

## Microsoft Office 2007 - Upgrading

### General Description

Understand the Microsoft Office 2007 interface and gain an overview of the new and enhanced features of Word, Excel, PowerPoint and Outlook.

### Learning Outcomes

- Use the Office button, navigate the Ribbon, use the Quick Access Toolbar and customise the status bar
- Examine the Word 2007 screen, use the Mini-Toolbar, change style sets and work with themes
- Insert a Quick Table, use table styles, change the table layout and draw tables
- Change page setup settings, insert section breaks, create headers and footers and spell check a document
- Insert a picture, apply picture styles, add ClipArt and create a formatted SmartArt graphic
- Examine the Excel 2007 screen, browse the Ribbon, discuss Excel 2007 file formats and change views
- Merge cells, apply themes, manage cell styles and apply conditional formatting options
- Expand the formula bar and name box, apply range names to formulas and use the Watch Window
- Create a table, insert and delete table records, modify a table and filter records
- Insert a new chart, change the chart layout, format chart elements and save a chart template
- Create a filtered and formatted PivotTable report with a linked PivotChart
- Examine the PowerPoint 2007 screen, navigate the Ribbon and modify PowerPoint 2007 options
- Change the presentation theme, work with slide masters and create a PowerPoint template
- Insert a SmartArt graphic, create a table, add a chart and create a photo album
- Set up a slideshow, record narration, add slide transitions and apply custom animation
- Examine the Outlook 2007 screen, use the navigation pane, customise the to-do bar and use instant search
- Create email messages, preview attachments, assign a colour category and flag messages
- Switch between calendar views, create a calendar snapshot, display multiple calendars and schedule meetings
- Create, send, receive and manage electronic business cards

### Duration

One Day

### Prerequisite

Basic understanding of the Microsoft Windows operating system and Microsoft Office

### Topics

Microsoft Office 2007

Microsoft Word 2007

Using Tables in Word 2007

Proofing and Printing

Working with Illustrations

Microsoft Excel 2007

Formatting in Excel 2007

Working with Formulas

Working with Tables

Creating Charts in Excel 2007

Using PivotTables

Microsoft PowerPoint 2007

Working with PowerPoint 2007

Illustrations and Tables

Animation and Slide Shows

Microsoft Outlook 2007

Working with Mail

Working with the Calendar

Working with Contacts