

CIRRUS TRAINING CENTRES

COURSE CATALOG

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CIRRUS TRAINING CENTRES

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Introduction to Microcomputers

DURATION	1 day
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed to introduce new computer users to the microcomputer. It is *not* a skills course, but is designed to make the participant aware of common terminology used in the microcomputer world and to introduce some of the more popular applications performed on personal computers in an office environment.

AUDIENCE

Managers and staff who need to use a microcomputer in their job.

OBJECTIVES

- ◆ Describe the hardware components of microcomputers
- ◆ Understand the concept of disk storage of data
- ◆ Start up a microcomputer and load the DOS operating system
- ◆ Understand the relationship between software and hardware
- ◆ Understand the use of software packages for word processing, spreadsheets, database systems, desktop publishing, graphics, etc.
- ◆ Understand the role of the DOS operating system and use some of the basic DOS commands such as DIR and COPY

Computer Awareness for Professionals and Managers

DURATION	1 day
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed to introduce managers and professionals to the microcomputer. It is *not* a skills course, but is designed to make the participant aware of common terminology used in the microcomputer world and to introduce the student to some of the more popular applications performed on personal computers in an office environment.

AUDIENCE

Managers and staff who either use a microcomputer in their job or who supervise staff using microcomputers.

OBJECTIVES

- ◆ Describe the hardware components of microcomputers
- ◆ Understand the concept of disk storage of data
- ◆ Start up a microcomputer and load the DOS operating system
- ◆ Understand the role of the DOS operating system
- ◆ Understand the relationship between software and hardware
- ◆ Understand the use of software packages for word processing, spreadsheets, database systems, desktop publishing, graphics, etc.

Using HP Laser Printers

DURATION	½ day
PREREQUISITES	A basic familiarity with printers
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for users who work with Hewlett Packard laser printers (IIP, series II or III). The seminar focuses on getting the most out of the printer through proper maintenance and by accessing the printer options. In addition, we examine the control of the printer from some popular software programs.

AUDIENCE

This course is designed for users of popular software programs who print to a HP laser printer and who wish to control output.

OBJECTIVES

- ◆ Understand character versus graphics mode
- ◆ Understand print buffers
- ◆ Understand escape sequences
- ◆ Control printer output using the printer menus (page orientation, font size, margins, etc.)
- ◆ Change cartridges
- ◆ Create overhead foils
- ◆ Use WordPerfect's printer menus to control printer options
- ◆ Use setup strings (escape sequences) in Lotus 1-2-3 to control printer options
- ◆ Handle individual printer problems as presented by participants
- ◆ Perform basic troubleshooting procedures

Introduction to DOS

DURATION	1 day
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

Attendees will use a computer throughout the course as they explore the role of DOS in the operation of a microcomputer. This course focuses on the basic principles of what an operating system is and what it does. The commonly used commands of DOS for file and disk management are stressed. This is a course in fundamentals.

AUDIENCE

This course is designed for personnel who need to use applications on a microcomputer, and who will be creating files and making backup copies of files. While it is not necessary to be familiar with the operation of a personal computer, it is useful if the participants have some experience with software applications such as word processing or spreadsheets.

OBJECTIVES

- ◆ Understand the function of an operating system
- ◆ Start a computer session; handle disks and keyboards effectively
- ◆ Format a diskette for use
- ◆ Understand the differences between file types and naming conventions
- ◆ Use DOS commands to handle files (DIR, COPY, RENAME, DEL and TYPE)
- ◆ Use wildcard characters
- ◆ Use the function keys to increase efficiency
- ◆ Understand the concept of backing up data files
- ◆ Understand error messages from DOS
- ◆ Set up and use directories on a hard disk.

Microsoft Windows Orientation

DURATION	½ day
PREREQUISITES	Basic familiarity with microcomputers and DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course introduces novice users to mouse techniques and to basic Windows screens and functions. It supplies the minimum background needed to work with Windows applications such as Word for Windows and Excel.

AUDIENCE

This course is designed for new users of Windows-based software who have little or no experience with a mouse or with Microsoft Windows. Participants should have some familiarity with microcomputers. This course, or Introduction to Windows, is a prerequisite for all introductory Windows application courses, such as Excel, Word for Windows, PowerPoint and PageMaker.

OBJECTIVES

- ◆ Understand the relationship between Windows and DOS
- ◆ Understand the Windows environment
- ◆ Load Windows from disk
- ◆ Understand the Windows screen
- ◆ Use menus and dialog boxes
- ◆ Use a mouse to select Windows options and to size and move windows
- ◆ Use the keyboard to select Windows options
- ◆ Use the Windows Program Manager
- ◆ Run two Windows applications at one time.

Microsoft Windows Introduction

DURATION	1 day
PREREQUISITES	A basic familiarity with microcomputers and DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course focuses on the efficient use of Windows to manage Windows applications such as Excel, PageMaker and Word for Windows. The use of the mouse is stressed, along with useful keyboard techniques. This course covers all of the material in the Windows Orientation course, at a more relaxed pace. Other areas covered include working with multiple applications and using the Windows Clipboard and File Manager.

AUDIENCE

This course is designed for users of software that runs under Windows (Excel, Word, PageMaker, etc.). Participants should have some familiarity with microcomputers and at least one software package. This course, or Windows Orientation, is a prerequisite for all introductory Windows application courses, such as Excel, Word for Windows, PowerPoint and PageMaker.

OBJECTIVES

- ◆ Understand the relationship between Windows and DOS
- ◆ Understand the memory requirements of Windows
- ◆ Understand the Windows environment
- ◆ Load Windows from disk
- ◆ Understand the Windows screen
- ◆ Use menus and dialog boxes
- ◆ Use a mouse to select Windows options and to size and move windows
- ◆ Use the keyboard to select Windows options
- ◆ Use the Windows Program Manager
- ◆ Run two Windows applications at one time
- ◆ Use the Clipboard to copy data from one application to another
- ◆ Invoke non-Windows applications
- ◆ Use the Windows File Manager to perform DOS operations
- ◆ Use the Windows Help screens

Microsoft Windows In Depth

DURATION	1 day
PREREQUISITES	A solid familiarity with microcomputers and DOS; exposure to Windows and using a mouse; the Windows Orientation course, or equivalent experience
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course focuses on the efficient use of Windows to manage Windows and non-Windows applications. In addition, the use of the Windows File Manager and Clipboard is explored. This course discusses the way Windows uses memory and the role of some system files, such as WIN.INI.

AUDIENCE

This course is designed for personnel who run software under Windows (Excel, Word, PageMaker, etc.) and who wish to increase their control of the Windows environment. Participants should be familiar with microcomputers, DOS and at least one application software package. In addition, participants should be able to size and move windows on the screen and be able to start applications using Windows icons. This course is not designed as an advanced course, but as a more in-depth look at Windows than Windows Introduction offers.

