.

Backup filename same as directory name

You tried to open or save a backup file by typing a filename that is the same as the name of an existing directory.

   Type another filename.

Bookmark name already used

You typed a bookmark name or range name that already exists.

 Type a different name.

Call not completed

You tried to place a phone call using the Dial This Number command, but the phone call could not be completed.

 Check your telephone and modem connections to make sure they were working correctly.

Can only link to original source

You copied a linked object to your document. Since that linked object had another document as its source, Works can only link the object to the original source document.

 Choose the OK button to close the dialog box and accept the link to the original source.

Can only save document with current name. Save anyway?

You tried to save a document using a different name, but Works does not have enough memory to change the filename.

 Choose the OK button to save the document with its current name. Choose the Cancel button to cancel the saving operation. You may be able to increase memory by closing a few open documents.

Cannot access document: insert disk containing document *(filename)*

You tried to save a document on a disk that is not the disk from which the document was opened, the floppy disk is not in the drive, or the disk is write-protected.

 You must save a document on the same disk from which it was opened. Either choose the Cancel button and type the correct pathname and filename in the Save File As dialog box, or insert the original disk into your disk drive, and then try again. If the disk is sealed or write-protected, remove the seal or the write-protection.

Cannot access document: insert disk containing document *(filename).* Warning! Cancel will close document without saving

Works tried to access the floppy disk from which you opened a document, but the drive door was open or the floppy disk was not in the drive.

 Insert the disk from which you opened the document into your disk drive, and then choose the OK button. If you choose the Cancel button, Works closes the document without saving any changes because it has no destination for those changes.

Cannot access server application

You tried to use a server application to edit or create an object, but Works could not communicate with the server.

 Choose the OK button to close the message.

Cannot add tab stops

You tried to set more than 20 tab stops in one paragraph.

 Revise your document to use fewer than 20 tab stops in the paragraph.

Cannot adjust Clipboard references

You pasted in Clipboard contents containing references to other cells.   These references could not be adjusted to the cells' new location.

   Some formulas and references in the pasted region may be incorrect. Check them and readjust them if necessary.

Cannot change: document read-only

You tried to save or open a document that was previously defined as read-only.

 If you want to change the document, open it and choose Save As, to save it using a different filename. The original read-only document is left intact.

Cannot change: form protected

You tried to change a Database form while Protect Form command was turned on

Choose Protect Form again to turn protection off, and then change the form.

Cannot change: locked

You tried to type or edit information in a protected cell or a form in a Spreadsheet or Database.

 To change a cell, turn protection off.

Cannot continue loading workspace

Works cannot locate a file that you have designated as part of your workspace.

 If you have moved or renamed the file, open it and choose Save Workspace. The new filename and location will be recorded.

Cannot copy characters

You tried to copy the last paragraph mark of a header or footer, or footnote marker in the footnote pane.

 Make another selection that does not contain these characters.

Cannot copy to this view

You tried to copy highlighted text into a Database report or query, or into a chart.

 If you want to copy into a Database, you must use Database list view or form view. You cannot copy to a chart or to another chart window.

Cannot create series

You chose the Fill Series command from the Edit menu, and typed an incorrect step value. For example, you typed 0 (zero).

   Type a value of 1 or more.

Cannot delete: bookmark does not exist

You tried to delete a bookmark, but typed the name of a bookmark that does not exist.

If you wish to delete a bookmark, select one from the list in the dialog box, and then choose the Delete button.

Cannot delete empty field

You have highlighted an empty field and then chosen the Cut command.

 Make a new selection that does not include an empty field.

Cannot delete: range name does not exist

You tried to delete a range name, but typed the name of a range name that does not exist.

   If you wish to delete a range name, select one from the list in the dialog box, and then choose the Delete button.

Cannot edit object
You selected an object for editing, but the server did not open the object.

Choose the OK button to close the message.

Cannot edit object: source application busy

You tried to edit an object while the object's source document's application was busy.

 Choose the OK button to close the message and try to edit the object after the source document's application has completed what it is doing.

Cannot find a CD drive

Works for Windows is trying to locate files on its CD-ROM, but cannot detect a CD drive on your computer.

 Make sure that you have a CD drive, and that the drive is properly installed.

Cannot find chart: continue printing?

You inserted a placeholder into a Word Processor document, and then later changed the chart name.

Be sure your chart names match. Delete the placeholder from the Word Processor document, and then choose Insert Chart from the Edit menu again.
—Or—

Switch to the Spreadsheet and rename the chart to match the name in the Word Processor document.

Cannot find COM port: *(COMx:)*

Works couldn't find the COM port you specified in the Works Settings dialog box.

 You might see this message if you choose COM2 and your personal computer doesn't have the COM2 serial port hardware installed. Correct the port selection, and then try again.

Cannot find directory

The directory name you typed in the Open or Save File As dialog box doesn't exist.

 Type the correct directory name.

Cannot find document or document open

You tried to open a document that Works cannot find or that was already open in Works.

Close the document or make sure the pathname you typed for the document is correct, and then try again. If you use Works on a network, you may need to wait until another person closes the document you want to open.

Cannot find linked document

You tried to edit or update an object that is linked to another document, but the source document cannot be found.

 Check the links between the linked object and the server, making sure that they point to the correct document. Also make sure that you have the correctly named document in the correct location.

Cannot find tutorial files

You tried to use the tutorial, but its files could not be found.

 Make sure that the tutorial files are present and uncorrupted. You can reinstall the tutorial by installing Works for Windows again.

Cannot initialize speller

You tried to check the spelling of a document, but the speller could not be initialized.

 Make sure the speller and dictionary files are present and uncorrupted. You can reinstall these files by installing Works for Windows again.

Not enough memory to keep track of new formats

You were formatting your document, but Works ran out of memory to keep track of new formatting.

 If you wish to apply new formats, you must remove old formats from the group of characters you wish to change.

Cannot insert row here

You tried to move a Database report row type to a location that is out of sequence. For example, you tried to move a Title row after a Record row.

 Report rows can only occur in a specific order: Title rows, then Headings rows, then Record rows, and then Summary rows. Choose a valid destination in your report definition, and then try the move again.

Cannot load conversion files

You tried to convert a document into another format, but Works could not load the conversion files.

 Make sure the conversion files are present and uncorrupted. You can reinstall the conversion files by installing Works for Windows again.

Cannot load dictionary

You tried to check the spelling of a document, but the dictionary could not be loaded.

 Make sure the dictionary is present and uncorrupted. You can reinstall the dictionary by installing Works for Windows again.

Cannot load Thesaurus

You tried to use the Thesaurus, but its files could not be loaded.

 Make sure the Thesaurus files are present and uncorrupted. You can reinstall the Thesaurus by installing Works for Windows again.

Cannot load tutorial

You tried to use the tutorial, but its files could not be loaded.

 You may want to make sure that the tutorial files are present and uncorrupted. You can reinstall the tutorial by installing Works for Windows again.

Cannot make backup: save anyway?

You tried to save a document with the Make Backup Copy option turned on, but the backup file is already open.

 Close the backup file or choose the OK button to save without a backup file.

Cannot move

You tried to move a paragraph mark of a header or footer, or a footnote mark in the footnote pane.

Make another selection that doesn't include these characters.

Cannot open encrypted dBase file

You tried to open an encrypted dBase file, but Works could not read it.

 Go back to dBase and save the file in a non-encrypted format.

Cannot open document

You tried to open a document that may have been saved in a format Works doesn't recognize or that may be protected by a password.

 You can use a spreadsheet from another program if it is saved as a text (ASCII) file in that program, or if it is a Lotus 1-2-3 file. If the file is protected by a password, remove the protection.

Cannot find file or file already open

You tried to open a file, but Works couldn't find the file or the file is already open.

 Make sure that the location you entered is accurate, or that the file is not being used by anyone else on the network, or that it is accessible to multiple users.

Cannot print label at edge of page

You tried to print labels, but your page is setup so that a label falls into the unprintable region of your printer.

 Choose a different label size or configuration, so that the labels do not fall into the unprintable region. See your printer documentation for information about the size of your printer's unprintable region.

Cannot read disk in Drive *X*

You tried to save or open a document and Works cannot read the disk.

  Check to see if there is a disk in the drive, if the drive is closed, or if the disk is properly formatted. If Works cannot read a network drive, check to see if the network is still connected.

Cannot replace backup file

You tried to save a file and create a backup of it, but the backup file on your disk could not be replaced.

 Make sure that the backup file on your disk is not protected in some way that prevents overwriting it. You may want to save your file to a different directory, or delete the previous backup file.

Cannot run application; may be corrupted

You tried to run Works for Windows, but the files may be damaged.

 Reinstall Works for Windows by running Setup again.

Cannot run Help: out of memory

You tried to run Help, but Works ran out of memory.

 Save or close some documents and try again.

Cannot run WorksWizards with more than six open documents

You attempted to run a WorksWizard with more than six documents open in your workspace.

 Close some documents and run the WorksWizard again.

Cannot save document

You tried to save a document, but Works could not save it.

Make sure that the disk you are saving to is neither write-protected nor full. Use the Save As command to specify another location for saving your document.

Cannot select hidden record

In the Select Go To dialog box, you typed the number of a hidden record.

   You can show hidden records in two ways: the Show All Records command, which displays all records, or the Switch Hidden Records command, which makes hidden records visible and hides visible records.

Cannot start Help

You tried to start Help, but Works could not start it.

 You may want to make sure that the Help files are present and uncorrupted. You can reinstall Help by installing Works for Windows again.

Cannot start server application

You tried to use a server application to edit or create an object, but Works could not start the server application.

Choose the OK button to close the message.

Cannot start tutorial

You tried to use the tutorial, but Works could not start it.

 You may want to make sure that the tutorial files are present and uncorrupted. You can reinstall the tutorial by installing Works for Windows again.

Cannot start Works

Works could not be started.

 Try running the program with fewer applications under Windows. You may also want to make sure that the Works files are present and uncorrupted. You can reinstall Works for Windows by running setup again.

Cannot start WorksWizard

You tried to start a WorksWizard, but Works could not start it.

 You may want to make sure that the WorksWizard files are present and uncorrupted. You can reinstall WorksWizards by installing Works for Windows again.

Cannot type here: enter query formula in cells

In Database Query view, you tried to type a query formula somewhere other than a cell.

Highlight the cell in which you want the query formula, and then try again.

Cannot use this command right now

Some commands have no meaning in certain procedures or views (for example, choosing the Save command when no documents are open).

  If a command cannot be chosen, it is displayed in gray or another color on the menu. Change views if necessary, and choose a valid command. To find out more about a command, choose it on the menu and read the information in the message line.
—Or—

  If the formula bar has a blinking insertion point, press the enter key to accept the entry or press the ESC key to cancel.

Category (X) series not specified

You chose a command that required a category (X) series, but no category (X) series was specified.

 Choose a series and assign it to category (X) series, or choose a chart format (for example, Bar) that does not require category (X) series.

Choose OK after loading paper

You highlighted the Manual Page Feed option in the Printer Setup dialog box and your printer is paused, waiting for paper.

  Load the paper into your printer, and then choose the OK button   to continue printing.

Close this document, exit, and then restart Works

Works has run out of memory. If you continue to work with your open documents, you may lose your work.

 Close all open documents, exit Works, and then start it again. You may be able to increase memory by closing some applications under Windows and working with fewer open documents in Works.

Column width not valid (0..79)

You specified a Spreadsheet column width less than 0 (zero) characters or greater than 79 characters.

Type a valid column width.

Column width not valid (1..79)

You specified a Database Report column width less than 1 character or greater than 79 characters.

 Type a valid column width.

Complete operation before opening document

You tried to open a document before completing an operation. For example, a dialog box was still open and you tried to open a document.

Complete the operation, then try again.

Continue to display errors?

You tried to load a spreadsheet file into Works. Works cannot display or calculate certain entries in the file.

 Choose Yes to load the file and show all errors.   Choose No to load the file without displaying errors. Choose the Cancel button to cancel opening the file in Works.

Conversion file not available

You tried to convert a file, but Works could not find the conversion files.

 To install the conversion files, run Setup and install Works for Windows again.

Conversion not completed

You tried to convert a document, but Works could not complete the conversion.

 You may want to try the conversion again. First, make sure that the conversion documents are present and uncorrupted. You can reinstall the conversion files by installing Works for Windows again.

Copy source not valid

You chose the Copy command from the Edit menu in the Database report definition view, but the selection contains only blank cells.

 Change the selection, and then choose the Copy command from the Edit menu again.

Could not load entire file

You tried to open a file in a spreadsheet window, but the file exceeded the capacities of the Works spreadsheet.

 Works will display as much of the file as possible. You may want to save the file as two or more smaller files which can then be opened in Works.

Destination not valid

You tried to copy a paragraph mark from the Word Processor into the header and footer paragraph.

—Or—

You tried to choose a header and footer paragraph mark as the destination of a copy.

—Or—

You tried to move or copy a footnote mark from the Word Processor window to the footnote pane or to a header and footer paragraph.

Destination protected

You tried to paste data to a destination that is protected.

 Choose Protect Data from the Options menu, to turn protection off.

Dictionary file must be closed

You opened the personal dictionary file (PERSONAL.DIC) in Works, and then tried to check spelling.

 Close the dictionary file.

Dictionary not valid

You tried to check spelling, but the dictionary file was not valid.

 Reinstall the dictionary by running Setup again.

Directory full: save to another directory

You tried to save a document, and the destination directory doesn't have enough room.

 You can save to a different directory, or delete unnecessary documents to make room in the directory.

Disk full

You tried to save a document, and the destination disk doesn't have enough room.

 You can use a new disk, save on a different disk, or delete unnecessary documents to make room on the disk.
—Or—

Works uses a temporary scratch file that is normally invisible to you. If this file becomes too large, you'll see this message.

 Immediately save all open documents, and then continue working.

Document already open: opening again erases changes since last save

You tried to open a document that is open in Works and has been changed since you opened it.

 If you choose the OK button, the changes you made since last saving the document will be lost. Choose the Cancel button to cancel the command.

Document not saved:save document to another disk or another drive

You chose the Save command and the save failed because the disk you are saving on is full.

 Choose Save As and save the document on another disk or another drive.

Document too big

You tried to save a document larger than eight megabytes.

You can make the document smaller by reducing the amount of formatting in it, or you can edit the document to shorten it. You may want to break the document up into smaller documents in order not to lose any formatting or text.

Document with same name already open or already exists

You tried to open a Works document from another directory, but that document has the same name as a document that is open.
—Or—

You tried to save a document with the same name as an existing document.

   Choose Save As, to rename the open document. Close the renamed document, and then try to open both documents again.

End of document: continue to check spelling from start?

You chose the Check Spelling command when the Insertion point was not at the beginning of the document.

If you want to continue checking from the beginning of the document, choose the OK button. If you want to stop, choose the Cancel button.

End of file not valid

Works cannot open the document you specified because the document contains an end-of-file marker that is not valid.

 The document may be corrupted; try to open your backup copy if you have one.

Enter first value

You chose the Fill Series command from the Edit menu while the Insertion point was in an empty cell.

  Type the starting value into the highlighted cell, or choose another cell that contains a starting value.

Error accessing dictionary

You tried to use the speller, but the dictionary files could not be accessed.

  You may want to make sure that the dictionary   files are present and uncorrupted. You can reinstall these files by installing Works for Windows again.

Error opening object in server on network

You tried to open an object in a server that resides on a network. Works was unable to open the object.

 Choose the OK button to close the message. You may want to check your network connections and try again.

Error putting data on Clipboard

You cut or copied data from your document and Works ran out of memory. There was an error made in placing the data on the clipboard.

  You may be able to get more memory by closing some Works document windows or closing some other applications under Windows.   If you cut the data, try pasting it back into your document.

Error reading file for conversion

You tried to convert a file into a format that Works recognizes, but there was an error made while reading the file.

 You may want to try converting the file again.   You can make sure that all the conversion files are present and undamaged by reinstalling Works for Windows.

Error writing file for conversion

You tried to convert a file into a format that Works recognizes, but there was an error made while writing the file.

 You may want to try converting the file again.   You can make sure that all the conversion files are present and undamaged by reinstalling Works for Windows.

Errors detected: (number)

You opened a file in a Works for Windows spreadsheet window. As it loaded the file, Works detected a number of errors.

You may want to try opening the spreadsheet again. Some errors may be the result of formulas or references that Works does not understand. You may want to examine your spreadsheet for these errors.

Extension is the same as backups: type a new file extension

You tried to save a document with a file extension that is the same as the extension of the backup copy.

 Type a new file extension and try saving again.

Field contents too long: continue?

You tried to use more data than Works allows in a single merge.

Works can merge about 2050 characters from a Database into a Word Processor document. This number varies depending on the number of fields in the main document and the number of characters in each field of the database. Reduce the number of fields used in your main document, or reduce the size of the fields in your database, and then choose Print Form Letters again.

Field does not exist: insert anyway?

You entered a field placeholder into a Word Processor form letter that doesn't exist in an open database.

 Even though this is not a valid field in the open database, Works will insert a field placeholder if you choose the OK button.

Field name already used

In the Database, you tried to create a field with the same name as an existing field.

Type another field name.

Field name not valid

You typed a field name in the Sort dialog box that is not valid.

Type a valid field name, and then try again.

Field name too long

You typed a field name in the Database that is longer than 15 characters.

   Type a field name that is 15 characters or less.

Field names too long

The total number of characters in all placeholder field names in a Word Processor document exceeds 1,920.

  Shorten the field names or reduce the number of field names.

Field not found in database: continue anyway?

One of the field names specified for merging into a Word Processor document could not be found in the Database.

 If you choose the OK button, Works ignores the unrecognized field name and continues merging information.

Field width not valid (0..79)

You specified a field width less than 0 (zero) or greater than 79.

 Enter a valid width between 0 (zero) and 79.

Fields too wide for page and may not print

You have created some database fields that are wider than a single page. These fields may not print properly.

Resize the fields that are too wide before printing.

Dictionary file missing or not valid *(filename)*

The dictionary file   has been damaged or is not located on the disk you inserted.

—Or—

The   Help file has been damaged or is not located on the floppy disk you inserted.

—Or—

The Thesaurus file has been damaged or is not located on the floppy disk you inserted.

   Run setup again to reinstall the missing files.

File must be Text format

You tried to use a command that required a text (ASCII) file, but the file was in Works format.

 Open the file in question and choose Save As. Choose Text format, and then choose the OK button..

File with same name already open

You tried to open a Works document from another directory, but that document has the same name as a document that is open.

 Choose Save As, to rename the open document. Close the renamed document, and then try again to open both documents.

Filename not valid

You typed a filename that is more than eight characters or that contains characters that are not valid in a filename.

   Type a valid filename.

—Or—

You typed a filename that is the name of a DOS device (CON, AUX, PRN, COM1, LPT1).

   Type another filename.

Filename same as directory name

You tried to open or save a document by typing a filename that is the same as the name of an existing directory.

You cannot open a directory as a document, and you cannot replace the directory with a document. Type another filename.

Font size must be between 4 and 127

You entered a number that is not a valid font size.

 You may choose from the available sizes in the Font box, or type in a number between 4 and 127. See your printer documentation for information on the fonts and sizes available to you.

Font size not valid

You entered a number that is not a valid font size.

 You may choose from the available sizes in the Font Size box, or type in a number between 4 and 127. See your printer documentation for information on the fonts and sizes available to you.

Footer too tall: increase footer margin settings. Continue?

You tried to print or preview a document.   Works calculated that your footer will not fit into the space you've allocated for it.

   Choose Yes to print or preview your document, although it may print incorrectly.
Choose No to cancel printing and change the margin settings in File Page Setup & Margins.

Footnote mark not allowed here

You tried to enter a footnote mark into the footnote window or into the header or footer paragraphs.

 Enter the footnote mark into the main body of the document.

Footnote mark not valid

You created a footnote mark of more than 10 characters, or you tried to close the Footnote dialog box without typing a character mark.

 Type a character mark of less than 10 characters.

Form too wide: print anyway?

You tried to print a database form that is wider than the print area specified in the Page Setup & Margins command on the File menu.

 Choose the OK button to continue printing, or choose the Cancel button to cancel the command. Try changing the measurements for the left and right margins or selecting a smaller font before you choose Print again.

Format not available on Clipboard

You chose Paste Special and chose an unavailable format to paste the Clipboard contents into your document.

 Repeat the command, choosing a different data format.

Formula ignored: not valid

Works opened a spreadsheet and found a formula that was either too long or too complex.

The formula is ignored, and the Open command continues.

Formula too long or complex

A formula had too many functions nested within it, had too many references to other cells, or was too long.

Decrease the size or complexity of the formula.

Function not valid

The function you typed in the spreadsheet is not a valid Works function.

 Correct the function, and then try again. See your documentation for a list of valid Works functions.

Hard disk full: no space for Works scratch file

While running, Works establishes a temporary file on your hard drive, but there is no room on your hard disk for the file.

 To continue running Works, you should free space on your hard disk by deleting files. If you wish to save your open documents, you must save them to another drive, as your hard disk is full.

Header and footer too tall: reduce header margin and increase footer margin settings. Continue?

You tried to print or preview a document. Works calculated that your header and footer will not fit into the space you've allocated for them.

Choose Yes to print or preview your document, although it may print incorrectly. Choose No to cancel printing and change the margin settings in File Page Setup & Margins.

Header too tall: reduce header margin or increase top margin settings. Continue?

You tried to print or preview a document. Works calculated that your header will overlap the top of your document.

 Choose Yes to print or preview your document, although it may print incorrectly. Choose No to cancel printing and change the margin settings in File Page Setup & Margins.

Help not available

You chose Help while an error message was on the screen.

 Choose the OK button to remove the message.

Highlight rows to be sorted

You chose the Sort Rows command in the Spreadsheet, but you had no rows highlighted.

 Select the rows you want to sort.

Insert the Works for Windows disk into a CD drive

Works is trying to locate files located on the Works for Windows CD.

Place the disk into a CD drive and choose the OK button.

Invalid printer, driver file, or output port

Works could not print your document or your printer could not print graphics in your document.

 Check your Windows and printer documentation for information on choosing the correct driver file and port for your printer, and information on attaching your printer to your computer.

Label frequency not valid (1..15)

You specified an x-axis label frequency that is less than 1 or greater than 15.

 Change the label frequency to a valid number.

Label off page: change horizontal spacing

You have incorrectly designated horizontal spacing for your labels.

Check the measurement of your page and the spacing of your labels. Make sure that the page size is entered in both the File Page Setup and Margins and File Printer Setup dialog boxes. Make sure that you have entered the correct measurements in the File Print Labels dialog box.

Label off page: change vertical spacing

You have incorrectly designated vertical spacing for your labels.

Check the measurement of your page and the spacing of your labels. Make sure that the page size is entered in both the File Page Setup and Margins and File Printer Setup dialog boxes. Make sure that you have entered the correct measurements in the File Print Labels dialog box.

Labels do not fit between margins

You chose the Print Labels command from the File menu, but the labels won't fit on the page.

 Check if the label size plus the margin measurements are greater than the page size. Change the left and right margin measurements or the horizontal label spacing, and then choose Print Labels again.

Lift handset and choose OK to talk

You dialed a phone number using the Dial This Number command. Works has finished dialing.

 Pick up the receiver and choose the OK button to use the phone.

Make selection first

You chose the Cut or Copy command before you made a selection.

 Choose text or data.

Margins too big

You have set left and right margins that, when added together, exceed the width of the page you have specified.

 Choose the Page Setup & Margins command on the File menu and change the left and right margin measurements so they are less than the width of the page, or change the page width so it is more than the combined left and right margin measurements.

Margins too small for printer

Your printer could not accept the left- or right-margin measurement you specified.

  Choose Page Setup and Margins from the File menu, and correct the margin measurements, if necessary. See your printer manual for more information on margins.

Minimum, maximum, or interval not valid

You typed an incorrect unit for minimum, maximum, or interval in the   Horizontal Axis or Vertical Axis dialog box.

   Make sure that maximum is greater than minimum and that interval is greater than 0 (zero).

Missing operand

You typed a function that is missing an operand.

 Works will highlight the problem after you choose the OK button and return to your spreadsheet or database. Type the missing operand. See "Appendix A: Spreadsheet and Database functions" if you need help with entering operands.

Missing parenthesis

The function requires parentheses, but one or more parentheses is missing.

 Works selects the problem area after you choose the OK button. Correct the parentheses.

MSWORKS.INI file not valid

Your MSWORKS.INI file, which contains a list of WorksWizards, installed converters, workspace settings, and other preferences, has become corrupted.

 You should delete the MSWORKS.INI file, found in the MSWORKS directory, and run Works Setup again. This will create a new MSWORKS.INI file. When you select your preferences, they will be stored in the new file.

Enter a name

You were naming a chart or report and pressed the Rename button without entering a name.

 Type the name into the name edit box, then choose Rename.

Name does not exist

You typed a bookmark or range name that does not exist.

 Correct the name.

Name not valid

You tried to type a number as a bookmark.

    Because Go To on the Select menu recognizes page numbers, as well as bookmark names, bookmark names cannot be numbers. Type a valid name.

Network error: file is read-only

You chose the Save command when running Works from a network, and there is an error on the network.

 Notify your network administrator.

No database open or chosen

You have chosen Print Labels but no database is chosen or open.

 Open the database you want to use for your labels, and then, in your Word Processor label document, select that database in the Print Labels dialog box.

No default printer selected in Control Panel

While attempting to print, Works could not find a printer selected in the Windows Control Panel.

 Check your Windows documentation for information on selecting a default printer in the Control Panel.

No fields in this document

You chose the Print Form Letters command, but the Word Processor document contains no placeholder fields.

 Insert field placeholders into the Word Processor document.

No match found

You chose the Find command in Database or Spreadsheet, and Works found no match for the text you typed.

   If you expected to find a match, check the spelling of the text.
—Or—

No records in the Database matched the query formula you specified.

   If you expected matching records, choose Query from the View menu, and check the query formula for accuracy.
—Or—

You chose the Find command in the Word Processor, but the search text wasn't found.

   If you expected Works to find the search text, check the spelling of the text, and then try again.

No more occurrences

Works has found all the instances of text you wanted to replace.

 Choose the OK button to close the message.

