

# An Overview of Microsoft XP products



Win XP, Word XP, Excel XP– **An Overview**

**Ref No:** DD154

**Course Aims**

This course is designed to provide participants with a clear and concise overview of Microsoft Office products including Windows XP, Word XP and Excel XP.

**Objectives**

At the end of the course, participants will have learned to:

- Use the Windows XP environment
- Use the following products to an introductory level:
  - Microsoft Windows XP
  - Microsoft Word XP
  - Microsoft Excel XP
- Use standard functions such as creating files in each product, saving files and formatting.

**Number of Pages**

268

**Audience**

The course is aimed at those participants who want to gain an overview of the standard Microsoft XP product range using Windows XP as the Operating System.

**Prerequisites**

None. Knowledge of Windows, Word and Excel is not necessary.

**Course Length**

In a training environment this manual could be broken into three short courses.

**Course Structure**

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

# Using Microsoft XP products



Win XP, Word XP, Excel XP – **An Overview**

## **Microsoft Windows XP**

### **Course Objectives**

#### **What is Windows XP?**

- Starting Windows XP
- The Desktop

#### **The Desktop**

#### **The Taskbar**

- Window Buttons

#### **Typing a Document**

- Saving a File
- Files and Folders
- Naming a Folder
- Opening a Folder
- Moving Files to Folders
- Renaming a Folder
- Renaming a File
- Copying Folders
- Pasting a Folder

#### **Moving and Sizing**

#### **Folders**

#### **Deleting Files and Folders**

#### **The Recycle Bin**

- Restoring a File
- Deleting Shortcuts
- Emptying the Recycle Bin

#### **Files and Folders**

#### **Exercise**

#### **The Control Panel**

- Date and Time
- Display
- Background
- Screen Saver
- Appearance
- What's This?
- Desktop Themes
- Saving a Theme
- Regional Options
- Mouse Settings

#### **Printers**

- Setting a Default Printer
- Printing a Document
- Choosing a Printer
- Viewing the Print Queue
- Pausing a Print Job
- Deleting a Print Job

#### **Creating a Shortcut**

- Starting a Search
- Creating the Shortcut
- Pin to Start Menu

- Renaming a Start Menu Command

#### **Drag and Drop**

- Drag and Drop to the Start Menu

#### **My Computer**

- The Window Display
- Viewing Folders' Contents
- Copying a File
- Renaming a File
- Viewing and Sorting Lists
- Creating a new Folder

#### **Moving Files**

- Moving Multiple Files
- Saving a File to a Folder
- Opening a File
- Moving Folders
- Copying a Folder
- Deleting a Folder
- Copying to a Floppy Disk
- File and Folder Attributes
- Deleting Files

#### **Formatting Disks**

#### **Using Help and Support**

- The Help Toolbar
- Using the Index
- Changing Views
- Adding a Help Page to Favorites
- Printing a Topic
- ScreenTips
- Using Search
- Using History

#### **Shutting Down**

## **Microsoft Word XP**

### **Course Objectives**

- Introduction

#### **Starting Word**

#### **The Screen**

#### **Creating a Letter**

- Inserting a Date
- Typing the Letter

#### **Saving a Document**

- Editing Practice

#### **Spelling and Grammar**

- Deleting a Word
- Grammar
- Correcting as you Type

#### **Printing a Document**

- Print Preview
- Zoom
- Printing

#### **Formatting Text**

- Selecting Text
- Character Formatting
- Format, Font
- Changing Case
- Formatting Exercise

#### **AutoCorrect**

- Using Predefined Entries
- Creating an Entry
- Deleting AutoCorrect

#### **Paragraph Formats**

- Alignments
- Indents
- Numbered Lists
- Bullets
- Formatting Exercise

#### **Borders and Shading**

- The Tables and Borders Toolbar
- A Custom Border

#### **Shading**

#### **Copying and Moving Text**

- Copying Text
- Moving Text
- Dragging Text
- Exercise

#### **Tables**

- Inserting a Table
- The Table icon
- Centering the Heading
- Formulas
- Formatting a Table
- Changing Column Widths
- Inserting a Column
- Inserting a Row
- Deleting a Row
- Deleting a Column
- AutoFormat
- Table Borders
- Deleting a Table

#### **Automatic Formatting**

- Ordinals and Fractions
- Automatic Formats
- Automatic Bullets and Numbers

# Using Microsoft XP products

Win XP, Word XP, Excel XP – An Overview



## **The Office Assistant**

- Asking a Question
- Displaying Topics

## **Document Formatting**

- Margins
- Landscape Printing
- Page Breaks

## **Headers and Footers**

- Typing a Header
- Header Icons
- Typing a Footer
- Page Numbering

## **Symbols**

- Inserting Symbols
- Choosing a Different Font

## **Pictures**

- Inserting a Picture

## **Merge Documents**

- Mail Merge Wizard
- Field Names
- New Address List
- The Main Document
- Previewing the Letters
- Performing the Merge
- Exercise - Mail Merge

## **Revision One and Two**

## **Microsoft Excel XP**

- Course Objectives
- Starting Excel

## **The Excel Screen**

## **Moving around the Sheet**

- Displaying other Areas
- Mouse Movements
- Viewing other Sheets

## **Inserting Text and**

## **Numbers**

- Typing the Text

## **Column Widths**

- Changing Column Widths
- Changing Multiple Columns
- AutoFit the Selection
- Typing Numbers

## **Saving a Workbook**

## **Alignments and Indents**

- Indenting
- Merge and Center

## **Printing**

## **Calculations**

- AutoSum
- Filling the Formula

## **Formulas**

- Cell Editing

## **Exercise – Creating a Worksheet**

## **A Budget**

- Remaining Calculations

## **A Second Worksheet**

- Copying Text
- Using an Entry Range

## **Calculating across**

## **Worksheets**

- Creating the Difference Worksheet
- Selecting Multiple Ranges
- Calculating differences
- Filling Formulas
- Completing the Third Worksheet

## **Functions**

- Function Syntax
- The Average Function

## **Editing Sheet Tabs**

- Changing a Sheet Name
- Inserting a Sheet
- Deleting Unwanted Sheets

## **Number Formatting**

- Formatting a Group of Sheets
- Ungrouping Sheets

## **More Number Formatting**

## **Borders**

- Cell Shading
- Font Color
- Formatting Exercise

## **Print Preview**

- Page Break Preview
- Adjusting the Page Breaks
- Previewing the Workbook
- Zoom
- Margins and Column Widths
- Column Widths in Print Preview

## **Page Setup**

- Orientation

## **Headers and Footers**

- Built-In Headers and Footers

## **Printing**

## **Charting**

- The Chart Wizard
- Step 1 - The Chart Type

- Step 2 - Source Data

- Step 3 - Chart Options

- Step 4 - Chart Location

## **Chart Areas**

- Sizing and Moving a Chart
- The Chart Toolbar
- Changing the Chart Type
- The Legend
- Gridlines
- Removing an Axis

## **Formatting the Chart**

- Formatting Chart Columns
- Previewing Chart & Data

## **Revision Exercise**

## **Columns and Rows**

- Inserting a Column
- Updating the Chart
- Deleting a Column
- Deleting a Row
- Inserting a Row
- Updating the Chart
- Moving Columns