

## Microsoft Office XP New Features

### Prerequisite

Working knowledge of Word, Excel and PowerPoint 2000

### Course Description

This course is designed to teach the new features of Office XP. This course assumes the student has a working knowledge of the basic, standard features of Office 2000.

### Objectives

#### ***Office XP General New Features***

- Task Pane Functions
- Personalized Menus
- Show Full Menus and Toolbars
- Smart Tags
- Paste Options
- See What Documents You Have Open
- Open and Save Your Office Documents
- Document Recovery
- Use the Help Menu
- Drawing Canvas

#### ***Word***

- Editing and Proofing Tools
- Table Tools
- Mail Merge
- Styles

#### ***Excel***

- Screen Elements
- Basic Functions
- Color Sheet Tabs
- Formulas and Functions
- Use Help with Functions
- Data Analysis and Presentation with Charts
- Display Units
- Data Analysis in PivotTable Reports

#### ***PowerPoint***

- Screen Elements
- Toggle Between Outlines and Slides
- Apply a New Slide Design
- New Features in Creating a Presentation
- Adding Drawings and Graphics
- More AutoShapes
- Animation

### Class Length

3.5 hours  
Instructor-led, hands-on course