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Encyclopedia of Business and Finance, 2nd ed. Word processing is undoubtedly the most-used business application for personal computers, perhaps alongside World Wide Web browsers and electronic-mail e-mail applications. Word-processing software includes basic applications designed for casual business or home users and powerful, advanced applications capable of meeting the most-demanding needs of businesses. Many word-processing applications are designed for use as part of a suite or integrated group of word-processing, spreadsheet, and presentation programs. Some word-processing software is available as shareware for a relatively small fee or as freeware at no cost. For example, Yeah Write, a basic fill-in-the-blank word processor designed for people who do not want to deal with formatting tasks, is available as shareware. Most word processors include the same essential word-processing functions and a variety of more-advanced features for document production and formatting. Text Input Typically, text is entered into the word processor from a keyboard; other input methods include: Copying text from other applications such as from hypertext markup language [HTML] documents, e-mail messages, or online encyclopedias and pasting it into a word-processing document Scanning printed documents and using optical-character-recognition OCR software to convert the scanned documents into text characters Using voice-recognition software to convert spoken words into text characters Text Manipulation Text manipulation refers to the "processing" part of word processing. Word processors provide easy methods of deleting, inserting, copying, and moving individual characters, words, phrases, and paragraphs—even entire pages of information—with a few clicks of a mouse button or with such keyboard shortcuts as Ctrl-C to copy, Ctrl-X to cut, and Ctrl-V to paste or insert text. Text can be automatically checked for spelling and for conformance to basic grammatical principles as the text is entered and edited. The find-and-replace feature in a word processor allows the user to search for every occurrence of a particular character, word, or phrase within a document and replace it with new text. Most word processors also include automatic correction and automatic formatting of common errors and mechanical conventions as text is entered from the keyboard. For example, commonly misspelled words can be automatically corrected as soon as the misspelled words are entered; two spaces entered after the end of a sentence can be changed automatically to one space; a lowercase letter beginning a new sentence can be capitalized automatically. Fractions and other symbols can be formatted automatically as their keyboard equivalents are entered. Text Formatting Word-processing software typically includes "wizards" or "help" features to provide automated formatting of common business documents. Templates are another automated formatting feature. A template is a type of pre-formatted, fill-in-the-blank document that is useful for maintaining a specific format each time a document is created, especially when multiple word-processing operators are involved. A newsletter template, for example, allows a user to enter the text of newsletter articles, headlines, and graphics without having to re-create the newsletter layout for each issue of the newsletter. The most-common formatting tasks are typically performed by the user as a document is created. Individual character and word formatting includes selection of type size, type style, and typeface. Size is measured in points, a unit of measure in which 72 points make up an inch. Typically, 12 point type is used for basic business documents. Newsletters, annual reports, and other such "designed" documents may use type as small as 8 or 9 points for the basic text and as large as 24, 36, or 48 points or more for main titles. Type styles, such as italics, underline, and bold, are easily selected using keyboard shortcuts or by selecting them from the basic font menu. Typefaces typeface refers to the look or design of the type are available in thousands of varieties, including such commonly known faces as Times Roman, Arial, Helvetica, and Garamond. Paragraph formatting includes line spacing, meaning the amount of blank space left between lines of type single spacing and double spacing, for example ; paragraph spacing the amount of blank space that precedes or follows each paragraph ; justification all lines of type made

