

IBM® Lotus® Symphony™ 1 Training Kit

Course Specifications

Course number: Y1300

Course length: 1.5 days

Course Description

Abstract: This course is designed to introduce the IBM® Lotus® Symphony™ editors and provides practice using the tools provided in IBM® Lotus® Symphony™ Documents, Presentations, and Spreadsheets.

Keywords: Lotus Symphony, Documents, Presentations, Spreadsheets

Overview: This training kit was developed to provide a facilitator with the tools needed to enable new users of the Lotus Symphony products Symphony Documents, Symphony Presentations, and Symphony Spreadsheets. Each product is addressed in three modules that target a specific skill level.

- In the **Basics** modules, introductory content gets users started using the simple functionality of the product.
- In the **Beyond Basics** modules, intermediate content is presented for users who have some experience with word processing, presentation, or spreadsheet applications.
- The **Power User** modules include advanced content designed for the experienced user who will take advantage of complex features and functionality.

Target Student: This target audience for these courses is Lotus Symphony end users who will use these materials to learn the basic, intermediate, and power-user tasks associated with the Lotus Symphony editors.

Prerequisites: Students should have basic experience working with spreadsheets, word processors, or presentation applications.

Delivery Method: Facilitator-led delivery learning model with structured lab activities.

Course Materials: Student Guide, Facilitator Guide.

Hardware Requirements:

This course assumes users will be using their personal computer to take this course. The following are the system requirements to support an installation of IBM® Lotus® Symphony™ 1.1:

- At least 750 MB of free disk space on Linux and at least 540 MB of free disk space on Microsoft® Windows®.
- At least 512 MB of memory.

Software Requirements:

The following list identifies the software requirements for installing Lotus Symphony 1.1. Please note that proper licensing for all software is required and is the responsibility of the training organization:

- Microsoft® Windows® XP + SP2 or Microsoft® Windows Vista®.
- IBM Lotus Symphony 1.1.

Performance-Based Objectives

After completing the modules that comprise this course, students should be able to:

- Use IBM® Lotus® Symphony™ Documents at a basic level.
 - Get started with Lotus Symphony Documents.
 - Create documents from templates.
 - Describe how to open existing documents.
 - Insert text in a document.
 - Describe how to name and save documents
 - Describe how to finalize documents.
- Use IBM Lotus Symphony Documents at an intermediate level.
 - Modify page properties and apply styles to format a document.
 - Add charts and graphics to a document.
- Use IBM Lotus Symphony Documents at an advanced level.
 - Explore features for making large documents easier to use.
- Use IBM® Lotus® Symphony™ Spreadsheets at a basic level.
 - Explore Get started with Lotus Symphony Spreadsheets.
 - Format and print a Lotus Symphony Spreadsheet.
- Use IBM Lotus Symphony Spreadsheets at an intermediate level.
 - Specify page formatting.
 - Format sheets.
 - Protect cells and sheets.
 - Enter values and formulas.
 - Use charts.
 - Add graphics and shapes.
- Use IBM Lotus Symphony Spreadsheets at an advanced level.
 - Work with advanced calculation tools.
 - Use references.
 - Collaborate on spreadsheets.
- Use IBM® Lotus® Symphony™ Presentations at a basic level.
 - Be introduced to IBM Lotus Symphony Presentations.
 - Modify pages.
 - Deliver an IBM Lotus Symphony Presentations screen show.
- Use IBM Lotus Symphony Presentations at an intermediate level.
 - Format slides.
 - Use templates.
 - Add tables.
 - Add charts.
 - Add graphics and shapes.
- **Use IBM Lotus Symphony Presentations at an advanced level.**
 - Customize your presentation with slide masters and animation effects.

Course Content

Using IBM® Lotus® Symphony™ Documents: Basics

Lesson 1: Introduction to IBM® Lotus® Symphony™ Documents

Topic A: Getting Started with IBM® Lotus® Symphony™ Documents

What Is Lotus Symphony Documents?

