

Lotus®

Ami Pro 3.1

Course Outline

Foundation Level

A FIRST LOOK AT AMI PRO 3.1

- The Ami Pro Screen
- Opening A File
- Entering Data
- The Ami Pro Drop Down Menus
- Smarticons
- The Ruler
- Status Bar
- View Preferences
- Using Help
- The Tutorial
- Cancelling Actions
- Managing Multiple Documents
- Selection Techniques

FINDING AND MANAGING FILES

- Managing Files
- Listing Files
- Selecting Files
- Copying Files
- Moving Files
- Renaming Files
- Deleting Files
- File Format Conversion

TEXT FORMATTING

- Bold, Italic, Underlining And Caps
- Using The Font Dialog Box
- Using Fast Format

PARAGRAPH FORMATTING

- Alignment
- Left And Right Indenting
- Hanging Indents
- Keeping Text Together
- Line Spacing
- Tabs
- Paragraph Styles

DOCUMENT FORMATTING

- Margins
- Columns
- Controlling Column Breaks
- Page Dimensions

PAGE ORIENTATION

- Left And Right Pages
- Headers And Footers
- Page Numbering

USING THE PROOFING TOOLS

- Using The Spell Checker
- Using The Thesaurus
- Using The Grammar Checker

PRINTING

- Setting Print Options
- Background Printing
- Print Preview

LISTS

- Bullets
- Numbering
- Multi-Level Lists
- Sorting Lists

TABLES

- Creating A Table
- Displaying Column And Row Headings In A Table
- Adding And Deleting Rows And Columns
- Selecting Rows And Columns
- Cell Height And Width
- Formatting A Table
- Modifying Paragraph Styles In Tables
- Sorting Data

STYLES

- What Are Styles?
- Using Style Sheets
- Assigning Paragraph Styles
- Creating And Modifying Styles
- Creating New Style Sheets

FINDING AND REPLACING TEXT

- Finding And Replacing Text
- Finding And Replacing Attributes
- Replacing Text
- Replacing Text Attributes

FIELDS

- Viewing Fields
- Using Pre-Defined Power Fields
- Inserting A New Power Field
- Updating And Locking Fields
- Unlinking Fields
- Time And Date Insertion

THE CLIPBOARD, DDE AND OLE

- The Clipboard
- Use Of The Paste Command
- Dragging And Dropping Text Or Graphics
- What Are DDE And OLE?

PICTURES IN AMI PRO

- Ami Pro And Pictures
- Drawing Tools
- Cropping
- Inserting Text Into Drawings
- Modifying Pictures
- Grouping And Un-Grouping
- Bringing To Front/Sending To Back
- Object Rotation And Flipping
- What Are Frames?
- Inserting Frames
- Modifying Frames
- Importing Pictures
- Snap To Grid

MERGE, LABELS AND ENVELOPES

- Merge
- Data File Creation
- Merge File Creation
- Merging Data And Document Files
- Labels
- Envelopes

MACROS - AN INTRODUCTION

- Use Of Basic Recorded Macros
- Recording A Macro

PRODUCTIVITY, CUSTOMISATION AND SECURITY TOOLS

- Productivity Tools In Ami Pro
- Document Information
- Bookmarks
- Notes
- Comparing Documents
- Using Mail
- What Are Ami Pro Customization Tools?
- Customizing The Toolbar
- View Preferences
- User Setup
- What Is Password Protect?
- Password Protection
- Protecting Selected Text And Cells