

Corel WP2021STDEFMBAM-AZ

Corel WordPerfect Office Standard 2021 PC Disc Instruction Manual

Model: WP2021STDEFMBAM-AZ

INTRODUCTION

This manual provides comprehensive instructions for installing, operating, and maintaining your Corel WordPerfect Office Standard 2021 software. This office suite is designed to support your daily work needs, offering tools for document creation, spreadsheet management, and presentation development.

Corel WordPerfect Office Standard 2021 includes:

- **WordPerfect:** Powerful word processing
- **Quattro Pro:** Dynamic spreadsheets
- **Presentations:** Captivating slideshow creator
- **WordPerfect Lightning:** Convenient note-taking app
- **WordPerfect eBook Publisher:** Fast and intuitive publishing
- **AfterShot 3:** Photo organizer and editor
- **Oxford Concise Dictionary:** Integrated dictionary

SETUP AND INSTALLATION

Follow these steps to install Corel WordPerfect Office Standard 2021 on your PC.

System Requirements

Before installation, ensure your system meets the minimum requirements:

Category	Requirement
Operating System	Windows 11 or Windows 10* with the latest updates/service packs
Processor	1 GHz or faster (x86) or an AMD64 processor

Category	Requirement
RAM	1 GB RAM (x86) or 2 GB RAM (AMD64)
Hard Disk Space	2.75 GB for application files
Screen Resolution	1024 x 768
Internet	Microsoft Internet Explorer 11 or higher
Hardware	Mouse or tablet, DVD drive (Required for box installation)

*WordPerfect Office 2021 supports Windows 10 version 20H2 and later versions which may be released during the lifecycle of WordPerfect Office 2021.

Installation Steps (PC Disc)

1. **Insert the Disc:** Insert the Corel WordPerfect Office Standard 2021 PC Disc into your computer's DVD drive.
2. **Run Setup:** If the setup program does not start automatically, navigate to the DVD drive in File Explorer and double-click the setup.exe file.
3. **Follow On-Screen Prompts:** Follow the instructions provided by the installation wizard. You will be prompted to accept the End User License Agreement (EULA), enter your product key, and choose installation options.
4. **Complete Installation:** Once the installation is complete, you may be prompted to restart your computer. Save any open work and restart if necessary.
5. **Activate Software:** After installation, launch any application from the suite (e.g., WordPerfect). You may be required to activate your software online. Follow the on-screen instructions for activation.

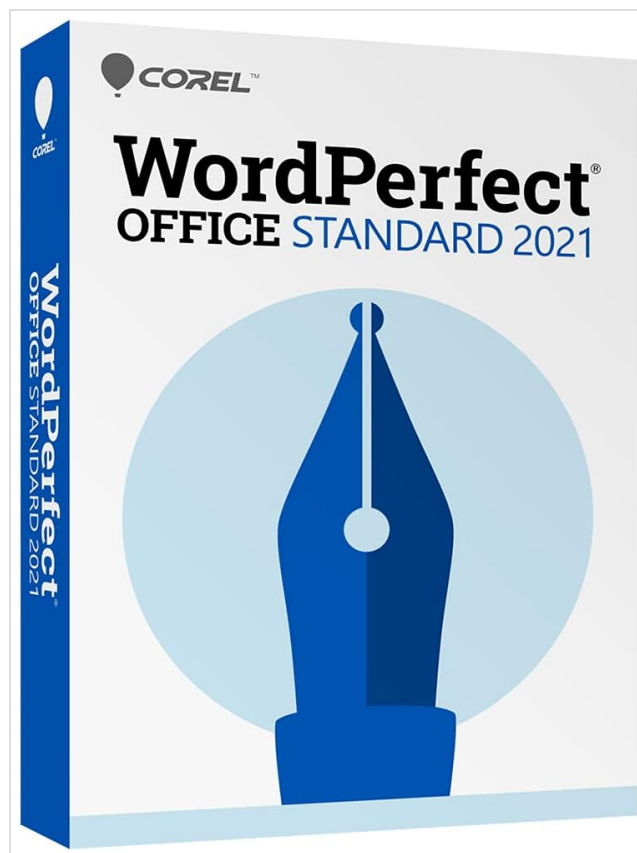


Image: Corel WordPerfect Office Standard 2021 PC Disc box. This image shows the physical product box for the software.

