

Course overview: Corel WordPerfect 11 Basic

(S444eng)



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Overview and objectives

After completing this one-day course, students will have gained a basic understanding of Corel WordPerfect 11 and will be able to use its powerful functions for basic wordprocessing.

Who should attend?

Before taking this course, you should be familiar with personal computers and Windows 95 or later.

Getting started

- Exploring the WordPerfect environment • Creating and saving documents • Getting Help • Previewing and printing documents • Closing documents and closing WordPerfect

Editing documents

- Opening and navigating documents • Using QuickCorrect • Editing text • The Undo and Redo commands

Moving and copying text

- Selecting text • Moving and copying text • Finding and replacing text

Formatting text and paragraphs

- Text formatting techniques • Text Paragraph alignment and lists • Using indents • Using line spacing • Using reveal codes

Tabs and tables

- Using tabs • Creating tables • Modifying tables

Controlling page layout

- Using headers and footers • Adjusting margins • Inserting page breaks

Proofing tools

- Using spelling and grammar • Using the Thesaurus • Using QuickWords • Using the Dictionary

Internet options

- Using Web documents • Publishing documents

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