

PerCom Solutions

OFFICE 2007 CONVERSION

LEVEL:	INTRODUCTION
DURATION:	1 Day
AUDIENCE:	For delegates already familiar with Office 97-2003 applications (Word, Excel, PowerPoint, Outlook) and want to know the new features within 2007 and the major differences.
OBJECTIVES:	On successful completion of the course delegates will be able to identify the new features and be aware of the new look and feel of Office 2007.



COURSE OUTLINE

Introducing Office 2007:

- The Ribbon
- The Office Button
- Pinning Documents
- The Quick Access Toolbar
- The Status Bar
- Galleries
- Live Preview
- Contextual Tabs
- Customising the Quick Access Toolbar
- The New File Formats
- Sharing 2007 files
- Creating PDF Documents
- SmartArt
- Themes

Microsoft Word:

- Customising Word Options
- Using Quick Styles
- Using Cover Pages
- Using Building Blocks
- New Style Headers & Footers
- New Tables Styles

Microsoft Excel:

- Customising Excel Options
- Using Tables
- Conditional Formatting
- Filter & Sort by Colour
- New Charting
- Find Duplicates
- Formula AutoComplete
- Headers & Footers

Microsoft PowerPoint:

- Customising PowerPoint Options
- New Slide Masters
- New Slide Layouts
- Using Fill Effects in Objects

Microsoft Outlook:

- Follow Up Flags
- The To Do Bar
- Preview Attachments
- Email Calendar Snapshots
- Overlay Calendars