



Microsoft Office 2007 Upgrade Training

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Become proficient in the new features in Microsoft Office 2007
- Understand the new Office 2007 file formats
- Customise the Office 2007 experience
- Use the Office 2007 ribbon effectively
- Use the new features in Word, Excel, PowerPoint and Outlook 2007

Course Outline

Office 2007

- Office button
- Recent documents
- Office ribbon
- Minimise the ribbon
- Dialog box launches
- Contextual tabs
- Quick access toolbar
- Galleries and live preview
- Access the ribbon via the keyboard
- Mini toolbar
- Zooming
- Status bar

Word 2007

- File formats
- Compatibility checker
- Word options
- View ruler
- Building blocks
- Text boxes
- Compare documents

- Charts
- Word 2003 to 2007 command locations

Excel 2007

- File formats
- Compatibility checker
- Excel options
- File specifics
- Auto complete functions
- Expandable formula bar
- New sheets button
- Record macro button
- Excel views
- Themes
- Sorting data
- Conditional formatting
- Pivot tables
- Excel 2003 to 2007 command locations

PowerPoint 2007

- New and improved effects
- New text options
- Themes and quick styles
- Custom slide layouts
- Charts
- Smart art
- Presenter view
- PowerPoint 2003 to 2007 command locations

Outlook 2007

- Navigation pane
- To-do bar
- The ribbon
- Flagging mail for follow-up
- Attachment previewing
- Out of office assistant
- Signatures
- Quick parts
- Overlay calendars

Pre-requisites

Familiarity with one or more previous versions of Microsoft Office and experience with a keyboard and mouse.