OPERATING THE SOFTWARE SUITE

Corel WordPerfect Office Standard 2021 provides a suite of applications for various tasks. Below is an overview of the

main components and their primary functions.

WordPerfect (Word Processing)

WordPerfect is a robust word processor for creating documents, letters, brochures, resumes, and more.

- **Reveal Codes:** Clearly displays codes for font attributes and text alignment features in table cells, rows, and columns. This feature helps in precise document formatting.
- **Redaction:** Black out sensitive or confidential information to ensure it cannot be retrieved or revealed.
- **Metadata Removal:** Keep documents clean, safe, and secure by stripping confidential or sensitive metadata from files.

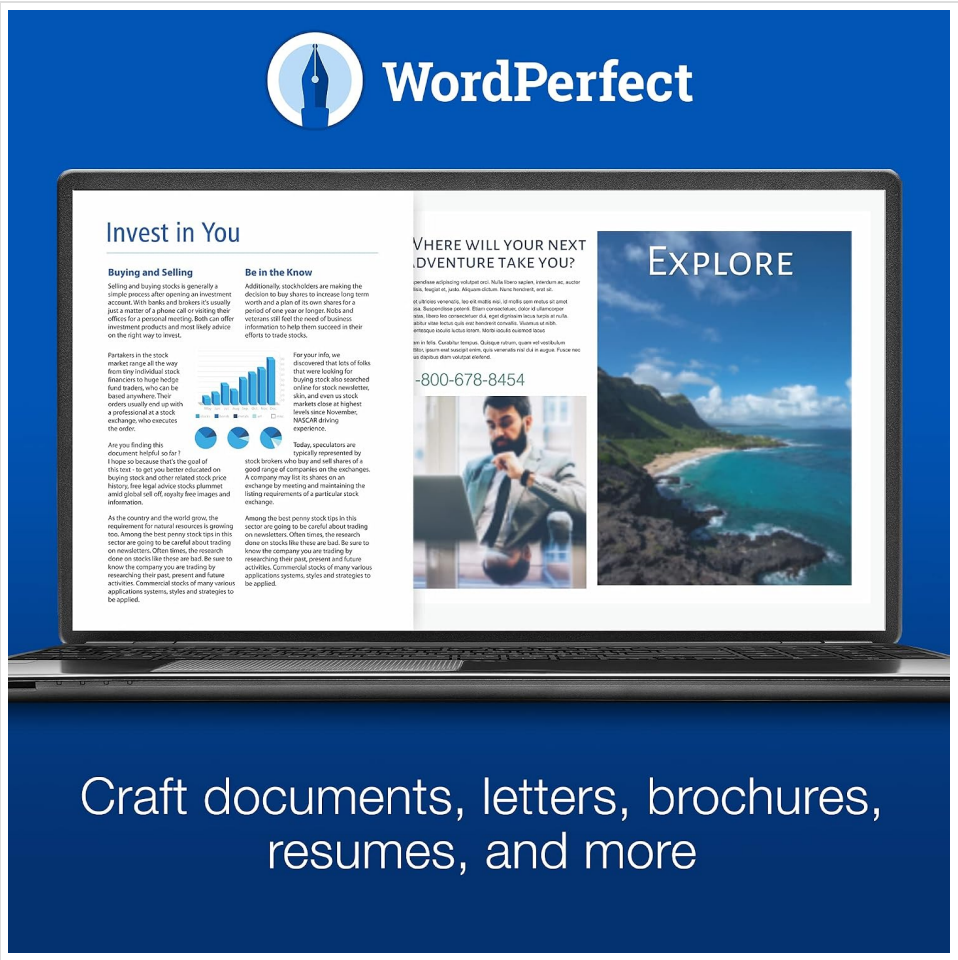


Image: WordPerfect document creation interface. This image displays the WordPerfect application with an example document open, illustrating its word processing capabilities.

