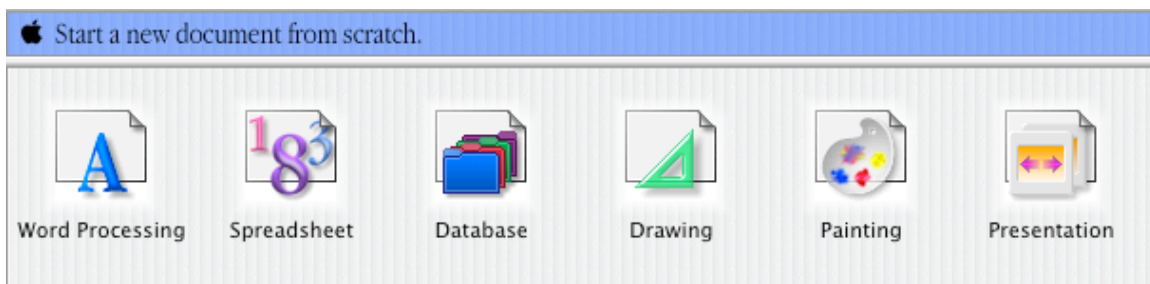


AppleWorks

Really useful word processor if you don't often need to send Word documents to others, but occasionally need to open a Word document you have been sent. (You can send AppleWorks documents to PC Word users, but it isn't as seamless as using Word for the Mac)

Word processing Tools work in a similar way to Word, and formatting works the same. Formatting a document is always easier AFTER you have typed up all the text.

When you launch AppleWorks you get the Starting Points.



This is where AppleWorks is great, as you not only have word processing, but spreadsheets, ways of organising your info like recipes, CD collections etc, and great graphics tools. You can even run a slideshow presentation like Powerpoint does.

Pictures and photos are really easy to manipulate in AppleWorks. Just drag and drop or use insert from the file menu to add pictures from your files to a drawing document. Resize, make up text boxes and then drag them across to a word processing document to make up your Christmas letter, or club newsletter.

Formatting Text.

This is how it works:

All formatting changes are applied to selected text. The new formatting applies until you tell it to stop. So if you centre your heading, centring of text will apply until you tell the computer to left justify again. The same applies to bolding, underlining and bullet points. This is why it's better to do all that stuff after you've done the typing. Just use the mouse to select the bits you want changed and apply the change. This way only that bit you really want will get bullet points. A word about them: If you know you are going to use them when you are doing the original typing, make sure you hit the return key at the end of each item to be bulleted. Bullets are applied immediately following a return.

Drawing

So you need to draw a diagram of your bathroom floor for the tiler that you can email. Use a draw document and the drawing tools. Then put in your measurements using text boxes.






Need to have the writing vertical? Select your text box (the black dots come up) and select “arrange” from the top menu. Choose “rotate 90°”. You can import the picture into Word to attach to your email or simply save it as a jpeg and attach. Save it and choose “jpeg” from the file format menu.

Mousing over any of the tools will give you an explanation of what they do.

Need business cards? Use the “Assistants” tab from the starting points. They work well. As does the quick certificate and the calendar. Or try the “templates” and use the stylish layouts there. Just double click on the text you want to change and retype.

Using Spreadsheets

Create a spreadsheet to manage your budget. Select format from the top menu and then “document”. Choose the number of rows and columns you want. To make columns add up you need to enter the formula into the cell you want the answer to appear in. Enter all your data and then highlight all the cells you want

to add plus one more empty one at the bottom or side. Then hit  on the tool bar and the cells will automatically be added up for you. A range of other formulae are available via the  button on the data entry area. You can write formulae to add non-connected cells too. You need to use the SUM function accessed via the  button. Each cell is named and you just write in the cell numbers you want summed.

=SUM(E5,E16,E28) Then hit the return key and the adding is done.

Formatting like bold and centring can be done just like word processing. Spreadsheets can be used for address lists quite effectively too.

Formatting your document

Don't forget before you print to check your page set up and your paper size.

Need to move things around? Copying and pasting works the same in all applications the same way. Select the text, then use keyboard shortcuts to cut or copy and then paste. Don't forget you can paste the last item you copied over and over again by just repeating the paste function. (See separate handout for keyboard shortcuts)