OBJECTIVES

- ◆ Understand the relationship between Windows and DOS
- ◆ Create custom program groups
- ◆ Create and modify program icons
- ◆ Create and modify .PIF files for non-Windows applications
- ◆ Use associations to load data files and their application program
- ◆ Use the Control Panel to a) modify the appearance of the desktop; b) add and delete printers; c) add and delete soft fonts
- ◆ Understand the difference between screen and printer fonts
- ◆ Run multiple Windows applications and switch efficiently between them
- ◆ Use the Clipboard to copy or move data between applications
- ◆ Invoke non-Windows applications and switch between them and Windows
- ◆ Use the Clipboard to capture screens from non-Windows applications
- ◆ Use the Windows File Manager to locate, copy, move and delete files
- ◆ Understand the memory requirements of Windows and be aware of the 3 modes in which Windows is capable of running
- ◆ Understand Windows' need for working space on the hard disk
- ◆ Understand the role of HIMEM.SYS and SMARTDRV.SYS in Windows
- ◆ Understand the role of the WIN.INI file

Hard Disk Management (DOS)

DURATION	1 day
PREREQUISITES	A working knowledge of DOS and the use of sub-directories on a hard disk; Introduction to DOS or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide attendees with the skills required to manage a complex hard disk environment. The course explores the physical make-up of a hard disk and the method used by DOS to control the hard disk. Organizational techniques are examined, along with using DOS to obtain statistics about the hard disk. The backup of hard disks is demonstrated. The use of batch files to access programs is introduced.

AUDIENCE

This course is designed for personnel who want to understand and use some of the more advanced features of DOS to control their working environment. This is not a course for beginners. Participants should be familiar with basic DOS commands like COPY, DEL, RENAME, DIR and CD, and have experience with some software applications such as word processing, spreadsheets, etc.

OBJECTIVES

- ◆ Discuss the advantages and capabilities of hard disks
- ◆ Understand how DOS manages tracks, cylinders, the FAT and the Boot Record
- ◆ Create and maintain appropriate sub-directories and use commands to manipulate directories
- ◆ Use DOS commands such as PATH and SUBST to enhance access to programs
- ◆ Obtain hard disk statistics using SORT, MORE, CHKDSK, TREE and SEARCH
- ◆ Back up a hard disk using COPY, BACKUP, XCOPY or other methods
- ◆ Write basic batch files to control directories and copy files
- ◆ Work with some application programs such as WordPerfect and Lotus to control the location of data files.

Microsoft Word 5.0 Introduction

DURATION	2 days
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the skills they need in order to begin to use Microsoft Word. The students will learn how to use MS Word's basic features. Upon completion, students will be able to use basic word-processing concepts to create and edit documents of moderate complexity.

AUDIENCE

This course is designed for personnel who will be using MS Word in the workplace and have little or no experience with the program.

OBJECTIVES

- ◆ Create, save, retrieve and print documents
- ◆ Set the default drive directory
- ◆ Insert and replace text
- ◆ Use bold, italic, underline and double underline
- ◆ Delete text and restore deleted text
- ◆ Use the selection keys to copy, move and delete text
- ◆ Convert text to uppercase, mixed case and lowercase
- ◆ Format paragraphs to change the alignment, the spacing and the indenting
- ◆ Set margins and tabs
- ◆ Create and use running-heads
- ◆ Spellcheck a document
- ◆ Use Thesaurus to display a list of synonyms
- ◆ Use the search and replace commands to search for text and formats
- ◆ Use windows to work with more than one document at a time
- ◆ Use glossaries to save repeated text
- ◆ Use Line Draw to draw boxes.

Microsoft Word 5.0 Fast Track Introduction

DURATION	1 day
PREREQUISITES	6 months' experience with a word-processing product and familiarity with personal computers and DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the skills they need in order to begin using Microsoft Word. Upon completion, students will be able to use basic MS Word features to create and edit documents of moderate complexity.

AUDIENCE

This course is designed for personnel who will be using MS Word in the workplace and who have little or no experience with the program. The Fast Track program is designed for those who have had a lot of exposure to microcomputers and to word processing. This one-day introductory course covers most of the material taught in the standard two-day introductory course as it is assumed that the attendees are familiar with computer and word-processing terminology.

OBJECTIVES

- ◆ Create, save, retrieve and print documents
- ◆ Set the default drive directory
- ◆ Insert and replace text
- ◆ Use bold, italic, underline and double underline
- ◆ Delete text and restore deleted text
- ◆ Use the selection keys to copy, move and delete text
- ◆ Convert text to uppercase, mixed case and lowercase
- ◆ Format paragraphs to change the alignment, spacing and indenting
- ◆ Set margins and tabs
- ◆ Create and use running-heads
- ◆ Spellcheck a document
- ◆ Use Thesaurus to display a list of synonyms
- ◆ Use the search and replace commands
- ◆ Use windows to work with more than one document at a time
- ◆ Use glossaries to save repeated text
- ◆ Use Line Draw to draw boxes

Microsoft Word 5.0 Advanced

DURATION	2 days
PREREQUISITES	Introduction to Microsoft Word 5.0 or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course will provide attendees with the skills they need in order to use more complex applications of MS Word. Upon completion the students will be able to use features such as merging form letters, creating (and applying) styles, macros, columns and tables, and using summaries.

AUDIENCE

This course is designed for MS Word users who need to use the more advanced features of the program and who have a basic knowledge of how MS Word works. Participants should be familiar with commands like save, load and print, selecting text and setting tabs, and formatting characters, paragraphs and documents.

OBJECTIVES

- ◆ Create form letters and mailing labels using Merge
- ◆ Create and edit columns
- ◆ Set up tables, typing in the text and moving sections of a table
- ◆ Use Sort to arrange paragraphs and tables, and merge documents
- ◆ Use styles to keep formatting consistent (create, apply, edit, save, print, attach and merge styles)
- ◆ Link documents, graphics and spreadsheets; position text and graphics on a page
- ◆ Create forms
- ◆ Use Merge and macros to fill in forms
- ◆ Fill in preprinted forms
- ◆ Create cross references
- ◆ Create a table of contents
- ◆ Create an index
- ◆ Use revision marks
- ◆ Use the Outline feature
- ◆ Create, edit and use macros to save keystrokes
- ◆ Use document summaries and find documents based on the summary

Microsoft Word for Windows Introduction

DURATION	2 days
PREREQUISITES	Windows Orientation/Introduction or equivalent; familiarity with Windows and the use of a mouse
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide attendees with the skills required to begin using the power of Microsoft Word for Windows. Upon completion, students will be able to start Word for Windows, manage the window environment as it affects Word, and use word-processing concepts to create, edit and print documents of moderate complexity.

AUDIENCE

This course is designed for personnel who will be using Word for Windows in the workplace and who have little or no experience with the program. Students should be familiar with the use of a mouse and with basic Windows concepts, such as moving, sizing and selecting windows.

