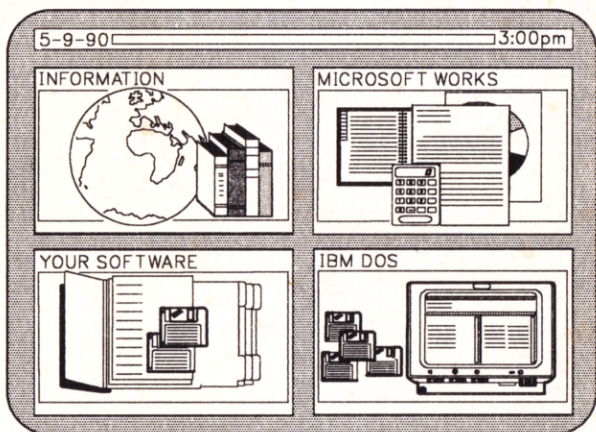




Tour Guide



WHAT DO YOU WANT TO DO?

LETTERS
REPORTS
TERM PAPERS
FORM LETTERS
LABELS
ENVELOPES
CHECK SPELLING
USE THESAURUS

BUDGETS
TAXES
MORTGAGE
CHARTS
DEPRECIATION
BALANCE CHECKBOOK
FINANCIAL RECORDS
TRACK EXPENSES

WHERE IS IT LOCATED?

MICROSOFT WORKS —
Word Processing

MICROSOFT WORKS —
Spreadsheet

HOW TO LEARN

1. Select **INFORMATION**
2. Select **Works Tutorial**
3. Type name and press ↵
4. Select **Works Essentials**
5. When finished, select **Word Processing**

1. Select **INFORMATION**
2. Select **Works Tutorial**
3. Type name and press ↵
4. Select **Works Essentials**
5. When finished, select **Spreadsheets & Charts**

HOW TO START

1. Select **MICROSOFT WORKS**
2. Select **Create New File**
3. Select **New Word Processor**
4. Type the text
5. When finished, select **File**
 - Select **Save** and select <OK>
6. Select **File** and select **Exit Works**

1. Select **MICROSOFT WORKS**
2. Select **Create New File**
3. Select **New Spreadsheet**
4. Type the information and press ↵ (Enter)
5. Use →, ←, ↓, ↑ to move to the next cell
6. When finished, select **File**
 - Select **Save** and select <OK>
7. Select **File** and select **Exit Works**

ADDITIONAL HELP

- Select **Help** in Works
- *Microsoft Works Reference manual*
- Press **F1=Help**

- Select **Help** in Works
- *Microsoft Works Reference manual*
- Press **F1=Help**

ADDRESS/TELEPHONE LIST
HOME INVENTORY
CHRISTMAS CARD/GIFT LIST
CLUB RECORDS
INSURANCE RECORDS
RECIPES
SHOPPING LIST
AUDIO/VIDEO TAPE LIBRARY
CREDIT CARD INFORMATION

LINK TO BULLETIN BOARDS
TALK TO OTHER PERSONAL
COMPUTERS
HOOK INTO YOUR
COMPUTER AT WORK
CONNECT TO ONLINE
SERVICES

SET DATE AND TIME
MANAGE FILES (File System)
CUSTOMIZE HOW SYSTEM
STARTS
FORMAT NEW DISKETTES
(Prepare them for use)
MAKE COPIES OF DISKETTES
BASIC PROGRAMMING
LANGUAGE
DOS COMMAND PROMPT

"YOUR" OWN SOFTWARE
PROGRAMS: (examples)

- GAMES
- FINANCIAL PACKAGES
- PROGRAMS FROM SCHOOL OR WORK
- BASIC PROGRAMS

MICROSOFT WORKS —
Database

MICROSOFT WORKS —
Communications

IBM DOS

YOUR SOFTWARE

1. Select **INFORMATION**
2. Select **Works Tutorial**
3. Type name and press ←
4. Select **Works Essentials**
5. When finished, select **Databases & Reports**

1. Select **INFORMATION**
2. Select **Works Tutorial**
3. Type name and press ←
4. Select **Works Essentials**
5. When finished, select **Communications**

1. Select **INFORMATION**
2. Select **System Tutorial**
3. Select **Software**
4. Select **IBM DOS**

1. Select **INFORMATION**
2. Select **System Tutorial**
3. Select **Software**
4. Select **Your Software**

1. Select **MICROSOFT WORKS**
2. Select **Create New File**
3. Select **New Database**
4. Type the information and press ←
(If help needed press **F1**)
5. When finished, select **File**
 - Select **Save** and select <OK>
6. Select **File** and select **Exit Works**

1. Select **MICROSOFT WORKS**
2. Select **Create New File**
3. Select **New Communications**
4. Select **Options**: Set terminal, communication and phone options
5. Select **Connect**, then select **Connect** again
6. Communicate with another computer
7. To disconnect, select **Connect** on connect menu
8. When finished, select **File**
9. Select **Save** and select <OK>
10. Select **File** and select **Exit Works**

1. Select **IBM DOS**
2. Select desired DOS program & press ←
3. When finished, select **Exit** and select **Exit Shell**

1. Insert the diskette with desired program
2. Select **YOUR SOFTWARE**
3. Select the diskette drive you're using
4. Select desired program
5. Select **Start**
6. When finished, select **Exit**

- Select **Help** in Works
- *Microsoft Works Reference manual*
- Press **F1=Help**

- Select **Help** in Works
- *Microsoft Works Reference manual*
- Press **F1=Help** or **Alt + F1**

- *System Tutorial*
- *User's Reference*
- Press **F1=Help**

- *System Tutorial*
- *User's Reference*
- Press **F1=Help**