



# INFORMATICS LEARNING CENTRE WORKSHOP SCHEDULE AUGUST 1996

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			<b>Customizing ICONDESK 4.4</b> Display options; List layout; Tool bar layout; Setting options; Save settings <b>1</b>
<b>Civic Holiday</b> <b>5</b>	<b>N</b> <b>Quattro Pro 6.0 for Windows - Introduction</b> Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar <b>6</b>	<b>Learning Lab</b> <b>7</b>	<b>Formatting your Notebook - Quattro Pro 6.0 for Windows</b> Formatting using the speedbar; Using the style lists; Speedformat; Blocks, page, application properties <b>N</b> <b>8</b>
<b>Managing Attachments - ICONDESK 4.4</b> Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename <b>12</b>	<b>OGD - Corporate Applications</b> Finding an .x400 address of another government department <b>13</b>	<b>Learning Lab</b> <b>14</b>	<b>Internet Mail - ICONDESK 4.4</b> Sending and receiving mail messages through the Internet, from ICONDESK; Creating an alias for Internet addressing tables <b>15</b>
<b>Tables - WordPerfect for Windows</b> Creating tables; Deleting tables; Tables button bar; Editing tables <b>19</b>	<b>Printing - Quattro Pro 6.0</b> <b>N</b> Using print preview; Headers; Paper size; Scaling; Centering blocks <b>20</b>	<b>Learning Lab</b> <b>21</b>	<b>Special Event</b> <b>22</b>
<b>Five Ways to Communicate Using SIGNET</b> CDCS Gateway; x.400 and OGD Gateways; Internet Mail; Fax Gateway; Broadcast Fax <b>26</b>	<b>SIGNET Spring Cleaning</b> Managing Drives; File Manager; ICONDESK Folders; Exporting messages and attachments <b>27</b>	<b>Learning Lab</b> <b>28</b>	<b>Quattro Pro 6.0 for Windows - Introduction</b> <b>N</b> Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar <b>29</b>

**N**

New workshop

**Basic**

**Intermediate**

**Advanced**