Working with WordPerfect for Windows

Introduction

WordPerfect is a powerful word processor that can be used for a variety of tasks, from simple text editing to creating complex documents with graphics, tables, and macros. This book is a comprehensive guide to WordPerfect for Windows, covering everything from the basics to advanced features.

Whether you're a new user or an experienced WordPerfect user, this book will help you get the most out of this powerful software. The book is organized into 10 chapters, each of which covers a different aspect of WordPerfect.

Chapter 1, "Getting Started," provides an overview of WordPerfect and its basic features. You'll learn how to

install WordPerfect, create and open documents, save and print documents, and use the basic editing tools.

Chapter 2, "Basic Text Editing," covers more advanced text editing features, such as formatting text, using styles, and spell checking. You'll also learn how to create and manage tables.

Chapter 3, "Advanced Text Editing," covers even more advanced text editing features, such as creating and managing footnotes and endnotes, and using macros. You'll also learn how to create and use custom dictionaries.

Chapter 4, "Working with Graphics," covers how to insert, crop, and resize images in WordPerfect. You'll also learn how to adjust image brightness and contrast, create and edit shapes, and add text to graphics.

Chapter 5, "Page Layout," covers how to set page margins, insert page numbers, create headers and

footers, and add watermarks. You'll also learn how to create and manage sections.

Chapter 6, "Mail Merge," covers how to create and use mail merge documents. You'll learn how to create a data source, create a mail merge document, merge data with a document, and customize mail merge fields.

Chapter 7, "Creating Forms," covers how to create and use forms in WordPerfect. You'll learn how to create form fields, format form fields, protect forms, distribute forms, and collect form data.

Chapter 8, "Macros and Automation," covers how to create and use macros and custom functions in WordPerfect. You'll also learn how to troubleshoot macros.

Chapter 9, "Collaboration and Sharing," covers how to share documents with others, track changes in documents, combine changes from multiple users, and

export and import documents to and from other formats.

Chapter 10, "Advanced Features," covers some of the more advanced features of WordPerfect, such as using the Find and Replace dialog box, customizing the WordPerfect interface, and troubleshooting common problems.

This book is written in a clear and concise style, with step-by-step instructions and plenty of screenshots. Whether you're a new user or an experienced WordPerfect user, this book will help you get the most out of this powerful software.

Book Description

Working with WordPerfect for Windows is the definitive guide to WordPerfect for Windows, the powerful word processor that can be used for a variety of tasks, from simple text editing to creating complex documents with graphics, tables, and macros.

Whether you're a new user or an experienced WordPerfect user, this book will help you get the most out of this powerful software. The book is organized into 10 chapters, each of which covers a different aspect of WordPerfect.

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WordPerfect interface, and troubleshooting common problems.

Whether you're a new user or an experienced WordPerfect user, Working with WordPerfect for Windows will help you get the most out of this powerful software.

Chapter 1: Getting Started

Installing WordPerfect

WordPerfect is a powerful word processor that can be used for a variety of tasks, from simple text editing to creating complex documents with graphics, tables, and macros. WordPerfect is available for both Windows and Mac computers.

To install WordPerfect on a Windows computer, you will need to download the installation file from the Corel website. Once the download is complete, double-click on the installation file to begin the installation process.

The installation process is straightforward and should only take a few minutes to complete. Once the installation is complete, you can launch WordPerfect by clicking on the WordPerfect icon on your desktop or in your Start menu.

If you are installing WordPerfect on a Mac computer, the process is slightly different. You will need to download the installation file from the Corel website and then double-click on the installation file to begin the installation process.

The installation process is straightforward and should only take a few minutes to complete. Once the installation is complete, you can launch WordPerfect by clicking on the WordPerfect icon in your Applications folder.

Once WordPerfect is installed, you can begin using it to create and edit documents. WordPerfect has a wide range of features and tools that can help you create professional-looking documents quickly and easily.

Here are some of the benefits of using WordPerfect:

- WordPerfect is a powerful word processor that can be used for a variety of tasks.

- WordPerfect is available for both Windows and Mac computers.

- WordPerfect is easy to install and use.

- WordPerfect has a wide range of features and tools that can help you create professional-looking documents quickly and easily.

If you are looking for a powerful and easy-to-use word processor, then WordPerfect is a great option.

Chapter 1: Getting Started

Creating a new document

Creating a new document in WordPerfect is a quick and easy process.

1. Open WordPerfect.
2. Click on the "File" menu.
3. Select "New" from the drop-down menu.
4. A new document will be created.

You can also use the keyboard shortcut "Ctrl" + "N" to create a new document.

Once you have created a new document, you can start typing your text. WordPerfect will automatically save your document as you type.

If you want to save your document with a specific name, click on the "File" menu and select "Save As". In the "Save As" dialog box, enter a name for your document and click on the "Save" button.

You can also use the keyboard shortcut "Ctrl" + "S" to save your document.

Chapter 1: Getting Started

Opening an existing document

WordPerfect makes it easy to open an existing document. You can open a document from the File menu, the Open Recent list, or the Quick Access Toolbar.

To open a document from the File menu:

1. Click the File menu.
2. Select Open.
3. In the Open dialog box, navigate to the folder containing the document you want to open.
4. Select the document and click Open.

To open a document from the Open Recent list:

1. Click the File menu.
2. Point to Open Recent.
3. Click the document you want to open.

To open a document from the Quick Access Toolbar:

1. Click the Open button on the Quick Access Toolbar.

2. In the Open dialog box, navigate to the folder containing the document you want to open.

3. Select the document and click Open.

You can also open a document by double-clicking on it in Windows Explorer.

If the document you want to open is not listed in the Open Recent list or the Quick Access Toolbar, you can use the File menu to open it.

Once you have opened a document, it will appear in the Document window. You can now make changes to the document and save it.

Here are some additional tips for opening documents:

• You can open multiple documents at the same time.

- You can open documents from a variety of file formats, including WordPerfect, Microsoft Word, and PDF.

- You can open documents from a variety of locations, including your computer, a network drive, or a cloud storage service.

If you have any problems opening a document, you can consult the WordPerfect Help system or contact Corel customer support.

This extract presents the opening three sections of the first chapter.

Discover the complete 10 chapters and 50 sections by purchasing the book, now available in various formats.

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