

Microsoft Office XP

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Meet the expert: Jan Fransen has been working to educate people in the best ways to use Microsoft products for more than 15 years. She's written both data-based and document-based applications for large and small companies and has helped hundreds of Office users and developers get started on the right foot through public and onsite training classes. As a writer, Jan has developed training courseware, contributed to books on Microsoft Office, written white papers for publication on MSDN, and created samples designed to help developers get up to speed quickly on new Microsoft products and features.

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Course description: Tap into the strength of Microsoft Office XP as AppDev experts Joe Habraken and Jan Fransen demonstrates why Word, Excel, and Outlook are the most powerful and widely used office software suite.

Course outline:

Windows XP

- Introduction
- Windows Desktop
- Desktop Geography
- Taskbar
- System Tray
- Start Button
- Launching an Application
- Launching Wordpad
- Minimize / Maximize
- Multiple Applications
- Arranging Icons
- Arrange Icons By
- Display Properties
- Settings
- Personal Folders
- My Computer
- Sorting Files
- Summary

Exploring the Web

- Introduction
- Moving Around in IE
- Menus/Toolbars
- Surfing the Web
- Forward and Back
- Set a Home Page
- Selecting a Page
- Setting Internet Options
- Cookies and Temp Files
- Specify a Link
- E-mail a Link

- Summary

Using E-Mail

- Introduction
- Overview
- Creating an E-Mail
- Addressing an E-Mail
- Attaching Files
- Sending a Message
- Reading E-Mail
- Replying to E-Mail
- Deleting E-Mail
- Open Attachments
- Save Attachments
- Sorting E-Mail
- Finding Messages
- Summary

What's in Office XP

- Introduction
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Summary

Microsoft Word XP

- Introduction
- Create a Document
- General Templates
- Wizards
- Format Text
- Insert a Graphic
- Change Page Setup
- Print Preview

- Summary

Microsoft Outlook XP

- Introduction
- Navigating in Outlook
- E-Mail
- Calendar
- Contacts
- Tasks
- Notes
- Summary

Windows XP Basics

- Introduction
- Starting Windows XP
- Exploring the Desktop
- Summary

Windows Programs

- Introduction
- Pin an App to Start Menu
- Resize a Window
- Minimize a Window
- Multiple Applications
- Playing Music
- Media Player Skins
- Summary

Customizing the Desktop

- Introduction
- Icons
- Task Bar
- Desktop Settings
- Adjust Volume
- Date and Time
- Summary

Windows Help

- Introduction
- Help and Support Center

- Select a Help Topic
- Use the Search Box
- Adding Topics to Favorites
- The ? Help Button
- Summary

Using Files

- Introduction
- Personal Folders
- My Computer
- Sorting Files
- Creating Folders
- Deleting Files-Folders
- Copy-Move Files
- Send To
- Recycle Bin
- Summary

Fine Tuning Windows

- Introduction
- Windows Update
- Critical Updates
- Create a Restore Point
- Restore Computer
- Control Panel
- Accessibility
- Disk Cleanup
- Personal Firewall
- Summary

Internet Basics

- Introduction
- Launching IE
- Get Familiar with IE
- Favorite Site
- Summary

Using Hyperlinks

- Introduction

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- Text Hyperlinks
- Graphic Hyperlinks
- Navigation Buttons
- Type a Web Address
- Add a Favorite Site
- Links Folders
- Organize Favorites
- Links Toolbar
- View Menu
- Summary

History List

- Introduction
- Access History List
- Expand History List
- Clear History List
- Summary

Searching the Web

- Introduction
- Search within IE
- Search Results
- Search with Google
- Search Engines Explained
- Summary

Pictures and Files

- Introduction
- Copy a Picture
- Save Picture As
- Downloading Files
- Save As Dialog
- Summary

Internet Explorer Options

- Introduction
- Program Settings
- Delete Temp Files
- Content Advisor
- Programs
- Summary

Configuring Outlook Express

- Introduction
- Explore Outlook Express
- Add an E-mail Account
- POP3 Mail
- Address Book
- Summary

Composing E-Mail

- Introduction
- Create an E-Mail
- Subject and Body
- Formatting and Fonts
- Attach Files
- Draft Messages
- Summary

Receiving E-Mail

- Introduction
- Receiving E-Mail
- Saving Attachments

- Deleting Messages
- Handling Spam
- Managing E-Mail
- Sorting E-Mail
- Creating Folders
- Moving E-Mail
- Summary

Word Basics

- Introduction
- Exploring Word
- Custom Menus-Toolbars
- Show Full Menus
- Create a Document
- New Blank Document
- Templates
- Wizards
- Saving Documents
- Open a Document
- Summary

Formatting Text

- Introduction
- Default Font
- Change Font Attributes
- Format Painter
- Font Dialog Box
- Set a New Default Font
- Formatting Toolbar
- Aligning Text
- Show/Hide
- Paragraph Dialog Box
- Borders and Shading
- Add Border to Text
- Undo
- Page Border
- Zoom Tool
- Shading
- Summary

