



## Software Learning Centers

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## WordPerfect 6.1 for Windows: Level 1

### **Course specifications**

Course number: 42-396  
Software version number: 6.1  
Course length: 1 day

### **Course description**

**Overview:** Students will learn the basics of word processing using the WordPerfect 6.1 for Windows program.

**Prerequisites:** *Windows 3.1: Orientation* or equivalent knowledge.

**Delivery method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Students will learn how to create, edit, and format documents.

**Target student:** Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). For example, students should be familiar with such terms as computer memory, data files, and program files. Students should also be familiar with the components that make up the personal computer, including input, output, and storage devices.

No knowledge of WordPerfect for Windows is assumed.

**What's next:** *WordPerfect 6.1 for Windows: Level 2*, the next course in this series, teaches students advanced Toolbar and table features, sorting, merging, macros, file management, templates, and styles. Students who want to learn advanced features can take *WordPerfect 6.1 for Windows: Advanced*.

### **Performance-based objectives**

Lesson objectives help students become comfortable with the course, and provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- \* Create, print, and save a document in WordPerfect 6.1 for Windows.
- \* Open an existing document and use simple editing techniques.
- \* Navigate in a large document by using the mouse and the keyboard.
- \* Use WordPerfect Help.
- \* Edit a document using more sophisticated techniques, including moving and copying text within a document and between documents.
- \* Apply and remove character formatting.
- \* Apply and remove paragraph formatting, such as indents and alignment.
- \* Use tabs, and create, modify, and enhance a table.
- \* Adjust margins and page breaks, and create headers and footers.
- \* Create newspaper columns and add a graphic within a document.
- \* Use WordPerfect's proofing tools, such as the Spell Checker and the thesaurus.

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## **WordPerfect 6.1 for Windows: Level 1**

### **Course content**

#### **Lesson 1: WordPerfect 6.1 for Windows basics**

- Introduction to WordPerfect 6.1 for Windows
- The basics of entering text
- Saving, printing, and closing a document

#### **Lesson 2: Editing basics**

- The Open command
- Editing basics
- Using zoom to preview a document

#### **Lesson 3: Navigating in WordPerfect 6.1 for Windows**

- Scrolling in a document
- Moving the insertion point
- Using WordPerfect Help

#### **Lesson 4: Editing text**

- Techniques for selecting text
- Finding and replacing text
- Using the Toolbar to move and copy text
- Copying text from another document

#### **Lesson 5: Character formatting**

- Applying and removing character formats
- Fonts and font sizes
- Introduction to codes

#### **Lesson 6: Paragraph formatting**

- Indents and line breaks
- Paragraph alignment
- Line spacing

#### **Lesson 7: Tabs and tables**

- Selected text and tabs
- Creating tables
- Modifying tables
- Enhancing tables

#### **Lesson 8: Controlling page appearance**

- Margins
- Page breaks
- Headers and footers

#### **Lesson 9: Newspaper columns and graphics**

- Creating newspaper columns

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- Using graphics in a document

### **Lesson 10: Using proofing tools**

- Using Spell Checker
- Using the thesaurus

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