OBJECTIVES

- ◆ Start Windows and Word for Windows
- ◆ Use basic window elements (title bar, menu bar, control menu box, sizing)
- ◆ Use Word's ruler, ribbon, status bar and scroll bar
- ◆ Use Word's menus (with a mouse and from the keyboard)
- ◆ Use Word's special keys and some of the more common function-key shortcuts to assist the editing of text
- ◆ Create, save, retrieve and print documents
- ◆ Insert and replace text
- ◆ Format text for bold, italic, underline, double underline, case
- ◆ Select text to perform copies, moves, and deletes
- ◆ Convert text to uppercase, mixed case, and lowercase
- ◆ Format paragraphs to set alignments, indents, spacing and tabs
- ◆ Set margins
- ◆ Create and use headers and footers
- ◆ Control page numbering
- ◆ Use the Bookmark command
- ◆ Spellcheck a document
- ◆ Use Thesaurus to see a list of synonyms
- ◆ Use document windows to work with more than one document at a time
- ◆ Use glossaries to save repeated text.

Microsoft Word for Windows Fast Track Introduction

DURATION	1 day
PREREQUISITES	Familiarity with personal computers and DOS; experience with Windows and the use of a mouse; 6 months' experience with a word-processing product
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide attendees with the skills required to begin using the power of Microsoft Word for Windows. Upon completion, students will be able to start Word for Windows, manage the window environment as it affects Word, and use word-processing concepts to create, edit and print documents of moderate complexity.

AUDIENCE

This course is designed for personnel who will be using Word for Windows in the workplace and who have little or no experience with the program. *The Fast Track program is designed for those who have had a lot of exposure to microcomputers, word processing, Windows and the use of a mouse.* This fast-paced introductory course covers most of the material taught in the standard two-day program.

OBJECTIVES

- ◆ Start Windows and Word for Windows
- ◆ Use basic window elements (title bar, menu bar, control menu box, sizing)
- ◆ Use Word's ruler, ribbon, status bar and scroll bar
- ◆ Use Word's menus (with a mouse and from the keyboard)
- ◆ Use Word's special keys and some of the more common function-key shortcuts to assist in the editing of text
- ◆ Create, save, retrieve and print documents
- ◆ Insert and replace text
- ◆ Format text for bold, italic, underline, double underline, case
- ◆ Select text to perform copies, moves, and deletes
- ◆ Convert text to uppercase, mixed case, and lowercase
- ◆ Format paragraphs to set alignments, indents, spacing and tabs
- ◆ Set margins
- ◆ Create and use headers and footers
- ◆ Control page numbering
- ◆ Use the Bookmark command
- ◆ Spellcheck a document
- ◆ Use Thesaurus to see a list of synonyms
- ◆ Use document windows to work with more than one document at a time
- ◆ Use glossaries to save repeated text.

Microsoft Word for Windows Upgrade 1.1/1.1A to 2.0A

DURATION	1 day
PREREQUISITES	Introduction to Microsoft Word for Windows 1.1 or equivalent experience.
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

The changes in Microsoft Word for Windows that affect day-to-day users of the product are discussed and demonstrated. New menu items and features are also introduced and demonstrated.

AUDIENCE

Users of Microsoft Word for Windows version 1.1 who have upgraded to version 2.0 and want an opportunity to see what the changes are and how they affect their use of the product.

OBJECTIVES

- ◆ Packaged support - materials that arrive with version 2.0
- ◆ Customizing Word for Windows 2.0
- ◆ Overview of changes
- ◆ How to use new features including Drag and Drop, Envelopes, Merging
- ◆ Changes to the Format Menu and new items on it
- ◆ The Grammar Checker
- ◆ Applets - Word Art, Graph and others.

Microsoft Word for Windows for Executives

DURATION	1 day
PREREQUISITES	Windows Orientation or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the basic skills they need in order to begin using Word for Windows. The students will learn what Word for Windows is and how to use its elementary features. Upon completion, students will be able to use basic word-processing concepts to create and edit documents of moderate complexity.

AUDIENCE

The course is designed for management and other personnel who will be using Word for Windows on a casual basis. Attendees should have little or no experience with the program.

OBJECTIVES

- ◆ Start Word for Windows
- ◆ Use basic window elements (title bar, menu bar, control menu box, sizing)
- ◆ Use Word's ruler, ribbon, status bar and scroll bar
- ◆ Use Word's menus (with a mouse and from the keyboard)
- ◆ Use the cursor movement keys efficiently
- ◆ Create, save, retrieve, edit and print word-processing documents
- ◆ Make use of word-processing capabilities such as centering, underlining, bolding and indenting
- ◆ Select text to cut, copy and paste
- ◆ Format paragraphs to set line spacing and indents
- ◆ Set page (document) margins
- ◆ Use automatic page numbering
- ◆ Use Word for Windows' spell checker and thesaurus to finish a document

Microsoft Word for Windows Advanced

DURATION	2 days
PREREQUISITES	Microsoft Word for Windows Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course will provide the attendees with the skills they need in order to use more complex features of MS Word for Windows. Upon completion the students will be able to: merge form letters; create and apply styles; create mailing labels, columns and tables; create macros using summaries; use templates; and import graphics.

AUDIENCE

This course is designed for MS Word for Windows users who need to use the more advanced features of the program and who have a basic knowledge of how MS Word for Windows works. Participants should be familiar with basic commands like save, open and print, selecting text and setting tabs, and formatting characters, paragraphs and documents.

OBJECTIVES

- ◆ Create form letters and mailing labels using Merge
- ◆ Sort tables and merge documents
- ◆ Select and control printers using Windows and the Word for Windows printer setup and print manager
- ◆ Print to non-standard paper sizes (envelopes)
- ◆ Create and use Word for Windows tables
- ◆ Import Excel spreadsheets into Word for Windows tables
- ◆ Import, size, crop and position graphics
- ◆ Organize long documents using the Outline Bar, table of contents and index
- ◆ Manage Word for Windows files (using document summaries, Find, and alternative formats)
- ◆ Create and use templates
- ◆ Record, run and edit macros
- ◆ Create and apply styles
- ◆ Create and edit columns (side by side, newspaper, and columns in a table).

WordPerfect 5.1 Introduction

DURATION	2 days
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the skills they need in order to begin using WordPerfect. The students will learn what WordPerfect is and how to use its basic features. The course will also give an overview of some of WordPerfect's special features such as the "switch" option. Upon completion, students will be able to use basic word-processing concepts to create and edit documents of moderate complexity.

AUDIENCE

The course is designed for personnel who will be using WordPerfect in the workplace and who have little or no experience with the program.

OBJECTIVES

- ◆ Start WordPerfect
- ◆ Use the cursor movement keys efficiently
- ◆ Use List Files and set the default directory
- ◆ Create, save, retrieve, edit and print documents
- ◆ Make use of word-processing capabilities such as centering, underlining, bolding and indenting
- ◆ Make use of WordPerfect's block function to copy and move text blocks as well as perform case conversions and deletes
- ◆ Restore deleted text
- ◆ Understand the use of codes in WordPerfect
- ◆ Use the Switch function to work with two documents at the same time
- ◆ Use line and page format options to adjust margins, tabs, and line spacing
- ◆ Use headers, footers and automatic page numbering
- ◆ Use WordPerfect's spell checker and thesaurus to finish a document
- ◆ Use the Search and Replace functions
- ◆ Use macros to save keystrokes
- ◆ Use Line Draw to create organizational charts, etc.

