

Course overview:

Office XP: New features

(S233eng)



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Overview and objectives

This content has been designed for a one day classroom course. On course completion, students will be able to:

Work with task panes, smart tags, and the Ask a Question box.

Send an e-mail message with an introduction, send an Office file for review, use the Diagram and Template Galleries, use the Insert Clip Art task pane, recover non-responsive applications, show toolbar buttons on one or two rows, and use the Save My Settings Wizard.

Work with Word's new features, including the Styles and Formatting and Reveal Formatting task panes, and the Word Count toolbar; select multiple items, select only the bullets in a bulleted list, create and apply a custom table style, and insert a picture as a watermark.

Work with Excel's new features, including the border drawing tool, AutoSum list, Error Checking and Stock Quote smart tags, Watch Window, and Evaluate Formula dialog box; apply colors to worksheet tabs, insert a picture in a worksheet header, e-mail a range of cells, and prevent single-column sorting.

Work with PowerPoint's new features, including the Slide Design and Custom Animation task panes, and the Automatic Layout Options and AutoFit Options smart tags; use thumbnails to navigate in Normal view, create a photo album, compress pictures, and save a drawing object as a picture.

Work with Outlook's new features, including automatic completion of e-mail addresses, the Display as box, Subject box hyperlinks, and the Mailbox Cleanup dialog box; apply color labels to appointments, redefine color labels, and configure Outlook to apply color labels automatically.

Work with the speech and handwriting recognition features, and use the Office Document Imaging to import scanned text into Word.

On course completion, students should be able to use all of the new features of the Microsoft Office XP suite.

Who should attend?

Students should have familiarity with personal computers and the use of the keyboard and mouse. They should have completed basic level courses in Word, Excel, PowerPoint and Outlook 2000 or have equivalent practical experience.

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Task panes, smart tags, and the Ask a Question box

- Introducing task panes • Examining task panes • Creating new Office files • Opening existing Office files • Using the Basic Search task pane • Using the Advanced Search task pane • Using smart tags • Using the Smart Tag Actions button • Using the AutoCorrect Options button • Using the Paste Options button • Introducing the Ask a Question box • Using the Ask a Question box

Other new, shared features of Office XP

- Sending e-mail messages • Sending an e-mail with an introduction • Sending an Excel worksheet for review • Introducing the Diagram and Template Galleries • Exploring the Diagram Gallery • Inserting an organization chart • Inserting a pyramid diagram • Working with the Template Gallery • Working with clip art • Using the Microsoft Clip Organizer • Using the Insert Clip Art task pane • Application recovery • Recovering data from non-responsive applications • New configuration options • Showing toolbar buttons on one or two rows • Saving your Office configuration to a file

What's new in Word 2002

- Working with formatting features • Using the Styles and Formatting task pane • Using the Reveal Formatting task pane • Formatting multiple selections • Formatting bullets in a list • Formatting tables by using customized table styles • Other new features • Using the Word Count toolbar • Creating a watermark

What's new in Excel 2002

- Working with basic features • Adding color to worksheet tabs • Working with the border drawing tool • Working with the expanded AutoSum feature • Inserting a picture in a header • Sending a range of cells via e-mail • Preventing single-column sorting • Using smart tags in Excel • Using the Error Checking smart tag • Using the Stock Quote smart tag • Using auditing features • Using the Watch Window • Using the Formula Evaluator

What's new in PowerPoint 2002

- Working with thumbnails • Navigating with thumbnails in Normal view • Using task panes in PowerPoint • Using the Slide Design task pane • Using the Animation Schemes task pane • Using the Custom Animation task pane • Using smart tags in PowerPoint • Using the Automatic Layout Options button • Using the AutoFit Options button • Working with pictures • Creating a photo album • Compressing pictures • Saving an object as a picture file

What's new in Outlook 2002

- Working with new e-mail features • Using AutoComplete addressing • Using the Display as box • Using hyperlinks in the Subject box • Cleaning up the mailbox • Calendar coloring • Adding color labels to an appointment • Editing calendar labels • Applying color labels automatically

Alternative user input

- Speech recognition • Discussing speech recognition • Handwriting recognition • Using the Writing Pad to insert an ink object • Using Write Anywhere mode to insert typed text • Working with Office Document Imaging • Converting a scanned image to editable text

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