



# 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 covers Microsoft Word, Excel and PowerPoint.

### **Teaching Approach**

The teaching approach is a fast paced three hour lecture style session with practical on-screen demonstrations of easy to follow examples of features of the new office system. Attendees will be invited to ask questions throughout the session, along with being provided with a tips sheet to help retain the information discussed.

### **Requirements**

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

### **Course Material**

A tips sheet will be given to attendees to help retain the information discussed. It is recommended that attendees make relevant notes throughout the session to help with customising the new Office environment. A support email for will be made available for questions after the session.

### **Duration**

This training program is three hours 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