

MICROSOFT New Features in Office 2000

This course provides an overview of the new features in Office 2000, including the following programs; Word, PowerPoint, Excel, Access, FrontPage, Outlook, Publisher and PhotoDraw.

Upon Completion of this course students will be familiar with and have skill to:

Understanding New Features

- Introducing Office 2000
- Examining The Projects
- Understanding Installation Tools
- Looking At Common New Features
- Exploring Web Integration

Working With Word 2000

- Looking At Collect And Paste
- Creating Picture Bullets
- Using Tables
- Looking At Web Documents

Using PowerPoint 2000

- Looking At Normal View
- Working With Bullets And Text
- Adding Tables
- Working With Animated GIFs
- Saving A Presentation As HTML
- Broadcasting A Presentation

Exploring Excel 2000

- Examining List AutoFill
- Using PivotTables
- Looking At PivotCharts
- Exploring Office Web Components
- Connecting To Databases

Looking At Access 2000

- Using The Database Window
- Working With Tables
- Examining Conditional Formatting
- Accessing Web Data
- Exploring Name AutoCorrect
- Accessing Other Databases

Examining FrontPage 2000

- Understanding FrontPage 2000
- Adding Pages
- Using Data Access Pages
- Using Nested Subwebs
- Programming A Web Site

Working With Outlook 2000

- Using E-mail In Office Applications
- Using New Calendar Features
- Exploring Contacts
- Using Web Interactivity

Exploring Publisher 2000

- Using The Quick Publication Wizard
- Examining The Measurements Toolbar
- Looking At Mail Merge
- Looking At Pack And Go

Looking At PhotoDraw 2000

- Understanding PhotoDraw 2000
- Working With Images
- Using Effects
- Follow-up

