

Corel WordPerfect 9.0

Level 2 - Intermediate

This course covers many of the features that can make everyday tasks quicker and easier, including; customizing, headers and footers, styles, tables, graphics and merge.

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

Preparing Documents

- Looking At This Course
- Examining The Projects
- Customizing Settings
- Formatting Page Setup
- Applying Borders And Shading
- Creating Reverse Headings
- Using Save

Using WordPerfect Elements

- Understanding Headers And Footers
- Working With Headers
- Working With Footers
- Using Tabs

Laying Out A Document

- Understanding Styles
- Creating QuickStyles
- Using Indents
- Changing Spacing
- Working With Columns

Creating Tables

- Understanding Tables
- Working In Cells
- Formatting Tables
- Applying Formatting Techniques
- Working With Borders And Shading

Working With Graphics

- Using Graphics
- Understanding TextArt
- Creating TextArt
- Adjusting The Document

Working With Files and Merge

- Creating Data Files
- Using Data Files
- Creating Form Files
- Formatting Labels
- Merging Data

Using Graphics Tools

- Learning Graphics Features
- Working With Shapes
- Modifying The Document

Application Project

- Video Store Newsletter

Common Tools And Shortcuts

Appendix

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

