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AppleWorks 6 for Teachers

A TUTORIAL

FOR
MACINTOSH
AND
WINDOWS



E. Christine Shinn

Appleworks For Teachers

Linda Rathje



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AppleWorks for Educators Linda Rathje, 1990 This manual provides teachers with learning activities designed to improve their use of computer applications and to facilitate the integration of computers into the curriculum Step by step instructions for AppleWorks allow hands on experience in the following applications 1 formatting disks and getting started in general 2 word processing which includes deletion editing moving blocks of text inserting text and practicing with a sample document 3 printer options which includes creating a template file adding files to the desktop changing page numbers margins or set up and printer type sizes and styles 4 spell checking 5 using a spreadsheet which includes basic spreadsheet features entering formulas or grades additional functions and features and creating a spreadsheet template 6 databases which includes arranging creating copying and printing databases and 7 mail merging A data disk is available from the publisher that contains the files used in the activities Supplementary articles from The Computing Teacher on word processing spreadsheets databases and AppleWorks are provided A command index a glossary of computer terms and a subject index are included DB

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