

Office 2007 Upgrade (2003/2007)

Proposed course outline

Familiarise yourself with the common features in Office 2007 including the Ribbon, tabs and groups, Office button, Quick Access Toolbar. Learn the main new functions in Word, Excel, PowerPoint and Outlook.

Courses are tailored to individual requirements but topics which may be covered include:

Introducing Office 2007

- Ribbon
- Office button
- Tabs and groups
- Dialogue box launcher
- Quick Access Toolbar
- Zooming
- Live Preview
- Graphics
- Themes
- File types and compatibility considerations

Word

- Finding commands and buttons
- Headers and footers
- Quick parts & Building blocks
- Style sets
- Quick styles
- Table styles
- Getting help

Excel

- Finding commands and buttons
- Increased file capacity
- Styles
- Conditional formatting
- Sorting

- Autofilters
- Charting
- Views
- PivotTable
- Getting help

PowerPoint

- Finding commands and button
- New layouts
- Custom layout
- Backgrounds
- WordArt
- Photo Album
- Tables
- Slide Masters
- Charts
- SmartArt
- Getting help

Outlook

- New screen layout
- To Do Bar
- Instant search
- Colour categories
- Preview attachments
- Calendar views
- Calendar overlays
- Calendar snapshots
- Electronic Business cards
- Getting help