



WordPerfect 10: Advanced

Overview: Students will learn how to customize the WordPerfect environment, work with the Corel Central Address Book, use SpeedLinks and comments, compare documents and work with Corel Versions, create graphics, work with master documents, create a table of contents and an index, and create Web documents.

Prerequisites: WordPerfect 10 Intermediate level skills

Course Content:

Lesson 1: Customizing the WordPerfect Environment

Apply WordPerfect Settings
Working with Toolbars

Lesson 2: Working with the Corel CENTRAL Address Book

Creating an Address Book
Organizing Names
Locating Names

Lesson 3: Sharing Documents

Using SpeedLinks
Using Comments
Comparing Documents

Lesson 4: Working with Graphics

Using TextArt
Adding a Watermark
Layering Drawings
Creating Organization Charts

Lesson 5: Working with Large Documents

Working with a Master Document
Creating Cross-References
Creating a Table of Contents
Creating an Index
Adding Paragraph and Line Numbering

Lesson 6: Creating Footnotes, Endnotes, and a Table of Authorities

Working with and Endnotes
Creating a Table of Authorities

Lesson 7: Accessing the Internet

Creating Web Documents
Using Online Help

