

Duration 1 day

Pre Requisites

This course is designed for existing users of Word, Excel and PowerPoint who are upgrading to Microsoft Office 2007. Delegates should have a reasonable working knowledge of all three applications.

Objectives

Microsoft Office 2007 offers a brand new user interface as well as considerable enhancements to the Office suite of applications - Word, Excel, PowerPoint etc. This course introduces delegates to the major changes and enhancements and will enable to get the best out of your new software.

Further Learning

Word 2007 Intermediate
 Word 2007 Advanced
 Excel 2007 Intermediate
 Excel 2007 Advanced
 PowerPoint 2007 Intermediate
 Design for Presentations

Course Content

- **Main Office Differences**
 - Using The Ribbon
 - Contextual Tabs
 - Galleries
 - Tabs, Groups & Dialog Box Launchers
 - Quick Access Toolbar
 - The Office Button
 - Using the Mini Toolbar
 - Live Preview
 - Using Help
 - Customising the Status Bar
 - Themes
 - Working in Compatibility Mode
 - New File extensions
 - Using Galleries
 - Zoom
 - Outputting to PDF & XPS
- **What's New in Word 2007**
 - Opening and Saving Documents
 - Downloading on-line templates
 - Changing document view
 - Formatting text
 - Cover Page
 - Applying a theme to a document
 - Using cut, copy and paste
 - Displaying the Clipboard pane
 - Quick Tables
 - Quick Parts - Autotext
 - Applying bullets, numbering & outline numbering
 - Applying and modifying styles
 - Using headers and footers
 - Inserting pictures into a document
 - Printing a Document
 - Page Setup
 - New Mail Merge
- **What's New in Excel 2007**
 - Creating a new workbook
 - Available rows and columns
 - Inserting a new worksheet
 - Using the Formula Bar for long formulae
 - Accessing the Function Library
 - Using the Name Manager
 - Using Autocalculate
 - Where to find AutoFormat
 - Applying Themes
 - Page Layout options
 - Changing worksheet views
 - Using the new conditional formatting options
 - Creating tables in Excel
 - Using Charts
 - What's new with Pivot Tables
- **What's New in PowerPoint 2007**
 - Creating new presentations
 - Using the new Slide Master
 - Formatting text
 - Selection pane
 - Custom Layouts
 - New Background options
 - Inserting pictures
 - Creating charts (*now uses Excel*)
 - Using the drawing tools
 - New SmartArt
 - Slide Animation
 - Running slide shows