Spelling

- Introduction
- Proof As You Type
- Spelling and Grammar
- Thesaurus
- AutoCorrect
- Summary

Tabs and Rulers

- Introduction
- Normal View
- Types of Tabs
- Removing Tabs
- Tab Dialog Box
- Indents
- Setting Margins
- Page Breaks

- Line Spacing
- Summary

Inserting Pictures

- Introduction
- Clip Art
- Resize Art
- Insert Picture from File
- Crop Images
- Summary

Printing

- Introduction
- Print Preview
- Preview Multiple Pages
- Print Settings
- Print Options
- Summary

Working in Word

- Introduction
- Show Full Menus
- Show Large Icons
- Quick Look at Task Pane
- Switch Between Documents
- Smart Tag Actions
- Using Word Help
- Turn Off Office Assistant
- Using Views
- Moving Text Around
- Office Clipboard
- Undo and Redo
- Summary

Working with Tables

- Introduction
- Create a Table
- Use Draw Table Tool
- Enter Text into a Table
- Select Parts of a Table
- Insert Columns, Rows, Cells
- Adjust Columns, Rows
- Use AutoFit
- Delete Tables, Columns, Rows, Cells
- Copy, Move, Resize Tables
- Summary

Formatting Tables

- Introduction
- Sort Tables
- Apply Borders, Shading
- Merge and Split Cells
- Change Text Alignment
- Rotate Text in a Table
- Formulas and Functions
- Table Properties
- Nesting Tables
- Summary

Special Text Features

- Introduction

- Insert Symbols
- Create and Insert AutoText
- Change and Remove AutoText
- Replace Document Text
- Navigational Tools
- Summary

Borders and Graphics

- Introduction
- Apply Page Borders
- Apply Borders and Shading
- Draw/Change Lines/Objects
- Use the Drawing Grid
- Summary

Working with Sections

- Introduction
- Create a Section
- Paper Size and Orientation
- Change Vertical Alignment
- Headers and Footers
- Create Columns
- Summary

Special Features

- Introduction
- Bullets and Numbered Lists
- Numbered Outlines
- Footnotes and Endnotes
- Summary

Merge Documents

- Introduction
- Merge Terms
- Merge Wizard
- Merge Doc from Scratch
- Mail Merge Toolbar
- Summary

Edit Merge Documents

- Introduction
- Modify Records in DS
- Customize Data Source
- Create Mailing Labels
- Filter/Sort Data Source
- Summary

Styles and Themes

- Introduction
- Create a Style
- Use a Style
- Edit a Style
- Merge Styles
- Use the Style Gallery
- Create Styles Automatically
- Change Styles by Example
- Apply a Theme
- Summary

Working with Templates

- Introduction
- Use Templates
- Create a Template

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- Edit a Template
- Summary

Working with Fields

- Introduction
- Inserting Fields
- Display Field Codes
- Update a Field
- Edit a Field
- Create Table of Contents
- Create an Index
- IF Field in Mail Merge
- FILLIN Field
- Summary

Working with Macros

- Introduction
- Record a Macro
- Run a Macro
- Edit a Macro
- Macro to Shortcut Key
- Macro to Menu or Toolbar
- Delete a Macro
- Summary

Creating Forms

- Introduction
- Design a Form
- Place a Form Field
- Change Form Fields
- Add Help Text to a Field
- Protect a Form
- Use a Form
- Summary

Working with Graphics

- Introduction
- Wrap Text Around Graphics
- Select Graphics
- Manipulate Graphics
- Linked Text Boxes
- Create Watermarks
- Summary

Worksheets, Charts, Diagrams

- Introduction
- Insert Excel Data
- Create a Chart
- Modify a Chart
- Import Excel Data
- Import Excel Chart
- Insert Diagrams
- Summary

Collaborative Tools

- Introduction
- Understand Collab. Tools
- Track Document Changes
- Accept/Reject Tracked Changes
- Save Document Versions
- Merge Document Changes

- Summary

Excel Basics

- Introduction
- Start Excel
- Excel Window
- Change Default Settings
- Worksheet Geography
- Summary

Building a Workbook

- Introduction
- Templates
- Worksheet Navigation
- Summary

Formatting Worksheets

- Introduction
- Formatting Values
- Format Cells
- Labels
- Column Width
- Format Labels
- Row Height
- Insert/Delete Columns
- Rows
- Borders and Colors
- Summary

Using Formulas

- Introduction
- Create a Formula
- Relative Referencing
- Summary

Using Functions

- Introduction
- Using Functions
- Statistical Functions
- Min Max Avg
- Financial Functions
- Absolute Reference
- Present Value
- Summary

Working with Sheets

- Introduction
- Rename a Sheet
- Move a Sheet
- Insert a Sheet
- Delete a Sheet
- Summary

Creating Charts

- Introduction
- Select a Range
- Chart Wizard
- Move / Resize a Chart
- Summary

Printing

- Introduction
- Print Preview
- Page Setup
- Print Area

- Summary

Getting Started in Excel

- Introduction
- Personalized Menus and Toolbars
- Use Task Panes
- Manage Workbooks
- Use Smart Tags
- Use Excel Help
- Save/Close a Workbook
- Summary

