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Microsoft Office 2007 Conversion course

Having trouble finding familiar tools in Office 2007?

These courses run for 1 day, 09:30-16:30 but we are flexible with times to suit your requirements.

All our courses are entirely hands on with each delegate using a computer that will enable them to work with real business scenarios. This way, those attending will gain a deeper understanding of their new skills and this will allow for improved production at work.

This course is suitable for staff that has experience of using previous versions of Office and would like to convert their skills to the new version. It also focuses on working in a mixed version environment.

Course aims:

Find out where all your favourite icons have gone. Learn the new keyboard short cuts and how all the old tasks that you used to do, can now be completed much quicker in Office 2007. With time saving tips and tricks to get a professional finish to documents.

Course content

Office 2007 new features:

- Changes to the interface
- Using the Office button
- Working with the ribbon
- Understanding tabs, groups and commands
- Using the quick access toolbar
- Using the mini toolbar
- Live previews of formatting
- Introduction to new filename extensions

Word 2007 new features:

- Applying quick styles
- Creating tables
- Using quick parts
- Changes to headers and footers
- Creating a watermark
- Inserting a cover page
- The mail merge command
- Support for other file formats such as PDF

Excel 2007 new features:

- The new page layout view
- The new conditional formatting
- List features, including sorting and filtering
- Improved formula construction
- The enhanced PivotTable features

Outlook 2007 new features:

- Changes to the interface
- Arrange by groups
- The new to-do bar
- Using the new instant search
- Junk email filter
- Viewing multiple calendars side by side

PowerPoint 2007 new features:

- Changes to the interface
- The new smart graphics feature
- The new photo album
- Seamless access to Excel for building charts
- The new slide master tools

Intended audience

This course is suitable for people who have been using the previous versions of Microsoft Office and would like to transfer their existing skills over to the new 2007 system.