



MICROSOFT: OFFICE 2007

Study Level: Level 1 (Beginner) or Level 2 (Intermediate) or Level 3 (Advanced)

Study Method: Workbook

Module Length: 10-15 hours self-study with tutor support per module

Module Price: £200 + VAT per module, includes tutor support and computer time

WORD 2007

Beginner: Starting with Word; Document Windows and Views; Basic Word Processing features; Using the Help System; Saving Documents; Opening & Closing Documents; Documents in different file formats; Creating New Documents; Navigating Documents; Selecting Text; Basic Text Formatting; Basic Paragraph Formatting; Quick Styles and Style Sets; Undo, Redo & Repeat; Moving & Copying Text; Proof Documents; Print Preview and Page Setup; Printing Documents; Emailing Documents

Intermediate: Find, Replace and Select; Tabs and Special Indents; Tables; Formatting Tables; Sorting Table and Text; Page Setup and Page Background; Headers and Footers; Columns and Hyphenation; Text Objects; Illustrations; Mailmerge; Envelopes and Labels.

Advanced: AutoCorrect and Math AutoCorrect; AutoFormat; Building Blocks; Templates; Working with Styles; Reviewing Formatting; The Outline View; Writing in Outline View; Master Documents and Subdocuments; Footnotes and Endnotes; Tables of Contents; Captions and Tables of Figures; Indexes; Research, Thesaurus and Translate; Sending Documents for Review; Adding Comments and Tracking; Changes; Reviewing Comments and Changes; Document Properties and Inspection; Encrypting and Finalising; Documents; Digital Signatures; An Introduction to Macros.

EXCEL 2007

Beginner: Starting with Excel; Windows and Views; Basic Spreadsheet Skills; Using the Help System; Saving Workbooks; Opening & Closing Workbooks; Creating New Workbooks; Selecting Cells; Cell referencing; AutoSum & AutoFill; Formatting Numbers; Formatting Cells; Cell Alignment; Cells, Rows & Columns; Working with Worksheets; Edit, Undo, Cut, Copy & Paste; Proofing & Previewing; Page Layout; Printing Workbooks; Emailing Worksheets

Intermediate: Chart Basics & Inserting Charts; Chart design; Chart Layout; Chart Format & Themes; Find & Replace; Sort & Filter; Defined names; Introduction to Functions; Date Functions; Logical Functions; Information Functions; Financial Functions; Adding Comments; Headers & Footers; Illustrations, Text Boxes & WordArt

Advanced: Text to Columns; Remove Duplicates; Data Validation; Data Consolidation; What-If Analysis (Data Tables); What-If Analysis (Scenarios); What-If Analysis (Goal Seek); Subtotals & Grouping; Text Functions; Lookup Functions; Maths & Trig Functions; Database Functions; Audit & Error Tracing; Excel tables; Linking data; Getting External Data; Pivot Tables & Pivot Charts; Protecting & Sharing Worksheets and Workbooks; Workbook Properties & Inspection; Encrypting & Finalising Workbooks; Digital Signatures; Introduction to Macros

POWERPOINT 2007

Beginner: Starting with Powerpoint; Presentation Windows and Views; Using the Help; Basic Features; Slide layouts and placeholders; Saving, Opening and Closing Presentations; Themes; Creating New Presentations; Navigating Presentations; Selecting Text; Basic Text Formatting; Illustrations and Drawing tools; Setting Slide Transitions; Rehearsing Timings; Setting Up a Slide Show; Using a Pen in a Slide Show; Printing Presentations and Handouts.

Intermediate: Text Boxes and WordArt; Moving and Copying Slides; Inserting Slides from Another Presentation; Copying and Moving Text; Find and Replace Text; Replace Fonts; The Spelling Checker; Undo, Redo and Repeat; Headers and Footers; Changing Orientation and Slide Size; Paragraph Formatting; Bullets and Numbering; Creating Powerpoint Tables; Slide, Handout and Notes Masters; Organisation Charts; Animation Effects; Hidden Slides

ACCESS 2007

Beginner: *COMING SOON*

OUTLOOK 2007

Beginner: Email Basics and Security Issues; Start and Exit Outlook; Program Components and Toolbars; Receiving, Reading and Printing Mail; Creating, Formatting and Sending Mail; Replying to and Forwarding mail; Stationery and Signatures; Sending and Receiving Attachments; Sorting and Flagging Messages and Categories; Moving, Copying and Deleting Messages; Rules; Contacts and the Address Book; Distribution Lists; The Calendar; Appointments, Events and Meetings; Printing the Calendar; Tasks, Notes; Outlook Today.

More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref Office2007