



MICROSOFT: OFFICE 2003

Study Level: Level 1 (Beginner) or Level 2 (Intermediate) or Level 3(Advanced)

Study Method: Workbook

Module Length: 10-15 hours self-study with tutor support per module

Module Price: £200 + VAT per module, includes tutor support and computer time

WORD 2003

Beginner: Menus & Toolbars; Views, Re-sizing & Zooming; Basic Typing Skills; Saving Documents; Opening & Closing Documents; Creating New Documents; Navigating Documents; Printing & Previewing Documents; Page Setup; Selecting Text; Editing Text; Undo, Redo & Repeat; Moving & Copying Text; Drag-and-Drop Editing; Bold, Italic & Underline; Font & Font Size; Font Colour; Paragraph Alignment; Click and Type; Dates, Symbols & Characters; Highlighting Text; The Letter Wizard; Printing Envelopes; Printing Labels; Headers & Footers; Page Numbers; The Spelling Checker; Using the Help System.

Intermediate: Paragraph & Line Spacing; Bullets & Numbering; Default & Custom Tabs; Indents; Special Indents; Table Handling; Introduction to Styles; The Reveal Formatting Task Pane; Clearing Formats; Creating & Sending E-mail; Creating & Sending Faxes; Introduction to Web Pages; Find and Replace; MailMerge.

Advanced: AutoText & AutoComplete; AutoCorrect; AutoFormat As You Type; AutoFormat on Demand; Borders; Shading; Inserting Pictures; Importing Objects; Text Boxes; Table Borders & Gridlines; Table Merging & Splitting; Table Properties; Table Calculations; Table AutoFormat; Sorting; Columns & Templates; Heading Styles; Outlines; Tables of Contents; Indexes; Reading Layout View; Document Properties & Word Count; Comments; Tracking Changes; Researching; Read Only Documents; Encryption; Restricting Changes; Macros; Macro Security;

EXCEL 2003

Beginner: Starting with Excel; Menus & Toolbars; Views, Re-sizing & Zooming; Basic Spreadsheet Skills; Saving Workbooks; Opening & Closing Workbooks; Creating New Workbooks; Navigating Large Workbooks; Selecting in Worksheets; Printing Workbooks; Simple Formulae & Functions; Spreadsheet Maths; Editing Formulae; Decimal Places; The Currency Format; Styles; Number Categories; AutoSum; More AutoSum Functions; Copying & Moving Cells; Relative & Absolute References; Undo, Redo & Repeat; Inserting & Deleting Cells, Rows & Columns; Hide & Show Rows and Columns; Change Col Width & Row Height; Bold, Italic & Underline; Font & Font Size; Fill Colour & Font Colour; Cell Alignment; Format Painter; Clearing Formats; Using the Help System :

Intermediate: Practice with Formulae; AutoCalculate; Introduction to Functions; Date Functions; Financial Functions; Conditional Functions; Introduction to Charts; Using the Chart Wizard; Create Charts of Different types; Resize & Move Charts; Chart Options; Chart Colours & Other Formatting; Cell Alignment; Cell Borders; Sorting Data; Find & Replace; Multiple Workbooks; Move & Copy Worksheets; Email Worksheets & Workbooks; WebPages & WebPage Preview; Filling Cells; AutoFill; Create Number Series; Date Series; Custom Lists; AutoComplete & Pick From List; Cell Names

Advanced: Subtotals; What-If Analysis, Data Tables; What-If Analysis, Goal Seek; Protection & Security; Query & Filtering; Linking Data; More on Charts; Functions Overview; Pivot Tables & Pivot Charts; What-If Analysis, Scenarios; Formula Auditing; Adding Comments; Macros; Macro Security; Templates

POWERPOINT 2003

Beginner: Starting with PowerPoint; Menus & Toolbars; Opening & Closing Presentations; Saving Presentations; Views & Zooming; Creating New Presentations; Slide Layouts, Placeholders & Inserting & Deleting Slides; Adding & Editing Text; Navigating Presentations; Printing Presentations & Handouts; Multiple Presentations; Selecting Text; Bold, Italic, Underline & Shadow; Font & Font Size; Font Colour; Subscript, Superscript & Emboss; Paragraph Alignment; Inserting a Microsoft Excel Chart; Inserting a Picture File; Setting Slide Transitions; Rehearsing Timings; Setting up a Slide Show; Using Pens in a Slide Show; Using the Help System

Intermediate: Moving & Copying Slides; Inserting Slides From Another Presentation; Applying Header & Footer Text; Numbering Slides & Handouts; Inserting the Date & Time; Changing Orientation & Slide Size; Hidden Slides; Bullets & Numbering; The Ruler, Tabs & Indents; Text Line Spacing; Using the Format Painter with Text; Undo, Redo & Repeat; AutoFormat; AutoCorrect; Symbols & Characters; Change Case; The Spelling Checker; Creating Text Boxes; Drawing Shapes; Formatting Text Boxes & AutoShapes; Find & Replace Text; Replace Fonts; Copying & Moving Text; Creating PowerPoint Tables; Creating PowerPoint Charts

ACCESS 2003

Beginner: Starting with Access; Menus & Toolbars; Opening & Closing a Database; Understanding Databases; Working with Windows & Views; Navigating a Database; Using the Help System; Editing & Saving Records; Adding Records; Deleting Records; Sorting Records; Filtering Records; Previewing & Printing Database Objects; Introduction to Forms; Creating a Form using AutoForm; Creating a Form using the Form Wizard; Introduction to Reports; Creating a Report using AutoReport; Creating a Report using the Report Wizard; Introduction to Queries; Creating Select Queries; Make-Table & Append Queries; Queries Based on More Than One Table; Update & Delete Queries; Copying a Database; Compacting & Repairing a Database;

Intermediate: Creating a New Blank Database; Creating a New Database based on an Existing Database; Creating a New Database from a Template; Database Design; Creating a Table in Design View; Creating a Table using the Table Wizard; Copying & Deleting a Table; Modifying Table Layout; Editing Fields in Design View; Creating a Form in Design View; Basic Skills for Modifying Forms; Selecting Objects in Forms; Displaying & Resizing Form Sections; Creating & Deleting Controls; Resizing & Moving Controls; Aligning & Spacing Controls; Text & Background Formatting; Format Painter; AutoFormat; Tab Order;

More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref Office2003