
Office 2007 – Conversion

National Competency Standard (ICA05):
ICAU3019A - Migrate to new technology



Objectives

Upon completion of this course, attendees will be able to apply existing Microsoft Office skills to use the new features of Office 2007. You should only attend this course if you use an earlier version of Office and wish to transfer your skills smoothly to the new environment.

Pre-Requisites

Those attending this course should be competent in the use of an earlier version of Microsoft Office.

Duration

0.5 day.

Course Outcomes

1. The Office 2007 Interface.
2. The File Format
3. Making the Transition
4. Word
5. Excel
6. PowerPoint
7. Outlook

Course Content

The Office 2007 interface

- The Office Button
- Application Options
- The Ribbon
- Ribbon Tabs
- Ribbon Groups
- Ribbon Commands
- Dialog Launcher
- The Quick Access Toolbar
- The Mini Toolbar
- The Status Bar
- Live Preview

The File Format

- The New File Format
- Compatibility with previous versions
- PDF Add-in

Making the Transition

- Keyboard shortcuts
- Right mouse button
- Using the Dialog Launcher
- Customising the QAT
- Online Interactive Guide

Word

- Styles
- Quick Parts
- Fields
- Tables and Graphics

- Headers and Footers
- Page and Section breaks
- Compare and Merge

Excel

- Formulas
- Charts
- Page Layout View
- Tables

PowerPoint

- Templates
- Themes
- SmartArt
- Animations

Outlook

- Minimized Navigation Pane
- Calendar Views
- Color Categories
- Attachment previewing
- Instant Search