



Upgrading to Office 2007



About the Course

Designed for

This course is designed for anyone upgrading to Microsoft Office 2007 from any previous version. Attendees will get an overview of why the menu system has been restructured, where common features now reside and how to quickly familiarise themselves with new features. 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.

Requirements

Previous basic experience of Microsoft Excel, Word or PowerPoint, using any previous version, is required to attend this course. No expert knowledge is required.

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

Common Office 2007 Features

- Understanding File Extensions and Formats
- The Ribbon
- Office Button
- Using Tabs and Groups
- Dialogue Box Launcher
- Contextual Tabs
- Preparing Documents
- Quick Access Toolbar
- Using Galleries
- Views and Zoom
- Live Preview
- Smart Graphics
- Themes
- Marking files as Final

MS Excel 2007 Features

- Old Menu/New Location
- New spreadsheet Dimensions
- Cell & Table Styles
- Enhanced Conditional Formatting
- Enhanced Cell/Font Colour
- Enhanced Chart Features
- Page Layout View
- Old Feature, New Location

MS Word 2007 Features

- What's New
- Old Menu/New Location
- Quick Styles
- Style Set Gallery
- Style Colour Gallery
- Style Font Gallery
- Cover Page
- Table Styles
- New Headers & Footers
- New Mail Merge
- Old Feature, New Location

MS PowerPoint 2007 Features

- What's New
- Old Menu/New Location
- Custom Layouts
- New Background Options
- New Word Art Style Gallery
- New SmartArt Illustrations
- PowerPoint Themes
- Old Feature, New Location