



New Features of Microsoft Office 2007

Duration: 5 half days (15 hours)

Overview/Description

This course is designed to recognize the new features for end users in Ms Office 2007.

Target Audience

Previous Microsoft Office users, including business customers and individual Office users who plan on upgrading to Office 2007, will be candidates for this training.

Prerequisites

Users should have experience of the standard functionality of Office XP or Office 2003 prior to taking this course.

Course Outline

Ms Excel

- The New Interface
- More rows and columns, and other new limits
- Office themes and Excel styles
- Rich conditional formatting
- Easy formula writing
- Improved sorting and filtering
- Charts
- Easy-to-use PivotTables
- Better printing experience
- New ways to share your work
- Quick access to more templates



Learning

nuclei

Key Component of FRCI

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MS Word

- The New Interface
- Quick Styles and Document Themes
- Enhanced spell checker
- Comparing Versions of same document
- Working with Graphics
- Quick export to PDF

Ms PowerPoint

- The New Interface
- Custom slide layouts
- SmartArt Graphics
- New File Formats
- PowerPoint themes and Office Styles
- Animation
- Share your presentations

Ms Access

- The New Interface
- Templates
- Stacked Tabular Layouts
- Automatic calendar for date picking
- Rich text in memo fields
- Using the Insert tab
- Using datasheet viewCharts
- Total row in datasheets
- Split forms
- Multi-valued fields
- Use an alternate background colour
- Embedded macros

Ms Outlook

- Interface
- Mail
- Calendars
- Improved and integrated To Do Bar