



SIGNET HEADQUARTERS WORKSHOP SCHEDULE

AUGUST 1995

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
STATUTORY HOLIDAY 7	@ Functions - Quattro Pro for Windows Entering @ functions; Using operators; Copying and pasting @ functions 8	Recording Macros - Quattro Pro for Windows Creating a simple macro using the Record option; Correcting and editing a simple macro 9	Creating a Slide Show - Quattro Pro for Windows Creating a master slide; Creating and editing a slide show; Setting default effects 10
Using Styles - WordPerfect for Windows Using the existing Styles library; Creating and saving styles; Retrieving styles libraries 14	Table of Contents - WordPerfect for Windows Defining format and marking text; Generating Table of Contents, indexes, lists and references 15	How to Sort - WordPerfect for Windows Sorting : lines, paragraphs, records in a secondary merge file, rows in a table 16	Printing Labels and Envelopes - WordPerfect for Windows Creating paper types; Creating and printing labels and envelopes 17
Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from IconDesk; Creating an alias for Internet addresses 21	OGD - Corporate Applications Finding an X.400 address of another government department 22	Sending a Formal Message (CDCS) - ICONDESK 4.4 Sending a formal message (CDCS) using IconDesk 4.4 23	Filing - ICONDESK 4.4 Managing messages of the organizational mailbox 24
			(For users with permission only)
Lotus Organizer III - Lotus Organizer Printing features; Linking, Creating new sections 28	Printing - Quattro Pro for Windows Using print preview; Headers; Paper size; Scaling; Centering blocks 29	Tables - WordPerfect for Windows Creating tables; Deleting tables; Tables button bar; Editing tables 30	File Manager - Windows Viewing options; Creating directories; Copying and moving files 31
N: New Workshop R: Revised Workshop			
		Basic	Intermediate
		Advanced	