

Course Overview



Microsoft OFFICE XP

1 Day Course

Office XP What's New

Course Description

Microsoft's new version of Office branded XP. This package has many great features and functions. There's a host of exciting and useful features that we can't wait to tell you about - wait to be impressed.

Course Objectives

Upon completion of this course, you will be able to:

- Appreciate the new improvements in Office XP
- State the major benefits of upgrading to Office XP
- Use the common task panes
- Talk confidently about Office XP and its new features and enhancements
- Use the new Office XP interface
- Use new smart tags

Course contents

Word 2002

- Application and Document Recovery
- Bullets and Numbering Improvements
- Clear Formatting
- Check Format
- Clipboard Task Pane
- Drawing Canvas
- Comment
- Insert Symbol
- Picture Bullets
- Save My Settings
- Smart Tags
- Custom Table Styles
- Improved Mail Merge
- Word Count
- Space Between Pages
- Digital Signatures
- Handwriting
- Diagrams
- Line Spacing
- List Styles
- Multi Selection
- Styles and Formatting Task Panes

Excel 2002

- Application and Document Recovery
- AutoCorrect Options Button
- Cell Merging
- Searching for a function
- Clipboard Task Pane
- Compress Pictures
- Error Checking
- Border Drawing
- Extended AutoSum
- Improved Header/Footers
- Argument Tooltips
- Header and Footer Improvements
- Insert Symbols
- Paste Options Smart Tag
- Single Column Sorting
- Repair and Extract
- Smart Tags
- Tab Colours
- AutoCorrect Option
- Formula Evaluator
- New Cell Formats

PowerPoint 2002

- Animation Schemes Task Pane
- AutoFit Smart Tag
- Diagram Button
- Password Encryption
- Document Recovery
- Grid Button
- Slide Layout Options
- Formatting Grouped Objects
- Rotation
- Slide Templates and Colour Schemes
- Insert Symbol
- Multiple Masters
- Organisational Chart Improvements
- Print Preview
- Animation Schemes
- Custom Animation
- Set Up Show
- Slide Transitions

Outlook 2002

- Account Selection
- Auto Complete Addressing
- Calendar Colouring
- Contact Address Book Improvements
- Local Information Store File
- Macro Security
- Mailbox Cleanup
- MSN Messenger Integration
- Virus Enhancements
- Text Auto Cleanup
- Document Recovery
- Single Reminder Dialogue Box
- Folder Size Information
- Office Clipboard
- Find
- Group Schedules
- Hotmail Support
- Hyperlinks in Subject Line
- Smart Tags
- Free/busy Sharing Over the Internet

Who should attend?

If you considering upgrading to Office XP, this course will give you an overview of the new features that will help you understand the new package and quickly uncover what is new and how this package will benefit your business.