

Upgrading to Microsoft Office 2007

Word, Excel, PowerPoint

Course Outline

Duration: ½ Day

Microsoft Office 2007

The Office button
Office 2007 shortcut keys
The ribbon
The Quick Access toolbar
Using live preview

Microsoft Word 2007

Whats new in Word 2007
The screen layout
Pinning regularly used documents
Using the ribbon
Using the mini-toolbar
Creating/using Quick parts
Working with Themes
Inserting a cover page
Printing
File comparison/compatibility
Inserting a quick table
Using table styles
Inserting section breaks
Using headers/footers
Saving header/footer to quick parts
Inserting Smartart

Microsoft Excel 2007

Whats new in Excel 2007
The screen layout
Larger Worksheet size
New Statistical Formulas
Using the ribbon
File comparison/compatibility
Themes
Conditional Formatting
Highlight cell rules
Working with tables
Modifying a table
Filtering a list
Charts
Modifying a chart
Pivot table
Modifying a pivot table

Microsoft PowerPoint 2007

Whats new in PowerPoint 2007
The screen layout
Using the ribbon
File comparison/compatibility
Themes

**Cont: Microsoft Powerpoint
2007**

Backgrounds

Slide Masters

Using Smart Art

Inserting a Chart

Modifying a Chart

Setting up slide shows

Applying transitions

Applying Custom animation