

Upgrading to Microsoft Office 2007 Course Outline

Duration: 2 Days

Objectives: The main objective of this course is to introduce delegates to the new features and capabilities of Office 2007.

Pre-requisites: Attendees should have previous experience of using Microsoft Office.

● Office 2007 New Features

- Changes to the Interface
- Using the Office Button
- Working with the Ribbon
- Understanding Tabs, Groups and Commands
- Using Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Customising the Environment
- Live Previews of Formatting
- Using Themes
- Using SmartArt Graphics
- Using the Enhanced Charts
- Understanding Compatibility between Different Versions

● Word 2007 New Features

- Applying Quick Styles
- Creating Cover Pages
- Using Quick Parts
- Changes to Headers and Footers
- New Contextual Spell Checking
- Using the Document Inspector to Remove 'Metadata'
- Different Word File Formats

● Excel 2007 New Features

- Using the New Conditional Formatting
- Using the Improved List Features, Including Sorting and Filtering
- Improved Formula Construction
- Using the enhanced PivotTable Features
- Using the New Page Layout View
- Different Excel File Formats

● PowerPoint 2007 New Features

- Converting Text to Smart Art
- Creating Custom Slide Layouts
- Using the Enhanced Graphic Features
- Improved Pasting of Excel Tables
- Different PowerPoint File Formats

● Outlook 2007 New Features

- Changes to the Interface
- Displaying RSS Feeds
- Using the New To-Do Bar
- Using the New Colour Categories
- Emailing Calendar Snapshots
- Enhanced Out of Office Settings
- Using the New Instant Search
- New Tasks Area in the Calendar View
- Viewing Multiple Calendars Side-By-Side