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# What's New in Office XP

## Conversion

<b>Introduction</b>	Microsoft Office is an invaluable tool for most users of PCs. The new XP version has introduced many new features for making it more convenient to use. There are also different ways of doing some tasks that are streamlined and improved over previous methods.
<b>Objectives</b>	To familiarise users with the new ways of working with Office XP in the most commonly used parts of the system.
<b>Designed for</b>	Experienced users of Microsoft Office 2000 or earlier that are converting to Microsoft Office XP or later.
<b>Duration</b>	1 day
<b>Topics</b>	Office XP (2002) Getting Help Intelligent toolbars and menus Smart Tags Explore Task Panes Clipboard Insert Clip Art Word Smart Tag Options Autocorrect Options Mail Merge Task Pane Styles and Formatting Task Pane Use The Drawing Canvas Select Multiple Sections PowerPoint Overview of Screen Layout Use Multiple Masters Excel Change Worksheet Tab Colors Use Border Drawing Function Argument Screen Tips The Formula Auditing Toolbar Outlook Understand Mailbox Cleanup Use Mailbox Cleanup Use Calendar Colouring
<b>Follow-up</b>	Advanced courses in Word, Excel, PowerPoint and Access.





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