

# Advanced Software Training – Office 2003 Topics

## Introducing Word

### Introducing Word

- Screen Components
- Navigation Tools
- Creating Documents
- Opening, Saving & Closing

### Task Panes and Smart Tags

- Task Panes
- Smart Tags

### Basic Formatting

- Moving and Copying Text
- Basic Text Formatting
- Automated Formatting
- Formatting Paragraphs
- Formatting with Tabs
- Working with Columns

### Advanced Formatting

- Page Design
- Working with Templates
- Template and Design Gallery
- Working with Styles
- Outlining Documents
- Macros

### Graphics in Documents

- Clip Art
- Borders and WordArt
- Drawing Tools
- Watermarks

### Proofing and Printing

- Proofing Tools
- Autocorrect
- Find and Replace
- Printing Documents
- Envelopes and Labels

## Excel Basics

### Introducing Excel

- Screen Components
- Navigating Workbooks
- Creating Workbooks

### Moving, Copying and Saving

- Move and Copy Data
- Open and Save Workbooks

### Formulas, Functions and Ranges

- Formulas and Functions
- Working with Ranges
- Relative and Absolute References
- Using Functions

### Formatting Techniques

- Formatting Data
- Formatting Menu Options
- Additional Formatting Features

### Working with Large Spreadsheets

- 3-D Workbooks
- Splitting, Freezing and Hiding

### Proofing and Printing Spreadsheets

- Proofing Tools
- Page Breaks and Previewing
- Page Setup Options
- Printing

### Charting

- Creating Charts
- Formatting Charts

### Web Tools

- Creating a Web Page
- Worksheets and E-mail

## Outlook Basics

### Introducing Outlook

- Screen Components
- Outlook Folders
- Printing

### Sending and Receiving Mail

- Creating and Sending Messages
- Working with Existing Messages
- Message Handling Tools
- Signatures
- Stationery and Templates
- Address Books

### Items, Folders and Documents

- Viewing Items
- Finding Items
- Working with Folders
- Archiving Folders

### The Calendar

- Entering Appointments
- Viewing and Arranging Items
- Planning Meetings
- Adding Events
- Saving to Web Pages

### Contacts List and Customizing

- Adding Contacts
- The Contacts List
- Contacts Tools
- Custom Tools

### Tasks List, Journal and Notes

- Creating Tasks
- Existing Tasks
- Delegating Tasks and AutoCreate
- The Journal
- Working with Notes

# Advanced Software Training – Office 2003 Topics

## PowerPoint Basics

### Introducing PowerPoint

- Screen Components
- View Buttons

### Creating, Saving and Closing Files

- Opening, Saving and Closing
- Creating Presentations
- Editing Presentations

### Slide Design

- Slide View
- Outline View
- Arranging Slides
- Slide Layout

### Templates and Drawing Tools

- Templates
- Drawing Tools

### Presentation Masters

- Title Master, Headers and Footers
- Slide Master
- Speaker Notes and Handouts

### Charts and Tables

- Creating Charts
- Enhancing Charts
- Tables

### Slide Shows and Printing

- Working with Slide Shows
- Spelling Check and Printing

## Introducing Windows XP

### Desktop Basics

- The Taskbar
- Working in Windows
- Additional Start Menu Tools

### Accessory Applications

- WordPad Components
- WordPad Formatting
- MS Paint
- Using Multiple Applications

### My Computer and Customizing

- My Computer Basics
- Folder Options
- Customizing the Desktop
- Additional Customization Tools

### Windows Explorer

- Explorer Screen Components
- Contents Pane
- Working with Explorer Objects
- Recycle Bin and Floppy Disk Tools

### Shortcuts and Printing

- Shortcuts
- Startup Folder
- Printing Documents
- Controlling Printing

### Windows Utilities and Tools

- General Disk Properties
- Disk Maintenance
- Search Feature

### Networking

- Networking Resources
- My Briefcase
- Mapping

### Internet Basics

- Outlook Express
- Creating and Sending Messages
- Working with Messages
- Using Internet Explorer

## Access Basics

### Introducing Access

- Database Objects

### Working with Tables

- Data Entry and Navigation
- Building Tables
- Modifying the Table Design
- Working with Records
- Importing Data
- Relational Databases

### Working with Forms

- Creating Forms
- Modifying Forms
- Formatting Forms

### Working with Queries

- Creating Queries
- Joining Tables
- Action and Crosstab Query

### Working with Reports

- Creating Reports
- Printing Reports
- Modifying Reports

## Using Internet Explorer

### Introducing the Internet

- Adjusting Basic Settings
- Web Navigation
- Search Tools
- Printing
- Bookmarking

### E-mail with Outlook Express

- Introducing e-mail
- Basic e-mail Settings
- Sending a Message
- Creating a Message
- Handling Messages
- Using the Address Book
- Organizing Messages