

Office 2007 Skills Update

Overview and Objectives

Microsoft Office 2007 introduced some great new features and improvements over previous versions, and a completely new interface to help you to get more work done, to a higher quality, in less time. This course will show you how to do your familiar daily tasks with the new system, and take advantage of some of the more immediately useful new features.

Attendees will learn about some of the general changes using examples from each of the core applications, as well as how to take advantage of some of the new and updated features of Outlook, Excel, Word and PowerPoint specifically. This will benefit those who use several of the components of Microsoft Office and have a good working knowledge of the basic features. While showing some of the new features of the suite, this session is not intended to provide in-depth coverage of any of the applications in particular.

The usual duration of this course is 3 hours (plus breaks), although this will depend on any changes to the content you require to better suit the needs of your particular organisation.

Topics covered

General Microsoft Office changes

While each of the applications in the Office 2007 system has new and improved features, the most important things are those which have changed across the whole suite, such as the changes to the interface and file formats. The first part of the course will look at some of these common elements, including:

- Using the new Microsoft Office "Fluent" user interface and the Ribbon which replaces the previous menus and toolbars
- Customising the Quick Access Toolbar with the buttons you use most
- Other new features such as task panes, style galleries, live preview and the mini toolbar
- Using different views and zoom control to work more effectively
- Introducing the new file formats used in Office 2007 and 2010
- Considering the file format when sharing files with others or linking to one another
- Using Themes, colours and fonts for consistent formatting between documents

Outlook 2007

Upgrading to Outlook 2007 means you will have a more powerful tool to help organise your time, collaborate with others and keep track of your work.

- Improvements to the Navigation pane and introducing the new To-Do bar
- Using Categories to help identify information by topic
- Getting the most out of Outlook's updated Search features
- Sharing your calendar with others, sending a summary of a schedule by email

Excel 2007

There are many brand new features in Excel 2007 and lots of upgrades and improvements to existing ones. While this is not intended to go into depth and teach lots of new techniques, some of these are really beneficial to users at all skill levels:

- Finding new and familiar features in the Ribbon, and changes to the Formula Bar
- Improvements to conditional formatting for visualising data more effectively
- Use the updated sorting and filtering capabilities and "smart" filters
- New Chart tools make it easier to create and customise charts (anywhere in Office)
- Very brief demonstration of new Pivot Table capabilities

PowerPoint 2007

While PowerPoint may get the blame for many poorly designed or delivered presentations, there is no reason that should be the case. New features make it quicker than ever to create visually compelling slides which are interesting for the audience and easier to deliver well, such as:

- Using SmartArt for creating powerful and flexible diagrams (in any Office application)
- Making images more interesting using Picture styles and tools for different shapes, borders, shadows, reflections, soft edges and other effects without extra software
- Rearranging items with the new Selection Pane and improved alignment tools
- Taking advantage of the new more flexible Presenter View when presenting

Word 2007

Of all the applications in Office, Word 2007 probably had the fewest changes which affect any but the most advanced users (apart from shared features such as charting and SmartArt). The features covered on this course include:

- Using specific parts of the Ribbon, such as Page Layout
- Different views to work more efficiently with your document
- Changes to using and managing Styles, and relationship to Themes, fonts and colours
- Using Quick parts; inserting document properties using content controls