



Computer Consultants Corporation

WordPerfect

Advanced

Length of course: 1 class day (6 hours)

Objective(s): Students will learn to create and work with outlines, graphic and text boxes, and templates. Students will also learn basic macro concepts, and will be able to create and work with simple macros.

Prerequisites: Intermediate WordPerfect or equivalent experience.

Advanced Tables

- Using Formulas in a Table
- Using Spreadsheet Functions in Tables
- Using Floating Cells
- Using Functions and QuickSum

Outlines

- Creating an Outline

Indexes, Table of Contents, and Table of Authorities

- Creating an Index
- Creating a Table of Contents
- Creating a Table of Authorities
- Title Page

Styles

- Creating and Editing Styles
- Applying Styles
- Drop Capitals
- Borders and Fills

Graphics, Text Boxes & Text Art

- Working with Graphic Lines
- Working with Graphic Images
- Creating and Editing a Graphics Box
- Importing and Editing Graphics and Watermarks
- Creating and Editing Text Boxes
- Entering and Editing Text
- Working with Text Art

Document Templates

- Understanding Document Templates
- Using Templates to Create Calendars, Newsletters, and Brochures
- Creating and Editing Document Templates
- Creating Interactive Templates
- Using WP Projects
- Corel Office Address Book

Web Pages w/Internet Publisher

- Understanding WebPages & Hypertext
- Creating and Editing a Web Page
- Using Speedlinks

Equations

- Creating an Equations
- Using Equations in a Document

Macros

- Understanding Macros
- Creating Simple Macros

Customizing WordPerfect

- Accessing Preferences
- Setting display Options
- Setting Location of Files
- Selecting Initial Document Settings and Codes
- Customizing menus, Toolbars, and the Power Bar