Exploring the Lotus Symphony Documents Interface

Examining the Properties Sidebar

Examining Preferences

Topic B: Creating Documents

Creating Blank Documents

Creating Documents from Templates

Topic C: Opening Existing Documents

Opening Lotus Symphony Documents

Opening Other Document Types

Opening Recently Accessed Documents

Topic D: Entering Text into Documents

Default Typing Features

Displaying Nonprinting Characters

Copying and Pasting Text

Moving Text

Changing Text and Paragraph Properties

Adding a Page Break

Topic E: Naming and Saving Documents

The Save As Command

The Save Command

Saving Files in Other Formats

Exporting Documents to PDF Format

Topic F: Finalizing Documents

Using the Spell Check Feature

Using Print Preview

Printing Documents

Lesson 2: Incorporating Lists and Tables in Documents

Topic A: Working with Lists

Defining List Types

Creating Lists

Formatting Lists

Topic B: Working with Tables

Creating Tables

Formatting Tables

Splitting and Merging Cells

Adding and Removing Rows and Columns

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Documents: Beyond Basics

Lesson 1: Formatting Documents

Topic A: Specifying Page Properties

The Lotus Symphony Documents Page Properties Sidebar

Page Layout Properties

Page Background Properties

Page Header and Footer Properties

Page Border Properties

Column Properties

Footnote Properties

Numbering Pages

Topic B: Using Styles

Style Tips

Applying Styles

Creating Styles

Modifying Styles

Lesson 2: Adding Visual Elements to Documents

Topic A: Using Charts

Chart Types

Adding and Formatting a Chart

Modifying an Existing Chart

Topic B: Adding Graphics and Shapes

Adding a Graphic from the Gallery

Adding a Graphic from a File

The Graphic Properties Sidebar

The Drawing Toolbar

Adding Lines and Shapes

The Shape Properties Sidebar

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Documents: Power User

Lesson 1: Working with Large Documents

Topic A: Working with Large Documents

Importing a File

Exporting a File

Inserting Calculations in a Document

Inserting Footnotes or Endnotes

Creating a Table of Contents

Creating an Index

Securing a Document

Installing and Using Plug-Ins

Topic B: Collaborating on Documents

Recording Changes

Accepting and Rejecting Changes

Using Comments

Merging Document Versions

Performing a MailMerge

Topic C: Using Navigator

Navigate Through a Document

The Form Navigator

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Presentations: Basics

Lesson 1: Introduction to IBM® Lotus® Symphony™ Presentations

Topic A: Getting Started with IBM® Lotus® Symphony™ Presentations

What is Lotus Symphony Presentations?

Exploring the Lotus Symphony Presentations Interface

Examining the Properties Sidebar

Examining Preferences

Topic B: Creating, Opening, and Saving Presentations

Creating a Blank Presentation

Creating a Presentation from a Template

Opening an Existing Presentation

Saving a Presentation

Exporting a Presentation

Lesson 2: Modifying Pages in IBM® Lotus® Symphony™ Presentations

Topic A: Modifying Text

- Adding Bullet and Numbered Lists
- Inserting Symbols or Special Characters
- Inserting a Text Box
- Applying Presentation Styles
- Changing Text Properties
- Dragging Text to a New Location
- Finding and Replacing Text

Topic B: Working with Views

- Page View
- Outline View
- Page Sorter View
- Notes View

Topic C: Working with Pages

- Inserting a New Page
- Duplicating an Existing Page
- Reordering Pages
- Deleting Pages
- Hiding Pages

Lesson 3: Delivering an IBM® Lotus® Symphony™ Presentations Screen Show

Topic A: Finalizing a Presentation

- Page Transitions
- Animating Page Transitions
- Creating Notes Pages
- Checking Spelling

Topic B: Delivering a Screen Show

- Running a Screen Show
- Printing a Presentation
- Exporting a Presentation

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Presentations: Beyond Basics

Lesson 1: Formatting a Presentation

Topic A: Formatting Slides

- Setting Page Properties
- Applying Slide Layouts
- Changing Color Schemes
- Adding Headers and Footers

Topic B: Using Templates

- Importing a Template
- Applying a Template
- Saving a Presentation as a Template

Lesson 2: Adding Tables and Charts

Topic A: Adding Tables

- Creating a Table
- Inserting and Deleting Rows and Columns
- Changing Row Height and Column Width
- Merging or Splitting Cells
- Formatting Tables

