

Office 2003: Application Basics + CertBlaster & CBT

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Course Length: 3-days (18 hours)

Prerequisites: Windows 2000: Basic, or equivalent experience

What's in Office 2003: Application Basics + CertBlaster & CBT:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, provides an introduction to Excel 2003, Word 2003, PowerPoint 2003, and Outlook 2003. It is aimed at new users who want to get up and running quickly with the most commonly used features and functions of Microsoft Office 2003. Comes with CertBlaster software and a companion CBT program.

Objectives

- Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, close workbooks, and close Excel; identify the main components of the Word window; create, save, and close documents, close Word, and access the Help feature.
- Preview and control Page Setup options for a worksheet, print a worksheet, and set and clear a print area.
- Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
- Create a new presentation; add new slides to it; work in the Outline tab to rearrange bullets; rearrange and delete slides; and insert slides from another presentation.
- Apply a design template; edit a slide master; work with multiple slide masters; add and delete slide masters; adjust the pace of a presentation; add speaker notes and footers to each slide in a presentation; add headers and footers to a notes page; and set up a slide show for a speaker and a kiosk.
- Run a presentation by hiding or unhiding slides; preview a presentation in black and white; modify the page setup; print a presentation; save a presentation for Web delivery; and add a link to another presentation.
- Use the Outlook Inbox to read, create, and send messages; reply to, format, and check spelling of messages; read and save attachments; and forward, delete, and move messages.
- Use Outlook to send and receive mail and organize with folders. Set delivery options for messages; set up and use Search Folders; flag messages; set up the read receipt option for messages; customize page setup; print a message; set up and use an address book; and use the mail merge feature to merge messages.
- Create and organize your appointments by using the Calendar; explore Calendar views; categorize appointments; modify, edit, and delete appointments; and add multi-day and annual events to the Calendar.

