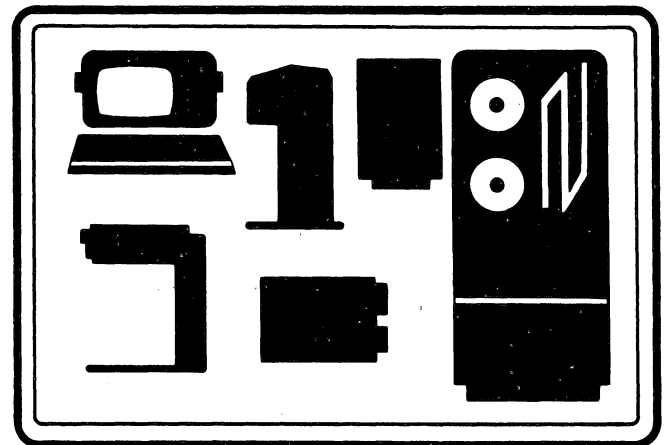
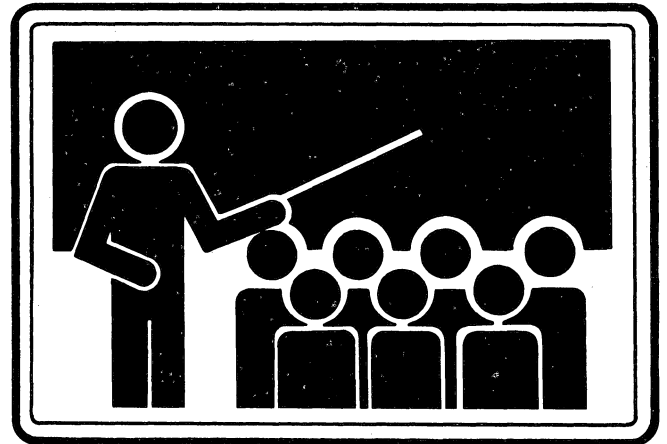
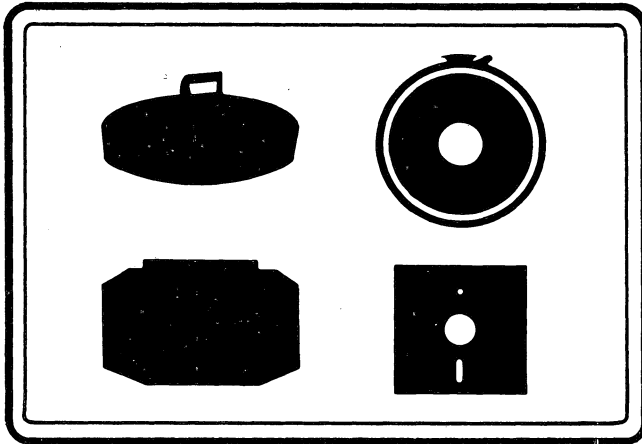


**OA142
ADVANCED CEO[®]
WORD PROCESSING TOPICS**

STUDENT HANDOUT



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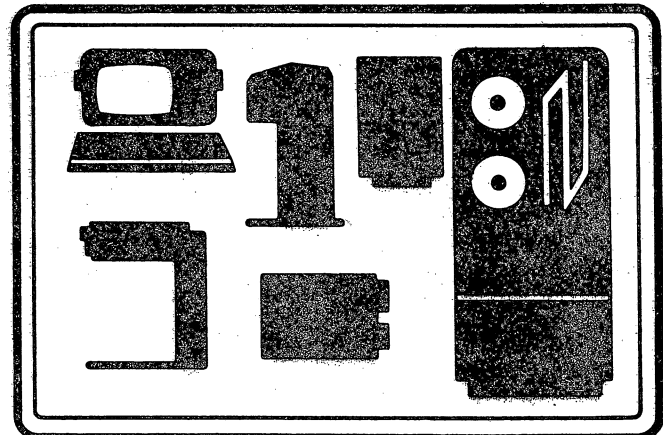
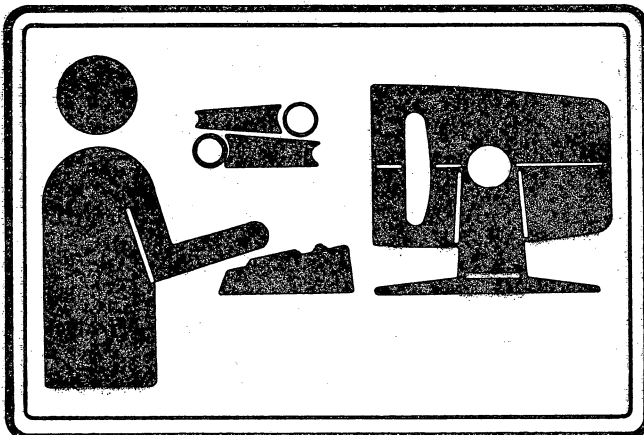
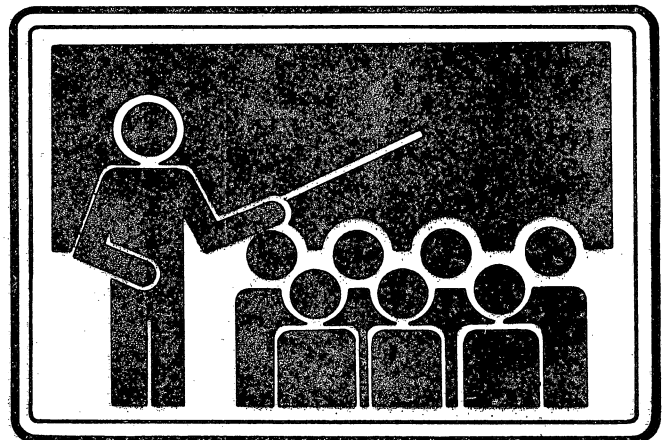
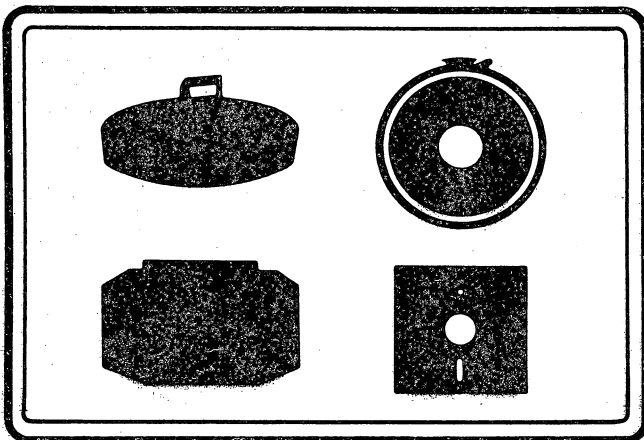
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**OA142
ADVANCED CEO[®]
WORD PROCESSING TOPICS**

STUDENT HANDOUT



Course Description

Summary

An advanced hands-on course that follows the "Getting Started with CEO® Word Processing" user course. Teaches the advanced features of CEO Word Processing outlined in the Table of Contents.

