Macmillan Modern Office

Easily into
MULTIMATE[®] II^{ADVANTAGE™}
ADVANCED FEATURES

Joanna Gosling

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MACMILLAN

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BIOGRAPHY

Joanna Gosling graduated in 1982 with an Honours degree in French from Hull University. After a series of posts in London, during which time she wrote her first book *French Tarts* published by Octopus, she embarked on a full-time career as a word processing trainer and writer. In the last two years she has written a number of books on word processing including *Mastering Word Processing, 2nd edition* for Macmillan Education in conjunction with her father, Peter Gosling, who has been a Macmillan author for over ten years. Now married to a geo-physicist, Joanna lives in Dubai where she is continuing her writing career which includes, apart from the current *Macmillan Modern Office* series, regular articles for locally produced magazines.

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WHAT THIS BOOK AIMS TO DO

As soon as you are faced with a new word processing program it can take a bit of adjustment and concentration to find your way around it. The trouble is, you never have any time to go on a training course or sit down and read the manual. The *Macmillan Modern Office* series has been designed to take the headache out of learning. There is great value in learning something the right way from the beginning. Everyone knows that unless you have a driving instructor you will develop bad habits and often make life difficult for yourself. What's more, you will probably fail your driving test!

If you put a few minutes aside each day and aim to complete just one lesson in this book, you will minimise mistakes and produce work with efficiency and speed.

Each lesson concentrates on one exercise. Usually you will study one main feature and practise it fully. Each lesson begins with a short list of the features that will be covered or revised and ends with a brief summary of what you will have learned. Experienced users will find the summary invaluable.

The first time that you study a command, such as underlining text, for example, a step-by-step guide will be used. As you gain proficiency, the amount of detail will be reduced.

It is presumed that you have already completed the Basic Course. If not then glance through its index and check that you are familiar with all the topics covered before commencing this Advanced Course. Topics studied in the Basic Course will not be repeated in detail here. The first lesson is a consolidation exercise and will revise some of the most frequently used commands. Use this to gauge your proficiency. Maybe you should study the last few lessons in the Basic Course before continuing with this one?

By the time you reach the end of this Advanced Course you will have achieved total competence in all the most important features of MultiMate Advantage II.

Each time that you are asked to press something or key-in some text, the instructions will appear in the column marked *Action*. The effect of this action will then be displayed in the column marked *Result*.

Typing is minimal. However, you cannot expect to get away without typing anything at all. It has been proved that you will usually only remember a feature if you do it yourself. Practice really does make perfect.

This book will help you to teach yourself MultiMate Advantage II. You can go at your own speed and repeat any lessons that trouble you.

Use this book as a training course. The author has been a word processing trainer for a number of years and uses examples of proven worth. If you can find the time to study the whole book in one day, then it will have been a day well spent.

BEFORE YOU START

MultiMate Advantage II is the latest version (at the time of going to press) of Ashton-Tate's MultiMate. It offers all the commands that were available in the earlier versions and many additional features. Almost all of the commands have not been changed, instead they have been simplified and an alternative method is usually available. The drop-down menu has been introduced to facilitate the use of most of the more usual commands.

MultiMate Advantage II has become so sophisticated that the average user will only need to know about half of the features and commands. This basic course covers these topics in detail.

MultiMate Advantage II is supplied on floppy disks:

System	Use this for word processing
Boot	Use this for start-up and help
Utilities	Use this for disk management
Dictionary	Use this for spelling checking (Advanced Course)
Thesaurus	Use this for alternative spellings (Advanced Course)
Beginning	Use this for a quick introduction to MultiMate
Printer Tables	Use this during installation
Conversions I	Use this for converting files between programs
Conversions II	Use this for converting files between programs
On-file	Use this for a database
On-file Boot	Use this for starting up On-file

During this course you will need the first five disks in this list.

This course does not cover the installation procedure as this will be detailed in the manual that comes with your program.

If you have a machine with a hard disk, the programs on these disks can all be copied into the same directory. In this way, moving from one feature to another is no problem. If, however, your machine has twin floppy disk drives, you will often see a request to replace the disk currently in drive A with a different one. This too is perfectly straightforward but can be laborious. It would be impractical if the text were to include instructions for disk changes. MultiMate Advantage II gives adequate help and instruction on this, so it is understood that users of twin floppy machines will always read what is written on the screen. You will always see the request for you to change the system disk for another one if required.

It is assumed that you are already familiar with the principles of booting up to start the system. Your computer is booted up the moment you see an A> or C> at the top of an empty screen. Some of you may even have a specially created menu where MultiMate Advantage II is an option.

It is assumed that you have keyboard skills and are able to type. Just as a quick reminder - the most important keys in MultiMate Advantage II are:

ESC	This tends to be your "NO" key.
F10	This tends to be your "YES" key.
CTRL	Is used with the arrow and cursor movement keys to make the cursor move faster and further.
Shift F1	Press these keys together for HELP.
ALT	Press this key together with another key to carry out MultiMate commands.
CTRL	Press this key together with another key to carry out MultiMate commands.
SHIFT	Press this key together with another key to carry out MultiMate commands.
F1-F10	Press the function keys, marked F , alone or in conjunction with the Shift , Ctrl or Alt keys, to carry out MultiMate commands.

A keyboard template is supplied with your program. Place it onto your keyboard so that you can see all the commands at a glance. Do not try to learn all the commands by heart, the template is there to save you time.