



Microsoft Office 2007



About the Course

Designed for

This course is designed to introduce new users of Microsoft Office 2007 to the basic commands, functions, and capabilities of the core programs in the Microsoft Office 2007 Suite. This course provides candidates with practical experience of Microsoft Word, Excel and PowerPoint 2007 under the topics listed in the course outline.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Pre-requirements

No previous experience of Microsoft Excel, Word or PowerPoint is required to attend this course.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

MS Excel 2007 Features

- The Excel Screen
- Handling Files
- Entering Data in the Worksheet
- Adjusting the Columns or Rows
- Creating and Editing Simple Formulas
- Formatting a Cell
- Print Previewing the Worksheet

MS Word 2007 Features

- The Word Screen
- Basic Typing and Editing
- Selecting Text
- Editing Text
- Formatting Characters
- Setting Tabs
- Indenting Paragraphs
- Organizing List Information
- Setting the Line Spacing
- Organizing Document Views
- Controlling the Text Flow
- Checking the Spelling and Grammar
- Printing Documents

MS PowerPoint 2007 Features

- Creating a Presentation
- Working with Presentations
- Selecting Text Objects
- Formatting Text
- Proofing the Slides
- Adding Graphics
- Creating and Using Tables
- Animating Objects
- Printing the Presentation
- Creating Notes and Handouts
- Running the Slide Show