



Computer Consultants Corporation

WordPerfect

Introduction

Length of course: 1 class day (6 hours)

Objective(s): In this course, participants will learn to create and edit documents in WordPerfect, as well as to format text, paragraphs, and page appearance.

Prerequisites: Introduction to Windows or equivalent experience.

WordPerfect Basics

- Opening WordPerfect
- Exploring the Application Environment
- Entering Text and Using QuickCorrect
- Saving and Naming Documents

Editing and Navigating Documents

- Opening an Existing Document
- Selecting Text
- Inserting, Deleting, and Replacing Text
- Navigation Basics
- Using the Zoom Button
- Exploring WordPerfect's Views
- Previewing and Printing a Document

Formatting Text

- Changing the Font Face and Size
- Changing the Default Font
- Applying Bold, Italics, and Underline
- Using QuickFormat to Copy Formatting
- Understanding Reveal Codes (Alt+F3)
- Modifying and Deleting Codes

Modifying Text

- Finding and Replacing Text
- Undoing and Redoing Changes
- Moving and Copying Text
- Copying Text from Another Document

Proofing a Document

- Using the Spelling and Grammar Checkers
- Using the Thesaurus
- Creating and Using QuickCorrect Entries
- Using QuickWords

Formatting Paragraphs

- Creating and Removing Indents
- Types of Indents
- Using Bulleted and Numbered Lists
- Aligning and Justifying Paragraphs
- Setting Line and Paragraph Spacing

Using Tabs

- Viewing the Ruler
- Types of Tabs
- Clearing and Resetting Default Tabs
- Setting Custom Tabs

Creating Tables

- Creating a Table
- Entering Text in a Table
- Inserting and Deleting Rows and Columns
- Changing Column Widths
- Formatting Tables

Formatting Page Appearance

- Changing Margins
- Controlling Page Breaks
- Adding Headers and Footers
- Suppressing Headers and Footers