Overview

Course Code: WBT-4208-0
Course Length: 1 Hour

In this course, you will learn the basic skills necessary to use Desktop Integration to manage Microsoft Office documents in the Windchill environment. This course covers the basic operations to search, upload, check in, and check out Windchill documents using Desktop Integration from Microsoft Word, Excel, and PowerPoint. You will also learn how to manage Windchill documents from Windows Explorer.

You will complete Pro/FICIENCY skills assessment questions for each topic. These questions are used to help reinforce your understanding of the course topics.

Course Objectives

- Install and configure Desktop Integration for Microsoft Office and Windows Explorer
- Connect to an active Windchill server using Desktop Integration
- Manage Windchill documents using Windows Explorer
- Work with Windchill Context Views in Windows Explorer
- Compare Windchill document Content using Windows Explorer
- Manage Windchill documents in Microsoft Office using Desktop Integration (Word, Excel, and PowerPoint)
- Manage Windchill document attributes using Desktop Integration (Word, Excel, and PowerPoint)
- Manage Windchill documents in Microsoft Outlook using Desktop Integration
Prerequisites

• None

Audience

• This course is intended for end users that generate documentation in Microsoft Office and need to manage the documentation in a Windchill PDMLink environment. People in related roles will also benefit from taking this course.
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