



OFFICE 2007 UPGRADE COURSE

COURSE CODE : OF207UG

DURATION : 1 DAY

COURSE AIMS

Microsoft Office 2007 has a new 'look and feel' to the previous versions and is packed with many new features. This course is designed to help navigate around the new 'user interface' within 2007 with recommendations on customising toolbars to enable users to find the commonly used commands easily. In addition to this, learn about the new features within Word, Excel & PowerPoint

DELEGATE PRE-REQUISITES

Delegates must have prior working knowledge of previous versions of Word, Excel & PowerPoint

COURSE OUTLINE

OFFICE 2007 WORKPLACE

- Where is it in 2007? - Using the Interactive Guides
- The Ribbon Options
- The Quick Access Toolbar
- The Office Button
- The Mini Toolbar
- Live Preview
- Using SmartArt Graphics
- Conversion Options
- Recent Document List
- File Formats & Extensions
- Inbuilt PDF Formatting

WHAT'S NEW IN EXCEL 2007

- Using the Excel Interactive Guide
- Customising the Quick Access Toolbar in Excel
- Customising the New Status Bar
- The New View Options
- Office Themes and Excel Styles
- Expanding the Formula Bar
- New Formulae Functions
- Function Autocomplete
- Name Manager
- New Look Pivot Tables and PivotTable Tools Ribbon
- Tables
- Sorting
- New Charting Options & Chart Tools Ribbon
- Conditional Formatting
- Adding Macros to Quick Access Toolbar
- Excel Options and Default Settings

WHAT'S NEW IN WORD 2007

- Using the Word Interactive Guide
- Customising the Quick Access Toolbar in Word
- Customising the New Status Bar
- The New View Options
- Office Themes and Word Styles
- Paragraph Spacing
- New Table Features and the Table Tools Ribbon
- Quick Tables
- Contextual Spelling
- Cover Pages
- Quick Parts & Building Blocks
- Where is Autotext and Autocorrect?
- New Look to Headers and Footers
- Page Background Options
- Tables of Contents
- Equation Builder
- New Text Box Options
- Mail Merge in 2007
- Adding Macros to Quick Access Toolbar
- Document Inspector
- Word Options and Default Settings

WHAT'S NEW IN POWERPOINT 2007

- Using the PowerPoint Interactive Guide
- Customising the Quick Access Toolbar in PowerPoint
- Customising the New Status Bar
- Using the PowerPoint Themes
- The New Slide Layouts
- Picture Formatting Options and Picture Tools Ribbon
- Photo Album
- New Animation Formatting Options
- New Look to Slide Masters
- PowerPoint Options and Default Settings



FAST TRACK
COMPUTER TRAINING