

Effectively upgrading to Windows XP and Office 2003

What this course has to offer:

This course is designed for users of Office XP and Office 2000 who need to upgrade to Office 2003. The course explains in detail basic functions of Microsoft Windows, Word, Excel PowerPoint and Outlook as well as advancements and improvements.

What are the course requirements?

Being acquainted with using the mouse and keyboard as well as basic knowledge of the Office versions mentioned above.

Number of lessons: 118

Processing time approximately 11 hours

The learning content in overview:

Chapter 1: Windows XP

The fast advance

The New Windows XP desktop
The start menu
Customizing your desktop
The new folder window
Interrupting or terminating work on the computer

Mastering files and folders

Viewing folder contents
Managing files and folders
Searching for files and folders effectively

Smart ways to save files

Strategies for data backup
Writing data to CD

Easy system maintenance

Clearing the desktop and the hard drive
First aid with problems
Transfer files and settings to a new computer

Optimizing input and output

Customizing the mouse
Print Settings and Font Management

Special settings and functions

Working with ZIP folders
Tips regarding the Taskbar and the start menu
Using a Notebook

Chapter 2: Word 2003

The fast advance

The Word application window
Using the task pane
Basic settings
Opening and creating documents
New text input and editing features
Moving and copying text segments

Creating, printing and saving texts

Automatic corrections and formats
How Word can help you with phrasing
Translating text
Face and reverse printing
Security and document protection
Using document recovery

Text formatting and page setup

The reveal formatting task pane
Select and compare similar formatting
Inserting watermarks in documents
Formatting pages

Documents and Pictures

Inserting graphics
The Clip Organizer
Editing pictures
Diagrams

Saving time by using templates

Assigning styles
Creating new styles

References and overviews

Footnotes and Endnotes
Outline and Table of Contents

Mail Merge

Selecting the main document
Linking the data source
Inserting merge fields
Printing mail merge

Team documents

Teamwork with documents
Merge and compare documents
Word documents for the internet

Help functions and file search

Quick way to get help on using the program
Searching for files

Chapter 3: Excel 2003

The fast advance

The Excel application window
The task pane
Quickly accessing important folders
Copying and moving elements the comfortable way

Mastering Workbooks

AutoRecovery Options
Protecting Confidential Information

Formulas and functions

- Changing the tab color
- Finding suitable functions quickly
- Searching for errors effectively

Formatting worksheets

- Drawing borders and lines with the mouse
- Formatting numbers as text

Instruments for large worksheets

- Observing formulas and results via the watch window
- Searching effectively
- Linking cells

Excel and the Web

- Sending data by mail
- Accessing data from the web

Help functions, file search, useful functions and settings

- The Excel help function
- Searching for files
- Comparing tables

Chapter 4: PowerPoint 2003

The fast advance

- The PowerPoint application window
- Basic program settings
- Using new screen elements effectively
- Assigning a slide layout
- Assigning a design template

Formatting text and inserting pictures

- SmartTags and AutoLayout
- AutoCorrect and AutoFit
- Adding flavor with pictures
- Creating and editing organization charts

Enhancing and printing presentations

- Using the Print Preview
- Creating slide shows with slide transitions
- Applying animation schemes
- Controlling your slide show

Settings for saving and publishing

- Password protection and compression for pictures
- Pack and go

Chapter 5: Outlook 2003

The fast advance

- The Outlook 2003 application window
- Using the Navigation Pane and the Reading Pane
- Managing mail access

Mastering mail

- Writing E-Mails
- Addresses and distribution lists
- Following up mail messages
- Sorting E-Mails
- Searching for E-Mails
- Organizing E-Mails
- Rules for sorting E-Mails
- Tips regarding attachments
- Tips for correspondence in foreign languages
- Out of Office Assistant

Contacts - addresses by mouse-click

- Creating and Displaying Contacts
- Working with Contacts

Calendar, tasks and contacts

- Entering appointments without forgetting about them
- Planning a meeting
- Sharing your calendar
- Comparing calendars
- Organizing and assigning tasks

Organizing Outlook

- Printing Outlook elements
- Customizing Outlook
- Working offline

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Effektiver Umstieg auf Windows XP und Office 2003'.