No more than 128 fields allowed

You tried to insert more than 128 placeholder fields into a Word Processor document.

 Reduce the number of placeholder fields, and then try again. If you need more than 128 placeholder fields, split your document into two documents.

No more than 256 fields allowed

You tried to add too many fields to a database.

 Works allows up to 256 fields per database.

No more than 32 characters in selection

You chose the Thesaurus command, but the highlighted text contained more than 32 characters.

 Make a selection that is less than 32 characters.

No more than four labels across

You chose the Print Labels command and tried to specify more than four labels across the page.

Type a valid number in the Number Of Labels Across Page box.

No more than eight charts allowed in each Spreadsheet document

You tried to create more than eight charts.

   Each spreadsheet can have up to eight charts. If you want to create more charts, either delete a chart or modify an existing chart.

No more than eight reports allowed in each Database document

You attempted to define more than eight reports.

Each database can have up to eight reports. If you want to define more reports, either delete a report or modify an existing report.

No records in database

You chose Print Form Letters, but the open database contains no records.

 Verify that you chose the correct database.

No space for new document: Server active

You tried to create a new document but all of the available space for documents is occupied. A Works Spreadsheet document, functioning as a server, is currently communicating with clients and occupying a space.

 You can free space for a new document by closing a currently open document.

No synonyms found

You chose the Thesaurus command, but Works couldn't find any synonyms for the highlighted word.

 Either the highlighted word is spelled incorrectly or there are no synonyms in the online Thesaurus.

Not enough memory to carry out this command

You tried to execute a command, but Works did not have enough memory to do so.

 You may be able to increase memory by closing Works document windows or closing other applications under Windows.

Not enough memory to convert document

You tried to convert a document, but Works did not have enough memory to do so.

 You may be able to increase memory by closing Works document windows or closing other applications under Windows.

Not enough memory to display Toolbar

You tried to display the Toolbar, but Works did not have enough memory to do so.

 You may be able to increase memory by closing some Works document windows.

Not enough memory to run tutorial

You tried to start the tutorial, but Works did not have enough memory to do so.

   You may be able to increase memory by closing Works document windows or closing other applications under Windows.

Not enough memory to start Help

You tried to start Help, but Works did not have enough memory to do so.

 You may be able to increase memory by closing Works document windows or closing other applications under Windows.

Not enough memory to undo

You chose Undo, and Works ran out of memory.

 Close the document without saving. This will undo the most recent command, but you may also lose all the changes you made to the document since the last time you saved it.

Number not valid

The number you typed is not valid or the syntax is incorrect.

 Works will highlight the problem area after you choose the OK button. Type the number again.

Number of decimals not valid (0..7)

The number of decimals you specified is less than 0 (zero) or greater than 7.

 Specify a valid number of decimals.

Number of digits not valid (1..8)

The number of digits you specified is less than 1 or greater than 8.

 Specify a valid number of digits.

Number of occurrences replaced:

You used the Replace All option of the Replace command to replace text in your document. Works has counted the number of times it replaced text.

Choose the OK button to dismiss the message.

Number of words counted in document:

You chose the Word Count command. Works has counted the number of words in your Word Processor document.

Choose the OK button to quit the dialog box.

Number of words counted in selection:

You selected a region of your Word Processor document and chose the Word Count command. Works has counted the number of words in the selection.

Choose the OK button to quit the dialog.

Object already open

You selected an object for editing, but that object is already open in a server and available for editing.

 Switch to the open server window and edit the object.

Object won't fit between margins

You've selected a scale for an object that will not allow it to fit on the page with its current margin settings.

 Choose the Picture command from the Format menu, and type a new scale for the object.
—Or—
 Change the margins.

Objects too wide for margins: may not print

You have created objects which are too large for the current page margins and may not print correctly.

 You may increase the size of the page margins by using the Page Setup & Margins command on the File menu, or decrease the size of the objects with the Picture command on the Format menu.

OK to delete data in this field?

You tried to delete a field in Database form view, or you tried to rename the field and did not type the colon.

 Choose the OK button to delete the field name and any field contents. Choose the Cancel button to cancel the command. Works displays this message even when you have no data in the field.

OK to delete empty objects and close open servers?

You tried to save a document that contains objects with no data. Works cannot save empty objects, and must delete them before saving the document.

 Choose the OK button to delete the empty objects and close open servers related to them. Choose the Cancel button to cancel the save operation.

OK to save without formatting?

You chose the Save As command, and then chose Text or Text (DOS) file format.

Choose the OK button to save the text file and lose all formatting information. Always give a text file a different name from the original filename. Otherwise, when you choose the Cancel button, Works returns to the original document.

Only AVG, COUNT, MAX, MIN, STD, SUM, and VAR allowed in report

You tried to use a function in a report that is not valid.

 Only the seven functions listed in the Insert Field Summary dialog box can be used in a report definition. Choose a valid function.

Operation canceled

You pressed the ESC key during an operation.

   The operation was canceled by Works. If you pressed ESC by accident, try the operation again.

Operator missing or not valid

You typed a function that has a missing operator or is syntactically incorrect.

 Correct the syntax, and then try again. See "Appendix A: Spreadsheet and Database functions" for how to write functions correctly.

Out of memory

Works ran out of memory.

 Save or close some documents. If you received this message while trying to run a server document's application, the application may not be properly installed. Try reinstalling the application.

Out of memory or disk is full

You tried to print a document and there is not enough room to store the document in Print Manager, or your computer does not have enough memory to create a temporary printing file.

You can delete unnecessary documents to make room on the disk.

—Or—

Immediately save all open documents, and then continue working.

—Or—

Save or close some documents or applications.

Out of memory or invalid output port

Works could not print your document.

 You may be able to get more memory by closing other applications under Windows and working with fewer documents in Works. Check your Windows and printer documentation for information on choosing the correct port for your printer, and information on attaching your printer to your computer.

Out of memory or invalid printer, driver file, or output port

Works could not print your document.

 You may be able to get more memory by closing other applications under Windows and working with fewer documents in Works. Check your Windows and printer documentation for information on choosing the correct driver file and port for your printer, and information on attaching your printer to your computer.

Page number not valid

The page number you typed in the Go To dialog box is not valid.

 Type a valid page number.

Page range not valid

The page number range you typed in the Print dialog box is not valid.

 Type a valid page range.

Page size too small

You entered a page height and width in the Page Setup & Margins dialog box that is below Works limit of 1 inch by 1 inch.

Enter larger numbers for page height and width.

Pagination not yet finished

You chose the Go To command, but Works had not finished paginating the document.

Choose the OK button, wait a few seconds to allow Works to finish pagination, and then try again. Very long documents may require 10—20 seconds to automatically paginate after you choose a command that causes repagination.

Phone number too long

The phone number you entered is more than 38 characters.

 Type a shorter phone number, and then try again. You can omit parentheses and dashes to make a phone number shorter.

Port already in use

You tried to chose Dial This Number while. the modem was being used by another program.

   Change the modem port in the Works Settings dialog box.

Port already in use: *(COMx)*

You tried to chose Dial This Number while you had a communications document open and connected.

 Change the modem port in the Works Settings dialog box.

Preview fonts not found: may affect preview appearance

You chose Print Preview, but Works could not find the fonts it uses for previewing documents.

 You can reinstall the fonts by using Setup to install Works for Windows again.

Error while printing

A printer error occurred or the printer settings in the Printer Setup dialog box are incorrect.

 Works tries to determine the source of the error. If it does, it will include the source in the message box, such as Port not valid. Correct the error, and then try again.

Printer driver file not found or not valid

While attempting to print, Works could not find a valid printer driver file.

 Check your Windows and printer documentation for information on choosing the correct printer driver file for your printer.

Printer is not connected to a valid port

While attempting to print, Works could not find a printer attached to a valid port..

 Check your Windows and printer documentation for information on choosing the correct port for your printer and then attaching your printer to your computer.

Printing interrupted: continue printing?

You interrupted the print job by pressing the ESC button.

Choose the OK button to continue printing, or choose the Cancel button to stop printing.

Record does not exist

In the Database, you entered a record number in the Go To dialog box that is too large or contains no data.

   Choose a valid record number between 1 and 32,000.

Reference not valid

You typed characters that are not valid as a column reference in the Select Sort Rows dialog box.

    Type a valid column reference.

Reference not valid or wrong operand type

You entered the wrong input type for a formula.

 Works will highlight the problem area after you choose the OK button and return to your spreadsheet. Correct the formula, and then try again.

Reference outside spreadsheet

You opened a spreadsheet created with another spreadsheet program that is larger than 256 columns or 16,384 rows. Works is now telling you that a cell reference is outside the Works Spreadsheet area.

 Check your column and row references. You may need to change the references in some cells in order to use this spreadsheet.

Reference outside spreadsheet: continue to display errors?

You tried to open a spreadsheet that refers to a cell (or cells) beyond the maximum Works Spreadsheet area.

 You probably created the spreadsheet with another spreadsheet program. If possible, return to the original spreadsheet program and reduce the size of the spreadsheet. Only very large spreadsheets cannot be opened in Works. Choose Yes to see each cell reference Works cannot read. Choose No to see only the total number of errors detected.

Replace existing bookmark?

You changed a bookmark or range name or added a new one where one already existed.

 Choose the OK button to replace the old bookmark or range name with the new one.

Replace existing document?

You chose the Save As command, and then typed a filename that already exists.

If you want to replace the existing document, choose the OK button. Otherwise, choose the Cancel button and type a different filename.

Replace this occurrence?

You used the Replace command to replace text in your document. Works has found an instance of the text you specified and is asking you if you wish to replace it.

Choose Yes to replace the text and continue looking for the next instance. Choose No to leave this instance as is, and continue looking for the next one. Choose the Cancel button to cancel the replacement process.

Retain Clipboard contents?

You tried to close a document while the Clipboard contained a copy from the document.

Choose Yes to save the contents of the Clipboard and paste them in another document. Choose No to delete the contents of the Clipboard.

Save all Word Processor documents, clear Clipboard, and check spelling again

You chose the Check Spelling command after copying from your PERSONAL.DIC file into another Word Processor document.

 Save all your Word Processor documents, and then choose Check Spelling again.

Save changes to *(filename)*

You chose the Exit or Close command before you saved changes to an open document.

 Choose the OK button to save changes made to the specified document. Choose No to lose edits, or choose the Cancel command to stop the Exit command.

Number must be between 1 and 2000

You have specified a width or height scale for an object that does not fall in the range of 1-2000.

  Enter a number between 1 and 2000 into the Width and Height boxes of the Picture dialog box.

Select a word

You chose the Thesaurus command, but did not select a word to be checked.

    Move the insertion point until it is adjacent to the word you want checked, or highlight the word.

Selection contains improper characters

You chose the Thesaurus command, but the highlighted text contained characters that are not valid.

   Make a correct selection.

Series not highlighted

You chose Create New Chart, but no range was highlighted in your spreadsheet.

 Choose a range from which Works can create a chart, and then choose Create New Chart from the Charts menu.

Series not specified

You tried to print, preview, or view a chart in which no series had been assigned.

 Choose or assign the necessary series.

Source document's application not available: Try reinstalling

You tried to open an object that was created in another document with an application no longer available to Works for Windows or with an application that is not properly installed.

 Reinstall the source document's application.

Spelling check finished

Works has completed checking the spelling of your Word Processor document.

Choose the OK button to close the dialog box.

Spreadsheet loading error

You tried to load a file into a Works spreadsheet, but some data may not have been loaded.

 Check your file for possible missing data. You may want to try saving the original file in a different file format and open the file in Works again.

This is a picture of a chart. To learn how to link it to a spreadsheet, choose Help.

You double-clicked on an unlinked chart.

 The Paste command places a picture of a chart into the document. To actually link this chart to a spreadsheet, open the spreadsheet containing the chart and then, in the Word Processor, use the Chart command on the Insert menu.
—Or—

The spreadsheet and the Word Processor document are in different directories.

 You should move the spreadsheet to the same directory as the Word Processor document.

Starting value must be number or date

You chose the Fill Series command when the highlighted field contained information other than a number or a date (for example, formula or text).

 Change the contents of the highlighted field to be a number or a date, and then choose Fill Series from the Edit menu again.

Template name same as directory name

You tried to save a template document using the name of an existing directory.

 Since templates must have unique filenames in order for Works to use them, you must rename any directories that have the names TEMPLATE.PS, TEMPLATE.KS, or TEMPLATE.DB.

The document contains open objects. Any changes to will be lost.
—Or—
The document contains open objects. You must first close the open object windows.
—Or—
The selection contains open objects. You must first close the open object windows.
You tried to close a document or replace a selection containing an object that has not been updated in your document.

   If available, choose Yes to update the object. Choose No to close the document without updating it.
—Or—

   If you tried to paste over a selection containing an open object, return to the source document's application and close the application, and then return to your document and try again to paste over the selection.

To install Spell files, run Setup

You tried to check the spelling of a document, but Works could not find the files it needs.

 Run setup and install Works for Windows again, making sure that you choose to install the spelling files.

Too many columns

You tried to insert a column into a spreadsheet or a field into a database that caused the total number of columns or fields to exceed 256.

 Reduce the size of your spreadsheet or database, or split the file into two smaller documents.

Too many documents open

You tried to open more than eight documents.

Close some documents, and then choose Open Existing File again.

Too many formats

A line contained too many format changes for Works to process.

Reduce the number of formats.

—Or—

You tried to apply too many character styles or paragraph formats to a Word Processor document.

Decrease the number of styles or formats in the document.

Too many rows or records

You tried to open a text file as a database or spreadsheet, but Works found too many records.

    Open the text file as a word processor document, split it into smaller documents, and then open each document as a database or spreadsheet.
—Or—
You tried to insert a row into a spreadsheet that caused the total number of rows to exceed 16,384, or you tried to insert a record into a database that caused the total number of records to exceed 32,000.

    Reduce the size of your spreadsheet or database, or split the document into two smaller documents.

Unit not valid
You tried to use an incorrect unit of measurement, such as feet or millimeters.

 Type a valid unit of measurement.

Update chart in <filename>

You are closing a spreadsheet document which is the source of a chart that was placed in another file.

 Choose Yes to update the chart in the named file and close the spreadsheet. Choose No to close the spreadsheet without updating the named file.

Update links when opening document?

You opened a document that contains links to other documents.

 Choose Yes to update your document immediately upon opening. Choose No if you don't wish to update your document, or to update it later.

Update sheet in <filename>

You are closing a spreadsheet document which is the source of a spreadsheet object that was placed in another file.

 Choose Yes to update the object in the named file and close the spreadsheet. Choose No to close the spreadsheet without updating the named file.

Warning! Personal dictionary is not in Text format

Your personal dictionary file   is in the wrong format.

   Your personal dictionary file must be a text (ANSI) file. Open the personal dictionary file as a Word Processor document, and then choose Save As, and choose the Text option. Choose the OK button to finish saving the document.

Warning! Disk full: saved document lost. Save to another disk

You tried to save a spreadsheet or database document, but the disk you are saving to is full. The copy of the spreadsheet or database that you had on your disk has been lost.

Save your file to another disk. If you do not save your file, it will be lost.

Warning! File may be damaged <filename>

Works noticed that the file may be corrupted when it loaded the file.

 You may want to try loading the file again.   If it is readable in Works, save it to ensure that a legible copy of your data will be created.

Width and height must be numbers (0-325)

You have specified a width and height for a database field that does not fall in the range of 0-325.

 Enter a number between 0 and 325 into the width and height boxes of the Field Size dialog box.

Window too small

The window is too small to show footnotes.

 Make the window larger.

Wrong number of arguments

You typed a function that contains the wrong number of arguments.

 Choose the OK button to return to the Spreadsheet or Database. The problem area in the function is highlighted. To check the syntax of the function, see "Appendix A: Spreadsheet and Database functions."

You are finished! To see what the report will look like when you print, choose Print Preview

You have just finished creating a database report and are now in report definition view.

 To see how your report will look when printed, choose Print Preview. You may alter your report's definition in report definition view.

Clear command (Edit menu)

In <u>report definition view</u>, deletes an entry from a <u>highlighted</u> <u>cell</u>. Works retains the cleared cell's formatting and applies it to any new information you type.

To clear a cell

Highlight the cell or group of cells you want to clear, and then choose Clear from the Edit menu.

See also

<u>Changing cell entries</u>

<u>Highlighting in report definition view</u>

 Copy command (Edit menu)

Copies a <u>selection</u> and places it onto the <u>Clipboard</u> so you can then move it to a new location in the same document, in any open Works document, or in another Windows application.

To copy

 <u>Highlight</u> the information you want to copy, and then choose Copy from the Edit menu.

See also

<u>Copying and moving information within a report</u>

<u>Copying a Database report to another Works tool</u>

<u>Highlighting in report definition view</u>

<u>Paste (Edit menu)</u>

Copy Report Output command (Edit menu)

In <u>report definition view</u>, copies the entire <u>report</u> as it would look when printed and places it onto the <u>Clipboard,</u> so you can then <u>paste</u> it in any open Works Word Processor document or <u>Spreadsheet</u>, or in another Windows application.

To copy

Display the report you want to copy, and then choose Copy Report Output from the Edit menu.

See also

<u>Copying a Database report to another Works tool</u>

<u>Highlighting in report definition view</u>

<u>Paste (Edit menu)</u>

 Cut command (Edit menu)

Removes a <u>selection</u> and places it onto the <u>Clipboard,</u> so you can then move it to a new location in the same document, in any open Works document, or in another Windows application.

To cut

     <u>Highlight</u> the information you want to remove, and then choose Cut from the Edit menu.

See also

<u>Copying and moving information within a report</u>

<u>Copying a Database report to another Works tool</u>

<u>Highlighting in report definition view</u>

<u>Paste (Edit menu)</u>

 Delete Page Break command (Edit menu)

In report definition view, removes a specified page break.

To delete a page break

 Highlight the row below the page break or the column to the right of the page break, and then choose Delete Page Break from the Edit menu.

See also

Insert Page Break (Edit menu)

Page breaks

Delete Row/Column command (Edit menu)

In report definition view, deletes a highlighted row or column. You cannot recover a deleted row or column.

To delete a row or column

After you highlight the row or column you want to delete and choose the Delete Row/Column command, choose either the Row or Column option button if Works asks you to specify.

See also

Highlighting in report definition view

Insert Row/Column (Edit menu)

Inserting and deleting rows and columns

Headers & Footers command (Edit menu)

Adds <u>headers</u> and <u>footers</u> to be printed with the database. You can insert and position page numbers, date, or time by typing special codes along with the header and footer text.

To create a standard header or footer

After you choose the Headers & Footers command, choose the options you want from the following list.

Dialog box options

Header	Type the header you want.
Footer	Type the footer you want.
No Header On 1st Page	Choose to prevent header from being printed on first page.
No Footer On 1st Page	Choose to prevent footer from being printed on first page.

See also

<u>Headers and Footers</u>

Insert Field Entry command (Edit Menu)

In report definition view, inserts a field entry formula in a highlighted cell. Works inserts the specified field entry in the database report. Using this command is a fast, accurate alternative to typing the field entry formula.

To insert a field entry formula

After you highlight the cell where you want to insert the field entry and choose the Insert Field Entry command, choose the field you want from the list of field names in the dialog box.

See also

Adding instructions and calculations to a report

Insert Field Name command (Edit menu)

In <u>report definition view</u>, inserts a <u>field</u> name in a <u>highlighted</u> <u>cell</u>. Use this command to insert field names as text for headings in a <u>report</u>. Using this command is a fast, accurate alternative to typing field names.

To insert a field name

After you highlight the cell where you want to insert the field name and choose the Insert Field Name command, choose the field you want from the list of field names in the <u>dialog box</u>.

See also

<u>Adding instructions and calculations to a report</u>

Insert Field Summary command (Edit menu)

Works provides seven functions for calculating statistics about database fields you've included in a report. Using this command is a fast, accurate alternative to typing the function formulas yourself. In report definition view, this command inserts a summary formula in a highlighted cell of a summary row.

To insert a field summary formula

After you highlight the cell in a summary row where you want the formula and choose the Insert Field Summary command, choose the options you want from the following list.

Dialog box options

Fields	Choose the field you want to summarize.
SUM	Choose to total the values in a group.
AVG	Choose to average the values in a group.
COUNT	Choose to count the number of items in a group.
MAX	Choose to return the largest value in a group.
MIN	Choose to return the smallest value in a group.
STD	Choose to calculate standard deviation in a group.
VAR	Choose to calculate the variance of a group.

See also

Adding instructions and calculations to a report

Insert Page Break command (Edit menu)

In report definition view, inserts a page break before a highlighted row or to the left of a highlighted column. Highlight a record (row) for a horizontal page break, or a field (column) for a vertical page break.

To insert a page break in report definition view

Highlight the row before or the column to the right of where you want to insert a page break, and then choose Insert Page Break from the Edit menu.

See also

Delete Page Break (Edit Menu)

Highlighting in report definition view

Page breaks

 Insert Row/Column command (Edit menu)

In report definition view, adds a column or row to the report. To add a row, you must choose a row type in the dialog box. Works inserts row types in the following order: Title, Headings, Intr *fieldname,* Record, Summ *fieldname,* and Summary.

To insert a row

 Highlight the row or multiple rows where you want to insert the new row type and choose Insert Row/Column from the Edit menu. If Works asks you to specify, choose the Row option button, and then, in the Insert Row dialog box, choose the row type you want from the following list.

Dialog box options

Title	Choose to print an introductory row at the beginning of a report. This row type typically contains text for the report title.
Headings	Choose to print a row at the top of each page. This row type typically contains a label for each column or the field name of each column.
Intr *fieldname*	Choose to designate a blank row or a heading before each sort break.
Record	Choose to print a row for each record in the database.
Summary	Choose to print a row at the end of a report. This row type typically contains text or any statistic you choose.
Summ *fieldname*	Choose to print a row after every sort break you specify. This row type typically contains statistics for the preceding group of entries, such as total cost of all the items in a group.

To insert a column

 Highlight the column or columns where you want to insert the new column, and then choose Insert Row/Column from the Edit menu. If Works asks you to specify, choose the Column option button in the dialog box.

See also

Inserting and deleting rows and columns

Highlighting in report definition view

 Paste command (Edit menu)

Pastes a copy of the Clipboard contents to a new location.

To paste

 Move the highlight to where you want to insert the Clipboard information, and then choose Paste from the Edit menu.

To repeat a paste

 Move the highlight to where you want to insert the copied text, and then choose Paste from the Edit menu.

See also

Copying and moving information within a report

Highlighting in report definition view

Column Width command (Format menu)

Changes the widths of <u>highlighted</u> columns in a <u>report</u>.

When a number is too long to fit in a <u>cell</u>, or when the formatting causes a number or date not to fit in the cell, Works displays #####. To see the entire number or date, you must widen the column or change the <u>number</u> or <u>date format</u>.

To change the width of a column

After you highlight a cell in each column you want to resize and choose the Column Width command, in the <u>dialog box</u>, type the width you want.

See also

<u>Column width</u>

<u>Highlighting in report definition view</u>

Comma command (Format menu)

Formats entries to display numbers with a comma every three places. For example, 1234567 becomes 1,234,567. Negative numbers are enclosed in parentheses. For example, -4000 becomes (4,000).

To format an entry to display commas

After you highlight each cell you want to format and choose the Comma command, in the dialog box, type the number of decimal places you want the numbers to have.

See also

Column width

Highlighting in report definition view

Number formats

 Currency command (Format menu)

Formats entries to display numbers with a currency sign and commas every three places. For example, 15700 becomes $15,700 or £15,700. Negative numbers are enclosed in parentheses. For example, -4000 becomes ($4,000) or (£4,000). The currency symbol used depends on your country settings. For more information on country settings, see your Windows documentation.

To format an entry to display currency

  After you <u>highlight</u> each <u>cell</u> you want to format and choose the Currency command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in report definition view</u>

<u>Number formats</u>

Exponential command (Format menu)

Formats entries to display numbers in exponential (scientific) notation. For example, 1234567 becomes 1.23E+06.

To format an entry to display exponential notation

After you <u>highlight</u> each <u>cell</u> you want to format and choose the Exponential command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in report definition view</u>

<u>Number formats</u>

Fixed command (Format menu)

Formats entries to display numbers with the number of decimal places you specify. For example, if you specify two decimal places, then 1234.567 becomes 1234.57.

To format an entry to display a fixed number of decimal places

After you <u>highlight</u> each <u>cell</u> you want to format and choose the Fixed command, in the <u>dialog box,</u> type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in report definition view</u>

<u>Number formats</u>

Font command (Format menu)

Changes the font and font size for text and numbers.

To change the font and font size

On the Toolbar, click the arrows to the right of the Font and Font Size boxes to choose from available fonts and font sizes.

- Or -

From the Format menu, choose Font, and then choose a font and font size.

See also

Fonts

Printing reports

Styles

Toolbar shortcuts in Reporting

General command (Format menu)

Formats entries to automatically display numbers as precisely as possible. The general format uses either an integer (123), a decimal fraction (1.23), or scientific notation (1.23E+75) when the number is too long to fit in a <u>field</u>. Works displays numbers in general format unless you specify another format. General format aligns text to the left and numbers to the right.

To format an entry in general format

<u>Highlight</u> each <u>cell</u> you want to format, and then choose General from the Format menu.

See also

<u>Highlighting in report definition view</u>

<u>Number formats</u>

Percent command (Format menu)

Formats entries to display numbers as percentages. For example, .0625 becomes 6.25%.

To format an entry to display percentages

After you <u>highlight</u> each <u>cell</u> you want to format and choose the Percent command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in report definition view</u>

<u>Number formats</u>

Style command (Format menu)

Aligns text and numbers, and applies <u>font styles</u> to the contents of <u>highlighted</u> entries. Any formatting styles you choose are applied to the same <u>field</u> in each <u>record</u>. You can apply several styles simultaneously.

To change styles in a database

After you highlight each <u>cell</u> you want to change and choose the Style command, then choose the options you want from the following list.

Dialog box options

Alignment	Choose to align the highlighted entry to the left or right, or center. <u>General alignment</u> aligns text to the left, numbers and dates to the right.
Styles	Choose any combination of bold, underlined, or italic.

You can also click specific <u>Toolbar</u> buttons to change styles and alignment.

