

## Lotus Word Pro Millennium Edition 9.8: Level 2

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**Version:** 1

**Course Length:** 1-day (6-hours)

**Prerequisites:** Lotus® Word Pro® 9.8: Level 1

**What's in Lotus Word Pro 9.8: Level 2:**

This ILT Series manual for Lotus WordPro 9.8 Level 2 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. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

### Objectives

- 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.

### Topic-Level Outline

#### Unit 1 : Customizing the Word Pro interface

*Topic A: \* Customizing SmartIcons bars*

A-1: Adding a SmartIcon

A-2: Deleting a SmartIcon

A-3: Customizing a SmartIcon

*Topic B: \* Customizing SmartIcons sets*

B-1: Creating a SmartIcons set

B-2: Spacing SmartIcons

#### Unit 2 : Working with SmartMasters

*Topic A: \* SmartMasters*

A-1: Creating a SmartMaster

*Topic B: \* SmartCollect SmartMasters*

B-1: Creating a SmartCollect SmartMaster

B-2: Using a SmartCollect SmartMaster to create a document

#### Unit 3 : Working with long documents

*Topic A: \* Master documents*

A-1: Creating a master document

A-2: Adding divisions in a document

A-3: Removing divisions

*Topic B: \* Generating a table of contents*

B-1: Generating a table of contents

B-2: Updating a table of contents

*Topic C: \* Generating a table of authorities*

C-1: Creating citations

C-2: Generating a table of authorities

C-3: Editing citations

#### Unit 4 : Text-editing features

*Topic A: \* Proofing tools*

A-1: Using the Thesaurus

A-2: Using the Check Grammar tool

A-3: Using the Check Format tool

*Topic B: \* SmartCorrect*

B-1: Adding a SmartCorrect entry

B-2: Using SmartCorrect

B-3: Switching off SmartCorrect

*Topic C: \* SmartFill*

C-1: Using SmartFill to enter text

C-2: Creating a SmartFill list

#### Unit 5 : Automated features

*Topic A: \* The glossary*

A-1: Creating a glossary entry

A-2: Inserting a glossary entry

*Topic B: \* OLE objects*

B-1: Inserting an OLE object

B-2: Editing an OLE object

#### Unit 6 : Teamwork features

*Topic A: \* TeamReview and TeamSecurity*

A-1: Assigning reviewing rights

A-2: Assigning security rights

*Topic B: \* TeamMail and TeamConsolidate*

B-1: Using TeamMail to send a document

B-2: Using TeamConsolidate to compare documents

#### Unit 7 : Web features

*Topic A: \* Creating Web pages*

A-1: Converting a document into a Web page

A-2: Creating a hyperlink

*Topic B: \* Editing Web pages*

B-1: Using the Web Tools bar