

# Table of Contents for Microsoft Manuals

## Basic Word 2000

Microsoft Word  
Where to find "Word"  
Getting Help  
The Mouse Pointer  
Starting a Document  
The Insertion Point  
Bad Habits to Avoid  
Navigating within a document  
Navigating within a document cont.  
Inserting Text and amendments  
Show/ Hide marks  
How "overtyping" works  
Extending a Section  
Help with Word commands  
Track changes  
Spell check icon  
Saving your work  
Initial Save  
Subsequent Saves  
Opening an existing document  
Opening a new document  
Saving your document to a different location  
Using the Keyboard to navigate  
Editing the document  
Choosing Fonts and Font sizes  
Alternative Document Editing  
Spell Check  
Spell Check a different language  
Aligning Text  
Modifying Bullet's and Numbering  
Alignment  
Line Spacing  
Print Preview  
Cut Copy & Paste  
Cut Copy & Paste Keyboard short cuts  
Clipboard  
Indents Increase and Decrease  
Tab Control  
Selecting Text  
Inserting Auto Text  
Headers & Footers  
Creating Tables  
Manipulating Tables  
Table Formulae

# Intermediate Word 2000

Adding or Changing Tools Bars  
Setting Defaults in Word  
Auto Correct  
Auto Text  
Entering Text –using Word Wrap  
Using Word Art  
3D Text and Objects  
Creating Tables  
Manipulating Tables  
Mathematical and relational operators  
Referencing cells in a table  
Sorting in a Word Table  
The rules for sorting order  
Aligning Text  
Modifying Bullet's and Numbering  
Indenting Text  
Headers & Footers  
Track Changes procedures  
Inserting Page Numbers and Text  
Set and Change Margins  
Printing Documents  
Orientation  
Mail Merge and Master letter  
Create a Data Source  
How to generate a Table of Contents  
Adding hyper links to a document  
Envelopes & Labels  
Drop Caps  
Navigating Large Documents

# Basic Excel 2000

Course Objectives  
What is Microsoft Excel?  
How to launch "Excel"  
An Excel Worksheet  
Exiting from Excel  
Using Excel's Shortcut Menus  
Creating a New Workbook  
Creating a Workbook based on an existing Template  
Viewing File Information  
Saving A File  
Creating A New Folder  
Closing A File  
Opening A File  
Managing Workbooks With The Open Command  
Entering And Editing Data  
Amending A Cell Entry  
Clearing A Cell  
Undoing And Repeating Actions  
Moving And Copying Data  
Using Cut and Paste  
Using Drag And Drop  
Copying Data Overview  
Copy And Paste  
Using Copy And Paste  
Using Drag And Drop  
Using The Edit Fill Command  
Using The Fill Handle  
Copying Formats using The Format Painter Tool  
Inserting Rows, Columns And Cells  
Deleting Rows, Columns And Cells  
Creating A Calculation Overview  
Calculation Symbols  
Calculation Priorities  
Relative And Absolute References In Formulas  
Worksheet Functions  
Entering Functions Into Your Worksheet  
Common Worksheet Functions  
Aligning Cell Entries  
Adjusting The Font  
Adding Borders To Cells  
Changing The Colour And Pattern Of Cells  
Sorting Data  
Chart Overview  
Creating A Chart Using The Chart Wizard

# Excel Intermediate 2000

Course Objectives  
3-D Formulas  
Using The IF Function  
Using The COUNTIF Function  
Using LOOKUP Tables  
String Formulas  
Naming Cells  
Linking Files  
Filtering Data  
Customising Data Series  
Data Validation  
Auditing tools  
Creating Automatic Subtotals  
Create a Macro  
About cell and range references  
Creating Hyperlinks  
Create a hyperlink from cell text  
Creating Styles  
Borders and Line Styles  
Creating Templates  
Headings and Repeat Printing  
Sorting Data

# Power Point Basic 2000

Microsoft PowerPoint  
Plan First  
Starting PowerPoint  
AutoContent Wizard  
Using a Design Template  
Blank Presentation  
Types of Slides  
How the Slide Master can help  
Navigation pointers  
The Colour scheme  
Navigating around the slides and screens  
Editing Slide Contents  
Choosing Fonts and Font sizes  
Alternative Document Editing  
Spell Check  
Alignment  
Slide Order  
Objects included in slides  
Inserting Clip Art  
The Picture tool bar  
Create a Chart Slide  
Drawing on a slide  
Word Art  
Speaker Notes and Handouts  
Transition and effects  
Animation effect  
Printing your Slide Show

# Intermediate PowerPoint 2000

What does Intermediate PowerPoint do for a presentation?

Using Word Art

Inserting photographs

Applying Photographs to slides

Drawing Tools / Lines & Shapes

3D Text and Objects

Animation of drawing objects

Inserting Photographs into Charts

Importing Charts from Excel

Linking charts to updated Excel Spreadsheets

Apply sound & Music to Slides

Apply Video clips to slides

Create a Master Slide

Using the Pen

Using the menu to navigate

Presentation Do's and Don'ts

Handouts

Screen Key stone effect

Masking the screen

Notes

Slide movement

Your confidence

Hiding Slides

Creating Speaker notes

Creating Handouts

Present your slide show

# Access 2000

What is Microsoft Access?  
Introduction to Access 2000  
How to launch "Access"  
Exiting from Access  
Using Access's Shortcut Menus  
Terminology  
Setting up a database  
Preparing a basic data base  
Table Wizard  
Primary Key  
Forms and Input Masks  
Changing the columns or rows width  
Freezing Columns  
Hide /Unhide Columns  
Design View  
Inserting a Combo Box  
Create Look up Fields  
Sort functions  
Creating a Query  
Applying Filters  
Relationships between tables  
Reports  
Print Preview  
Printing