

Microsoft Office 2007 & 2010 Transition



Objectives

This course shows the features of Microsoft's latest Office Products.

Existing users are allowed to explore the radically different user interface, to ensure that attendees can find the new location of all the facilities they have used in earlier versions of Microsoft Office.

Prerequisites

Experience of an earlier version of Microsoft Office.

Duration

1 day

The topics covered on the course are,

1 The New User Interface

- The Ribbon / Context Tabs
- Dialog Box Launchers
- Quick Access Toolbar
- View Selector/Zoom
- Keyboard Shortcuts

2 The Office Button

- Creating/Saving Documents
- New File Formats
- Version Compatibility
- Options

3 Word - Home / Insert Tabs

- Cut, Copy and Paste
- Font and Paragraph features
- Applying Styles

4 Word - Insert / Mailings Tabs

- Pages and Tables
- Header and Footer
- Text objects / Symbols / Equations
- Create / Start Mail Merge

5 Excel - Basics

- New Spreadsheet Size

6 Excel - Home Tab

- Font and Alignment
- Cells / Editing

7 Excel - Insert Tab

- Charts / Links
- Text objects

8 Excel - Formulas Tabs

- Function Library / Defined Names
- Formula Auditing

9 Excel - Data Tab

- Sort & Filter
- Data Tools and Outline

10 PowerPoint - Home / Insert Tabs

- Slides / Font and Paragraph
- Drawing / Editing
- Tables and Illustrations

11 PowerPoint - Design Tab

- Page Setup
- Themes / Background

12 PowerPoint - Animations Tab

- Animations
- Transition to this Slide

13 PowerPoint - Slide Show Tab

- Set up Slide Show
- Configure Monitors

14 Outlook - Basics

- Expanded Ribbon Commands
- Search Improvements
- Zoom Control

15 Outlook - Further Changes

- Conversation Management
- Resize Attachments
- To-Do Bar Changes
- Meeting Suggestions