



TRAINING SOLUTIONS LTD.

Microsoft Office Suite Course Outlines

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The course outlines contained herein show the official content for the
Microsoft Office Specialist Certification Program

ADVANTAGE Training Solutions Ltd utilises identical course outlines in both Corporate & “OpenSessions” course offerings. Please note however, that the level of intensity is higher for the Certification Program courses.

For more information, please contact ADVANTAGE at:
Tel#: **(246) 421-0748** or email : info@advantageTSL.com

Microsoft Word 2000

Exam Objectives

Working with Text

- Use the Undo, Redo, and Repeat command
- Apply font formats (Bold, Italic and Underline)
- Use the SPELLING feature
- Use the THESAURUS feature
- Use the GRAMMAR feature
- Insert page breaks
- Highlight text in document
- Insert and move text
- Cut, Copy, Paste, and Paste Special using the Office Clipboard
- Copy formats using the Format Painter
- Select and change font and font size
- Find and replace text
- Apply character effects (superscript, subscript, strikethrough, small caps and outline)
- Insert date and time
- Insert symbols
- Create and apply frequently used text with AutoCorrect

Working with Paragraphs

- Align text in paragraphs (Center, Left, Right and Justified)
- Add bullets and numbering
- Set character, line, and paragraph spacing options
- Apply borders and shading to paragraphs
- Use indentation options (Left, Right, First Line and Hanging Indent)
- Use TABS command (Center, Decimal, Left and Right)
- Create an outline style numbered list
- Set tabs with leaders

Working with Documents

- Print a document
- Use print preview
- Use Web Page Preview
- Navigate through a document
- Insert page numbers
- Set page orientation
- Set margins
- Use GoTo to locate specific elements in a document
- Create and modify page numbers
- Create and modify headers and footers
- Align text vertically

- Create and use newspaper columns
- Revise column structure
- Prepare and print envelopes and labels
- Apply styles
- Create sections with formatting that differs from other sections
- Use click & type

Managing Files

- Use save
- Locate and open an existing document
- Use Save As (different name, location or format)
- Create a folder
- Create a new document using a Wizard
- Save as Web Page
- Use templates to create a new document
- Create Hyperlinks
- Use the Office Assistant
- Send a Word document via e-mail

Using Tables

- Create and format tables
- Add borders and shading to tables
- Revise tables (insert & delete rows and columns, change cell formats)
- Modify table structure (merge cells, change height and width)
- Rotate text in a table

Working with Pictures and Charts

- Use the drawing toolbar
- Insert graphics into a document (WordArt, ClipArt, Images)
- Format graphics and apply text wrapping options


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Microsoft Excel 2000

Exam Objectives

Working with cells

- Use Undo and Redo
- Enter text, dates, and numbers
- Edit cell content
- Clear cell content
- Go to a specific cell
- Insert and delete selected cells
- Cut, copy, paste, paste special and move selected cells, use the Office Clipboard
- Use Find and Replace
- Clear cell formats
- Work with series (AutoFill)
- Create hyperlinks

Working with files

- Use Save
- Use Save As (different name, location, format)
- Locate and open an existing workbook
- Create a folder
- Use templates to create a new workbook
- Save a worksheet/workbook as a Web Page
- Send a workbook via email
- Use the Office Assistant

Formatting worksheets

- Apply font styles (typeface, size, color and styles)
- Apply number formats (currency, percent, dates, comma)
- Modify size of rows and columns
- Modify alignment of cell content
- Adjust the decimal place
- Use the Format Painter
- Apply autoformat
- Apply cell borders and shading
- Merging cells
- Rotate text and change indents
- Define, apply, and remove a style

Page setup and Printing

- Preview and print worksheets & workbooks
- Use Web Page Preview
- Print a selection
- Change page orientation and scaling
- Set page margins and centering
- Insert and remove a page break
- Set print, and clear a print area

- Set up headers and footers
- Set print titles and options (gridlines, print quality, row & column headings)

Working with worksheets & workbooks

- Insert and delete rows and columns
- Hide and unhide rows and columns
- Freeze and unfreeze rows and columns
- Change the zoom setting
- Move between worksheets in a workbook
- Check spelling
- Rename a worksheet
- Insert and Delete worksheets
- Move and copy worksheets
- Link worksheets & consolidate data using 3D References

Working with formulas & functions

- Enter a range within a formula by dragging
- Enter formulas in a cell and using the formula bar
- Revise formulas
- Use references (absolute and relative)
- Use AutoSum
- Use Paste Function to insert a function
- Use basic functions (AVERAGE, SUM, COUNT, MIN, MAX)
- Enter functions using the formula palette
- Use date functions (NOW and DATE)
- Use financial functions (FV and PMT)
- Use logical functions (IF)

Using charts and objects

- Preview and print charts
- Use chart wizard to create a chart
- Modify charts
- Insert, move, and delete an object (picture)
- Create and modify lines and objects

The logo for Advantage Training Solutions Ltd. features the word "Advantage" in a stylized, italicized font with a blue and grey gradient. Below it, "TRAINING SOLUTIONS LTD." is written in a bold, sans-serif font inside a grey rectangular box.