Audience:

Managers, professional staff, administrative assistants, secretaries, office managers, trainers, and others who need to know how to use the advanced CEO Word Processing features listed in the table of contents.

Prerequisite:

Previous attendance at the "Getting Started with CEO Word Processing" course or equivalent experience.

Duration:

1 day

TABLE OF CONTENTS

Introduction to Advanced CEO Word Processing

Advanced Editing

Advanced Printing

Column Manipulation

Calculator

Advanced Filing

Optimizing the System

MODULE 1
INTRODUCTION TO
ADVANCED CEO® WORD PROCESSING

Upon successful completion of this module, the student will:

1. Review the procedures for logging on and off CEO.
2. Review the keyboard and function key template.

Logging On and Off

To log on:

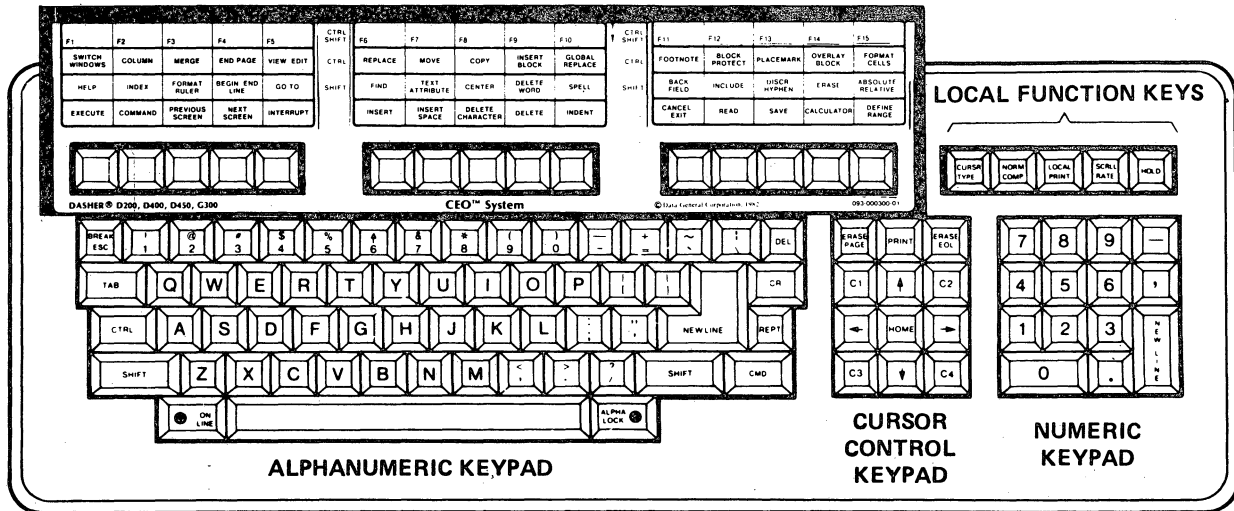
1. Press **NEW LINE**.
2. The system displays, "username:"
3. Type your username. Press **NEW LINE**.
4. The system displays "password:"
5. Type your password. Press **NEW LINE**.
6. If your system displays, ")," type **CEO**.

The screen goes blank for a few seconds; then the Main Menu appears on the screen.

To log off:

1. From the Main Menu, press **CANCEL/EXIT**.
2. The system displays, "Do you wish to exit from CEO? (Y/N)? Type Y."
3. Type **BYE** if your screen displays ").".

A message appears on screen verifying that you have logged off.



CS-01954

Figure 1.1 The CEO Keyboard

MODULE 2
ADVANCED EDITING

Upon completion of this module, and with the assistance of reference materials, the student should be able to:

1. Save a block of text and insert the same block into a new document.
2. Use the **INCLUDE** key to combine documents.
3. Display, copy, and format rulers.
4. Insert PLACEMARKS in a document.
5. Insert INDEX references in a document.

Saving a Block of Text

- Used in conjunction with the **COPY** and **MOVE** functions.
- Used to save blocks of text you use more than once in documents.
- Inserts blocks of text into old or new documents.
- ⊕ Combines with other saved blocks of text to create a new document.
- ⊕ Block of text can be any length (sentence, paragraph, or entire document).

Procedure for Saving Text

1. Position your cursor on the beginning of the block to be saved. Press the **COPY** key to define the block.
2. Position your cursor at the end of the block to be saved. Press the **COPY** key.
3. Press **EXECUTE** if the highlighted block is the one to be saved.
4. Press the **SAVE** function key.
5. A mini-menu appears on your screen. Assign a drawer, folder, and document name for the block to be saved.
6. Screen displays, "Now saving the block...."

Procedure for Using Block of Text

1. Position your cursor where the saved block is needed.
2. Press the **READ** function key.
3. A mini-menu appears on your screen. Type in the drawer, folder and document name for the block you want inserted.
4. The screen displays, "Now reading in block...."
5. A copy of the saved block appears in the new location.

Read/Save Document

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: Variable

CEO Electronic Mail

CEO Electronic Mail lets you send certified, confidential, and urgent mail. You can use these classifications for both messages you create with CEO Electronic Mail, and highly formatted documents you create with the CEO Word Processor.

Certified: Send a certified message when you want to verify that a recipient actually read it. When the recipient reads, prints, or files it, CEO Mail sends a message back to your Inbox notifying you that the recipient accepted it.

Confidential: Send a confidential message when you want only the intended recipient to read it.

Urgent: Send an urgent message when it is important that a recipient read it immediately. The message is marked URGENT in the recipient's Inbox.

CEO Electronic Mail also lets you create and send mail for another person. This feature can be beneficial if you handle the majority of someone else's correspondence.

Methods for Combining Documents

READ Documents

- Document being READ becomes part of the current document.
- Document that has been READ appears on the terminal screen.
- Document READ in has its own format ruler, not the format ruler of the current document.
- Document that has been READ will retain any indents, tabs, index references, format rulers, centered text, and mandatory page breaks previously created.
- The original document still exists, unchanged, in the original drawer and folder.

INCLUDE Documents

- Document being INCLUDED becomes part of the current document.
- Document that has been INCLUDED does not appear on the screen.
- You will see a one-line computer code on the screen where the INCLUDED document belongs.
- You will see it when it is printed.
- INCLUDED document conforms to current document format ruler.
- INCLUDED document can be updated frequently.

Using the Include Function Key

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: Distlist

L54.t....t....t....t....t....t....t....t....t....t....t....t....t....t....t....t....R
Distribution List

John Smith
Ralph Adams
Joan Sommers
Bill Conti
Paul Walsh
Alice Blake
Peter Rabbit
Tom Anderson
Susan Lopez
Ed Delaney

Using the Include Function Key (Continued)

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: Email

Distribution List

John Smith
Ralph Adams
Joan Sommers
Bill Conti
Paul Walsh
Alice Blake
Peter Rabbit
Tom Anderson
Susan Lopez
Ed Delaney

Certified: Send a certified message when you want to verify that a recipient actually read it. When the recipient reads, prints, or files it, CEO Mail sends a message back to your Inbox notifying you that the recipient accepted it.

Confidential: Send a confidential message when you want only the intended recipient to read it.

