



SIGNET HEADQUARTERS WORKSHOP SCHEDULE NOVEMBER 1995

Hours: 9:00 a.m., 10:30 a.m. and 2:30 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>File Manager - Windows Viewing options; Creating directories; Copying and moving files</p> <p style="text-align: right;">30</p>	<p>Table of Contents - WordPerfect for Windows Defining format and marking text; Generating Table of Contents, indexes, lists and references</p> <p style="text-align: right;">31</p>	<p>Correspondence Register - Corporate Applications Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help</p> <p style="text-align: right;">1</p>	<p>Recording Macros - Quattro Pro for Windows Creating a simple macro using the Record option; Correcting and editing a simple macro</p> <p style="text-align: right;">2</p>
<p>Introduction - Quattro Pro for Windows Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar</p> <p style="text-align: right;">6</p>	<p>Formatting your Notebook - Quattro Pro for Windows Formatting using the speedbar; Using the styles list; Speedformat; Block, page, application properties</p> <p style="text-align: right;">7</p>	<p>Creating Databases - Quattro Pro for Windows Database basics; Formatting to create queries; Extracting and sorting data</p> <p style="text-align: right;">8</p>	<p>@ Functions - Quattro Pro for Windows Entering @ functions; Using operators; Copying and pasting @ functions</p> <p style="text-align: right;">9</p>
<p>Remembrance Day</p> <p style="text-align: right;">13</p>	<p style="text-align: center;">No Workshop</p> <p style="text-align: right;">14</p>	<p>Sending a Formal Message (CDCS) - ICONDESK 4.4 Sending a formal message (CDCS) using ICONDESK 4.4</p> <p style="text-align: right;">15</p>	<p>Filing - ICONDESK 4.4 Managing messages of the organizational mailbox</p> <p>(For users with permission only)</p> <p style="text-align: right;">16</p>
<p>Reveal Codes - WordPerfect for Windows Understanding the world of codes; Auto code placement; Changing Reveal Codes colours</p> <p style="text-align: right;">20</p>	<p>Intermediate Merge - WordPerfect for Windows Using field names; Conditional merges</p> <p style="text-align: right;">21</p>	<p>JetForm Filler Procedures - Corporate Applications (N) Opening a form; Setting the view options; Saving the form; Printing the form</p> <p style="text-align: right;">22</p>	<p>Managing Attachments - ICONDESK 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename</p> <p style="text-align: right;">23</p>
<p>Headers & Footers - WordPerfect for Windows Creating, editing, suppressing and discontinuing headers and footers; Numbering pages</p> <p style="text-align: right;">27</p>	<p>All About Copy and Paste - Quattro Pro for Windows Copying contents vs. properties; Relative vs. absolute references; Pasting links</p> <p style="text-align: right;">28</p>	<p>Proofing your Documents - WordPerfect for Windows How to use Search and Replace, Speller and Thesaurus, Redlining and Strikeout</p> <p style="text-align: right;">29</p>	<p>Introduction to Grammatik 5 - WordPerfect for Windows Basic procedures to do grammar checking</p> <p style="text-align: right;">30</p>

N: New Workshop **R:** Revised Workshop

Basic

Intermediate

Advanced