

Microsoft Windows Vista and Office 2007 Conversion Half day Training Course (3 hours)

Course Aims

Windows Vista introduces a different look and feel - we see a smarter and friendlier product but for your average corporate end-user, pretty much the same features are available as in XP. This course will outline what we consider are the truly useful features of the Windows Operating System and quickly move on to concentrate on Office 2007.

The appearance of Office 2007 is quite different to the previous versions of this product. This can lead to delay and frustration when it is introduced into a company. This course is designed to help users with the main new and changed features of Office 2007 in order to smooth the transition.

Course Outline

Windows Vista

- Drives, Folders, Files
- Views
- Send To
- Create New Office Documents

Introducing Office 2007

- The Office 2007 Interface
- New Capabilities in Office 2007

Understanding Office 2007 Components

- The Ribbon
- The Office Button
- Convenience Tools like Galleries

Word 2007 New Features

- Exploring and Customising the New Word Interface
- Working with the Ribbon
- Applying Styles
- Using Document Themes
- Adding Building Blocks / Quick Parts
- Compare Reviewed Documents
- Inspect Documents
- Save a Document

Excel 2007 New Features

- Exploring/Customising the Excel Interface
- Working with the Ribbon
- Working with Contextual Tabs
- Using the Excel Galleries
- Working with the Enhancements in Excel
- Insert/Format Tables
- Sort Data in a Spreadsheet
- Filter Data in a Spreadsheet
- Apply a Formula
- Working with Charts

Outlook 2007 New Features

- Exploring/Customising the New Outlook Interface
- Working with the Ribbon
- Working with Contextual Tabs
- To-Do Bar
- Instant Search
- Colour Categories
- Attachment previewing
- Address Book enhancement
- Improved scheduling capabilities

Target Audience

Existing users of previous versions of Windows and Microsoft Office