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Saving a Block of Text

Format Rulers

- Used with the **COPY** function key.
- Eliminates task of creating a special ruler each time one is needed for a new document.
- Allows you to store frequently used format rulers.

Procedure for Saving Format Ruler From a Document

1. Place your cursor anywhere on the ruler you want to save.
2. Press **COPY**, then **EXECUTE**.
3. Press the **SAVE** function key.
4. A mini-menu appears. Assign a drawer, folder, and document name for that specific format ruler.

Procedure for Creating a "Saved" Format Ruler

1. Create a document from the Main Menu. Use the words "Format Ruler" in the document name.
2. Edit the first format ruler in the document according to your desired specifications.
3. **CANCEL/EXIT** to the Main Menu.

Procedure for Using Saved Format Ruler

1. Position your cursor where the format ruler is needed.
2. Press the **READ** function key and then the **FORMAT RULER** function key.
3. A mini-menu appears. Designate the name of the drawer, folder, and specific ruler name that you want inserted.
4. A copy of the saved ruler appears in the document.

Displaying Format Rulers

- Displays text for rulers only (does not allow you to make changes to rulers).
- Displays rulers for current document, for a saved ruler, or for the first format ruler in another document.

Procedure for Displaying Rulers

1. Press **COMMAND**.
2. The screen prompts "What command?"
3. Press **FORMAT RULER**.
4. The screen prompts "Display rulers from this document?"

To see all the format rulers used in the current document:

1. Type **Y**, press **NEW LINE**.
2. All of the format rulers in the current document are displayed and labeled.

To see a ruler you have saved as a document:

1. Type **N**, press **NEW LINE**.
2. A mini-menu appears. Designate the drawer, folder, and document name for the ruler you want to see.
3. The saved format ruler appears above the status line.

To see the first format ruler in another document:

1. TYPE **N**, press **NEW LINE**.
2. A mini-menu appears. Type in the drawer, folder, and document that contains the format ruler you want to see.
3. The first format ruler from that document appears on the status line.

When you are finished, press **CANCEL/EXIT**. The document you were working on reappears.

Reusing Format Rulers

- Allows you to reuse format rulers instead of redefining a new ruler for each position in a document.
- You can copy rulers from the current document, copy the first format ruler from another document, or use a saved format ruler.

Procedures to Copy a Ruler Within a Document

1. Position the cursor where you want the format ruler to appear.
2. Press **FORMAT RULER**.
3. Press **COPY**.
4. The screen prompts "Enter the number of a ruler in this document."
5. Type the number of the format ruler, press **NEW LINE**.

Procedures for Using Format Rulers From Another Document

1. Place your cursor where you want the format ruler to appear.
2. Press **READ**. The **READ** mini-menu appears.
3. Press **FORMAT RULER**. The title on the mini-menu will change to **READ FORMAT RULER DOCUMENT NAME**.
4. Type in the name of the drawer, folder, and document that contains the format ruler you want to use.
5. Press **EXECUTE**.

Reusing Format Rulers

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: Menu

One of the first things you'll see on the terminal screen is a list of options called a menu. You pick and choose the activities you want the CEO Word Processor to perform from the menu.

A choice from one menu may let you see another menu or a message from the CEO system. The message could tell you what you should do next, or it could ask for additional information. This type of message is called a prompt because the CEO system is prompting you for more action.

There are several different menus you'll encounter as you use the CEO System. Many of them offer the same choices so that no matter which one you're looking are, you can perform a variety of activities. This makes it faster and easier for you to move from one job to another.

Completed Exercise

One of the first things you'll see on the terminal screen is a list of options called a menu. You pick and choose the activities you want the CEO Word Processor to perform from the menu.

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There are several different menus you'll encounter as you use the CEO System. Many of them offer the same choices so that no matter which one you're looking are, you can perform a variety of activities. This makes it faster and easier for you to move from one job to another.

PLACEMARK Function Key

- Marks a specific place in the document which can be located easily during a later editing session.
- Is associated with a paragraph.
- Can use as many as five placemarks per document.
- Note: Placemark will remain at that paragraph location even if you later delete or change the first word of the paragraph.

Inserting Placemarks

1. Position the cursor at the beginning of the paragraph you want marked.
2. Press the **PLACEMARK** function key.
3. A mini-menu appears.
4. Choose option 1, "Add a placemark."
5. Type a unique name for the placemark.
6. Press **NEW LINE**.
7. Press **CANCEL/EXIT** to return to the document.

Add a Placemark

Example

-----PLACEMARK MENU-----

PLACEMARK NAME

1. Chapter 2
2. _____
3. _____
4. _____
5. _____

- >1. Add a placemark
2. Delete a placemark

Enter choice: 1

Press **CANCEL/EXIT** when through.

To Use Placemarks

1. Press **GO TO**.
2. The system prompts, "Go to where?"
3. Type in the placemark name.
4. Press **EXECUTE**.
5. The cursor moves to the beginning of the paragraph marked by that placemark name.

Deleting Placemarks

1. Press **PLACEMARK**.
2. A mini-menu appears.
3. Choose option 2, "Delete a placemark."
4. Type in the name of the placemark you want to delete.
5. Press **NEW LINE** to delete the placemark name.
6. Press **CANCEL/EXIT** to return to your document.

Instead of exiting the document (number six, above), you can:

- Press **COMMAND** and type "Exit." A mini-menu will be displayed.
- Answer "N" to the "Retain Placemarks?" (Y/N)

Delete a Placemark

Example

-----PLACEMARK MENU-----

PLACEMARK NAME

- 1. Chapter 2
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 1. Add a placemark
- >2. Delete a placemark

Enter choice: 2
Name of placemark: Chapter 2

Press **CANCEL/EXIT** when through.

Using Placemarks

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: New Doc

The word processor treats all the text you type as a continuous stream. It fits as many words as it can on a line, then starts the next word on the next line.

Sometimes you'll want to end a paragraph and start a new one. To end the first paragraph, we press the NEW LINE key. On the screen an editing symbol appears. This instructs the computer to end the line here no matter what follows!

The editing symbol is just for your information. It is not part of the document. The text will print without the symbol and the line will end as marked.

The CEO Word Processor uses the same computer equipment as the rest of the CEO system. From the same terminal, you can use the CEO Word Processor to create a highly formatted document and use CEO Electronic Mail to create a short memo. You can print text on either a draft or letter-quality printer. A draft printer prints quickly and produces copy that looks like it came from a computer. A letter-quality printer prints more slowly and produces a copy that looks like it came from a typewriter. In a busy office, you often have to interrupt one task to perform another. That's why the Integrated CEO systems have an INTERRUPT facility. It allows you to temporarily stop editing a document, for example, to take a phone message. The integrated CEO system holds your place so that when the interruption is over, you can resume your work at exactly the place you were when you stopped.

With the CEO Word Processor you can create and revise documents easily and quickly. Labeled function keys on the keyboard top row reduce the memorization and number of keystrokes required.

