

## **WordPerfect® Office 2002 Professional Edition**

Review by Peter Kaufmann

**W**ordPerfect® Office 2002 is a product of the Ottawa, Canada-based Corel Corporation. The program is comprised of several integrated vital applications for comprehensive and necessary home and office use. Package contents contain three CD's, a 431-page user guide and a headset. The retail cost for the professional version is about \$410.00 while an upgrade can be purchased for \$250.00. A breakdown by disk of the major applications provided is:

### Disk 1

- ! WordPerfect® 10- Word processor
- ! Quattro® Pro 10- Spreadsheet and graphics
- ! Corel® Presentations™- Slide shows and drawings
- ! CorelCENTRAL™- Personal Information Manager
- ! Paradox® 10- Database program

Disk 2- Photo images and clip art

Disk 3- Dragon NaturallySpeaking® 5.0- Voice dictation

Included on Disk 1 also is the latest version of Internet Explorer, Adobe reader and an assortment of useful utilities that can be used for making and managing projects, scheduling alarms and on-line and off- line help.

Individually, these programs are large and complex. Each one could be considered for a more specific review than can be accomplished herein, not withstanding the limitations of this reviewer's PC. The emphasis will be with the word processor, spreadsheet and the database programs. A cursory review of the other programs will be made for the intention of acquainting club members with an appreciation of the complete package.

### **System Requirements-minimum:**

- ! Windows 98, 2000, NT 4.0, ME
- ! Pentium 166 MHz
  
- ! 16 MB RAM
- ! 150 hard disk space (280 for typical install)
- ! CD ROM drive
- ! VGA monitor
- ! Mouse

### **Dragon NaturallySpeaking Installed**

- 266 MHz
  
- 64 MB RAM
- 260 MB (380 for typical install)
  
- 16 bit sound card and speakers

## **Installation:**

As recommended, all active TSR's were disabled and the older version of Word perfect was uninstalled. The typical install was selected. Several messages popped up advising that too many fonts were involved. Fonts were deselected until these messages stopped. Various programs including Internet Explorer, Acrobat reader and Quick View were also deselected as these were currently installed. The installation was uncomplicated, uneventful and completing in less than nine minutes. Filling out a three-page form for registration took longer, about fifteen minutes. Only Disk one (1) was installed, it appeared that the requirement for hard drive space was considerably more than noted in the User Guide. When the install was completed, the PC was restarted and the hard drive optimized. Components may be added, deleted or updated any time by accessing the setup option.

## **Applications:**

**WordPerfect 10** is powerful yet a friendly tool that serves the novice well and also includes all features wanted by the professional user. Earlier versions with all the function key involvement gave me problems, but now you get started hitting the ground running. A drop down menu and a full-featured toolbar with pop up descriptions allows for quick navigation and easy access to any type document arrangement. Spelling "boo boos" and corrections are made known as you proceed. Dictionary, thesaurus, spell and Grammatik are indispensable to me and both are easily used while preparing and doing a final check. WordPerfect will open other vendor formats for conversion and if you wish documents could be saved in other formats. Open new Perfect Expert for a wide variety of templates such as reports, business plans, calendars and newsletters to mention a few. Integrated programs make inserting graphs, spreadsheets data sheets, pictures, etc. a snap. A complete range of printing options can be selected or documents may be published to HTML, PDF or sent via E-mail. The help menu allows easy access to Corel's home page, technical support and tips and tricks in addition to good installed help contents. A notable feature that was a real plus while preparing this review was a built in back up that saved my work when my system shut down unexpectedly while working with multiple programs.

**QuattroPro 10** Moving into Quattro was as "easy as 123", the other spreadsheet program used by me for several years. My first exposure to Quattro was with version one. It was an impressive alternative then and the latest version is a true heavyweight lending true competition to the other two applications. My first exercise was to open a 123 file to Quattro, which opened successfully. Several changes were made and subsequently saved to Quattro format. There was a message advising that spreadsheet names from other programs could be invalid. This difference can be easily reconciled. Quattro can also open and save Excel worksheets. Another exercise was to create a running expense by month spreadsheet, values inserted and sums derived by clicking on the appropriate tool bar icons. Drop down menus are good but the icon tool bars are really impressive and easy to navigate. A side located Perfect Expert menu can be available to select spreadsheet formatting that includes changing the look, adjusting and working with data and

inserting graphics. A very large assortment of ready-made templates gives a quick start for creating a spreadsheet. Clip art, photos, sounds or music either can be inserted from Quattro files or imported from other sources. A formula composer icon assists with creating a formula for specific solutions. Version 10 additions include new charting, additional help and upgraded settings and customization. Quattro is fully integrated with the other WordPerfect applications and has access to online help.

**Paradox 10** The user guide states that in a database, information is stored in tables. The elements of a database then are structure, table properties and table records. Not having any exposure with database programs, I chose the Table Expert to help with an elementary contact list database. Various data fields were selected for data entry from an applicable list, fields for sorting designated, named the table and saved it to a CD-R disk. Using the user manual for guidance, the tool bars gave access to adding additional records, editing and recording data. Based on the initial key sorting field information selected, the records were automatically sorted. Rows and columns were easily resized by dragging. Perfect Expert sidebar (15) icons give ready access to various operations and procedures. Some of these procedures involve placing a chart or a form on a report; utilizing existing table data create a form, make labels or merge data into a form letter. Next a form was created using the Quick Form selected from the file drop down menu. Paradox uses three methods to create a form: a quick form, data model and form expert that gives assistance with form development, As with the table structure, form entries can be added, moved edited or deleted and printed. Should a report is necessary, they can be generated also in three methods: quick, data model, or with help from the report expert Paradox includes an eight-lesson tutorial in addition to Help and Expert. These tutorials start with an introduction to a database and creating, navigating and maintaining the various database formats.

**Corel Presentations 10** If you're into show and tell activity, Presentations provides the tools needed to turnout a professional product. The program utilizes charting, drawing tools, and multimedia support for producing a slide show or other forms of publication in an original and skillful manner. There are template programs for fifteen various office applications. I went through a fictitious budget report slide show filling in requested information. These data produce impressive graphs. Add sound, special effects and background for a real showstopper. There is also a work on your own selection that opens recently saved office projects for additional activity. On line content is enhanced with an extensive work item topic list that covers all work situations.

**CorelCENTRAL 10** is a complete personal information manager structured to input, organize and access data on people, places and things. Items available are: alarms, address book, calendar, card file, day planner, mail, memos and profile manager. You provide necessary input and maintain as much detail that is needed. Schedule all appointments or events needing a reminder and set alarms to be timely alerted. Create a monthly day and time list and keep a people statistics such as addresses, birthdays, etc., The user guide provides an excellent source for step by step direction with each of the contained programs A powerful tool for a business environment.

**Conclusion:** The help menus in the various applications give access to the Corel WEB site. Each of the programs cannot only interact with each other but also move, open and save from the word-perfect programs to Microsoft Word, Excel and Lotus and similarly from these programs to Word Perfect. The included hard copy user guide contains step-by-step assistance with each program along with installed help topics, Perfect Expert help and on- line assistance. The WordPerfect Office 2002 suite of programs has very practical application in a business office environment. My immediate uses at home involve WordPerfect word processor and Quattro for spreadsheet creation. Dragon's voice dictation program NaturallySpeaking will be subsequently installed and more experience with Paradox will be initiated.