See also

<u>Alignment</u>

<u>Highlighting in report definition view</u>

<u>Styles</u>

<u>Toolbar shortcuts in Reporting</u>

Time/Date command (Format menu)

Changes the format of entries to display times or dates. Examples of the various time and date formats are shown below.

To format an entry to display a time or date

After you highlight each cell you want to format and choose the Time/Date command, choose the formats you want, as described in the following list.

Date format	Short format	Long format
Month, Day, Year	12/22/91	December 22, 1991
Month, Year	12/91	December 1991
Month, Day	12/22	December 22
Month Only	None	December
Time format	**24-hour format**	**12-hour format**
Hour, Minute, Second	14:30:00	2:30:00 PM
Hour, Minute	14:30	2:30 PM
See also		

Dates and times

Highlighting in report definition view

True/False command (Format menu)

Formats entries to display numbers as <u>logical values</u>. All <u>fields</u> whose value is 0 (zero) display FALSE, and all non-zero fields display TRUE.

To format an entry to display True/False

<u>Highlight</u> each <u>cell</u> you want to format, and then choose True/False from the Format menu.

See also

<u>Highlighting in report definition view</u>

<u>Number formats</u>

 Leading Zeros (Format menu)

Formats entries to display numbers with leading zeros. Use this command for postal codes, invoices, social security numbers, credit card numbers, and so forth. You can choose the total number of digits you want, but you can only use integers (not hyphens or decimal points). For example, if you choose to display your number with five digits and type 123, Works displays 00123.

To format an entry with leading zeros

 After you highlight each cell you want to format and choose the Leading Zeros command, in the dialog box, type the number of digits you want.

See also

Highlighting in report definition view

Number formats

in report definition cells

If a cell contains a number that is too long to fit in the field, Works displays #####. To see the entire number or date, widen the column or change the number or date format.

To change the width of a cell in report definition view

1 Click the right border of the column label you want to resize.

   The pointer changes shape.

2 Drag the border until the column is the size you want.

See also

Highlighting in report definition view

Column width

Dates and times

Number formats

Alignment

In some cases, you can make a <u>report</u> easier to read and more attractive by changing the way information is aligned on the page. You can position information to the left, right, or center of a <u>cell</u>. When you create a database report all cells have general format, that is all text is aligned to the left, dates and numbers to the right. You can change the alignment of a cell before or after you enter data.

To change the alignment

1 <u>Highlight</u> the entry whose alignment you want to change.

2 On the <u>Toolbar</u>, click the Left, Center, or Right button.

Left button

Center button

Right button

What if...

You change your mind and want to return a cell to general format?

Choose the Style command from the Format menu and under Alignment, choose the General option button.

See also

<u>Styles</u>

<u>Fonts</u>

Changing cell entries

In <u>report definition view</u>, you can change <u>cell</u> entries to correct a mistake or update information. When you <u>highlight</u> an entry you want to change, the entry is displayed both in the cell and the <u>formula bar</u>. If an entry is long and you want to change just a character or two, it is usually faster to edit in the formula bar rather than retype the entire entry.

This topic describes how to:

Type over an existing entry.

Clear the information from one or more entries without deleting <u>font styles</u> or formatting.

Delete all information from one or more entries, including font styles and formatting.

To type over an existing entry

1   Highlight the entry you want to change.

2   Type a new entry.

   For more information on inserting report instructions, see "Adding instructions and calculations to a report" in the related topics section below.

3   Click the <u>Enter box</u> in the <u>formula bar</u>.

To clear one or more entries

1   Highlight each entry you want to clear.

   If you want to clear all the entries in one or more rows or columns, highlight entries in those rows or columns.

2   From the Edit menu, choose Clear.

To delete one or more entries

1   Highlight each entry you want to delete.

   If you want to delete all the entries in one or more rows or columns, highlight entries in those rows or columns.

2   From the Edit menu, choose Cut.

To edit an entry in the formula bar

1   Highlight the entry you want to change.

   The entry is displayed in the formula bar.

2   Click the formula bar.

3   Move the <u>insertion point</u> to the place you want to edit.

4   Type the text or numbers you want to insert.

   - Or -

   Highlight the characters you want to delete, and then press DEL.

   Note: If you change your mind, you can cancel changes by clicking the <u>Cancel box</u> in the formula bar.

5   Click the Enter box in the formula bar to confirm the new entry.

See also

<u>Fonts</u>

<u>Copying and moving information within a report</u>

<u>Adding instructions and calculations to a report</u>

Choosing which records to print in a report

Before you print a <u>report</u>, you can define exactly which <u>records</u> to include. For example, in a store inventory report, you might only want to include those items purchased before a certain date. You can search, or query, a database for records whose <u>fields</u> match these conditions.

You specify the conditions you want by typing them in the appropriate fields in <u>query view</u>. Query view looks just like your database <u>form</u>, except that the fields are empty. For more information on querying, see "Guide to the Database" in the *Microsoft Works for Windows User's Guide.*

A query is applied to an entire database, including hidden records.

To create and apply a query

1   On the <u>Toolbar</u>, choose the Query button.

        Query button

2   Type your query instructions in one or more fields.
3   On the Toolbar, click the view you want to switch to.

What if...

        You want to see how the report will look when it's printed?
        Choose the report again from the View menu, and then, on the Toolbar, click the Print Preview button.

To delete a query instruction

1   Highlight the query instruction you want to delete.

2   From the Edit menu, choose Clear Field Entry.

To delete all query instructions

        From the Edit menu, choose Delete Query.

See also

<u>Previewing before printing</u>

<u>Creating a report</u>

 Column width

In report definition view, column width determines how many characters are displayed in a column. If you enter more text than can fit in a column, the excess is displayed in the column to the right, if it is empty. Otherwise, Works displays only as much text as can fit in the column. If you enter a number that cannot fit in a column, Works displays #####. Works prints only the data that fits within the columns. To ensure that entries print properly, or to adjust spacing, you can change the width of any column in a report.

To change column width

1   Click the right border of the column label you want to resize.

   The pointer changes shape.

2   Drag the border until the column is the size you want.

To change the width of one or more columns

1   Highlight the columns you want to change.

2   From the Format menu, choose Column Width.

3   Type a width between 1 and 79.

4   Choose the OK button.

See also

in report definition cells

Copying and moving information within a report

Use copying to avoid repetitive typing, or to consolidate information from more than one report. When you copy information, Works also copies font styles and alignments.

To move one or more entries

1 If necessary, make room for the entries by inserting new rows or columns.

2 Highlight each entry you want to move.

If you want to move the contents of entire rows or columns, highlight those rows or columns.

3 From the Edit menu, choose Cut.

4 Highlight the cell, or upper-left cell of the group of cells, into which you want the information placed.

If you cut an entire row, the row is inserted above the row you highlight. If you cut an entire column, the column is inserted to the left of the column you highlight.

Note: If you have cut less than an entire row or column, and if the row or column into which you paste already contains information, it will be replaced by the information you are moving.

5 From the Edit menu, choose Paste.

Works inserts the entries into the new location in the report.

To copy text and report entries

1 Highlight the entry or entries you want to copy.

2 From the Edit menu, choose Copy.

3 Highlight the cell, or upper-left cell of the group of cells, into which you want the information copied.

Note: If the row or column into which you paste already contains information, it will be replaced by the information you are moving.

4 From the Edit menu, choose Paste.

See also

Copying a Database report to another Works tool

Inserting and deleting rows and columns

Changing cell entries

Adding labels to a report

Copying a Database report to another Works tool

When you copy a <u>report</u> to another Works <u>tool</u> or to another Windows application, Works copies the same information that it sends to a printer when you print the report; it copies the entire report and performs all report instructions when making the copy.

If you copy a report to the Word Processor, Works separates the entries in each column from the next with tab stops and it ends each row with a <u>paragraph mark</u>. You may need to adjust tab stops, <u>fonts</u>, and font sizes in the Word Processor.

If you copy a report to the Spreadsheet, Works places each entry in the same report row into a separate <u>cell</u> in a spreadsheet row. It copies each report row into a separate spreadsheet row. You may need to adjust the Spreadsheet column widths to properly display the copied information.

To copy a report into another Works tool

1   If you have not already done so, <u>switch</u> to <u>report definition view</u>.
2   From the Edit menu, choose Copy Report Output.
3   Open or switch to the document into which you want to copy the report output.
4   From the Edit menu, choose Paste.

See also

<u>Column width</u>

<u>Previewing before printing</u>

Creating a report

After you create a database, you can create <u>reports</u> to display the database information in different ways. When you create a report, Works does the work for you. You type a report title, choose which <u>fields</u> to include and what statistical calculations you want performed (if any), and Works automatically displays the information in <u>report definition view</u>.

In many cases, you can then print the report. However, if you want, you can make changes and print the database information in other ways. For more information, see "Guide to Database Reporting" in the *Microsoft Works for Windows User*'s *Guide.* For an overview of reporting, see the Microsoft Works for Windows <u>Tutorial</u>.

To create a basic report

1 Create, <u>switch</u> to, or open the database for which you want to create a report.
2 From the View menu, choose Create New Report.

Works displays the New Report dialog box where you specify the information you want included in your report.

3 If you want to give your report a title, type it in the Report Title box.

The title you type will print at the top of the first page of the report.

4 From the list of field names, choose a field to include in the report.
5 Choose the Add button.

Works displays the   names of the fields you add in the Fields In Report box.

6 For each field you want to include, repeat steps 4 and 5.

The order in which you choose the fields will determine their placement, from left to right, in the report.

7 When you have added all the fields you want to include, choose the OK button.

Works now displays the Report Statistics dialog box where you can choose the calculations you want to perform in the report.

Note: If you don't want to choose any statistic calculations, choose the OK button and Works automatically creates a report definition based on the selections you made.

8 In the Fields In Report box, choose a field for which you want Works to perform a calculation.
9 Under Statistics box, choose a calculation type.
10 To perform calculations for other fields, repeat steps 8 and 9.
11 Choose the OK button.

Works automatically creates a report definition based on the selections you made.

To view the report definition

From the View menu, choose the name of the report you want.

To switch to list or form view from report definition view

On the <u>Toolbar</u>, click the <u>List</u> or <u>Form</u> button.

See also

<u>Adding labels to a report</u>

<u>Changing cell entries</u>

<u>Inserting and deleting rows and columns</u>

<u>Printing reports</u>

<u>Previewing before printing</u>

Deleting a report

When you no longer need a <u>report</u> you can delete it. For example, because each Database document can have no more than eight reports, you might need to delete an existing report before creating a new one.

To delete a report

1 From the View menu, choose Delete Report.
   Works lists all existing reports.
2 From the list of reports, choose the report you want to delete.
3 Choose the Delete button.
4 If you want to delete more reports, repeat steps 2 and 3.
5 Choose the OK button.

Duplicating a report

Instead of starting each <u>report</u> anew, you can create variations of an existing report by duplicating it, giving it a new name, and then making any modifications you want.

To duplicate a report

1   From the View menu, choose Duplicate Report.

    Works lists all existing reports.

2   In the Reports box, choose the report you want to copy.

3   In the Name box, type a name for the copy.

4   Choose the Duplicate button.

    Works duplicates the report, gives it the name you specified, and places the name in the View menu.

5   To duplicate the same or a different report, repeat steps 2 through 4.

6   Choose the OK button.

See also

<u>Copying and moving information within a report</u>

<u>Inserting and deleting rows and columns</u>

<u>Adding labels to a report</u>

<u>Naming a report</u>

Adding labels to a report

After you create a basic <u>report</u>, you can enhance and customize it by adding <u>labels</u> or informational text.

To enter a label or text

1 <u>Highlight</u> the <u>cell</u> where you want to type a label or text.

   Example: Before each grouping in a report, add text that explains how it is sorted.

2 Type the label or text.

3 Click the <u>Enter box</u> in the <u>formula bar</u>.

To insert a field name as a label

1 Highlight the cell where you want to insert the field name.

   Example: Put a field name at the top of each column to indicate the contents of that column.

2 From the Edit menu, choose Insert Field Name.

   Works displays a list of field names for the <u>active</u> database document.

3 Choose the field name you want to insert.

4 Choose the OK button.

   Works inserts the field name at the location of the highlight.

See also

<u>Creating a report</u>

<u>Adding instructions and calculations to a report</u>

<u>Inserting and deleting rows and columns</u>

Adding instructions and calculations to a report

You add statistical summaries to a report to help analyze your information. Summary statistics are located in either a Summ fieldname row, at the end of a specific group of records, or in a summary row, at the end of the entire report.

To insert a summary instruction

1 Highlight the cell where you want to insert the instruction.
2 From the Edit menu, choose Insert Field Summary.
3 In the Fields box, choose a field name.
4 Under Statistic, choose a calculating option.

Choose this	To
SUM	Total all the entries in a numeric field.
AVG	Average all the values in a numeric field.
COUNT	Count the number of entries in a field.
MAX	Find the largest value in a numeric field.
MIN	Find the smallest value in a numeric field.
STD	Calculate the standard deviation for a numeric field.
VAR	Calculate the variance of a numeric field.

5 Choose the OK button.

See also

Creating a report

Inserting and deleting rows and columns

Changing cell entries

Previewing before printing

Printing reports

Fonts

A font is a set of characters with a specific design. Each font has one or more sizes (measured in points), and can also have one or more font styles.

When you change fonts and font sizes, Works displays all the fonts available for your printer. You can only use these fonts. The font and font size you choose is applied to all the text and numbers in your report. A larger point size corresponds with a larger font.

To change the font and font size

1   Highlight any entry in report definition view.
2   On the Toolbar, click the Font box arrow.

           Font box

    Works displays a list of the fonts that your printer can use.
3   From the font list, click the font you want.
4   On the Toolbar, choose the Font Size box arrow.

           Font Size box

    Works displays a list of the font sizes that your printer can use.
5   From the list, click the font size you want.

See also

Previewing before printing

Styles

Printing reports

Inserting and deleting rows and columns

Changing cell entries

Highlighting in report definition view

<u>Highlighting</u> is the way you tell Works which information you want to work with. When you highlight a <u>cell</u> or an entire row or column, the next <u>command</u> you choose acts on the highlighted information. For example, you first highlight a row before you delete it.

To highlight a cell

Click the cell.

To highlight a group of cells

<u>Drag</u> from the cell in the upper-left corner of the group of cells you want to highlight to the lower-right cell of the group.

To highlight a row

Click the <u>row label</u>.

To highlight a column

Click the <u>column label</u>.

To highlight multiple rows or columns

Drag from the first row label or column label to the other rows or columns you want to highlight.

To highlight an entire report definition

Click the rectangular box that is to the left of the first column and above the first row.

See also

<u>Moving around in the report definition</u>

Inserting and deleting rows and columns

In report definition view, you can add blank rows or columns when you want additional space in your report or when you want to insert additional text or report instructions. You can also delete any existing row or column. When you do, any information that exists in the row or column is lost.

For information on the types of rows you can insert in a report, see "Guide to Database Reporting" in the *Microsoft Works for Windows User's Guide.*

To insert a blank row

1 Highlight the entire row before which you want to insert the new row.

   If you want to insert more than one row of the same type, highlight as many rows as you want to insert.

2 From the Edit menu, choose Insert Row/Column.

   Works displays a list of row types.

3 Choose the type of row you want to insert.

4 Choose the OK button.

To insert a blank column

1 Highlight the entire column to the right of where you want to insert a new column.

   If you want to insert more than one column, highlight as many columns as you want to insert.

2 From the Edit menu, choose Insert Row/Column.

To delete a row or column

1 Highlight the entire row or column you want to delete.

   To delete several rows or columns, highlight all the rows or columns you want to delete.

2 From the Edit menu, choose Delete Row/Column.

See also

Creating a report

Adding labels to a report

Adding instructions and calculations to a report

Changing cell entries

Column width

 Inserting fields in a report

After you create a basic underline report, you can modify it by adding additional field entries to the reports.

To insert a field entry instruction

1 Highlight the cell in the Record row where you want to insert the instruction.

You may need to insert a column or new Record row for the new instruction.

2 From the Edit menu, choose Insert Field Entry.

3 Choose the name of the field you want to include in the report.

Example: Choose the Item field.

4 Choose the OK button.

Works displays an equal sign followed by the appropriate field name.

Example: =Item.

When you print the report, Works prints all the entries in the Item field of the Record row.

See also

Creating a report

Adding labels to a report

Changing cell entries

Column width

 Moving around in the report definition

If a report definition contains more information than Works can display on one screen, you can move horizontally and vertically in <u>report definition view</u> to see your work. This is called scrolling.

To move through a report definition
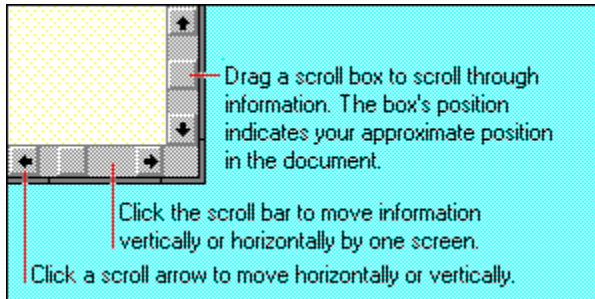
See also

<u>Highlighting in report definition view</u>

Naming a report

When you create a <u>report</u>, Works gives it a name. It names the first report Report1, the second Report2, and so on. You can give each report a more descriptive name to remind you of its purpose or contents. For example, you could name an inventory master list Master List, or you could name a report that sorts items by room List By Room.

To rename a report

1 From the View menu, choose Name Report.

   Works lists all existing reports.

2 Under Reports, choose the report you want to rename.

3 In the Name box, type a new report name.

4 Choose the Rename button.

5 If you want to rename another report, repeat steps 2 through 4.

6 Choose the OK button.

   Works displays the new report name on the View menu.

See also

<u>Duplicating a report</u>

<u>Adding labels to a report</u>

 Page breaks

When you print more information than can fit on one sheet of paper, Works automatically breaks the report into pages. You can specify exactly what information appears on each page by setting your own page breaks. The page breaks you set in one view do not affect the page breaks you set in other views.

To insert a page break in report definition view

1 Highlight the row or column before which you want to insert a page break.

2 From the Edit menu, choose Insert Page Break.

   If you didn't highlight an entire row or column, a dialog box is displayed.

   Choose the Row option button for a horizontal page break or the Column option button for a vertical page break.

3 Choose the OK button.

   A page break is displayed above the highlighted row or to the left of the highlighted column.

To delete a page break in report definition view

1 Highlight the row or column containing the page break.

2 From the Edit menu, choose Delete Page Break.

   If only one page break exists, Works will delete it. If both the row and column have page breaks, Works displays a dialog box in which you specify which page break you want to delete.

See also

Printing reports

Setting page size, margins, and orientation

Highlighting in report definition view

Printing reports

In report definition view, you can print the entire report or print only the introductory and summary rows. The following procedure tells you how to print using the page setup Works proposes. For information on other options, see the related topics below.

Note: As your report is printed, a dialog box displays the page number of the page that is being printed.

To print a report

1   From the View menu, choose the report you want to print.
2   On the Toolbar, click the Print button.

       Print button

3   In the Print dialog box, choose the options you want.
4   Choose the OK button.

See also

Setting page size, margins, and orientation

Previewing before printing

Printer setup

Fonts

Reporting overview

Database reports organize and summarize information for printing. They give you much more flexibility than you have when printing a document from form or list view. For example when you create a report, you can:

Add titles, subtitles, and any explanatory notes you want.

Specify which fields to print and where to print them.

Sort and group field entries.

Count, add, average, and perform other calculations.

Select the precise records you want to view and print.

When you create a report, Works does the work for you. You type a report title, choose which fields to include and what calculations you want performed (if any), and when the report is complete, Works automatically displays the information in report definition view.The report definition is organized in rows and columns, similar to list view.

In most cases, the report definition created by Works will be all you need. However, if you want, you can modify the report further. You can see how your report will look when printed by choosing Print Preview from the File menu.

For a lesson on reporting, see the Microsoft Works for Windows Tutorial.

See also

Creating a report

Changing cell entries

Sorting and grouping report information

Sorting and grouping report information

Sorting arranges records in order: alphabetically, chronologically, or numerically. For example, you can sort postal codes in numerical order, names in alphabetical order, or purchase dates in chronological order. You can also group related records and perform statistical calculations for each group.

You can specify up to three fields for Works to sort at one time. When you specify these sort fields, specify the most important field first. Each report can have its own sort settings.

To see the sort order and sort breaks before printing, click the Print Preview button on the Toolbar.

To sort a report and set up sort breaks

1   From the Select menu, choose Sort Records.
2   In the 1st Field box, type the name of the field to be sorted.
3   Choose either the Ascend or Descend option button.
    Note: If a sort field contains different types of entries, Works sorts them in the following order: text, numbers, and blank entries. If you sort in descending order, Works sorts the entries in the following order: numbers, text, and blank entries.
4   Choose the Break check box if you want to create a grouping in the report.
    Works creates groupings whenever there is a change in any part of the sort field.
5   Choose the 1st Letter check box if you want Works to only group entries according to the first letter in the field.
    Note: This option groups all entries that start with "A," then all entries that start with "B," and so on.
6   If you want to specify a second or third sort field, repeat steps 2 through 5.
7   Choose the OK button.

See also

Previewing before printing

 Styles

You can emphasize <u>report</u> headings and make it easier to distinguish between different kinds of report information by making entries bold, italic, or underlined. You can apply any combination of bold, italic, and underline font styles.

To change the font style

1 <u>Highlight</u> each entry whose style you want to change.

2 On the <u>Toolbar</u>, click the font style or styles you want.

       Bold button

       Italic button

   Underline button

See also

<u>Alignment</u>

<u>Fonts</u>

 Toolbar shortcuts in Reporting

The Toolbar provides mouse users with shortcuts when defining or changing a report. Using the Toolbar, you can quickly make entries bold, italic, and underlined. You can change fonts and font sizes, and you can center an entry or align it left or right. Other Toolbar buttons let you quickly change to another view, preview a report, or print it.

When you highlight an entry and click a Toolbar button, the button changes in appearance to indicate your action. Anytime you again move the highlight to that entry, the Toolbar button changes to show the style or format of the entry.

To use the Toolbar

1 Highlight the entry or entries you want to change.
2 Click the Toolbar button for the change you want to make.

The table below lists each Toolbar button and its function.

Click	To
	Specify a font for all the characters.
	Specify a font size for all the characters.
	Apply bold formatting to characters.
	Apply italic formatting to characters.
	Apply underline formatting to characters.
	Align an entry to the left.
	Center an entry.
	Align an entry to the right.
	Switch to form view.
	Switch to list view.
	Switch to query view.
	Switch to report definition view.
	Preview your document before you print.
	Print a report.

To display or hide the Toolbar

    From the Options menu, choose Show Toolbar.

When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Toolbar, choose the command again.

See also

<u>Alignment</u>
<u>Fonts</u>
<u>Styles</u>

 All command (Select menu)

In report definition view, highlights the entire report.

To highlight an entire report

    From the Select menu, choose All.

See also

Changing cell entries

Highlighting in report definition view

 Cells command (Select menu)

In report definition view, highlights a group of cells. You can then edit or format the highlighted cells.

To highlight a group of cells

      Move to where you want to begin highlighting, choose the Cells command, and use the arrow keys to extend the highlight.

See also

Highlighting in report definition view

 Column command (Select menu)

In <u>report definition view</u>, <u>highlights</u> one column or several columns. You can then edit or format the highlighted columns.

To highlight a column

 Move to a <u>cell</u> in the column you want to highlight, and then choose Column from the Select menu.

See also

<u>Highlighting in report definition view</u>

Row command (Select menu)

In report definition view, highlights one row or several rows. You can then edit or format the highlighted rows.

To highlight a row

Highlight a cell in each row you want to highlight, and then choose Row from the Select menu.

See also

Highlighting in report definition view

Sort Records command (Select menu)

Reorders database <u>records</u> by <u>fields</u> in ascending order (A-Z and 0-9) or descending order (Z-A and 9-0). Works can sort records using up to three fields at a time. Works sorts records according to a second sort field only if two or more records match the criteria in the first sort field.

Each <u>report</u> can be sorted differently.

To sort a report

After you choose this command, choose the options you want from the following list.

Dialog box options

1st-3rd Field	List up to three fields to be sorted, beginning with the 1st Field.
Ascend	Choose this to sort this field in ascending order from A-Z and from 0-9 in this order: text, <u>NA values</u>, <u>ERR values</u>, numbers, and blank fields.
Descend	Choose this to sort this field in descending order from Z-A and from 9-0 in this order: numbers, ERR values, NA values, text, and blank fields.
Break	Choose this to create a grouping by inserting a <u>summary row</u> in the report each time information in that field changes. Available only in <u>report definition view</u>.
1st Letter	Choose this to create a grouping only after the first letter of the sort field changes. Available only in report definition view.

See also

<u>Sorting and grouping report information</u>

Create New Chart command (Charts menu)

Creates and displays a chart from <u>highlighted</u> spreadsheet <u>cells</u>. You can then modify the chart by adding <u>legends</u>, titles, and <u>data labels</u>, changing patterns and colors, or choosing another type of chart.

To create a new chart

   Highlight the cells that contain the values and text you want in your chart, and then choose Create New Chart from the Charts menu.

See also

<u>Charting overview</u>

<u>Creating a chart</u>

Name command (Charts menu)

Renames a chart. Whenever you create a new chart, Works automatically gives it a name (such as Chart1). You can rename any chart to more easily identify it on the Charts menu.

To rename a chart

After you choose the Name command, chose the options you want from the following list.

Dialog box options

Charts	Choose the chart you want to rename.
Name	Type the new name for the chart.
Rename	Choose to apply a new name to the chart.

See also

Naming a chart

Delete command (Charts menu)

Deletes the chart you choose.

To delete a chart

After you choose the Delete command, in the <u>dialog box</u>, choose the chart you want to delete, and then choose the Delete button.

See also

<u>Deleting a chart</u>

Duplicate command (Charts menu)

Duplicates an existing chart.

To duplicate a chart

 After you choose the Duplicate command, choose the options you want from the following list.

Dialog box options

Charts	Choose the chart you want to duplicate.
Name	Type a name (up to 15 characters) for the copy of the chart.
Duplicate	Choose to duplicate the chart and give the copy the name you typed.

