



Versatéo

Software Training solutions

Office 2007 New Features A One-Day Training Course

Course Aims

This course introduces users to Microsoft Office 2007, using the new interface including the Office Button, Ribbon Tabs and Ribbon groups. Word features including styles, themes and Quick Parts amongst others. Excel features including table options, and Pivot Tables. PowerPoint features including SmartArt, slide libraries and slide formatting. Outlook features including Contact management and shared content.

Course Outline

The Office 2007 Interface

- The Office Button menu
- The Ribbon
- The Mini toolbar
- The Quick Access toolbar and the Status bar

New Word features

- Formatting
- Quick Parts and Building Blocks
- Shared documents

New Excel features

- Larger worksheet size
- Charts and reports
- Tables options
- PivotTables
- Excel services

New PowerPoint features

- Dynamic SmartArt graphics
- Slide Libraries
- Sharing presentations
- Custom features

New Outlook features

- Content management features
- The To-Do bar
- Shared content

Target Audience

Before taking this course, you should have some experience of working with previous versions of Microsoft Office. You will get the most from this course if your goal is to become familiar with the new features in Word, Excel, PowerPoint and Outlook 2007.

Assumed Knowledge

You should be familiar with PC's, Windows, the use of a keyboard and a mouse, either gained by previous experience or by attendance on a "Windows XP/Vista" course. The course also assumes you have experience with Office 2003, Word, Excel PowerPoint and Outlook 2003.

Training path

Level 1 - New users with little or no experience of Office 2007

Level 1 - Word 2007, Excel 2007, PowerPoint 2007, or Outlook dependant on knowledge

Level 2 - Word 2007, Excel 2007, PowerPoint 2007, or Outlook dependant on knowledge

Level 3 - Word 2007, Excel 2007, PowerPoint 2007, or Outlook dependant on knowledge