Topic B: Adding Charts

- Inserting a Chart
- Editing Charts
- Formatting Charts

Topic C: Adding Graphics and Shapes

- Adding a Graphic from the Gallery
- Adding a Graphic from a File
- The Graphic Properties Sidebar
- The Drawing Toolbar
- Adding Shapes and Lines
- Animating Text with Graphical Effects

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Presentations: Power User

Lesson 1: Customizing a Presentation

Topic A: Customizing a Presentation

- Slide Masters
- Modifying Slide Masters
- Creating a Custom Screen Show
- Installing and Using Plug-ins

Topic B: Working with Objects and Layers

- Editing Bitmap Graphics
- Converting Objects
- Animating Graphical Objects on Pages
- Layers
- Inserting a Layer
- Moving Objects to Layers
- Hiding and Showing a Layer
- Locking a Layer

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Spreadsheets: Basics

Lesson 1: Introducing IBM® Lotus® Symphony™ Spreadsheets

Topic A: Getting Started with IBM® Lotus® Symphony™ Spreadsheets

- What is Lotus Symphony Spreadsheets?
- The Lotus Symphony Spreadsheets Interface
- The Properties Sidebar
- Examining Preferences
- Creating a Spreadsheet
- Creating a Spreadsheet from a Template
- Opening an Existing Spreadsheet
- Saving a Spreadsheet

Topic B: Adding Content to A Spreadsheet

- Enter Data
- Insert and Edit Notes
- Rotating Text
- Writing Multi-line Text
- Inserting Special Characters
- Formatting Text
- Displaying Formulas or Values
- The Formula Bar
- Copying Formulas
- Filling Cells Instantly
- Calculating in Lotus Spreadsheets

Lesson 2: Formatting and Printing an IBM® Lotus® Symphony™ Spreadsheet

Topic A: Formatting Cells

- Inserting and Deleting Rows, Columns, and Cells

- Selecting Multiple Cells
- Merging and Splitting Cells
- Cell Borders
- Changing Row Height or Columns Width

Topic B: Formatting Numbers

- Numbers with Decimals
- Number Formats
- Formatting Numbers as Text
- Using Rounded Off Numbers
- Highlighting Negative Numbers
- Changing Currency Format for Cells

Topic C: Printing a Spreadsheet

- Basic Print Options
- Printing Rows or Columns on Every Page
- Printing Sheet Details
- Printing Multiple Sheets

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Spreadsheets: Beyond Basics

Lesson 1: Formatting and Protecting IBM® Lotus® Symphony™ Spreadsheets

Topic A: Specifying Page Formatting

- Page Style
- Page Borders
- Page Background
- Headers and Footers
- Freezing Rows or Columns as Headers

Topic B: Formatting Sheets

- Creating Sheets
- Renaming Sheets
- Copying or Moving Sheets
- Deleting Sheets
- Navigating Through Sheet Tabs
- Rotating Sheet Columns and Rows

Topic C: Protecting Cells and Sheets

- The Instant Corrections Property
- Protecting Sheets and Cells

Lesson 2: Adding Content and Visual Elements

Topic A: Entering Values and Formulas

- Calculating with Dates and Times
- Calculating Time Differences
- Entering Fractions
- Entering a Number with Leading Zeros
- Applying Sort Lists
- Applying Filters
- Entering Matrix Formulas

Topic B: Using Charts

- Creating a Chart
- Formatting Charts
- Modifying a Chart's Display
- Using a Lotus Symphony Spreadsheet Chart in a Lotus Symphony Document

Topic C: Adding Graphics and Shapes

- Adding a Graphic from the Gallery
- Adding a Graphic from a File
- The Graphic Properties Sidebar

The Drawing Toolbar

Appendix A: Additional Resources

Using IBM® Lotus® Symphony™ Spreadsheets: Power User

Lesson 1: Working with Advanced Calculations Tools

Topic A: Working with Advanced Calculation Tools

DataPilot Tables

Consolidating Data

Solving Equations

Applying Multiple Operations

Defining Validity for Cell Contents

Lotus Symphony What If

Topic B: Using References

Naming Cells

Relative Addressing

Absolute Addressing

Referencing a Cell in a Different Sheet

Topic C: Collaborating on Spreadsheets

Tracking Changes

Adding Comments

Accepting or Rejecting Changes

Spreadsheet Navigator

Appendix A: Additional Resources