even at both margins, or left uneven or ragged at the right margin ; and indentation such as a first-line indentation at the beginning of each paragraph. Page and overall-document formatting includes setting margins typically 1-inch margins are used on the top, bottom, and both sides of such basic business documents as letters, reports, and memos , creating columns like those used in a newspaper or newsletter, and creating headers and footers information such as the page number or a chapter title that is repeated at the top or bottom of each page of a document. Most word processors also provide special layout features for formatting outlines, tables, envelopes, and mailing labels. Text Output Once text has been created, edited, and formatted into a finished electronic document, it must be put into some tangible form or lasting electronic form to be of practical benefit. Saving the document, in fact, is an activity that should take place frequently during the creation and editing processes to guard against loss due to problems such as electrical-power failure, computer malfunctions, and operator error. Printing a document on paper is the most common output method; other output methods include faxing a document directly from the word processor by use of a computer modem, sending the document to another person by e-mail, and converting the word-processing document to various other electronic formats for online viewing or for eventual printing from other applications. For example, word-processing documents are frequently converted to HTML for use as Web pages, to portable document format PDF files, and to rich text format RTF files for use in other computer programs particularly other word-processing programs. Taking the time to learn some advanced word-processing features and functions usually has a high payoff in terms of productivity and professionalism. Some of the more-common advanced word-processing features and functions are described briefly below: Styles Styles are user-created formatting commands that allow great control over repetitive formatting structures within a document. For example, using a "style" for each type of heading in a report will ensure consistent formatting of the headings and will eliminate the need for a user to manually format each heading as it is created. Macros and Merging Macros are stored keystrokes, or sets of editing and formatting commands, that can be replayed whenever needed. Macros can boost productivity and take much of the tedium out of repetitive word-processing tasks. Merging is the process of using lists of such information as names, addresses, phone numbers, product descriptions or model numbers, and so on to fill in designated fields or blanks in documents to create mass mailings, address labels, directories, and catalogs. Version Control Version-control features allow a user to track the various stages of editing that a document may pass through, including versions created by multiple users involved in the creation and editing of a document. Related features such as the ability to track changes made in a document enable multiple users to review suggested document changes and to accept or reject proposed changes. Automatic References and Indexes Documents that include tables of contents, cross-references, indexes, footnotes, endnotes, and captions will benefit from the capability of a word processor to automatically generate and format these items. Desktop-Publishing Capabilities Professional-looking documents such as newsletters, advertisements, annual reports, brochures, and business cards can be designed with most modern word-processing software. Graphical images from clip-art collections, digital photographs, and scanned images, and drawings created with graphics programs, can be integrated easily into word-processing documents. Pages and paragraphs can be enclosed with decorative borders. Background images and colors can be added to pages within a document. Graphical elements such as lines, boxes, arrows, and artistic textual headings can be created quickly and easily within most word-processing programs. Although word processors are generally not as sophisticated as desktop-publishing software or page-layout programs in their capabilities for setting type and for working with graphical elements, they can be used to create attractive, professional-looking documents that go beyond the basic layout and formatting of letters, memos, and reports. Using a word-processing program to create designed documents is often preferable to using a high- end desktop-publishing program, however, because word-processing users are not required to become proficient in using another program and because documents within an organization or department are created and maintained using the same application. Projects and exercises 3rd ed. A gateway to information. Young Pick a style below, and copy the text for your bibliography.

2: WordPerfect Macros and Training for the Law Office

WORDPERFECT ENCYCLOPEDIA (The Business productivity library) by Leo J. Scanlon. Random House Information Group. Used - Very Good. Great condition for a used book!

Macro languages[edit] WordPerfect for DOS stood out for its macros , in which sequences of keystrokes, including function codes, were recorded as the user typed them. These macros could then be assigned to any key desired. This enabled any sequence of keystrokes to be recorded, saved, and recalled. Macros could examine system data, make decisions, be chained together, and operate recursively until a defined "stop" condition occurred. This capability provided a powerful way to rearrange data and formatting codes within a document where the same sequence of actions needed to be performed repetitively, e. But since keystrokes were recorded, changes in the function of certain keys as the program evolved would mean that macros from one DOS version of WordPerfect would not necessarily run correctly on another version. Editing of macros was difficult until the introduction of a macro editor in Shell, in which a separate file for each WordPerfect product with macros enabled the screen display of the function codes used in the macros for that product. For example, "go down four lines" has a clear meaning on a DOS screen, but no definite meaning with a Windows screen. WordPerfect lacked a way to meaningfully record mouse movements. A new and even more powerful interpreted token-based macro recording and scripting language came with both DOS and Windows 6. PerfectScript has remained the mainstay scripting language for WordPerfect users ever since. It dealt with functions rather than with keystrokes. There was no way to import DOS macros, and users who had created extensive macro libraries were forced to continue using WordPerfect 5. An important property of WordPerfect macros is that they are not embedded in a document. A WordPerfect macro can create or modify a document or perform tasks like displaying results of a calculation such as taking a date input, adding a specific number of days and displaying the new date in a dialog box. Documents created or edited by a WordPerfect macro are no different from those produced by manual input; the macros simply improve efficiency or automate repetitive tasks and also enabled creating content-rich document types, which would hardly be feasible manually. The PerfectScript macro language shows especial versatility in its ability to deploy every function that exists in the entire office suite, no matter whether that function was designed for WordPerfect, Quattro Pro or Presentations. The macro development wizard presents and explains all of these functions. The number of functions available through PerfectScript is unparalleled in the office market. Widgets like buttons, input fields, drop-down lists and labels are easily combined to build user-friendly interfaces for custom office applications. Language formatting conventions[edit] Function keys[edit] Like its mids competitor, MultiMate , WordPerfect used almost every possible combination of function keys with Ctrl , Alt , and Shift modifiers. This was in contrast to early versions of WordStar , which used only Ctrl, in conjunction with traditional typing keys. Many people still know and use the function key combinations from the DOS version, which were originally designed for Data General Dasher VDUs that supported two groups of five plain, shift, control, and control shift function keys. This was translated to the layout of the IBM PC keyboard , with two columns of function keys at the left end of the keyboard, but worked even better with the PC AT keyboard with three groups of four function keys across the top of the keyboard. WordPerfect used F3 instead of F1 for Help, F1 instead of Esc for Cancel, and Esc for Repeat though a configuration option in later versions allowed these functions to be rotated to locations that later became more standard. Although WP has dozens of key combinations, in practice users quickly memorize the combinations they regularly use and simply ignore the others. Printer drivers[edit] WordPerfect for DOS shipped with an impressive array of printer drivers â€”a feature that played an important role in its adoptionâ€”and also shipped with a printer driver editor called PTR, which features a flexible macro language and allows technically inclined users to customize and create printer drivers. Internally, WordPerfect used an extensive WordPerfect character set as its internal code. The precise meaning of the characters, although clearly defined and documented, can be overridden in its

