



SIGNET WORKSHOP SCHEDULE JANUARY 1995

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		More WPWin Basics Choosing and editing button bars; Setting tabs and margins; Using the ruler 4	Introduction to QPWin Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar 5
		<i>WORDPERFECT - WINDOWS</i>	<i>QUATTRO PRO - WINDOWS</i>
Intro to Grammatik 5 Basic procedures for using Grammatik to do grammar checking 9	3D Notebooks Grouping pages; Drilling entries; Working in 3D mode 10	OGD Finding an X.400 address of another government department 11	Intro to Lotus Organizer I Screen components; Appointments; Task list; Name and address list 12
<i>WORDPERFECT - WINDOWS</i>	<i>QUATTRO PRO - WINDOWS</i>	<i>CORPORATE APPLICATIONS</i>	<i>LOTUS ORGANIZER - WINDOWS</i>
← I C O N D E S K W E E K →			
Managing your Messages Moving, deleting and printing messages; Understanding folders and boxes 16	IconDesk Attachments Sending attachments; viewing, exporting and saving received attachments 17	Forward/Reply/Reuse Forwarding and extracting forwarded messages; Replying; Saving and reusing messages 18	IconDesk Tips Auto Forward and Auto Reply; Confirm Receipt and Delivery; Creating Alias Groups 19
<i>ICONDESK</i>	<i>ICONDESK</i>	<i>ICONDESK</i>	<i>ICONDESK</i>
Lotus Organizer II Anniversary; Planner; Printing with Lotus Organizer 23	Sending a Formal Message (telex) Sending a formal message (telex) using IconDesk 24	WordPerfect Graphics Viewing and Retrieving graphics; Setting graphic options; Creating text boxes and graphic lines 25	Merging Documents Creating primary and secondary files; Merging files 26
<i>LOTUS ORGANIZER</i>	<i>ICONDESK</i>	<i>WORDPERFECT - WINDOWS</i>	<i>WORDPERFECT - WINDOWS</i>
Printing Options Using print preview; Headings; Headers; Paper size; Scaling; Centering blocks 30	N - Lotus Organizer III Printing features; Linking; Creating new sections; Merging addresses 31		
<i>QUATTRO PRO - WINDOWS</i>			
N: New Workshop R: Revised Workshop			
		<i>Basic</i>	<i>Intermediate</i>
		<i>Advanced</i>	