



Software Learning Centers
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WordPerfect 9.0: Level 1 (Windows 95)

Course specifications

Course number: 076 310
Software version number: 9.0
Course length: 1 day

Course description

Overview: Students will learn the basic elements of word processing, including navigating, entering text, and basic table and tab structure.

Prerequisites: Windows 95: Introduction or equivalent knowledge.

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

Benefits: Students will learn the basic word processing skills such as how to open, close, and save documents; how to enhance page appearance by applying text attributes such as bold, italics, and underlining; how to change fonts and font sizes; how to affect the appearance of a document by changing tabs, margins, and line spacing; how to create tables; and how to spell check documents to ensure minimal spelling errors.

Target student: Students enrolling in this course should understand the basic concepts of Windows 95.

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:

- Identify WordPerfect 9.0 terminology, and create, save, and close a document.
- Open and edit a document by using the mouse, keyboard, and menu choices.
- Change the appearance of a document by adding formatting and changing fonts, and work with the Reveal Codes window.
- Modify text in a document by replacing text, reversing the last change made to a document, and copying or moving text to a new location.
- Change paragraphs by creating and removing paragraph indents, changing the justification of the text, and setting the line spacing for the document.
- Set tabs by using the Ruler Bar, and create, modify, and format a table.
- Insert and delete manual page breaks and create headers and footers in a document.

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- Check a document for potential errors by using the Spell Checker, identify alternate words by using the Thesaurus, and correct common typing errors by using QuickCorrect.

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Course content

Lesson 1: WordPerfect basics

- The WordPerfect environment
- Entering text
- Saving a file
- Using QuickCorrect in a document

Lesson 2: Editing and navigating in a document

- Opening and editing a document
- Scrolling in a document
- Viewing and printing a document

Lesson 3: Using fonts and working with codes

- Selecting text using a QuickMenu
- Changing the appearance of text
- Using codes

Lesson 4: Modifying text

- Finding and replacing text
- Undoing and redoing changes
- Moving and copying text

Lesson 5: Formatting paragraphs

- Creating and removing indents
- Lining up paragraphs
- Setting line spacing

Lesson 6: Using tabs and tables

- Setting tabs
- Creating tables
- Modifying tables
- Formatting tables

Lesson 7: Controlling page appearance

- Setting margins
- Controlling page breaks
- Creating headers and footers

Lesson 8: Proofing documents

- Checking spelling
- Using the Thesaurus

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- Creating QuickCorrect entries
- Using QuickWords

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