

Macintosh Learning Center--- *Shell Weinberg*

Third Floor, Southeast corner

Leisure World Community Center

Laguna Woods Town Centre

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Some helpful exercises available for learning

If you would like to learn more about how to use one, or more, of the six programs available in the AppleWorks bundle take a look at our **Literature Rack** in the Mac Learning Center.

Perhaps you would like to understand more about Word Processing... such as knowing the format settings offered to you in the **Text ruler**, located near the top of every AppleWorks **WP** window. This information on how to create a *LETTER* could be helpful when drafting letters and other documents. Pick up a copy of the **YOU-DO-IT #1... WP practice, Word Processing** sheet.

Maybe you are creative and would like to design a letterhead for your very own personal use, just like many professional folks do. The Drawing program will give you an easy environment to do this type of graphic design work. Look for the sheet **YOU-DO-IT #2... DR practice, Drawing**. It will help when *CREATING A LETTERHEAD*.

You may have received a nice gift from a friend or relative recently, and you would like to send them a Thank You note. If you do not want to go to the local card store and purchase one you can create your own special card on the computer and print it out for mailing. You will find a useful exercise in **YOU-DO-IT #3... DR practice, Drawing, THANK YOU NOTE**.

And when you think of greeting cards, consider producing your own Birthday salutation. This exercise is designed to offer instructions, and also provides a sample for you to copy, on how to make a *BIRTHDAY GREETINGS SHEET*. It is available on the Literature Rack. Look for the **YOU-DO-IT #4... DR practice** sheet.

Suppose you would like to have a bit of instruction and guidance on producing a **Spreadsheet**. You will find useful information and direction in the **YOU-DO-IT #5... SS practice, Spreadsheet**.

Want to produce mailing labels for the holiday card season, look for **YOU-DO-IT #6... DB practice, Database, MAKING ADDRESS LABELS**. This will give you numbered steps on how to make your own address labels, using the Database program in AppleWorks.