



Upgrading to Microsoft Office 2007

Course Outline

Duration: 1 Day

Common Features of Office 2007

What's New
The Office 2007 User Interface
The Office Button
The Ribbon
Contextual Tabs
Dialog Window Launcher
Galleries
Live Preview
Quick Access Toolbar
The Status Bar
The Mini Toolbar
The benefits of the New File Format
Changing the default file format
Using the Compatibility Checker

Word 2007 New Features

The new User Interface
Understanding, creating & using Building Blocks
The Style Manager
Creating, applying & modifying Styles
Creating, applying & modifying Themes

Excel 2007 New Features

The new User Interface
Resizing the formula bar & name box
New Workbook & Worksheet dimensions
New Page Layout view
Creating different Headers & Footers
Creating & formatting Charts
Conditional Formatting new features
Working with improved functions & formulas
Using Formula AutoComplete
The Name Manager
Using the new Table formatting features
Removing duplicate records in a Table/List
Creating & modifying PivotTables

PowerPoint 2007 New Features

The new User Interface
Using the Slide Layout Gallery
Creating Custom Slide Layouts
Creating, applying & modifying Themes
Using new paragraph formatting features
Working with SmartArt in PowerPoint
Inserting, editing & formatting SmartArt
Converting a list of a SmartArt graphic
Working with Tables in PowerPoint
Inserting, drawing & formatting Tables
Creating a Chart Slide
Working with Presenter View
Sharing Slides and Presentations
Saving a Presentation as a PDF file

Outlook 2007 New Features

The new User Interface
Working with Colour Categories
Creating & assigning Colour Categories
Working with Live Attachment Preview
Searching for Items in Outlook
Sharing a Calendar
Opening & viewing a Shared Calendar
Emailing a Calendar Snapshot
Really Simple Syndication (RSS) Feeds
Adding & viewing an RSS Feed

Shortcut Keystrokes in Office 2007