trainingu

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

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