



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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May Chapa:

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Lou Bryant:

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