Edit Workbooks

- Introduction
- Edit Cell Contents
- Clear Cell Contents
- Using Undo and Redo
- Using Find and Replace
- Work with AutoCorrect
- Check Spelling
- Summary

Formulas and Constant Values

- Introduction
- Range Finder
- Formula Error Checking
- Collect / Copy / Move / Paste
- AutoFill
- Summary

Formatting Worksheets

- Introduction
- Align Cell Contents
- Merge Cells
- Create Header/Footer
- Print a Worksheet
- Summary

Modify Columns/Rows

- Introduction
- Use AutoFit
- Hide Columns/Rows
- Custom Worksheet Views
- Summary

Working with Worksheets

- Introduction
- Edit a Group
- Create Linked Formulas
- Use 3-D References
- Protect Workbooks/Sheets
- Summary

Working with Functions

- Introduction
- Named Ranges
- Relative Names
- Custom Zoom
- Use Functions
- Summary

Format and Data Validation

- Introduction
- Conditional Formatting
- Data Validation

- Custom Formats
- Auditing/Error Checking
- Summary

Creating Charts

- Introduction
- Modify Charts
- Change Chart Type
- Change Chart Options
- Add/Remove Data Series
- Change Data with a Chart
- Summary

Work with Charts

- Introduction
- Use Text Boxes
- Format Chart Elements
- Print Charts
- Summary

Advanced Charts

- Introduction
- 3-D Charts
- Combination Chart
- Complex Pie Charts
- Create a Pictograph
- Summary

Using List Features

- Introduction
- Use a List
- Use AutoComplete
- Sort a List
- Use a Data Form
- Filter List with AutoFilter
- Summary

Styles and Templates

- Introduction
- Create and Use Styles
- Merge Styles
- Use Templates
- Create Templates
- Summary

Advanced Functions

- Introduction
- Work with Functions
- The IF Function
- Table Lookup Functions
- Text Functions
- One-Input Data Tables
- Two-Input Data Tables
- Summary

Analyzing Data

- Introduction
- Automatic Outlining
- Consolidating Info
- Insert Subtotals
- Create Advanced Filter
- Use Database Functions
- Summary

Using PivotTables

- Introduction

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- PivotTable and PivorChart
- Lay Out a PivotTable
- Modify PivotTable Fields
- Work with Page Fields
- Refresh a PivotTable
- Summary

Enhancing PivotTables

- Introduction
- Format a PivotTable
- Summary Functions
- Sort Items
- Group Data
- Use AutoShow
- Create a Calculated Field
- Create a Calculated Item
- Create Charts
- Summary

Data Analysis Tools

- Introduction
- Create Scenarios
- Work with Scenarios
- Use Goal Seek
- Understanding Solver
- Define a Problem
- Solve a Problem
- Results/Alternate Solutions
- Summary

Working with Macros

- Introduction
- Record a Macro
- Execute a Macro
- Work with Macro Buttons
- Summary

Shared Workbooks

- Introduction
- Configure Shared Wbkb
- Highlight Tracked Changes
- Review Changes
- Remove Wbkb from Share
- Merge Workbooks
- Summary

Special Features

- Introduction
- Import/Export Data
- Hypertext Links
- Summary

Outlook Basics

- Introduction
- Start Outlook
- Outlook Today
- View Folders
- E-Mail Configuration
- View Accounts
- Compose a Message
- Format a Message

- Attach a Message
- Send a Message
- Received E-Mail
- Save an Attachment
- Reply to E-Mail
- Sent Items
- Forward a Message
- Manage Messages
- Delete Messages
- Create a Folder
- Move a Message
- Save a Draft
- Organize Tool
- Message Options
- Flag a Message
- Find
- Summary

Contacts

- Introduction
- Create a Contact
- Views of Contacts
- Summary

Calendar

- Introduction
- Navigate the Calendar
- Create an Appointment
- Recurring Appointment
- Summary

Task List

- Introduction
- Enter a Task
- View Tasks
- Summary

Notes

- Introduction
- Create a Note
- View Notes
- Summary

Printing

- Introduction
- Print Calendar
- Print Dialog Box
- Printing Items
- Summary

Communicating with Others

- Introduction
- Send Message to Contact
- Distribution Lists
- Planning Meetings
- Assign Tasks
- Summary

Customizing Outlook

- Introduction
- Customize Outlook Today
- Change Outlook Toolbar
- Change Outlook Defaults

- Add a Custom Signature
- Organize with Rules Wizard
- Summary

Special Outlook Features

- Introduction
- Work with Views
- Track Contact Activity
- Create a Mail Merge
- Clean Up Your Mailbox
- Use AutoArchive
- Summary

Exchange Features

- Introduction
- Recall a Message
- Out of Office Assistant
- Voting Buttons
- Create/Use Delegates
- Grant Permissions
- Summary