



Microsoft® Office XP

with Jan Fransen and Joe Habraken

Office / Windows Overview

This session provides an overview of how to work with the most popular Office XP applications in the Windows XP environment.

- Exploring the Web
- Using E-Mail
- What's in Office XP
- Microsoft Word XP
- Microsoft Outlook XP

Windows XP / Internet Explorer

AppDev's Learning Microsoft Windows XP takes you step-by-step through the functions and features of Microsoft's Windows XP. AppDev expert Joe Habraken gives you clear, easy-to-understand instruction on how this software helps you perform daily tasks more efficiently. Whether this is the first time you've seen Windows XP or you're a seasoned pro, you'll gain the knowledge you need to become more proficient with the tools and utilities of this latest operating system.

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| Windows XP <ul style="list-style-type: none">• Windows XP• Windows Help• Using Files• Customizing the Desktop | <ul style="list-style-type: none">• Windows Programs• Windows XP Basics• Fine Tuning Windows | Internet Explorer <ul style="list-style-type: none">• Receiving E-Mail• Internet Basics• Using Hyperlinks• History List | <ul style="list-style-type: none">• Searching the Web• Pictures and Files• Internet Explorer Options• Configuring Outlook Express• Composing E-Mail |
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Microsoft Word 2002

Tap into the strength of Microsoft® Word 2002 as AppDev experts Joe Habraken and Jan Fransen demonstrates why Word is today's most powerful and widely used word processing program. In this series you'll learn how to get around in Microsoft® Word and make the best use of its features. With Joe and Jan's instruction, you'll expand your skills for creating professional documents and learn to work more effectively in the office environment.

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| <ul style="list-style-type: none">• Formatting Text• Spelling• Tabs and Rulers• Inserting Pictures• Printing• Word Basics• Borders and Graphics | <ul style="list-style-type: none">• Formatting Tables• Special Text Features• Working in Word• Working with Tables• Edit Merge Documents• Merge Documents | <ul style="list-style-type: none">• Special Features• Styles and Themes• Working with Sections• Collaborative Tools• Creating Forms• Working with Fields | <ul style="list-style-type: none">• Working with Graphics• Working with Macros• Working with Templates• Worksheets, Charts, Diagrams• Working with Templates• Worksheets, Charts, Diagrams |
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Microsoft Excel 2002

In AppDev's Microsoft Excel 2002 course, expert Joe Habraken and Jan Fransen guides you through spreadsheet fundamentals and provides inside tips for powerful business applications. You'll learn formatting, summarizing, and charting methods; along with some little-known techniques that will help you get up to speed and working efficiently.

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| <ul style="list-style-type: none">• Formatting Worksheets• Printing• Creating Charts• Working with Sheets• Using Formulas• Building a Workbook• Excel Basics• Using Functions | <ul style="list-style-type: none">• Edit Workbooks• Formatting Worksheets• Formulas and Constant Values• Getting Started in Excel• Modify Columns/Rows• Working with Functions• Working with Worksheets• Advanced Charts | <ul style="list-style-type: none">• Advanced Functions• Creating Charts• Format and Data Validation• Styles and Templates• Using List Features• Work with Charts• Analyzing Data• Data Analysis Tools | <ul style="list-style-type: none">• Enhancing PivotTables• Shared Workbooks• Special Features• Using PivotTables• Working with Macros |
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Microsoft Outlook 2002

Join AppDev experts Joe Habraken and Jan Fransen as they teach the effective use of Microsoft® Outlook® 2002. In this course you will learn to maximize your productivity with Outlook's feature-rich environment. Improve your skills in organization, time management, calendaring, and communication.

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| <ul style="list-style-type: none">• Printing• Outlook Basics• Contacts | <ul style="list-style-type: none">• Calendar• Task List• Notes | <ul style="list-style-type: none">• Communicating with Others• Customizing Outlook• Exchange Features | <ul style="list-style-type: none">• Special Outlook Features |
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