



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

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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