WordPerfect 10: Intermediate

Overview: Students will learn how to modify tables, create styles, use templates, merge documents, sort information, create and edit macros, create newspaper columns and insert graphics, and access the Internet.
Prerequisites: WordPerfect 10 Introduction

Lesson 1: Working with Tables
Enhancing a Table
Adding Numbers and Copying a Formula
Charting

Lesson 2: Working with Styles
Applying Styles
Creating Styles by Using QuickStyle
Managing Styles

Lesson 3: Using Templates
Creating a Document by Using a Template
Creating and Editing Templates
Using the PerfectExpert

Lesson 4: Merging Data from a Table
Creating the Data File
Creating the Form File
Merging Data and Form Files

Lesson 5: Merging Data from an Address Book
Merging by Using an Address Book
Creating Envelopes and Mailing Labels
Merging from the Keyboard

Lesson 6: Sorting Paragraphs and Tables
Sorting Lines and Paragraphs
Sorting and Extracting Records in Tables

Lesson 7: Working with Macros
Creating a Macro
Playing a Macro
Editing a Macro

Lesson 8: Creating Newspaper Columns
Formatting Text into Newspaper Columns
Using Graphics