

Course Outline—**Microsoft Office 2007 Conversion**

Aims: To give a greater understanding of the changes and additions within the main software packages involved in an upgrade to Office 2007.

Pre-requisites: Attendees must have a good working knowledge of Microsoft Office

Duration: One day

General GUI/Program Changes

- Reasons for Changes
- Compatibility Issues
- Office Button
- The Ribbon
- Contextual Tabs
- Quick Access Toolbar & Customisation
- Mini Toolbar
- Live Preview
- File Formats
- Complete Graphical Upgrade
- Document Themes
- SmartArt
- Restriction of Customisation
- Save as PDF Add-In

Word

- Usability of Styles
- Mailing Tab
- Quick Parts
- Cover Pages
- Improved Headers & Footers
- Visibility of Existing Features
- Default Document Layout
- Improved Tables
- Automatic Outline Numbering
- Image Enhancements
- Accessible References & Tracking
- Contextual Spell Checker

Excel

- Expansion of Limits
- Full Access to Colour Palette
- New Page Layout View
- Ranges as Tables
- Intuitive Formula Creation
- Versatility of AutoFilter & Sorting
- Improved Conditional Formatting
- Accessibility of Formulas
- Name Manager
- Visibility of Formula Review
- Improved Charting
- Accessible Data Manipulation
- Usability of Pivot Tables

Outlook

- Navigation Pane
- To Do Bar
- Improved Categorisation
- Instant Search
- Multiple Calendars
- Grouping in Views
- Visibility of Other Views
- RSS Feeds

Other Packages

- PowerPoint Slide Masters
- PowerPoint Animation
- Access Layout Views
- Project Multiple Undo
- Project Change Highlighting
- Visio Templates

taking **IT** further

