

Office 2007 Upgrade - 2 days



Description:

Whether you are upgrading from Office 2003, or an earlier version, this course is designed to introduce you to and fast track you through the changes in the latest version of Microsoft Office. Not only does it cover the key features and changes in detail but it gives you insights as to their development and what we've found works, and what doesn't. This course has all of the changes that we think are critical for you to get up and running with Office 2007 as quickly, as effortlessly, and as productively as possible.

Microsoft Office 2007 takes getting used to. Office 2007 benefits from the results orientated user interface. Instead of clicking through complex menus and toolbars, commands are accessed through the new task orientated tabs. Once you have mastered working with the new interface, you will find you are able to create and manage complex spreadsheets more easily than ever before.

This course introduces the new features and functionality of Office 2007 and will help you to get up to speed quickly.

Pre-requisites:

This course is designed for experienced users who have worked with earlier versions of Office, and who have, or are about to upgrade to Microsoft Office 2007. This course covers the commonly used new features for a typical user.

The New Interface

- Using the Office Button
- Using Access Keys
- The Ribbon
- The Quick Access Toolbar
- Using Help
- Using Live Preview
- Customising the Status Bar
- Views
- Full Screen Reading View in Word
- Zooming

New Features of Word 2007

- What's New in Word 2007
- The Word 2007 Screen
- Creating New Documents
- Word 2007 File Formats
- Using the Compatibility Checker
- Word 2007 Options
- The Word 2007 Ribbon
- Using the Mini-Toolbar
- The Quick Styles Gallery
- Changing Style Sets
- Changing the Colours Theme
- Changing the Fonts Theme
- Creating and Working with Themes
- Adding a Cover Page
- Inserting a Blank Page
- Page Colour and Borders
- Building Blocks

Using Tables in Word 2007

- Inserting a Quick Table
- Using Table Styles
- Changing the Table Layout
- Inserting a Table
- Drawing Tables

Printing and Proofing in Word 2007

- Changing the Page Setup
- Section Breaks
- Using Headers and Footers
- Odd and Even Headers and Footers
- Adding Page Numbers
- Saving a Header or Footer to the Gallery
- Printing
- Using the Spell Checker

Working with Illustrations

- The Illustrations Group
- Inserting a Picture
- Changing the Picture Styles
- Using ClipArt
- Working with SmartArt
- Changing the SmartArt Style

Locations of Word 2003 Commands in Word 2007

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Working with PowerPoint 2007

- Changing the View
- Changing the Presentation Theme
- Backgrounds
- Inserting New Slides
- Formatting Text
- Slide Masters
- Inserting a Slide Layout
- Saving a PowerPoint template
- Creating a Photo Album

Animation and Slide Shows

- Setting Up Slide Shows
- Narration
- Setting Slide Transitions
- Setting Individual Transitions

Locations of PowerPoint 2003 Commands in PowerPoint 2007

Formatting in Excel 2007

- Using the Home Tab Commands to Format Data
- Merging Cells
- Themes
- Cell Styles
- Modifying Built-in Cell Styles
- Saving a Workbook as a Template
- Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Using Colour Scales and Icon Sets
- Managing Rules

Working with Formulas

- Expanding the Formula Bar
- Using the Formulas Tab
- Using Names in Formulas
- Using AutoComplete in Formulas
- New Statistical Formulas - IFERROR, AVERAGEIF, AVERAGEIFS, SUMIFS, COUNTIFS
- Using Name Manager & Watch Window

Working with Tables (formerly known as Excel Lists)

- Creating a New Table
- Inserting or Deleting Rows
- Modifying an Sorting Data in a Table
- Filtering

Creating Charts in Excel 2007

- Creating a New Chart
- Changing the Chart Layout
- Formatting Chart Elements
- Moving the Location of a Chart
- Saving a Chart Template

Using PivotTables

- Creating a PivotTable Report
- Creating the PivotTable Field Layout
- Creating a Report Filter
- Changing the Value Settings
- PivotTable Design Options
- Creating a PivotChart from a Report

Locations of Excel 2003 Commands in Excel 2007

New Features in Outlook 2007

- Opening an Outlook Data File
- The Outlook 2007 Screen
- The Navigation Pane
- The To-Do Bar
- Using Instant Search
- Search Options
- RSS Feeds

Working with Mail

- Mail Messages
- Creating New Messages
- Previewing Attachments
- Colour Categories
- Setting the Quick Click Category
- Flagging and Managing Follow-Ups in the To-Do Bar
- Setting Follow-Up Flag for Recipients

Working with the Calendar

- Calendar Views
- Creating a New Calendar Entry
- Task Integration on the Calendar
- Internet Calendars
- Creating a Calendar Snapshot
- Working with Multiple Calendars
- Scheduling Meetings

Working with Contacts

- Managing Electronic Business Cards

Locations of Outlook 2003 Commands in Outlook 2007

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