

## WordPerfect X3: Level 1 + CertBlaster

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

**Prerequisites:** Windows XP: Level 1 or equivalent experience

**What's in WordPerfect X3: Basic + CertBlaster:**

This ILT Series manual covers the basic features and functions of WordPerfect X3, 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. This instructor's edition is designed for quick scanning in the classroom, and filled with interactive exercises.

### Topic-Level Outline

#### Unit 1 : Getting started

*Topic A: \* Exploring the WordPerfect environment*

- A-1: Starting WordPerfect
- A-2: Examining the WordPerfect window
- A-3: Changing the screen display

*Topic B: \* Creating and saving documents*

- B-1: Entering text and displaying non-printing characters
- B-2: Saving a document
- B-3: Saving a document under a different name
- B-4: Saving documents automatically
- B-5: Creating a new document

*Topic C: \* Getting help*

- C-1: Using online Help
- C-2: Using context-sensitive Help
- C-3: Observing the PerfectExpert panel

*Topic D: \* Previewing and printing documents*

- D-1: Previewing a document
- D-2: Printing a document

*Topic E: \* Closing documents and closing WordPerfect*

- E-1: Closing a document and closing WordPerfect

#### Unit 2 : Editing documents

*Topic A: \* Opening and navigating documents*

- A-1: Opening an existing file
- A-2: Using the scroll bars to navigate a document
- A-3: Using the keyboard to navigate a document
- A-4: Using the Go To command
- A-5: Using the Autoscroll tool
- A-6: Using the Browse controls
- A-7: Inserting and finding a bookmark

*Topic B: \* Basic text editing*

- B-1: Inserting and deleting text
- B-2: Using Typeover mode to edit text

*Topic C: \* The Undo and Redo commands*

- C-1: Undoing multiple actions
- C-2: Redoing actions

*Topic D: \* QuickCorrect*

- D-1: Using QuickCorrect
- D-2: Creating a QuickCorrect entry
- D-3: Modifying a QuickCorrect entry
- D-4: Deleting a QuickCorrect entry

*Topic E: \* Microsoft Word files*

- E-1: Saving a file to Microsoft Word format
- E-2: Opening, editing, and saving Microsoft Word files

#### Unit 3 : Copying and finding text

*Topic A: \* Selecting text*

- A-1: Using the keyboard to select text
- A-2: Using the mouse to select text
- A-3: Using the Select button to select a paragraph
- A-4: Edit menu commands

*Topic B: \* Moving and copying text*

- B-1: Moving text within a document
- B-2: Copying text within a document
- B-3: Copying text from one document to another

*Topic C: \* Finding and replacing text*

- C-1: Finding a word in a document
- C-2: Finding a word by matching case
- C-3: Replacing a word in a document

#### Unit 4 : Formatting text and paragraphs

*Topic A: \* Text formatting techniques*

- A-1: Using Property bar buttons to apply font styles
- A-2: Using the Font Properties dialog box
- A-3: Using the QuickFonts feature to format text
- A-4: Using QuickFormat to repeat text formatting
- A-5: Using RealTime Preview

*Topic B: \* Paragraph alignment and lists*

- B-1: Aligning a paragraph
- B-2: Creating bulleted and numbered lists

*Topic C: \* Indents*

- C-1: Applying and removing indents
- C-2: Applying a hanging indent

*Topic D: \* Line spacing*

- D-1: Examining line spacing
- D-2: Changing the spacing between paragraphs
- D-3: Changing the line spacing within a paragraph
- D-4: Using Make It Fit to compress a document

*Topic E: \* Reveal codes*

- E-1: Examining Reveal codes
- E-2: Using Reveal codes to modify text formatting

#### Unit 5 : Tabs and tables

*Topic A: \* Tab formatting*

- A-1: Examining tab types
- A-2: Setting and moving a left tab stop
- A-3: Clearing tab stops and changing tab types
- A-4: Using the Tab Set dialog box

*Topic B: \* Creating tables*

- B-1: Using the Create Table dialog box
- B-2: Using the Table QuickCreate button
- B-3: Using the keyboard to navigate a table
- B-4: Selecting table elements
- B-5: Entering text in a table
- B-6: Converting text into a table
- B-7: Converting a table into text

*Topic C: \* Modifying tables*

- C-1: Formatting text in a table
- C-2: Changing column width and aligning a table
- C-3: Adding rows and columns to a table
- C-4: Deleting rows, columns, and a table

#### Unit 6 : Page layout options

*Topic A: \* Headers and footers*

- A-1: Creating a header
- A-2: Creating a footer and adding page numbers and dates
- A-3: Editing headers and footers

*Topic B: \* Page margins*

- B-1: Adjusting page margins
- B-2: Previewing multiple pages

*Topic C: \* Page breaks*

- C-1: Inserting a manual page break
- C-2: Deleting a manual page break

#### Unit 7 : Proofing tools

*Topic A: \* Spelling and grammar tools*

- A-1: Using Spell-As-You-Go
- A-2: Using Spell Checker
- A-3: Correcting grammatical errors
- A-4: Obtaining a word count

*Topic B: \* The thesaurus*

- B-1: Using the thesaurus

*Topic C: \* QuickWords*

- C-1: Using the QuickWords feature

*Topic D: \* The dictionary*

- D-1: Checking the definition of a selected word

#### Unit 8 : Internet options

*Topic A: \* Web documents*

- A-1: Placing a hyperlink in a document
- A-2: Previewing a document in a browser

*Topic B: \* Yahoo! Web searches*

- B-1: Performing Yahoo! searches

*Topic C: \* Publishing documents*

- C-1: Publishing a document to HTML
- C-2: Publishing a document to PDF
- C-3: Publishing a document to XML