

Office 2007 ... Fast! (Modules 4-6)

Designed for: Those who want to learn the new features of Outlook, Access and Publisher 2007

Prerequisites: Experience of using Outlook, Access and Publisher 2003 or 2000

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

Course Content

- **Module Four** – Including: Outlook 2007 opening screen, navigation pane, collapsing and expanding items, To-Do bar, Mail group, RSS Feeds folder, previewing an attachment, flagging messages, using categories, the calendar, contacts, inserting a business card, tasks
- **Module Five** – Including: Access 2007 opening screen, opening an existing database, navigation pane, changing views, creating and modifying table, Access options, adding fields to an existing table, modifying data types and properties in datasheet view, modifying field properties in design view, multi value field, attachment field, searching for a record, applying sorts and filters, creating a form, working in layout view, creating a split form. using the group, sort and total pane
- **Module Six** – Including: Publisher 2007 opening screen, creating and customising a flyer, creating and editing a Business Information Set, Flyer Options, Page Options, Publisher Tasks, adding an item to the Content library, inserting an object from the Content Library, formatting a background, Email merge, deleting an item in the Content Library. deleting a Business Information Set

Benefits

- Become familiar with the Microsoft Office 2007 interface using Outlook, Access and Publisher
- 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