Quattro Pro (Spreadsheets)

Quattro Pro allows you to build comprehensive spreadsheets to organize, analyze, and share data.



Image: Quattro Pro spreadsheet interface. This image shows the Quattro Pro application displaying a spreadsheet with charts and data.

Presentations (Slideshow Creator)

Create captivating slideshows and presentations with the Presentations application.

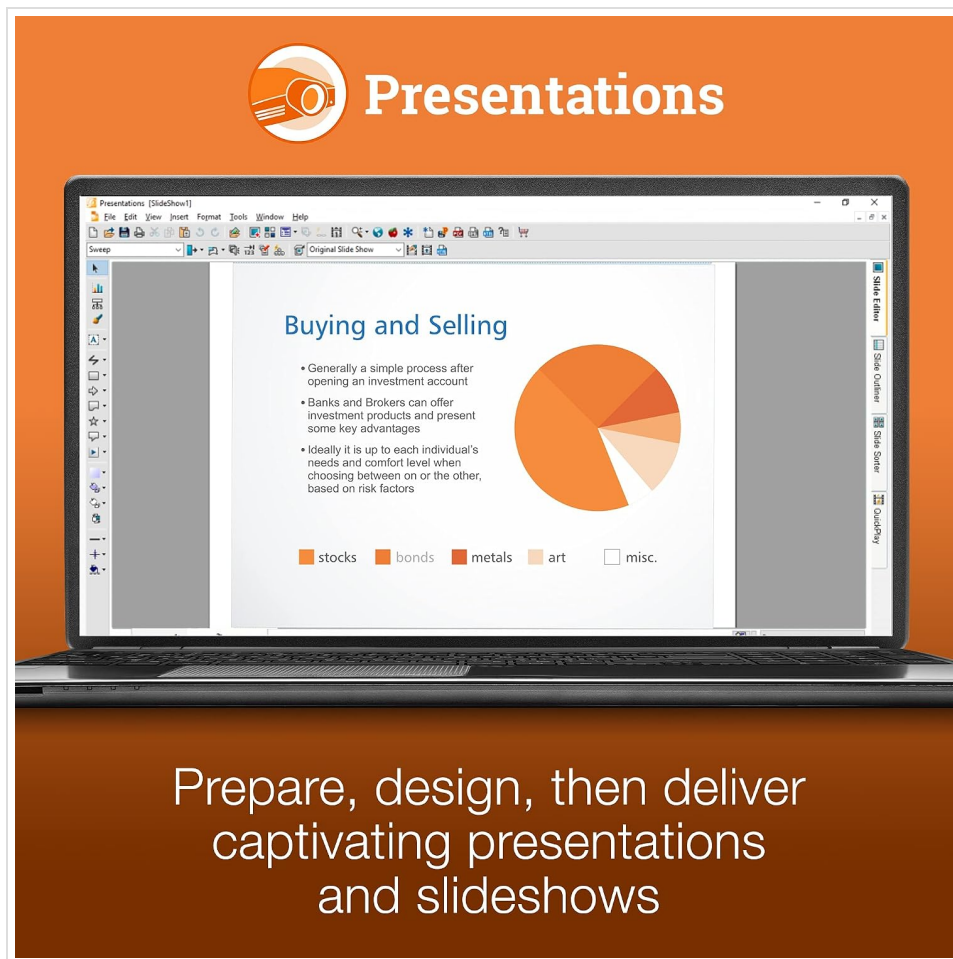


Image: Presentations slideshow interface. This image depicts the Presentations application with a slide open, demonstrating its presentation creation features.

WordPerfect Lightning (Note-taking)

WordPerfect Lightning is a convenient application for taking notes and organizing information.



