



INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE AUGUST 1996

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			Customizing ICONDESK 4.4 Display options; List layout; Tool bar layout; Setting options; Save settings 1
Civic Holiday 5	N Quattro Pro 6.0 for Windows - Introduction Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar 6	Learning Lab 7	Formatting your Notebook - Quattro Pro 6.0 for Windows Formatting using the speedbar; Using the style lists; Speedformat; Blocks, page, application properties N 8
Managing Attachments - ICONDESK 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename 12	OGD - Corporate Applications Finding an .x400 address of another government department 13	Learning Lab 14	Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from ICONDESK; Creating an alias for Internet addressing tables 15
Tables - WordPerfect for Windows Creating tables; Deleting tables; Tables button bar; Editing tables 19	Printing - Quattro Pro 6.0 N Using print preview; Headers; Paper size; Scaling; Centering blocks 20	Learning Lab 21	Special Event 22
Five Ways to Communicate Using SIGNET CDCS Gateway; x.400 and OGD Gateways; Internet Mail; Fax Gateway; Broadcast Fax 26	SIGNET Spring Cleaning Managing Drives; File Manager; ICONDESK Folders; Exporting messages and attachments 27	Learning Lab 28	Quattro Pro 6.0 for Windows - Introduction N Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar 29

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New workshop

Basic

Intermediate

Advanced

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