

# An Overview of Microsoft XP products



PowerPoint XP, Publisher XP, Outlook XP – **An Overview**

**Ref No:** DD155

**Course Aims**

This course is designed to provide participants with a clear and concise overview of Microsoft Office products including PowerPoint XP, Publisher XP and Outlook XP.

**Objectives**

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

- Use the following products to an introductory level:
  - Microsoft Publisher XP
  - Microsoft PowerPoint XP
  - Microsoft Outlook XP
- Use standard functions such as creating files in each product, saving files and formatting.
- Use standard functions in Microsoft Outlook to send and receive emails, use an address book, use attachments and signatures.

**Number of Pages**

216

**Audience**

The course is aimed at those participants who want to gain an overview of some of the standard Microsoft XP product range.

**Prerequisites**

None. Knowledge of PowerPoint, Publisher and Outlook 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.

# Using Microsoft XP products



## PowerPoint XP, Publisher XP, Outlook XP – An Overview

### **Microsoft PowerPoint XP**

#### **Course Objectives**

#### **Starting PowerPoint**

#### **Starting a Presentation**

- The Title Slide
- Typing the Title Text
- Typing a Subtitle
- Changing Font Size
- Increasing the Font size
- Saving a Presentation

#### **Adding a Slide**

- Adding the Slide
- Typing Bulleted Text

#### **Customising the Toolbar**

- Spacing
- 2 Column Text Slide
- Typing the Slide's Content

#### **Text and Clip Art**

- Inserting Clip Art
- Sizing & Moving a Picture
- Deleting an Object
- Inserting a Picture

#### **Printing**

#### **The AutoContent Wizard**

#### **The PowerPoint Screen**

#### **Viewing Slides**

- The Scroll Buttons

#### **Different Views**

- Normal View
- Normal View with Slides
- The Outline Tab

#### **Spelling**

#### **Editing Text**

- Slide Sorter View
- Rearranging Slides
- Duplicating a Slide

#### **Notes Page View**

- Typing a Note
- Arranging Panes
- Slide Previews

#### **Design Templates**

- Applying a Template
- Slide Shows

#### **Exercise**

#### **Object and Text Editing**

- Moving and Sizing Objects
- Adding a Slide

#### **Adding Text to the Slide**

#### **Removing a Bullet**

#### **Formatting Paragraphs**

- Selecting the Text Object
- Choosing a Bullet

#### **Indents**

- The Ruler in detail
- Setting Indents
- Exercise

#### **Inserting Charts**

- Inserting the Chart
- The Datasheet
- Deleting Columns & Rows
- Changing the Chart Type
- Sizing the Chart
- Sizing the Legend
- Deleting an Axis
- Rotating a Chart
- Formatting the Chart
- Returning to PowerPoint

#### **Clip Art**

- Inserting the Picture
- Sizing & Moving a Picture
- The Picture Toolbar
- Clip Color
- Cropping a Picture
- Picture Borders

#### **Searching Clip Art**

- Results of the Search

#### **Washout**

#### **Organization Charts**

- Starting the Chart
- Typing the Text
- Adding Subordinates
- Adding a Co-worker
- Adding an Assistant
- Styles
- Sizing the Org Chart

#### **Printing**

- Printing Notes Pages
- Printing Handouts
- Printing the Outline

#### **Slide Shows**

- Running a Slide Show
- Timing and Transitions
- Timings and Speed
- Timing and Transition Icons

#### **Preset Animations**

#### **Annotating Slides**

- Annotating the Slide

### **Presentation One & Two**

**Microsoft Publisher  
XP**

**Course Objectives**

**What is Publisher?**

Starting Publisher

**A New Publication**

Using a Design

Calendar Options

**The Publisher Screen**

**Toolbar Icons**

How is a Page Created?

**Selecting Frames**

**Page Views**

Zoom Controls

**Adding Text**

Typing Text

**Font Size**

**Saving a Publication**

**The Clip Organizer**

Accessing the Clip

Organizer

Inserting the Picture

**Printing**

**Creating a Flyer**

Flyer Options

Adding Text

A Second Frame

**Formatting Text**

Sizing a Text Frame

Line Spacing

Paragraph Spacing

Changing the Title Text

Text Frame Exercise

Fill Color

Borders

Attention Getter Wizard

**Searching for Clip Art**

**Mouse Pointers**

Helpful Pointers

**Moving and Sizing**

**Frames**

Moving Pictures

Sizing Picture Frames

# Using Microsoft XP products



## PowerPoint XP, Publisher XP, Outlook XP – An Overview

### **A Letterhead**

- Changing the Contents

### **Business Cards**

#### **Creating a Logo**

- The Logo Creation Wizard
- Logo Text
- Sizing the Logo

#### **Group and Ungroup**

- Ungrouping the Object
- Removing an Object
- Shading
- Adding AutoShapes
- Sizing the Shape
- Grouping Objects

#### **Copying a Logo**

#### **Printing Business Cards**

- Advanced Print Settings
- Small Publication Options

#### **Envelopes**

- Printing an Envelope

#### **Three Panel Brochure**

- The Inside Page
- The Text Boxes
- Bulleted Lists
- Copying the First Section
- Exercise

#### **The Outside Page**

- A Response Form
- Completing the Form
- Mailing Panel
- Return Address

#### **Printing Brochures**

#### **Tile Printing**

- A Banner
- Banner Page Setup
- Overlap Options

#### **Exercises**

- Award Certificate
- An Invitation Card
- Labels - Compact Disk Case
- Liner
- Origami
- Postcard - We've Moved
- Labels – Jar/Product

## **Microsoft Outlook XP**

### **Starting Outlook**

#### **The Outlook Bar**

#### **E-Mail using Outlook**

- Viewing the Folder List

#### **Creating a Message**

- Addressing a Message
- High Importance
- Viewing Sent Messages
- Reading a Mail Message
- Replying to a Message
- Forwarding a Message
- Printing a Mail Message

#### **Message Options**

- Cc and Bcc fields
- Setting a Sensitivity flag
- Flagging the message for Follow up
- Routing replies to another person

#### **Signatures**

- Creating a new Signature
- Formatting the Signature
- Using the Signature
- Removing the Signature as Default

#### **Creating an Email Folder**

- Folder Contents
- Folder Location
- Moving Mail Messages

#### **Stationery**

#### **Mail Attachments**

- Attaching a File
- Saving an Attachment
- Opening an Attachment

#### **Address Books**

- Using the Address Book
- Distribution Lists
- Updating the Address Book
- Where to from here?