

Using Microsoft Office 2000 With The Web

Course Objectives:

This course is aimed at experienced users of Microsoft Office who wish to use these skills to contribute to a web site or intranet.

Prior Knowledge Required:

Delegates should have a good working knowledge of Word, Excel, PowerPoint and Outlook. Ideally they should have attended the Introductory Level courses for each of these products, or have equivalent knowledge. They should also be familiar with using the Internet.

Course Duration: 1 day, but course contents can be tailored if required.

Introduction

- Overview of The Internet/Intranet
- Operating System Requirements
- Configuration

Microsoft Office 2000 Web Features

- Using Generic Web Features
- Saving in HTML Format
- Previewing Web Pages
- Saving to the Web
- Working With Hyperlinks
- Creating Web Discussions
- Web Subscriptions and Notifications
- Using the Microsoft Office 2000 Start Page
- Generic Collaboration Tools
- Hosting an Online Meeting

Word 2000 Web Features

- Creating Web Frames in Word
- Creating Web Pages Frames
- Formatting a Frame or Frames Page

Excel 2000 Web Features

- Using Excel's Web Support Features
- Understanding Web Components
- Publishing to the Web
- Working With Web Queries

PowerPoint 2000 Web Features

- Setting up a Presentation Broadcast
- Viewing a Presentation Broadcast
- Rescheduling a Presentation Broadcast

Outlook 2000 Web Features

- Viewing Web Pages in Outlook 2000
- Saving the Calendar as a Web Page
- Working With Hyperlinks in Outlook 2000

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