You use a word processor to create, change and rearrange text. When the text says what you want it to say and looks like you want it to look, you can print it on paper. You can move words, sentences and paragraphs around without retyping a single letter. You can change margins and tab stops as you wish. Information you need frequently can be saved and used whenever form is appropriate. Corrections, updates, and extensive changes are easy. Repetitive typing is unnecessary.

INDEX Function Key

- ⊙ Allows you to mark locations of specific topics in a document.
- ⊙ Allows you to move to those locations in the document.
- ⊙ Allows you to generate an alphabetical listing of all references on your screen or in a printout.
- ⊙ References appear on your screen, but will not print out as part of the document, unless specified.
- ⊙ References can be used more than once.
- ⊙ Placemark names and index reference names must be unique.

Inserting INDEX References in a Document

1. Position your cursor on the paragraph that contains a topic you will want to reference.
2. Press INDEX.
3. The system prompts "Enter the reference:"
4. Type in the word you choose to reference the topic.
5. Press EXECUTE or NEW LINE.
6. The reference appears on the screen at the beginning of the paragraph.

Deleting an INDEX Reference

1. Position your cursor anywhere on the index reference.
2. Press DELETE. Then press EXECUTE.

Index Reference

Example

xElectronic Mailx

The CEO WP uses the same computer equipment as the rest of the CEO System. From the same terminal, you can use the CEO WP to create a highly formatted document and use CEO Electronic Mail to create a short memo.

Printing Out a Listing of All the Index Words in a Document

1. On your screen:
 - a. Press GO TO.
 - b. Press INDEX.
2. In a printout:
 - a. From the Main Menu, choose option 2, "Print after changing specifications."
 - b. Answer Y to "Print Index?"

Using the INDEX Reference as a Means of Moving the Cursor

1. Note the INDEX reference location of where you want to move.
2. Press GO TO.
3. Type in the INDEX reference word that marks the location of where you want to move.
4. Press EXECUTE.
5. The cursor will move to the paragraph that is marked with that reference.

Using Index References

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: New Doc

xWord Processorx

The word processor treats all the text you type as a continuous stream. It fits as many words as it can on a line, then starts the next word on the next line.

xNew Linex

Sometimes you'll want to end a paragraph and start a new one. To end the first paragraph, we press the NEW LINE key. On the screen an editing symbol appears. This instructs the computer to end the line here no matter what follows!

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xWord Processorx

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MODULE 3
ADVANCED PRINTING

Upon successful completion of this module, and with the assistance of reference materials, the student should be able to:

1. Produce a hardcopy specifying printing instructions.
2. Create and store print layouts.
3. Paginate a document.
4. Complete a page search.
5. Use **BLOCK PROTECT**.

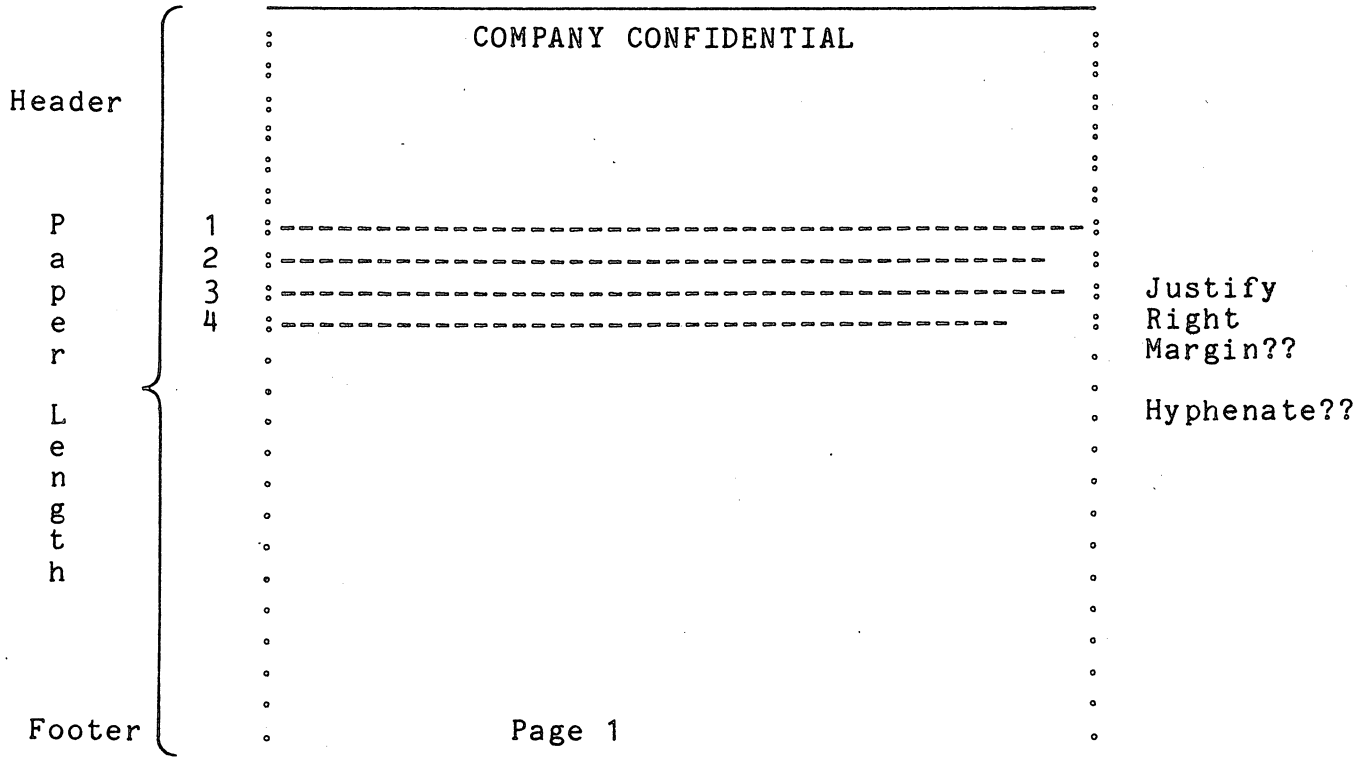


Figure 3.1 Designing a Printed Page

Changing Specifications

Msgs: New 0 July 23.84 9:00 am Document:

MAIN MENU

- 1. Mail (Read or send messages)
- 2. Edit document (Create or revise a document)
- 3. View document (Display a document)
- >4. Print document (Print a document on paper)
- 5. Filing (List or update files)
- 6. Calendar (Schedule and update appointments)
- 7. Utilities (Profile, user application, AOS interface)
- 8. Decision support (Create, model, and format information)

Enter Choice: 4

To exit CEO, press the **CANCEL/EXIT** key.

If you need assistance (here or on any other menu or question), press the **HELP** key.