Topic-Level Outline

Unit 1 : Getting started with Excel and Word

*Topic A: * Spreadsheet terminology*

A-1: Discussing spreadsheet terminology

*Topic B: * Exploring the Excel window*

B-1: Starting Excel

B-2: Examining Excel window components

*Topic C: * Opening and navigating workbooks*

C-1: Opening a worksheet

C-2: Navigating a worksheet

C-3: Closing a workbook and Excel

*Topic D: * Exploring the Word window*

D-1: Starting Word and exploring the program window

*Topic E: * Creating and saving documents*

E-1: Creating a new document

E-2: Entering text and displaying nonprinting characters

E-3: Saving a document by using the Save command

E-4: Saving a document in a new folder

E-5: Setting a Save AutoRecover time

E-6: Closing a document and closing Word

E-7: Renaming a folder

*Topic F: * Getting Help*

F-1: Using the Type a question for help box

F-2: Using the Office Assistant

F-3: Using the Help task pane

Unit 2 : Entering and editing data in Excel

*Topic A: * Creating workbooks*

A-1: Creating a default Excel workbook

*Topic B: * Entering and editing labels and values*

B-1: Entering labels and values

B-2: Editing a label

B-3: Finding and replacing

*Topic C: * Entering and editing formulas*

C-1: Entering a formula by typing

C-2: Using the mouse to enter cell references

C-3: Editing a formula

*Topic D: * Saving and updating workbooks*

D-1: Saving a workbook

D-2: Changing and updating a workbook

Unit 3 : Modifying a worksheet

*Topic A: * Moving and copying data*

A-1: Moving data in a worksheet

A-2: Copying data in a worksheet

A-3: Moving data by using the drag-and-drop method

A-4: Copying data by using the drag-and-drop method

A-5: Copying data by using the Clipboard

*Topic B: * Moving and copying formulas*

B-1: Using shortcut menus to move formulas

B-2: Copying a formula

B-3: Using the fill handle to copy formulas

*Topic C: * Using absolute references*

C-1: Observing the limitations of relative references

C-2: Using absolute references

Unit 4 : Using functions

*Topic A: * Entering functions*

A-1: Entering a SUM function

A-2: Using the mouse to enter a function argument

A-3: Inserting a SUM function

*Topic B: * Using AutoSum*

B-1: Using the AutoSum button

B-2: Using AutoSum to enter several SUM functions

*Topic C: * Using AVERAGE, MIN, and MAX*

C-1: Using AVERAGE

C-2: Using MIN

C-3: Using MAX

Unit 5 : Formatting worksheets

*Topic A: * Formatting text*

A-1: Formatting text by using the toolbar

A-2: Formatting a non-contiguous range

A-3: Using the Format Cells dialog box to format text

*Topic B: * Formatting rows and columns*

B-1: Changing column widths and row heights

B-2: Setting alignment

B-3: Applying borders to ranges

*Topic C: * Formatting numbers*

C-1: Using the Formatting toolbar to format numbers

C-2: Exploring the Number tab

C-3: Creating a conditional format

*Topic D: * Using Format Painter and AutoFormat*

D-1: Copying and clearing formatting

D-2: Using the AutoFormat dialog box to format a range

D-3: Using Find and Replace to change cell formats

Unit 6 : Printing

*Topic A: * Preparing to print*

A-1: Checking spelling in a worksheet

A-2: Using the Research task pane

A-3: Previewing a worksheet

*Topic B: * Page Setup options*

B-1: Setting page orientation

B-2: Setting margins

B-3: Creating custom headers and footers

B-4: Displaying gridlines and observing sheet options

*Topic C: * Printing worksheets*

C-1: Printing a worksheet

C-2: Working with the print area

Unit 7 : Creating charts

*Topic A: * Chart basics*

A-1: Creating a chart

A-2: Examining chart elements

A-3: Creating an embedded chart

*Topic B: * Modifying charts*

B-1: Changing a chart type

B-2: Formatting chart elements

B-3: Modifying an embedded chart

*Topic C: * Printing charts*

C-1: Printing a chart

Unit 8 : Editing Word documents

*Topic A: * Opening and navigating in documents*

A-1: Opening a file

A-2: Using scrollbars to navigate in a document

A-3: Moving in a document

A-4: Using the Go To command to move to a specific page

A-5: Using the Select Browse Object button

A-6: Using Print Layout view

A-7: Using Reading Layout view

*Topic B: * Automated tasks*

- B-1: Examining the AutoCorrect feature
- B-2: Using the AutoCorrect Options button
- B-3: Adding an entry to your AutoCorrect list
- B-4: Using AutoText to enter standard text in a letter
- B-5: Creating an AutoText entry
- B-6: Using AutoFormat to format a document
- B-7: Using Click and Type

*Topic C: * Editing text*

- C-1: Inserting and deleting text
- C-2: Inserting text in different modes
- C-3: Inserting the date and time

*Topic D: * The Undo and Redo commands*

- D-1: Using the Undo command
- D-2: Using the Redo command

Unit 9 : Moving and copying text

*Topic A: * Selecting text*

- A-1: Using the mouse to select text
- A-2: Using the keyboard to select text
- A-3: Using the selection bar to select text

*Topic B: * Cutting, copying, and pasting text*

- B-1: Moving text and using Paste Options
- B-2: Copying text in a document
- B-3: Copying text from one document to another

*Topic C: * Finding and replacing text*

- C-1: Searching for a word
- C-2: Replacing text in a document

Unit 10 : Formatting characters and paragraphs

*Topic A: * Character formatting*

- A-1: Using the Formatting toolbar
- A-2: Using the Font dialog box
- A-3: Applying character and text effects
- A-4: Highlighting text
- A-5: Repeating formatting in a document
- A-6: Formatting multiple selections simultaneously
- A-7: Using the Format Painter
- A-8: Using the Reveal Formatting task pane
- A-9: Applying character styles

*Topic B: * Using tabs*

- B-1: Examining tab stops
- B-2: Setting and moving a custom tab stop
- B-3: Clearing and setting other types of tabs
- B-4: Setting a tab and leader in the Tabs dialog box

*Topic C: * Paragraph formatting*

- C-1: Using paragraph alignments
- C-2: Applying borders and shading
- C-3: Adding bulleted and numbered lists
- C-4: Editing bulleted and numbered lists
- C-5: Adding an outline numbered list

