



Computer Consultants Corporation

WordPerfect

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): Students will learn to use advanced formatting features, including headers, footers, footnotes, and multi-level page numbering. Students will also learn to create columns and tables, and perform a mail merge.

Prerequisites: Introduction to WordPerfect or equivalent experience.

Multiple-Document Operations

- Arranging Document Windows
- Switching between Document Windows
- Cutting, Copying and Pasting between Windows

Advanced Page Numbering

- Setting Page Number Values
- Using Multi-Level Page Numbering

Footnotes and Endnotes

- Creating Editing Footnotes and Endnotes
- Changing Footnote and Endnote styles

Columns

- Defining Columns
- Using Newspaper Columns
- Using Parallel Columns

More Document Formatting

- Changing Date Formats
- Making text fit
- Bulleted & Numbered Lists
- Quick Format

Basic Tables

- Creating a Tabular Table
- Creating a Perfect Table
- Inserting/Deleting Columns and Rows
- Navigating a Table and Entering Text
- Formatting a Table
- Selecting Fonts, Font Size, and Text Alignment

Merging

- Principles of a Merge
- Creating a Primary (Data) File
- Creating a Secondary (Form) File
- Selecting Merge and Sort Options
- Interactive Merge

Labels and Envelopes

- Creating Individual Labels and Envelopes
- Using Labels and Envelopes in a Merge
- Creating Business Cards

Advanced Printing

- Selecting Paper Size and Type
- Changing Print Orientation
- Custom Page Sizes