

# AVP Training

## Computer Software Training & Consulting

### Upgrade to Microsoft Office 2007

#### General Description

Develop a solid understanding of the Office 2007 interface and gain an overview of the new and enhanced features of Word, Excel, PowerPoint and Outlook

#### Learning Outcomes

Use the office button, access keys, ribbon and quick access toolbar  
Apply Word 2007 essentials including file formats, the mini-toolbar, quick styles and themes  
Create quick tables, apply table styles, modify table layouts and draw tables  
Insert section breaks, create headers and footers and spell check documents  
Enhance documents with pictures, clipart and SmartArt graphics  
Use Excel 2007 basics including file formats, options and workbook views  
Format data using themes, styles and conditional formatting  
Develop formulas with range names and utilise the name manager and watch window  
Convert lists into tables and apply sorting and filtering operations  
Produce charts with various layouts and create chart templates  
Generate, filter and format PivotTables and create PivotCharts  
Manage PowerPoint 2007 fundamentals such as file formats and options  
Switch presentation views, apply themes, insert slide layouts and create presentation templates  
Add SmartArt graphics, tables, charts, slide transitions and custom animation  
Utilise new Outlook 2007 features including the to-do bar and instant search capabilities  
Preview email attachments, assign colour categories and flag messages  
Generate calendar snapshots, manage multiple calendars and schedule meetings  
Create and manage contact details using electronic business cards

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Microsoft Windows and an earlier version of Microsoft Office

<b>Course Topics</b>  Upgrade to Microsoft Office 2007	Office 2007 Interface
	Word 2007
	Excel 2007
	PowerPoint 2007
	Outlook 2007

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