See also

Duplicating a chart

 ***Chart Name* command (Charts menu)**

Displays the chart you choose.

To view a chart

     From the Charts menu, choose the name of the chart you want to view.

See also

Viewing a chart

 Cut command (Edit menu)

Removes a <u>selection</u> from a spreadsheet and places it on the <u>Clipboard</u> so that you can then move it to a new location in the same document, in any other open Works document, or in another Windows application.

To cut

    <u>Highlight</u> the <u>cell</u> or group of cells containing the information you want to cut, and then choose Cut from the Edit menu.

See also

<u>Copying or moving information to and from the Spreadsheet</u>

<u>Copying or moving information within the Spreadsheet</u>

<u>Highlighting in the Spreadsheet</u>

<u>Paste (Edit menu)</u>

Copy command (Edit menu)

Copies a <u>selection</u> in a spreadsheet to the <u>Clipboard</u> so that you can then insert it in another location in the same document, in any other open Works document, or in another Windows application. Copying does not remove the original selection from your document.

To copy

<u>Highlight</u> the <u>cell</u> or group of cells containing the information you want to copy, and then choose Copy from the Edit menu.

See also

<u>Copying or moving information to and from the Spreadsheet</u>

<u>Copying or moving information within the Spreadsheet</u>

<u>Highlighting in the Spreadsheet</u>

<u>Paste (Edit menu)</u>

 Paste command (Edit menu)

Inserts an exact copy of the Clipboard contents in a new location.

To paste

    Move the highlight to where you want to insert the Clipboard information, and then choose Paste from the Edit menu.

See also

Copy (Edit menu)

Cut (Edit menu)

Highlighting in the Spreadsheet

Paste Special command (Edit menu)

Inserts a copy of the Clipboard contents in a new location.

If you are copying or moving information within a spreadsheet or from one spreadsheet to another, this command pastes a copy of the cell values, not formulas. The cell values can replace any values that already exist in the new location, or can be added to or subtracted from those values.

To paste values only, or to add or subtract values

Move the highlight to where you want to insert the Clipboard information, then choose the Paste Special command, and choose the option you want from the following list.

Dialog box options

Values Only	Choose to copy or move cell values and formats, not formulas, into a cell or range.
Add Values	Choose to add Clipboard values to the values already in the destination cell or range.
Subtract Values	Choose to subtract Clipboard values from the values in a cell or range.

See also

Copy (Edit menu)

Cut (Edit menu)

Highlighting in the Spreadsheet

 Clear command (Edit menu)

Deletes the contents of a <u>highlighted</u> <u>cell</u> in a spreadsheet. Works retains the cleared cell's formatting and applies it to any new entry you type in that cell or group of cells. If you want to delete entire rows or columns from your spreadsheet, use the Delete Row/Column command on the Edit menu instead.

To clear a cell or group of cells

   Highlight the cell or <u>range</u> you want to clear, and then choose Clear from the Edit menu.

See also

<u>Delete Row/Column (Edit menu)</u>
<u>Deleting and clearing information</u>

Delete Row/Column command (Edit menu)

Deletes highlighted rows or columns. Deleting a row or column removes it permanently from a spreadsheet. If you highlight less than an entire row or column, a dialog box is displayed. Choose the Row option button if you want to delete an entire row or choose the Column option button if you want to delete an entire column. If you want to delete less than an entire row or column, use the Clear command on the Edit menu.

To delete a row or column

Highlight the row or column you want to delete, and then choose Delete Row/Column from the Edit menu.

To delete several rows or columns at once, highlight the rows or columns, and then choose the Delete Row/Column command.

See also

Clear (Edit menu)

Deleting and clearing information

Highlighting in the Spreadsheet

Insert Row/Column (Edit menu)

Insert Row/Column command (Edit menu)

Inserts one or more blank rows or columns in a spreadsheet. Works automatically adjusts row labels, column labels, and all formulas when you insert a new row or column. If you highlight less than an entire row or column, a dialog box is displayed. Choose the Row option button if you want to insert and entire row or choose the Column option button if you want to insert an entire column.

To insert a row or column

Move the highlight to where you want to insert a row or column, and then choose Insert Row/Column from the Edit menu.

To insert several rows or columns, highlight the same number of rows or columns where you want to place the blank rows or columns, and then choose the Insert Row/Column command.

See also

Delete Row/Column (Edit menu)

Highlighting in the Spreadsheet

Fill Right command (Edit menu)

Copies the entry, formatting, and <u>formula</u> of the left-most <u>cell</u> in a <u>selection</u> into <u>highlighted</u> cells that are adjacent to and to the right of it. Use this command to fill adjacent cells in a row with the same information.

To fill right

Highlight the cell you want to copy, extend the highlight to the right to include the cells you want to fill, and then choose Fill Right from the Edit menu.

See also

<u>Copying or moving information within the Spreadsheet</u>

<u>Fill Down (Edit menu)</u>

<u>Highlighting in the Spreadsheet</u>

Fill Down command (Edit menu)

Copies the entry, formatting, and formula of the top cell in a selection into the highlighted cells below it. Use this command to fill adjacent cells in a column with the same information.

To fill down

Highlight the cell you want to copy, extend the highlight down to include the cells you want to fill, and then choose Fill Down from the Edit menu.

See also

Copying or moving information within the Spreadsheet

Fill Right (Edit menu)

Highlighting in the Spreadsheet

 Fill Series command (Edit menu)

Fills highlighted cells with a series of numbers or dates. Use this command to quickly enter a series of consecutive dates or numbers in a column or row.

To fill a series

1 Type a starting number or date in the first cell of the series.
2 Highlight the cell containing the starting date or number and extend the highlight to include the cells you want to fill with the series.
3 After you choose the Fill Series command, choose the options you want from the following list.

Dialog box options

Number	Choose to increment by a number.
Day	Choose to increment by days of the week including Saturdays and Sundays.
Weekday	Choose to increment by days of the week excluding Saturdays and Sundays.
Month	Choose to increment by months of the year.
Year	Choose to increment by years.
Step By	Type the increment for the series. Works proposes an increment of 1. A negative value will create a decreasing series. You can enter any value here.

See also

Highlighting in the Spreadsheet

Delete Page Break command (Edit menu)

Deletes a page break in a spreadsheet.

To delete a page break

Highlight the row or column below or to the right of the page break mark, and then choose Delete Page Break from the Edit menu.

If you highlight less than an entire row or column, Works may display a dialog box. Choose the Row option button to insert a horizontal page break or choose the Column option button to insert a vertical page break.

See also

Highlighting in the Spreadsheet

Insert Page Break (Edit menu)

Page breaks

Insert Page Break command (Edit menu)

Inserts a page break above the highlighted row or to the left of the highlighted column in a spreadsheet. Highlight a row for a horizontal page break or a column for a vertical page break. If you have less than an entire row or column highlighted, a dialog box is displayed. Choose the Row option button to insert the page break before the highlighted row or choose the Column option button to insert the page break to the left of the highlighted column.

To insert a page break

Highlight the row you want at the top of the next page or the column you want at the left edge of the next page, and then choose Insert Page Break from the Edit menu.

See also

Delete Page Break (Edit menu)

Highlighting in the Spreadsheet

Page breaks

 Range Name command (Edit menu)

Creates, changes, or deletes a <u>range</u> name for a <u>cell</u> or group of cells in a spreadsheet. With this command, you can also insert a list of the defined range names and their <u>references</u> in your spreadsheet.

Use range names in <u>formulas</u> to make them easier to understand, or use them with the Go To command on the Select menu to quickly <u>highlight</u> a spreadsheet range.

To name a range

    Highlight the cell or group of cells you want to name, choose the Range Name command, and then type a name (up to 15 characters) for the range in the Name box.

To delete a named range

    After you choose the Range Name command, choose the range name you want to delete from the Names box, and then choose the Delete button.

To insert a list of range names into a spreadsheet

    After you highlight the upper-left corner cell in which you want the list displayed, choose the Range Name command, and then choose the List button.

See also

<u>Range names</u>

Headers & Footers command (Edit menu)

Adds headers and footers that print on each page of your spreadsheet. This command also lets you choose not to print the header or footer on the first page of a spreadsheet. You can insert and position page numbers, dates, or times into headers or footers by typing special codes along with the header and footer text.

To create a header or footer in a spreadsheet

After you choose the Headers & Footers command, choose the options you want from the following list.

Dialog box options

Header	Type the header you want.
Footer	Type the footer you want.
No Header On 1st Page	Choose to prevent a header from being printed on first page.
No Footer On 1st Page	Choose to prevent a footer from being printed on first page.

See also

Headers and footers

Leading Zeros (Format menu)

Formats <u>cells</u> to display numbers whose first numeral is zero. You can choose the total number of digits you want, but you can only use integers (not hyphens or decimal points). For example, if you choose to display your number with five digits and type 123, Works displays 00123.

To format an entry with leading zeros

After you <u>highlight</u> each cell you want to format and choose the Leading Zeros command, in the <u>dialog box</u>, type the number of digits you want.

See also

<u>Number formats</u>

General command (Format menu)

Formats <u>cells</u> in a spreadsheet to automatically display numbers as precisely as possible. The general format uses either an integer (123), a decimal fraction (1.23), or scientific notation (1.23E+75) when the number is too long to fit in the cell. Works displays numbers in general format unless you specify another format. General format aligns text to the left and numbers to the right.

To format cells in general format

<u>Highlight</u> the cells you want to format, and then choose General from the Format menu.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

Fixed command (Format menu)

Formats <u>cells</u> in a spreadsheet to display numbers rounded to the number of decimal places you specify. For example, if you specify two decimal places, then 1234.567 becomes 1234.57.

To format cells to display a fixed number of decimal places

After you <u>highlight</u> the cells you want to format and choose the Fixed command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

Currency command (Format menu)

Formats <u>cells</u> in a spreadsheet to display numbers with a currency sign and commas every three places. For example, 15700 becomes $15,700 or £15,700. Negative numbers are enclosed in parentheses. For example, -4000 becomes ($4,000) or (£4,000). The currency symbol used depends on your country settings. For more information on country settings, see your Windows documentation.

To format cells to display currency

Click the <u>Toolbar's</u> Currency button to apply the currency format to <u>highlighted</u> cells.
- Or -
After you highlight the cells you want to format and choose the Currency command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

<u>Toolbar shortcuts in the Spreadsheet</u>

Comma command (Format menu)

Formats <u>cells</u> in a spreadsheet to display numbers with a comma every three places. For example, 1234567 becomes 1,234,567. Negative numbers are enclosed in parentheses. For example, -4000 becomes (4,000).

To format cells to display commas

Click the <u>Toolbar's</u> Comma button to apply the comma format to <u>highlighted</u> cells.
- Or -
After you highlight the cells you want to format and choose the Comma command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

<u>Toolbar shortcuts in the Spreadsheet</u>

Percent command (Format menu)

Formats <u>cells</u> in a spreadsheet to display numbers as percentages. For example, .0625 becomes 6.25%.

To format cells to display percentages

Click the <u>Toolbar's</u> Percent button to apply the percent format to <u>highlighted</u> cells.
- Or -
After you highlight the cells you want to format and choose the Percent command, in the <u>dialog box</u>, type the number of decimal places you want the percentages to have.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

<u>Toolbar shortcuts in the Spreadsheet</u>

Exponential command (Format menu)

Formats <u>cells</u> in a spreadsheet to display numbers in exponential (scientific) notation. For example, 1234567 becomes 1.23E+06.

To format cells to display exponential notation

After you <u>highlight</u> the cells you want to format and choose the Exponential command, in the <u>dialog box</u>, type the number of decimal places you want the numbers to have.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

 True/False command (Format menu)

Formats <u>cells</u> in a spreadsheet to display numbers as <u>logical values</u>. All cells whose value is zero display FALSE, and all non-zero cells display TRUE.

To format cells to display True/False

 <u>Highlight</u> the cells you want to format, and then choose True/False from the Format menu.

See also

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

 Time/Date command (Format menu)
Changes the format of <u>cells</u> in a spreadsheet to display times or dates. Examples of the various time and date formats are shown below.

To format cells to display a time or date

 After you <u>highlight</u> the cells you want to format and choose the Time/Date command, then choose the options you want from the following list.

Date format	Short format	Long format
Month, Day, Year	12/22/91	December 22, 1991
Month, Year	12/91	December 1991
Month, Day	12/22	December 22
Month Only	none	December

Time format	24-hour format	12-hour format
Hour, Minute, Second	14:30:00	2:30:00 PM
Hour, Minute	14:30	2:30 PM

See also

<u>Dates and times</u>

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

Font command (Format menu)

Changes the <u>font</u> and font size for an entire spreadsheet.

To change the font and font size

After you choose the Font command, choose the options you want from the following list.

Dialog box options

Font   Choose the font you want.

Size   Choose the font size you want.

You can also click the arrows to the right of the Font and Font Size boxes on the <u>Toolbar</u> to display the available fonts and font sizes.

See also

<u>Fonts</u>

<u>Styles</u>

<u>Toolbar shortcuts in the Spreadsheet</u>

Style command (Format menu)

Aligns text and numbers, applies <u>font styles</u>, and <u>locks</u> the contents of <u>highlighted</u> <u>cells</u> in a spreadsheet. You can apply several styles simultaneously.

To change styles in a spreadsheet

After you highlight the cells you want to change and choose the Style command, then choose the options you want from the following list.

Dialog box options

Alignment	Choose to align highlighted cells to the left, right, or center. General alignment aligns text to the left and aligns numbers and dates to the right.
Styles	Choose any combination of bold, underline, or italic.
Locked	Choose to unlock or lock the contents of highlighted cells. When cells are locked and you've chosen the Protect Data command (Options menu), the contents of the locked cells cannot be changed. You can unlock a cell if you always want to be able to change it, even when Protect Data is on. When you start a new spreadsheet, all cells are automatically locked until you unlock them.

You can also click specific <u>Toolbar</u> buttons to change font styles and alignment.

See also

<u>Alignment</u>

<u>Highlighting in the Spreadsheet</u>

<u>Protecting a spreadsheet</u>

<u>Styles</u>

<u>Toolbar shortcuts in the Spreadsheet</u>

Border command (Format menu)

Adds a complete or partial border to <u>highlighted</u> <u>cells</u> in a spreadsheet.

To add cell borders

After you highlight the cell(s) you want to place a border around and choose the Border command, then choose the options you want from the following list.

Dialog box options

Outline	Choose to add a border around a group of highlighted cells.
Top	Choose to add a border along the top of each highlighted cell.
Bottom	Choose to add a border along the bottom of each highlighted cell.
Left	Choose to add a border along the left side of each highlighted cell.
Right	Choose to add a border along the right side of each highlighted cell.

See also

<u>Cell borders</u>

<u>Highlighting in the Spreadsheet</u>

Column Width command (Format menu)

Changes the widths of <u>highlighted</u> columns in a spreadsheet.

When a number is too wide to fit in a <u>cell</u>, or when the formatting causes a number or date not to fit in a cell, Works displays #####. To see the entire number or date, you must widen the column, or change the <u>number</u> or <u>date format</u>.

To change the width of a column

After you highlight a cell in each column you want to resize and choose the Column Width command, in the <u>dialog box</u>, type the width you want.

See also

<u>Dates and times</u>

<u>Highlighting in the Spreadsheet</u>

<u>Number formats</u>

<u>Time/Date (Format menu)</u>

 Show Formulas command (Options menu)

Displays or hides spreadsheet <u>formulas</u> in the <u>cells</u> in which they were entered. You can show formulas to better understand the structure of a spreadsheet, to find errors, and to track <u>cell references</u>. Hide formulas to see their results.

When this command is on, you can use the Find command on the Select menu to search for <u>range</u> names and <u>references</u> within formulas.

To display or hide formulas

    From the Options menu, choose Show Formulas.

When Show Formulas is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Formulas, choose the command again.

See also

<u>Find (Select menu)</u>

<u>Formulas</u>

<u>Searching for specific information</u>

Show Gridlines command (Options menu)

Displays and hides <u>gridlines</u> between <u>cells</u>. You can also choose to print gridlines by choosing the Print Gridlines check box in the <u>dialog box</u> for the Page Setup & Margins command on the File menu.

To display or hide gridlines

From the Options menu, choose Show Gridlines.

When Show Gridlines is chosen, a mark is displayed beside the command name on the Options menu. To hide gridlines, choose the command again.

See also

<u>Print (File menu)</u>

Freeze Titles command (Options menu)

Anchors rows and columns (such as <u>row</u> or <u>column labels</u>) so you can always see them as you <u>scroll</u> through a large spreadsheet. You cannot move the <u>highlight</u> into frozen rows or columns. Freezing affects all rows above and to the left of the highlight.

To freeze rows and columns

Move the highlight below the rows or to the right of the columns you want to freeze, and then choose Freeze Titles from the Options menu.

When Freeze Titles is chosen, a mark is displayed beside the command name on the Options menu. To turn off Freeze Titles, choose the command again.

See also

<u>Freezing rows and columns</u>

 Protect Data command (Options menu)

Prevents or permits changes to <u>locked</u> <u>cells</u> in a spreadsheet. When protection is turned on, you cannot change the contents of locked cells. When you start a new spreadsheet, all cells are automatically locked until you unlock them with the Style command on the Format menu.

To set or remove cell protection

     From the Options menu, choose Protect Data.

When Protect Data is chosen, a mark is displayed beside the command name on the Options menu. To turn off Protect Data, choose the command again.

See also

<u>Protecting a spreadsheet</u>

<u>Style (Format menu)</u>

 Manual Calculation command (Options menu)

Turns on and off Manual Calculation. When Manual Calculation is turned off, Works automatically calculates a spreadsheet's <u>formulas</u> after each entry you make that affects a formula. Turn on Manual Calculation if you want your spreadsheet calculated only when you choose the Calculate Now command on the Options menu. Manual calculation is useful if you have many formulas and you do not want to wait for Works to recalculate after every entry that affects a formula.

To turn on and off Manual Calculation

     From the Options menu, choose Manual Calculation.

When Manual Calculation is chosen, a mark is displayed beside the command name on the Options menu. To turn off Manual Calculation, choose the command again.

See also

<u>Calculate Now (Options menu)</u>

Calculate Now command (Options menu)

Calculates a spreadsheet's <u>formulas</u>. If the Manual Calculation command on the Options menu is turned on, Works calculates a spreadsheet only when you choose Calculate Now. When Manual Calculation is turned off, Works automatically calculates your spreadsheet each time you make an entry that affects a formula.

To calculate a spreadsheet manually

From the Options menu, choose Calculate Now.

See also

<u>Manual Calculation (Options menu)</u>

in spreadsheet cells

If a spreadsheet cell contains a number that is too long to fit in the cell, Works displays #####. To see the entire number, you must widen the column or change the number format or date format.

See also

Column width
Number formats
Dates and times

 Absolute references

In a spreadsheet, you use an <u>absolute reference</u> to always point to the same <u>cell</u>, even if the <u>formula</u> containing the reference is copied to another location in the spreadsheet. Type a dollar sign ($) in front of the column and row reference that you want to be an absolute reference.

To insert an absolute reference in a formula

1 <u>Highlight</u> the cell in which you want to enter the formula.
2 Type your formula up to the point where you want to insert a reference.
   Example: Type **=5+sum(**
3 Highlight the cell or <u>range reference</u> you want to use in the formula.
   Example: Click A2. =5+sum(A2 is displayed in the <u>formula bar</u>.
4 Press F4 until the absolute reference type you want for both column and row is displayed in the formula bar.
   F4 cycles through the reference types as follows:

<u>Reference</u>	<u>Example</u>
Absolute column, absolute row	A2
Relative column, absolute row	A$2
Absolute column, relative row	$A2
Relative column, relative row	A2

   Example: Your formula now looks like this: =5+sum(A2
5 Type the rest of the formula.
   Example: Type ***3)**
   Your formula now looks like this: =5+sum(A2*3)
6 Click the <u>Enter box</u> in the formula bar.

See also

<u>Cell and range references</u>
<u>Relative references</u>
<u>Mixed references</u>
<u>Circular references</u>
<u>Formulas</u>

 Alignment

You can position text and values to the left, right, or center of a <u>cell</u>. When you create a spreadsheet, all cells are in general alignment with text aligned to the left and dates and numbers aligned to the right. You can change the alignment of cells before or after you enter information.

To change the alignment of cell contents

1   <u>Highlight</u> the cell or group of cells you want to change.
2   On the <u>Toolbar</u>, click the Left, Center, or Right button.

   Left button

   Center button

   Right button

See also

<u>Styles</u>

Cell and range references

A reference identifies a single <u>cell</u> by using its <u>column label</u> and <u>row label</u> (for example, B8). Using references, you can include one cell's value in another cell's <u>formula</u>. A <u>range reference</u> identifies a block of cells by using the <u>cell references</u> of the upper-left and lower-right corner cells, separated by a colon.

C5		=SUM(B2:C3)		
\u25a1		Sheet1		
	A	B	C	D	E
1					
2		3	5		
3		1	2		
4					
5			11		
6					
7					

You can also assign a range name to a cell or block of cells. Range names make formulas easier to read. You can use range names and range references interchangeably in formulas and commands. For example, if you give the range B2:C3 the name Sales, then the formulas =SUM(Sales) and =SUM(B2:C3) give the same result.

To quickly insert a cell or range reference into a formula

1 Type the formula up to the point where you want to insert the cell or range reference.
   Example: Type **=sum(**
2 <u>Highlight</u> the cell or range that you want to insert.
   Example: Highlight cells D3 through D15. =sum(D3:D15 is displayed in the <u>formula bar</u>.
3 Type the rest of the formula.
   Example: Type the closing parenthesis. Your formula now looks like this: =sum(D3:D15).
4 Click the <u>Enter box</u> in the formula bar.

To insert a named range using Go To (Select menu)

1 Type the formula up to the point where you want to insert the range name.
   Example: Type **=sum(**
2 From the Select menu, choose Go To.
3 Under Names, choose a range name.
   Example: Choose Sales.
4 Choose the OK button.
   Example: =sum(sales is displayed in the formula bar.
5 Type the rest of the formula.
   Example: Type **+30)**
   Your formula now looks like this: =sum(sales+30)
6 Click the Enter box in the formula bar.

See also

<u>Relative references</u>
<u>Absolute references</u>
<u>Mixed references</u>
<u>Circular references</u>
<u>Formulas</u>
<u>Range names</u>

 Cell borders

You can add a complete or partial border to <u>highlighted</u> <u>cells</u> in a spreadsheet to make them stand out from surrounding cells.

To add cell borders

1   Highlight the cell or group of cells you want to place a border around.
2   From the Format menu, choose Border.
3   Choose the options you want.
4   Choose the OK button.

See also

<u>Highlighting in the Spreadsheet</u>

Changing an entry

You can change an entry to correct a mistake or update information. When you highlight a cell you want to change, the entry is displayed in both the cell and the formula bar. You can either type over or edit an entry. If an entry is long and you just want to change a character or two, it is usually faster to edit in the formula bar rather than retype the entire entry.

To type over an entire entry

1 Highlight the cell you want to change.

2 Type your new entry.

3 Click the Enter box in the formula bar.

To edit part of an entry in the formula bar

1 Highlight the cell you want to change.

 The entry is displayed in the formula bar.

2 Click the formula bar.

3 Move the insertion point to the place you want to edit.

4 Type the text or numbers you want to insert.

 - Or -

 Highlight the characters you want to delete, and then press DEL.

 Note: If you change your mind, you can cancel changes by clicking the Cancel box in the formula bar.

5 Click the Enter box in the formula bar.

See also

Creating a spreadsheet

Deleting and clearing information

Keyboard shortcuts

 Circular references

A circular <u>reference</u> is an error that results when a spreadsheet <u>formula</u> refers back to itself. When this happens, neither formula has a beginning value with which to calculate. "CIRC" is displayed in the <u>status bar</u> when Works finds a circular reference. To correct a circular reference, change one of the formulas.

	A	B	C
1			
2	=B2	=A2	
3			
4			

See also

<u>Cell and range references</u>

<u>Absolute references</u>

<u>Formulas</u>

Column width

In a spreadsheet, column width determines how many characters can fit in a <u>cell</u>. If you enter more text than can fit in a cell, the excess is displayed in the cell to the right if it is empty; otherwise, Works displays only part of the entry. For numbers, text, and dates, it displays #####. When you <u>highlight</u> the cell, the complete text or value is displayed in the <u>formula bar</u>. Works prints only the displayed text or values.

To change the width of a column

1   Move the pointer to the column border you want to change.

     The pointer changes shape.

2   <u>Drag</u> the border to the left or right.

See also

<u>Number formats</u>

<u>Hiding columns</u>

Copying or moving information to and from the Spreadsheet

You can copy or move spreadsheet entries to a Works Word Processor document or database, or to another Windows application. If you copy information to a word processor application, each cell is separated by a tab mark and each row ends with a paragraph mark. If you copy spreadsheet information to a database application, each column becomes a field and each row becomes a record.

You can also copy information into the Spreadsheet from a database, from a table in a Word Processor document, or from another Windows application. If you copy information from a Works database or another database application, each field becomes a column and each record becomes a row.

To copy or move information from the Spreadsheet

1   Highlight the spreadsheet information you want to copy or move.

Note: When copying or moving information from the Spreadsheet to the Word Processor, highlight only the information you want to copy or move. If you highlight the entire spreadsheet, Works will copy or move all 16,384 rows, which is very time-consuming.

2   To copy, choose Copy from the Edit menu.

- Or -

To move, choose Cut from the Edit menu.

3   Open another Works document, another Windows application, or switch to an open document.

4   Move the highlight or insertion point to where you want to place the information.

5   From the Edit menu, choose Paste.

To copy or move information to the Spreadsheet

1   In another Works document or Windows application, highlight the information you want to copy or move.

Note: Before you copy or move information from a table in a Word Processor document, make sure items in a row are separated by tab marks and that rows end with paragraph marks.

2   To copy, choose Copy from the Edit menu.

- Or -

To move, choose Cut from the Edit menu.

