



# SIGNET WORKSHOP SCHEDULE APRIL 1995

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>Introduction - WordPerfect for Windows</b> Opening, closing, saving and switching documents; Selecting text; Changing text attributes; Copy/Paste <b>1</b>	<b>Introduction - Quattro Pro for Windows</b> Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar <b>2</b>	<b>Basics + Icondesk 4.4</b> Sending, receiving and browsing messages; Creating aliases; Confirmation requests and Status reports <b>3</b>	<b>Lotus Organizer 1 - Lotus Organizer</b> Screen components; Appointments; Task list; Name and address list <b>4</b>
<b>Button Bar &amp; Ruler - WordPerfect for Windows</b> Choosing and editing button bars; Setting tabs and margins, using the ruler <b>8</b>	<b>Formatting your Notebook - Quattro Pro for Windows</b> Formatting using the speedbar; Using the styles list; Speedformat; Block, page, application properties <b>9</b>	<b>Managing your Messages - Icondesk 4.4</b> Moving, deleting, printing, exporting and searching for messages; Folders List; Creating folders; View <b>10</b>	<b>Lotus Organizer 2 - Lotus Organizer</b> Anniversary; Planner; Printing with Lotus Organizer <b>11</b>
<b>Managing Attachments - Icondesk 4.4</b> Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename <b>15</b>	<b>Windows Basics</b> Program Manager; Windows arrangement; Menus, Help facility; Multitasking and Clipboard <b>16</b>	<b>Forward/Reply/Reuse - Icondesk 4.4</b> Reply; Default options; Forwarding messages; Extracting forwarded messages, Saving and Reusing <b>17</b>	<b>Lotus Organizer 2 - Lotus Organizer</b> Printing features; Linking, Creating new sections; Merging addresses <b>18</b>
<b>Customizing - Icondesk 4.4</b> Display options; List layout; Tool Bar layout; Setting options; Saving Settings <b>22</b>	<b>File Manager - Windows</b> Viewing options; Creating directories; Copying and moving files <b>23</b>	<b>Document Management - Wordperfect for Windows</b> Changing directories; Copying/Moving; Using quick list; Network drives <b>24</b>	<b>Creating Graphs - Quattro Pro for Windows</b> Creating graphs and charts; Speedgraph button; Drawing mode <b>25</b>
<b>Sending a Formal Message (CDSC) - Icondesk 4.4</b> Sending a formal message (CDSC) using Icondesk 4.4 <b>29</b>	<b>Printing - Quattro Pro for Windows</b> Using print preview; Headers; Paper size; Scaling; Centering blocks <b>30</b>	<b>OGD - Corporate Applications</b> Finding an X.400 address of another government department <b>31</b>	<b>Tables - Wordperfect for Windows</b> Creating tables; Deleting tables; Tables button bar; Editing tables <b>June 1</b>
<b>N: New Workshop R: Revised Workshop</b>			
		Basic	Intermediate
			Advanced

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