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Outlook Essentials (1 Day)

Outlook 2003 Basics

- Understanding Outlook 2003
- Starting Outlook 2003
- Common Outlook 2003 Screen Elements
- Going To Outlook 2003 Features
- Navigating to Outlook 2003 Features
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Exiting Outlook 2003

Sending Email

- Understanding Email
- Email in Outlook 2003
- How Outlook 2003 Mail Works
- Composing an Email Message
- Creating a New Message
- Checking the Spelling
- Adding an Attachment to a Message
- Adding Importance
- Requesting Message Receipts
- Sending the Message
- Creating an AutoSignature
- Using an AutoSignature
- Removing an AutoSignature
- Sending a Courtesy Copy
- Sending a Blind Copy

Receiving Email

- Understanding the InBox
- Retrieving Email
- Opening an Outlook Data File
- Adjusting the Message View
- Reading Messages
- Marking Messages as Unread
- Viewing Unread Messages
- Deleting Messages
- Recovering Deleted Messages
- Understanding Message Attachments
- Saving a Message Attachment
- Opening a Message Attachment
- Replying to a Message
- Replying to All Messages
- Replying without the Original Message
- Forwarding Messages

Working with the Calendar

- Accessing the Calendar
- Changing Calendar Views
- Moving to Specific Dates
- Creating a Second Time Zone
- Deleting a Second Time Zone
- Sharing your Calendar
- Viewing Shared Calendars
- Closing & Deleting Shared Calendars
- Creating a New Calendar
- Deleting a Calendar
- Creating a Public Calendar

Appointments & Events

- Using a Specific Calendar
- Scheduling an Appointment
- Scheduling an Appointment from the Menu
- Rescheduling an Appointment to another Day
- Rescheduling an Appointment to another Time
- Creating Recurring Appointments
- Scheduling an Event
- Deleting Appointments & Events
- Organising your Appointments
- Printing your Calendar
- Specifying the Work Week
- Labelling Appointments

Contacts

- Understanding the Contact Card
- Accessing Contacts
- Creating a New Contact Card
- Entering Contact Details
- Adding Contacts to Existing Companies
- Editing Contact Details
- Inserting a Contact Picture
- Deleting an Unwanted Contact
- Recovering a Deleted Contact
- Printing the Contact Listing

Tasks

- Accessing Outlook Tasks
- Creating Simple Tasks
- Typing Tasks Directly
- Changing Task Views
- Categorising Tasks
- Sorting Tasks
- Completing Tasks
- Deleting Tasks
- Printing a Task List

General Computer Usage

- Printed Help Sources
- The Help Task Pane
- Searching for General Help
- Searching for Specific Help
- Understanding a Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying & Using the Office Assistant
- Customising the Office Assistant
- Disabling the Office Assistant
- Screen Tips & Dialog Box Help

Word Essentials (1 Day)

Word Orientation

- Starting Word
- The Word 2003 Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus
- Using the Ruler
- The Status Bar
- Exiting Word

Working with a Document

- Opening a Document
- Navigating with the Keyboard
- Scrolling through a Document
- Document Views
- Page Zooming
- Simple Editing
- Formatting Marks
- Saving a Document
- Print Preview
- Printing a Document
- Closing a Document

Creating a Document

- Creating a Blank Document
- Typing Text
- Typing Numbers
- Inserting a Date
- Spelling & Grammar Checking
- Saving a New Document
- Create a Document from a Template

Working with Text

- Selecting Text Using a Mouse
- Selecting Text Using the Keyboard
- Insert & Overtyping Modes
- Deleting Text
- Cutting & Pasting
- Copying & Pasting
- Find & Replace
- Using Undo

Formatting Text

- Quick Alignment
- Bullets & Numbers
- Indents
- Quick Fonts
- Changing the Text Colour
- Using the Format Painter
- Line Spacing
- Paragraph Spacing

Working with Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders

Creating Tables

- Creating a Table
- Adding Data to a Table
- Inserting Columns & Rows
- Deleting Columns & Rows
- Changing Column Widths
- Shading & Colouring Cells
- Modifying Borders
- AutoFormatting a Table

Excel Essentials (1 Day)

Spreadsheets

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The Appropriateness of
- Spreadsheets

Excel 2003 Orientation

- Starting Microsoft Excel 2003
- The Excel 2003 Screen
- Understanding the Workbook
- Moving the Cell Pointer
- Moving about the Workbook
- Using Go To
- Menus & Toolbars
- Using Menus & Toolbars
- Using Context Sensitive Menus
- Exiting Excel

A Simple Workbook

- Creating a New Workbook
- Entering Data in a Workbook
- Saving a New Workbook
- Opening a Saved Workbook
- Creating an Input Range
- Saving your Work
- Essential Formatting
- Column Best Fit
- Closing a Workbook

Selecting Ranges

- Selecting contiguous Ranges
- Selecting Non-contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Range Calculations

Formulas

- Understanding Formulas
- Formulas that Add
- The Sum Function
- Formulas that Subtract
- Formulas that Multiply & Divide
- Referential Formulas
- What If Formulas
- More Complex Formulas
- Formula Error Checking
- Common Error Messages

Copying & Filling

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying from One Cell to Another
- Copying from One Cell to Multiple Cells
- Copying from Many Cells to Many Cells
- Copying Relative Formulas

Working with Functions

- Functions
- Typing a Sum Function
- Summing Non-contiguous Ranges
- Calculating an Average
- The Maximum Function
- The Minimum Function

Printing

- Print Preview
- Simple Printing
- Previewing Large Worksheets
- Page Orientation
- Scaling to Fit
- Printing to Multiple Pages
- Creating Page Headers & Footers
- Formatting Headers & Footers
- Printing Formulas

Charting

- Using the Chart Wizard
- Choosing the Chart Type
- Changing the Chart Type
- Modifying a Chart
- Printing a Chart
- Creating a Pie Chart
- Creating a Bar Chart
- Moving a Chart
- Deleting a Chart

PowerPoint Essentials (1/2 Day)

PowerPoint 2003 Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus

Working with Presentations

- Opening an Existing Presentation
- Navigating a Presentation
- Switching between Views
- Task Panes
- Navigating Task Panes
- Closing a presentation
- Returning to a Previous Presentation

Creating a Presentation

- Designing a Presentation
- Presentation Methods & Hardware
- Creating a New Presentation
- Adding Text Using the Outline Pane
- Saving a Presentation
- Adding Slides & Text
- Previewing a Slide Show

Clip Art

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Modifying Elements of Clip Art
- Rotating Clip Art
- Perusing your Clips
- Pasting from the Clipboard

Drawing Objects

- Drawing Tools
- Arrows & Lines
- AutoShapes
- Create a Flowchart
- Adding Connectors to Flowcharts
- Adding Text to Flowcharts
- Editing a Grouped Object
- Layering Objects

Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

Slide Show Navigation

- Slide Sorter View
- Adding Speaker Notes
- Creating a Summary Slide
- Removing Slide Numbers
- Hyperlinks
- Internal Hyperlinks
- Hyperlink to another Application
- Presenting a Slide Show

Printing & Publishing

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Printing for Overhead Transparencies
- Web Page Preview
- Publish as Web Pages

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