3   Open a Works spreadsheet, or switch to an open spreadsheet.

4   Move the highlight to where you want to place the information.

5   From the Edit menu, choose Paste.

See also

Highlighting in the Spreadsheet

Copying or moving information within the Spreadsheet

Copying or moving information within the Spreadsheet

You can copy or move a cell's text, value, or formula to another location in your spreadsheet or to another spreadsheet. When you copy or move a cell or range of cells to another part of a spreadsheet, Works also copies font styles and alignments and adjusts any relative references. You can quickly copy a cell into adjacent cells to the right or below it. If the copied cell is empty, only the cell styles and alignment are copied.

To copy or move a cell or range

1 Highlight the cell or range you want to copy or move.

2 To copy, choose Copy from the Edit menu.

   - Or -

   To move, choose Cut from the Edit menu.

3 Highlight the cell, or upper-left cell of a range, into which you want the information placed.

   - Or -

   To copy or move to another spreadsheet, open it or switch to an open spreadsheet, then highlight where you want to place the information.

4 From the Edit menu, choose Paste.

   Note: If the cell or range into which you paste already contains information, it will be replaced by the information you are inserting.

What if...

You want to paste the same information again in a different part of the spreadsheet? Move the highlight to where you want to paste and choose Paste.

You want to copy or move values but not their formulas? Follow steps 1 through 3 above: next, from the Edit menu, choose Paste Special, choose the Values Only option button, and then choose the OK button.

You want to add the values you're copying or moving to existing values in the new location, or subtract values from those in the new location? Follow steps 1 through 3 above: next, choose Paste Special, choose the Add Values option button or the Subtract Values option button, and then choose the OK button.

To quickly copy entries into adjacent cells below

1 Highlight the cell or row you want to copy, and then extend the highlight down to include the cells you want to fill.

2 From the Edit menu, choose Fill Down.

To quickly copy entries into adjacent cells to the right

1 Highlight the cell or column you want to copy, and then extend the highlight to the right to include the cells you want to fill.

2 From the Edit menu, choose Fill Right.

See also

Highlighting in the Spreadsheet

Copying or moving information to and from the Spreadsheet

Creating a spreadsheet

You can create a new spreadsheet when you start Works or at any time while using Works. After creating a spreadsheet, you can immediately begin entering text, dates, numbers, or formulas into its cells.

To create a new spreadsheet when you start Works

From the Startup dialog box, choose the Spreadsheet button.

To create a new spreadsheet while in Works

1 From the File menu, choose Create New File.
2 Choose the Spreadsheet button.

To type and enter text, numbers, and formulas

1 Highlight the cell in which you want the information to be displayed.
2 To type text or a number, simply type what you want.

What you type is displayed in both the cell and in the formula bar.
- Or -
To type a formula, type an equal sign (=) followed by the formula.

3 Click the Enter box in the formula bar.

Note: In the formula bar, text entries are preceded by a double quotation mark (") to differentiate them from numbers or formulas; however, in the cell, an entry that is text is displayed without the double quotation mark. If you type a formula, it is displayed in the formula bar, however, when you click the Enter box, its result, not the formula, is displayed in the cell.

To quickly enter a series of numbers or dates

1 Type a starting value (a number or a date) into the cell where you want to start the series.
2 Click the Enter box in the formula bar.
3 Highlight the cell containing the starting value and extend the highlight to include the cells below or to the right that you want to fill with the series.
4 From the Edit menu, choose Fill Series.
5 Under Units, choose the option you want (Number, Day, Weekday, Month, or Year).
6 In the Step By box, type the increment you want for the series.

A negative value will create a decreasing series.

7 Choose the OK button.

What if...

You see ##### in a cell instead of a number, date, or time?
To see the entire entry, widen the column or change the formatting. Works displays ##### when a cell contains a value that is too long to be displayed.

A number you entered is changed to exponential format?
Widen the column to see the number. Works displays a number in exponential notation when a cell has general format and the number is too long for the cell width.

You can't see all the text you typed, or it spills over into the next cell?
When you enter more text than can fit in a cell, the excess is displayed in the cells to the right if those cells are empty. If the cells to the right are not empty, Works displays and

prints only the text that fits in the cell.

You want to enter a number or date as text so it will not be used in formula calculations?

First type a double quotation mark. For example, if you want to enter April as a text instead of a number, type "**April**

See also

Changing an entry

Formulas

Number formats

Dates and times

Column width

Dates and times

You can type dates and times in spreadsheet <u>cells</u> and use them in <u>formulas</u>. This way, you can keep track of events (for example, the date and time you created a document), label your information (for example, sales for the month of May), or calculate events (for example, the hours required to complete a project).

You can also create a series of consecutive dates.

To enter the date or time

1 Move the <u>highlight</u> to where you want to type the date or time.
2 Type the date or time using a format Works recognizes.
   Example: Type **10/4/63** or **Oct 4, 1963** or **10/4** or **Oct 4**
   Example: Type **2:30 PM** or **14:30** or **2:30:54 PM** or **14:30:54**
3 Click the <u>Enter box</u> in the <u>formula bar</u>.

What if...

You see ##### instead of a date or time?
Widen the column.

To change the date or time format

1 Highlight the cell you want to change.
2 From the Format menu, choose Time/Date.
3 Choose the date or time format you want.
4 Choose the OK button.

To create a series of dates

1 Type a starting date in the first cell of the series.
2 Click the Enter box in the formula bar.
3 Highlight the first cell and extend the highlight to include the cells to the right or below that you want to fill.
4 From the Edit menu, choose Fill Series.
5 Under Units, choose the option you want (Day, Weekday, Month, or Year).
6 In the Step By box, type the increment you want for the series.
   A negative value will create a decreasing series.
7 Choose the OK button.

See also

<u>Column width</u>
<u>Number formats</u>

Deleting and clearing information

There are two ways you can remove information from your spreadsheet: deleting and clearing. Deleting permanently removes an entire row or column. Clearing a <u>cell</u> permanently removes the entry but leaves its formatting, so that when you type new information it has the same format as the entry that you cleared.

To delete a row or column

1 <u>Highlight</u> the row or column you want to delete

2 From the Edit menu, choose Delete Row/Column.

If you highlight less than an entire row or column, Works displays a <u>dialog box</u>. Choose the Row option button to delete an entire row or choose the Column option button to delete an entire column, and then choose the OK button.

What if...

You want to delete several rows or columns at once?
Highlight as many rows or columns as you want to delete, and then choose the Delete Row/Column command.

You see "ERR" in a cell after you delete a row or column?
You can retype, edit, or delete the <u>formula</u> in that cell. If you delete a cell in a row or column that contains a value that was used in a formula, the formula cannot adjust its references to compensate for the deleted row(s) or column(s), and ERR is displayed in the cell containing the formula.

To clear a single cell

Click the cell you want to clear, press BACKSPACE, and then press ENTER.

To clear one or more cells

Highlight the cell or block of cells you want to clear, and then from the Edit menu, choose Clear.

If you type new data after clearing a cell, the new entry will have the same <u>font styles</u>, alignments, and formats as the old entry.

See also

<u>Inserting rows or columns</u>

 Fonts

A font is a set of characters with a specific design. Each font has one or more sizes (measured in points) to choose from and can have one or more font styles.

When you change fonts and font sizes, Works displays all the fonts available for your printer. You can only use these fonts. The font and font size you choose is applied to all the text and numbers in your spreadsheet. A larger point size corresponds with a larger font.

To change the font and font size

1 Highlight any cell.
2 On the Toolbar, click the Font box arrow.

     Font box

   Works displays the list of the fonts your printer can use.
3   From the list, click the font you want.
4   On the Toolbar, click the Font Size box arrow.

     Font Size box

   Works displays the list of the fonts sizes your printer can use.
5   From the list, click the font size you want.

See also

Styles

Printing Spreadsheet information

Formulas

Use a formula to calculate a new value from existing values in a spreadsheet. Whenever you change a number or formula, Works automatically recalculates and updates your spreadsheet. For example, if you enter a formula that adds the values in a group of cells, and then you change one of the numbers, Works updates the result of the formula.

A formula can contain:
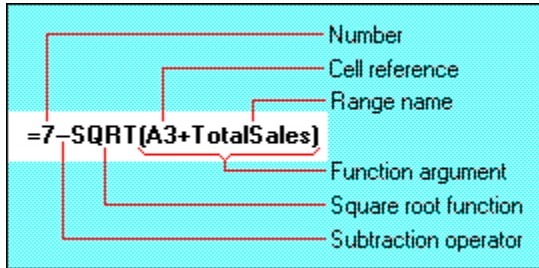
To enter a formula in a cell

1 Highlight the cell.
2 To begin a formula, type **=**
3 Type the formula.
    Example: Type **=B2*4**
4 Click the Enter box in the formula bar.
    Works displays the formula in the formula bar and the result of the formula in the cell.

To show formulas, instead of their results, in cells

From the Options menu, choose Show Formulas.
    When Show Formulas is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Formulas, choose the command again.

What if...

You forget to type an equal sign?
    The formula is displayed in the cell as text. To correct this, press F2, and type an equal sign (=) at the beginning of the formula, remove the double quotation marks (") and then click the Enter box in the formula bar.

You want to use a range name that resembles a number, cell reference, or function in a formula?
    Enclose the range name within single quotation marks (') so that Works will recognize it as a range name.

For more information about formulas, see "Guide to the Spreadsheet" in the *Microsoft Works for Windows User's Guide.*

Works comes with built-in functions that you can use to create formulas in your spreadsheet. Works has 57 date and time, mathematical, financial, statistical, logical, and special functions. For an explanation of all the Works functions, see "Spreadsheet and Database functions" in the *Microsoft Works for Windows User's Guide.*

See also

Functions
Creating a spreadsheet
Cell and range references

<u>Searching for specific information</u>

Freezing rows and columns

You can freeze row and column labels to keep them on the screen while you scroll through other parts of a spreadsheet or to print those rows or column labels on every page of a multi-page spreadsheet. When you choose the Freeze command, all rows and columns above and to the left of the highlight are frozen.

Note: You cannot use the arrow keys to move the highlight into frozen rows or columns. However, you can use the Go To command on the Select menu to highlight cells or ranges in frozen rows or columns.

To freeze a row or column

1 Move the highlight to the intersection of the row below and the column to the right of the rows and columns you want to freeze.

   To freeze only columns, move the highlight to the top-most row of the document window.

   To freeze only rows, move the highlight to the left-most column of the document window.

2 From the Options menu, choose Freeze Titles.

To unfreeze a row or column

From the Options menu, choose Freeze Titles.

When Freeze Titles is chosen, a mark is displayed beside the command name on the Options menu. To turn off Freeze Titles, choose the command again.

See also

Go To (Select menu)

Gridlines

You can display or hide <u>gridlines</u> between <u>cells</u> in your spreadsheet. You can also print gridlines.

To display or hide gridlines

From the Options menu, choose Show Gridlines.

When Show Gridlines is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Gridlines, choose the command again.

To print gridlines

From the File menu, choose Page Setup & Margins, and then choose the Print Gridlines check box.

See also

<u>Printing Spreadsheet information</u>

Hiding columns

You can temporarily hide spreadsheet columns so that they won't be displayed in the spreadsheet window or so they won't print when you print the spreadsheet. Use this feature to make your spreadsheet easier to read, to help compare non-adjacent columns, or to prevent changes to specific columns. Although you can't see information in hidden columns, the values and underlined formulas they contain are calculated along with the rest of the spreadsheet.

To hide a column

1 Highlight any cell in the column you want to hide.

   To hide more than one column, highlight a cell in each column you want to hide.

2 From the Format menu, choose Column Width.

3 Type **0** (zero).

4 Choose the OK button.

   The column is no longer visible on the screen.

To display a hidden column

1 From the Select menu, choose Go To.

2 In the Go To box, type a reference for the column you want to display.

   Example: If you want to display column D, type **D1**

3 Choose the OK button.

   The column is highlighted but not displayed.

4 From the Format menu, choose Column Width.

5 Type a value greater than zero.

6 Choose the OK button.

   The column is now displayed.

See also

Protecting a spreadsheet

Searching for specific information

Highlighting in the Spreadsheet

Before editing or formatting your spreadsheet, you must highlight the cells you want to work with. When you highlight, you create a shaded area over the cells you want to change (except when you highlight a single cell; then it has a dark border around it). After highlighting, you can then copy, move, delete, or format the highlighted cell or group of cells.

To highlight a cell

Click the cell.

To highlight a column

Click the column letter.
Example: Click A.

To highlight a row

Click the row number.
Example: Click 2.

To highlight a group of cells

Move the pointer to the upper-left cell of the group you want to highlight, and then drag to the lower-right cell of the group.

To highlight the entire spreadsheet

Click the rectangular box that is to the left of column A and just above row 1.

See also

Spreadsheet overview

Inserting rows or columns

You can insert blank rows or columns in a spreadsheet to make space for new information or to create blank space between different sections of your spreadsheet. Works automatically adjusts <u>row labels</u>, <u>column labels</u>, and all <u>formulas</u> when you insert rows or columns.

To insert a row or column

1 <u>Highlight</u> the row or column where you want to insert the blank row or column.

2 From the Edit menu, choose Insert Row/Column.

If you highlight less than an entire row or column, Works displays a <u>dialog box</u>. Choose the Row option button to insert an entire row or choose the Column option button to insert an entire column, and then choose the OK button.

What if...

You want to insert several rows or columns?

Highlight as many rows or columns as you want to insert, move the highlight to where you want them to be inserted, and then choose the Insert Row/Column command.

See also

<u>Deleting and clearing information</u>

Mixed references

To refer to <u>cells</u> in a spreadsheet so that only the column or row reference is <u>absolute</u>, you use mixed references. For example, in the reference B$2, only the row reference is absolute while the column reference is <u>relative</u>. When you copy a mixed reference to another cell, the absolute portion remains fixed and the relative portion is adjusted.

To insert a mixed reference

1 <u>Highlight</u> the cell into which you want to enter the <u>formula</u>.
2 Type your formula up to the point where you want to insert a reference.
   Example: Type **=5+sum(**
3 Highlight the cell or <u>range reference</u> you want to use in the formula.
   Example: Click A2. Notice that =5+sum(A2 is displayed in the <u>formula bar</u>.
4 Press F4 until the mixed reference type you want is displayed in the formula bar.
   F4 cycles through the reference types as follows:

Reference	Example
Absolute column, absolute row	A2
Relative column, absolute row	A$2
Absolute column, relative row	$A2
Relative column, relative row	A2

   Example: Your formula now looks like this: =5+sum(A$2
5 Type the rest of the formula.
   Example: Type ***3)**
   Your formula now looks like this: =5+sum(A$2*3)
6 Click the <u>Enter box</u> in the formula bar.

See also

<u>Cell and range references</u>
<u>Relative references</u>
<u>Absolute references</u>
<u>Circular references</u>
<u>Formulas</u>

 Moving around the Spreadsheet

If a spreadsheet contains more information than Works can display on one screen, you can move horizontally and vertically through the spreadsheet to view your work. This is called scrolling.

To move through a spreadsheet

Drag a scroll box to scroll through information. The box's position indicates your approximate position in the document.

Click the scroll bar to move information vertically or horizontally by one screen.

Click a scroll arrow to move horizontally or vertically.
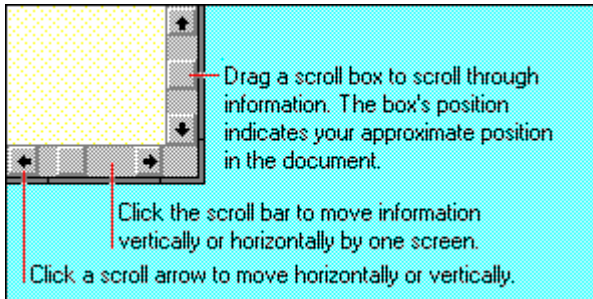
See also

Searching for specific information

Number formats

You can change the way a spreadsheet <u>cell</u> displays a number by formatting the cell before or after you enter data into it. If you're going to use the same format for several different entries, you might find it easier to format the cells after you've typed the entries. Unless you specify a different format, Works displays numbers in <u>general format</u>. Other formats include the <u>fixed</u>, <u>currency</u>, <u>comma</u>, <u>percent</u>, <u>exponential</u>, <u>leading zeros</u>, and <u>true/false</u> formats.

To change the format of a number

1 <u>Highlight</u> the cell or group of cells you want to format.

2 From the Format menu, choose the appropriate command.

   Tip: You can type a currency symbol (such as $ or £) before a number and Works recognizes the currency format. Similarly, you can type a percent symbol (%) and Works recognizes the percent format.

3 Depending on the command you choose, a <u>dialog box</u> may be displayed. Type the number of decimal places or digits you want the number to display (between 0 and 7), and then choose the OK button.

What if...

You see ##### in a cell instead of a number?

   To see the entire number, widen the column. Works displays ##### when a cell contains a number that is too long to be displayed.

See also

<u>Column width</u>

<u>Dates and times</u>

Page breaks

When you print more information than can fit on one sheet of paper, Works automatically breaks the spreadsheet into pages. If you want to specify exactly what information appears on each page, you can set your own page breaks. When you do, a page break mark (a dotted line) is displayed above the row or to the left of the column that begins the new page.

To insert a manual page break

1 Click the <u>row label</u> below or the <u>column label</u> to the right of where you want the page break.

2 From the Edit menu, choose Insert Page Break.

If you <u>highlight</u> less than an entire row or column, Works displays a <u>dialog box</u>. Choose the Row option button to insert a horizontal page break or choose the Column option button to insert a vertical page break, and then choose the OK button.

To delete a manual page break

1 Click the row label below or the column label to the right of the page break.

2 From the Edit menu, choose Delete Page Break.

If you didn't highlight an entire row or column, Works displays a dialog box. Choose the Row option button to delete a horizontal page break or choose the Column option button to delete a vertical page break, and then choose the OK button.

See also

<u>Previewing before printing</u>

<u>Printing Spreadsheet information</u>

 Printing Spreadsheet information

Before printing a spreadsheet, you might want to set the <u>print area</u>; set <u>page breaks</u>; create <u>headers</u> and <u>footers</u>; change page margins, size, or <u>orientation</u>; preview the spreadsheet; or change printers. For more information, see the related topics below.

If you want to print your <u>formulas</u> instead of their results, choose Show Formulas from the Options menu first.

To print an entire spreadsheet

1　From the File menu, choose Page Setup & Margins.

2　Choose the options you want, including the Print Row And Column Headers check box.

3　Choose the OK button.

4　On the <u>Toolbar</u>, click the Print button.

5　Choose the options you want.

6　Choose the OK button.

　　As your spreadsheet is printing, a <u>dialog box</u> displays the page number of the page that is being printed.

For more information about printing a spreadsheet, see the "Printing a spreadsheet" in "Guide to the Spreadsheet" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Headers and footers</u>

<u>Page breaks</u>

<u>Setting page size, margins, and orientation</u>

<u>Previewing before printing</u>

<u>Setting the print area</u>

Protecting a spreadsheet

You can protect the entries you make in a spreadsheet from accidental changes or deletions. Initially, Works locks all cells in a spreadsheet, but until you turn on the Protect Data command, the lock has no effect. If you always want to be able to change an entry, you can unlock a cell using the Style command on the Format menu, and then choosing the Protect Data command does not protect that cell.

To lock or unlock cells before protecting their contents

1 Highlight the cell or group of cells you want to lock or unlock.

2 From the Format menu, choose Style.

3 Choose the Locked check box to lock a cell.
   - Or -
   Clear the Locked check box to unlock a cell.

4 Choose the OK button.

To set or remove cell protection

From the Options menu, choose Protect Data.

When Protect Data is chosen, a mark is displayed beside the command name on the Options menu. To turn off Protect Data, choose the command again.

What if...

You want to protect some cells but not others?

Unlock the cells you do not want to protect, and then choose the Protect Data command.

See also

Styles

Range names

You can assign a range name to a single cell or a group of cells in a spreadsheet. Then you can use the Go To command on the Select menu to quickly locate and highlight the cells in the spreadsheet using the new range name. You can also use range names in formulas to make them easier to understand, or you can insert a list of range names in your spreadsheet.

To name a cell or range

1 Highlight the cell or range you want to name.
2 From the Edit menu, choose Range Name.
3 In the Name box, type a name of from 1 to 15 characters long.
   You cannot use a single quotation mark (') in a range name.
4 Choose the OK button.

To delete a named range

1 From the Edit menu, choose Range Name.
2 In the Names box, choose the range name you want to delete.
3 Choose the Delete button.
4 Choose the Close button.

To change the reference of an existing range name

1 Highlight the new range.
2 From the Edit menu, choose Range Name.
3 In the Names box, choose the name you want to assign to the new range.
4 Choose the OK button.

To highlight a range using a range name

1 From the Select menu, choose Go To.
2 In the Names box, choose the range name you want to go to.
3 Choose the OK button.

To insert a list of range names into a spreadsheet

1 Highlight the upper-left corner cell in which you want the list displayed.
2 From the Edit menu, choose Range Name.
3 Choose the List button.

See also

Highlighting in the Spreadsheet

 Relative references

Most <u>cell</u> and <u>range references</u> in a spreadsheet are relative references. A relative reference is like saying "Go up two blocks and over one." For example, if you copy the <u>formula</u> =B1 from cell A3 to cell B4, in both cases, the formula displays the value in the cell that is two rows up and one column to the right.

To insert a relative reference

1   <u>Highlight</u> the formula you want to copy.
2   From the Edit menu, choose Copy.
3   Highlight the cell into which you want to insert the formula.
4   From the Edit menu, choose Paste.
    Works adjusts the formula to fit the location.

See also

<u>Cell and range references</u>

<u>Absolute references</u>

<u>Mixed references</u>

<u>Circular references</u>

<u>Formulas</u>

Searching for specific information

If you need to locate something quickly in a spreadsheet, you can instruct Works to look through <u>highlighted</u> <u>cells</u> or an entire spreadsheet to find specific information in a cell or <u>formula</u>. Works searches for an exact match of what you type.

To search through a spreadsheet or a specific group of cells

1 Highlight the group of cells you want to search.

   To search the entire spreadsheet, highlight only a single cell.

2 From the Select menu, choose Find.

3 In the Find What box, type the item you want to find.

4 Under Look By, choose the Rows option button (to search across the spreadsheet first) or the Columns option button (to search down the spreadsheet first).

5 Choose the OK button.

   When Works finds the information you are looking for, it highlights the cell.

To find the next occurrence

   Press F7.

To go directly to a cell or range

1 From the Select menu, choose Go To.

2 In the Go To box, type the cell or <u>range reference</u> you want to go to.

   - Or -

   From the Names box, choose the range name you want to go to.

3 Choose the OK button.

What if...

   You want to find a cell or range reference in a formula?
   First turn on Show Formulas on the Options menu before choosing the Find command.

   You want to find <u>fields</u> in which the entries may be similar, but not exactly the same?
   You can use wildcard characters in place of the characters that may vary. Use the question mark (?) in place of any single character, and the asterisk (*) in place of any number of characters in the same position. For example:

To find	Type
Freedman and Friedman	Fr?edman
Murray Rothbard	M*D

For more information about searching, see "Searching for specific text or values" in "Guide to the Spreadsheet" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Formulas</u>

Setting the print area

You can choose to print only a portion of a spreadsheet by setting the print area. If you do not set the print area and only one cell is highlighted, Works prints the entire portion of the spreadsheet that contains information.

To set the print area

1   Highlight the portion of the spreadsheet you want to print.
2   From the File menu, choose Set Print Area.

To reset the entire spreadsheet as the print area

1   Click the rectangular box to the left of column A and just above row 1.
2   From the File menu, choose Set Print Area.

See also

Printing Spreadsheet information

 Sorting information

You can sort <u>highlighted</u> spreadsheet rows to organize entries in ascending (A-Z and 0-9) or descending (Z-A and 9-0) order. Works can sort rows using up to three columns at a time. When you specify these columns, specify the most important one first.

When you sort a <u>selection</u> that contains a mixture of numbers, text, times, and dates, Works sorts dates and times as numbers. If you sort in ascending order, Works sorts entries in the following order: text, <u>NA values</u>, <u>ERR values</u>, numbers, and blank entries. If you sort in descending order, Works sorts the entries in the following order: numbers, ERR values, NA values, text, and blank entries. After sorting, Works adjusts <u>relative references</u> but not <u>absolute references</u>, because absolute references are meant to stay the same.

To sort in alphabetical or numerical order

1   In the column you want to sort by, highlight the rows you want to sort.

   To sort the entire spreadsheet, you must first highlight it by clicking the rectangular box to the left of column A and just above row 1.

2   From the Select menu, choose Sort Rows.

3   In the 1st Column box, choose either the Ascend or Descend option button.

   The letter corresponding to the column you highlighted is proposed as the first column to be sorted.

4   Choose the 2nd and 3rd column box if you want to sort additional columns, and type the column letter for the column you want to sort.

5   Choose either Ascend or Descend for each additional column you want to sort by.

6   Choose the OK button.

See also

<u>Highlighting in the Spreadsheet</u>

Spreadsheet overview

The Spreadsheet is a calculating <u>tool</u> you can use for financial planning, budgeting, and record keeping. After you enter information in the rows and columns of a spreadsheet, you can:

Insert <u>formulas</u> so that Works performs calculations for you. There are 57 <u>functions</u> you can use.

Analyze information by making and printing charts.

Change the appearance of a spreadsheet with different <u>font styles</u> and formats.
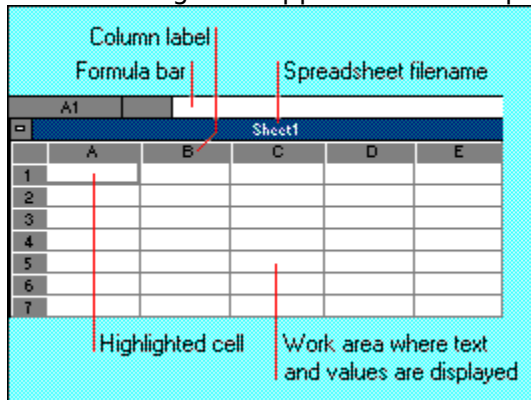
You begin creating a spreadsheet by typing information in cells: rows and columns intersect to form cells. The information can be text, numbers, dates, or time. When you are ready to calculate a row or column of numbers, you enter a formula. Once the formula is entered, you can change the information in the cells it refers to and the formula will automatically recalculate the numbers and give you a new value.

