

VOLUME 2



MICROSOFT® OFFICE **system 2003**

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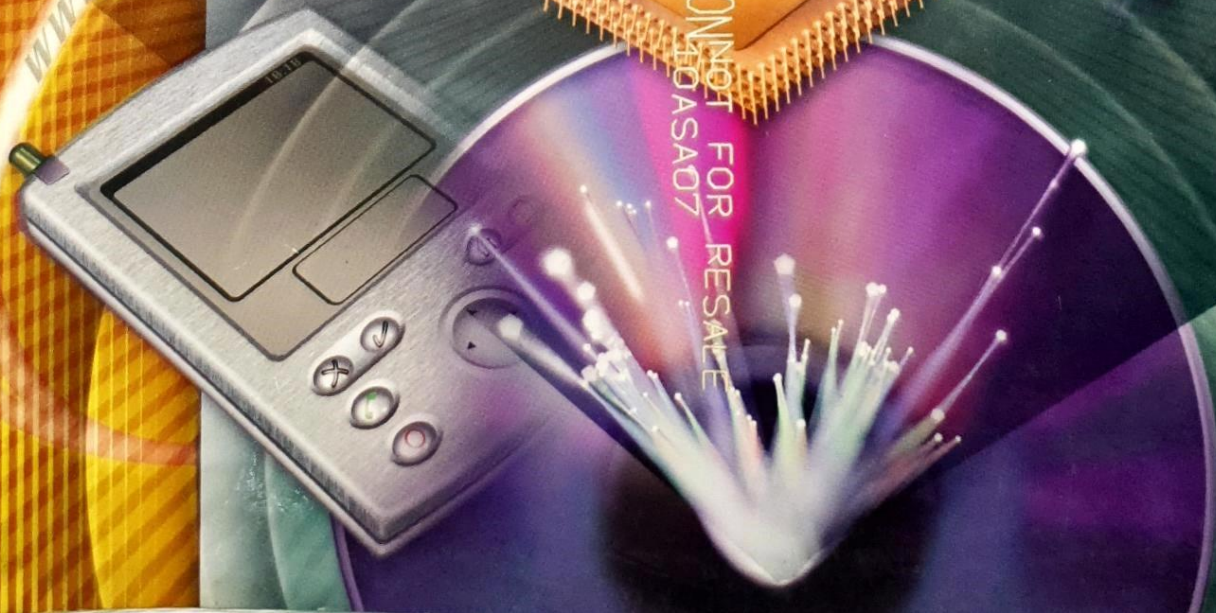
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Microsoft® Office System 2003

Volume II

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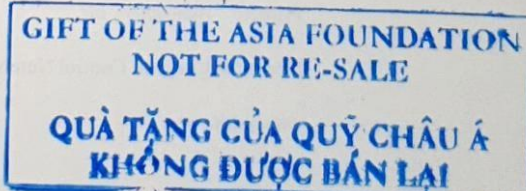
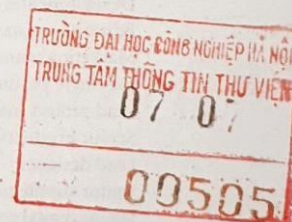
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Making the Grade	INT 1.9

SESSION 1.3

EXPORTING AN ACCESS QUERY TO WORD	INT 1.9
Making the Grade	INT 1.11

SESSION 1.4

EXPORTING ACCESS RECORDS TO POWERPOINT	INT 1.11
Making the Grade	INT 1.12

SESSION 1.5

LINKING AN EXCEL PIVOT TABLE TO A WORD DOCUMENT	INT 1.13
Making the Grade	INT 1.17

SESSION 1.6

FILTERING AN EXCEL SPREADSHEET AND EXPORTING IT TO ACCESS	INT 1.18
Making the Grade	INT 1.20

SESSION 1.7

EMBEDDING A GOAL SEEK WORKSHEET IN A WORD DOCUMENT	INT 1.21
Making the Grade	INT 1.23

SESSION 1.8

SUMMARY	INT 1.24
TASK REFERENCE SUMMARY	INT 1.24

LEVEL ONE:

REVIEW OF TERMINOLOGY	INT 1.25
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LEVEL TWO:

REVIEW OF CONCEPTS	INT 1.26
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LEVEL THREE:

HANDS-ON PROJECTS	INT 1.27
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APPENDIX 2 INTRODUCING VISUAL BASIC

VB 1.1

APPENDIX CASE

VANBUREN COMPUTER SUPPLY	VB 1.2
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SESSION 1.1

INTRODUCTION TO VISUAL BASIC	VB 1.3
Welcome to Visual Basic Development	VB 1.3
Starting Visual Basic	VB 1.3
The New Project Wizard	VB 1.4
The Visual Basic Desktop	VB 1.4
The Main Window	VB 1.4
The Form Window	VB 1.5
The Toolbox	VB 1.5
The Solution Explorer	VB 1.6
The Properties Window	VB 1.6
Saving Your Project	VB 1.7
Opening an Existing Project	VB 1.9
Making the Grade	VB 1.10

SESSION 1.2

SUMMARY	VB 1.10
TASK REFERENCE SUMMARY	VB 1.10

LEVEL ONE:

REVIEW OF TERMINOLOGY	VB 1.11
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LEVEL TWO:

REVIEW OF CONCEPTS	VB 1.12
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LEVEL THREE:

HANDS-ON PROJECTS	VB 1.13
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WRITING VISUAL BASIC APPLICATIONS

VB 2.1

APPENDIX CASE

VANBUREN COMPUTER SUPPLY	VB 2.2
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