



SIGNET HEADQUARTERS WORKSHOP SCHEDULE OCTOBER 1995

Hours: 9:00 a.m., 10:30 a.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 2	Button Bar & Ruler - WordPerfect for Windows Choosing and editing button bars; Setting tabs and margins, using the ruler 3	Correspondence Register - Corporate Applications (N) Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help 4	Creating a Slide Show - Quattro Pro for Windows Creating a master slide; Creating and editing a slide show; Setting default effects 5
THANKSGIVING DAY 9	Introduction - Quattro Pro for Windows Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar 10	Formatting your Notebook - Quattro Pro for Windows Formatting using the speedbar; Using the styles list; Speedformat; Block, page, application properties 11	Printing - Quattro Pro for Windows Using print preview; Headers; Paper size; Scaling; Centering blocks 12
Internet Mail - ICONDESK 4.4 Sending and receiving mail messages through the Internet, from ICONDESK; Creating an alias for Internet addresses 16	OGD - Corporate Applications Finding an X.400 address of another government department 17	Managing Attachments - ICONDESK 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename 18	Correspondence Register - Corporate Applications (N) Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help 19
How to Sort - WordPerfect for Windows Sorting : lines, paragraphs, records in a secondary merge file, rows in a table 23	Customizing - ICONDESK 4.4 Display options; List layout; Tool Bar layout; Setting options; Save Settings 24	Tables - WordPerfect for Windows Creating tables; Deleting tables; Tables button bar; Editing tables 25	Columns - WordPerfect for Windows Creating and editing "newspaper" and "parallel" columns 26
N: New Workshop R: Revised Workshop			
		Basic	Intermediate
		Advanced	