

Upgrading to MS Office 2007

Word, Excel, PowerPoint and Outlook



Computer Smart

TRAINING CENTRE

Learning Outcomes: The skills and knowledge covered in this publication will allow you to become quickly proficient in the changes and new features introduced in Microsoft Office 2007.

Pre-Requisites: As this is an upgrade course it is assumed that the reader has some familiarity with one or more previous versions of Microsoft Office. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files and locate file folders.

Microsoft Office 2007

- The Office Button
- Using The Office Button
- Using Access Keys
- The Ribbon
- Using The Quick Access Toolbar
- Understanding Help
- Understanding Live Preview
- Using Live Preview
- Customising The Status Bar
- Understanding View Options
- Using Full Screen Reading View Zooming
- What Happened To

Microsoft Word 2007

- What's New In Word 2007
- The Word 2007 Screen
- Creating New Documents
- Word 2007 File Formats
- Using The Compatibility Checker
- Word 2007 Options
- The Word 2007 Ribbon
- More On The Word 2007 Ribbon
- Using The Ribbon
- Using The Mini-Toolbar
- The Quick Styles Gallery

- Working With Themes
- Adding A Cover Page
- Inserting A Blank Page
- Page Colour And Borders
- Building Blocks

Using Tables In Word 2007

- Inserting A Quick Table
- Using Table Styles
- Changing The Table Layout
- Inserting A Table

Proofing And Printing

- Changing The Page Setup
- Inserting Section Breaks
- Using Headers And Footers
- Adding Page Numbers
- Printing
- Using The Spell Checker

Microsoft Excel 2007

- New Features In Excel 2007
- More New Features In Excel 2007
- The Excel 2007 Screen
- The Excel 2007 Ribbon
- More On The Excel 2007 Ribbon
- Creating New Workbooks
- Excel 2007 File Formats
- Using The Compatibility Checker
- Excel 2007 Options
- Changing The View

Formatting In Excel 2007

- Using The Home Tab Commands
- To Format Data
- Merging Cells
- Cell Styles
- Saving A Workbook As A Template
- Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Managing Rules

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Working With Formulas

- Expanding The Formula Bar And Name Box
- The Formulas Tab
- Using The Formulas Tab
- Using AutoComplete To Create Formulas
- New Statistical Formulas

Working With Tables

- Creating A Table
- Inserting Or Deleting Rows
- Modifying A Table
- Sorting Data In A Table
- Filtering

Creating Charts In Excel 2007

- Creating A New Chart
- Changing The Chart Layout
- Formatting Chart Elements
- Moving A Chart To A New Location

Using PivotTables

- Creating A PivotTable Report
- Adding Fields To A PivotTable
- Applying A Filter To A PivotTable
- Changing The PivotTable Value Settings
- PivotTable Design Options
- Creating A PivotChart From A Report

Microsoft PowerPoint 2007

- New Features In PowerPoint 2007
- More New Features In PowerPoint 2007
- The PowerPoint 2007 Screen
- The PowerPoint 2007 Ribbon
- More On The PowerPoint 2007 Ribbon
- Creating New Presentations
- PowerPoint 2007 File Formats
- PowerPoint 2007 Options

Working With PowerPoint 2007

- Changing The View
- Changing The Presentation
- Backgrounds
- Inserting New Slides / Slide Masters
- Formatting Text
- Saving A PowerPoint Template
- Inserting A Slide Layout

Illustrations And Tables

- Using Smart Art Graphics
- Creating A Table
- Inserting A Chart
- Modifying A Chart
- Creating A Photo Album

Animation And Slide Shows

- Setting Up Slide Shows Narration
- Setting Slide Transitions
- Applying Custom Animation

OPTIONAL EXTRAS (time permitting)

MS Outlook 2007

- New Features In Outlook 2007
- Opening An Outlook Data File
- The Navigation Pane
- The To Do Bar
- Using Instant Search / Search Options
- Expanding The Search
- Recent Searches and Searching Desktop
- Searching Other Outlook Items

Working With Mail

- Mail Messages
- Creating New Messages
- Previewing Attachments
- Colour Categories
- Assigning A Colour Category
- Flagging Messages

- Managing Follow-Ups In The To Do Bar
- Setting Follow-Up Flag For Recipients

Working With Calendar

- Calendar Views
- Creating A New Calendar Entry
- Task Integration On The Calendar
- Internet Calendars
- Working With Multiple Calendars
- Scheduling Meetings

Working With Contacts

- Electronic Business Cards
- Creating An Electronic Business Card
- Sending And Receiving Business Cards
- Managing Electronic Business Cards

Working With Illustrations

- The Illustrations Group
- Inserting A Picture
- Changing The Picture Styles
- Using ClipArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing The SmartArt Style
- Changing The Colour Of SmartArt Styles
- Changing The SmartArt Layout
- Resizing And Moving SmartArt

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Computer Smart Training Centre
Located at Suite 6, 153 Cotlew Street Q 4214
PO Box 4049 Ashmore Plaza Q 4214
Phone: (07) 55395 666 Fax: (07) 55392 666
Email: contactus@computersmart.com.au Website: www.computersmart.com.au