

# Course Outline

## Upgrading to Microsoft Office 2007 - Word, Excel, PowerPoint and Outlook

### General Description

Upgrading to Microsoft Office 2007 is designed for people who are upgrading to Microsoft Office 2007, and need to understand the changes, and new features in Word, Excel, PowerPoint and Outlook.

As this is an upgrade course it is assumed that the reader has some familiarity with one or more previous versions of Microsoft Office.

### Outcomes

At the completion of this course participants will be able to:

- work within the new Office 2007 user interface
- use the new features in Word 2007
- create tables using the new features in Word 2007
- use the new methods for proofing and printing documents
- insert and work with illustrations
- identify and work with the new features available in Microsoft Excel 2007
- use new formatting features in Excel 2007
- use the Formulas tab to create and manage formulas and functions
- create, format, sort and filter tables in a workbook
- create and manage charts in Excel 2007
- create and manipulate PivotTable reports
- work with the new features available in Microsoft PowerPoint 2007
- work with the new design features available in Microsoft PowerPoint 2007
- use the new illustration and table features within PowerPoint 2007
- animate and run a slide show
- use the new time management and information features in Outlook 2007
- use the new features in Outlook 2007 mail
- use the new and improved features of the Outlook 2007 calendar and scheduling options
- create and manage contact information using the new Electronic Business Card feature

### Course Details

Duration: 1 day      Starting time: 9am      Finishing time: 4.30pm

Lunch and refreshments are provided. (some exclusions apply)

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

### Nationally Accredited Training

**ICAD2012A Design organizational documents using computing packages and ICAU2006A Operate computer packages**

As a Registered Training Organisation (RTO), Advanced Training offers this course as a part of its Certificate II in Information Technology (IT) - ICA20105. Contact one of our Learning Consultants with regards to Government Funding for this course OR about Recognition of Prior Learning (RPL) for this course.

 **1300 86 87246**  
**1300 TO TRAIN**

# Course Outline

## ➤ Microsoft Office 2007

- The Office Button
- Using The Office Button
- Access Keys
- Using Access Keys
- The Ribbon
- Using The Quick Access Toolbar
- Understanding Help
- Using Help
- Understanding Live Preview
- Using Live Preview
- Customising The Status Bar
- Understanding View Options
- Using Full Screen Reading View
- Zooming
- What Happened To

## ➤ Microsoft Word 2007

- What's New In Word 2007
- The Word 2007 Screen
- Creating New Documents
- Word 2007 File Formats
- Using The Compatibility Checker
- Word 2007 Options
- The Word 2007 Ribbon
- More On The Word 2007 Ribbon
- Using The Ribbon
- Using The Mini-Toolbar
- The Quick Styles Gallery
- Changing Style Sets
- Changing The Colours Theme
- Changing The Fonts Theme
- Themes
- Working With Themes
- Creating New Themes
- Adding A Cover Page
- Inserting A Blank Page
- Page Colour And Borders
- Building Blocks

## ➤ Using Tables In Word 2007

- Inserting A Quick Table
- Using Table Styles
- Changing The Table Layout
- Inserting A Table
- Drawing Tables

## ➤ Proofing And Printing

- Changing The Page Setup
- Inserting Section Breaks
- Using Headers And Footers
- Odd And Even Headers And Footers
- Adding Page Numbers
- Saving A Header Or Footer To The Gallery
- Printing

- Using The Spell Checker

## ➤ Working With Illustrations

- The Illustrations Group
- Inserting A Picture
- Changing The Picture Styles
- Using ClipArt
- SmartArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing The SmartArt Style
- Changing The Colour Of SmartArt Styles
- Changing The SmartArt Layout
- Adding A New Shape To A SmartArt Graphic
- The SmartArt Tools Format Tab
- Resizing And Moving SmartArt

## ➤ Microsoft Excel 2007

- New Features In Excel 2007
- More New Features In Excel 2007
- The Excel 2007 Screen
- The Excel 2007 Ribbon
- More On The Excel 2007 Ribbon
- Creating New Workbooks
- Excel 2007 File Formats
- Using The Compatibility Checker
- Excel 2007 Options
- Changing The View

## ➤ Formatting In Excel 2007

- Using The Home Tab Commands To Format Data
- Merging Cells
- Themes
- Cell Styles
- Modifying Built-In Cell Styles
- Saving A Workbook As A Template
- Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Using Colour Scales And Icon Sets
- Managing Rules

## ➤ Working With Formulas

- Expanding The Formula Bar And Name Box
- The Formulas Tab
- Using The Formulas Tab
- Using Names In Formulas
- Using AutoComplete To Create Formulas
- New Statistical Formulas
- Using The Name Manager
- Using The Watch Window

## ➤ Working With Tables

- Creating A Table
- Inserting Or Deleting Rows
- Modifying A Table
- Sorting Data In A Table
- Filtering

## ➤ Creating Charts In Excel 2007

- Creating A New Chart
- Changing The Chart Layout
- Formatting Chart Elements
- Moving A Chart To A New Location
- Saving A Chart Template

## ➤ Using PivotTables

- Creating A PivotTable Report
- Adding Fields To A PivotTable
- Applying A Filter To A PivotTable
- Changing The PivotTable Value Settings
- PivotTable Design Options
- Creating A PivotChart From A Report

## ➤ Microsoft PowerPoint 2007

- New Features In PowerPoint 2007
- More New Features In PowerPoint 2007
- The PowerPoint 2007 Screen
- The PowerPoint 2007 Ribbon
- More On The PowerPoint 2007 Ribbon
- Creating New Presentations
- PowerPoint 2007 File Formats
- PowerPoint 2007 Options

## ➤ Working With PowerPoint 2007

- Changing The View
- Changing The Presentation
- Theme
- Backgrounds
- Inserting New Slides
- Formatting Text
- Slide Masters
- Inserting A Slide Layout
- Saving A PowerPoint Template

# Course Outline

## > Illustrations And Tables

- Using SmartArt Graphics
- Creating A Table
- Inserting A Chart
- Modifying A Chart
- Creating A Photo Album

## > Animation And Slide Shows

- Setting Up Slide Shows
- Narration
- Setting Slide Transitions
- Applying Custom Animation

## > Microsoft Outlook 2007

- New Features in Outlook 2007
- More New Features in Outlook 2007
- Opening an Outlook Data File
- The Outlook 2007 Screen
- The Navigation Pane
- The To-Do Bar
- Using Instant Search
- Expanding the Search
- Recent Searches and Searching the Desktop
- Search Options
- Searching Other Outlook Items
- RSS Feeds

## > Working with Mail

- Mail Messages
- Creating New Messages
- Previewing Attachments
- Colour Categories
- Assigning a Colour Category
- Setting the Quick Click Category
- Flagging Messages
- Managing Follow-Ups in the To-Do Bar
- Setting a Follow-Up Flag for Recipients

## > Working with the Calendar

- Calendar Views
- Creating a New Calendar Entry
- Task Integration on the Calendar
- Internet Calendars
- Creating a Calendar Snapshot
- Internet Calendar Subscriptions
- Working with Multiple Calendars
- Scheduling Meetings

## > Working with Contacts

- Electronic Business Cards
- Creating an Electronic Business Card
- Sending and Receiving Business Cards
- Managing Electronic Business Cards