

Office 2003: Web Components and Collaboration, 2nd Edition

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Course Length: 1-day (6+ hours)

Prerequisites: Word 2003: Module I, Excel 2003: Module I, Access 2003: Module I, and PowerPoint 2003: Module I, or equivalent experience

What's in Office 2003: Web Components and Collaboration, 2nd Edition:

This ILT Series manual for Office 2003 Web Components is designed to give students with basic knowledge of Word, PowerPoint, Excel and Access proficiency in Office's web components and participating in web discussions. This course is designed for quick scanning in the classroom, and filled with interactive exercises.

Objectives:

- Open a Web document and create a Web folder.
- Create a Web form, add labels and controls to a form, and modify a form.
- Save and publish a presentation as a Web page; insert hyperlinks in a Web presentation; customize a Web presentation by changing text and background properties and by hiding speaker notes; and broadcast a presentation.
- Publish a worksheet; recalculate, sort, filter, and format data; create, save, and run a Web query; and create, publish, and modify a PivotTable.

Topic-Level Outline

Unit 1 : The World Wide Web

*Topic A: * Understanding the Web*

- A-1: Understanding Web concepts
- A-2: Opening a Web page
- A-3: Understanding Web Components
- A-4: Creating a Web folder

Unit 2 : Web forms

*Topic A: * Creating Web forms*

- A-1: Exploring a sample form
- A-2: Creating a form
- A-3: Setting form field properties
- A-4: Modifying a form
- A-5: Previewing a form in Internet Explorer

Unit 3 : Web presentations

*Topic A: * Publishing presentations*

- A-1: Saving a presentation as a Web page
- A-2: Publishing a presentation
- A-3: Viewing files and folders on the Web

*Topic B: * Inserting hyperlinks*

- B-1: Linking to a Web page
- B-2: Linking to another presentation
- B-3: Creating an e-mail link
- B-4: Creating an image link

*Topic C: * Customizing Web presentations*

- C-1: Choosing Web options
- C-2: Hiding the Outline and Notes panes

*Topic D: * Broadcasting presentations*

- D-1: Discussing broadcasts

Unit 4 : Excel Web Components

*Topic A: * Spreadsheet Web Components*

- A-1: Publishing a worksheet
- A-2: Recalculating data
- A-3: Sorting data
- A-4: Filtering data
- A-5: Formatting an Excel Web worksheet

*Topic B: * Web queries*

- B-1: Creating and saving a Web query
- B-2: Running a saved Web query

*Topic C: * PivotTables*

- C-1: Creating a PivotTable
- C-2: Modifying a PivotTable

Unit 5 : Access Web Components

*Topic A: * Data access pages*

- A-1: Exploring a data access page
- A-2: Creating a data access page
- A-3: Creating a grouped data access page
- A-4: Saving a database object as a data access page
- A-5: Creating a PivotTable on a data access page
- A-6: Creating a PivotChart on a data access page

*Topic B: * Hyperlink fields*

- B-1: Creating and using a hyperlink field
- B-2: Modifying a hyperlink field

Unit 6 : Collaborating on a document

*Topic A: * Working with SharePoint*

- A-1: Discussing the features of SharePoint
- A-2: Discussing Document Workspace basics
- A-3: Discussing document modification in Document Workspaces
- A-4: Discussing SharePoint publication of Excel lists

*Topic B: * Web discussions*

- B-1: Understanding Web discussion basics
- B-2: Understanding discussion comment modifications
- B-3: Understanding discussion threads
- B-4: Understanding general discussions
- B-5: Understanding discussion filtering

*Topic C: * Instant Messaging*

- C-1: Discussing Instant Messaging