

Duration: One Day

Associated courses: Access 2007 Intermediate, Access 2007 Advanced

Office 2007 Upgrade

Description	Pre-requisites
<p>If you are reasonably competent in the main Office programs – Excel, Word, Powerpoint and Outlook – but are totally perplexed and overwhelmed by the new Office 2007 programs, then this course is for you. It will take you through the new features of each program, show you how to use the new interface with the tabs, ribbons and Office button and show you where to find those features you've been using for years but can no longer find.</p> <p>This course is not designed to teach you new features (except where they don't exist in Office 2003), but rather to help you make the transition between Office 2003 and Office 2007.</p>	<p>Participants should have some experience with Excel, Word, Powerpoint and Outlook 2003.</p>

Contents

Using the new 2007 interface

Tabs, Ribbons and the Office button
Improved features of Excel, Word, Powerpoint and Outlook

Formatting in Excel 2007

Formatting a number, date, percentage or currency
Establishing and using a Theme
Using Conditional Formatting Rules to highlight values that fall in a range, duplicate values, fall in the top or bottom 10 or are above or below average.
Using Data Bars, Colour Scales and Icon Sets
Creating, applying, modifying and deleting worksheet styles
Using the Format Painter tool to copy cell formatting
Learning how to quickly format a table

Using the Name Manager

How to name cells and create constants
How to use named cells for easy navigation and to make formulas easy to understand
Modifying or removing names
Using existing headings to name ranges
Applying names to existing formulas

Charts

Creating a chart using the new Chart ribbons
Changing the chart type, source data and chart options.
Showing or hiding different chart components
Selecting and formatting the chart components
Applying graphic effects
Manipulating 3D charts
Creating and saving custom chart types
Previewing and saving a chart as a web page

Pivot Tables and Pivot Charts (Just the Basics)

What is a Pivot Table and why would I use one?
Creating a Pivot Table
Using the Report Filter
Filtering the Column & Row Labels
Viewing Data Values
FAQs about the Pivot Table Tools and Field List
Moving fields around the pivot table
Removing a field from the pivot table
Creating a Pivot Chart

Creating macros

What is a macro?
How to record and run a macro
Adding a Macro to the Quick Access Toolbar
Running a macro by clicking a graphic
Setting Macro Security

Page Formatting in Word 2007

Setting the page margins, orientation and paper size.
Adding page numbers
Creating headers and footers
Using the Header and Footer Ribbons
Setting different odd and even headers and a different first page
Switching the document views
Splitting a document into sections
Changing the starting page number
Creating full page headers
Creating and controlling columns



Contents

Mail-merging a document in Word 2007

What is a mail merge?

Using the Mailing Ribbon to select a contact list, set up a mail merge document, add merge fields, preview the mail merge document with live data and complete the merge.

Creating a Table Of Contents (TOC) in Word 2007

Creating a Table of Contents (TOC) using your own styles or the built-in styles

Using the TOC to navigate the document

Updating and re-configuring the Table of contents

Exploring the new features of Outlook 2007

The improved search tool

Setting up appointments, meetings and events

Scheduling a meeting

Using Date Descriptions

Customising and utilising the enhanced Categories feature

Viewing contact information in different ways

Designing slides in Powerpoint 2007

Choosing a Slide Layout

Using the Content Palette

Choosing a Theme

Choosing a Background Design

Using the improved gradient tool

Creating a textured Background

Using a picture background

Transitions and animations in Powerpoint 2007

What is a transition?

Adding a transition between slides

Changing the transition speed

Adding sound to a transition

Activating the transition

Enhancing your presentation with animation

Choosing a simple animation

Making an entrance using custom animation

Customising the Quick Access Toolbar (QAT)

Moving the Quick Access Toolbar

Two ways to add commands to the Quick Access Toolbar

Using the new picture and drawing tools

Using the new graphics ribbons

Applying shadow, glow, soft edges, reflection, bevel and 3D to a picture

Using the new shape gallery

Using the new improved WordArt

Introducing Smart Art