WordPerfect 5.1 Fast Track Introduction

DURATION	1 day
PREREQUISITES	6 months' experience with a word-processing product, etc., and familiarity with personal computers and DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the skills needed to begin using WordPerfect. The students will learn what WordPerfect is and how to use its basic features. The course will also look at some of WordPerfect's special features such as the "switch" option. Upon completion, students will be able to use basic word-processing concepts to create and edit documents of moderate complexity.

AUDIENCE

The course is designed for personnel who will be using WordPerfect in the workplace and who have little or no experience with the program. The Fast Track program is designed for those who have had a lot of exposure to microcomputers and word processing. This one-day introductory course covers most of the material taught in the standard two-day introductory course as it is assumed that the attendees are familiar with computer and word-processing terminology.

OBJECTIVES

- ◆ Start WordPerfect
- ◆ Use the cursor movement keys efficiently
- ◆ Use List Files and set the default directory
- ◆ Create, save, retrieve, edit and print documents
- ◆ Make use of word-processing capabilities such as centering, underlining, bolding and indenting
- ◆ Make use of WordPerfect's block function to copy and move text blocks as well as perform case conversions and deletes
- ◆ Restore deleted text
- ◆ Understand the use of codes in WordPerfect
- ◆ Use the Switch function to work with two documents at the same time
- ◆ Use line and page format options to adjust margins, tabs, and line spacing
- ◆ Use headers, footers and automatic page numbering
- ◆ Use WordPerfect's speller and thesaurus to finish a document
- ◆ Use the Search and Replace functions
- ◆ Use macros to save keystrokes
- ◆ Use Line Draw to create organizational charts, etc.

WordPerfect for Executives

DURATION	1 day
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop

SYNOPSIS

This session will provide the attendees with the basic skills they need in order to begin using WordPerfect. The students will learn what WordPerfect is and how to use its elementary features. Upon completion, students will be able to use basic word-processing concepts to create and edit documents of moderate complexity.

AUDIENCE

The course is designed for management and other personnel who will be using WordPerfect on a casual basis. Attendees should have little or no experience with the program.

OBJECTIVES

- ◆ Start WordPerfect
- ◆ Use the cursor movement keys efficiently
- ◆ Use List Files and set the default directory
- ◆ Create, save, retrieve, edit and print word-processing documents
- ◆ Make use of word-processing capabilities such as centring, underlining, bolding and indenting
- ◆ Make use of WordPerfect's block function to copy and move text blocks as well as perform case conversions and deletes
- ◆ Restore deleted text
- ◆ Understand the use of codes in WordPerfect
- ◆ Use line and page format options to adjust margins, tabs, and line spacing
- ◆ Use automatic page numbering
- ◆ Use WordPerfect's speller and thesaurus to finish a document
- ◆ Use List Files for file management (copy, delete, view, print, directories, copy to a floppy disk).

WordPerfect 5.1 Advanced

DURATION	2 days
PREREQUISITES	WordPerfect Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course will provide the attendees with the skills they need in order to use more complex applications of WordPerfect. Upon completion the students will be able to use and appreciate the work-saving features of WordPerfect.

AUDIENCE

This course is designed for personnel who have used WordPerfect and who have a basic knowledge of how it works. The course will begin with a review of WordPerfect's screens and basic key usage if the instructor feels it is appropriate, but participants should be familiar with basic commands such as save, cancel, retrieve, print, block, bold, underline and switch. In addition, it is assumed that the student is able to set tabs and use display codes.

OBJECTIVES

- ◆ Create form letters using Merge and perform keyboard merges
- ◆ Use the sort feature to organize and merge lists
- ◆ Use the WP menus to control printers
- ◆ Select and use multiple fonts
- ◆ Change paper size and print to non-standard forms, including envelopes
- ◆ Use Form Fill-in
- ◆ Create, edit, chain and use macros effectively
- ◆ Create and edit graphics (boxes, lines, shading)
- ◆ Retrieve graphic images into boxes
- ◆ Use styles to control formats and appearance
- ◆ Make use of text columns (parallel and newspaper)
- ◆ Create and edit WP tables
- ◆ Use tables to perform mathematical functions
- ◆ Organize long documents using Outline, Index, Table of Contents, and master and sub-documents
- ◆ Use WordPerfect's file management tools (List Files)

WordPerfect for Windows Introduction

DURATION	2 days
PREREQUISITES	Windows experience equivalent to the Windows Orientation course, and familiarity with DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide attendees with the skills they need in order to begin using WordPerfect for Windows. The students will learn what WordPerfect for Windows is and how to use the basic features. Upon completion, students will be able to use basic word-processing concepts to create and edit documents of moderate complexity.

AUDIENCE

The course is designed for personnel who will be using WordPerfect for Windows in the workplace and who have little or no experience with the program.

OBJECTIVES

- ◆ Use WordPerfect menus, special keys and shortcut keys
- ◆ Create, save, retrieve and print documents
- ◆ Insert and replace text
- ◆ Format characters (i.e. bold, italic, underline, etc.)
- ◆ Select text for copying, moving and deleting
- ◆ Convert text to uppercase and/or lowercase
- ◆ Format to set justification, indents, spacing and tabs
- ◆ Set margins
- ◆ Use WordPerfect's button bar and ruler
- ◆ Create and use headers and footers
- ◆ Control page numbering
- ◆ Use the Search and Replace commands
- ◆ Spellcheck a document
- ◆ Use the thesaurus to see a list of synonyms
- ◆ Use document windows to work with more than one document at a time
- ◆ Create and use simple macros
- ◆ Carry out simple file handling procedures.

WordPerfect for Windows Fast Track Introduction

DURATION	1 day
PREREQUISITES	Experience with WordPerfect for DOS, familiarity with DOS, Windows experience equivalent to the Windows Orientation course
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the skills needed to make the transition from WordPerfect for DOS to WordPerfect for Windows. The students will discover how WordPerfect differs from WordPerfect for Windows in its basic features.

AUDIENCE

The course is designed for personnel who have been using WordPerfect in the workplace and who are upgrading to WordPerfect for Windows. This one-day introductory course covers most of the material taught in the standard two-day introductory course as it is assumed that the attendees are familiar with WordPerfect procedures.

OBJECTIVES

- ◆ Use WordPerfect menus, special keys and shortcut keys
- ◆ Create, save, retrieve and print documents
- ◆ Insert and replace text
- ◆ Format characters (i.e. bold, italic, underline, etc.)
- ◆ Select text for copying, moving and deleting
- ◆ Convert text to uppercase and/or lowercase
- ◆ Format to set justifications, indents, spacing and tabs
- ◆ Set margins
- ◆ Use WordPerfect's button bar and ruler
- ◆ Create and use headers and footers
- ◆ Control page numbering
- ◆ Use the Search and Replace commands
- ◆ Spellcheck a document
- ◆ Use the thesaurus to see a list of synonyms
- ◆ Use document windows to work with more than one document at a time
- ◆ Create and use simple macros
- ◆ Carry out simple file handling procedures

*If time permits, an introduction to the following advanced features will be covered:
tables, merge*

WordPerfect for Windows Advanced

DURATION	2 days
PREREQUISITES	WordPerfect for Windows Introduction, Windows experience equivalent to the Windows Orientation course
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course will provide the attendees with the skills they need in order to use more complex features of WordPerfect for Windows. Upon completion the students will be able to use and appreciate the work-saving features of WordPerfect for Windows.