customizable printer drivers with PTR. The relationship between different type faces and styles, and between them and the various sections in the WordPerfect character set, were also described in the printer drivers and can be customized through PTR. An interesting feature of the DOS 5. It allowed a user with certain compatible printers to use Word Perfect as a conventional typewriter. This functionality was removed in the DOS 5. The package included a DOS menu shell and file manager , whose macros allowed text to be moved from one program to another for example, from WordPerfect to Calendar, and vice versa , a do-all editor, apparently that of Wordperfect 3. LP did not support tables, labels, sorting, equation editing or styles. It was written by Lew Bastian. In December , Novell released DataPerfect as copyrighted freeware and allowed the original author to continue to update the program. Updates were developed until at least DataPerfect supports up to 99 data files "panels" with each holding up to 16 million records of up to fields and an unlimited number of variable-length memo fields which can store up to 64, characters each. The first mature version, WordPerfect 5. Prior to that, there was a WordPerfect 5. That version had to be installed from DOS and was largely unpopular due to serious stability issues. By the time WordPerfect 5. WordPerfect Office Suite[edit] WordPerfect became part of an office suite when the company entered into a co-licensing agreement with Borland Software Corporation in However, Novell kept the WordPerfect Office technology, incorporating it into its GroupWise messaging and collaboration product. The initial release suffered from notable stability problems. WordPerfect 7 also did not have a Microsoft "Designed for Windows 95" logo. This was important to some Windows 95 software purchasers as Microsoft set standards for application design, behavior, and interaction with the operating system. To make matters worse, the original release of WordPerfect 7 was incompatible with Windows NT , hindering its adoption in many professional environments. A Windows version of WordPerfect was not introduced until nearly two years after Windows 3. Word also benefited from being included in an integrated office suite package much sooner than WordPerfect. In fact, enabling applications from various software developers to work together on every platform was part of the Novell strategy. PerfectScript and the middleware PerfectFit played the major role here. Elements of applications like CorelDraw and Ventura desktop publishing were also integrated and enriched the document format. Faithful customers[edit] Among the remaining avid users of WordPerfect are many law firms and government offices, [8] which favor WordPerfect features such as macros, reveal codes, and the ability to access a large range of formatting options such as left-right block indent directly with key combinations rather than having to click through several layers of submenus as Microsoft Word often requires, the fact is that the user interface has stayed almost identical from WPWin 6 through WP X5 and that file formats have not changed, as incompatible new formats would require keeping both obsolete software versions and obsolete hardware around just to access a few old documents. Corel now caters to these markets, with, for example, a major sale to the United States Department of Justice in Microsoft antitrust lawsuit[edit] In November , Novell filed an antitrust lawsuit against Microsoft for alleged anti-competitive behavior such as tying Word to sales of Windows that Novell claims led to loss of WordPerfect market share. Novell filed an appeal against the judgment in November The subsequent release of X3 identified as "13" internally and in registry entries has been met with generally positive reviews, due to new features including a unique PDF import capability, metadata removal tools , integrated search and online resources and other features. This claim was soon debunked [27] after industry analyst Joe Wilcox described JupiterResearch usage surveys that showed WordPerfect as the No. The new release includes integration with Microsoft SharePoint and other web services geared towards government and business users.

3: WordPerfect - www.enganchecubano.com

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services geared towards government and business users.

4: - WORDPERFECT ENCYCLOPEDIA (Business Productivity Library) by Leo J. Scanlon

WORDPERFECT ENCYCLOPEDIA (Business Productivity Library) by Leo J. Scanlon 1 edition - first published in Microsoft Word for the IBM PC.

