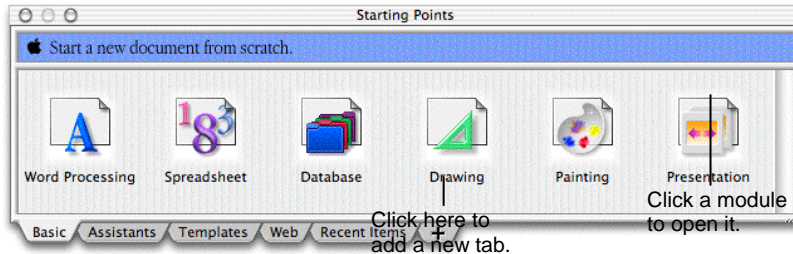




The Fundamentals

The Starting Points Window



- **To Open AppleWorks:** Select **Go** → **Applications** from the menu, double-click the **AppleWorks 6** folder, and double-click the **AppleWorks 6** icon.
- **To Open an AppleWorks Module:** In the Starting Points Window click the **Basic** tab and click the module.
- **To Open a Document:** Select **File** → **Open** from the menu, or press **<⌘> + <O>**.
- **To Save a Document:** Select **File** → **Save** from the menu, or press **<⌘> + <S>**.
- **To Format Selected Text:** Change the style of text by clicking the **B Bold** button or **I Italics** button on the Button Bar. To change font type, click the **Font** pop-up on the text ruler and select a font type from the menu. To change font size, click the **Font Size** pop-up on the text ruler and select a font size.
- **To Get Help:** Select **Help** → **AppleWorks Help** from the menu and select the type of help you want to use.
- **To Quit AppleWorks:** Select **AppleWorks** → **Quit AppleWorks** from the menu.
- **To Cut:** Select the text or object and select **Edit** → **Cut** from the menu.
- **To Copy:** Select the text or object and select **Edit** → **Copy** from the menu.
- **To Paste:** Place the insertion point and select **Edit** → **Paste** from the menu.
- **To Preview a Document:** select **File** → **Print** from the menu and click **Preview**.
- **To Print a Document:** Select **File** → **Print** from the menu or press **<⌘> + <P>**.
- **To See a Button Description:** Point to the button and a brief description will appear.

Word Processing

- **To Correct a Spelling Error:** Click the **Check Spelling** button on the Button Bar, select the correct spelling and click **Replace**.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Left, Center, Right, or Justify) on the text ruler.
- **To Indent a Paragraph:** Drag the **Left Indent marker** on the ruler or select **Format** → **Paragraph** from the menu and enter the indentation in the **Left Indent** text box.
- **To Create a Bulleted or Numbered List:** Select the paragraph(s) you want to bullet or number. Select **Format** → **Paragraph** from the menu, click the **Label** pop-up, and select **Bullet** or **Numeric** from the menu. Click **OK**.
- **To Adjust or Remove a Tab Stop:** Click and drag the **tab stop** to the new position on the ruler. Drag the tab stop from the ruler to remove.
- **To Change a Document's Margins:** Select **Format** → **Document** from the menu, and adjust the margins in the Margins section.
- **To Add or View a Document Header or Footer:** Click **Format** on the menu bar and select **Insert Header** or **Insert Footer** from the menu.
- **To Change a Page's Orientation:** Select **File** → **Page Setup** from the menu, select the orientation and click **OK**.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, adjust the line spacing settings in the dialog, and click **OK**. Or, click the **Decrease** or **Increase Line Spacing** button on the text ruler.
- **To Create a Table:** Select **Table** → **Insert Table** from the menu, specify the number of columns and rows you want to use and click **OK**.

Shortcuts

General

Open a Document	<⌘> + <O>
Save a Document	<⌘> + <S>
Print a Document	<⌘> + <P>
Close a Document	<⌘> + <W>
Undo/Redo	<⌘> + <Z>
Get Help	<⌘> + <?>
Hide AppleWorks	<⌘> + <H>
Quit AppleWorks	<⌘> + <Q>
Switch Between Applications	<⌘> + <Tab>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Document	<⌘> + <Home>
End of Document	<⌘> + <End>
Open the Go To Dialog	<⌘> + <G>

Editing

Cut	<⌘> + <X>
Copy	<⌘> + <C>
Paste	<⌘> + <V>
Delete text or an object	<Delete>
Find/Change text	<⌘> + <F>


Formatting

Bold	<⌘> +
Italics	<⌘> + <I>
Underline	<⌘> + <U>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Line or Sentence	Click the line or sentence three times.
A Paragraph	Click the paragraph four times.
Everything	<⌘> + <A>

