



## Course: Microsoft Office 2003 Specialist

**Overview:** The Microsoft® Office System contributes to your success by building connections between your people, information and business processes. Microsoft Office has evolved from a suite of personal productivity products to a more comprehensive and integrated system. Building on the familiar tools that many people already know, the Microsoft Office System includes programs, servers, services, and solutions designed to work together to help address a broad array of business problems.

**Who Should Attend:** Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Office 2003 from beginner level to advanced level. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft Office Word 2003, Excel 2003, PowerPoint 2003, Access 2003, Outlook 2003.

**At Course Completion:** Upon successful completion of this course, students will be able to use Microsoft Office 2003 effectively and efficiently.

### Course Outline:

Module	Course Name	Duration
1	Word 2003 Level 2	6 hours
	Word 2003 Level 3	6 hours
2	PowerPoint 2003 Level 1	6 hours
	PowerPoint 2003 Level 2	6 hours
3	Excel 2003 Level 2	6 hours
	Excel 2003 Level 3	6 hours
4	Excel 2003 Introduction to VBA	6 hours
5	Access 2003 Level 1	12 hours
6	Outlook 2003 Level 1	6 hours
	Outlook 2003 Level 2	6 hours

**Course Materials:** Microsoft Office Specialist (MOS) Approved e-Courseware included

**Duration:** 6 – 12 hours per module

**Schedule:** 18:45pm – 21:45pm on every Tuesday and Thursday  
**Please call for details**

**Venue:** Hong Kong Center: 201, 2/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong

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