



Software Learning Centers  
1916 SE. Port St. Lucie Blvd  
Port St. Lucie, Florida 34952  
PHONE: 772.337.4005 FAX: 772.337.0870



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## Microsoft Office 2000 to Office XP: New Features

### ***Course specifications***

Course number: 076 624  
Software version number: 10  
Course length: 1 day

### ***Course description***

**Overview:** Students will learn how to use the most commonly used new features of the applications in Microsoft Office XP.

**Prerequisites:** *Windows 2000: Introduction, Word 2000: Level 1, Excel 2000: Worksheets, PowerPoint 2000: Level 1, Access 2000: Level 1, and Outlook 2000: Level 1* or equivalent knowledge.

**Delivery method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Students will learn how to use the new features in the Microsoft Office XP applications.

**Target student:** Students enrolling in this course should understand the basic skills of working in all the Microsoft office applications.

### ***Performance-based objectives***

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- \* Use the new features of Office XP that are common to all the applications.
- \* Use the new features of Word 2002.
- \* Use the new features of Excel 2002.
- \* Use the new features of PowerPoint 2002.
- \* Use the new features of Access 2002.
- \* Use the new features of Outlook 2002.

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### ***Course content***

#### **Lesson 1: The Office XP Environment**

- The Office XP Interface
- Task panes
- Galleries
- Additional Office features

#### **Lesson 2: Word 2002**

- Tools and printing
- Styles and formatting
- Mail Merge

#### **Lesson 3: Excel 2002**

- Environment and tools
- Formulas and functions
- Productivity

#### **Lesson 4: PowerPoint 2002**

- Environment
- Design elements
- Templates and masters
- Reviewing and revisions

#### **Lesson 5: Access 2002**

- Environment and tools
- PivotTable and PivotChart views
- Object and database formats

#### **Lesson 6: Outlook 2002**

- Environment and mail
- Scheduling and contacts
- Work offline

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