



Upgrading to Microsoft® Office 2007 or 2010

About this course

This course has been designed as an introduction to the new interface and features in Microsoft® Office 2007 or 2010. The aim is to ensure attendees gain a good grounding in the essentials skills needed to keep working with minimal interruption to their working day.

Who should attend?

This course is aimed at people who are already familiar with previous versions of Microsoft® Office. The course content is designed for the non-technical user. Attendees will gain an understanding of the new interface and enhanced features of the Office 2007 or 2010 applications Outlook, Word, Excel and PowerPoint.

Learning objectives

By the end of this course, participants should be able to confidently:

- ✓ Navigate the new interface to locate familiar commands and features
- ✓ Work with the new Ribbon and tab layout
- ✓ Save files into a format compatible with older versions of Office
- ✓ Locate and use the new Office features
- ✓ Change default settings and options to suit your individual requirements
- ✓ Work with the new galleries, mini toolbar and Auto Preview

Learning method

This course is designed to be instructor led. Instruction can be delivered as a workshop or seminar style. Workshop deliver requires each delegate to have access to a PC with Microsoft® Office software installed.

The course can be complemented with Quick Reference Cards (optional) designed to assist learners to quickly locate legacy commands and to use the new Office features. Use of a whiteboard and data projector would be beneficial.

Course pre-requisites

This course is designed for users who are proficient at using the Microsoft® Windows environment, a mouse and keyboard.

Course duration

Course delivery consists of 4 hours hands-on tuition or 2 to 3 hours seminar style. Please note the duration is set for a maximum of 10 persons. If you are thinking of running this course for a smaller or larger group please contact us for confirmation of the required duration.

Safety check

The instructor will explain the benefit of good posture with recommended safety checks to be made during the session and when working on a PC in general.

Course content

Topics covered in this course include the following:

The Outlook screen

- Understanding and working with the new Ribbon & Tabs
- Displaying and hiding the Reading pane
- Working with the new Attachment preview
- Navigation pane changes
- Sorting and Searching the Message list
- Working with the new features to quickly Clean-up your mailbox
- Customizing the Quick Access toolbar
- Magnifying a message using the Zoom Slider
- Working with the new File tab & Backstage menu
- Changes to the Out of Office feature
- Setting up Quick Steps and Rules

In a message screen

- Finding dialog boxes using the Dialog box launcher
- HTML vs Text message formats
- Turning on the BCC and From fields
- Working with the new Mini toolbar
- Working with Live Preview

In a the Calendar screen

- Understanding the new View options
- Overlaying multiple calendars
- Using the Tasks pane and Calendar for time management

In a the Meeting form

- Creating an Appointment and a Meeting
- Checking other people's schedules

Word Orientation

- Understanding the new Compatibility formats and responsibility around saving into different formats
- Navigating the new Word Ribbon and Tabs
- Understanding the new Keyboard shortcuts
- The File tab & Backstage options
- Mini toolbar / Live Preview
- Setting up the Status Bar
- View/Hide the Ruler
- Setting the default Paragraph spacing

Excel Orientation

- Understanding the new Extended grid
- Working with AutoComplete
- Adjusting the resizable Formula Bar
- Introduction to the new formulas and Table and Pivot Table features
- Working with the new Conditional Formatting options

PowerPoint Orientation

- Working with the new Gallery options
- Cropping Video and Sound (2010 only)
- Inserting SmartArt
- Using the new Screenshot tool (2010 only)