SIGNET WORKSHOP SCHEDULE
APRIL 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**	**Basics + Icondesk 4.4** Sending, receiving and browsing messages; Creating aliases; Confirmation requests and Status reports **3**	**Lotus Organizer 1 - Lotus Organizer** Screen components; Appointments; Task list; Name and address list **4**
Button Bar & Ruler - WordPerfect for Windows Choosing and editing button bars; Setting tabs and margins, using the ruler **8**	**Formatting your Notebook - Quattro Pro for Windows** Formatting using the speedbar;Using the styles list; Speedformat; Block, page, application properties **9**	**Managing your Messages - Icondesk 4.4** Moving, deleting, printing, exporting and searching for messages; Folders List; Creating folders; View **10**	**Lotus Organizer 2 - Lotus Organizer** Anniversary; Planner; Printing with Lotus Organizer **11**
Managing Attachments - Icondesk 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename **15**	**Windows Basics** Program Manager; Windows arrangement; Menus, Help facility; Multitasking and Clipboard **16**	**Forward/Reply/Reuse - Icondesk 4.4** Reply; Default options; Forwarding messages; Extracting forwarded messages, Saving and Reusing **17**	**Lotus Organizer 2 - Lotus Organizer** Printing features; Linking, Creating new sections; Merging addresses **18**
Customizing - Icondesk 4.4 Display options; List layout; Tool Bar layout; Setting options; Saving Settings **22**	**File Manager - Windows** Viewing options; Creating directories; Copying and moving files **23**	**Document Management - Wordperfect for Windows** Changing directories; Copying/Moving; Using quick list; Network drives **24**	**Creating Graphs - Quattro Pro for Windows** Creating graphs and charts; Speedgraph button; Drawing mode **25**
Sending a Formal Message (CDCS) - Icondesk 4.4 Sending a formal message (CDSC) using Icondesk 4.4 **29**	**Printing - Quattro Pro for Windows** Using print preview; Headers; Paper size; Scaling; Centering blocks **30**	**OGD - Corporate Applications** Finding an X.400 address of another government department **31**	**Tables - Wordperfect for Windows** Creating tables; Deleting tables; Tables button bar; Editing tables **June 1**

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

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