Lotus Freelance Graphics Millennium Edition
A One-Day Introduction Training Course

Course Aims

Lotus Freelance Graphics Millennium Edition is a business graphics program running under the Windows 95/98/NT environments which allows you to create diagrams, drawings, word and graphic charts (for example, bar and pie charts). This course will guide participants through Freelance Graphics and show how to create and use simple and complex graphics; how to import data from other software packages; and give hints and tips on good graphic presentation design techniques.

Course Outline

Introduction
- What is Lotus Freelance Graphics?

Getting Started
- Starting Freelance Graphics Millennium Edition
- Menus; SpeedKeys; Submenus; Dialogue Boxes
- Dialogue Box Elements; Getting Help; Guide Me
- Exiting Freelance Graphics
- Freelance Graphics Opening Screen
- Title Bar; Menu Bar; SmartIcon Toolbars
- Status Bar; The Welcome Screen
- Creating a New File; The SmartIcons

Working with Text
- Creating a New Presentation; Creating a Title Chart
- Adding More Text; SmartIcons and SpeedKeys
- Undoing the Last Command
- Content Advice; Saving a File
- Adding a New Page; Creating a Bulleted List
- Frames and Fills; Viewing a List of Open Files
- Opening an Existing File; Spell Checking a Presentation
- Changing the Page Layout; Moving Between Slides
- Creating a New Presentation
- Using the Page Sorter; Cut, Copy and Paste
- Previewing a Presentation

Printing & Speaker Notes
- Switching the Screen Display
- Changing the Colour Palette
- Printing Presentations; Page Setup
- Adding Speaker Notes
- Printing Handouts or Speaker Notes and Audience Notes
- Printing in Black and White and Colour
- Switching the SmartMaster Look

Tables and Organisation Charts
- Creating Tables; Working with Tables
- The Table SmartIcons Toolbar
- Organisation Charts
- The Organisation Chart SmartIcon Toolbar

Creating Charts
- Creating a Data Chart; Drilling Down
- Using the SmartIcon Toolbar to Change Chart Attributes
- Zooming and Scrolling

The Outliner
- What is Outliner?; Accessing the Outliner
- Sorting Charts and Changing Levels
- Inserting and Deleting Pages

Importing and Exporting
- Importing and Exporting
- Importing Numeric Data into a Chart
- Copying a Chart Heading
- Copying Data from an Open Windows Application

The Drawing Tools
- Using The Drawing Tools
- Changing the Attributes of a Drawing Tool
- Using a Grid; The Crosshair Pointer
- Selecting and Replicating Objects
- Changing the Position of an Object
- Importing a Picture; Adding Bitmap Images

SmartMaster Sets
- SmartMaster Sets; Customising a SmartMaster Set
- Adding a New Page Layout

Appendix A - Customising
- Customising the Drawing Environment

Target Audience

Intending, new or recent users of Lotus Freelance Graphics who need to get to grips with the Freelance package quickly, and exploit the products features and facilities to the full.

Assumed Knowledge

Basic familiarity with PCs and knowledge of MS Windows 95/98/NT is required, gained either by previous user experience or by attendance on a 'MS Windows 95/98/NT User Introduction'. Where the participants will be using Freelance with other software packages (e.g. Lotus 1-2-3 for Windows 95), knowledge of their operation would be beneficial but not essential.