



INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE SEPTEMBER 1996

Hours: 8:30 a.m. to 10 a.m. and 2:30 p.m. to 4 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Labour Day 2	Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from IconDesk; Creating an alias for Internet addressing tables 3	Learning Lab 4	OGD - Corporate Applications Finding an X.400 address of another government department 5
Lotus Organizer 1 - Lotus Organizer Screen components; Appointments; Task list; Name and address list 9	Lotus Organizer 2 - Lotus Organizer Anniversary; Planner; Printing with Lotus Organizer 10	Learning Lab 11	Introduction Quattro Pro 6.0 N for Windows Opening and saving notebooks; entering labels, values and formulas; using the speedbar. 12
Lotus Organizer 3 - Lotus Organizer Printing features; Linking; Creating new sections; Merging addresses 16	Formatting your Notebook - Quattro Pro 6.0 for Windows Formatting using the speedbar; Using the styles lists; Speedformat; block, page, application properties 17	Learning Lab 18	OGD - Corporate Applications Finding an X.400 address of another government department 19
Printing - Quattro Pro 6.0 N for Windows Using print preview; Headers; Paper size; Scaling; Centering blocks 23	Merge - WordPerfect 5.2 for Windows Creating a primary and secondary file; Inserting merge commands 24	Learning Lab 25	Correspondence Register - Corporate Applications Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help 26
Creating Graphs - Quattro Pro 6.0 N for Windows Creating graphs: Graph tool; Graph options: Drawing mode 30			N

N New workshop

Basic

Intermediate

Advanced