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Microsoft PowerPoint 2000

Exam Objectives

Creating a presentation

- Delete slides
- Create a specified type of slide
- Create a presentation from a template and/or a Wizard
- Navigate among different views (slide, outline, sorter, tri-pane)
- Create a new presentation from existing slides
- Copy a slide from one presentation into another
- Insert headers and footers
- Create a Blank presentation
- Create a presentation using the AutoContent Wizard
- Send a presentation via e-mail

Modifying a presentation

- Change the order of slides using Slide Sorter view
- Find and replace text
- Change the layout for one or more slides
- Modify the Slide Master
- Modify slide sequence in the outline pane
- Apply a design template

Working with text

- Check spelling
- Change and replace text fonts (individual slide and entire presentation)
- Enter text in tri-pane view
- Import Text from Word
- Change the text alignment
- Create a text box for entering text
- Use the Wrap text in TextBox feature
- Use the Office Clipboard
- Use the Format Painter
- Promote and Demote text in slide & outline panes

Working with visual elements

- Add a picture from the ClipArt Gallery
- Add and group shapes using WordArt or the Drawing Toolbar
- Apply formatting
- Add text to a graphic object using a text box
- Scale and size an object including ClipArt
- Create tables within PowerPoint
- Rotate and fill an object

Customizing a presentation

- Add AutoNumber bullets
- Add speaker notes
- Add graphical bullets
- Add slide transitions
- Animate text and objects

Creating Output

- Preview presentation in black and white
- Print slides in a variety of formats
- Print audience handouts
- Print speaker notes in a specified format

Delivering a Presentation

- Start a slide show on any slide
- Use on screen navigation tools
- Print a slide as an overhead transparency
- Use the pen during a presentation

Managing Files

- Save changes to a presentation
- Save as a new presentation
- Publish a presentation to the Web
- Use Office Assistant
- Insert hyperlink


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Microsoft Access 2000

Exam Objectives

Planning and Designing Databases

Determine appropriate data inputs for your database
Determine appropriate data outputs for your database
Create table structure
Establish table relationships

Working with Access

Use the Office Assistant
Select an object using the Objects Bar
Print database objects (tables, forms, reports, queries)
Navigate through records in a table, query, or form
Create a database (using a Wizard or in Design View)

Building and Modifying Tables

Create tables by using the Table Wizard
Create tables manually
Set primary keys
Modify field properties
Use the builder
Use multiple data types
Modify tables using Design View
Use the Lookup Wizard
Use the input mask wizard
Establish relationships
Enforce referential integrity

Building and Modifying Forms

Create a form with the Form Wizard and AutoForm
Create a form manually
Use the Control Toolbox to add controls
Modify Format Properties (font, style, font size, color, caption, etc.) of controls
Use form sections (headers, footers, detail)
Use a Calculated Control on a form

Macros

Create Macro groups
Create Autokeys and Autoexec macros
Attach macros to forms
Create and modify Custom toolbars

Viewing and organizing information

Use the Office Clipboard
Switch between object Views

Enter records using a datasheet
Enter records using a form
Delete records from a table
Find a record
Sort records
Apply and remove filters (filter by form and filter by selection)
Specify criteria in a query
Display related records in a subdatasheet
Create a calculated field
Create and modify a multi-table select query

Producing Reports

Create a report with the Report Wizard
Create a report manually
Preview and print a report
Move and resize a control
Modify format properties (font, style, font size, color, caption, etc.)
Use the Control Toolbox to add controls
Use report sections (headers, footers, detail)
Use a Calculated Control in a report

Integrating with Other Applications

Import data to a new table
Save a table, query, form as a Web page
Publish a presentation to the Web
Add Hyperlinks

Using Access Tools

Print Database Relationships
Backup and Restore a database
Compact and Repair a database



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Microsoft Outlook 2000

Exam Objectives

Using Outlook 2000 to Communicate

- Read mail
- Send mail
- Compose mail by entering text
- Print mail
- Address mail by entering text
- Use mail features (forward, reply, and recall)
- Use address book to address mail
- Flag mail messages
- Navigate within mail
- Find messages
- Configure basic mail print options
- Work with attachments
- Add a signature to mail
- Customize the look of mail
- Use mail templates (themes) to compose mail
- Integrate and use mail with other Outlook components
- Customize menu and task bars

