



# INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE NOVEMBER 1996

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  4	<b>Merge - WordPerfect 5.2 for Windows</b> Creating a primary and secondary file; Inserting merge commands  5	<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  6	<b>OGD - Corporate Applications</b> Finding an X.400 address of another government department  7
<b>Remembrance Day</b>  11	<b>Lotus Organizer 3 - Lotus Organizer</b> Printing features; Linking; Creating new sections  12	<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  13	<b>Correspondence Register - Corporate Applications</b> Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help  10
<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  18	<b>Internet Mail - ICONDESK 4.4</b> Sending and receiving mail messages through the Internet, from ICONDESK; Creating an alias for Internet addresses  19	<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  20	<b>SIGNET Fall Cleaning</b> Managing Drives; File Manager; ICONDESK Folders; Exporting Messages and Attachments  21
<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  25	<b>OGD - Corporate Applications</b> Finding an X.400 address of another government department  26	<b>Learning Lab</b> 9:00 a.m. to 3:00 p.m.  27	<b>Creating Graphs - Quattro Pro 6.0 for Windows</b> Creating graphs: Graph tool; Graph options: Drawing mode  28

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

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