



SIGNET HEADQUARTERS WORKSHOP SCHEDULE DECEMBER 1995

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from ICONDESK; creating an alias for Internet addresses 4	OGD - Corporate Applications Finding an X.400 address of another government department 5	Managing Attachments - ICONDESK 4.4 Sending, receiving, browsing and exporting attachments; saving attachments to a new filename 6	Merging Documents - WordPerfect for Windows Creating primary and secondary files; merging files 7
Introduction - Quattro Pro for Windows Opening and saving notebooks; entering labels, values and formulas; using the speedbar 11	Formatting your Notebook - Quattro Pro for Windows Formatting using the speedbar; using the styles list; speedformat; block, page, application properties 12	Creating Graphs - Quattro Pro for Windows Creating graphs and charts; speedgraph button; drawing mode 13	Lotus Organizer 1 - Lotus Organizer Screen components; appointments; task list; name and address list 14
Lotus Organizer 2 - Lotus Organizer Anniversary; planner; printing with Lotus Organizer 18	Lotus Organizer 3 - Lotus Organizer Printing features; linking; creating new sections 19	Graphics - WordPerfect for Windows Viewing and retrieving graphics; setting graphic options; creating text boxes and graphic lines 20	Creating Invitation Cards - WordPerfect for Windows Merging a card with a list of names; creating and using the "Cardmake" macro 21
N: New Workshop R: Revised Workshop			
		Basic	Intermediate
		Advanced	

The Centre will be closed for the Holidays.
Workshops will resume 3 January 1996.

Expect new workshops
Quattro Pro 6.0 for Windows, Lotus Organizer 2.1 and ... ?

*Merry Christmas and
Happy New Year to All!!!*