

005.265 MAR

## CONTENTS

Chapter 1. Getting Started	2
<b>Part One-Word Processing</b>	
Chapter 2. PC-Write	20
Chapter 3. Word Star	56
<b>Part Two-Spreadsheets</b>	
Chapter 4. PC-Calc	104
Chapter 5. Lotus 1-2-3	137
<b>Part Three-Database Managers</b>	
Chapter 6. PC-File	178
Chapter 7. dBASE III	202
<b>Part Four-The User's Toolkit</b>	
Chapter 8. Additional Laboratory Activities	236