

Course outline for MS Office 2002 (Word, PowerPoint & Excel)

Overview and Goals - to understand the new features that are now available with Office 2002

Objectives - to be able to take advantage of Office 2002's new automatic features

Who Should Attend - users with experience of MS Office 2000

New common features

- Task panes
- Search feature
- Document recovery
- Speech recognition
- Smart tags
- Auto correct option button
- Paste options button
- Diagrams
- Windows in taskbar option
- New from existing

New features MS Word 2002

- New formatting features
- Change tracking
- Comments
- Document security
- Document statistics
- Text translation
- Watermarks
- Booklet printing
- Mail merge

New features MS Excel 2002

- Unlocking data
- New formatting features
- Pivot tables
- Link management
- Find and Replace searches
- Hyperlink navigation
- Sorting
- Drawing borders
- Inserting international number formats
- Editing cells vertically
- Error checking
- Customising headers and footers
- The Intelliprint feature

New features MS PowerPoint 2002

- Password features
- Digital signatures
- Review cycles
- Comments
- Transition effects
- Print Preview
- Slide formatting
- Design templates

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

