

Office 2007 ... Fast!

Designed for: Those who want to quickly learn the new interface and features of Word, Excel and PowerPoint 2007

Prerequisites: Experience of using Word, Excel and PowerPoint 2003 or 2000

Objectives: To enable users to be confident in finding their way around the 2007 programs

Course Content

- Module One – Including: the Microsoft Office 2007 interface, the Word 2007 opening screen, the Office button, Word options, working with an existing document, customising the quick access toolbar, formatting text, inserting a cover page, inserting SmartArt, changing margins, inserting a caption, changing views, print preview, saving and compatibility mode, creating a new document, building blocks
- Module Two – Including: the Excel 2007 opening screen, the Office menu, opening an existing workbook, formatting text, entering formulas, customising the status bar, formatting numerical data, conditional formatting, styles, charts, themes, adding a custom list, using the formula bar, functions, protecting the worksheet, different views
- Module Three – Including: the PowerPoint 2007 opening screen, opening an existing presentation, slide layouts, using the font group on the home tab, adding bullets, inserting a table, different views, inserting a picture, design views, animating an object, previewing the presentation, using spellcheck, slide master view, inserting a custom layout, inserting a SmartArt graphic

Benefits

- Become familiar with the Microsoft Office 2007 interface using Word, Excel and PowerPoint
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 6 hours