

To Compose and Send a WordPerfect Document as an Attachment . . . . 43

Composing and Sending a Message to a CDCS Addressee . . . . . 44

To Compose and Send a Message to a CDCS Addressee . . . . . 44

Importing a Spreadsheet Into a WordPerfect Document . . . . . 44

To Import a Quattro Pro Spreadsheet Into a WordPerfect Document . . . 44

Modifying the WordPerfect Toolbar Options . . . . . 45

To Modify the WordPerfect Toolbar . . . . . 45

LESSON 6 . . . . . 46

    CHAT . . . . . 46

        Lesson Objectives . . . . . 46

        Calling A User on a Local Or Distant Domain . . . . . 46

            To Initiate a CHAT Session . . . . . 46

        Changing CHAT Options . . . . . 47

            To Change Options in CHAT . . . . . 47

        Using CHAT to Exchange Text . . . . . 47

            To Use CHAT to Exchange Text . . . . . 47

LESSON 7 . . . . . 48

    Schedule+ . . . . . 48

        Lesson Objectives . . . . . 48

        Starting and Quitting . . . . . 48

            To Start Schedule+ . . . . . 48

            To Quit Schedule+ and Keep MS Exchange and Reminders Running . . 48

            To Quit Schedule+, Mail and Reminders . . . . . 48

        Adding an Appointment and Setting Reminders . . . . . 48

            To Add an Appointment . . . . . 48

            To Set reminders . . . . . 49

        Inviting, Receiving and Responding to Meeting Request . . . . . 49

            To Invite a User to a Meeting . . . . . 49

            To Receive and Respond to a Meeting Request Within Schedule+ . . . . 50

        Contacts List . . . . . 50

            To Add Contacts . . . . . 50

LESSON 8 . . . . . 52

    Quattro Pro 6.0 . . . . . 52

        Lesson Objectives . . . . . 52

        Composing and Sending a Spreadsheet as an Attachment . . . . . 52

            To Compose, File and Send a Spreadsheet as an Attachment . . . . . 52