



INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE DECEMBER 1996

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Learning Lab 9:00 a.m. to 3:30 p.m. 2	Quattro Pro 6.0 for Windows - Introduction Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar 3	Learning Lab 9:00 a.m. to 3:30 p.m. 4	Lotus Organizer 2.1 - Workshop 1 Screen components; Appointments; Task list; Name and address list 5
Learning Lab 9:00 a.m. to 3:30 p.m. 9	Quattro Pro 6.0 for Windows - Formatting your Notebook Formatting using the speedbar; Using the styles list; Speedformat; Blocks, page, application properties 10	Learning Lab 9:00 a.m. to 3:30 p.m. 11	Lotus Organizer 2.1 - Workshop 2 Anniversary; Planner; Printing with Lotus Organizer 12
Learning Lab 9:00 a.m. to 3:30 p.m. 16	Quattro Pro 6.0 for Windows - Entering @ Functions Copying and pasting functions; Creating Block Names; Using operators, Nesting @ functions 17	Learning Lab 9:00 a.m. to 3:30 p.m. 18	Lotus Organizer 2.1 - Workshop 3 Printing features; Linking; Creating new sections; 19
Learning Lab 9:00 a.m. to 3:30 p.m. 23	Closed	Closed	Closed
Learning Lab 9:00 a.m. to 3:30 p.m. 30	Closed		

For information, please call the Informatics Learning Centre at 995-2820 or 944-0616.

N	New workshop	<i>Basic</i>	<i>Intermediate</i>	<i>Advanced</i>
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