

Windows 95/98

August 2001

To Cut and Paste

Select the block of text you would like to move (cut) by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on "Edit" in the Menu Bar and select "Cut" from the pull down menu. Then move your cursor to the beginning of the location you would like to move the selection to, click on "Edit" in the Menu Bar and select "Paste" from the pull down menu.

To Copy and Paste

Select the block of text you would like to copy by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on "Edit" in the Menu Bar and select "Copy" from the pull down menu. Then move your cursor to the beginning of the location you would like to copy the selection to, click on "Edit" in the Menu Bar and select "Paste" from the pull down menu.

The Windows Clipboard

Regardless of which Windows application you are in, when you cut or copy a selection, a copy of the selection is put in the Windows Clipboard. Only one selection at the time can be copied to the clipboard. In other words, each time you cut or copy a selection to the Windows Clipboard, it replace whatever was previously cut or copied to the clipboard. The advantage to the Windows Clipboard is that you can copy or move (cut) things from one application to another. Simply copy or cut your selection to the clipboard in one application, press <Alt> <Tab> to go into another application, and paste the selection into the current application.

To Jump from One Program to Another (Multitask)

The real beauty of being in a Windows environment is that you can have more than one application open at the same time. If you would like to work in WordPerfect and Quattro Pro at the same time, simply open up WordPerfect, by clicking on the Start Button Located in the lower left hand corner of the screen and going up to Programs and to Corel WordPerfect Suite 8. Then open Quattro Pro in the same manner. Once both programs are open you can switch back and forth between them by clicking on the program name on the Start Bar. Another way to jump back and forth is to hold down the <Alt> key while tapping the <Tab> key. A box will appear on the screen scrolling through each application that is currently open. When you see the name of the application you wish to jump over to, take your finger off of the <Alt> key and Windows will take you to that application very quickly.

3½ Floppy Disk Tools

Functions such as Format Disk and Delete files on disk can now be accomplished through the use of icons on the right side of the desktop. To format a disk, insert the disk into the drive and click on the icon that looks like an eagle's head and has Format written under it. This will give you the option to format either low or high density disks. Insert a label (such as your name) if you like and press Enter.

To Delete files off of your floppy disk, click the delete icon, which looks like a lightning bolt. This will give you an option screen which will allow you to delete one file or an entire directory. Choose which you want and at the next screen, type in the name of the file you would like to delete and press Enter. The file is now deleted off of your disk.

Windows 95/98 Help File

Like windows 3.1, Windows 95/98 has a help file that can be accessed by clicking on the Start Button and going to Help. This should bring up a window with Help Contents, an Index, and Find. To find Help on a particular subject try clicking on Index and typing in the subject. If this is unsuccessful, click on Find, and Next and type in a key word to search for help.