

# Microsoft® Office 2003: Transition from Office 2000

## Course Content

### Lesson 1: Using the Office 2003 Environment

- Topic 1A: The Office 2003 Environment
- Topic 1B: Navigate in Task Panes
- Topic 1C: Use Smart Tags
- Topic 1D: Apply a Template from the Online Office Template Gallery

### Lesson 2: Using the New Features of Word

- Topic 2A: View a Document in Reading Layout View
- Topic 2B: Translate Words in Your Document
- Topic 2C: Translate Via the Web
- Topic 2D: Apply a Watermark
- Topic 2E: Create a Drawing
- Topic 2F: Apply Formatting Using a Task Pane
- Topic 2G: Lock Styles in Your Documents
- Topic 2H: Create Merged Documents

### Lesson 3: Using the New Features of Excel

- Topic 3A: Create Borders by Drawing
- Topic 3B: Watching a Formula
- Topic 3C: Evaluate a Formula
- Topic 3D: Manage Links
- Topic 3E: Republish to the Web
- Topic 3F: Play Back Worksheet Data

### Lesson 4: Using the New Features of PowerPoint

- Topic 4A: Create a Diagram
- Topic 4B: Add a Motion Path
- Topic 4C: Create Multiple Masters
- Topic 4D: Send a Presentation for Review
- Topic 4E: Compare and Merge Presentations
- Topic 4F: Create Slide Show Annotations
- Topic 4G: Package a Presentation

## **Lesson 5: Using the New Features of Access**

- Topic 5A: Improve Efficiency in a Database
- Topic 5B: View Information on Object Dependencies
- Topic 5C: Save an Object as a Data Access Page
- Topic 5D: Apply a Theme
- Topic 5E: Back Up a Database

## **Lesson 6: Using the New Features of Outlook Mail**

- Topic 6A: The Outlook Environment
- Topic 6B: Create a Search Folder
- Topic 6C: Manage Junk Email
- Topic 6D: Create a Message with a Link
- Topic 6E: Clean Up Your Mailbox

## **Lesson 7: Using the New Features of Outlook Calendar**

- Topic 7A: View Multiple Calendars
- Topic 7B: Propose a New Meeting Time
- Topic 7C: Color Calendar Items
- Topic 7D: Apply Conditional Formatting to Calendar Items
- Topic 7E: Create a Group Schedule

## **Appendix A: New Features in Office 2000 and Office 2003**