

Microsoft Office 2007 Conversion

Course Content

Users of earlier versions of Office will notice many changes, some cosmetic and some new features. This course aims to highlight the new and changed features and will enable you to find old favourites as well as experiment and use the new features.

Objectives: The objectives are to provide an overview of new and enhanced features to enable a smoother transition for existing users in converting their skills to Office 2007.



Topics:

1. The Ribbon

2. Word 2007

- New Toolbars
- Change 2007 File Save Format
- ScreenTips
- AutoCorrect and AutoText
- Working with Tables and Graphics

3. Excel 2007

- Excel Options
- Format Options
- Copy Cells – Fill Handle
- Format Painter
- Select non-adjacent cells
- Shortcut Keys

4. Outlook 2007 – Mail

- Sending / Receiving Email
- Add Contact Addresses
- Keyboard Shortcuts
- Categories and Search Folders
- Flags for Follow Up
- Archiving
- Distribution Lists
- Add an Email Signature
- Voting Buttons