

Excel 2003 Training

Here are content of **Excel 2003 training**, used SGTO which will help you learn many of Excel's basic features, along with how to enter and use formulas and charts. These tutorials include some nicely done screen shots that help in demonstrating the features presented.

Excel 2003 Training Part I

Upon completion of this Excel training module, you will know and be able to:

1. Use the Menu bar, Standard and Formatting Toolbars;
2. Know the parts of an Excel worksheet;
3. Know how to open and save a workbook;
4. Use the Page Setup Dialog box;
5. Insert a row, column, or worksheet;
6. Format a cell;
7. Change the font type, style, size and color of a cell or range of cells;
8. Create a border around a range of cells;
9. Use basic Excel formulas;
10. Know how to use the Chart Wizard to create a chart

Excel 2003 Training Part II

Contents:

- Overview
- Setting up the Spreadsheet
- Inputting Data
- AutoSum
- Average Formula
- Multiplication Formula
- Minimum Formula
- Maximum Formula
- Types of Charts
- Creating a Chart

3 Access 2003 Tutorials

Here are the content of **Access 2003 Training**, used SGTO, that take you through the following features and tools in Access: creating tables and using design view to enter data; setting data types; using a primary key; inserting and deleting rows in a table; creating and running queries; creating and using forms; importing data from and exporting data to Excel; and using Aggregate Functions.

Access 2003 Training Tutorial I

Upon completion of this Access training module, you will know and be able to:

1. Understand the three types of relationships: one-to-many, many-to-many and one-to-one;

2. Create a new database;
3. Create tables for data entry in design view;
4. Use, understand, and set data types: Text, Memo, Number, Currency, Date/Time, AutoNumber, Yes/No, Lookup wizard.
5. Create and delete a primary key;
6. Insert and delete a row.

Access 2003 Training Tutorial II

Upon completion of this Access training module, you will know and be able to:

1. Create a query;
2. Sort fields in a query;
3. Show fields in a query;
4. Run a query using wildcards;
5. Run a query for fields not in result;
6. Run a query for a number value;
7. Run a query using the comparison criteria "And";
8. Run a query using the comparison criteria "Or";
9. Create a form using the Wizard tool;
10. Understand the basics of the Toolbox: Controls;
11. Insert a graphic/image;
12. Insert and image;
13. Insert an unbound object frame;
14. Resize and image/graphic.

Access 2003 Training Tutorial III

Upon completion of this Access training module, you will know and be able to:

1. Import a table from Excel;
2. Import data from a delimited text file;
3. Export an Access file to Excel;
4. Understand the purpose of Aggregate Functions;
5. Create and run a query using count;
6. Create and run a query using average;
7. Create and run a query using the parameter between.

3 Word 2003 Training Tutorials

Here are **the content of Word 2003 Training**, used by SGTO. These tutorials teach and demonstrate many of Word's important features, and include screen shots to help you master them and become a better Word user.

Word 2003 Training Tutorial I

Upon completion of this Word training module, you will know and be able to:

1. use the menu bar and various toolbars to create Word documents;
2. open an existing document or new document;

3. use page set-up features including setting margins and paper;
4. save a new or existing document;
5. manipulate text including cut/paste and copy/paste;
6. use the Views feature to view an existing document in various formats;
7. format text including font type, size, color and effects;
8. use other text features including zoom, spell check, grammar check, thesaurus and word count;
9. use print features including print preview.

Word 2003 Training Tutorial II

Upon completion of this Word training module, you will know and be able to:

1. create a mail merge letter;
2. insert the HCC logo;
3. re-size the HCC logo;
4. use an Excel Database to create a mail merge;
5. use an Access Database to create a mail merge;
6. view two parts of the same document;
7. compare two documents side-by-side;
8. use section breaks.

Word 2003 Training Tutorial III

Upon completion of this Word training module, you will know and be able to:

1. use various text features, including find/replace text, wrap text, auto text, and word art;
2. use page format features, including formatting paragraphs, headers and footers, columns, page break, and section break;
3. use graphics features, including inserting clipart, inserting pictures, and editing graphics using the picture toolbar;
4. use the Tables feature, including creating a new table and using the calculations function;
5. use auto shapes;
6. use document features, including track changes and comments.

2 Outlook 2003 Tutorials

Here are **the content of Outlook 2003 Training**, used by SGTO. These tutorials include comprehensive instructions to all of Outlook's main features, along with screen shots to help you become more versatile using this popular email and calendaring application.

Outlook 2003 Training Tutorial I

Upon completion of this Outlook training module, you will know and be able to:

1. Enable and disable the Standard and Advanced Toolbar;
2. Customize Outlook Today;
3. Send flagged messages;
4. Set a stationery to your outgoing messages;
5. Create and add a personal signature to outgoing messages;
6. Send attachments;
7. Recall an e-mail;
8. Add contacts;

9. Create a contact distribution list;
10. Send e-mail to contacts;
11. Access Public Folders;
12. Organize e-mail with folders;
13. Turn on and off Auto Archive;
14. Retrieve Archived files;
15. Log into Outlook Remotely.

Outlook 2003 Training Tutorial II

Outlook Tutorial Contents:

- Calendar
- Schedule Appointments
- Adjust Appointment Time
- Group Schedules
- Schedule Group Meeting -
- Recurring Appointment
- Incoming Message for Meeting
- Invitee Proposed New Meeting
- Meeting Cancellation
- Meeting Updates
- Invite Attendees Not In Group
- Tasks
- Add Fields
- Add Additional Tasks
- Reminder Feature
- Navigation
- Organize By Category
- Organize Task Folders
- Delegates
- Assign Tasks
- Final Report
- Notes
- Create New Note
- Print Note
- Forward Note
- Turn Note Into Task
- Change Note Appearance
- Journal
- Journal Fields