

Microsoft Office 2007 New Features

2007



Duration: 1 day

Who Should Attend / Target Audience

This course has been developed to provide people upgrading from Microsoft Office 2002/2003 with an overview of the new features of Office 2007.

Prerequisites

Participants will need to be familiar with MS Windows XP and MS Office 2002/2003 applications including Word, Excel, PowerPoint & Outlook to an introductory level.

Learning Outcomes

- The New Office 2007 Interface
- Office XML File Formats
- New Word Features
- New Excel Features
- New PowerPoint Features
- New Outlook Features

Course Content

New Office 2007 User Interface

The Microsoft Office Button
Application Options
Document Information Panel
The Ribbon
Mini Toolbar
The Quick Access Toolbar
The Status Bar

Office XML File Formats

New Word Features

Styles
Themes
Cover Pages
Quick Parts and Building Blocks
Comparing Document Versions
Charts

New Excel Features

Larger Worksheet Size
Charts
Column Chart
Page Layout View
New Table Features
Sorting Data
Using a Data Form
Filtering Records
Pivot Tables

New PowerPoint Features

SmartArt Graphics
Design Themes
Shape Effects
Improved WordArt
Custom Slides Layouts

New Features in Outlook

Instant Search
Colour Categories
Attachment Preview
The To-Do Bar
Calendar Snapshots

Version: 21/12/09

Next Level Course: n/a

Availability: In House Closed Group Public

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