



# Transition to Ms Office 2007

Duration: 7 hours

## Overview/Description

To recognize the new features for end users in Excel, Word and Outlook 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

### Part 1: The New Interface (Common In Word, Excel & Outlook)

- Ribbon
- Command tab
- Contextual command tab
- Gallery
- Quick Access Toolbar
- Navigation Pane
- Tabbed documents
- Status Bar
- Mini toolbar

### Part 2: Excel

- More rows and columns, and other new limits
  - Up to 1 million rows and 16 thousand columns per worksheet



Learning

**nuclei**

Key Component of FRCI

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- Office themes and Excel styles
  - Applying Themes
  - Using Styles
- Rich conditional formatting
  - Manage multiple conditional formatting
- Easy formula writing
  - Resizable formula bar
  - Structured references
- Improved sorting and filtering
  - Sort by color
  - Sort up to 64 levels
  - More than 1000 items displayed in AutoFilter drop-down list
- Charts
  - New look for charts
  - Shared charting
- Better printing experience
  - Enhanced print layout view

### Part 3: Word

- Quick Styles and Document Themes
- Watermark
- Enhanced spell checker
- Comparing Versions of same document
  - Tri-pane review panel
- Working with Graphics
  - SmartArt
- Quick export to PDF

### Part 4: Outlook

- Instant Search
- Minimized Navigation Pane
- Mail
  - Attachment Preview



- Improved Out of Office Assistant
- Improved Spelling Checker and Grammar
- Improved Search Folders
- Calendars
  - Multiple Calendars
  - Tasks integration on Calendar
  - Sharing Calendar Information
  - Sending Calendar snapshots in e-mail messages
- Improved and integrated To Do Bar