



Rock Solid Training Course Profile

## Upgrade To Microsoft Office 2007

One Day Course

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### Course Aims:

The topics covered on this one-day course cover the new features contained in Microsoft Office 2007, focusing on the changes in Word, Excel, PowerPoint and Outlook. They day also includes tips and tricks to make using the software just that bit easier.

### Assumed Knowledge:

This course has been designed for users who have a good basic knowledge of prior versions of Word, Excel, PowerPoint and Outlook.

### Course Outline:

#### Microsoft Office 2007

- Office Button
- Ribbons
- Status Bar
- Dialog Box Launcher
- Office Themes
- SmartArt

#### New Ribbon Interface

- Ribbons
- Tabs
- Groups
- Quick Access Toolbar

#### Word

- The Office Button
- Document Information Panel
- New Saving Options
- Word Options
- Document Themes
- Quick Parts
- Building Blocks

#### Excel

- The Office Button
- New Style Options
- Powerful Conditional Formatting
- Easy to use Tables
- Themed Cell Styles
- Improved Pivot Tables
- Bigger Worksheets

#### PowerPoint

- The Office Button
- SmartArt Graphics
- Quick Styles
- PowerPoint Themes
- Slide Libraries
- Custom Layouts

#### Outlook

- Instant Search
- Colour Categories
- Calendar Overlay Mode
- To-Do Bar
- Email Themes

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