

## Word Processing

- Delivery Method:** Instructor-led eTraining
- Duration:** (1), (2) hours sessions
- Course Description:** This course provides interactive instruction of the fundamentals you need to apply filters or queries to reports or records using Word Processing functions in Prolog® Manager 2008. The course is designed to emulate the progression of a construction project using Prolog® Manager. All instructors are experienced AEC industry professionals who can relate to your needs and answer your questions.
- Pre-requisites:** Successful completion of Prolog® Essentials is suggested

### Lessons

#### Introduction

1. About Prolog® Manager
2. About Word Processing
3. Course Objectives
4. Personas

#### Access and Navigation

1. Accessing Prolog® Manager
2. Prolog Manager Main Window
3. Data Entry Forms
4. Creating a New Record
5. Using List Views
6. Getting Help and Support in Prolog® Manager
7. Review Questions

#### Word Processing

1. Word Processing Overview
2. Creating a PM Writer Document
3. Creating a PM Writer Template
4. Creating a MS Word Document
5. Creating a MS Word Template
6. Dunning Letters – Late RFI Responses
7. Word Processing Logos
8. Review Questions