AUDIENCE

This course is designed for personnel who have used WordPerfect for Windows and who have a basic knowledge of how it works. The course will begin with a review of the WordPerfect screen setup and basic key usage if the instructor feels it is appropriate, but participants should be familiar with basic commands such as save, open, print, select, bold and underline. In addition, it is assumed that the student is able to set tabs and use Reveal Codes.

OBJECTIVES

- ◆ Create form letters using Merge and perform keyboard merges
- ◆ Use the sort feature to organize and merge lists
- ◆ Use the WP menus to control printers
- ◆ Select and use multiple fonts
- ◆ Change paper size and print to non-standard forms, including envelopes
- ◆ Create, edit, and use macros effectively
- ◆ Create and edit graphics
- ◆ Use styles to control formats and appearance
- ◆ Make use of text columns (parallel and newspaper)
- ◆ Create, edit and format tables
- ◆ Organize long documents using an Index and Table of Contents
- ◆ Use WordPerfect's File Manager

Desktop Publishing with WordPerfect 5.1

DURATION	1 day
PREREQUISITES	6 months' experience with WordPerfect 5.1
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

Attendees will use WordPerfect 5.1 throughout the day to explore the power of WordPerfect as a desktop publishing tool. Upon completion, students will be able to create newsletters and other documents, using such features as font control, graphics, and style sheets.

AUDIENCE

This course is designed for personnel who need access to basic desktop publishing tools for in-house publications. The course assumes a solid knowledge of the basic features of WordPerfect. No desktop publishing exposure is necessary.

OBJECTIVES

- ◆ Understand the rationale for desktop publishing
- ◆ Understand the relationship between WordPerfect and more powerful PC desktop publishing software such as PageMaker and Ventura
- ◆ Design a page layout to "get the message across."
- ◆ Install and select fonts within WordPerfect
- ◆ Import graphics
- ◆ Create graphics (lines, boxes, drop shadows)
- ◆ Create and use style sheets
- ◆ Appreciate good page design.

Lotus 1-2-3 Introduction

DURATION	2 days
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for those who need to use the fundamentals of Lotus 1-2-3 in their job. The session focuses on the creation of spreadsheets, printing spreadsheets, and on the basic graphics abilities of Lotus.

AUDIENCE

This course is designed for *new users* who will use Lotus in their job. This is a course in fundamentals. Participants should have limited or no exposure to Lotus 1-2-3. Experience with a microcomputer is not necessary to successfully complete this course.

OBJECTIVES

- ◆ Load the 1-2-3 spreadsheet program.
- ◆ Use a spreadsheet to build a moderately complex model
- ◆ Save spreadsheets to disk
- ◆ Understand the applications, limitations, and design elements of Lotus
- ◆ Perform calculations as required using formulas and functions.
- ◆ Format spreadsheets as required
- ◆ Lock titles on large spreadsheets
- ◆ Use the undo feature
- ◆ Print spreadsheets to disk and to paper
- ◆ Access the WYSIWYG Print Utility program
- ◆ Define, name, store and print graphs.

Lotus 1-2-3 Advanced

DURATION	2 days
PREREQUISITES	Lotus 1-2-3 Introduction
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for experienced users of Lotus 1-2-3 who need to use the advanced features of Lotus. The session focuses on topics such as named ranges, database design and queries, data tables, look-up tables, file transfers to other software packages, and basic macro usage.

AUDIENCE

This course is designed for experienced users of Lotus 1-2-3. Participants should be familiar with spreadsheet creation and basic Lotus commands, as covered in the introductory course.

OBJECTIVES

- ◆ Use range names in formulas and in commands.
- ◆ Perform range searches of both labels and formulas
- ◆ Rotate a worksheet
- ◆ Use absolute references
- ◆ Create a database within a worksheet
- ◆ Sort and query the database
- ◆ Extract and delete records from a database
- ◆ Use database functions
- ◆ Use several built-in functions in combination
- ◆ Perform sensitivity analysis using the table function of Lotus
- ◆ Extract and combine files
- ◆ Use formulas to link two or more spreadsheet files
- ◆ Transfer files between dBASE III and Lotus
- ◆ Transfer files between Lotus and word-processing software
- ◆ Create basic keyboard macros.

Lotus 1-2-3 Macros

DURATION	1 day
PREREQUISITES	Lotus 1-2-3 Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course provides training in the development of macros including looping, branching, named ranges, and development of menus that drive modular systems.

AUDIENCE

This course is designed for experienced users of Lotus 1-2-3. Attendees will write a complex macro using custom menus during the course. Participants should be familiar with spreadsheet creation and basic Lotus commands, as covered in the introductory course. In addition, it is helpful if the user is familiar with named ranges.

OBJECTIVES

- ◆ Name a macro and execute a macro program
- ◆ Use the Learn mode to record macros
- ◆ Place macros in a library for use in multiple spreadsheets
- ◆ Get data off the screen and store it on the spreadsheet
- ◆ Insert, delete and change the spreadsheet using macros
- ◆ Use branching and looping to control macro programs
- ◆ Develop a user-defined menu to control macro use.

Lotus 1-2-3 for Windows Introduction

DURATION	2 days
PREREQUISITES	Windows experience equivalent to the Windows Orientation course and familiarity with DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed to introduce the fundamentals of Lotus 1-2-3 for Windows. The session focuses on the creation of spreadsheets, printing spreadsheets and on the basic graphics abilities of Lotus for Windows.

AUDIENCE

This course is designed for new users who will use Lotus for Windows in their job. This is a course in fundamentals. Participants should be familiar with MS Windows and the use of a mouse.

OBJECTIVES

- ◆ Load the 1-2-3 for Windows spreadsheet program
- ◆ Understand the screen elements of Lotus for Windows
- ◆ Understand cell references as used by Lotus for Windows
- ◆ Navigate efficiently around and between spreadsheets
- ◆ Use a spreadsheet to build a moderately complex model
- ◆ Save spreadsheets to disk and open spreadsheet files
- ◆ Understand the applications, limitations, and design elements of Lotus
- ◆ Perform calculations as required using formulas and functions
- ◆ Format spreadsheets as required
- ◆ Add style elements to spreadsheets
- ◆ Lock titles on large spreadsheets
- ◆ Print spreadsheets
- ◆ Create graphs based on spreadsheet data
- ◆ Place graphs on a spreadsheet and print graphs

Lotus 1-2-3 for Windows Fast Track Introduction

DURATION	1 day
PREREQUISITES	Windows experience equivalent to the Windows Orientation course and familiarity with DOS
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for current users of Lotus who wish to begin using Lotus 1-2-3 for Windows. This course is designed to introduce users to the way Lotus for Windows works. The similarities to former versions of Lotus are pointed out, along with differences in approach. This is *not* an advanced course, but a fast-paced introduction to a new product.