Msgs: New 0 July 23.84 9:00 am Document:

MAIN MENU

- 1. Mail (Read or send messages)
- 2. Edit document (Create or revise a document)
- 3. View document (Display a document)
- >4. Print document (Print a document on paper)
- 5. Filing (List or update files)
- 6. Calendar (Schedule and update appointments)

PRINT DOCUMENT

Document Name: New Doc

- 1. Print using current specifications
- > 2. Print after changing specifications

Enter choice: 2

Printing Specifications

For document: New Doc

For this printing only:

Number of Copies: 1

Print which pages: 1 - Last

Print document summary? (Y/N) N

Print as a draft copy? (Y/N) N

Use information from a print layout? (Y/N) N

For this printing and future printings:

Printer: LQP Change printer information? (Y/N) N

Left margin offset (tenths of an inch): 0

Justify the right margin?(Y/N) N

Print and save headers or footers? (Y/N) N

Print line numbers?(Y/N) N

Print index? (Y/N) N

Print user notes? (Y/N) N

Hyphenation: (1.None, 2.Interactive) 1

Merge with list documents?

Execute? (Y/N) Y

Printing Specifications

For document: **New Doc**

For this printing only:

Number of Copies: 1

Print which pages: 1 - Last

Print document summary? N

Print as draft copy? (Y/N) N

Use information from a print layout? (Y/N) N

For this and future printings:

Printer: LQP

Change printer information? (Y/N) Y

Printer Information

Printer name: LQP
Printer type: Letter Quality Printer
Description: Printer Room
Computer name: Socrates

Printer forms: QP.DEF.FORM
Character pitch: (1. 10, 2. 12, 3. 15) 1

Change the paper feed pattern? (Y/N) Y

Paper Feed Pattern

To specify a paper feed pattern:

Type the number(s) of the page combination(s) that you want to print from each bin.

Bin 1: 1 (Bin 1 can hold envelopes or paper)

Bin 2: 5

Page combinations:

- | | |
|----------------|---------------------|
| 1. First page | 5. Remaining Pages |
| 2. Second page | 6. All Pages |
| 3. Odd pages | 7. Document Summary |
| 4. Even pages | 8. Index |

Execute? (Y/N) Y

Headers and Footers

- Headers: Text you designate to appear at the top of your document.

Company Confidential

- Footers: Text you designate to appear at the bottom of your document.

Page 1

Printing Specifications

For document: **New Doc**

For this printing only:

Number of Copies: 1

Print which pages: 1 - Last

Print document summary? (Y/N) N

Print as draft copy? (Y/N) N

Use information from a print layout? (Y/N) N

To save as this document's printing specifications:

Printer: LQP

Left margin offset (tenths of an inch): 0

Justify the right margin? (Y/N) N

Print and save headers or footers? (Y/N) Y Edit them?

(Y/N) Y

Current header(s) for this document:

Edit headers? Y

Creating Headers

HEADER MENU

Number of blank lines above header text: 2

Number of blank lines between header text and document text: 3

L...t...t...t...t...t...t...t...t...t...t...t...t...L

Company Confidential

.....

(Press the END PAGE key to complete text entry.)

For information on printing page numbers, press the Help Key.

On which pages should this header appear? (1. all, 2. odd,
3. even) 1

Do you want a header for the first page? (Y/N) Y

Execute? (Y/N) Y

Creating Footers

Current header(s) for this document:

First Page Header All Page Header

Edit headers? Y

Current footer (s) for this document:

Edit footers? Y

There are no headers or footers in this layout.

FOOTER MENU

Number of blank lines above footer text: 3

Number of blank lines between footer text and document text: 3

L...t....t....t....t....t....t....t....t....t....t....t....L

Page ##pg

.....

(Press the END PAGE key to complete text entry.)

For information on printing page numbers, press the Help Key.

On which pages should this footer appear? (1. all, 2. odd,
3. even) 1

Do you want a footer for the first page? (Y/N) Y

Do you want the first page footer to be the footer
just created? (Y/N) Y

Execute? (Y/N) Y

Line Numbering

Printing Specifications

For document: New Doc
For this printing only:
Number of Copies: 1
Print which pages: 1 - Last
Print document summary? (Y/N) N
Print as a draft copy? (Y/N) N
Use information from a print layout? (Y/N)N

For this and future printings:
Printer: LQP
Left margin offset (tenths of an inch): 0
Justify the right margin? N
Print and save headers or footers? (Y/N) N

Print line numbers (Y/N)? Y Change numbering information (Y/N)? Y

LINE NUMBERING

Number (1. Only lines with text, 2. All lines on a page) 1
Reset line numbers to 1 on each page? (Y/N) Y
Begin numbering lines on page: 1

Execute? (Y/N) Y

Hyphenation

Printing Specifications

For document: **New Doc**
For this printing only:
Number of Copies: 1

..ng symbol is for your information. It is not part of the document. The text will print without the symbol and the line will end as marked.

Instructions: Press EXEC to leave the word unhyphenated or, Position the cursor at the desired location of the hyphen and press the '-' key, or Press CANCEL/EXIT to stop printing or further hyphenation.

Hyphenation: (1. None, 2. Interactive) 2

Merge with list documents? (Y/N) N
Execute? (Y/N) Y

Create Print Layouts

- ⊙ Allows you to create a layout apart from a document.
- ⊙ Allows you to create layouts for the specific types of stationery that you use.
- ⊙ At print time, you can designate this format as the format you want to use for that particular document.

Procedures for Creating Print Layouts

1. From the CEO Main Menu, choose option 7, "Utilities."
2. From the Utilities menu, choose option 1, "Other printing activity."
3. From other printing activity, choose option 2, "Create print layout."
4. Choose option 4, "Create print layout."

Create Print Layout

Print layout name: Letterhead
Description: 8 1/2 - 11 stationery

Owner: Sue

Printer name: LQP
Left margin offset (tenths of an inch): 0
Justify the right margin? (Y/N) N
Create and save headers or footers? (Y/N) N

Print index? (Y/N) N
Print user notes? (Y/N) N
Print line numbers? (Y/N) N
Hyphenation ? N

Execute? (Y/N) Y

Using Print Layouts

1. From the CEO Main Menu, choose option 4, "Print a Document."
2. Type in the name of the Drawer, Folder and Document.
3. Choose option 2, "Print after changing specifications."
4. Press **NEW LINE** until the question, "Use information from print layout?" appears. Press Y.
5. Type in the name of the print layout you want to use. Press **NEW LINE**. (Note **INDEX** key works here.)
6. Answers on menu will change according to the specifications you created from the print layout.

Printing Specifications

For document: **New Doc**

For this printing only:

Number of Copies: **1**

Print which pages: **1 - Last**

Print document summary? **N**

Print as draft copy? (Y/N) **N**

Use information from a print layout? (Y/N) **Y** Name: **Letterhead**

.....

Merge with list documents? **N**

Execute? (Y/N) **Y**

7. Then press **EXECUTE**. The document will print out with the designated characteristics.

Create and Use a Print layout

Exercise

CREATE PRINT LAYOUT

Print layout name: (Your Name) Owner: Your Name
Description: 8 1/2 - 11 stationery

Printer name: LQP
Left margin offset (tenths of an inch): 0
Justify the right margin? (Y/N) Y
Create and save headers or footers? (Y/N) Y

Print index? (Y/N) Y
Print user notes? (Y/N) N
Print line numbers? (Y/N) N
Hyphenation ? N

Execute? (Y/N) Y

Paginating Long Documents

Automatic Pagination

- ⊙ Inserts soft page breaks in a document according to the lines per page you have designated in your format ruler.
- ⊙ Is set to ON when a new document is created.
- ⊙ Displays dotted lines on your screen where page breaks will occur.

