

# Course overview:

## Corel WordPerfect 12 Advanced

(S630eng)



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### Overview and objectives

This 1-day course teaches advanced features and functions of WordPerfect 12. Topic coverage includes styles, project templates, advanced table formatting, and sorting options. Students will learn advanced techniques for mail merges, document reviews, document management, and macros. Special features for legal documents and newspapers are also covered.

On course completion, students will learn how to:

- Apply system styles and use QuickFormat; create and apply custom styles by using Quickstyle; edit and delete styles, and share styles between documents.
- Create a document based on a project template and insert a file into the document; build and edit a custom template and create a document based on the edited custom template, and work with PerfectExpert.
- Add row and column indicators, use the Size Column to Fit feature, merge cells in a table, join and split tables, work with numbers and formulas, and create charts based on table data.
- Sort text by using predefined and user-defined sorts, edit the user-defined sort, sort data in a table, extract records from a table and sort the extracted records, and delete a user-defined sort.
- Import addresses to the WordPerfect address book and merge addresses from the address book into a form document; work with envelopes and labels; create a data file and a form document and insert a data file into a form document; merge a data file with a form document, perform a selective merge, and perform keyboard merge.
- Review documents as reviewer and author, add, edit, and delete comments, and compare documents of different versions.
- Use the legal toolbar; create, delete, and edit pleading styles; create a case by copying an existing case; delete and edit cases for pleading documents; create and publish a pleading document to EDGAR.
- Format text into newspaper columns; define space and add lines between columns, and add another column; insert a graphic, move and size a graphic, and improve the appearance of a graphic by using borders.
- Work with a master document, a table of contents, and an index; create footnotes and endnotes; build a table of authorities and navigate large documents using a document map.

### Who should attend?

Students should have attended 'Corel WordPerfect 12 Basic' or have equivalent knowledge and/or experience.

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## Contents

### Formatting Styles

- System styles • Custom styles • Advanced style options

### Project templates

- Templates • Custom templates • PerfectExpert

### Advanced table techniques

- Advanced formatting • Numbers and formulas • Creating charts

### Sorting options

- Sorting text • Sorting table data

### Merging techniques

- Merging address book data with a form document • Envelopes and labels • Data files and form documents • Merging data files with form documents

### Document review and comparison

- Reviewing documents • Including comments • Comparing documents

### Legal features

- Pleading styles • Working with cases • Pleading documents

### Newspaper formats and graphics

- Newspaper columns • Working with graphics

### Advanced document management

- Large documents • Footnotes and endnotes • Tables of authorities • Navigating large documents

### Using Macros

- Creating macros • Playing macros • Editing macros

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