SIGNET HEADQUARTERS WORKSHOP SCHEDULE
SEPTEMBER 1995

Hours: 9:00 a.m., 1:00 p.m. and 2:30 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
LABOR DAY	**Introduction - WordPerfect for Windows** Opening, closing, saving and switching documents; Selecting text; Changing text attributes; Copy/Paste **5**	**Button Bar & Ruler - WordPerfect for Windows** Choosing and editing button bars; Setting tabs and margins, using the ruler **6**	**Document Management - WordPerfect for Windows** Changing directories; Copying/Moving; Using quick list; Network drives **7**
Introduction -Quattro Pro for Windows Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar **11**	**Formatting your Notebook - Quattro Pro for Windows** Formatting using the speedbar; Using the styles list; Speedformat; Block, page, application properties **12**	**Creating Graphs - Quattro Pro for Windows** Creating graphs and charts; Speedgraph button; Drawing mode **13**	**Creating Databases - Quattro Pro for Windows** Databases basics; Formatting to create queries; Extracting and sorting data **14**
Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from IconDesk; Creating an alias for Internet addresses **18**	**OGD - Corporate Applications** Finding an X.400 address of another government department **19**	**Managing Attachments - ICONDESK 4.4** Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename **20**	**Correspondence Register - Corporate Applications (N)** Adding items to the Incoming/Outgoing register; Column headings, viewing and sorting; Searching; Online help **21**
Graphics - WordPerfect for Windows Viewing and retrieving graphics; Setting graphic options; Creating text boxes and graphic lines **25**	**All About Copy and Paste - Quattro Pro for Windows** Copying contents vs. properties; Relative vs. absolute references; Pasting links **26**	**Merging Documents - WordPerfect for Windows** Creating primary and secondary files; Merging files **27**	**3D Notebooks - Quattro Pro for Windows** How to group pages; Drilling entries; Working in 3D mode **28**

N: New Workshop **R:** Revised Workshop | Basic | | Intermediate | | Advanced |