

Lotus Word Pro Millennium Edition A Two Day Introduction Training Course

Course Aims:

Lotus Word Pro Millennium Edition is a powerful word processor with WYSIWYG layout, and the formatting capabilities of a "desktop publisher". This intensive course is designed to give a good introduction to Word Pro Millennium Edition. It is entirely 'hands on' and will give those attending a good understanding of word processing in a Windows 95 and Windows NT environment, including text production, editing, printing and formatting documents.

Course Outline:

Getting Started

- Starting a Word Pro Session
- The Opening Screen, Parts of the Screen
- Menus, Dialogue Boxes, SmartIcons, Getting Help,
- Ending a Word Pro Session

Creating a Document

- Starting a New Document; Entering Text
- Saving & Closing Documents

Editing a Document

- Opening a Document; Moving around a Document
- Selecting & Deleting Text
- Typing Replaces Selected Text
- Undo; Insert/Overtyping
- Inserting the Date; Copying a Document

Info Boxes

- Advantages of Using InfoBoxes
- Displaying InfoBoxes; InfoBox Tabs
- Moving & Closing InfoBoxes

Enhancing Text

- Applying & Removing Enhancements
- Applying Bold, Underline & Italics
- Changing the Font, Size & Colour of Text
- Applying Several Enhancements at Once
- Fast Format; Removing all Enhancements

Tabs

- Displaying the Ruler; Tab Types
- Setting, Deleting & Moving Tabs

Paragraph Formatting

- Paragraph Alignment; Spacing; Paragraph Indents
- Removing Paragraph Formats

Paragraph Numbering & Bulleted Lists

- Creating a Bulleted List
- Applying Automatic Paragraph Numbers

SmartMasters & Paragraph Styles

- Applying a Different SmartMaster and Paragraph Style

- Creating, Redefining & Deleting Styles

Moving & Copying Text

- Moving & Copying Text; Drag & Drop
- Working with More than One Document

Find & Replace

- Searching for Text; Replacing Text
- Replacing Text with Paragraphs

SmartCorrect

- Adding a SmartCorrect Entry
- Adding Abbreviations
- Deleting a SmartCorrect Entry

Spell Check

- Starting the Spell Checker; Spell Check Options
- Editing the User Dictionary

Page Layout & Printing

- Margins; Page Breaks; Inserted Page Layouts
- Moving through a Document
- Changing the Orientation of the Page
- Viewing & Printing Documents

Page Numbering & Headers & Footers

- The Header and Footer Areas
- Creating a Header or Footer; Page Numbering
- Floating Headers and Footers

Tables

- Creating Tables; Moving around a Table
- Selecting Rows and Columns; Connecting Cells
- Column Widths and Row Heights
- Inserting/Deleting Columns and Rows
- Adding Lines and Shading to Tables
- Formatting Numbers as Text

Mail Merge

- Creating a Data File
- Creating a Merge Document
- Merge

Internet Access

Word Pro and the Year 2000

Target Audience

Intending, new or recent users of Word Pro Millennium Edition who want to gain a good understanding of the software in a short space of time. **This is not an AmiPro 3.x to Word Pro conversion course.**

Assumed Knowledge

A basic understanding of PCs, familiarity with the layout standard keyboard and Windows 95 is required,

gained either by previous experience or by attendance on a “MS Windows 95 User Introduction” course.