Convenient note-taking app

Image: WordPerfect Lightning note-taking app. This image shows the WordPerfect Lightning application interface, highlighting its note-taking and organization features.

WordPerfect eBook Publisher

Publish eBooks quickly and intuitively with customized chapters, photos, and fonts.



Image: WordPerfect eBook Publisher interface. This image illustrates the eBook Publisher application, showing how documents can be prepared for eBook format.

AfterShot 3 (Photo Organizer and Editor)

AfterShot 3 provides tools for organizing and editing your photos.



AfterShot 3



The simple way to quickly learn
professional-grade photo editing

Image: AfterShot 3 photo editing interface. This image shows the AfterShot 3 application with photo editing tools and a gallery of images.

Oxford Concise Dictionary

The suite includes the Oxford Concise Dictionary, offering tens of thousands of definitions, phrases, phonetic spellings, and specialist words.

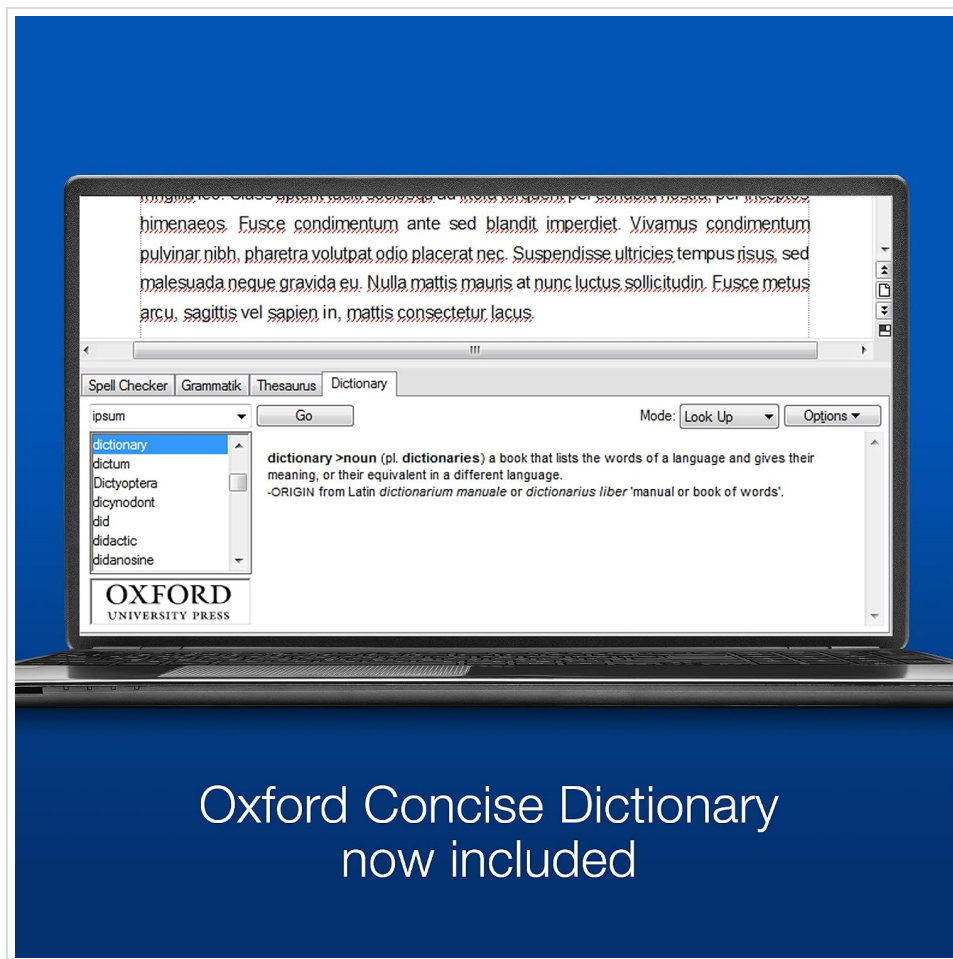


Image: Oxford Concise Dictionary integration. This image shows the dictionary feature within the WordPerfect suite, displaying a definition.

