SIGNET WORKSHOP SCHEDULE *
FEBRUARY 1995

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		Introduction - WordPerfect for Windows Opening, closing, saving and switching documents; Selecting text; Changing text attributes; Copy/Paste **1**	**Introduction - Quattro Pro for Windows** Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar **2**
Lotus Organizer 1 - Lotus Organizer Screen components; Appointments; Task list; Name and address list **6**	**Button Bar & Ruler - WordPerfect for Windows** Choosing and editing button bars; Setting tabs and margins, using the ruler **7**	**Formatting your Notebook - Quattro Pro for Windows** Formatting using the speedbar; Using the styles list; Speedformat; Block, page, application properties **8**	**Managing your Messages - ICONDESK** Moving, deleting and printing messages; Understanding folders and boxes **9**
Tables -WordPerfect for Windows Creating and editing tables; Using the tables button bar; Using various table options **13**	**Lotus Organizer 2 - Lotus Organizer** Anniversary; Planner; Printing with Lotus Organizer **14**	**Reveal Codes - WordPerfect for Windows** Understanding the world of codes; Auto code placement; Changing reveal codes colours **15**	**Managing Attachments - ICONDESK** Sending attachments; Viewing, exporting and saving received attachments **16**
Creating Databases - Quattro Pro for Windows Database basics; Formatting to create queries; Extracting and sorting data **20**	**Sending a Formal Message (telex) - ICONDESK** Sending a formal message (telex) using ICONDESK **21**	**Lotus Organizer 3 - Lotus Organizer** Printing features; Linking, Creating new sections; Merging addresses **22**	**Document Management - WordPerfect for Windows** Changing directories; Copying/Moving; Using quick list; Network drives **23**
Columns - WordPerfect for Windows Creating and editing "newspaper" and "parallel" columns **27**	**File Manager - Windows** Viewing options; Creating directories; Copying and moving files **28**	**OGD - Corporate Applications** Finding an X.400 address of another government department **March 1**	**Lotus Organizer 3 - Lotus Organizer** Printing features; Linking, Creating new sections; Merging addresses **March 2**

N: New Workshop **R:** Revised Workshop | Basic | Intermediate | Advanced |

* Held at Headquarters only