



WordPerfect 11: Advanced

Overview: Students will learn how to customize the WordPerfect environment, work with the Outlook Address Book, create graphics, work with master documents, create a table of contents and an index, and create Web documents.

Prerequisites: WordPerfect 11 Intermediate level skills

Course Length: One Day

Course Content:

Lesson 1: Customizing the WordPerfect Environment

Apply WordPerfect Settings
Working with Toolbars
Changing the Environment to Look Like Microsoft Word

Lesson 2: Working with the Outlook 2002 Address Book

Working with Contacts
Organizing and Finding Contacts

Lesson 3: Sharing Documents

Password Protection
Using SpeedLinks
Using Comments
Routing 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
Using Variables
Working with Footnotes and Endnotes

Lesson 6: Using Legal Tools

Exploring the Legal Toolbar
Creating a Pleading Document
Using Reveal Codes
Creating a Table of Authorities
Publishing Documents to EDGAR



Lesson 7: Sharing Files
Sharing Files
Creating Web Documents