

Corel WordPerfect 9.0

Level 1 - Beginning

This course introduces the skills necessary for understanding the basics of using WordPerfect. In this beginning class, you will learn about editing text, formatting text and printing.

Upon Completion of this course students will be familiar with and have skill to:

Looking At WordPerfect

- Understanding WordPerfect
- Examining The Project
- Using WordPerfect
- Examining The Working Screen
- Navigating Documents
- Entering Text
- Saving Files

Editing Text

- Replacing Text
- Selecting Text
- Working With Text
- Using Cut, Copy, And Paste

Finding And Replacing Text

- Working With The Browse And Find Features
- Checking The Spelling
- Using Grammatik And The Thesaurus

Formatting Text

- Working With Fonts
- Using RealTime Preview
- Changing Font Attributes
- Changing Font Appearance
- Justifying Text

Using Formatting Techniques

- Applying Borders And Shading
- Applying Numbering And Bullets
- Working With Graphics
- Modifying Graphics

Working With Files And Folders

- Using Folders
- Working With Folders
- Finding Files
- Using Multiple Views
- Exploring Views

Printing Documents

- Understanding Non-printing Characters
- Previewing Documents
- Editing Text In Print Preview
- Changing Margins And Alignment
- Adjusting Print Settings
- Printing Documents
- Exiting WordPerfect

Application Project

- Real Estate Summary

Using Templates Appendix

- Understanding Templates
- Working With A Template
- Understanding Corel Address Book

Using Help Appendix

- Using The Help Window
- Using The Contents Card
- Working With The Index Card
- Working With The Find Card
- Using Ask The PerfectExpert Card
- Using The Corel Knowledge Base Card

It takes approximately 25 hours to use a program productively when you are properly trained and 100 hours if you are not. Call CSI today and register for classes, 402-330-6078 ext: 251 or check out our website www.csiomaha.com.