Using Outlook 2000 to Manage Messages

- Create folders
- Sort mail
- Set viewing options
- Archive mail messages
- Filter a view

Using the Outlook 2000 Calendar

- Navigate within the calendar
- Schedule appointments and events
- Set reminders
- Print in calendar
- Schedule multiday events
- Configure calendar print options
- Customize the calendar view
- Schedule recurring appointments
- Customize menu and task bars
- Add and remove meeting attendees
- Plan meetings involving others
- Save a personal or team calendar as a Web page
- Book office resources directly (for example, conference rooms)
- Integrate calendar with other Outlook components

Navigating and Using Outlook 2000 Effectively

- Use Outlook Help and the Microsoft Office Assistant.
- Move items between folders
- Navigate between Outlook components
- Modify the Outlook Master Categories List
- Assign items to a category
- Sort information using categories
- Use the Office Clipboard

Using Contacts

- Create, edit, and delete contacts
- Send contact information via e-mail
- Organize contacts by category
- Manually record an activity in a journal
- Link activities to a Contact
- Sort contacts using fields

Using Tasks

- Create and update one-time tasks
- Accept and decline tasks
- Organize tasks using categories
- Assign tasks to others
- Create tasks from other Outlook components
- Change the view for tasks

Integrating Office Applications with Outlook 2000 Components

- Create and use Office documents inside Outlook 2000

Using Notes

- Create and edit notes
- Organize and view notes
- Customize notes

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Microsoft Word 2000

Expert

Exam Objectives

Working with Paragraphs

Apply paragraph and section shading
Use text flow options (keeping lines together)
Sort lists, paragraphs, and tables

Working with Documents

Create and modify page borders
Format first page differently than subsequent pages
Use bookmarks
Create and edit styles
Create watermarks
Use Find and Replace with formats, special characters, and nonprinting elements
Balance column length (using column breaks appropriately)
Create or revise footnotes and endnotes

Work with master documents and subdocuments

Create and modify a table of contents
Create cross reference
Create and modify an index

Using Tables

Embed worksheets in a table
Perform calculations in a table
Link Microsoft Excel data as a table
Modify worksheets in a table

Working with Pictures and Charts

Add bitmap graphics
Delete and position graphics
Create and modify charts
Import data into charts

Using Mail Merge

Create main document
Create data source
Sort records to be merged
Merge main document and data source
Generate labels
Merge a document using alternate data sources

Using Advanced Features

Insert a field
Create, apply, and edit macros
Copy, rename, and delete macros

Create and modify form
Create and modify a form control (for example, add an item to a drop-down list)

Use advanced text alignment features with graphics

Customize toolbars
Collaborating with Workgroups
Insert comments
Protect documents
Create multiple versions of a document
Track changes to a document
Set default file location for workgroup templates
Round trip documents from HTML


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Microsoft Excel 2000

Expert

Exam Objectives

Importing and exporting data

Import data from text files (insert, drag and drop)
Import from other applications
Import a table from an HTML file (insert, drag and drop - including HTML round tripping)
Export to other applications

Using templates

Apply templates
Edit templates
Create templates

Using multiple workbooks

Using a workspace
Link cells
Link workbooks

Formatting numbers

Apply number formats (accounting, currency, number)
Create custom number formats
Use conditional formatting

Printing workbooks

Print and preview multiple worksheets
Use the Report Manager

Working with named ranges

Add and delete a named range
Use a named range in a formula
Use Lookup Functions (Hlookup or Vlookup)

Working with toolbars

Hide and display toolbars
Customize a toolbar
Assign a macro to a command button

Using macros

Record macros
Run macros
Edit macros

Auditing a worksheet

Work with the Auditing Toolbar
Trace errors (find and fix errors)
Trace precedents (find cells referred to in a specific formula)
Trace dependents (find formulas that refer to a specific cell)

Displaying and Formatting Data

Apply conditional formats
Perform single and multi-level sorts
Use grouping and outlines
Use data forms
Use subtotaling
Apply data filters
Extract data
Query databases
Use data validation

Using analysis tools

Use PivotTable autofomat
Use Goal Seek
Create pivot chart reports
Work with Scenarios
Use Solver
Use data analysis and PivotTables
Create interactive PivotTables for the Web
Add fields to a PivotTable using the Web browser

Collaborating with workgroups

Create, edit and remove a comment
Apply and remove worksheet and workbook protection
Change workbook properties
Apply and remove file passwords
Track changes (highlight, accept, and reject)
Create a shared workbook
Merge workbooks


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