

CONVENTIONS USED IN THIS MANUAL	5
LESSON 1 - WINDOWS 2000 OVERVIEW	7
OBJECTIVES OF THIS LESSON:	7
STARTING AND CLOSING WINDOWS 2000	8
Desktop	8
Taskbar	9
MANAGING FILES AND FOLDERS	10
My Computer	10
Viewing File Lists	14
Working with Folders	16
Working with Files	18
USING SEARCH	22
Practice On Your Own – 1: Review of Windows Features	24
LESSON 2 - MICROSOFT WORD 2002/XP OVERVIEW	25
OBJECTIVES OF THIS LESSON	25
STARTING WORD	26
CREATING A BASIC DOCUMENT	30
Entering Text	30
WORKING WITH TEXT	32
Selecting and Editing Text	32
Copying and Moving Text	33
Deleting Text	34
FORMATTING	35
Page Formats	35
Font Formats	37
Paragraph Formats	38
Reveal Formatting Codes	39
Practice On Your Own – 2: Create a Basic Document	41
LESSON 3 - MICROSOFT EXCEL 2002/XP EXCEL	43
OBJECTIVES OF THIS LESSON	43
STARTING EXCEL	44
EXCEL DEFINITIONS	44
EXCEL WINDOW	45
NAVIGATING IN A WORKSHEET	49
WORKBOOKS - CREATING, SAVING, CLOSING AND OPENING	50
Creating a New Workbook	50
Saving a Workbook	51
Closing a File	51
Opening a Workbook	51
DATA ENTRY	52
Entering Text	52
Entering Numbers	52
Entering Dates and Times	53
Editing data	53
WORKING WITH COLUMNS AND ROWS	54
Selecting Columns and Rows	55
Adjusting Column Width and Row Height	55
WORKING WITH RANGES	56
Selecting ranges and cells	56
FORMATTING CELLS	57
Number formats	58
Font and Cell Formats	59
COPYING AND MOVING DATA	61
PRINTING A WORKSHEET	62
Preview a Worksheet	62
Practice On Your Own – 3: Create a Basic Worksheet	63

LESSON 4 - POWERPOINT 2002/XP OVERVIEW.....	65
OBJECTIVES FOR THIS LESSON	65
STARTING POWERPOINT.....	66
PRESENTATION PLANNING.....	67
POWERPOINT WINDOW	68
CREATING A PRESENTATION.....	71
Blank Presentation	71
Working with Objects.....	72
Saving a Presentation	73
Closing a Presentation.....	73
Opening a Presentation	73
WORKING WITH SLIDES	74
Adding Slides.....	74
Deleting Slides.....	74
Moving Slides	74
SLIDE LAYOUTS	75
Text Layouts	75
Contents Layouts	77
SLIDE TRANSITIONS	80
CUSTOM ANIMATION.....	81
VIEWING A SLIDE SHOW	82
PRINTING A SLIDE SHOW	83
Practice On Your Own – 4: Create a Basic Slide Show	84
LESSON 5 - ACCESS 2002/XP OVERVIEW	85
OBJECTIVES FOR THIS LESSON	85
PLANNING A DATABASE.....	86
STARTING ACCESS.....	88
Access Window	88
OPENING, SAVING AND CLOSING A DATABASE	91
Opening a Database	91
Saving a Database	93
Closing a Database.....	93
OPENING A TABLE	94
Navigating in a Table	96
Working With Records.....	97
OPENING A FORM.....	101
Form View.....	102
OPENING A QUERY	103
Datasheet View	104
OPENING A REPORT	105
Report Preview	105
Report Preview	106
Printing the Report	106
Practice On Your Own – 5: Work with a Database	107