



INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE

JUNE 1996

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Lotus Organizer 1 - Lotus Organizer Screen components; Appointments; Task list; Name and address list 3	Lotus Organizer 2 - Lotus Organizer Anniversary; Planner; Printing with Lotus Organizer 4	Learning Lab 5	Lotus Organizer 3 - Lotus Organizer Printing features; Linking; Creating new sections; Merging addresses 6
OGD - Corporate Applications Finding an X.400 address of another government department 10	Internet Mail - IconDesk 4.4 Sending and receiving mail messages through the Internet, from IconDesk; Creating an alias for Internet addressing tables 11	Learning Lab 12	Managing Attachments - IconDesk 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename 13
Printing Labels and Envelopes - WPWin Creating Labels Creating and printing labels and envelopes 17	Five Ways to Communicate Using SIGNET CDCS Gateway; X.400 and OGD Gateways; Internet Mail; Fax Gateway; Broadcast Fax 18	Learning Lab 19	SIGNET Spring Cleaning Managing Drives; File Manager; IconDesk Folders; Exporting Messages and Attachments 20
Merge - WPWin Creating a primary and secondary file; Inserting merge commands 24	Document Management Tools - WPWin Using the Open dialogue box options; Finding files; Using the Quick List option 25	Learning Lab 26	Correspondence Register - Corporate Applications Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help 27

N New workshop	Basic	Intermediate	Advanced
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Units wishing to have a notice published in CONNEXIONS should forward the text to SXC with a memo signed at the director level. All readers are invited to send via ICONDESK (Suggestions) draft articles they wish to have published.