Bastian and Ashton kept the rights to the WordPerfect software they produced. The two founded Satellite Systems International, Inc. The data format used by WordPerfect 5. All word processors could read and convert that format, and many conferences and magazines insisted that people ship their documents in 5. The previous text-based versions used different colors or text color inversions to indicate various markups, and starting with version 5. The concept of the WordPerfect document format allows continuous extending of functionality without jeopardizing backward and forward compatibility. Despite the fact that the newer version is extremely rich in functionality, WordPerfect X5 documents are fully compatible with WordPerfect 6. WordPerfect users were never forced to upgrade for compatibility reasons for more than two decades. Documents are created much the same way that raw HTML pages are written, with text interspersed by tags called "codes" that trigger treatment of data until a corresponding closing tag is encountered, at which point the settings active to the point of the opening tag resume control. As with HTML, tags can be nested. This improved the usability and performance of graphic elements like text boxes, document styles, footer and header styles. Since WordPerfect has been enriched with properties from CorelDraw Graphics suite, graphic styles are editable. The Graphics Styles editor enables customizing the appearance of boxes, borders, lines and fills and store the customized design for reuse. The possibilities include patterns and color gradients for fills; corner, endpoint, pen-type and thickness for lines. Box styles can be used as container style, including a border, lines, fill, text and caption; each with its separate style. A text box style shows that WordPerfect cascades its styles. Text is displayed in Reveal Codes interspersed with tags and the occasional objects, with the tags and objects represented by named tokens. The scheme makes it far easier to untangle coding messes than with styles-based word processors, and object tokens can be clicked with a pointing device to directly open the configuration editor for the particular object type, e. Because of their style dependencies, efforts to create the equivalent of Reveal Codes in other word processors have produced dissimilar results. This enabled any sequence of keystrokes to be recorded, saved, edited, and recalled. This capability provided an amazingly powerful way to rearrange data and formatting codes within a document, where the same sequence of actions needed to be performed repetitively, e. Macros can also be edited using WordPerfect Program Editor. This facility, however, could not be ported easily to the subsequent Windows versions. A new and even more powerful interpreted token-based macro recording and scripting language was introduced for both DOS and Windows 6. PerfectScript has remained the mainstay scripting language for WordPerfect users ever since. PerfectScript was designed specifically to be user-friendly, thus avoiding far less user-friendly methods of scripting languages implemented on other word processing programs that require education in advanced programming concepts such as Object Oriented Programming in order to produce useful yet sophisticated and powerful macros. An important property of WordPerfect macros is that they are not embedded in a document. A WordPerfect macro can create or modify a document or perform tasks such as displaying results of a calculation such as taking a date input, adding a specific number of days and displaying the new date in a dialog box. Documents created or edited by a WordPerfect macro are no different from those produced by manual input; the macros simply improve efficiency or automate repetitive tasks and also enabled creating content-rich document types which would hardly be feasible manually. What makes the PerfectScript macro language especially versatile is its ability to deploy every function that exists in the entire office suite; no matter if that function was designed for WordPerfect, Quattro Pro or Presentations. The macro development wizard presents and explains all of these functions. The number of functions available through PerfectScript is unparalleled in the office market[citation needed]. On top of the functions available in the main components of the office suite, PerfectScript also provides the user with tools to build dialogs and forms. Widgets like