To learn more about using the Spreadsheet, see the Microsoft Works for Windows Tutorial. For more detailed information about the Spreadsheet, see "Guide to the Spreadsheet" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Creating a spreadsheet</u>

<u>Cell and range references</u>

<u>Formulas</u>

<u>Highlighting in the Spreadsheet</u>

<u>Toolbar shortcuts in the Spreadsheet</u>

 Styles

You can emphasize headings and make it easier to distinguish between different kinds of information by making entries bold, italic, or underlined. You can apply any combination of bold, italic, and underline styles, and you can apply styles to <u>cells</u> before or after you enter information in them.

To change the font style

1 <u>Highlight</u> the cell or group of cells you want to change.
2 On the <u>Toolbar</u>, click a style button for each style you want.

  Bold button

  Italic button

  Underline button

See also

<u>Alignment</u>

<u>Fonts</u>

Toolbar shortcuts in the Spreadsheet

The Spreadsheet Toolbar provides mouse shortcuts for some formatting commands, and for printing and print preview. You can either type your spreadsheet information first, highlight the cells you want to change, and then click a Toolbar button, or you can highlight the cells you'll be typing in and then click the Toolbar button for the format you want, before you type.

When you highlight an entry and click a Toolbar button, the button changes in appearance to indicate your action. Anytime you move the highlight to that entry again, the Toolbar button indicates the font style or format of the entry.

To use the Toolbar

1 Highlight the cells you want to change.
2 Click the Toolbar button for the change you want to make.

The following table illustrates each Toolbar button and its purpose.

Click	To
	Specify a font for all the characters.
	Specify a font size for all the characters.
	Apply bold style.
	Apply italic style.
	Apply underline style.
	Align a cell to the left.
	Center a cell.
	Align a cell to the right.
	Apply currency format.
	Apply percent format.
	Apply comma format.
	Total numbers in a selection.
	Creates a new chart from highlighted spreadsheet cells.
	Preview a spreadsheet or chart before printing.
	Print a spreadsheet or chart.

To display or hide the Toolbar

From the Options menu, choose Show Toolbar.

When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Toolbar, choose the command again.

See also

Cells command (Select menu)

Highlights a group of cells in a spreadsheet. You can then edit or format the highlighted cells.

To highlight a group of cells

Move to where you want to begin highlighting, and then drag to highlight the cells you want in your selection.

- Or -

Move to where you want to begin highlighting, then choose Cells from the Select menu, and use the arrow keys to extend the highlight.

See also

Highlighting in the Spreadsheet

Row command (Select menu)

Highlights a row or several rows in a spreadsheet. You can then edit or format the highlighted rows.

To highlight a row

Click the row label of the row you want to highlight.
- Or -
Move to a cell in the row you want to highlight, and then choose Row from the Select menu.

To highlight several rows, first highlight a cell in each row you want to highlight, and then choose the Row command.

See also

Highlighting in the Spreadsheet

Column command (Select menu)

Highlights a column or several columns in a spreadsheet. You can then edit or format the highlighted columns.

To highlight a column

Click the column label of the column you want to highlight.
- Or -
Move to a cell in the column you want to highlight, and then choose Column from the Select menu.

To highlight several columns, first highlight a cell in each column you want to highlight, and then choose the Column command.

See also

Highlighting in the Spreadsheet

 All command (Select menu)

Highlights all the cells in a spreadsheet. You can then edit or format the highlighted cells.

To highlight all cells

    From the Select menu, choose All.

See also

Highlighting in the Spreadsheet

Go To command (Select menu)

Jumps directly to a specified <u>cell</u> or <u>range</u> in a spreadsheet and <u>highlights</u> it. You can also use this command to extend a <u>selection</u> you've made using the Cells command on the Select menu, or to insert a range name in a spreadsheet <u>formula</u>.

To go to a cell or range using this command

After you choose the Go To command, choose the options you want from the following list.

Dialog box options

Go To	Type the cell or <u>range reference</u> you want to go to.
Names	Choose the range name you want to go to.

To go directly to the next named range

Press SHIFT+F5.

See also

<u>Cell and range references</u>

<u>Cells (Select menu)</u>

<u>Highlighting in the Spreadsheet</u>

<u>Range names</u>

 Find command (Select menu)

Searches a spreadsheet and <u>highlights</u> the <u>cell</u> that contains the first occurrence of the specified text, number, or formula.

To search for text or numbers

　After you choose the Find command, choose the options you want from the following list.

Dialog box options

Find What	Type the characters you want to search for.
Rows	Search across the spreadsheet first.
Columns	Search down the spreadsheet first.

To find the next occurrence

　Press F7.

See also

<u>Searching for specific information</u>

Sort Rows command (Select menu)

Reorders highlighted spreadsheet rows in ascending order (A-Z and 0-9) or descending order (9-0 and Z-A). Works can sort rows using up to three columns at a time. When you specify these columns, specify the most important one first.

To sort highlighted rows

After you highlight the rows you want to sort, choose the Sort Rows command, and then choose the options you want from the following list.

Dialog box options

1st, 2nd, and 3rd Column	List up to three columns to be sorted, beginning with the 1st column.
Ascend	Choose to sort this column in ascending order from A-Z and from 0-9 in this order: text, NA values, ERR values, numbers, and blank fields.
Descend	Choose to sort this column in descending order from Z-A and from 9-0 in this order: numbers, ERR values, NA values, text, and blank fields.

See also

Highlighting in the Spreadsheet

Sorting information

Cascade command (Window menu)

Resizes all <u>document windows</u> so they are the same size, then arranges them in an overlapping pattern with their <u>title bars</u> visible.

To cascade windows

From the Window menu, choose Cascade.

See also

<u>Making all open document windows visible</u>

 Tile command (Window menu)

Moves and resizes open <u>document windows</u>, then arranges them side-by-side so they are all visible and none of the windows overlap.

To tile windows

    From the Window menu, choose Tile.

See also

<u>Making all open document windows visible</u>

Arrange Icons command (Window menu)

Arranges <u>document icons</u> into a row starting at the lower-left corner of the Works Window.

To arrange document icons into rows

From the Window menu, choose Arrange Icons.

 Split command (Window menu)

Splits a <u>document window</u> into <u>panes</u> so that you can see different parts of your document (for example, the beginning and end) at the same time. In the Word Processor, you can split the window horizontally. In the <u>Spreadsheet</u> and <u>list view</u> of the Database, you can split the window both horizontally and vertically.

To split a document window

1   From the Window menu, choose Split.

2   Use the <u>arrow keys</u> to move the <u>split box</u> to where you want to split the window.

3   Press ENTER.

You can also <u>drag</u> the split box with the mouse to where you want the split.

See also

<u>Splitting a document window into two or more panes</u>

Document Name command (Window menu)

Displays the <u>open</u> document you choose, and makes it the <u>active</u> window so you can work with it.

To display an open document and make it active

From the Window menu, choose the name of the document you want.

See also

<u>Switching between document windows</u>

Chart Name command (Window menu)

Displays the <u>open</u> chart you choose, and makes it the <u>active</u> window so you can work with it.

To display an open chart and make it active

From the Window menu, choose the name of the chart you want.

See also

<u>Viewing a chart</u>

Undo command (Edit menu)

Reverses the most recent editing or formatting action. You can undo any typing, deleting, or formatting changes.

To undo

From the Edit menu, choose the Undo command.

See also

Highlighting in the Word Processor

Keys for changing information

Undoing changes

Cut command (Edit menu)

Removes a <u>selection</u> from a Word Processor document and places it on the <u>Clipboard</u> so you can then move it in a new location in the same document, in any other Works document, or in another Windows version 3.0 or later application.

To move

<u>Highlight</u> the information you want to move, and then choose Cut from the Edit menu.

See also

<u>Deleting information</u>

<u>Highlighting in the Word Processor</u>

<u>Keys for changing information</u>

<u>Keys for highlighting Word Processor information</u>

<u>Paste (Edit menu)</u>

Copy command (Edit menu)

Copies a <u>selection</u> in the Word Processor to the <u>Clipboard</u> so you can then move it to another location in the same document, in any other Works document, or in another Windows version 3.0 or later application. Copying does not remove the original information from your document.

To copy

<u>Highlight</u> the information you want to copy, and then choose Copy from the Edit menu.

See also

<u>Copying information</u>

<u>Highlighting in the Word Processor</u>

<u>Keys for changing information</u>

<u>Keys for Word Processor highlighting information</u>

<u>Paste (Edit menu)</u>

 Paste command (Edit menu)

Moves a copy of the <u>Clipboard</u> contents to a new location.

To paste

    Move the <u>insertion point</u> to where you want to paste the Clipboard information, and then choose Paste from the Edit menu.

See also

<u>Copy (Edit menu)</u>

<u>Copying information</u>

<u>Cut (Edit menu)</u>

<u>Highlighting in the Word Processor</u>

<u>Keys for changing information</u>

<u>Keys for highlighting Word Processor information</u>

Paste Special command (Edit menu)

Copies character and paragraph styles (but not text) from the <u>Clipboard</u> contents to a <u>selection</u> in the same document, or in any other open Word Processor document. You can also use this command to copy <u>linked</u> information. For example, you can copy spreadsheet information into a memo.

To paste character styles or paragraph formats

After copying a selection, move the <u>insertion point</u> to where you want to paste the style or format information, then choose the Paste Special command, and choose the options you want from the following list.

Dialog box options

Character Style	Choose to apply copied <u>font</u> sizes and <u>font styles</u> to your selection.
Paragraph Style	Choose to apply copied indents, alignment, and spacing to your selection.

To paste information from another application into a Word Processor document

After copying a selection, move the <u>highlight</u> to where you want to paste the Clipboard information, then choose the Paste Special command, and choose the options you want from the following list. The <u>dialog box</u> may also display options for specifying the data type you have copied.

Dialog box options

Paste	Choose to paste information.
Paste Link	Choose to paste linked information only.

What if...

The Paste Link button is greyed?

You have copied information from a document that has not been saved. Save the document and copy the selection again.

See also

<u>Copy (Edit menu)</u>

<u>Copying formats</u>

<u>Copying information</u>

<u>Creating a table</u>

<u>Highlighting in the Word Processor</u>

Delete command (Edit menu)

Deletes a <u>selection</u> in a Word Processor document. You can restore deleted information by immediately choosing Undo on the Edit menu.

To delete

<u>Highlight</u> the information you want to delete, and then choose Delete from the Edit menu.

See also

<u>Deleting information</u>

<u>Highlighting in the Word Processor</u>

<u>Keys for changing information</u>

<u>Keys for highlighting Word Processor information</u>

<u>Undoing changes</u>

Edit *Objecttype* Object command (Edit menu)

Opens the original application for <u>embedded</u> or <u>linked information</u> so you can make modifications. The command name changes depending on the information you <u>highlight</u>. For example, if you highlight a drawing, the command name on the Edit menu is Edit Microsoft Drawing Object; if you highlight a <u>range</u> of <u>cells</u> from a Works spreadsheet, the command name is Edit MS Works Spreadsheet Object.

To change an object

After highlighting the information you want to change, choose Edit *Objecttype* Object from the Edit menu.

See also

<u>Changing a drawing in a Word Processor document</u>

<u>Resizing a chart in a Word Processor document</u>

Links command (Edit menu)

Updates <u>linked information</u> such as a chart or information you add using the Paste Special command on the Edit menu, and lets you change the document it is linked to.

To change a linked object

After <u>highlighting</u> the information you want to change, choose Links from the Edit menu, and then choose the options you want from the following list.

Dialog box options

Links	Choose the information for which you want to change the link.
Automatic	Choose if you want Works to automatically update the linked information when it changes in its source document.
Manual	Choose if you want to decide when the linked information is updated.
Update Now	Choose to update the highlighted linked information.
Change Link	Choose to change the document that the information is linked to.
Cancel Link	Choose to remove the link so the information is no longer updated.
Play	Choose to start the linked application.
Edit	Choose to open the linked application in order to edit the information.

See also

<u>Adding a chart to a Word Processor document</u>

Links command: Change Link (Edit menu)

Changes the document to which a link refers. For example, if a linked document is renamed or moved, choose the Link command, and then choose the Change Link button to reconnect the link under its new name or in its new location.

To change a link

After highlighting the linked information you want to change, choose Links from the Edit menu and choose the Change Link button, and then choose the options you want from the following list.

Dialog box options

File Name	Choose to change the document to which the link refers by typing a new name in the File Name box.
Directories	Choose the directory or subdirectory you want to change to.
Drives	Choose the drive you want to change to.
List Files Of Type	Choose the file format you want.

Headers & Footers command (Edit menu)

Adds <u>headers</u> and <u>footers</u> that print on each page of your document. You can insert and position page numbers, the date, or time in headers or footers by typing special codes in the header and footer text.

To create a header or footer

After you choose the Headers & Footers command, choose the options you want from the following list.

Dialog box options

Header	Type the header you want.
Footer	Type the footer you want.
No Header On 1st Page	Choose to prevent header from being printed on first page.
No Footer On 1st Page	Choose to prevent footer from being printed on first page.
Use Header And Footer Paragraphs	Choose to add a header and footer that is longer than one line. Works adds header and footer paragraphs at the beginning of the document; Works adds a page number in the footer paragraph, and the header paragraph is blank.

See also

<u>Headers and footers</u>

Font & Style command (Format menu)

Applies <u>font styles</u>, position, <u>font</u>, and font size to text in a Word Processor document.

To change font styles

 <u>Highlight</u> the text you want to format, then choose the Font & Style command, and choose the options you want from the following list.

You can also click <u>Toolbar</u> buttons to quickly apply font styles, position, font, and font size.

Dialog box options

Font	Choose to change font. Works lists only the fonts available for your printer.
Style	Choose to apply any combination of bold, italic, underline, and strikethrough font styles to text.
Size	Choose to change font size.
Position	Choose to position characters on, above, or below a line. Superscript places characters above a line; subscript places characters below a line.

See also

<u>Changing text appearance and size</u>

<u>Highlighting in the Word Processor</u>

<u>Keys for changing the appearance of text or cells</u>

<u>Toolbar shortcuts in the Word Processor</u>

Indents & Spacing command (Format menu)

Sets indents, alignment, and line spacing for text in a Word Processor document.

To change paragraph styles

<u>Highlight</u> each paragraph you want to change. Choose the Indents & Spacing command, and then choose the options you want from the following list.

You can also use the ruler to quickly change indents or click <u>Toolbar</u> buttons to quickly change alignment and line spacing.

Dialog box options

Left Indent	Type the amount you want to indent a paragraph from the left margin. You can change the unit of measure using the Works Settings command (Options menu).
1st Line Indent	Type the amount you want to indent the first line of a paragraph. A negative measurement moves the first line to the left of the left indent to create a hanging indent.
Right Indent	Type the amount you want to indent a paragraph from the right margin.
Space Between Lines	Type a measurement for the amount of line spacing you want. A number indicates the measurement is in lines (2 means double-spaced); a number followed by a unit of measurement indicates the measurement is in inches, centimeters, picas, or points.
Space Before Paragraph	Type the amount of blank space you want before a paragraph.
Space After Paragraph	Type the amount of blank space you want after a paragraph.
Alignment	Choose left, center, right, or justified paragraph alignment.
Don't Break Paragraph	Choose to prevent a <u>page break</u> within the highlighted paragraph.
Keep Paragraph With Next	Choose to prevent a page break between the highlighted paragraph and the following paragraph.

See also

<u>Aligning paragraphs</u>

<u>Indenting paragraphs</u>

<u>Keys for indenting Word Processor information</u>

<u>Keys for line and paragraph spacing</u>

<u>Setting line and paragraph spacing</u>

<u>Toolbar shortcuts in the Word Processor</u>

<u>Works Settings (Options menu)</u>

Tabs command (Format menu)

Sets, moves, and deletes tab stops. Use tab stops instead of spaces to quickly and precisely position text in columns and tables. You can also use this command to change alignment and <u>leader lines</u> for tab stops. <u>Tab marks</u> are visible only when the Show All Characters command from the Options menu is turned on.

To set, change, or delete tab stops

<u>Highlight</u> each paragraph in which you want to set, change, or delete tab stops. Choose the Tabs command, and then choose the options you want from the following list.

Dialog box options

Position	Type the position you want for the tab stop (in inches, centimeters, picas, or points). You can change the units using the Works Settings command (Options menu).
Alignment	Choose center, left-, right-, or decimal-alignment.
Leader	Choose the type of leader line you want.
Default Tab Spacing	Type a number to change the Works preset tab spacing (0.5"). You can change the unit of measure using the Works Settings command (Options menu).
Cancel	Choose to return to your document without making changes.
Insert	Choose to insert a tab stop.
Delete	Choose to delete any tab stop (except the Works preset tab stops).
Delete All	Choose to delete all existing tab stops (except the Works preset tab stops).

See also

<u>Aligning paragraphs</u>

<u>Indenting paragraphs</u>

<u>Show All Characters (Options menu)</u>

<u>Using the ruler</u>

<u>Works Settings (Options menu)</u>

Border command (Format menu)

Creates a border around <u>highlighted</u> text in a Word Processor document.

To create a border

Highlight each paragraph for which you want to create a border. Choose the Border command, and then choose the options you want from the following list.

Dialog box options

Border	Choose any combination of outline, top, bottom, left, and right borders.
Line Style	Choose from normal, bold, and double line styles.

See also

<u>Borders</u>

<u>Highlighting in the Word Processor</u>

Picture command (Format menu)

Changes the height or width of a <u>highlighted</u> drawing, chart, or any other object.

To change the height or width of an object

Highlight the object you want to change. Choose the Picture command, and then choose the options you want from the following list.

Dialog box options

Height	Type a new measurement (percentage of the original size) for the height of the object.
Width	Type a new measurement (percentage of the original size) for the width of the object.
	Example: Type 50 in both the Height and Width boxes to reduce the object size by half (50 percent).

See also

<u>Changing a drawing in a Word Processor document</u>

<u>Highlighting in the Word Processor</u>

Special Character command (Insert menu)

Inserts special characters and placeholders such as hyphens, page numbers, or the current date or time in a Word Processor document. You can also insert these special characters in the header and footer paragraphs created with the Headers & Footers command from the Edit menu. To display or hide special characters in a document, use the Show All Characters command from the Options menu.

To insert a special character

Move the insertion point to where you want to insert the character, choose the Special Character command, and then choose the option you want from the following list.

Dialog box options

End-Of-Line Mark	Starts a new line without starting a new paragraph. Use to keep a table or several lines of text together as one paragraph.
Optional Hyphen	Hyphenates a word at the end of a line.
Nonbreaking Hyphen	Keeps hyphenated, compound words from breaking at the end of a line. The hyphen is always displayed.
Nonbreaking Space	Keeps words that must stay together (such as a first and last name) from breaking at the end of a line.
Print Page Number	Inserts the page-number placeholder, *page*, so that the page number prints in your document.
Print Filename	Inserts the filename placeholder, *filename*, so that the filename prints with your document.
Print Date	Inserts the date placeholder, *date*, so that the current date always prints in your document in the format 11/10/91.
Print Long Date	Inserts the date placeholder, *longdate*, so that the current date always prints in your document in the format November 10, 1991.
Print Time	Inserts the time placeholder, *time*, so that the current time always prints in your document in the format 10:05 AM.
Current Date	Inserts the date in the format 11/10/91. Works does not update the date when you print.
Current Time	Inserts the time in the format 10:05 AM. Works does not update the time when you print.

What if...

You change the Windows country settings using the Windows Control Panel?

The placeholder format changes accordingly. You can see the new format when you switch to print preview or when you print your document.

Example: If the country setting is France, the Print Long Date placeholder prints as 10 November 1991.

See also

Headers & Footers (Edit menu)

Printing Word Processor information

Show All Characters (Options menu)

Special characters

Page Break command (Insert menu)

Inserts a page break in a Word Processor document. When you print the document, Works begins a new page at each page break.

To insert a page break

Move the insertion point to where you want the new page to start, and then choose the Page Break command.

See also

Highlighting in the Word Processor

Setting a page break

Printing Word Processor information

 Footnote command (Insert menu)

Inserts a footnote reference mark in a Word Processor document and opens the footnote pane so you can type the footnote. Works automatically numbers footnotes, or you can specify a non-numerical reference mark, such as an asterisk. When you move, copy, or delete a footnote reference mark in your document, Works also moves, copies, or deletes the corresponding footnote text and renumbers the remaining footnotes. Footnotes print at the end of your document.

To insert a footnote

 Move the insertion point to where you want to insert the footnote reference mark. After you choose the Footnote command, choose the option you want from the following list, and then type the footnote text in the footnote pane.

Dialog box options

Numbered	Choose to create sequentially numbered footnotes.
Character Mark	Choose to specify the character you want for a reference mark, and then type the character in the Mark box.

To edit or format a footnote

 In the footnote pane, highlight the footnote text you want to change, and then edit or format it.

See also

Footnotes

Printing Word Processor information

Show Footnotes (Options menu)

Bookmark Name command (Insert menu)

Inserts a <u>bookmark</u> in a Word Processor document, or deletes an existing bookmark. Use bookmarks with the Go To command on the Select menu to quickly return to a specific location in a document.

To insert or delete a bookmark

Move the <u>insertion point</u> to where you want the bookmark, choose the Bookmark Name command, and then choose the options you want from the following list.

Dialog box options

Name	Type a name for the bookmark.
Names	Choose the bookmark name you want to delete.
Delete	Choose to delete the bookmark you <u>highlighted</u> in the Names box.

See also

<u>Go To (Select menu)</u>

<u>Marking your place with bookmarks</u>

 Database Field command (Insert menu)

Inserts a placeholder for database information in a Word Processor document (for example, a placeholder for the Last Name field in a database). Use this command when you create form letters or mailing labels. When you print your document, Works replaces each placeholder with the appropriate information from the database you want.

To insert database information in a Word Processor document

1 Open the database that contains the information you want.

2 In the Word Processor document, move the insertion point to where you want to insert a placeholder.

3 From the Insert menu, choose Database Field, and then choose the options you want from the following list.

Dialog box options

Databases	Choose the database you want to use.
Fields	Choose the field whose entries you want to print at the placeholder.
Field Name	Type the name of the field whose entries you want to print at the placeholder.

See also

Copying information

Creating a form letter

Creating a mailing label document

 Chart command (Insert menu)

Inserts a <u>linked</u> chart in a Word Processor document. Anytime you change the chart in the spreadsheet, Works updates the chart in the Word Processor. After inserting the chart, you can change its size using the Picture command from the Format menu.

To insert a chart

1 Open the spreadsheet that contains the chart you want.

2 In the Word Processor document, move the <u>insertion point</u> to where you want to insert the chart

3 From the Insert menu, choose Chart, and then choose the options you want from the following list.

Dialog box options

Spreadsheets	Choose the spreadsheet that has the chart you want to use.
Charts	Choose the chart you want to insert.

See also

<u>Adding a chart to a Word Processor document</u>

<u>Picture (Format menu)</u>

<u>Resizing a chart in a Word Processor document</u>

Drawing command (Insert menu)

Inserts a drawing into a Word Processor document. After inserting the drawing, you can change it using the Edit Microsoft Drawing Object command from the Edit menu.

To insert a drawing

1 Move the insertion point to where you want to insert the drawing.
2 From the Insert menu, choose Drawing.

   Works starts Microsoft Draw.
3 Create the drawing you want to add, or import an existing drawing.

   For instructions on using Microsoft Draw, press F1 at any time while you are in Microsoft Draw. Microsoft Draw displays an index from which you can choose a topic.
4 From the File menu in Microsoft Draw, choose Exit And Return.

   Microsoft Draw closes and the drawing you created is inserted into your document.

See also

Adding a drawing to a Word Processor document

Changing a drawing in a Word Processor document

Edit *Objecttype* Object (Edit menu)

Object command (Insert menu)

Inserts embedded information from another Windows version 3.0 or later application into a Word Processor document. After inserting the object, you can change it using the Edit *Objecttype* Object command from the Edit menu.

To add an object

1 Move the insertion point to where you want to add the object.
2 From the Insert menu, choose Object.
3 In the Object Type box, choose the type of object you want to insert.
   Works opens the appropriate application.
4 Open an existing document for that application or create the object you want to add to your Word Processor document.
5 From the application File menu, choose Exit And Return.
   Works inserts the object you created into your document.

See also

Adding a drawing to a Word Processor document

Edit *Objecttype* Object (Edit menu)

Note-It command (Insert menu)

Adds a note to a Word Processor document. After you type the text of the note, Works inserts a Note-It icon in the document to indicate a note is attached. You can open and read the note, move, copy, or delete the note. To change the size of the Note-It icon, use the Picture command on the Format menu.

To insert a note in a Word Processor document

Move the insertion point to where you want the note, choose the Note-It command, and then type the text of the note.

Works inserts the Note-It icon in the document.

To get Help on Note-It

From the Insert menu, choose Note-It, and then press F1 to see Note-It Help.

See also

Picture (Format menu)

 Keyboard shortcuts

You can use keyboard shortcuts for commands and actions. Each shortcut key consists of a letter, symbol, or function key, often pressed in combination with the CTRL, SHIFT, and ALT keys. Choose any of the topics from the following list of categories to see the key combinations and their corresponding commands or actions.

See also

Keys for changing information

Keys for changing the appearance of text or cells

Keys for choosing menus and commands

Keys for highlighting Word Processor information

Keys for highlighting Database information

Keys for highlighting Spreadsheet information

Keys for indenting Word Processor information

Keys for inserting information

Keys for line and paragraph spacing

Keys for moving around in a dialog box

Keys for moving around in a document

Keys for moving around in a database or report

Keys for moving around in a spreadsheet

Keys for paragraph alignment

Keys for windows basics

Keys for working in the formula bar

Keys for choosing menus and commands

Use the following keyboard shortcuts to choose menus and commands.

