



4D Group

Upgrade to Office 2007

Who would benefit?

This course is designed for all those who require an awareness of the new and changed facilities within Office 2007.

Objective

- To be able to answer the question “Where have they put everything?”
- To provide attendees with the information to get them working quickly
- To discover what’s new that might be interesting

Content

- Overview of the new interface
 - The Ribbon – the dialog launcher and contextual tabs
 - The Office Button
 - The mini toolbar
 - Understanding the new file extensions and working in compatibility mode
 - Customising the Quick Access Toolbar
- What’s new in Excel 2007
 - Examine the useful new Page Layout view
 - Find out how to do the normal tasks, like creating graphs and working with data, more efficiently (including easy formula writing, name manager, formatting as a table, new IFERROR and SUMIFS functions)
 - Exercise – use the fabulous new conditional formatting
 - Quiz to re-enforce learning
- What’s new in Word 2007
 - The status bar – using and customising
 - Checking and changing Word Options
 - Examining the new elements – cover pages, headers and footers, building blocks, SmartArt
 - Use QuickStyles, Style Sets, customise styles and apply themes
 - Quiz to re-enforce learning
- What’s new in Access 2007
 - Examine the new interface
 - Exercise – create a query and a report
- What’s new in PowerPoint 2007
 - Examine the new slide layouts, animation effects and themes
 - Exercise – create a 5 slide presentation with a customised master and include charts, pictures and animation effects
- What’s new in the other applications
- Outlook 2007 - how to use the To-Do Bar, categories and flags, plus new features in the Calendar
- Project 2007 – discuss new features including amending the calendar, cost and budget resources, visual reports
- OneNote – tips for using this application

Note: Outlook and Project do not have the new interface, although when you create messages/appointments etc in Outlook you do see the new interface.

Duration

This can be run as 1 day, ½ day or 2 hour sessions depending on requirements