

Office 2003 New Features

Audience	This course is appropriate for those who are familiar with the features of Microsoft Office 97/2000 and Windows and want to learn the differences between these applications and Microsoft Office 2003.
Description	This course uses a combination of lecture and hands on guided instructions to familiarize students with the "common" differences between Office 97/2000 and Office 2003. The focus is to give an overview of the differences that are similar in all Office 2003 applications, so that these do not have to be explained in each individual application differences course. The topics covered include: common new features as well as, specific Word, Excel, and Access new features.
Objectives	<p>Upon successful completion of the course, students should be able to:</p> <ul style="list-style-type: none">■ understand the differences in the screen, toolbars, Task Pane, and Office Clipboard,■ understand and use Paste, AutoCorrect and smart tags,■ access on-line information using the Task Pane,■ use Word for workgroup editing,■ merge one Word document with a list to make many documents,■ create natural language formula and functions,■ insert and modify a diagram,■ correct errors using commands,■ use new features to enhance workgroup editing,■ work with lists,■ compare workbooks side by side,■ employ design templates, animation schemes, and color schemes using the Slide Design Task Pane,■ view the presentation with new viewing features,■ draw, rotate, and group AutoShapes,■ understand the basics of how to use workgroup features such as send for review, compare and merge, comments, and Windows SharePoint Services,■ be aware of other miscellaneous new features of PowerPoint 2003,■ check for errors,■ create subforms,■ view object dependencies,■ (Optional) create PivotTables and PivotCharts.
Length	3.5 hours



I. Common Features in Office 2003

- A. Understanding the Screen Changes
- B. Understanding the Task Panes
- C. Using Help
- D. Research Task Pane
- E. Using the Office Clipboard
- F. Using Smart Tags
- G. Accessing Web Related Features

II. Word New Features

- A. Reading Layout View
- B. Workgroup Editing
 - 1. Adding Comments
 - 2. Tracking Document Changes
 - 3. Reviewing Document Changes
 - 4. Comparing and Merging Documents
 - 5. Creating Multiple Versions
 - 6. Protecting Documents
 - 7. Routing
 - 8. AutoSummarizing the Document
- C. Automatically Formatting a Document
- D. Mail Merge
 - 1. Identifying Fields in the Main Document
 - 2. Merging Documents

III. Excel New Features

- A. Excel Screen and Task Panes and Toolbars buttons
- B. Editing Features
 - 1. AutoFill to Enter Data
 - 2. Editing in the cell
 - 3. Insert Function button

- 4. Move text
- 5. Edit Formulas with the mouse
- 6. AutoCalculate

- C. Smart Tags
- D. Natural Language
- E. New Commands
 - 1. Inserting a Diagram
 - 2. Error Checking
 - 3. File, Print Area
- F. Workgroup Editing (OPTIONAL)
 - 1. Tracking Changes
 - 2. Compare and Merge
- G. Working with Lists
- H. Comparing Workbooks Side by Side

IV. PowerPoint New Features

- A. The Task Pane
 - 1. Slide Design
 - 2. Animation Schemes
 - 3. Color Schemes
 - 4. Custom Animation
- B. Viewing the Presentation
 - 1. Print Preview
 - 2. Thumbnails in Normal View
- C. Diagrams and Graphics
 - 1. Using Office Online
 - 2. Inserting a Diagram
 - 3. Drawing an Object
 - 4. Rotating an Image
 - 5. Grouping Objects
 - 6. Turning on the Visible Grid

- D. Working in a Workgroup – Discussion Only.
 - 1. Sending for Review
 - 2. The Reviewing Toolbar
 - 3. The Revisions Task Pane
 - 4. Compare and Merge
 - 5. Markups
 - 6. Adding a Comment
 - 7. PowerPoint and SharePoint
 - 8. Using a Document Workspace
- E. Miscellaneous New Features
 - 1. AutoFit
 - 2. Slide Show Improvements
 - 3. Online Help
 - 4. Appendix – Summary of New Features

V. Access New Features

- A. Using Shortcut Keys
- B. Checking for Errors
- C. Creating Subforms
- D. Viewing Object Dependencies
- E. Creating PivotTables and PivotCharts

