



Software Learning Centers
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A Division of Moore Solutions inc

WordPerfect 9.0: Advanced

Course specifications

Course number: 076 312
Software version number: 9.0
Course length: 1 day

Course description

Overview: Students will learn some of the advanced features of WordPerfect 9.0.

Prerequisites: *WordPerfect 9.0: Level 1 (Windows 95)* and *WordPerfect 9.0: Level 2 (Windows 95)* or equivalent knowledge.

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

Benefits: Students will learn how to customize the WordPerfect environment, work with the CorelCentral 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.

Target student: Students enrolling in this course should understand the basic and intermediate features of WordPerfect.

Performance-based objectives

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

- Apply WordPerfect settings and create and edit toolbars.
- Create, modify, and use an address book.
- Create and work with SpeedLinks and comments and compare documents.
- Work with TextArt, watermarks, layered drawings, and organization charts.
- Work with a master document and create cross-references, a table of contents, and an index.
- Create a table of authorities, footnotes, and endnotes.
- Create Web documents by using the PerfectExpert, Internet Publisher, and Trellix.

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Commission for
Independent Education

Florida Department of Education

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Course content

Lesson 1: Customizing the WordPerfect Environment

- Applying WordPerfect Settings
- Working with Toolbars

Lesson 2: Working with the CorelCentral Address Book

- Creating an Address Book
- Organizing Names
- Locating Names

Lesson 3: Sharing Documents

- Using SpeedLinks
- Using Comments
- Comparing Documents
- Working with Corel Versions

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 Footnotes and Endnotes
- Creating a Table of Authorities

Lesson 7: Accessing the Internet

- Creating Web Documents
- Using Online Help
- Creating Web Content with Trellix

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