*Topic D: * Advanced paragraph formatting*

- D-1: Setting left and right indents
- D-2: Setting a hanging indent
- D-3: Comparing new lines and paragraphs
- D-4: Setting the space before and after a paragraph
- D-5: Setting line spacing for a paragraph

Unit 11 : Creating and managing tables

*Topic A: * Creating tables*

- A-1: Creating a table by using the Insert Table dialog box
- A-2: Creating a table by using the Insert Table button
- A-3: Converting text to a table

*Topic B: * Working with tables*

- B-1: Moving in a table
- B-2: Selecting table elements
- B-3: Entering text in a table
- B-4: Formatting text in a table

*Topic C: * Modifying tables*

- C-1: Adding rows and columns
- C-2: Deleting columns, rows, and an entire table
- C-3: Changing the width of a column
- C-4: Aligning a table

Unit 12 : Controlling page layout

*Topic A: * Creating headers and footers*

- A-1: Exploring the header and footer areas
- A-2: Adding information to headers and footers
- A-3: Editing headers and footers

*Topic B: * Working with margins*

- B-1: Using Print Layout view to adjust margins
- B-2: Using the Page Setup dialog box to adjust margins
- B-3: Setting page orientation and vertical alignment
- B-4: Applying text flow options

*Topic C: * Working with page breaks*

- C-1: Adding manual page breaks
- C-2: Deleting a page break

Unit 13 : Proofing and printing documents

*Topic A: * Checking spelling and grammar*

A-1: Using the automatic spelling checker

- A-2: Checking spelling manually
- A-3: Checking grammar
- A-4: Finding synonyms and antonyms

*Topic B: * Previewing and printing documents*

- B-1: Previewing a document
- B-2: Using the Print dialog box

Unit 14 : Getting started with PowerPoint

*Topic A: * Exploring the PowerPoint environment*

- A-1: Opening and running a presentation
- A-2: Examining the PowerPoint environment
- A-3: Observing views

*Topic B: * Closing presentations and closing PowerPoint*

- B-1: Closing a presentation and closing PowerPoint

Unit 15 : Building new presentations

*Topic A: * Creating new presentations*

- A-1: Creating a new presentation from a blank presentation
- A-2: Entering text in a slide
- A-3: Adding and editing slides
- A-4: Using the AutoContent wizard

*Topic B: * Working in the Outline tab*

- B-1: Adding a bullet slide in the Outline tab
- B-2: Using the Promote and Demote buttons

*Topic C: * Rearranging and deleting slides*

- C-1: Rearranging slides in the Outline tab
- C-2: Rearranging slides in Slide Sorter view
- C-3: Deleting a slide in Slide Sorter view

*Topic D: * Using slides from other presentations*

- D-1: Inserting slides from another presentation

Unit 16 : Formatting slides

*Topic A: * Exploring text formatting*

- A-1: Using the Formatting toolbar
- A-2: Changing the font and font size
- A-3: Using the Format Painter to repeat text formatting
- A-4: Changing bullet styles
- A-5: Applying a numbered list

*Topic B: * Setting tabs and alignment*

- B-1: Examining the ruler
- B-2: Setting tabs
- B-3: Changing text alignment

Unit 17 : Working with graphics

*Topic A: * Working with WordArt*

- A-1: Adding and resizing WordArt
- A-2: Using the WordArt toolbar

*Topic B: * Adding clip art*

- B-1: Inserting clip art
- B-2: Exploring clip art on the Web

*Topic C: * Using images*

- C-1: Inserting images
- C-2: Applying color effects
- C-3: Increasing the contrast and brightness

Unit 18 : Using charts

*Topic A: * Creating and modifying charts*

- A-1: Using Microsoft Graph
- A-2: Formatting a chart
- A-3: Inserting an Excel chart
- A-4: Importing data from an Excel sheet

*Topic B: * Creating organization charts*

- B-1: Adding an organization chart
- B-2: Adding levels to an organization chart

Unit 19 : Modifying presentations

*Topic A: * Using templates*

- A-1: Creating a presentation based on a template
- A-2: Changing the design template
- A-3: Using multiple design templates in a presentation