Mandatory End Page markers

- ⊙ Can be used for part or all of a document.
- ⊙ Allows the user to count out the number of lines you want and force page breaks.
- ⊙ Displays a solid line on your screen where page breaks will occur.

Automatic Pagination

To turn automatic pagination off:

1. Press **COMMAND**.
2. The screen prompts "What command?"
3. Type, **PAGE**.
4. Press **NEW LINE**.

To turn automatic pagination back on:

1. Press **COMMAND**.
2. The screen prompts "What command?"
3. Type. **PAGE**.
4. Press **NEW LINE**.

Automatic Pagination On

Example

L10..t....t....t....t....t....t....t....t....t....t....t....t....R
Word Processing

You use a word processor to create, change, and rearrange text. When the text says what you want it to say and looks like you want it to look, you can print it on paper. You can move words, sentences, and paragraphs around without retyping a single letter. You can change margins and tab stops if you wish. Corrections, updates, and extensive changes are easy. Repetitive typing is unnecessary. Information you need frequently can be saved and used whenever necessary, in

whatever form is appropriate.

A word processor lets you put words on a page in any way you want. You can center, indent, or underline text, or print it in boldface. You give the word processor the proper instructions, and it does the work. You don't have to count spaces on the page to center a title. You don't need a typesetter to get certain words in a darker ink. You don't even have to juggle a piece of paper in the typewriter in order to get superscripts or subscripts. A word processor

does the juggling for you.

Inserting Mandatory Page Breaks

1. Position the cursor where the break is to be inserted.
2. Press **CTRL** and **END PAGE**.

Deleting Mandatory Page Breaks

1. Position the cursor on the mandatory page break symbol.
2. Press **DELETE CHARACTER**.

To Move Page-by-Page with the Go To Key

1. Press **GO TO**.
2. Type in the number of the page.

Page Search

- Allows you to check and adjust page breaks in a document before you print it.
- Allows you to delete all mandatory page breaks in an entire document or part of it.

Conducting a Page Search Interactively

1. Press **COMMAND**, then press **END PAGE**.
2. The system prompts, "Start search on page:"
Type in the number of the first page you want to search.
3. The system prompts, "Pick one (1. Interactive, 2. Delete all mandatory page breaks)." Choose option 1, for the interactive mode.
4. The cursor moves to the first page break.
 - a. To keep the page break, press **EXECUTE**. The cursor moves to the location of the next page break.
 - b. To change the location of a page break:
 - (1) Use **DELETE CHARACTER** to remove end-of-line marker.
 - (2) Use **END PAGE** to insert a page break.
5. The cursor will then move to the next page break.

Deleting All Mandatory Page Breaks

1. Press **COMMAND**. Then press **END PAGE**.
2. The system prompts, "Start search on page:"
3. Enter page number.
4. The system prompts, "Pick one (1. Interactive, 2. Delete all mandatory page breaks)."
5. Choose option 2, "Delete all mandatory page breaks."

Block Protect

- Allows you to designate blocks of text that should appear on one page.
- Allows you to protect a block as small as one character or as large as an entire document.
- Useful for printing tables and columns.

Using Block Protect

1. Move the cursor to the beginning of the block you want to protect.
2. Press **BLOCK PROTECT**.
3. Move your cursor to the end of the block.
4. Press **BLOCK PROTECT**.
5. The text will be highlighted.
6. Press **EXECUTE**. The text will be protected.

Deleting Block Protect Markers

1. Position your cursor on the beginning **BLOCK PROTECT** marker. Press **DELETE**.
2. Press **EXECUTE**.
3. Position your cursor on the end **BLOCK PROTECT** marker. Press **DELETE**.
4. Press **EXECUTE**.

MODULE 4
COLUMN MANIPULATION

Upon successful completion of this module, and with the assistance of reference materials, the student should be able to:

1. Copy columns of text.
2. Move columns of text.
3. Delete columns of text.

Column Manipulation

- Column text is arranged in several vertical columns.
- Unlike other word processing documents, every line of column text must end with a mandatory end-of-line symbol.
- Vertical columns can be moved, copied, or deleted.
- Use the COLUMN GUIDE feature to help align columns.

Using the Column Guide Feature

To use the column guide feature, you:

1. Press **COMMAND**, then press **COLUMN**.
2. CEO will display a **COLUMN GUIDE** that moves with you along the screen.

:.....1.....:.....2.....:.....3.....:.....4.....:.....5.....:.....6.....:.....7

3. To remove the **COLUMN GUIDE**, press **COMMAND** then press **COLUMN**.

Creating Column Text

In order to create a format ruler with a tab stop for each column, you:

1. Set up a format ruler with a tab stop for each column.
2. Type in the text.
3. End each line with a mandatory end-of-line symbol.

Column Text

Example

L54.....t.....t.....R

| Name | Department | Phone Extension |
|---------------|------------|-----------------|
| Rachel Hobbs | Finance | 8790 |
| Mike Little | Finance | 8799 |
| Mark Haslett | Personnel | 5883 |
| Susan Tibbits | Personnel | 5931 |

Create a Document in Columns

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: Expense Report

L54.....t.....t.....t.....t.....R
EXPENSE REPORT

| DAY | Hotel | Meals | Trans | Totals |
|-----------|-------|-------|-------|--------|
| Monday | 45.00 | 24.60 | 14.30 | |
| Tuesday | 47.80 | 31.00 | 18.00 | |
| Wednesday | 49.20 | 28.50 | 12.50 | |
| Thursday | 45.00 | 26.30 | 12.50 | |
| Friday | 47.80 | 27.25 | 3.80 | |

Procedures to Move, Copy, or Delete a Column

1. Position the cursor at the top of the column you want to move, copy, or delete.
2. Press COLUMN.
3. The system prompts. "Which column operation (press DELETE, MOVE or COPY)?" Press the appropriate key.
4. Move the cursor to the bottom of the column.
5. Press the MOVE, COPY, or DELETE function key again to highlight the indicated column.
6. Press EXECUTE.
7. For MOVE or COPY only, move your cursor to where you want the column. Press INSERT BLOCK.

Defining a Block of Column Text

Example

```
L54.....t.....t.....R
Name                Department                Phone Extension
Rachel Hobbs        Finance                8790
Mike Little         Finance                8799
Mark Haslett        Personnel              5883
Susan Tibbits       Personnel              5931
```

Moving and Deleting Columns of Text

Exercise

DRAWER: First Drawer
 FOLDER: First Folder
 DOCUMENT: Expense Report

L54.....t.....t.....t.....t.....R
 EXPENSE REPORT

| Day | Hotel | Meals | Trans | Totals |
|-----------|-------|-------|-------|--------|
| Monday | 45.00 | 24.60 | 14.30 | |
| Tuesday | 47.80 | 31.00 | 18.00 | |
| Wednesday | 49.20 | 28.50 | 12.50 | |
| Thursday | 45.00 | 26.30 | 12.50 | |
| Friday | 47.80 | 27.25 | 3.80 | |

Completed Exercise

EXPENSE REPORT

| DAY | Meals | Trans | Hotel | Totals |
|-----------|-------|-------|-------|--------|
| Monday | 24.60 | 14.30 | 45.00 | |
| Tuesday | 31.00 | 18.00 | 47.80 | |
| Wednesday | 28.50 | 12.50 | 49.20 | |
| Thursday | 26.30 | 12.50 | 45.00 | |
| Friday | 27.25 | 3.80 | 47.80 | |

MODULE 5
CEO CALCULATOR

Upon successful completion of this module, and with the use of reference materials, the student should be able to use the calculator facility.