AUDIENCE

Participants should have been using older versions of Lotus for several months. They do *not* have to be 1-2-3 experts. Participants must also be familiar with MS Windows and mouse techniques.

OBJECTIVES

- ◆ Load the 1-2-3 for Windows spreadsheet program
- ◆ Understand the screen elements of Lotus for Windows
- ◆ Understand cell references as used by Lotus for Windows
- ◆ Navigate efficiently around and between spreadsheets
- ◆ Use a spreadsheet to build a moderately complex model
- ◆ Save spreadsheets to disk and open spreadsheet files
- ◆ Understand the applications, limitations, and design elements of Lotus
- ◆ Perform calculations as required using formulas and functions
- ◆ Format spreadsheets as required
- ◆ Add style elements to spreadsheets
- ◆ Lock titles on large spreadsheets
- ◆ Print spreadsheets
- ◆ Create graphs based on spreadsheet data
- ◆ Place graphs on a spreadsheet and print graphs

Lotus 1-2-3 for Windows Advanced

Duration	2 days
Prerequisites	Windows Orientation or equivalent and Lotus for Windows Introduction or equivalent
Format	Hands-on, instructor led workshop



SYNOPSIS

This course is designed for Lotus for Windows users who want to add to their knowledge of Lotus features such as database design and queries, lookup functions, file handling and formatting.

AUDIENCE

Participants should be familiar with Lotus for Windows basic commands

OBJECTIVES

- ◆ Use range names in formulas and commands
- ◆ Modify font sets
- ◆ Use tools to assist with formats
- ◆ Use special @ functions
- ◆ File Handling including linking, extract, combine and file translation
- ◆ Use range search
- ◆ Create a database then modify, sort and search the database
- ◆ Use database functions
- ◆ Use the lookup functions
- ◆ Perform sensitivity analysis using the table function
- ◆ Create basic keyboard macros

Lotus 1-2-3 for Windows Macros

DURATION	2 days
PREREQUISITES	Windows Orientation or equivalent and Lotus for Windows Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course provides training in the development of macros including branching, named ranges and development of menus to use macros created.

AUDIENCE

This course is designed for experienced users of Lotus for Windows. Participants should be familiar with spreadsheet creation and basic Lotus commands. The course involves writing a complex macro using custom menus which involves typing.

OBJECTIVES

- ◆ Write and execute macros
- ◆ Record a macro
- ◆ Determine common errors in macros and how to debugging (correct) them
- ◆ Use advanced macro commands for
 - keyboard input
 - logical operations
 - branching
 - screen and sound control
- ◆ Develop a menu to control macro use.

Microsoft Excel Introduction

DURATION	2 days
PREREQUISITES	Windows Orientation or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed to provide attendees with the skills required to begin using Microsoft Excel to develop moderately complex spreadsheets. The students will learn basic spreadsheet techniques and be able to use some of the powerful features of Excel, such as linked spreadsheets and built-in functions. In addition, attendees will be introduced to the dynamic charting capability of Excel.

AUDIENCE

This course is designed for personnel who will be using Excel in the workplace and who have little or no experience with spreadsheets.

OBJECTIVES

- ◆ Populate an Excel worksheet with numbers, text and formulas
- ◆ Save and retrieve files to and from disk
- ◆ Use the Excel on-line Help facility
- ◆ Design and lay out an Excel worksheet
- ◆ Format cells, including adding borders and shading, changing fonts and row height, and setting column widths
- ◆ Apply and create number formats
- ◆ Copy, fill and move ranges of cells
- ◆ Insert and delete rows and columns
- ◆ Preview and print spreadsheets
- ◆ Use basic built-in functions

If time, and depending on the students' ability

- ◆ Link spreadsheets
- ◆ Save an Excel workspace
- ◆ Use the chart gallery
- ◆ Customize charts with colour, patterns and label
- ◆ Relate charts to worksheets and use dynamic redraw.

Microsoft Excel Fast Track Introduction

DURATION	1 day
PREREQUISITES	Extensive use of another spreadsheet program, such as Lotus 1-2-3, and Windows Orientation or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This fast-paced course provides attendees with the skills required to begin using Microsoft Excel to develop moderately complex spreadsheets. The use of Excel to perform spreadsheet techniques is stressed. Upon completion of the course, students will be able to use some of Excel's powerful features, such as linked spreadsheets, built-in functions and Excel's dynamic charting capability.

AUDIENCE

This course is designed for personnel who will be using Excel in the workplace and who have extensive experience with spreadsheets. This is *not* a course for those who are relatively new to designing and using spreadsheets.

OBJECTIVES

- ◆ Create an Excel worksheet and populate it with numbers, text and formulas
- ◆ Save files to disk and retrieve files
- ◆ Format cells, including adding borders and shading and changing fonts
- ◆ Copy, fill and move ranges of cells
- ◆ Preview and print spreadsheets
- ◆ Insert and delete rows and columns
- ◆ Use built-in functions
- ◆ Use multiple windows

If time, and depending on the students' ability

- ◆ Link spreadsheets
- ◆ Use the chart gallery
- ◆ Customize charts with colour, patterns and labels
- ◆ Relate charts to worksheets and use dynamic redraw

Microsoft Excel Advanced

DURATION	2 days
PREREQUISITES	Excel Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed to introduce many of the advanced features of Excel.

AUDIENCE

This course is designed for personnel who are already using Excel and who wish to increase their efficiency by the use of some of the more advanced features of the product.

OBJECTIVES

- ◆ Create and use names in formulas and operations
- ◆ Use absolute references in formulas
- ◆ Use the paste special command to copy formats and values
- ◆ Use the outlining feature to compress data
- ◆ Use several of Excel's built-in functions, including the =IF function
- ◆ Record and use command macros to assist in completing repetitive tasks
- ◆ Edit a recorded macro
- ◆ Use the search and replace feature
- ◆ Customize a worksheet using notes, text boxes, and graphical elements
- ◆ Use the worksheet group command
- ◆ Create and use look-up tables
- ◆ Create a database within Excel
- ◆ Use built-in functions to sort, search and report on an Excel database
- ◆ Use a dataform for data entry and editing
- ◆ Customize the Excel working screen
- ◆ Create custom styles
- ◆ Use the data series command
- ◆ Load and save files in the Lotus 1-2-3 .wk1 format.

Quattro Pro Introduction

DURATION	2 days
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for those who need to use the fundamentals of Quattro Pro in their job. The focus is on the creation of spreadsheets, basic functions of the program, manipulation of spreadsheet windows, and linking spreadsheets.

AUDIENCE

This is a course in fundamentals, designed for new users who will use Quattro Pro in their job. Participants should have limited or no exposure to Quattro Pro.

