



**silicon
beach**
TRAINING

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Microsoft Office 2007 Upgrade

Duration: 2 days

Prerequisites

This training course is designed for delegates who have experience with previous versions of Microsoft Office

Baffled by Office 2007? This Microsoft Office 2007 training course is designed to demystify this new version of Office and get you up to speed quickly. Training courses can be tailored to suit your needs based on the level and applications required.

Objectives

This Microsoft Office 2007 Upgrade training course can be arranged on a private basis for individuals or groups, with content tailored around your individual needs to help you improve your workflow with Office 2007

Course Content (can include)

The New Office 2007 Interface

- The Office Button
- The Ribbon
- Access Keys
- Quick Access Toolbar
- Using Help
- Live Preview
- Customising the Status Bar

Getting Started with Word 2007

- Touring the New Word 2007 Interface
- Formatting Basic Text on the ribbon
- Applying Formatting to a Paragraph
- Creating Bulleted & Numbered Lists
- Working with Styles
- Saving and Removing Formatting
- Changing Style Sets
- Proofing Your Work

Refining Word 2007 Documents

- Adding Headers and Footers
- Creating a Cover Page with Themes
- Inserting Watermarks
- Formatting the Overall Document
- Inserting Graphical Elements
- Inserting Clip Art & Smart Art
- Inserting & Formatting Tables
- Saving a Document different Versions
- Outputting to PDF
- Mail Merge

continued...



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Exploring Excel 2007

- Touring the New Excel 2007 Interface
- Formatting Cells
- Using Format Painter
- Creating and Using Cell Styles
- Changing Styles
- Creating and Using Table Layout
- Filtering a Table Layout
- Using Conditional Formatting - the New Views
- Formatting Worksheets with Themes
- Inserting Graphical Elements
- Managing Multiple Worksheets
- Outputting a Document
- Saving a Document With the Different Versions

Powering Up with PowerPoint 2007

- Touring the New PowerPoint 2007 Interface
- Formatting Text with the Ribbon
- Changing the Slide Layout
- Adding Additional Slides
- Creating a Slide Design
- Inserting Objects
- Using Smart Art
- Creating & Formatting Charts
- Using WordArt Styles
- Changing ChartTypes
- Applying Themes
- Setting Animation Effects
- Working with Different Views
- Setting Up a Slide Show
- Running a Slide Show
- Outputting a Presentation

Staying Connected in Outlook 2007

- Touring the Outlook 2007 Interface - New Toolbars
- Using E-mail
- Creating Signatures and New Folders
- Using Calendar and Adding Events
- Working with Multiple Calendars - Sharing
- Adding & View Contacts
- Creating, Viewing and Flagging Tasks

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Managing Data with Access 2007

- Introducing Access and Touring the 2007 Interface
- Adding and Deleting Objects
 - Tables
 - Queries
 - Forms
 - Reports
- Filtering Data
- Creating and Exporting Forms
- Creating Reports
- Exporting Data



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