

MS Office 2007

Getting Started with Office 2007

Duration: 1 Day

Overview

This Microsoft Office 2007 course gives a great foundation in how to complete everyday tasks. Great if you are new to computers or returning to work from a break.

Who Should Attend

This course is suitable for people who are new to Microsoft Office and need to utilise the strength of this powerful tool. This is a basic level course geared at bringing delegates up to speed and enables them to complete frequent tasks in Word 2007 and Excel 2007.

Objectives

Find your way around the screen. Utilising the keyboard and understanding shortcut keys. Learn how to create documents, and spreadsheets. See how to Create New files, open existing and modify and save them.

Course Contents

- The Office 2007 Interface
- Understanding the Ribbon, Groups and Commands
- Dialogue Box Launcher
- Keyboard Familiarity
- Keyboard Shortcuts
- Working with contextual tabs
- The Office Button
- The Quick Access Toolbar
- The Mini Toolbar
- Creating New Documents
- Opening, Editing and Saving existing documents
- Control a document's page setup and its overall appearance
- Quickly apply document themes to ensure a professional and consistent document design
- Utilising new template features
- Printing Word 2007 Documents

Excel

- What is Office Excel 2007 used for?
- The Office Excel 2007 User Interface
- Working with different views
- Starting a spreadsheet from new
- Adding Data
- Cut, copy, and paste options
- Formatting and modifying data
- Using Basic Excel Formulas and Functions
- Inserting Rows, Columns and Sheets
- Deleting Data
- Replicate Formulas & Functions
- Opening, modifying and saving your work.
- Setting up data for Printing
- Adding Headers & Footers
- Copying and pasting between applications

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