

# Course overview:

## Corel WordPerfect 12 Basic

(S629eng)



[www.courseware.co.uk](http://www.courseware.co.uk)  
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### Overview and objectives

This 1-day course covers the basic features and functions of WordPerfect 12, including creating, saving, and printing documents, as well as entering and formatting text. It also covers paragraph formatting, including alignment, line and paragraph spacing, and using tabs and indents. Students will also learn about language features such as the spelling checker and the thesaurus.

On course completion, students will learn how to:

- Start and explore the WordPerfect environment; enter text; save, open, and print a document; get Help; and close WordPerfect.
- Open and navigate a document; insert, delete, and overwrite text; and use the Undo and Redo commands.
- Select, move, and copy text, and find and replace text.
- Format text, align paragraphs, modify line spacing between and within paragraphs, and use the Reveal codes window.
- Create, move, modify, and delete tab stops, and create and modify tables.
- Create and edit headers and footers, adjust page margins, and insert and delete manual page breaks.
- Check and correct spelling and grammar, find synonyms with the thesaurus, use the QuickWords feature, and use the dictionary.
- Place a hyperlink, preview a document in a browser, and publish a document to HTML, PDF, and XML.

### Who should attend?

Before taking this course, you should be familiar with personal computers and Windows 2000 or XP.

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## Contents

### 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 • 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 • Paragraph alignment and lists • Using indents • Line spacing • Reveal codes

### Tabs and tables

- Using tabs • Creating tables • Modifying tables

### Controlling page layout

- Headers and footers • Page margins • Page breaks

### Proofing tools

- Spelling and grammar tools • The thesaurus • QuickWords • The dictionary

### Internet options

- Web documents • Publishing documents

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