OBJECTIVES

- ◆ Enter and edit data in a spreadsheet
- ◆ Retrieve and save files
- ◆ Format spreadsheets as required
- ◆ Enter formulas and use the spreadsheet formula functions
- ◆ Create graphs
- ◆ Print spreadsheets and graphs
- ◆ Create a macro
- ◆ Use the built-in file compression feature (SQZ!)
- ◆ Open and work in multiple spreadsheet windows
- ◆ Move, zoom, unzoom and resize windows
- ◆ Stack multiple windows
- ◆ Link spreadsheet data
- ◆ Load linked spreadsheets
- ◆ Open and use the file manager

Quattro Pro Advanced

DURATION	2 days
PREREQUISITES	Quattro Pro Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for Quattro Pro users who need to use intermediate and advanced features of the program. Topics include database design and queries, macros, the transcript feature, and spreadsheet publishing.

AUDIENCE

This course is designed for experienced Quattro Pro users. Participants should be familiar with spreadsheet creation and the basic Quattro Pro commands, as covered in the introductory course.

OBJECTIVES

- ◆ Search for and replace data
- ◆ Create a database
- ◆ Sort, find and extract database records
- ◆ Extract records from an external database
- ◆ Use @IF formulas
- ◆ Create macros
- ◆ Use the transcript feature to restore data
- ◆ Use menu trees
- ◆ Draw lines and shade blocks in spreadsheets
- ◆ Customize graphs
- ◆ Insert graphs in spreadsheets
- ◆ Use the annotator feature

dBASE III Introduction

DURATION	2 days
PREREQUISITES	Introduction to Microcomputers or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This seminar is designed for new users of dBASE III Plus who need to use or build local database systems. It covers the basic commands needed to get started in dBASE III Plus. Screen formatting is introduced. Throughout the course, case studies and hands-on exercises are used by the participants.

AUDIENCE

This course is designed for users or systems professionals who have not used dBASE III. This is a course in fundamentals. As dBASE III is a fairly complex program, it is strongly advised that participants have experience with DOS and at least one software application, such as word processing or spreadsheets.

OBJECTIVES

- ◆ Understand the relationship of data to information
- ◆ Understand the need for documentation
- ◆ Start and end a dBASE III session
- ◆ Design, create and add records to a simple database file
- ◆ List records, select and display specific records from a database
- ◆ Update a database using Append, Insert, Delete, Edit and Pack
- ◆ Manage the system files
- ◆ Print or display reports
- ◆ Sort and index files
- ◆ Modify a database structure
- ◆ Understand the implications of system failure.

dBASE III Programming Introduction

DURATION	1 day
PREREQUISITES	Introduction to dBASE III+, 6 months' experience with dBASE, good typing speed
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course focuses on the ability to program in dBASE III. Memory variables are introduced along with programming concepts such as looping, branching, etc. The participant will build a menu-driven application to add, delete and change records with an existing database.

AUDIENCE

This course is designed for experienced users of dBASE III who have a need to increase their efficiency by the use of programs.

OBJECTIVES

- ◆ Understand the purpose and benefits of “programming.”
- ◆ Create and use memory variables to store data
- ◆ Design a program using pseudocode
- ◆ Write a self-contained program
- ◆ Create a menu program to call program modules
- ◆ Document program code.

dBASE IV Introduction/Intermediate

DURATION	3 days
PREREQUISITES	Introduction to DOS or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This three-day course helps the microcomputer user learn the basics of database management. Participants will design, develop, and test a sample personnel database using dBASE IV.

AUDIENCE

New users of dBASE IV, as well as those who need a working knowledge of dBASE IV, will find this course valuable.

OBJECTIVES

- ◆ Understand database concepts
- ◆ Use the control centre
- ◆ Use catalogs for file management
- ◆ Access the set menu
- ◆ Create, change, search and organize a database
- ◆ Create and execute macros
- ◆ Work from the dot prompt
- ◆ Perform quick layouts for reports and forms
- ◆ Use report bands
- ◆ Use the applications generator
- ◆ Calculate fields
- ◆ Understand relational database design
- ◆ Normalize a database
- ◆ Use queries to link multiple files
- ◆ Produce multi-file custom reports
- ◆ Create and modify custom forms
- ◆ Use Query-by-example
- ◆ Use reports and labels
- ◆ Use enhanced word-wrap editor
- ◆ Create and modify simple custom reports.

FoxPro Introduction/Intermediate

DURATION	3 days
PREREQUISITES	Familiarity with the use of PC's, understanding of basic DOS concepts — files, directories, subdirectories
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

Students will learn the basic terms and concepts related to database management. Attendees will create and edit a small database. Database organization, information extraction and report/mailing label generation will also be covered.

AUDIENCE

This is a course in fundamentals and is designed for users who have not used FoxPro or who have very limited use of Foxpro.

OBJECTIVES

- ◆ Define a database and database management system
- ◆ Use the FoxPro menu system and dialog boxes
- ◆ Create, modify and add records to a database
- ◆ View a database structure and database records
- ◆ Create database queries
- ◆ Update a database file
- ◆ Create mailing labels
- ◆ Create report forms
- ◆ Organize data
- ◆ Create, save and execute macros

Paradox Introduction

DURATION	2 days
PREREQUISITES	None
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course is designed for users of Paradox who need to build local data systems in their department. It covers the basic commands you need to get started in Paradox and introduces some of its intermediate functions.

AUDIENCE

This course is designed for users and systems professionals who will be using Paradox.

OBJECTIVES

- ◆ Understand the functions of a relational database
- ◆ Navigate within a table
- ◆ Use editing techniques
- ◆ Create a table
- ◆ Add records through data entry
- ◆ Use image commands
- ◆ Query with conditions, range operators and multiple tables
- ◆ Sort tables
- ◆ Create mailing labels
- ◆ Add records to a table
- ◆ Import and export files
- ◆ Restructure tables
- ◆ Convert field types
- ◆ Perform calculations on multiple tables and on groups of records
- ◆ Save a query as a script
- ◆ Create tabular reports, including grouping, subtotals and grand totals
- ◆ Create graphs.

Paradox Advanced

DURATION	2 days
PREREQUISITES	Paradox 3 Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This seminar is designed for users of Paradox 3 who want to enhance their knowledge of the most sophisticated Paradox functions and consolidate their skills from all three courses to confidently apply them in business situations. Throughout the course, case studies and step-by-step, hands-on exercises are used by the participants.

AUDIENCE

This course is designed for users of Paradox 3 who want to apply the most sophisticated Paradox features in business situations.

OBJECTIVES

- ◆ Add ValCheck settings to tables
- ◆ Use Table look-up and fill in
- ◆ Query for duplicate records
- ◆ Query with range operators
- ◆ Query with Reserved Word Operators Change to and Find
- ◆ Query with Reserved Word Operators Insert and Delete
- ◆ Query with the inclusion operator
- ◆ MultiEntry data into several tables at once
- ◆ Query with Set operations
- ◆ Design a summary report
- ◆ Create a multirecord form
- ◆ Create a multitable form
- ◆ Create and debug a script

Q&A Introduction

DURATION	2 days
PREREQUISITES	Familiarity with DOS and microcomputers
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide attendees with the skills needed to begin using Q&A to create and query databases. In addition, the use of Q&A's word processor to create a mail merge is explored.

