



MICROSOFT: CONVERSION TO OFFICE 2007

Study Level:

Study Method: Workbook

Module Length: 8-10 hours self-study with tutor support per module

Module Price: £150 + VAT per module, tutor support and computer time included

OFFICE 2007 CONVERSION

Prerequisites: Word 2003 (Basic) Excel 2003(Basic), PowerPoint 2003(Basic), Access 2003(Basic), and Outlook 2003(Basic), or equivalent experience

- The Office 2007 interface**
 - The Office Button menu
 - The Ribbon
 - The Mini toolbar
 - The Quick Access toolbar and the Status bar
- The Office XML file format**
 - The Office XML format
 - Office XML format compatibility
- New Word features**
 - Formatting
 - Quick Parts and Building Blocks
 - Shared documents
- New Excel features**
 - Larger worksheet size
 - Charts and reports
 - Table options
 - PivotTables
 - Excel Services
- New PowerPoint features**
 - Dynamic SmartArt graphics
 - Slide libraries
 - Sharing presentations
 - Custom layouts
- New Outlook features**
 - Content management tools
 - The To-Do Bar
 - Shared content
- New Access features**
 - Data features
 - Reports

OFFICE 2007 INTEGRATION FEATURES

Prerequisites: Word 2003 (Basic) Excel 2003(Basic), PowerPoint 2003(Basic), Access 2003(Basic), and Outlook 2003(Basic), or equivalent experience

- Shared Office features**
 - Proofing tools
 - Clipboard
 - Graphics
- Embedded content**
 - Embedding content
 - Creating scrap files
- Linked content**
 - Linking content
 - Manipulating linked content
- Office document integration**
 - Documents linked with hyperlinks
 - Documents based on other documents
 - SharePoint Services
- Web features**
 - Web pages
 - Web hyperlinks
- Outlook integration**
 - Documents and e-mail
- Journal integration**
 - Address book integration
 - Smart tags and Outlook integration
- XML integration**
 - Exporting and importing XML data

More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref Office2007Conversion