

Lotus AmiPro

Course Level	:	Introduction
Course Duration	:	2 days
Prerequisites	:	A working knowledge of Windows 95. Keyboard skills would also be beneficial

▼ Course Content

- Course Objectives
- What is Word Processor?
- A Windows95 Overview
- Loading WordPro
- Discussing some terminology
 - Choose
 - Dimmed
 - Select
 - Unselect
- The Word Pro Screen
 - Title Bar
 - Menu Bar
 - SmartIcons
 - Ruler
 - Scroll Bars
 - Position Indicators
- Using Word Pro Help
 - Contents list
 - Search for option
- Operating the menu structure
 - What the symbols mean
- Entering Text
 - word wrap
 - paragraphs
- Saving a document
 - using the menu and mouse
 - using the menu and keyboard
 - using the SmartIcons
 - using shortcut keys
 - the Save dialog box
 - The differences between Save and Save As
- Files and filenames
 - valid and invalid characters
 - invalid names



- Setting attributes
 - new text
 - Bolden text
 - Underline text
 - Italicize text
 - Aligning text
 - existing text
- Removing an attribute from existing text

- Using Fonts
 - What is a font?
 - Choosing the font
 - Choosing the point size
- Using other attributes
 - Small capitals
 - Double underline
 - Subscript
 - Superscript
- Document margins - left and right
 - Changing with the mouse
 - Changing with the menus
- Document margins - top and bottom
- Setting line spacing
 - Using the shortcut keys
 - Using the menu structure
- Using right indent
- Using tabs
 - Tab types
 - Setting with the mouse
 - Setting with the menus
- Indenting text
- Moving around a document
 - Using the scroll bars
 - Using the keyboard
- Creating new pages
 - System page break
 - Operator page break
 - Pagination
- Text manipulation within a single document
 - Cut and Paste
 - Copy and Paste
 - Mouse method vs. keyboard/menu method
 - Using the SmartIcons

AmiPro

- Text manipulation between documents
- Using the Find and Replace facility
- Using Spell Check
- Using the Thesaurus
- Using Glossaries
 - Creating an entry
 - Using an entry
- Running a mail merge
 - Creating the merge document
 - Creating the merge datafile
 - Merging to a new document
 - Merging to a printer
- The Menu Structure
- The Default SmartIcons
 - A brief look at the other SmartIcons
- Using Headers and Footers
- Using Page Numbering
- Changing Case
- Workshop

