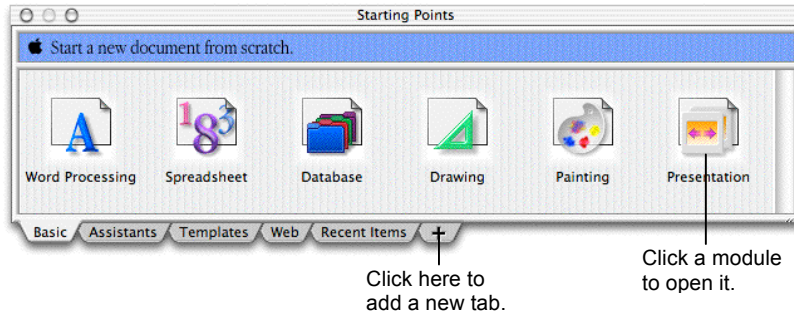


The Fundamentals

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.

Custom@Guide

Get More Free Quick References!

Visit ref.customguide.com to download.



Office 365

- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Teams](#)
- [Word](#)

G Suite

- [Classroom](#)
- [G Suite](#)
- [Gmail](#)
- [Google Calendar](#)
- [Google Docs](#)
- [Google Drive](#)
- [Google Sheets](#)
- [Google Slides](#)

OS

- [Mac OS](#)
- [Windows 10](#)

Productivity

- [Digital Literacy](#)
- [Salesforce](#)

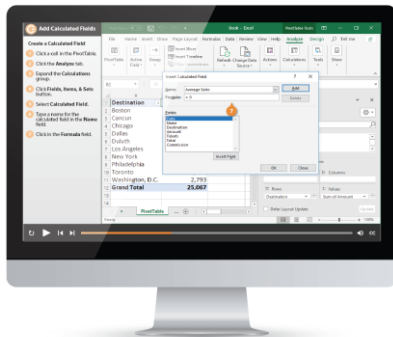
Soft Skills

- [Business Writing](#)
- [Email Etiquette](#)
- [Manage Meetings](#)
- [Presentations](#)
- [Security Basics](#)
- [SMART Goals](#)

+ more, including [Spanish versions](#)

Loved by Learners, Trusted by Trainers

Please consider our other training products!



Interactive eLearning

Get hands-on training with bite-sized tutorials that recreate the experience of using actual software. SCORM-compatible lessons.



Customizable Courseware

Why write training materials when we've done it for you? Training manuals with unlimited printing rights!

Over 3,000 Organizations Rely on CustomGuide



“The toughest part [in training] is creating the material, which CustomGuide has done for us. Employees have found the courses easy to follow and, most importantly, they were able to use what they learned immediately.”

Contact Us!

sales@customguide.com

612.871.5004