



Microsoft® Office Corporate Starter Pack

You Will Learn To:

Microsoft Word

- Create a new Word document type from a template
- Save different file types using the Save As dialog box
- Insert page numbers, date and time, headers, footers, hyperlinks, and tables in a Word document

Microsoft Excel

- Identify options for saving an Excel workbook in another file format
- Format cells and apply a style to a range of cells in a worksheet
- Format, manipulate and print data in an Excel worksheet
- Make worksheet calculations by using the advanced formulas and functions provided by Excel
- Add and modify charts, graphics and 3D shapes to a worksheet

Microsoft PowerPoint

- Apply a design template to the slides in a PowerPoint presentation
- Apply and customize animations
- Insert charts, tables, and objects onto a slide
- Package a PowerPoint slide show for CD

Microsoft Outlook

- Compose and respond to messages and modify message options
- Use folders to manage mail and make folder information available to other Outlook users
- Schedule meetings and customize the calendar
- Create, assign and track tasks
- Communicate using Messenger
- Personalize your mail by using stationery and signatures

The Microsoft Office Corporate Starter Pack is a set of online courses which covers the most popular Microsoft® Office 2003 applications — Microsoft Word®, Excel®, PowerPoint®, and Outlook® — everything your organization needs to improve professional productivity. The package consists of eight courses and focuses on the features within Office 2003 from a perspective that will benefit both experienced users and users new to Office.

COURSE OVERVIEW:

Microsoft Word 2003 Fundamentals

- Essentials of Word 2003 – 1.5 - 2 hours
- Layout, Proofing, and Printing – 1.5 - 2 hours

Microsoft Word 2003 Proficient User

- Documents - Enhancing – 1.5 - 2 hours
- Research, Reviewing, and Collaboration – 1.5 - 2 hours

Microsoft Excel 2003 Fundamentals

- Basics of Excel 2003 – 1.5 - 2 hours
- Formatting and Printing – 1.5 - 2 hours

Microsoft Excel 2003 Proficient User

- Manipulating Workbook Elements – 1.5 - 2 hours
- Charts, Diagrams, and Drawing Objects – 1.5 - 2 hours

Microsoft PowerPoint 2003 Fundamentals

- Basics of PowerPoint 2003 – 0.5 - 1 hour
- Adding Graphics to a Presentation – 0.5 hours
- Completing a Presentation – 1 - 1.5 hours

Microsoft PowerPoint 2003 Proficient User

- Enhancing Presentations – 1 - 1.5 hours
- Customizing Presentations – 0.5 - 1 hour
- Transferring, Reviewing, and Publishing – 0.5 hours

Microsoft Outlook 2003 Fundamentals

- Working with Messages – 1.5 - 2 hours
- Displaying and Managing Items – 1.5 - 2 hours

Microsoft Outlook 2003 Proficient User

- Contacts, Tasks, Notes, and Folders – 1.5 - 2 hours
- Calendar, Meetings, and Printing Options – 1.5 - 2 hours

PRICING:

Microsoft Office Corporate Starter Pack

Eight online courses

SKU

981-0947 \$10

Price

\$10

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