

# Course overview:

## Lotus WordPro 9.8 Advanced

(S580eng)



[www.courseware.co.uk](http://www.courseware.co.uk)  
[sales@courseware.co.uk](mailto:sales@courseware.co.uk)

### Overview and objectives

This 1-day course for Lotus WordPro 9.8 Advanced is designed to give proficiency in customizing the interface, working with long documents, applying the automated features of Word Pro, and using the TeamMail feature.

Students will learn how to:

Use the Word Pro proofing tools, create and use SmartCorrect entries, and create and use SmartFill entries.

Create a glossary entry and add an OLE object.

Use the TeamReview, TeamSecurity, TeamMail, and TeamConsolidate commands.

Create a Web page and view a Web page in Word Pro and in a Web browser.

### Who should attend?

Anyone who has been using Word Pro for some time and who now wishes to gain greater productivity from the software.

### Course prerequisites

Participants should have a good working knowledge of Windows and WordPro gained from prior attendance on a "Word Pro 9.8 Introduction" course or from user experience.

#### Customizing the Word Pro interface

- Customizing SmartIcons bars • Customizing SmartIcons sets

#### Working with SmartMasters

- SmartMasters • SmartCollect SmartMasters

#### Working with long documents

- Master documents • Generating a table of contents • Generating a table of authorities

#### Text-editing features

- Proofing tools • SmartCorrect • SmartFill

#### Automated features

- The glossary • OLE objects

#### Teamwork features

- TeamReview and TeamSecurity • TeamMail and TeamConsolidate

#### Web features

- Creating Web pages • Editing Web pages

*gtslearning, 1998-2004. All rights reserved. All trademarks are the property of their respective owners*

---