Key Features and Compatibility

- **Microsoft Office Compatibility:** Easily open, edit, and share files with extensive support for over 60 formats, including Microsoft Word, Excel, and PowerPoint.
- **PDF Forms:** Create fillable PDF forms with various controls like text fields, checkboxes, and drop-down lists.
- **PDF Import/Export:** Easily open and publish PDFs to share documents, charts, and presentations.
- **Security and Archiving:** Supports PDF password protection, user restrictions, and PDF/A government standard archiving.
- **Included Content:** Access hundreds of free templates, photos, graphics, and learning resources.
- **Web Services Integration:** Gather up-to-the-second data from the Web and automatically update a document when opened.
- **Enhanced User Experience:** Optimized for application performance and file stability, especially when saving directly to a server.

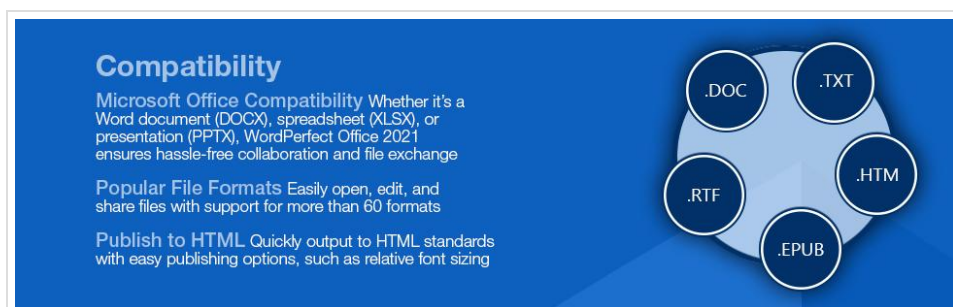


Image: Compatibility features of WordPerfect Office. This image highlights the software's compatibility with various file formats including .DOC, .RTF, .TXT, .HTM, and .EPUB.

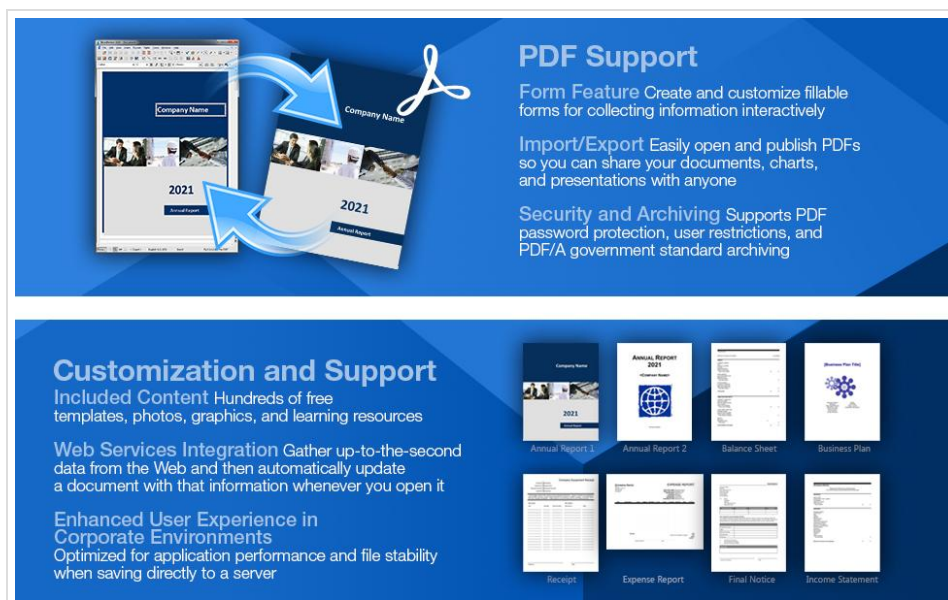


Image: PDF and Customization features. This image details PDF Form features, Import/Export, Security, Archiving, Included Content, Web Integration, and Enhanced User Experience.