To	Press
Save a document	CTRL+S
Get Help	F1
Activate the menu bar	F10
Choose the application window Control menu	ALT+SPACEBAR
Choose the document window Control menu	ALT+HYPHEN
Choose the Charts menu	ALT+C
Choose the Edit menu	ALT+E
Choose the File menu	ALT+F
Choose the Format menu	ALT+T
Choose the Gallery menu	ALT+G
Choose the Help menu	ALT+H
Choose the Tutorial	SHIFT+F1
Choose the Insert menu	ALT+I
Choose the Options menu	ALT+O
Choose the Select menu	ALT+S
Choose the View menu	ALT+V
Choose the Window menu	ALT+W
Print a document	CTRL+P
Close any open menu	ESC
Open the Font box on the Toolbar	CTRL+F
Open the Font Size box on the Toolbar	CTRL+Z
Switch between form view and list view	F9
Quit Works	ALT+F4

 Keys for moving around in a dialog box

Use the following keyboard shortcuts in a <u>dialog box</u>. You can also choose a dialog box option by pressing the ALT key and the underlined letter in the option name.

To	Press
Move forward through options	TAB
Move backward through options	SHIFT+TAB
Open a list box	DOWN ARROW
Confirm an option or carry it out	ENTER
Cancel the changes and close the dialog box	ESC

 Keys for windows basics

Use the following keyboard shortcuts to move between windows.

To switch to	Press
The next <u>pane</u>	F6
The next <u>document window</u>	CTRL+F6
The previous pane	SHIFT+F6
The previous document window	CTRL+SHIFT+F6
The next <u>application window</u> or minimized window	ALT+ESC
The next application window, maximizing icons	ALT+TAB
The previous application window	SHIFT+ALT+ESC
The Task List	CTRL+ESC

To	Press
Close the <u>active</u> document window	CTRL+F4

Keys for changing information

Use the following shortcut keys to make changes to <u>highlighted</u> information in a document.

To	Press
Copy <u>selection</u>	CTRL+C
<u>Paste</u> selection	CTRL+V
Cut selection	CTRL+X
Delete selection	DEL or BACKSPACE
Delete character to left of <u>insertion point</u>	BACKSPACE
Delete character to right of insertion point	DEL
Undo changes in the Word Processor	ALT+BACKSPACE
Repeat search	F7
Edit <u>cell</u>	F2
Copy the values of above cell	CTRL+APOSTROPHE
Copy screen image	PRINT SCREEN
Copy an image of <u>active</u> window	ALT+PRINT SCREEN
Paginate document	F9
Calculate spreadsheet	F9
Go To	F5

Keys for changing the appearance of text or cells

Use the following keyboard shortcuts to change the appearance of <u>highlighted</u> text in a document.

To	Press
Make text bold	CTRL+B
Make text italic	CTRL+I
Make text subscript	CTRL+EQUAL SIGN
Make text superscript	CTRL+SHIFT+PLUS SIGN
Underline text	CTRL+U
Remove all <u>font styles</u>	CTRL+SPACEBAR
Repeat format	SHIFT+F7

To change cells/fields to	Press
<u>Comma format</u>	CTRL+COMMA
<u>Currency format</u>	CTRL+4
<u>Percent format</u>	CTRL+5

Keys for highlighting Word Processor information

When you <u>highlight</u>, the background behind the <u>selection</u> changes color. You can then change the selection. Use the following keyboard shortcuts to highlight text.

To	Press
Extend a selection	F8 (twice for a word, three times for a sentence, four times for a paragraph, five times for a document)
Quit extending	ESC
Collapse a selection	SHIFT+F8 (twice for a word, three times for a sentence, four times for a paragraph, five times for a document)

To highlight	Press
A word	F8 twice
A sentence	F8 three times
A paragraph	F8 four times
A document	F8 five times
The previous character	SHIFT+LEFT ARROW
The next character	SHIFT+RIGHT ARROW
The previous word	CTRL+SHIFT+LEFT ARROW
The next word	CTRL+SHIFT+RIGHT ARROW
To the beginning of line	SHIFT+HOME
To the end of line	SHIFT+END
To the beginning of document	CTRL+SHIFT+HOME
To the end of document	CTRL+SHIFT+END
To the previous line	SHIFT+UP ARROW
To the next line	SHIFT+DOWN ARROW
To the previous paragraph	CTRL+SHIFT+UP ARROW
To the next paragraph	CTRL+SHIFT+DOWN ARROW
To the previous window	SHIFT+PAGE UP
To the next window	SHIFT+PAGE DOWN
To the top of the window	CTRL+SHIFT+PAGE UP
To the bottom of the window	CTRL+SHIFT+PAGE DOWN

Keys for highlighting Spreadsheet information

You highlight a cell by moving to that cell; a border around the cell shows it is highlighted. When you highlight a range of cells, the background behind the selection changes color. You can then change the selection. Use the following keyboard shortcuts to highlight in a spreadsheet.

To highlight	Press
A row	CTRL+F8
A column	SHIFT+F8
An entire spreadsheet	CTRL+SHIFT+F8
Left one cell	SHIFT+LEFT ARROW
Left to the first or last cell of a range	CTRL+SHIFT+LEFT ARROW
Right one cell	SHIFT+RIGHT ARROW
Right to the first or last cell of a range	CTRL+SHIFT+RIGHT ARROW
Down one cell	SHIFT+DOWN ARROW
Up one cell	SHIFT+UP ARROW
Down to the first or last cell of a range	CTRL+SHIFT+DOWN ARROW
Up to the first or last cell of a range	CTRL+SHIFT+UP ARROW
To the beginning of row	SHIFT+HOME
To the end of row	SHIFT+END
To the beginning of spreadsheet	CTRL+SHIFT+HOME
To the end of 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	Press
Cancel a selection	ESC

Keys for highlighting Database information

When you highlight, the background behind the selection changes color. You can then change the selection. Use the following keyboard shortcuts to highlight in a database.

To highlight	Press
A record (list view)	CTRL+F8
A field (list view)	SHIFT+F8
An entire database (list view)	CTRL+SHIFT+F8
Left one field	SHIFT+LEFT ARROW
Right one field	SHIFT+RIGHT ARROW
A record, to the first field entry	CTRL+SHIFT+LEFT ARROW
A record, to the last field entry	CTRL+SHIFT+RIGHT ARROW
Down one field	SHIFT+DOWN ARROW
Up one field	SHIFT+UP ARROW
A field, down to the last record	CTRL+SHIFT+DOWN ARROW
A field, up to the first record	CTRL+SHIFT+UP ARROW
To the beginning of record	SHIFT+HOME
To the end of record	SHIFT+END
To the beginning of database	CTRL+SHIFT+HOME
To the end of database	CTRL+SHIFT+END
Up one window (list view)	SHIFT+PAGE UP
Down one window (list view)	SHIFT+PAGE DOWN
Left one window (list view)	CTRL+SHIFT+PAGE UP
Right one window (list view)	CTRL+SHIFT+PAGE DOWN

To	Press
Cancel a selection	ESC

 Keys for indenting Word Processor information

Use the following keyboard shortcuts to add or change indents of <u>highlighted</u> paragraphs in a document.

To	Press
Add hanging indent	CTRL+H
Undo hanging indent	CTRL+G
Add nested indent	CTRL+N
Undo nested indent	CTRL+M

Keys for inserting information

Use the following keyboard shortcuts to insert line breaks, page breaks, hyphens, tab marks, or to insert fields and update a spreadsheet.

To insert	Press
A tab stop	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 (in the Word Processor only)
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN (in the Word Processor only)
A nonbreaking space	CTRL+SHIFT+SPACEBAR (in the Word Processor only)
An end-of-line mark	SHIFT+ENTER (in the Word Processor and Database form view only)
Create Autosum total	CTRL+M (in the Spreadsheet only)

 Keys for line and paragraph spacing

Use the following keyboard shortcuts to change the spacing of <u>highlighted</u> lines or paragraphs in a document.

To	Press
Single space lines	CTRL+1
Double space lines	CTRL+2
Space lines 1.5 lines apart	CTRL+5
Reduce space before paragraph	CTRL+0 (zero)
Add space before paragraph	CTRL+O (letter O)

Keys for moving around in a document

Use the following keyboard shortcuts to move the <u>insertion point</u> within a document.

To move	Press
To a <u>bookmark</u>	F5
To next bookmark	SHIFT+F5
To the beginning of line	HOME
To the end of line	END
To the beginning of document	CTRL+HOME
To the end of document	CTRL+END
Up one line	UP AR
Down one line	DOWN ARROW
To the previous paragraph	CTRL+UP ARROW (in the Word Processor only)
To the next paragraph	CTRL+DOWN ARROW (in the Word Processor only)
Left one character	LEFT ARROW
Right one character	RIGHT ARROW
To the previous word	CTRL+LEFT ARROW (in the Word Processor only)
To the next word	CTRL+RIGHT ARROW (in the Word Processor only)
To the top of <u>document window</u>	CTRL+PAGE UP
To the bottom of document window	CTRL+PAGE DOWN

To scroll	Press
Up one window	PAGE UP
Down one window	PAGE DOWN

Keys for moving around in a database or report

Use the following keyboard shortcuts to move the insertion point within a database or report.

To move	Press
Left through the database or report	LEFT ARROW
Right through the database or report	RIGHT ARROW
To previous unlocked field	SHIFT+TAB
To next unlocked field	TAB
To the beginning of database (first field or record)	CTRL+HOME
To the end of database (last field or record)	CTRL+END
Up one field	UP ARROW
Down one field	DOWN ARROW
Up to the top or previous record	CTRL+UP ARROW
Down to the last or next record	CTRL+DOWN ARROW

To move in list view	Press
To the beginning of a record	HOME
To the end of record	END
Left to the first field	CTRL+LEFT ARROW
Right to the last field	CTRL+RIGHT ARROW

To move in form view	Press
To the left margin of a form	HOME
To the right margin of a form	END
To the previous record	CTRL+PAGE UP
To the next record	CTRL+PAGE DOWN
Up one page	PAGE UP
Down one page	PAGE DOWN

To scroll in list view	Press
Up one window	PAGE UP
Down one window	PAGE DOWN
Right one window	CTRL+PAGE DOWN
Left one window	CTRL+PAGE UP

To scroll in form view	Press
Horizontally one windowful to left	CTRL+LEFT ARROW
Horizontally one windowful to right	CTRL+RIGHT ARROW

Keys for moving around in a spreadsheet

Use the following keyboard shortcuts to move the <u>insertion point</u> within a spreadsheet.

To move	Press
To the next named <u>range</u>	SHIFT+F5
To the previous <u>cell</u> in range	SHIFT+ENTER
To the next cell in a range	ENTER
To the beginning of row	HOME
To the end of row	END
To the beginning of spreadsheet	CTRL+HOME
To the end of spreadsheet	CTRL+END
Up one cell	UP ARROW
Down one cell	DOWN ARROW
Left one cell	LEFT ARROW or SHIFT+TAB
Right one cell	RIGHT ARROW or TAB
Up to the first or last cell of a range	CTRL+UP ARROW
Down to the first or last cell of a range	CTRL+DOWN ARROW
Left to the first or last cell of a range	CTRL+LEFT ARROW
Right to the first or last cell of a range	CTRL+RIGHT ARROW

To scroll	Press
Up one window	PAGE UP
Down one window	PAGE DOWN
Left one window	CTRL+PAGE UP
Right one window	CTRL+PAGE DOWN

Keys for paragraph alignment

Use the following keyboard shortcuts to change the alignment of <u>highlighted</u> paragraphs in a document.

To	Press
Center text	CTRL+E
Justify text	CTRL+J
Left align text	CTRL+L
Right align text	CTRL+R
Removes paragraph <u>styles</u>	CTRL+Q

Keys for working in the formula bar

Use the following keyboard shortcuts when working in the formula bar in the Database, Reporting, or Spreadsheet.

To	Press
Activate and clear the formula bar	BACKSPACE or SHIFT＋BACKSPACE or DEL
Confirm information in a cell or field	ENTER
Confirm information in a range of cells	CTRL+ENTER
Change information in a cell or field	F2

Show Ruler command (Options menu)

Displays or hides the ruler. The ruler shows the indents and tab stops for the paragraph the <u>insertion point</u> is in. You can use the mouse to set or change indents and tab stops on the ruler.

To display or hide the ruler

From the Options menu, choose Show Ruler.

When Show Ruler is chosen, a mark is displayed beside the command name on the Options menu. To hide the ruler, choose the command again.

See also

<u>Aligning paragraphs</u>

<u>Indenting paragraphs</u>

<u>Using the ruler</u>

 Show All Characters command (Options menu)
Displays or hides the special characters that represent <u>paragraph marks</u>, <u>tab marks,</u> and spaces.

To display or hide special characters

     From the Options menu, choose Show All Characters.
     When Show All Characters is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show All Characters, choose the command again.

See also

<u>Special characters</u>

 Show Footnotes command (Options menu)

Opens or closes the footnote pane in the Word Processor. Use this command to edit existing footnotes. When you insert a footnote with the Footnote command on the Insert menu, the footnote pane automatically opens.

To display or hide footnotes

        From the Options menu, choose Show Footnotes.

When Show Footnotes is chosen, the footnote pane is open and a mark is displayed beside the command name on the Options menu. To hide the footnote pane, choose the command again.

See also

Footnote (Insert menu)

Footnotes

Draft View command (Options menu)

Displays all text in a single <u>font</u> and font size. If a document has many different fonts and <u>font styles</u>, it can be faster to work in draft view. If your document is large, working in draft view makes it possible to <u>scroll</u> more quickly. Draft view does not display charts, drawings, graphics, borders, or font styles.

To turn draft view on or off

From the Options menu, choose Draft View.

When Draft View is chosen, a mark is displayed beside the command name on the Options menu. To turn off Draft View, choose the command again.

See also

<u>Moving around in the Word Processor</u>

Wrap For Window command (Options menu)

Displays text in a Word Processor document to fit within your window. When you use this command, lines always wrap at the edge of the window and you do not have to <u>scroll</u> horizontally. When you print, lines wrap at the right margin.

To turn Wrap For Window on or off

From the Options menu, choose Wrap For Window.

When Wrap For Window is chosen, a mark is displayed beside the command name on the Options menu. To turn off Wrap For Window, choose the command again.

See also

<u>Entering text</u>

Typing Replaces Selection command (Options menu)

Replaces any <u>highlighted</u> text in a Word Processor document with new text that you type, copy, move, or insert. If this command is not turned on, new text is inserted before the <u>insertion point</u> or highlighted text and if you want to replace text, you must first delete it.

To turn Typing Replaces Selection on or off

From the Options menu, choose Typing Replaces Selection.

When Typing Replaces Selection is chosen, a mark is displayed beside the command name on the Options menu. To turn off Typing Replaces Selection, choose the command again.

See also

<u>Adding and replacing text</u>

<u>Highlighting in the Word Processor</u>

 Overtype command (Options menu)

Replaces text to the right of the <u>insertion point</u> as you type. When this command is turned on, Works displays "OVR" in the <u>status bar</u> and you do not have to <u>highlight</u> or delete text before typing. You cannot undo overtyping with the Undo command on the Edit menu.

To turn Overtype on or off

From the Options menu, choose Overtype.

When Overtype is chosen, a mark is displayed beside the command name on the Options menu. To turn off Overtype, choose the command again.

See also

<u>Adding and replacing text</u>

<u>Highlighting in the Word Processor</u>

 Check Spelling command (Options menu)

Searches for and corrects misspelled words, incorrect capitalization, and repeated words in a Word Processor document. Works checks spelling from the insertion point or beginning of a selection to the end of the document or selection. You can add terms that are not found in the Works dictionary to a personal dictionary.

To check spelling

    Move the insertion point to where you want to begin the spelling check, choose the Check Spelling command, and then choose the options you want from the following list.
You can also click the Check Spelling button on the Toolbar.

Dialog box options

Change To	Type in the correct spelling.
Ignore	Choose to leave the highlighted word unchanged.
Ignore All	Choose to leave all instances of the same word unchanged.
Change	Choose to change only the highlighted word.
Change All	Choose to change all instances of the same word.
Suggest	Displays a list of proposed spellings in the Suggestions box.
Always Suggest	Choose to automatically display a list of proposed spellings in the Suggestions box.
Add	Choose to add the highlighted word to the personal dictionary.
Skip Capitalized Words	Choose to ignore words with all capital letters.
Cancel	Choose to end the spelling check.

See also

Checking spelling and counting words

Highlighting in the Word Processor

Toolbar shortcuts in the Word Processor

Thesaurus command (Options menu)

Lists synonyms for a word in a Word Processor document. Use this command to replace a word with one with an equivalent meaning.

To find a synonym

Highlight the word for which you want a synonym, then choose the Thesaurus command from the Options menu, and choose the options you want from the following list. You can also click the Thesaurus button on the Toolbar.

Dialog box options

Meanings	Choose the meaning you want.
Synonyms	Choose the synonym you want.
Change	Change the highlighted word to the synonym or meaning you choose.
Suggest	Choose to display synonyms or meanings for any word you highlight in the Synonyms box or Meanings box.
Cancel	Choose to close the Thesaurus and return to your document.

See also

Highlighting in the Word Processor

Thesaurus

Toolbar shortcuts in the Word Processor

Word Count command (Options menu)

Counts the total number of words in a <u>selection</u> or a document. This includes <u>headers</u>, <u>footers</u>, and footnotes. While the word count is taking place, the pointer changes to an hourglass. When the word count is complete, Works displays the number of words in your document or selection.

To count the number of words in a document

From the Options menu, choose Word Count.

See also

<u>Highlighting in the Word Processor</u>

 Paginate Now command (Options menu)

Updates the page breaks in a Word Processor document. Use this command to ensure the most recent pagination in a document.

To repaginate

   From the Options menu, choose Paginate Now.

See also

Setting a page break

Word Processor overview

The Word Processor is a writing <u>tool</u>. You can use it to create any type of document: a letter to a client or business associate, a memo to your fellow workers, or a report for a business partner or for a teacher.

You begin by typing information in a Word Processor document, just as you would with a typewriter. Then you organize, polish, and print the document. With the Works Word Processor, you can:

Format text with indents, line spacing, and borders to make your document easier to read or call attention to specific information.

Copy information to another location within a Word Processor document or to and from other applications.

Add charts and drawings to a letter or memo.

Search through a document to find the information you need.

Use the <u>Toolbar</u> for many tasks, such as making text bold or underlined, checking spelling on your document, or using the Thesaurus to find a synonym.

Save your document and print it.

For more information about the Word Processor, see "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide,* or practice with the tutorial lesson "Introducing the Word Processor."

See also

<u>Creating a Word Processor document</u>

<u>Copying information</u>

<u>Printing Word Processor information</u>

<u>Toolbar shortcuts in the Word Processor</u>

Creating a Word Processor document

You can create a new Word Processor document when you start Works or at any time while using Works. After creating a document, you can immediately begin entering text and then edit and format it however you'd like.

To create a new Word Processor document when you start Works

In the Startup dialog box, choose the Word Processor button.

To create a new Word Processor document while in Works

1   From the File menu, choose Create New File.

2   Choose the Word Processor button.

To enter text

Begin typing.

To edit or format text

Highlight the text you want to edit or format, and then choose the commands you want from the Edit and Format menus.

For more information on creating a new Word Processor document, see "Get productive" in *Getting Started with Microsoft Works for Windows* or practice in the Word Processor and Draw section of the Works for Windows tutorial.

See also

Changing text appearance and size

Entering text

Highlighting in the Word Processor

 Adding a drawing to a Word Processor document

Drawings can make your documents more attractive and informative. For example, you can create your own letterhead using a piece of clip art or you can include a logo in your sales report. You can add drawings while you are in the Word Processor using Microsoft Draw.

To add a drawing

1   Move the <u>insertion point</u> to where you want to add the drawing.

2   From the Insert menu, choose Drawing.

Works starts Microsoft Draw.

3   Create the drawing you want to add, or import an existing drawing.

For instructions on using Microsoft Draw, press F1 at any time while you are in Microsoft Draw and choose a topic from the Help index.

4   From the File menu in Microsoft Draw, choose Exit And Return.

Works adds the drawing to your document at the insertion point.

See also

<u>Changing a drawing in a Word Processor document</u>

![icon] Aligning paragraphs

The way you align paragraphs can affect the look of your document and make it easier to read. Unless you specify otherwise, Works automatically aligns paragraphs to the left. You can also align text to the right, center, or you can justify it. Works aligns a paragraph between the page margins, or, if the paragraph has indents, Works aligns it between those indents.
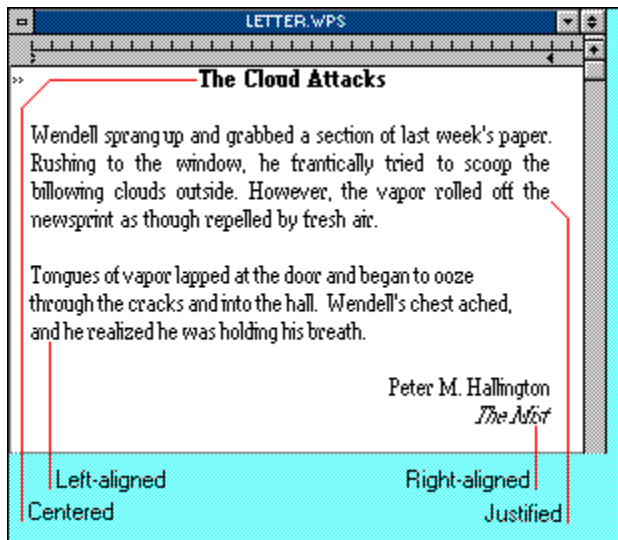
To align one or more paragraphs

1 Place the insertion point in the paragraph you want to align, or, if there is more than one paragraph, highlight each.

2 On the Toolbar click the appropriate button:

![icon]   Left button

![icon]   Right button

![icon]   Center button

![icon]   Justify button

See also

Highlighting in the Word Processor

Indenting paragraphs

Keys for paragraph alignment

![icon]

Marking your place with bookmarks

When you create a <u>bookmark</u>, Works inserts a hidden marker at the <u>insertion point</u>. You can then jump to this information by choosing the bookmark name, without having to <u>scroll</u> through the document.

To create a bookmark for a paragraph, title, or illustration

1   Move the insertion point to where you want the bookmark.
2   From the Insert menu, choose Bookmark Name.
3   In the Name box, type a name for the bookmark.

Example: Type the bookmark name **Growth** to easily find a paragraph about the growth of your business.

4   Choose the OK button.

To delete a bookmark

1   From the Insert menu, choose Bookmark Name.
2   In the Names box, choose the bookmark name you want to delete.
3   Choose the Delete button.

If you want to delete other bookmarks, repeat steps 2 and 3.

4   Choose the Close button.

To go to a bookmark

1   From the Select menu, choose Go To.
2   In the Go To box, type the bookmark name you want to go to.

-Or-

In the Names box, choose the bookmark you want to go to.

3   Choose the OK button.

Works goes directly to the paragraph with that bookmark in it.

See also

<u>Finding text and special characters</u>

<u>Moving around in the Word Processor</u>

Borders

Borders are single, double, or bold lines around one or more paragraphs, which help set them apart from other text. Borders extend from the left margin or indent to the right margin or indent.

To add a border

1 Highlight each paragraph you want to add a border to.
2 From the Format menu, choose Border.
3 Under Border, choose one or more options: Outline, Top, Bottom, Left, or Right.
4 Under Line Style, choose an option button: Normal, Bold, or Double.
5 Choose the OK button.

To remove a border

1 Highlight the paragraph or paragraphs you want to remove the border from.
2 From the Format menu, choose Border.
3 Under Border, clear the check box for each border you want to remove.
4 Choose the OK button.

See also

Highlighting in the Word Processor

 Changing text appearance and size

You can change <u>fonts</u>, font sizes, and <u>font styles</u> in a document to draw attention to key words and ideas, to make the meanings of words clearer, and to show changes you have made. You can also make text superscript or subscript.

To change the font and font size

1 <u>Highlight</u> the text you want to change.
2 On the <u>Toolbar</u>, click the arrow on the Font box.

 Font box

Works displays the list of the fonts your printer can use.

3 Click the font you want.
4 On the Toolbar, click the arrow on the Font Size box.

 Font Size box

Works displays the list of the fonts sizes your printer can use.

5 Click the font size you want.

To change font styles

1 Highlight the text you want to change.
2 On the Toolbar, click the appropriate button.

 Bold button

 Italic button

 Underline button

To make text superscript or subscript

1 Highlight the text you want to change.
2 From the Format menu, choose Font & Style.
3 Under Position, choose either the Superscript or Subscript option button.
4 Choose the OK button.

What if...

 You want to remove font styles from text?
Highlight the text you want to change, and then press CTRL+SPACEBAR.

For more information on changing the appearance of your document, see "Changing text appearance and size" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Highlighting in the Word Processor</u>

<u>Keys for changing the appearance of text or cells</u>

Copying formats

Besides copying text, you can also copy <u>font styles</u> and paragraph formats from one character or paragraph to another character or paragraph.

To copy character styles or paragraph formats

1 <u>Highlight</u> the text you want to copy a style or format from.
2 From the Edit menu, choose Copy.
3 Highlight the characters or paragraphs you want to copy to.
4 From the Edit menu, choose Paste Special.
   Works displays the Paste Special dialog box.
5 Choose either the Character Style or Paragraph Format option button.
6 Choose the OK button.

See also

<u>Copying information</u>
<u>Changing text appearance and size</u>

Copying information

When you copy text, charts, or drawings using the Copy command from the Edit menu, Works stores the copied information on the <u>Clipboard</u> where it remains until you cut or copy other information. If you want, you can reinsert the information anywhere in the document using the Paste command on the Edit menu. You can copy information within a Word Processor document, from any of the Works <u>tools</u>, or from another Windows version 3.0 or later application.

To copy information

1 <u>Highlight</u> the information you want to copy.

2 From the Edit menu, choose Copy.

3 Move the <u>insertion point</u> to where you want the information.

4 From the Edit menu, choose Paste.

   Works inserts the information at the insertion point.

5 If you want to insert another copy of the same information, repeat steps 3 and 4.

To copy information from another document, another Works tool, or another Windows application

1 Highlight the information you want to copy.

2 From the Edit menu, choose Copy.

3 Open or <u>switch</u> to the document into which you want to copy the information.

4 Move the insertion point to where you want the information.

5 From the Edit menu, choose Paste.

   Works adds the information at the insertion point.

