

MS Office 2007

Converting to Office 2007

Overview

Duration: 1 Day

Microsoft Office 2007 has a complete new interface. This new interface can seem confusing at first glance. The New ribbon layout and new features in Office Word 2007 make producing professional documents a breeze. Creating spreadsheets with Office Excel 2007 in a flash. This course will have you up to speed in no time. Once you have seen how it works you will be delighted with the changes Microsoft have made.

Who Should Attend

This course is suitable for office staff who have some experience of using previous versions of Microsoft Office and would like to convert their skills to the new version. It also focuses on swapping information with legacy systems, really useful for working in a mixed version environment.

Objectives

Find out where all your favourite icons have gone. Learn the all new keyboard short cuts and what about the old ones? Learn how all the old tasks, you used to do, can now be completed much quicker in Office 2007. This course features Office Excel 2007 and Office Word 2007. Familiarity with previous versions of these products is essential.

Course Contents

- How to Master the Ribbon
- New Keyboard Shortcuts
- Working with Contextual Tabs
- Use Word 2007 Galleries to apply design features
- Apply quick styles to format documents
- Control a document's page setup and it's overall appearance
- Adding and removing page breaks
- Quickly apply document themes to ensure a professional and consistent document design
- Use SmartArt™ for flow charts, illustrations and much more
- Utilising new Template features
- Add Tables and Tabs to a document
- Set-up Headers and Footers
- Saving and opening Files
- Working with Word 2007 and Legacy systems

Excel

- What's new in Office Excel 2007 user interface
- Excel Keyboard Shortcuts
- Using Excel Formulas and Functions
- Replicating formulas and functions
- Using Absolute References
- Setting-up Data for Printing
- Adding Headers & Footers
- Turning your figures into charts
- Formatting Charts

Fairgold

