

## Office 2003: New Features, 2nd Edition + CertBlaster

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**Course Length:** 1-day (6+ hours)

**Prerequisites:** Experience with Office XP applications

**What's in Office 2003: New Features, 2nd Edition + CertBlaster:**

This ILT Series manual covers those features of Microsoft Office 2003 that were not included in any previous release of the Office suite or have been enhanced since Office XP. New features include Web-based Assistance, fax services, Office Marketplace, the Research task pane, and XML integration. Enhanced tools include smart tags and junk e-mail filtering. This course assumes basic-level proficiency in Access, PowerPoint, Excel, Outlook, and Word. This instructor's edition is designed for quick scanning in the classroom, and filled with interactive exercises.

**Objectives:**

- Use the Web-based Assistance feature to access online help; download additional templates and clip art from the Web; use the fax services; use Office Marketplace; check for Office 2003 updates; use Instant Messaging; and use the Research task pane.
- Use enhanced accessibility and readability features, insert voice comments, lock styles, and protect documents in Word 2003; use smart tags in Excel 2003; and use smart tags, the Thesaurus, and the Package for CD feature in PowerPoint 2003.
- Set smart tags, inherit properties, view database object dependencies, back up a database, check for errors in forms, and get context-sensitive help in Access 2003; and create and use a search folder, assign flags to messages, examine the Junk E-mail Filter, integrate the Calendar with other components, and discuss the Business Contact Manager in Outlook 2003.
- Use XML in Access 2003, Excel 2003, and Word 2003.

**Topic-Level Outline**

**Unit 1 : Common features of Office 2003**

*Topic A: \* Getting Help*

A-1: Using Assistance

*Topic B: \* Web-related features*

B-1: Using templates

B-2: Using clip art

B-3: Using fax services to fax a Word document

B-4: Using Office Marketplace

B-5: Searching the Web for updates

*Topic C: \* Other features*

C-1: Discussing Instant Messaging

C-2: Using the Research task pane

**Unit 2 : New features in Word, Excel, and PowerPoint**

*Topic A: \* New features in Word 2003*

A-1: Using enhanced accessibility

A-2: Using Reading Layout view

A-3: Inserting voice comments

A-4: Applying formatting restrictions

A-5: Protecting a document

*Topic B: \* New features in Excel 2003*

B-1: Working with lists

B-2: Using the Date smart tag

B-3: Comparing workbooks side by side

*Topic C: \* New features in PowerPoint 2003*

C-1: Using smart tags

C-2: Using the Thesaurus

C-3: Packaging a presentation

**Unit 3 : New features in Access and Outlook**

*Topic A: \* What's new in Access 2003*

A-1: Setting smart tags

A-2: Inheriting properties

A-3: Viewing database object dependencies

A-4: Creating a database backup

A-5: Checking for errors in forms

A-6: Getting context-sensitive help

*Topic B: \* What's new in Outlook 2003*

B-1: Creating and using a search folder

B-2: Assigning a flag to a message

B-3: Examining the Junk E-mail Filter

B-4: Integrating the Calendar with Contacts

B-5: Discussing Business Contact Manager

**Unit 4 : XML and Office 2003**

*Topic A: \* XML and Access 2003*

A-1: Exporting and importing XML documents

A-2: Exporting a database object as an XML document with its XSL file

*Topic B: \* XML and Excel 2003*

B-1: Using the XML Source task pane

B-2: Importing XML data into a workbook

B-3: Exporting data from a workbook to an XML file

*Topic C: \* XML and Word 2003*

C-1: Creating an XML document

C-2: Inserting an XML document

C-3: Attaching an XML schema to a Word document

Appendix A : Using Windows SharePoint Services

*Topic A: \* Getting started with SharePoint*

A-1: Exploring the Shared Workspace task pane

A-2: Discussing the Meeting Workspace

Appendix B : Infopath and OneNote

*Topic A: \* Infopath*

*Topic B: \* OneNote*