



Office 2007 Conversion Course

Level: Introduction / Improvers / Intermediate or Advance (all levels catered for)

Description: A course highlighting the differences and new features of Office 2007

The launch of Office 2007 saw one of the most drastic changes in layout and features we have know for many years. All those buttons and icons that we've been comfortable with in the past, had seemed to have moved or just disappeared completely.

The good news is that all your favourite features are still there, you just need to know where to find them and how to use them. Office 2007 also brings with it many new features too that enable you to work far quicker and more productively than ever before. Our experience shows us that people, who convert to 2007 after formal training, absolutely love it and are extremely positive about the conversion; they embrace all of the new features and improve their productivity and standards of presentation considerably.

We can tailor make this course to suit you requirements, here are some options:

1. An over view of Office 2007 for all applications (Word Excel PowerPoint etc)
2. A more in depth look at Office 2007 for a specific applications e.g. just Excel
3. A half day overview highlighting some of the major differences and new features. This is designed to give you a quick flavour of 2007 and will help you familiarise yourself and work successfully in an Office 2007 environment.

Duration: Full day or Half day

Synopsis: A typical Office 2007 conversion course would cover the following topics:

(Please note that we will be happy to tailor make a course to cover any additional topics that you specifically require, if you let us know in advance)

- Getting started in 2007
- Understanding the screen layout
- Tabs, Ribbons and Groups
- The Office Button and menus
- Customising your screen layout
- The Quick Access toolbar
- Saving and compatibility issues
- Customising default settings
- What's new in 2007?
- What are the major differences?
- New styles and formatting options
- Short cuts , hints and tips
- Getting the job done quicker
- Benefits of using Office 2007

Who would this course benefit?

1. Anyone upgrading to Office 2007 in the near future
2. Anyone who has recently upgraded or is new to Office 2007
3. New computer users for whom Office 2007 is their first experience
4. Competent users who only need to know the differences and new features