CEO Calculator

The CEO Calculator:

- Can be used anywhere in the CEO System:
 - While editing a document.
 - While viewing your calendar.
 - While composing a short message in CEO Mail.
 - While any menu is on your screen.
- Allows you to perform the four basic arithmetic operations.
- Can interact with numbers in a document.

CEO Calculator

Enter value: _____ (+-x/=) Result: 0.00

Memory:

Values and Operators

- **VALUE:** A number that you enter when you are completing calculations.

$$18 + 23 = 41$$

18 and 23 are values.

- **OPERATOR:** The symbol you use to tell the calculator what mathematical function to perform.

| | |
|---|----------|
| + | Add |
| - | Subtract |
| x | Multiply |
| = | Equals |

(+-x/=) are operators

Using the Calculator

1. To bring the calculator line to the screen, press **CALCULATOR**.
2. To clear everything from the calculator (except the memory) press **CANCEL/EXIT**.
3. To clear the value and the mathematical operator, press **BACKFIELD**.
4. To clear only the value, press **DELETE**.
5. To adjust the number of decimal places displayed in the calculator:
 - a. Place the cursor on the value line.
 - b. Press the period (.) key and then the equal (=) key.
 - c. The system prompts, "Number of digits to appear after the decimal point."
 - d. Type in the number.
6. To remove the calculator from your screen, press **CANCEL/EXIT** two times.

Basic Operations

Example

Subtraction: 18.77 - 6.8

Type: 18.77

-
6.8

Result: 11.97

Combined Operations: 145 + 23 x 6

Type: 154

+
23

x (Intermediate result: 168.00)

=

Result: 1008.00

Constants

- ⊙ An operator and value that is used repeatedly.

$$5 \times 2 = 10$$

$$8 \times 2 = 16$$

$$3 \times 2 = 6$$

x 2 is the constant

Using Constants

Example

1. Type 5 x 2 =
2. Now type, 8 =
3. The calculator remembers the x 2. When you press the = sign, the calculator will automatically multiply 8 by 2.
4. Now type 3 =
5. The calculator still remembers the x 2. When you press the = sign, the calculator will automatically multiply 3 by 2.

Calculator Memory

- Allows you to put the results into memory.
- Allows you to use the contents of the memory as a value.

Using Calculator Memory

- To put results into memory, press **SAVE**.
- To use the contents of memory as a value, press **READ**.

Using the Memory Feature

Example

The mathematical problem to solve.

Do you have enough money in your checking account to pay all your bills? If you do, how much will remain after the checks have been written?

Bills this month:

| | |
|------------------|-------|
| Electricity | 95.87 |
| Department store | 45.89 |
| Gasoline | 15.36 |
| Dentist | 32.00 |

Present checking account balance: 325.00

Interacting with Numbers in a Document

This function:

- ⊙ Allows you to move the cursor off the calculator line and move it around in the document.
- ⊙ Allows you to insert a number from the results register into the document.
- ⊙ Note: While in **CALCULATOR** mode, you cannot make any other editing changes to the document.

Using a Number from a Document as a Calculator Value

1. With the calculator on your screen, press the **CALCULATOR** key a second time, to move your cursor around the document on the screen.
2. Move the cursor to the number in the document you want to use.
3. Press **COPY**. The number from the document will appear on the value line in the calculator.
4. Now use the calculator as you normally would.

Placing a Calculator Result in a Document

1. With the calculator on your screen, press the **CALCULATOR** key a second time. Position your cursor where you want the number in the result register to appear.
2. Choose:
 - a. **REPLACE** to change an old number in your document to the one now in the result register.
 - b. **INSERT** to insert the results next to a previously entered tab symbol in your document.

Removing the Calculator Line After an Interactive Session

1. Press **CANCEL/EXIT** to get out of the interactive calculator mode.
2. Press **CANCEL/EXIT** once more to clear the calculator.
3. Press **CANCEL/EXIT** a third time to remove the calculator line and return your screen to the Editing Mode.

Using the Calculator in a Document

Exercise

DRAWER: First Drawer
FOLDER: First Folder
DOCUMENT: Expense Report

EXPENSE REPORT

| Day | Meals | Trans | Hotel | Totals |
|-----------|-------|-------|-------|--------|
| Monday | 24.60 | 14.30 | 45.00 | 83.90 |
| Tuesday | 31.00 | 18.00 | 47.80 | 96.80 |
| Wednesday | 28.50 | 12.50 | 49.20 | 90.20 |
| Thursday | 26.30 | 12.50 | 45.00 | 83.80 |
| Friday | 27.25 | 3.80 | 47.80 | 78.85 |
| | | | | 433.05 |

MODULE 6
ADVANCED FILING

Upon successful completion of this module, and with the assistance of reference materials, the student should be able to:

1. Insert keywords in a document summary.
2. Search for document using specified conditions.

Keywords

- ⊙ Are a filing aid.
- ⊙ Are entered into the document summary.
- ⊙ Are topics or references that can later be called upon to locate a group of documents with the same keyword.
- ⊙ Are words that can refer to subject matter, type of document (letter, memo), or classification (personal, confidential).

To Enter Keywords

1. From the Main Menu, choose option 5, "Filing," then option 3, "Documents."
2. Type in the name of the Drawer and Folder.
3. When the list of documents appears, choose option 2, "Edit."
4. Choose option 1, "Edit Summary."
5. **NEW LINE** down to the keywords listing. Type in your keywords.
6. Press **EXECUTE** to complete the edit.

EDIT DOCUMENT SUMMARY

Document Name **New Doc**

Author

Typist:

Document Type

Subject

Summary

Comments

Keywords

CEO CLASS

EXERCISE

EXECUTE (Y/N)

Pick one: (1. Edit Summary 2. Next Document 3. Edit Content) 1

To List All Keywords in Use

1. From the Main Menu, choose option 5, "Filing," then option 6, "Keywords."
2. A screen similar to this should appear:

Keywords for John

**CEO
Exercise**

Pick One: (1. Done 2. Print) 1

Search

- Allows you to generate lists of documents that meet particular guidelines.
- Guidelines consist of three parts: a category, a condition, and a value.
- There are 12 categories by which to search.
- Useful if you have accidentally misfiled a document or cannot remember where it is filed.

To Start a Search

From the Main Menu, choose option 5, "Filing", then option 3, "Search."

