

Corel WordPerfect 9.0

Level 3 - Advanced

This course looks at many of the advanced features in WordPerfect, including; setting options, macros, tables and charts, master documents, using references and the mail features.

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

Setting Options

- Looking At This Course
- Examining The Project
- Working With Toolbars
- Setting Display Options
- Using Default File Locations And Formats

Using Formatting Techniques

- Using A Template
- Working With Paragraphs
- Exploring Styles
- Using Graphics
- Editing A Graphic

Using Advanced Features

- Examining Macros
- Working With Macros
- Modifying Macros
- Importing And Converting File Formats
- Understanding Sorting

Using Tables And Charts

- Working With Tables
- Editing Tables
- Working With Spreadsheets
- Working With Charts
- Editing Charts

Using Master Documents

- Exploring Master Documents
- Using A Master Document
- Working With Expanded Documents

Utilizing Field References

- Understanding References
- Understanding Cross-references
- Inserting Cross-references
- Understanding The Table Of Authorities
- Creating An Index
- Creating A Table Of Contents
- Updating References

Using Mail Features

- Creating An Address Book
- Creating Customized Forms
- Merging A Data File With A Form File
- Creating Customized Labels
- Creating Customized Envelopes

Application Project

- New Product Guide

Common Tools And Shortcuts

Appendix

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

