



Upgrade Office 2007

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TRAINING & CONSULTING PTY LTD

New Office 2007 Features

Duration: 1/2 Day

Mandatory Prerequisites: A sound working knowledge of the MS Office programs.

Preferred Prerequisites: Light exposure to the Office 2007 Suite.

Office 2007 Interface (10 min)

- Task Oriented Tabs
- Displaying Dialog Boxes
- Additional Tabs

The Office Button (10 min)

- Using The Office Button
- Setting Application Options

The Quick Access Toolbar (15 min)

- Adding Commands To The Quick Access Toolbar
- Managing The Quick Access Toolbar

View/Zoom Options (15 min)

- Zoom Slider
- Viewing Buttons

New Word 2007 Features (45 min)

- Styles
- Themes
- Quick Tables
- Table Formatting
- Page Setup Options
- SmartArt Diagrams

New Excel 2007 Features (30 min)

- More Rows And Columns
- New Formula Features
- Page Layout View
- Themes
- Conditional Formatting
- Excel Tables
- Enhanced Sorting And Filtering
- New Chart Formatting

New Powerpoint 2007 Features .. (25 min)

- Themes
- Slide Layouts
- SmartArt Graphics
- Charts

New Outlook 2007 Features (45 min)

- Ribbon
- Colour Categories
- Attachment Preview
- Enhanced Navigation Pane
- Enhanced Calendars
- To-Do Bar
- Reminder Flags
- Instant Search