

Course Outline

Upgrade to Microsoft Office 2007

Course Description:

For experienced users.

Upgrade to Office 2007 as quickly as possible. Find out what's new including how to use the new interface, the Ribbon, Office Button, Quick Access Toolbar, and much more. This course will cover Outlook, Word, Excel, and PowerPoint – new features, shortcuts, and customizing to save even more time. We can incorporate tips for additional programs as requested.

This outline can be fully customized.

Morning:

- The new Office 2007 interface:
 - Using the Office Button
 - The Ribbon
 - Tabs (Program tabs and Contextual tabs)
 - Quick Access Toolbar (QAT)
 - Customizing
- **Outlook – What's New?**
 - The To-Do Bar
 - RSS Feeds
 - Search
 - Calendar Modes (Overlay and Side-By-Side), View Tasks
 - Publish Calendars Online
 - Top Tips / Shortcuts

Afternoon:

- **Word – What's New?**
 - Formatting (Paragraph, Styles, Page Layout)
 - Illustrations (Pictures, ClipArt, Shapes, SmartArt, Charts)
 - Top Tips / Shortcuts
- **PowerPoint – What's New?**
 - Themes
 - Illustrations
 - Animations and Transitions
 - Set up Slide Show
 - Top Tips / Shortcuts
- **Excel – What's New?**
 - Formatting (Styles, Cells)
 - Page Layout and Views
 - Top Tips / Shortcuts

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705.791.5267

info@INTrainingSolutions.com