See also

<u>Copying formats</u>

<u>Highlighting in the Word Processor</u>

<u>Keys for changing information</u>

Creating a table

You can create a table in Works by first determining how many columns you need, the width of each column, and which type of tab stop will work best. Then you insert the tab stops. You can display the <u>tab marks</u> in your document by choosing Show All Characters from the Options menu. A quick way to create a table is to type the information in columns and rows in a Works spreadsheet and then copy the entries into your Word Processor document.

To display or hide special characters

From the Options menu, choose Show All Characters.
When Show All Characters is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show All Characters, choose the command again.

To insert a tab stop

1 <u>Highlight</u> each paragraph in which you want to insert a new tab stop.
2 On the ruler, click where you want to insert the tab stop.
   Works inserts a left tab stop at that location.

To create a table

1 On the ruler, insert a tab stop for each column in the table.
   To specify decimal or right-aligned tab stops for columns of numbers, double-click on the ruler to open the Tabs <u>dialog box</u>.
2 Type the entries for the table, pressing TAB to move the <u>insertion point</u> to the next column.
3 To start a new line in the table, press SHIFT+ENTER and type the entries for that line.

To create a table quickly using the Works Spreadsheet

1 Highlight the group of <u>cells</u> in the spreadsheet that you want to use to create a table.
2 From the Edit menu, choose Copy.
3 Open or <u>switch</u> to the Word Processor document into which you want to copy the spreadsheet information.
4 From the Edit menu, choose Paste.
   Works automatically inserts tabs between the column entries. If necessary, you can move the tab stops to space columns properly.

What if...

You want to insert different kinds of tab stops or add <u>leader lines</u>?
Double-click the ruler to open the Tabs dialog box.

You highlight more than one paragraph and tab stops are not displayed on the ruler?
The tab stop settings are not the same for each paragraph. Highlight only one paragraph or only paragraphs with the same tab settings.

To move or remove a tab stop

1 Highlight each paragraph you want to change.
2 To move a tab stop, drag the tab stop to a new location on the ruler.
   -Or-
   To remove a tab stop, drag the tab stop off the ruler.

For more information about tabs and tables, see "Using tabs to create tables and lists" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

[Highlighting in the Word Processor](#)

[Indenting paragraphs](#)

[Switching between document windows](#)

[Using the ruler](#)

Deleting information

When you delete text, charts, or drawings using the Cut command from the Edit menu, Works stores the cut information on the Clipboard. The information remains there until you cut or copy other information. If you want, you can reinsert it anywhere in the document using the Paste command on the Edit menu.

To delete the character to the right of the insertion point

Press DEL.

To delete the character to the left of the insertion point

Press BACKSPACE.

To cut a block of information

1   Highlight the information you want to delete.

2   From the Edit menu, choose Cut.

Works stores the information on the Clipboard.

What if...

You want to undo a deletion?

Immediately after deleting the information, choose Undo from the Edit menu and Works will restore the information.

To move information to another location

1   Place the insertion point where you want to move information that you cut using the Cut command from the Edit menu.

2   From the Edit menu, choose Paste.

See also

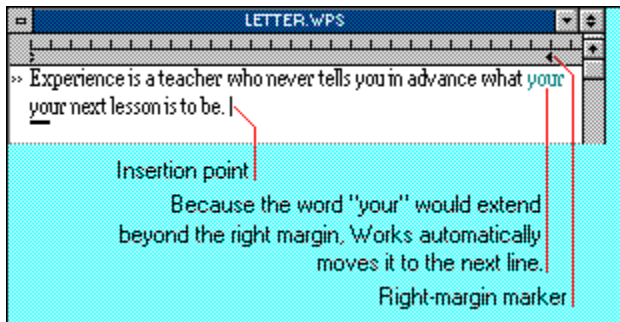Copying information

Keys for changing information

Undoing changes

Entering text

When you first create a document, the <u>insertion point</u> is at the top left of the document window. As you type, the document <u>end-of-file mark</u> moves down, so what you type is always in view. You can see your mistakes on the screen and correct them.

When the text you type extends beyond the right-margin marker, Works automatically wraps it to the next line; you do not have to press ENTER to start a new line. If a document window is too narrow to display the right-margin marker, the document scrolls to the right when your typing reaches the window edge. To display all your text in a window without changing your margins, choose Wrap For Window from the Options menu.

To enter text

     Begin typing.

To wrap text at the edge of a window

     From the Options menu, choose Wrap For Window.

When Wrap For Window is chosen, a mark is displayed beside the command name on the Options menu. To turn off Wrap For Window, choose the command again.

To correct a typing mistake

1 Press BACKSPACE to move the insertion point backward, deleting a character each time you press it.
2 After you have deleted the mistake, type the correct text and continue with your document.

For more information on entering text in a Word Processor document, see "Get productive" in *Getting Started with Microsoft Works for Windows,* or practice with the Word Processor tutorial lesson "Entering text."

See also

<u>Creating a Word Processor document</u>

<u>Changing text appearance and size</u>

<u>Adding and replacing text</u>

Finding text and special characters

If you want to locate text or <u>special characters</u> quickly, Works searches from the <u>insertion point</u> to the end of the document for an exact match of what you type. You can see the special characters in your document by choosing Show All Characters from the Options menu.

To find text and special characters

1 From the Select menu, choose Find.
2 In the Find What box, type the text you want to find. If you want to search for a special character, type the appropriate code for the character from the table following step 4.

   Example: To find every occurrence of the word "However" at the beginning of a paragraph, type **^pHowever**
3 Choose the Match Whole Word Only check box to find whole words, and the Match Case check box to specify capitalization or lower case.
4 Choose the OK button.

To find	Type
<u>Tab mark</u>	**^t**
<u>End-of-line mark</u>	**^n**
<u>Nonbreaking space</u>	**^s**
<u>Page break</u>	**^d**
<u>Paragraph mark</u>	**^p**
Caret (^)	**^^**
Question mark	**^?**
<u>Extended character</u>	**^num**
<u>White space</u>	**^w**
Any character	**?**

What if...

You want to find similar words?

Use the question mark (?) wildcard. The question mark wildcard represents a single character in the same position. Examples: To find both Anderson and Andersen, type Anders?n. To find both June and July, type Ju??

To show or hide all special characters

From the Options menu, choose Show All Characters.

When Show All Characters is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show All Characters, choose the command again.

See also

<u>Replacing text and special characters</u>

Replacing text and special characters

You can use Works to search for text and replace it with other characters or words. You can also find and replace underlined special characters. Works searches from the underlined insertion point to the end of the document. You can see the special characters in your document by choosing Show All Characters from the Options menu.

To find and replace text or special characters

1 From the Select menu, choose Replace.

2 In the Find What box, type the characters you want to find.

If you want to search for special characters, type the appropriate code from the table following step 5.

3 In the Replace With box, type the characters you want Works to replace the found text with.

If you want to replace the found text with special characters, type the appropriate code from the table following step 5.

4 Choose the Match Whole Word Only check box to find whole words, and the Match Case check box to specify capitalization or lower case.

5 Choose the Replace button to have Works stop at each specific occurrence when it is found, or choose the Replace All button to replace all instances of the found text without stopping for confirmation.

To find	Type
Tab mark	**^t**
Paragraph mark	**^p**
End-of-line mark	**^n**
Page break	**^d**
Nonbreaking space	**^s**
Caret (^)	**^^**
Question mark	**^?**
Extended character	**^num**
White space	**^w**
Any character	**?**

To show or hide all characters

From the Options menu, choose Show All Characters.

When Show All Characters is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show All Characters, choose the command again.

For more information about special characters, see "Viewing and inserting special characters" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

Finding text and special characters

Footnotes

You can use footnotes to cite quotations, paraphrases, and summaries, or make comments that you don't want in the body of your document. When you create a footnote, Works places a footnote reference mark in your document and opens a footnote <u>pane</u> where you can type, change, or format the footnote text. When you move or delete a footnote reference mark, Works automatically moves or deletes the associated footnote and renumbers any remaining footnotes. When you print, footnotes print at the end of the document.

To create a footnote

1   Move the <u>insertion point</u> to where you want the footnote reference mark.

2   From the Insert menu, choose Footnote.

3   Choose the Numbered option button if you want sequentially numbered footnotes, or choose the Character Mark option button and type the character you want to use as the reference mark in the Mark box.

Example: Type **#** or *

4   Choose the OK button.

5   Type the footnote text in the footnote pane.

What if...

You want to edit or format the footnote text?
Make sure the footnote pane is open, then press F6 to move there and edit or format the footnote text as you would regular text.

To open or close the footnote pane

From the Options menu, choose Show Footnotes.
When Show Footnotes is chosen, a mark is displayed beside the command name on the Options menu and the footnote pane is open. To close the footnote pane, choose the command again.

To delete a footnote reference mark

1   In the document window, <u>highlight</u> the footnote reference mark.

2   From the Edit menu, choose Cut.

Works deletes the footnote reference mark and the associated footnote and renumbers any remaining footnotes.

To move a footnote reference mark

1   In the document window, highlight the footnote reference mark.

2   From the Edit menu, choose Cut.

Works deletes the footnote reference mark and the associated footnote and renumbers any remaining footnotes.

3   Move the insertion point to where you want to move the footnote reference mark.

4   From the Edit menu, choose Paste.

Works adds the footnote reference mark and the associated footnote and renumbers any remaining footnotes.

To change a footnote reference mark

1   In the document window or in the footnote pane, highlight the footnote reference mark.

2   From the Insert menu, choose Footnote.

3   Choose the Character Mark option button, and type the footnote reference mark you

want, in the Mark box.

Example: Type ***** (asterisk).

4   Choose the OK button.

In the document, Works replaces the previous footnote reference mark with the new character.

For more information about footnotes, see "Creating and editing a footnote" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Changing text appearance and size</u>

<u>Copying information</u>

<u>Printing Word Processor information</u>

 Highlighting in the Word Processor

Before editing your document, you must <u>highlight</u> the information you want to change. When you highlight, the background behind the <u>selection</u> changes color. After highlighting, you can then copy, move, delete, or format the text.

To highlight

A word	Double-click the word.
A line	Click in the left window margin, beside the line.
A sentence	<u>Drag</u> over the sentence (or press CTRL and click the sentence).
Several lines	In the left margin, drag the pointer up or down.
A paragraph	Double-click in the left margin, beside the paragraph.
An entire document	Hold down the CTRL key and click in the left margin.

See also

<u>Changing text appearance and size</u>

<u>Copying information</u>

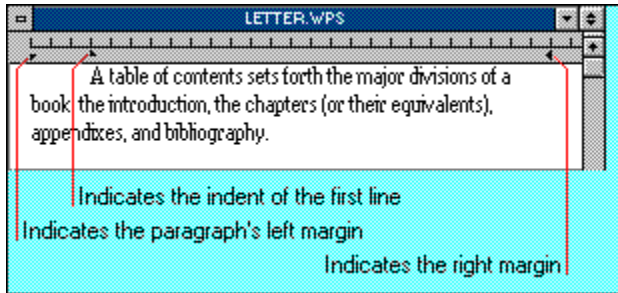<u>Keys for highlighting Word Processor information</u>

Indenting paragraphs

You can use indents to offset text or to create numbered lists and outlines.

To set an indent

1 <u>Highlight</u> each paragraph you want to indent.
2 On the ruler, <u>drag</u> an indent marker (first-line, left, or right) to the position you want.

To set a hanging indent

1 Highlight each paragraph you want to indent.
2 Press CTRL+H.

To set a nested indent

1 Highlight each paragraph you want to indent.
2 Press CTRL+N once for each level of indent you want.

To precisely set any or all indents at one time

1 Highlight each paragraph you want to indent.
2 From the Format menu, choose Indents & Spacing.
3 In the Left Indent, 1st Line Indent, and Right Indent boxes, type the measurements you want.

   You can type measurements in inches (0.5"), centimeters (1.26cm), picas (3pi), or points (36pt).

4 Choose the OK button.

For more information about setting, customizing, and removing indents, see "Indenting paragraphs to visually organize a document" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Keys for indenting Word Processor information</u>

<u>Setting page size, margins, and orientation</u>

<u>Using the ruler</u>

Moving around in the Word Processor

If a document contains more information than Works can display on one screen, you can scroll through the document to view your work. You can also quickly move to a specific page or to a bookmark that you have set previously using the Go To command on the Select menu.

To scroll through a document

To go to a bookmark or specific page

1 From the Select menu, choose Go To.

2 In the Go To box, type a bookmark name or page number.

-Or-

In the Names box, choose the bookmark you want to go to.

3 Choose the OK button.

What if...

Your document is long and complex and you want to scroll from one place to another more quickly?

Choose the Draft View command from the Options menu. In draft view, Works uses only one font and font size.

See also

Keys for moving around in a document

Marking your place with bookmarks

Printing Word Processor information

Before you print your document, make sure everything is organized the way you want it, check the spelling and page breaks, and add headers and footers. You can save time and paper by previewing your document before printing using the Print Preview button on the Toolbar. If you want, you can print in draft quality for faster printing or print the standard way for a final version of your document.

To print a document

1   On the Toolbar, click the Print button.

Print button

2   In the Number Of Copies box, type the number of copies you want.

3   Under Print Range, choose the All option button to print the whole document, or choose the Pages option button and type the page numbers to print only portions of your document.

4   Choose the Draft Quality Printing check box, if you want to print your document without charts, drawings, graphics, borders, or font styles.

5   Choose the OK button.

For more information on Printing, see "Printing a document" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

Checking spelling and counting words

Headers and footers

Keys for choosing menus and commands

Previewing before printing

Setting a page break

Setting page size, margins, and orientation

Adding and replacing text

With Works, you can add text by typing new text at the <u>insertion point</u>. You can also set Works to automatically delete <u>highlighted</u> text when you begin typing, using the Typing Replaces Selection command on the Options menu. Or you can set Works to automatically replace the characters to the right of the insertion point with the new text you type, using the Overtype command from the Options menu.

To replace highlighted text with new text

1 From the Options menu, choose Typing Replaces Selection.

When Typing Replaces Selection is chosen, a mark is displayed beside the command name on the Options menu. To turn off Typing Replaces Selection, choose the command again.

2 Highlight the text you want to replace.

3 Type the new text.

As soon as you begin typing, Works deletes all the highlighted text and moves any other text to the right of the insertion point to make room for the new text.

To replace existing text as you type

1 From the Options menu, choose Overtype.

When Overtype is chosen, a mark is displayed beside the command name on the Options menu and Works displays "OVR" in the <u>status bar</u>. To turn off Overtype, choose the command again.

2 Move the insertion point to where you want the new text.

3 Begin typing.

Each time you type a character, Works deletes the character to the right of the insertion point.

See also

<u>Entering text</u>

Changing a drawing in a Word Processor document

After you have added a drawing to a Word Processor document, you can change its size or appearance.

To resize a drawing

1 In the Word Processor document, highlight the drawing.
2 From the Format menu, choose Picture.
3 In the Height box, type the measurement you want (percentage of the original size).
4 In the Width box, type the measurement you want (percentage of the original size).

   Example: Type 50 in both the Height and Width boxes to reduce the object size by half (50 percent).
5 Choose the OK button.

To change a drawing

1 Double-click the drawing.

   Works starts Microsoft Draw.
2 Make whatever changes you want to the drawing.

   For instructions on using Microsoft Draw, press F1 at any time while you are in Draw and choose a topic from the Help index.
3 From the File menu in Microsoft Draw, choose Exit And Return.

   Microsoft Draw closes, returns you to your Word Processor document, and updates your drawing.

See also

Adding a drawing to a Word Processor document

 Setting line and paragraph spacing

You can change the line and paragraph spacing in your document to make it easier to read. Unless you specify otherwise, Works uses single-spaced lines. You can change to double-spaced lines, or add precise spacing above and below a paragraph and between lines in a paragraph.

To quickly set single- or double-spaced lines

1 Highlight each paragraph you want to change.

2 On the Toolbar, click the appropriate button:

    Single-space button

    Double-space button

To set precise line spacing

1 Highlight each paragraph you want to change.

2 From the Format menu, choose Indents & Spacing.

3 In the Space Between Lines box, type the spacing you want.

The line spacing does not need to be in whole numbers. For example, you could type **0.75** or **1.33**. Any number indicates the measurement is in lines (2 means double-spaced), unless you follow the number with a unit of measure abbreviation (for example, 0.5" or 2cm).

4 Choose the OK button.

To add space before or after a paragraph

1 Highlight each paragraph you want to change.

2 From the Format menu, choose Indents & Spacing.

3 In the Space Before Paragraph or Space After Paragraph box, type the number of lines you want before or after the paragraph.

4 Choose the OK button.

See also

Highlighting in the Word Processor

Keys for line and paragraph spacing

Setting a page break

Works automatically creates page breaks in a document if you type more information than can fit on one sheet of paper. An automatic page break is displayed as a small arrow (>>) in the left margin. If you want to specify exactly what information appears on each page, you can set page breaks manually. A manual page break is displayed as a dotted line across the document window. When you set a page break, Works removes or adjusts any automatic page breaks. You can see an update of how your changes affect page breaks by choosing Paginate Now from the Options menu.

To insert a page break

1 Move the insertion point to the beginning of the line where you want a new page to begin.

2 Press CTRL+ENTER.

To remove a page break

1 Move the insertion point to the beginning of the line that immediately follows the page break.

2 Press BACKSPACE.

To keep paragraphs on the same page

1 Highlight each paragraph you don't want to separate.

2 From the Format menu, choose Indents & Spacing.

3 To keep Works from inserting a page break in a paragraph or between paragraphs, choose the Don't Break Paragraph check box.

   -Or-

   To keep Works from inserting a page break between the highlighted paragraph and the following paragraph, choose the Keep Paragraph With Next check box.

4 Choose the OK button.

To check the page breaks in your document

From the Options menu, choose Paginate Now.

See also

Printing Word Processor information

Special characters

There are two ways to add <u>special characters</u> to a document. You can use the keyboard to type certain special characters or you can insert them using the Special Character command on the Insert menu.

To insert special characters by typing

Press the appropriate key as described in the following table.

Press	To insert a
ENTER	<u>Paragraph mark</u>
TAB	<u>Tab mark</u>
SPACEBAR	Space
SHIFT+ENTER	<u>End-of-line mark</u>

To insert other special characters

1 Move the <u>insertion point</u> to where you want to insert the special character.
2 From the Insert menu, choose Special Character.
3 Choose the special character you want.
4 Choose the OK button.

To display or hide special characters

From the Options menu, choose Show All Characters.
When Show All Characters is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show All Characters, choose the command again.
For more information about special characters, see "Viewing and inserting special characters" in "Guide to the Word Processor" in the *Microsoft Works for Windows User's Guide.*

See also

<u>Finding text and special characters</u>
<u>Replacing text and special characters</u>

Checking spelling and counting words

The Works spelling checker uses a 120,000-word dictionary when scanning a document. If Works finds a word that it does not recognize, but which is spelled correctly, you can add it to the dictionary and Works won't question it in subsequent spelling checks. The spelling checker also looks for repeated words, such as "the the."

To check spelling and add words to a personal dictionary

1   Move the insertion point to where you want to begin the spelling check.
2   On the Toolbar, click the Check Spelling button.

Check Spelling button

3   In the Spelling dialog box, choose the options you want.
4   When Works finishes the spelling check, choose the OK button.

You can also count the number of words in a document.

To count the number of words in your document

From the Options menu, choose Word Count.

Works starts at the insertion point and counts the total number of words in a selection or document, including footnotes, headers, footers, and all other text.

Move the insertion point to the beginning of the document to count the words in the entire document.

See also

Thesaurus

Thesaurus

The 190,000-word Works Thesaurus provides synonyms to help you find the meaning of a particular word and avoid repetition in your document.

To find a synonym

1 Highlight the word you want a synonym for.
2 On the Toolbar, click the Thesaurus button.

   Thesaurus button

3 In the Meanings box, choose the meaning for which you want to see a list of synonyms.
4 To change the word in your document, in the Synonyms box, choose the suggested synonym you want, and then choose the Change button.
   -Or-
   Choose the Cancel button to close the Thesaurus without making any changes.

What if...

You want to see synonyms for any of the words that Works displays in the Synonyms box?

Highlight the synonym you want, and then choose the Suggest button.

See also

Checking spelling and counting words

Toolbar shortcuts in the Word Processor

The Toolbar provides a quick way to carry out commands using a mouse. You can change the appearance of highlighted characters, align paragraphs, or start an operation such as checking your spelling or printing a document. Works displays the Toolbar when you create a new document, but you can turn off the display if you want more workspace.

To use the Toolbar

1   Highlight the text or paragraph you want to change.
2   On the Toolbar, click the appropriate button.

Click	**To**
	Specify a font for text.
	Specify a font size for text.
	Apply bold style.
	Apply italic style.
	Apply underline style.
	Align a paragraph to the left.
	Center a paragraph.
	Align a paragraph to the right.
	Justify a paragraph (align left and right).
	Make paragraph single-spaced.
	Make paragraph double-spaced.
	Start the spelling check.
	Start the Thesaurus.
	Preview a document before printing.
	Print a document.

To display or hide the Toolbar

From the Options menu, choose Show Toolbar.
When Show Toolbar is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Toolbar, choose the command again.

See also

Aligning paragraphs

Changing text appearance and size

Highlighting in the Word Processor

Keyboard shortcuts

Printing Word Processor information

<u>Setting line and paragraph spacing</u>

Undoing changes

You can reverse a typing, editing, or formatting change if you choose the Undo command from the Edit menu immediately after making the change. For example, if you accidentally delete text, immediately choose Undo to restore it. It is important to remember you can only undo the most recent change.

Choose Undo when	To
Typing	Remove whatever you just typed. The insertion point returns to its original position.
Editing	Restore any text you have just deleted with the Cut or Delete command from the Edit menu, or remove any text you have just moved.
Formatting	Remove any font styles, paragraph alignments, paragraph borders, or paragraph spacing you have just added.
Checking spelling	Reverse all changes made during a spelling check.
Using the Thesaurus	Reverse any changes made using the Thesaurus.
Replacing	Reverse all changes made during a find and replace operation.

See also

Changing text appearance and size

Copying information

Deleting information

Entering text

Keys for changing information

Using the ruler

When the ruler is displayed, you can change paragraph indents by <u>dragging</u> the indent markers; you can insert and change left-, right-, center-, or decimal-aligned tabs; and you can create tables in a document. You can change measurement units on the ruler using the Works Settings command on the Options menu.

To hide or show the ruler

From the Options menu, choose Show Ruler.

When Show Ruler is chosen, a mark is displayed beside the command name on the Options menu. To turn off Show Ruler, choose the command again.

To change measurement units

1   From the Options menu, choose Works Settings.
2   Under Units, choose either the Inches, Centimeters, Picas, or Points option button.
3   Choose the OK button.

To change paragraph indents

1   <u>Highlight</u> each paragraph you want to change.
2   On the ruler, drag the indent marker for the indent you want to change.

The highlighted paragraph or paragraphs change to show the new indentation.

To insert a tab stop

1   Highlight each paragraph for which you want to insert a new tab stop.
2   On the ruler, click where you want to insert the tab stop.

Works inserts a left tab stop at that location.

What if...

You want to set precise tab stops or indents, insert different kinds of tab stops, or add <u>leader characters</u>?

Double-click the ruler to open the Tabs <u>dialog box</u>, or double-click on an indent marker to open the Indents & Spacing dialog box.

You highlight more than one paragraph and tab stops are not displayed on the ruler?

The tab stop settings are not the same for each paragraph. Highlight only one paragraph or only paragraphs with the same tab stop settings.

To move or remove a tab stop

1   Highlight each paragraph you want to change.
2   To move a tab stop, drag the tab stop to a new location on the ruler.

-Or-

To remove a tab stop, drag the tab stop off the ruler.

See also

<u>Creating a table</u>

<u>Highlighting in the Word Processor</u>

<u>Indenting paragraphs</u>

Text command (Select menu)

Highlights text in a Word Processor document. You can then edit or format the highlighted text.

To highlight text

Move the insertion point to where you want to begin highlighting, then choose Text from the Select menu, and use the arrow keys to extend the highlight.

You can cancel the highlight by pressing ESC.

See also

Highlighting in the Word Processor

Keys for highlighting information

All command (Select menu)

Highlights everything in a Word Processor document. You can then edit or format the highlighted information.

To highlight an entire document

From the Select menu, choose All.

See also

Highlighting in the Word Processor

Keys for highlighting information

Go To command (Select menu)

Locates a <u>bookmark</u> or page in a Word Processor document. You can also use this command while extending a <u>selection</u> with the Text command from the Select menu.

To go to a bookmark or page number

After you choose the Go To command, choose the options you want from the following list.

Dialog box options

Go To	Type the page number or bookmark you want to go to.
Names	Choose the bookmark name you want to go to.

See also

<u>Highlighting in the Word Processor</u>

<u>Marking your place with bookmarks</u>

<u>Moving around in the Word Processor</u>

Find command (Select menu)

Searches for and <u>highlights</u> the first occurrence of specified text in a Word Processor document. Use this command to quickly locate specific text, such as a name. Works searches from the <u>insertion point</u> to the end of the document or to the end of a <u>selection</u>.

To search for text or numbers

After you choose the Find command, choose the options you want from the following list.

Dialog box options

Find What	Type the characters you want to search for.
Match Whole Word Only	Search for a word as an entire word and not as part of a longer word.
Match Case	Search for text with the capitalization specified in the Find What box. For example, if you type "cash," Works won't find "Cash" or "CASH."

See also

<u>Finding text and special characters</u>

Replace command (Select menu)

Searches a Word Processor document for specified text and replaces it with new text. Works searches from the <u>insertion point</u> to the end of the document or the end of the <u>selection</u>. You can restore the original text by immediately choosing Undo from the Edit menu.

To replace text or numbers

After you choose the Replace command, choose the options you want from the following list.

Dialog box options

Find What	Type the characters you want to search for.
Replace With	Type the characters you want to replace with.
Match Whole Word Only	Search for a word as an entire word and not as part of a longer word.
Match Case	Search for text with the capitalization specified in the Find What box. For example, if you type "cash," Works won't find "Cash" or "CASH."
Replace	Choose to stop at each occurrence of the text specified in the Find What box and confirm the replacement.
Replace All	Choose to automatically replace all occurrences of the specified text.

See also

<u>Highlighting in the Word Processor</u>

<u>Replacing text and special characters</u>

<u>Undoing changes</u>