



Microsoft Office 2003

(Word, Excel, PowerPoint & Outlook)



# Topics Covered:

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## **Microsoft Office 2003**

1. Office 2003 - A New Look
2. Type A Question For Help
3. Getting Started Task Pane
4. New Document Task Pane
5. File Search Task Panes
6. Research Task Pane
7. Navigating The Task Panes
8. Smart Tags
9. Clip Art
10. The Clip Organizer
11. The Clipboard
12. The Diagram Gallery
13. Editing Items In A Group
14. Document Recovery
15. What Else Is New In Office 2003

## **Microsoft Outlook 2003**

1. Outlook 2003 What's New
2. E-mail Account Profiles
3. Using The Navigation Pane
4. Displaying The Reading Pane
5. Working With E-mail Accounts
6. AutoComplete E-mail Addresses
7. Default E-mail Editor
8. Quick Flags
9. Mailbox Cleanup
10. Colour Appointments
11. Multiple Reminder Control
12. Group Schedules
13. Accessing The Web
14. What Else Is New In Outlook 2003

## **Microsoft Word 2003**

1. The Word Task Panes
2. Styles And Formatting Task Pane
3. Reveal Formatting Task Pane
4. Protect Document Task Pane
5. Mail Merge Task Pane
6. Reading Layout
7. Smart Tag Actions
8. AutoCorrect Options
9. Multiple Selection
10. Picture Bullets
11. Printed Watermarks
12. Drawing Canvas
13. Organization Charts
14. Table Properties
15. Drag And Drop Tables
16. Embedded Tables
17. Tracking Changes
18. Reviewing Changes
19. Filtered HTML
20. Security
21. What Else Is New In Word 2003

## **Microsoft Excel 2003**

1. Excel 2003 What's New
2. AutoSum
3. AutoFill Smart Tag
4. Colour Coded Worksheet Tabs
5. Drawing Borders
6. Paste Options Smart Tag
7. Find And Replace
8. Header And Footer Options
9. Recommended Functions
10. Function Examples
11. Formula Error Checking
12. The Watch Window
13. Evaluate Formula
14. PivotTables
15. E-mail A Range
16. Links Management
17. Importing External Data
18. Web Queries
19. Auto Republish Web Pages
20. Excel And XML
21. What Else Is New In Excel 2003

## **Microsoft PowerPoint 2003**

1. Normal View
2. The PowerPoint Task Panes
3. Using The Normal View
4. Text AutoFit
5. Contents Layout
6. Tables
7. Picture Techniques
8. AutoLayout Of Objects
9. Photo Album
10. Animation Schemes
11. Custom Animation
12. Applying Custom Animation
13. Slide Show Annotations
14. Full Screen Movie Playback
15. Print Preview
16. Slide Masters
17. Multiple Design Templates
18. Slide Transitions
19. Set Up Show
20. Web Page Preview
21. Save As Web Page
22. Package to CD
23. What Else Is New In PowerPoint 2003



# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

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- ICT & Software Applications
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MSAC01

## Duration:

1 Full Day

## Who should attend:

This course is intended for people who require an introduction to the main Office 2003 applications. It is a great way to learn how to create basic documents, presentations, databases, and emails.

## Course Pre-requisites:

This course is designed for participants with little or no knowledge of Microsoft Office 2003.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office suite. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Intermediate
- Microsoft Word Intermediate
- Microsoft Outlook
- Microsoft PowerPoint Intermediate