Microsoft Office 2003 Essentials Video Training - on DVD-ROM

Tom Murray

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Topics Covered:

Word 2003 : Beginner Level
1.0 Getting Started
2.0 Creating New Documents
3.0 Revising Your Documents
4.0 Shortcuts
5.0 Essential Skills
6.0 Formatting Text & Paragraphs
7.0 Proofreading & Printing Documents

Word 2003 : Intermediate Level
1.0 Managing Documents
2.0 Additional Editing Tools
3.0 Page Layout
4.0 Customizing Word
5.0 Understanding Formatting in Word
6.0 Paragraph Formatting
7.0 Document Formatting
8.0 Mail Merge Basics
9.0 Introduction to Graphics
10.0 Organizing Content

Word 2003 : Advanced Level
1.0 Tables
2.0 Formatting with Styles & Themes
3.0 Document Templates
4.0 Section Formatting
5.0 Long or Complex Documents
6.0 Creating & Using Macros
7.0 Collaborating

Excel 2003 : Beginner Level

1.0 The Excel Screen
2.0 Creating Data and Content
3.0 Analyzing Data
4.0 Formatting Data and Content

Excel 2003 : Intermediate Level
1.0 Collaborating
2.0 Managing Worksheets
3.0 Organizing and Analyzing Data

Excel 2003 : Advanced Level
1.0 Formatting Data and Content
2.0 Collaborating
3.0 Managing Data and Workbooks
4.0 Customizing Excel

PowerPoint 2003 : Beginning Level
1.0 Getting started
2.0 Creating a New Presentation
3.0 Revising Presentations
4.0 Getting Help
5.0 Outline View
6.0 Inserting and Editing Text Based Content
7.0 Inserting Tables and Diagrams
8.0 Inserting Pictures, Shapes and WordArt
9.0 Previewing a Presentation

PowerPoint 2003 : Intermediate Level
1.0 Formatting Text Based Content
2.0 Formatting Pictures, Shapes and Graphics
3.0 Formatting Slides
4.0 Applying Animation Schemes
5.0 Applying Slide Transitions
6.0 Working with Slide Masters
7.0 Tracking, Accepting and Rejecting Changes
8.0 Adding, Editing and Deleting Comments
9.0 Comparing and Merging Presentations

PowerPoint 2003 : Advanced Level
1.0 Organizing a Presentation
2.0 Delivering a Presentation
3.0 Preparing Presentations for Remote Delivery
4.0 Saving and Publishing Presentations
5.0 Printing Slides, Handouts and Speaker Notes
6.0 Exporting a Presentation to Another Microsoft Program

Outlook 2003 : Beginning Level
1.0 What's New for 2003
2.0 Introduction to MS Outlook
3.0 Messaging

Outlook 2003 : Intermediate Level
1.0 Scheduling

Outlook 2003 : Advanced Level
1.0 Organizing

Access 2003 : Beginning Level
1.0 Introduction
2.0 Working with an Existing Database
3.0 Form Basics
4.0 Report Basics

Access 2003 : Intermediate Level
1.0 Planning & Designing a Database
2.0 Building & Modifying Tables
3.0 Working with Relationships

Access 2003 : Advanced Level
1.0 Designing Simple Queries
2.0 Building & Modifying Forms
3.0 Building & Modifying Reports
4.0 Managing Databases

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