

# Word XP

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**MICROSOFT WORD XP**

**WHERE TO FIND “WORD”**

**TASK PANE**

**GETTING HELP**

**THE MOUSE POINTER**

**SCREEN NAVIGATION**

**OPENING A NEW DOCUMENT**

**OPENING AN EXISTING DOCUMENT**

**THE INSERTION POINT**

**BAD HABITS TO AVOID**

**NAVIGATING WITHIN A DOCUMENT**

**INITIAL SAVE**

**SUBSEQUENT SAVES**

**OVERTYPE**

**EXTENDING A SECTION**

**TRACK CHANGES**

**FORMATTING**

**THEME**

**STYLES AND FORMATTING**

**FONTS STYLES AND SIZES**

**BULLETS AND NUMBERING**

**INSERTING TEXT AND AMENDMENTS**

**SHOW/ HIDE MARKS**

**HANG MANAGER**

**NAVIGATION KEYBOARD SHORTCUTS**

**EDITING**

**ALIGNMENT**

**CUT COPY & PASTE**

**CUT COPY & PASTE KEYBOARD SHORT CUTS**

**THE CLIPBOARD**

**SMART TAG ON PASTE**

**PASTE TO DESKTOP**

**LINE SPACING**

**INDENTS INCREASE AND DECREASE**

**SPELL CHECK**

**SPELL CHECK A DIFFERENT LANGUAGE**

**ALTERNATIVE KEYBOARD SHORTCUTS**

**CREATING TABLES**

**MANIPULATING TABLES AND BORDERS**

**ALIGNING TEXT**

**FORMAT BORDERS & SHADING**

**TABLE FORMULAE**

**MATHEMATICAL AND RELATIONAL OPERATORS**

**AUTOFORMAT**

**AUTO CORRECT**

**AUTO TEXT**

**SMART TAGS**

**AUTO CORRECT OPTIONS**

**TOOLS OPTIONS**

**PRINT PREVIEW**

**TAB CONTROL**

**SELECTING TEXT**

**WORD WRAP**

**HEADERS & FOOTERS**

**ORGANISATION CHARTS**

**CLIP ART**

**UNDO & REDO**

**DRAG AND DROP OBJECTS**

**SHARING DATA BETWEEN APPLICATIONS**

**CREATING LINKS BETWEEN FILES**

**MAJOR POINTS TO REMEMBER**

**DATA TRANSFER FROM WORD TO POWERPOINT**

**COPY AN EXCEL CHART TO POWER POINT**

# Excel XP

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**WHAT IS MICROSOFT EXCEL?**

**HOW TO LAUNCH “EXCEL”**

**AN EXCEL WORKSHEET**

**EXITING FROM EXCEL**

**USING EXCEL’S SHORTCUT MENUS**

**CREATING A NEW WORKBOOK**

**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**

**AUTO FORMAT**

**ADDING BORDERS TO CELLS**

**CHANGING THE COLOUR AND PATTERN OF CELLS**

**SORTING DATA**

**CHART OVERVIEW**

**CREATING A CHART USING THE CHART WIZARD**

# PowerPoint XP

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**MICROSOFT POWERPOINT**

**PLAN FIRST**

**FACT**

**STARTING POWERPOINT**

**AUTOCONTENT WIZARD**

**USING THE TASK PANE FOR NAVIGATION**

**BLANK PRESENTATION**

**OTHER TYPES OF SLIDES**

**HOW THE SLIDE MASTER CAN HELP**

**THE TOOL BAR OPTIONS**

**A BLANK SLIDE**

**NAVIGATION POINTERS**

**THE COLOUR SCHEME**

**APPLY DESIGN TEMPLATE**

**NAVIGATING AROUND THE SLIDES AND SCREENS**

**TO NAVIGATE BETWEEN TASK PANES**

**NAVIGATION THROUGH THE SLIDES.**

**EDITING SLIDE CONTENTS**

**CHOOSING FONTS AND FONT SIZES**

**ALTERNATIVE DOCUMENT EDITING**

**SPELL CHECK**

**ALIGNMENT**

**GRID**

**SLIDE ORDER**

**OBJECTS INCLUDED IN SLIDES**

**THE PICTURE TOOL BAR**

**CREATE A CHART SLIDE**

**DRAWING ON A SLIDE**

**WORD ART**

**SPEAKER NOTES MASTER**

**HANDOUTS**

**TRANSITION AND EFFECTS**

**SOUNDS & MUSIC**

**PRINTING YOUR SLIDE SHOW**