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# Using This Book

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This book is divided into four distinct categories which combine to give you a deeper understanding of *Microsoft Works*.

The first section of this book will take you, step by step, through using the main components of the word processor, database, and spreadsheet tools.

You will be learning the necessary skills to use *Microsoft Works* as a tool for both you and your students.

The second section will lead you through the utilisation of three TaskWizards: Newsletter, Address Book, and Mark Book. These Wizards quickly build sophisticated tools which can provide custom use in a classroom in a short amount of time. These Wizards were created as part of the *Microsoft Works* package in order to give you quick access to advanced projects.

The third section in this book focuses on student applications and appropriate lessons for the classroom. You will be presented with broad-based thematic ideas which can be enhanced by the use of this computer program. You will also be given some specific lesson ideas and the instructions for teaching students how to create products by using the various components of *Microsoft Works*.

This section also concentrates on the classroom teacher and how you may use *Microsoft Works* as a resource, a tool, and an aid to accomplish your own work. It will provide you with ideas for classroom management, organisation, and production.

The final section in the book contains additional reference material for the teacher. There are instructions for finding help in using *Microsoft Works* and for downloading more graphics or project file templates from the Microsoft Web site.

**Note:** *Microsoft Works* was used as the word processing software to write this book. All graphics and clip art are included with the software package or can be downloaded from the Microsoft Web site.

As you read through *Microsoft Works for Terrified Teachers*, you will see a series of icons that are designed to alert you to special instructions or things to remember.



### **Helpful Notes**

Helpful notes will clarify instructions throughout the book. They may be definitions or further explanations of certain instructions.



### **Step-by-Step**

Step-by-Step instructions are given to guide you through the many *Microsoft Works* tasks. As you use this book, you may need to refer to previous step-by-step instructions in order to complete the next task. This icon will help you when you flip back in the book to find those earlier instructions.



### **Did You Remember?**

As a teacher, you are often asking your students, 'Did you remember?' The instructions in this book will remind you to do such things as save a project before starting to print it or to spellcheck a document before using it with students, parents and other teachers. These reminders will also refer you to instructions in other parts of the book.

The examples and graphics in this book have been written for the *Windows 95* Operating System, but the basic instructions should apply to the Macintosh Operating System as well.

# Word Processing

## Creating a New File

After you start *Microsoft Works*, click the **Works Tools** tab on the Works Task Launcher, and then click the Word Processor button. This will open a new word processing document.



In order to see the default, or original, settings for your page:

1. Click **FILE** on the menu bar.
2. Click **Page Setup**.

