

# Microsoft Office 2007 Overview

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## Course Objectives:

This course is designed to give new users of Microsoft Office 2007 an overview of each of the main applications. It is useful for deciding in which areas further in-depth training is desired. Delegates will learn the basics of Word, Excel and PowerPoint.

## Prior Knowledge Required:

No prior knowledge is required, but a reasonable level of competence in the use of a keyboard and mouse is desirable. A little experience of using Windows would be beneficial.

**Course Duration:** 1 day, but course contents can be tailored if required.

### Introduction to the Windows Vista Environment

- Exploring The Windows Vista Desktop
- Using the Start Menu
- Launching and Closing Applications
- Exploring a Window
- New Features of Windows Explorer
- Switching Between Applications
- Flip 3D & Live Preview

### Common Features of MS Office Applications

- Working with the Ribbon
- Using Contextual Tabs
- The Help Facility
- Smart Tags
- Task Panes
- Saving, Opening and Printing Documents
- The Undo and Redo Facilities

### Introduction to Microsoft Word 2007

- Exploring the Word Screen Layout
- Default Settings
- Creating Documents
- Entering and Editing Text
- Moving Around a Document
- Selecting and Deleting Text
- Applying Character Formats
- Aligning Paragraphs
- Spelling and Grammar checking

### Introduction to Microsoft Excel 2007

- Exploring the Excel Screen Layout
- Entering and Editing Data
- Selecting Cell Ranges
- Creating Formulae
- Using Statistical Functions
- Using the Fill Handle
- Changing Column Widths & Alignment
- Changing Fonts & Number Display
- Adding Borders and Shading
- Creating Charts

### Introduction to Microsoft PowerPoint 2007

- Exploring the PowerPoint Screen Layout
- Creating a Presentation
- Working with Text on a Slide
- Editing and Enhancing Text
- Managing Slides
- Inserting ClipArt Pictures
- Creating Lines and Shapes
- Displaying a Slide Show

### Integrating MS Office 2007 Applications

- Moving, Copying and Pasting Data
- Object Linking and Embedding
- Using MS Office Documents



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