MAINTENANCE

To ensure optimal performance and security of your Corel WordPerfect Office Standard 2021, consider the following maintenance practices:

- **Keep Operating System Updated:** Ensure your Windows operating system has the latest updates and service packs installed. This helps maintain compatibility and security.
- **Check for Software Updates:** Periodically check for updates to Corel WordPerfect Office. Updates often include bug fixes, performance improvements, and new features. Refer to the Corel website or the software's help menu for update instructions.
- **Backup Important Documents:** Regularly back up any documents, spreadsheets, or presentations created with the suite to prevent data loss.
- **Maintain System Resources:** Ensure your computer has sufficient free disk space and RAM for the software to operate efficiently. Close unnecessary applications when using the office suite for demanding tasks.

TROUBLESHOOTING

This section addresses common questions and issues you might encounter.

Common Questions

1. Is WordPerfect Office available for Mac?

WordPerfect Office is native to Windows and is currently not supported on Mac operating systems.

2. How many computers can I install WordPerfect Office on?

As per the End User License Agreement (EULA), except if located in China, India, Indonesia, or Vietnam, Private Users and Business Users of Corel WordPerfect Office may download and install the software product on up to two computing devices. Please reach out to Corel support for further questions.

3. What languages does WordPerfect 2021 support?

WordPerfect Office 2021 currently supports both English and French.

Common Questions

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3. What languages does WordPerfect 2021 support?

WordPerfect Office 2021 currently supports both English and French.

For more information, see the **FAQ** document in the **Product Details** section below.



Image: Common Questions about WordPerfect Office. This image presents answers to frequently asked questions regarding Mac compatibility, installation limits, and supported languages.

General Troubleshooting Tips

• Software Not Launching:

- Ensure your system meets the minimum requirements.
- Try restarting your computer.
- Reinstall the software if the issue persists.

• Performance Issues:

- Close other demanding applications.
- Check for available system updates for both Windows and the Corel suite.
- Ensure sufficient hard disk space.

• File Compatibility Problems:

- Verify the file format is supported. Corel WordPerfect Office supports over 60 formats, including common Microsoft Office formats.
- Ensure the file is not corrupted.

For more detailed troubleshooting, refer to the official Corel support website or the included "Troubleshooting Guide (PDF)" document.

[Download Troubleshooting Guide \(PDF\)](#)

SPECIFICATIONS

Detailed product specifications for Corel WordPerfect Office Standard 2021.

Attribute	Detail
Product Title	Corel WordPerfect Office Standard 2021 Office Suite of Word Processor, Spreadsheets & Presentation Software [PC Disc]
Brand	Corel
Model Number	WP2021STDEFMBAM-AZ
Platform	PC Disc
Edition	Standard
Product Dimensions	5.25 x 1.31 x 7.56 inches
Item Weight	1.73 ounces
Manufacturer	Corel
First Available Date	May 3, 2021

WARRANTY INFORMATION

Specific warranty details for Corel WordPerfect Office Standard 2021 are typically provided within the software's End User License Agreement (EULA) or on the official Corel website. Please refer to these resources for the most accurate and up-to-date warranty information.

Generally, software warranties cover defects in the media (if applicable) and ensure the software performs substantially in accordance with its documentation. They typically do not cover issues arising from misuse, unauthorized modifications, or incompatibility with unsupported systems.

SUPPORT AND CONTACT

For technical assistance, product updates, or additional support, please contact Corel directly through their official support channels.

- **Official Corel Support Website:** Visit the Corel website for FAQs, knowledge base articles, and contact options.
- **In-Software Help:** Most Corel applications include a "Help" menu that provides access to documentation and support resources.

[Visit Corel Support](#)

PRODUCT VIDEOS

Watch this official video for an overview of Corel WordPerfect Office Standard 2021.

Corel WordPerfect Office Standard Overview

Your browser does not support the video tag.

This video provides an overview of the Corel WordPerfect Office Standard suite, highlighting its key applications and functionalities.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question