buttons, input fields, drop-down lists and labels are easily combined to build user friendly interfaces to custom office applications. Beginning with WordPerfect Office 10, the suite also included the Microsoft Office Visual Basic macro language as an alternative, meant to improve compatibility of the suite with Microsoft Office documents. This was in contrast to early versions of WordStar , which used only Ctrl, in conjunction with traditional typing keys. Many people still know and use the function key combinations from the DOS version, which were originally designed for Data General Dasher VDUs that supported two groups of five plain, shift, control, and control shift function keys. This was translated to the layout of the IBM PC keyboard , with two columns of function keys at the left end of the keyboard, but worked even better with the PC AT keyboard with three groups of four function keys across the top of the keyboard. WordPerfect used F3 instead of F1 for Help, F1 instead of Esc for Cancel, and Esc for Repeat though a configuration option in later versions allowed these functions to be rotated to locations that later became more standard. Internally, WordPerfect used an extensive WordPerfect character set as its internal code. The precise meaning of the characters, although clearly defined and documented, can be overridden in its customizable printer drivers with PTR. The relationship between different type faces and styles, and between them and the various sections in the WordPerfect character set, were also described in the printer drivers and can be customized through PTR. An interesting feature of the DOS 5. It allowed a user with certain compatible printers to use Word Perfect as a conventional typewriter. This functionality was removed in the DOS 5. WordPerfect Library introduced in and later renamed WordPerfect Office was a package of network and stand-alone utilities for use with WordPerfect, primarily developed for offices running Novell NetWare. It did not support macros, tables, labels, sorting, equation editing or styles. Please help improve it by rewriting promotional content from a neutral point of view and removing any inappropriate external links. June [edit] History WordPerfect was late in coming to market with a Windows version. The first mature version, WordPerfect 5. Prior to that, there was a WordPerfect 5. That version had to be installed from DOS and was largely unpopular due to serious stability issues. By the time WordPerfect 5. However, Novell kept the WordPerfect Office technology, incorporating it into its GroupWise messaging and collaboration product. The initial release suffered from notable stability problems. WordPerfect 7 also did not have a Microsoft "Designed for Windows 95" logo. This was important to Windows 95 software purchasers as Microsoft set standards for application design, behavior, and interaction with the operating system. To make matters worse, the original release of WordPerfect 7 was incompatible with Windows NT , hindering its adoption in academia. When new PC buyers found Word installed on their new PC, Word began to dominate market share of desktop word processing. In fact, enabling applications from various software developers working together on every platform was part of the Novell strategy. PerfectScript and the middleware PerfectFit play the major role here. Elements of applications like CorelDraw and Ventura desktop publishing were also integrated and enriched the document format. Corel now caters to these markets, with, for example, a major sale to the United States Department of Justice in Unlike MS-Word, it is not available as a standalone product and is only available as part of WordPerfect Office, which includes the Quattro Pro spreadsheet and Corel Presentations programs. Despite pleas from long-time users[citation needed], this feature has not yet been implemented. However, later versions have provided better compliance with interface conventions, file compatibility, and even Word interface emulation. Although this displays the "classic" cyan Courier text on medium blue background, it is not a true emulation of the DOS version. As an example, a WP-DOS 5 macro could search for particular text, turn select-mode on, and then search backward or forward for other text. Everything from the turn-on location to the new location would be highlighted and could then be deleted, copied, replaced, etc. This behavior and functionality has not yet been replicated in any Windows based version of WordPerfect. The first release reminded users and reviewers of the DOS version, and was not especially successful in the marketplace. Version 3 took this further, making extensive use of the technologies Apple introduced in Systems 7. Corel released version 3. It was never updated beyond that, and the product was eventually discontinued. As of [update] , Corel has reiterated that the company has no plans to further develop WordPerfect for Macintosh

such as creating a native Mac OS X version. For several years, Corel allowed Mac users to download version 3. In , WordPerfect Corp. In WordPerfect threatened to abandon the Atari market after copies of the word processor were found on several pirate bulletin board systems. In late , a newer version was made available for download, but had to be purchased to be activated. In Corel released WordPerfect 8. The full version was sold as a package. A cut-down version was made available for downloading. Hoping to establish themselves in the nascent commercial Linux market, Corel also developed their own distribution of Linux. This included WordPerfect 8. Although the Linux distribution was fairly well-received, the response to WordPerfect for Linux varied. Some Linux promoters[who? On top of this, WordPerfect 9. In April , Corel re-released WordPerfect 8. As of [update] , WordPerfect for Linux is not available for purchase. Linux applications may use the libwpd library to convert Word Perfect documents.

5: Search Results | University of Phoenix | Academic Software Discounts

A comprehensive productivity suite specifically designed for the home computer user, WordPerfect Office 12 - Home Edition offers customers a significant savings by delivering productivity, security and multimedia in a single \$69 U.S. (\$89 SRP with a \$20 mail-in rebate) package.

6: WordPerfect - WikiVisually

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7: WordPerfect - Wikipedia

WordPerfect Encyclopedia (Business Productivity Library) WordPerfect Encyclopedia (Business Productivity Library) Leo J. Scanlon. from: \$ The WordPerfect Book.

8: Leo J. Scanlon | Open Library

Experience the power, productivity and built-in features of a legendary office suite. With incomparable file support and compatibility, including Microsoft Office, you can create professional documents, presentations, spreadsheets and more.

9: Wordperfect Office Viewer - Free Download Wordperfect Office Viewer Software

OTTAWA--(BUSINESS WIRE)--June 17, Corel Corporation (TSE: COS., NASDAQ: COSFF.), award-winning developer and marketer of productivity applications, graphics and Internet software, announced today it will be licensing the Grolier Multimedia Encyclopedia from Grolier Inc. for inclusion in Corel WordPerfect Suite 8 and Corel WordPerfect.

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