



INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE OCTOBER 1996

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
	Managing Attachments - ICONDESK 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename 1	Learning Lab 2	OGD - Corporate Applications Finding an X.400 address of another government department 3
Formatting your documents - (WPWin 5.2 Button Bar and Ruler) Choosing and editing button bars; setting tabs and margins using the ruler 7	Introduction - Quattro Pro 6.0 for Windows Opening and saving notebooks; entering labels, values and formulas; using the Speedbar. 8	Learning Lab 9	Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from IconDesk; creating an alias for Internet 10
Thanksgiving 14	Lotus Organizer 1 - Lotus Organizer Screen components; appointments; task list; name and address list 15	Learning Lab 16	Formatting your Notebook - Quattro Pro 6.0 for Windows N Formatting using the Speedbar; using the styles lists; SpeedFormat; block, page, application properties 17
Lotus Organizer 2 - Lotus Organizer Anniversary; planner; printing with Lotus Organizer 21	Tables - WordPerfect for Windows Creating tables; deleting tables; tables button bar; editing tables 22	Learning Lab 23	Printing - Quattro Pro 6.0 for Windows N Using print preview; headers; paper size; scaling; centering blocks 24
Document Management Tools- Open File dialogue box in WPWin; Windows File Manager 28	Merge - WordPerfect 5.2 for Windows Creating a primary and secondary file; inserting merge commands 29	Learning Lab 30	Creating a Slide Show - Quattro Pro 6.0 for Windows N Creating a master slide; creating and editing a slide show; setting default effects 31

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New workshop

Basic

Intermediate

Advanced