*Topic B: * Working with the slide master*

- B-1: Examining the elements of a slide master
- B-2: Changing the default font
- B-3: Modifying the default bullets
- B-4: Inserting a new slide master
- B-5: Using multiple slide masters
- B-6: Deleting a slide master

*Topic C: * Adding transitions and timings*

- C-1: Setting transitions for individual slides
- C-2: Setting transitions for the entire presentation
- C-3: Setting transitions for selected slides
- C-4: Adding timings to a slide show
- C-5: Rehearsing timings

*Topic D: * Adding speaker notes and footers*

- D-1: Adding speaker notes
- D-2: Adding footers to slides
- D-3: Adding headers and footers to notes pages

*Topic E: * Setting up slide shows*

- E-1: Setting up a slide show for a speaker
- E-2: Setting up a slide show for a kiosk

Unit 20 : Printing and delivering presentations

*Topic A: * Running presentations*

- A-1: Previewing and running a presentation
- A-2: Hiding and unhiding a slide

*Topic B: * Printing presentations*

- B-1: Previewing a presentation in black and white
- B-2: Modifying the page setup
- B-3: Printing a presentation
- B-4: Printing an individual slide
- B-5: Printing handouts and notes

*Topic C: * Saving presentations for Web delivery*

- C-1: Saving a presentation as a Web page and publishing it
- C-2: Adding a hyperlink to a presentation
- C-3: Linking a slide to another file
- C-4: Sending a presentation via e-mail

Unit 21 : E-mail basics

*Topic A: * E-mail messages*

- A-1: Exploring the Inbox
- A-2: Reading a message
- A-3: Creating and sending a message
- A-4: Working with automation features
- A-5: Replying to a message
- A-6: Formatting a message
- A-7: Checking a message's spelling

*Topic B: * Handling messages*

- B-1: Attaching a file to a message
- B-2: Saving an attachment
- B-3: Saving a message as a file
- B-4: Forwarding a message
- B-5: Deleting and restoring a message

Unit 22 : E-mail management

*Topic A: * Managing e-mail*

- A-1: Defining delivery options
- A-2: Setting up a Search Folder
- A-3: Using a Search Folder
- A-4: Flagging an e-mail message
- A-5: Reading a read receipt

*Topic B: * Printing messages*

- B-1: Customizing page setup for printing
- B-2: Printing a message

*Topic C: * Address books*

- C-1: Setting up an address book
- C-2: Using an address book
- C-3: Addressing a message to multiple recipients
- C-4: Using mail merge

Unit 23 : Contact management

*Topic A: * Managing contacts*

- A-1: Exploring the Contacts folder
- A-2: Adding a new contact
- A-3: Editing a contact
- A-4: Adding a contact from the same company
- A-5: Viewing your contacts
- A-6: Creating and using a distribution list

*Topic B: * Categories*

- B-1: Categorizing a contact
- B-2: Creating a user-defined category
- B-3: Assigning a user-defined category

Unit 24 : Appointments and events

*Topic A: * Creating and sending appointments*

- A-1: Exploring the Calendar
- A-2: Setting up an appointment
- A-3: Adding a recurring appointment
- A-4: Exploring Day and Week views
- A-5: Exploring Month view
- A-6: Displaying multiple time zones
- A-7: Inserting an appointment into a message

*Topic B: * Categorizing appointments*

- B-1: Categorizing an appointment
- B-2: Using colors to differentiate appointments

*Topic C: * Modifying appointments*

- C-1: Editing an appointment's text
 - C-2: Modifying a recurring appointment
 - C-3: Deleting and restoring an appointment
- Topic D: * Working with events*
- D-1: Adding a multi-day event
 - D-2: Adding an annual event

Unit 25 : Meeting requests and responses

*Topic A: * Working with meeting requests*

- A-1: Planning a meeting
- A-2: Creating and sending a meeting request
- A-3: Discussing the meeting workspace

*Topic B: * Responding to meeting requests*

- B-1: Reading and accepting a meeting request
- B-2: Receiving a New Time Proposed message
- B-3: Declining a meeting request

*Topic C: * Handling meeting responses*

- C-1: Reviewing meeting responses
- C-2: Cancelling a meeting