AUDIENCE

This course is designed for personnel who will be using Q&A in the workplace and who have little or no experience with the program. Attendees should have experience in using a microcomputer.

OBJECTIVES

- ◆ Identify the purpose of each module of Q&A
- ◆ Understand database terminology as it applies to Q&A
- ◆ Effectively use the context-sensitive Help screens
- ◆ Design a database form
- ◆ Redesign a database form
- ◆ Customize data entry for a database form
- ◆ Add forms to a database
- ◆ Make a backup copy of a database
- ◆ Search for specific forms
- ◆ Edit previously entered information
- ◆ Sort forms
- ◆ Design a report specification
- ◆ Redesign a report specification
- ◆ Copy a report specification
- ◆ Add totals to a report
- ◆ Perform a mail merge
- ◆ Generate mailing labels
- ◆ Understand the purpose of the Intelligent Assistant.

PageMaker Introduction (for the PC)

DURATION	2 days
PREREQUISITES	Word processing such as WordPerfect or Microsoft Word and Windows Introduction or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This course will provide the attendees with the skills they need to use both the basic and advanced features of PageMaker. Upon completion the students will be familiar with desktop publishing Applications and will be able to create, revise, print and store documents such as catalogs, newsletters, reports, brochures, price lists, overhead foils and display ads.

AUDIENCE

The course is designed for personnel who have little or no experience with PageMaker, and who require a comprehensive knowledge of the program in order to use it on the job.

OBJECTIVES

- ◆ Understand the capabilities and limitations of desktop publishing and PageMaker
- ◆ Understand the system requirements for PageMaker
- ◆ Create, open and save PageMaker documents
- ◆ Use PageMaker's menu commands
- ◆ Use keyboard shortcuts to bypass the PageMaker menu commands
- ◆ Set up master page layout
- ◆ Customize pages
- ◆ Use rulers, column guides and non-printing snap-to guides
- ◆ Use headlines (spanning columns)
- ◆ Use template publications
- ◆ Import and place text from word-processing packages such as WordPerfect and Word
- ◆ Format, edit and kern text
- ◆ Understand typography (selecting and using fonts)
- ◆ Import, scale, place and crop graphics created in other programs
- ◆ Create basic graphics within PageMaker (boxes, circles, lines; shading; shadows)
- ◆ Understand and use layering
- ◆ Print PageMaker documents
- ◆ Use the editing features of PageMaker 4.0 (spellcheck, find & change, indexing and table of contents)
- ◆ Understand the basics of page layout and design

Harvard Graphics Introduction

DURATION	2 days
PREREQUISITES	Introduction to DOS and at least one software package, or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session is an extensive introduction to Harvard Graphics. Participants will learn the basic steps required, and will explore the use of more advanced commands. The course is designed for extensive hands-on opportunities.

AUDIENCE

Participants should be familiar with some software packages and have an understanding of the Disk Operating System and directory use on microcomputers.

OBJECTIVES

- ◆ Set program defaults
- ◆ Create text, organization, pie and bar/line charts
- ◆ Save and retrieve files; change directories
- ◆ Use the size, position and attribute functions to affect text in charts
- ◆ Be familiar with the options available for custom modification of charts
- ◆ Import a Lotus file
- ◆ Enhance charts with Draw/Annotate
- ◆ Print charts
- ◆ Create a screenshow using student-created charts
- ◆ Size charts and create multiple charts
- ◆ Discuss the use of formulas, chartbooks and macros in Harvard Graphics

PowerPoint Introduction

DURATION	1 day
PREREQUISITES	Windows Orientation or equivalent; familiarity with software packages and a good understanding of operating systems and microcomputers
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session is an extensive introduction to PowerPoint. Participants will learn the basic steps required to create a presentation. The course is designed for extensive hands-on opportunities.

AUDIENCE

Participants should be familiar with Microsoft Windows and the use of a mouse. They should also have an understanding of the Disk Operating System and directory use on microcomputers.

OBJECTIVES

- ◆ Creating a Master Slide
- ◆ Creating and editing slides
- ◆ Writing text, including fonts, colours, styles and the PowerPoint Spellchecker
- ◆ Drawing objects (moving, sizing, aligning)
- ◆ Copying objects from other sources, including PowerPoint Clip Art, other presentations, Excel
- ◆ Working with PowerPoint Graph, including datasheet and chart layout and modifications
- ◆ Creating and printing Notes Pages and Handouts
- ◆ Saving and printing the presentation
- ◆ Working with colour and discussing printing issues in black and white
- ◆ Rearranging slides in a presentation
- ◆ Choosing target printers

MS Project Introduction

DURATION	2 days
PREREQUISITES	Attendees should be familiar with the use of PC's, understand basic DOS concepts (such as the use of files and sub-directories for storing information) and be capable of performing in the Windows environment. A working knowledge of the terms used in project management is assumed.
FORMAT	Hands-on, instructor-led workshop
PREREADING	Prior to the course you will receive a small required reading assignment



SYNOPSIS

This course will teach the basic elements of project management and will enable attendees to use Microsoft Project to plan and monitor moderately complex projects. Upon completion, attendees will be able to build, modify, and report on the activities and the resources on one or more projects.

AUDIENCE

This course is intended for people who are involved in managing projects. Attendees will be Project Managers, Assistants, or Data Entry staff involved in the building or modification of project plans of moderate complexity.

OBJECTIVES

- ◆ Create a new project
- ◆ Enter task and resource information
- ◆ Format tasks using outlines, fonts, and by changing column and row sizes
- ◆ Use Lead and Lag time in schedules
- ◆ Display and print standard reports and listings
- ◆ Create and assign Base and Resource Calendars
- ◆ Analyze and adjust schedules either manually or using MS Project's levelling
- ◆ Customize MS Project to specific requirements for reporting and monitoring
- ◆ Set up master projects and sub-projects
- ◆ Work with and link multiple projects
- ◆ Use MS Chart to attach graphic notes to a project

Accpac Simply Accounting (Bedford) Introduction

DURATION	2 days
PREREQUISITES	Introduction to DOS or equivalent
FORMAT	Hands-on, instructor-led workshop



SYNOPSIS

This session will provide the attendees with the skills they need to be able to set up the chart of accounts and ledgers in Bedford, to enter daily transactions, and to perform month-end and year-end procedures.

AUDIENCE

This course is designed for personnel who will be using Bedford accounting in the workplace and who have little or no experience with the program. It is designed to give the new user the confidence to set up and maintain a set of books within Bedford.

OBJECTIVES

- ◆ Start and close a Bedford working session
- ◆ Enter an existing chart of accounts into Bedford, including payables, receivables and payroll
- ◆ Enter historical data
- ◆ Set system default values
- ◆ Make the Bedford system “ready” for use
- ◆ Change dates in Bedford
- ◆ Enter daily transactions and make corrections
- ◆ Add new records to an existing accounting system
- ◆ Perform month-end and year-end procedures
- ◆ Program regular back-ups of data files



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