



Microsoft Office 2007 Skills Update

Aim of the course:

To provide competent users of earlier versions of the application software with an overview of Microsoft Office 2007 (Word, Excel, PowerPoint and Outlook 2007) which will provide confidence in using the new Ribbon Interface, and act as an introduction to the new features of Office 2007.

Topics Covered

Getting started

Introducing the Ribbon
Live Preview
Quick Access Toolbar

Introduction to New Features

Word: including Styles & Quick Parts
Excel: including new Layouts &
Colour Coding
PowerPoint: including Themes &
SmartArt
Outlook: including new To Do Pane

Microsoft Office Button

Replacement of the old File Menu
Replacement of Tools, Options

Ways of Working

Ribbon
Key Tips
Mini Toolbar
Old Keyboard shortcuts
New File Formats
Sharing documents with earlier
versions

The course includes tuition and
exercises on many of the standard
tasks that need to be achieved in
each of the 4 desktop applications

Keyboard and Windows experience is strongly recommended for students attending this course.