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 **13** filename
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* |