



WINTER PARK TECH

Institute for Corporate and Community Training
901 Webster Avenue • Winter Park, FL • 32789
(407) 622-2900

wptech-getclasses.com

wpt-shorttermclasses.blogspot.com

Microsoft Office Overview 2003

Hanne Krawczyk

krawczh@ocps.k12.fl.us

Course Description

Overview of computer software as applied in the modern business environment. Hands on applications of word processing, spreadsheet, presentation and data management software are used to explore use of microcomputers in business. This course is intended for students who want to learn how to effectively use the Microsoft Office 2003 suite.

Objectives

Upon completion of this course, the student will be able to create a database file using Microsoft Access, documents using Microsoft Word, worksheets using Microsoft Excel, and professional presentations using Microsoft PowerPoint.

Text: Microsoft Office 2003, Illustrated Series Brief

Suggested Prerequisites: None, although student should be familiar with personal computers and working in a XP environment.

Topics to be addressed:

Getting Started with Microsoft Office XP
Enhancing a Document
Creating and Enhancing a Worksheet
Creating Excel Charts
Working with Forms and Data
Creating and Modifying a Presentation

Creating a Word Document
Adding Special Elements to a Document
Working with Excel Functions
Creating a Database
Creating a Database Report
Polishing and Running a Presentation