Spreadsheet

- **Cell References:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find an address of a cell by looking at the  Name Box.
- **To Select a Cell Range:** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Edit a Cell's Contents:** Select the cell, click the **Formula** bar, edit the cell contents, and press **<Return>** when you're finished.
- **To Copy Using Fill:** Select the cell and cell range you want to copy into, and select **Calculate** → **Fill Down** from the menu.
- **To Total a Cell Range:** Select the cell range you want to sum, along with a blank cell at the end of the range (so that AppleWorks has a place to put the result). Select **Calculate** → **Auto Sum** from the menu.
- **To Enter a Formula:** Select the cell where you want to insert the formula, press **=** (the equals sign), and enter the formula using values, cell references, operators, and functions. Press **<Return>** when you're finished.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, "B5") or simply click the cell you want to reference. To use an absolute cell reference, type the address of the cell with \$ (dollar signs) before every reference heading. (For example, \$B\$4.)
- **Formulas with Several Operators and Cell Ranges:** If you combine several operators in a single formula, AppleWorks performs the operations in this order: (), :, %, ^, *, and /, + and -, = <> <= >=. You can change this order by enclosing the part of the formula you want to calculate first in parentheses.
- **To Format Values:** Select the cell or cell range you want to format and select **Format** → **Number** from the menu. Select the type of format you want to work with: **Number**, **Date**, or **Time**, and specify your settings.
- **To Create a Chart:** Select the cell range that contains the data values and labels you want to chart. Select **Options** → **Make Chart** from the menu. Make any desired modifications in the Modify area. Click **OK**.
- **To Format a Chart:** Double-click the chart and select the options you want to use. Click **OK**.
- **To Change Chart Type:** Double-click the chart and click a chart type option in the Gallery area. Apply chart formatting and add labels, as desired. Click **OK**.







Drawing and Painting

- **To Draw a Shape:** In the Tools window, click the button for the shape that you want to draw. Click and drag on the document until the shape reaches the desired size. Hold down the **<Shift>** key as you draw to draw a perfect shape.
- **To Change the Fill Color of an Object:** Select the object whose fill color you want to adjust. Click the **Fill Formatting button** in the Tools window, then click the **Color button**. Select a color from the Color palette.
- **To Change the Line Color of an Object:** Click the **Pen Formatting button** in the Tools window, click the **Color button**, and select a color from the Color palette.
- **To Make an Object Transparent:** Select the object, Click the **Fill Formatting button** in the Tools window and then click the **Pattern button**. Select the **transparent pattern** from the Pattern palette.
- **To Use the Paintbrush or Pencil:** Click the **Paintbrush button** or the **Pencil button** in the Tools window. Click once to paint or draw a spot, or drag to paint or draw a stroke. Hold won the **<Shift>** key to paint or draw straight lines.

Database

- **To Create a New Database Field:** Select **Layout** → **Define Fields** from the menu, enter the field name in the Field Name text box and click **Create**. Or, enter the fields after creating a new database document.
- **To Modify a Database Field:** Select **Layout** → **Define Fields** from the menu. Select the field you want to modify from the Field list. Make your changes in the Define Database Fields dialog and click the **Modify button** when you're finished.
- **To Insert a New Record:** Select **Edit** → **New Record** from the menu or click the **New Record button** on the Button Bar, or press **<⌘> + <R>**.
- **To Delete a Record:** Select the record and select **Edit** → **New Record** from the menu, or click the **Delete Record button** on the Button Bar.
- **To Move to a Specific Record:** Select **Organize** → **Go To Record** from the menu.
- **To Search for Records:** Select **Layout** → **Find** from the menu. Enter the information you want to find in the appropriate field(s). Click **Find**. To omit the specified data, click the **Omit** check box, then click **Find**.
- **To Save a Find Request:** Click the  **Search button** in the Status panel and select **New Search**. Enter a name for the search, click **OK**, and specify the search criteria. Click the **Store button**.
- **To Search for Records Using a Formula:** Select **Layout** → **List** from the menu and make sure all of the records in the database are displayed. Select **Organize** → **Match Records** from the menu and enter the formula.
- **To Sort Records:** Select **Organize** → **Sort Records** from the menu and click the field you want to sort by. Click **Move**, and add additional fields if you want to sort by, and click **OK**.

Presentation

- **To Insert a Slide:** Click the  **Slide** tab in the Controls window. Click the thumbnail image of the slide that you want the new slide to appear after. Click the  **Insert Slide button**.
- **To Delete a Slide:** Click the thumbnail image of the slide that you want to delete and click the  **Delete Slide button**.
- **To Rearrange Slides:** Click and drag the slide you want to move until it reaches the desired location. Release the mouse button to "drop" the slide in the new location.
- **To Edit the Master Slide:** Click the  **Master** tab in the Controls window and format the slide as necessary.
- **To Change the Master Slide Background:** Select **Options** → **Edit Background** from the menu. Click the  **Fill Formatting button** in the Tools window, and then click the  **Color palette button** in the Tools window and select a color from the Color palette and draw a rectangle that covers the slide.
- **To Insert a Clip Art Graphic:** Select **File** → **Show Clippings** from the menu and search for the type of image you want to insert.
- **To Insert a Picture:** Select **File** → **Insert** from the menu. Click the **File Format** pop-up and select **All Available** from the menu. Navigate to the location where the file is saved, select the file you want to insert, and click **Insert**.
- **To Add Slide Transitions:** In the Controls window, select the slide. Click the **Transition** pop-up and select an effect from the menu.
- **To Present a Slide Show:** Select **Window** → **Slide Show View** from the menu, or click the **Start Show button** on the Button Bar.

