

AppleWorks is the popular Apple program for integrated solutions encompassing word-processing, spreadsheets, draw, paint and presentation and database development. This has always been a popular program in education and in the small business sector.

This course will cover all aspects of the program from basic typography and the drawing palette to setting up templates and using libraries. Delegates will learn how to set up spreadsheets and create formulae and how to set up a database and operate and find information quickly.

- **Word processing**

- Typing, editing
- Paragraph formats
- Hanging Indents
- Shortcut palette – cut, paste, bold etc using palette
- Spelling
- Headers & Footers
- Page numbering
- Find replace
- Wrapping text around a graphic
- Column work
- Mail Merging
- Exercises

- **Drawing & Painting Tools**

- Tools & shapes
- Colours
- Fills & Patterns
- Group & alignment
- Views – enlarge & reduce
- Library
- Creating diagrams

- **Assistants & Stationery**

- Database
- Setting up a new database
- Appearance of fields
- Layouts
- Sorting
- Finding
- Labels
- Mail Merging

- **Spreadsheet**

- Separate worksheet
- Entering data & formatting
- Building formula
- Absolute refs
- Charting a spreadsheet
- Changing the style of chart
- Changing range of axis
- Changing fills
- Adding legends

- **Integrated features**

- For example; a spreadsheet in a word processing document
- Assistants & stationery

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Appleworks