DOCUMENT SEARCH

| Categories you can use to search for documents: | | Possible conditions: |
|---|---------------------------------|----------------------|
| 1. Document name | 7. Owner | = equal to |
| 2. Drawer name | 8. Author | >< not equal to |
| 3. Folder name | 9. Typist | > greater than |
| 4. Keyword | 10. Date and time created | >= greater or equal |
| 5. Received from | 11. Date and time last modified | < less than |
| 6. Mailed to | 12. Document type | <= less or equal |

| Category no. | Condition | Value | |
|--------------|-----------|-------|--|
| 1 | = | CEO | (1. Done, 2. And, 3. Or) More? (Y/N) More? (Y/N) |

Search (1. Personal cabinet, 2. Public cabinet, 3. Both) 1
Execute? (Y/N)Y

Example of a Document Search

All documents created by Marty after September 6, 1984.

DOCUMENT SEARCH

| Categories you can use to search for documents: | | Possible conditions: |
|---|---------------------------------|----------------------|
| 1. Document name | 7. Owner | = equal to |
| 2. Drawer name | 8. Author | >< not equal to |
| 3. Folder name | 9. Typist | > greater than |
| 4. Keyword | 10. Date and time created | >= greater or equal |
| 5. Received from | 11. Date and time last modified | < less than |
| 6. Mailed to | 12. Document type | <= less or equal |

| Category no. | Condition | Value | |
|--------------|-----------|--------|----------------------------|
| 7 | = | Marty | (1. Done, 2. And, 3. Or) 2 |
| 10 | > | 9/6/84 | More? (Y/N) N |
| | | | More? (Y/N) |

Search (1. Personal cabinet, 2. Public cabinet, 3. Both) 1
Execute? (Y/N)Y

MODULE 7
OPTIMIZING THE SYSTEM

Upon successful completion of this module, the student should be able to:

1. Create a user command.
2. Make changes to the Personal Profile.
3. Use the **COMMAND** option of CEO.

User Commands

- Way of storing keystrokes to perform routine functions.
- Keystrokes are then associated with a key or user command name.
- User command is activated by pressing one key (COMMAND) or typing in the user command name.

Procedures for Creating a User Command

1. Decide what you want the command to do. Write down the keystrokes necessary to complete this command.
2. Press the **COMMAND** function key.
3. Screen displays, "What command?"
4. Type **USER**.
5. Press **NEW LINE**.
6. The CEO System will display a User Command screen.
7. Choose option 1, "Create." Press **NEW LINE**.
8. The CEO System will display a screen similar to the one on the following page.

USER COMMAND DEFINITION

Command Name: _____

Command description:

Command definition starts from (1. Activity where invoked, 2. Main Menu)

To enter keystrokes in the command, press ESCape, type keystrokes, then press ESCape when finished.

Command:

Execute? (Y/N) Y

1. Name the User Command.
2. Type in a brief description of the command. Press
NEW LINE.
3. Choose the starting point for the command. (1. Activity
where invoked, 2. Main Menu).
4. Press BREAK/ESC.
5. Press the keystrokes it would take to complete the
command.
6. Press BREAK/ESC.
7. Press EXECUTE.

Creating User Commands

Exercise

Create User Commands to do the following:

1. Return the screen to the Main Menu.
2. Display the Short Message screen.
3. Log off.

Use the worksheet to write down the steps you will take.

| Name | Description | Start from Main Menu Y/N? | Command Keystrokes |
|------|-------------|------------------------------------|--------------------|
| | | | |

Personal Profile

- Separate screens that allow you to designate items that are significant to your site.
- Some of the screens that can be changed are Word Processing Profile, Printing Profile, Filing Profile, and General Characteristics.

Changing Personal Profile

- From the Main Menu choose option 7, Utilities, then option 3, Personal Profile.

Personal Profiles

- 1. Mail (Change electronic mail profile)
- >2. Word Processing (Change word processing profile)
- 3. Printing (Change printing and queue information profile)
- 4. Filing (Change filing profile)
- 5. Calendar (Change calendar profile)
- 6. Language (Change language profile)
- 7. General (Change general characteristics profile)
- 8. Decision Support (Change decision support profile)

Enter Choice **2**

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or on any other question or menu) press the HELP key.

WORD PROCESSING PROFILE

Text displayed bright? (Y/N) N
Show user notes while viewing? (Y/N) N
Change default ruler? (Y/N) Y
Drawer: **First Drawer**
Is this a (1. Personal. 2. Public) drawer? 1
Folder: **First Folder**
Ruler Name: **Personal Ruler**

Execute? (Y/N) Y

Personal Profiles

- 1. Mail (Change electronic mail profile)
- 2. Word Processing (Change word processing profile)
- =>3. Printing (Change printing and queue information profile)
- 4. Filing (Change filing profile)
- 5. Calendar (Change calendar profile)
- 6. Language (Change language profile)
- 7. General (Change general characteristics profile)
- 8. Decision Support (Change decision support profile)

Enter Choice 3

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or on any other question or menu) press the HELP key.

PRINTING PROFILE

Default printer: LQP

Will you use non-standard printer forms? (Y/N) Y

Default word processing print layout:

Change information in this layout? (Y/N)

Print layout does not exist; do you want to create it now?
(Y/N)

Will you normally print a document with its document summary?
(Y/N) N

Reformat the Queue Information menu? (Y/N)N

Reformat the Queue History menu? (Y/N)N

Execute? (Y/N) Y

Personal Profiles

- 1. Mail (Change electronic mail profile)
- 2. Word Processing (Change word processing profile)
- 3. Printing (Change printing and queue information profile)
- >4. Filing (Change filing profile)
- 5. Calendar (Change calendar profile)
- 6. Language (Change language profile)
- 7. General (Change general characteristics profile)
- 8. Decision Support (Change decision support profile)

Enter Choice **4**

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or on any other question or menu) press the HELP key.

FILING PROFILE

Reformat the Drawers menu? (Y/N) N
Folders menu? (Y/N)N
Documents menu? (Y/N)
Wastebasket menu? (Y/N) N

Will you file references to external documents? (Y/N) Y
Will you access the public cabinet? (Y/N)Y
Default document type: **WRD**

- WRD - Word Processing document
- LST - List Processin document
- SPD - Spreadsheet
- EXT - External document
- QRY - PRESENT Query Macro
- TRV - Trendview Command File
- DTB - PhD Data Table
- FMT - PhD Format Definition

Execute? (Y/N) Y

Command Exit

This function allows you to exit from CEO without retaining any of the editing changes you made in the most recent editing session.

Procedures

1. While in the document, press the **COMMAND** key, then type in **EXIT**.

2. The following screen will appear:

```
Retain placemarks? (Y/N) Y
Retain editing changes made in this session? (Y/N) N
Execute? (Y/N) Y
```

3. Answer **N** to "Retain editing changes made in this session." Press **EXECUTE**.

4. You will return to the Main Menu.

Command Update

This function allows you to update the most recent changes to the document in which you are currently working.

Procedures

1. Press **COMMAND**, then type in **UPDATE**.
2. The screen will display, "Your recent edits are now being saved."
3. The screen refreshes to the document you were working on.



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