

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Work within the new Office 2007 user interface
- * Use the new features in Word 2007
- * Create tables using the new features in Word 2007
- * Use the new methods for proofing and printing documents
- * Identify and work with the new features available in Microsoft Excel 2007
- * Use the Formulas tab to create and manage formulas and functions
- * Create, format, sort and filter tables in a workbook
- * Create and manage charts in Excel 2007
- * Work with the new features available in Microsoft Outlook 2007
- * Sending, receiving and organising email messages in Microsoft Outlook 2007
- * Working with Contacts
- * Working with Calendars in Microsoft Outlook 2007

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

MICROSOFT OFFICE 2007

- * The Office Button
- * Using Access Keys
- * The Ribbon
- * Using The Quick Access Toolbar
- * Understanding Help
- * Understanding 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
- * Word 2007 File Formats
- * Using The Compatibility Checker
- * The Word 2007 Ribbon
- * Using The Mini-Toolbar
- * The Quick Styles Gallery
- * Themes
- * Adding A Cover Page & Blank Page
- * Page Colour And Borders
- * Building Blocks

USING TABLES IN WORD 2007

- * Inserting A Quick Table
- * Using Table Styles
- * Changing The Table Layout
- * Drawing Tables

PROOFING AND PRINTING

- * Changing The Page Setup
- * Inserting Section Breaks
- * Using Headers And Footers
- * Odd And Even Headers & Footers
- * Adding Page Numbers
- * Saving Header/Footer To The Gallery
- * Printing
- * Using The Spell Checker

WORKING WITH ILLUSTRATIONS

- * The Illustrations Group
- * Inserting A Picture
- * Changing The Picture Styles
- * Using ClipArt and SmartArt

MICROSOFT EXCEL 2007

- * New Features In Excel 2007
- * The Excel 2007 Screen and Ribbon
- * Excel 2007 File Formats
- * Using The Compatibility Checker
- * Excel 2007 Options

FORMATTING IN EXCEL 2007

- * Using The Home Tab
- * Merging Cells

- * Themes and Cell Styles
- * Saving A Workbook As A Template
- * Conditional Formatting
- * Highlight Cell Rules
- * Using Data Bars, Colour Scales & Icons
- * Managing Rules

WORKING WITH FORMULAS

- * Expand The Formula Bar & Name Box
- * The Formulas Tab
- * Using Names In Formulas
- * New Statistical Formulas
- * Using The Name Manager

WORKING WITH TABLES

- * Creating and 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
- * Saving A Chart Template

MICROSOFT OUTLOOK 2007

- * New Features In Outlook 2007
- * The Outlook 2007 Screen and Ribbon
- * Message Flagging
- * Navigation Pane
- * Instant Search

SENDING MESSAGES

- * The Inbox Folder
- * Creating and sending email
- * E-Mail Options
- * Sending emails to multiple addresses
- * Receiving emails
- * Attachments and Live Preview
- * Printing your email

CONTACTS

- * Creating and editing contacts
- * Addressing an email to a contact
- * Creating a distribution list

ORGANISING MAIL

- * Creating a new mail folder
- * Moving a message to a different folder
- * Sorting the contents of the Inbox
- * Deleting a message
- * Restoring from Deleted Items Folder

CALENDARS

- * Opening the Calendar
- * Creating and editing appointments
- * Setting reminders
- * Applying Categories
- * Recurring Appointments
- * Inviting others to a meeting
- * Responding to meeting invitations