

UNDERSTANDING & USING MICROSOFT 2007



COURSE CONTENT:

SECTION 1: INTRODUCTION

SECTION 2: MICROSOFT OFFICE 2007 APPLICATIONS

SECTION 3: MICROSOFT OFFICE 2007 NEW FEATURES

SECTION 1: INTRODUCTION

Get an introduction to the new look in familiar programs of the 2007 Microsoft Office system.

When you open Microsoft Office Word 2007, Office Excel 2007, Office PowerPoint 2007, and Office Access 2007, or create a new message in Office Outlook 2007, you'll see a lot that's familiar, such as your Word document or Excel worksheet. But you'll also notice a new look at the top of the window.

The old look with menus and toolbars has been replaced by the Ribbon at the top of the window. The Ribbon contains tabs that you click to get to the commands you already know how to use.

With a little time and exposure, you'll find that the Ribbon works for you, not against you. In fact, the Ribbon was developed in response to what Office users — possibly you — have asked for: programs that are simpler to use, with commands that are easier to find.

How do you use the Ribbon? Take this course to find out — and to see how you can make better documents faster.

GOALS

See how Microsoft Office has changed, and why.

Use the Ribbon to do what you're used to doing.

See what the new file formats mean to you.

Learn how to use the new features effectively.

What's on the Ribbon?

- How commands are organized
- More commands, but only when you need them
- More options if you need them
- Preview before you select
- Put commands on your own toolbar
- Different screen resolutions can change what you see
- Answers to critical questions
- Quick Reference Card

SECTION 2: MICROSOFT OFFICE 2007 APPLICATIONS

Understand the differences between Office 2003 applications and get familiar with Office 2007.

The following sub-sections will be included in the 3-hour seminar on getting up to speed with Office 2007.

- ACCESS 2007
- EXCEL 2007
- OUTLOOK 2007
- POWERPOINT 2007
- WORD 2007

The following sub-sections will be not be included in the 3-hour seminar on getting up to speed with Office 2007, unless specifically requested:

- PROJECT 2007
- VISIO 2007

2.1 ACCESS 2007



As soon as you see Access 2007, you see change. And you may wonder, how long will it take to get comfortable with the new version? That's what this course is for. Meet the improvements, learn how they help you do your work, practice in Access itself — you'll be up to speed in next to no time. Fast, easy, simple — Microsoft Office Access 2007 is a new experience. Put it to work for you.

After completing this course you will be able to:

- Download a database from the new Getting Started page.
- Create database objects by using the new Ribbon.
- Save and share your data in appropriate formats.

Topics:

- A new beginning
- Get started with a template
- Meet the new look
- Work with the Ribbon
- Make the Quick Access Toolbar your own
- Manage your work with the Microsoft Office Button
- Download a database
- Create a table from a template
- Create a form, format a form
- Create a report, format a report
- Save your files in the format that works best

2.2

EXCEL 2007



Here you are, with a new version of Excel. When you open Excel you'll see the familiar worksheets you're accustomed to. And you'll also see things that are new at the top of the window.

Get a hands-on introduction to the new look of Microsoft Office Excel 2007, and see how to do what you're used to doing in Excel as you get up to speed.

The old look of Excel menus and buttons has been replaced with this new Ribbon, with tabs you click to get to commands. The Ribbon was developed to make Excel simpler to use, and to help you quickly find and work with the commands you need.

How do you use the Ribbon? Take this course to find out. See what's changed, and why the changes help you make better Excel worksheets, faster.

After completing this course you will be able to:

- Get a handle on the new look of Excel.
- Find everyday commands on the Ribbon:
 - Cut
 - Copy
 - Paste
 - Insert Sheet Rows
 - Insert Sheet Columns
 - Formulae
 - Charts
- Save workbooks in the new Excel file formats.

Topics:

- What's changed, and why
- What's on the Ribbon?
- More commands, but only when you need them
- More options, if you need them
- Put commands on your own toolbar
- What about my favorite keyboard shortcuts?
- A new view
- Different screen resolutions can change what you see
- Get to work in Excel
- Open your file
- Insert a column
- Format and edit data
- Enter a formula
- Create a chart
- Add headers and footers
- Print
- The New Workbook window
- A new file format

2.3 OUTLOOK 2007



Look out! There's a new version of Outlook, and it's got a whole new look. Worried that you'll need to spend a lot of time learning a new program? You can stop worrying now. You'll still be able to do the things you've always done. The new look is designed to make those things even easier.

Get up to speed with Microsoft Office Outlook 2007. See how easy it is to do the things you've always done and learn also how new features such as the To-Do Bar and the new calendar navigation can help you work more efficiently.

After completing this course you will be able to:

- Move around in Outlook 2007 and understand some of the things that have changed, and why.
- Find commands on the Ribbon to do the things you do every day: read and send e-mail, work with appointments and meetings, and use your contacts.
- Send and receive pictures and attachments. Ensure that recipients will be able to open attached files that use the new 2007 Microsoft Office release file formats.

Topics:

- What's changed and why
- Introducing the Ribbon
- A closer look at the Ribbon
- The Ribbon shows what you need
- There's more than meets the eye
- The Mini toolbar
- The Quick Access Toolbar
- Keyboard Shortcuts
- Know your options
- More about options
- More that's new: the To-Do Bar
- A new look for the calendar
- A new look for contacts
- Find everyday commands in Outlook 2007
- Create a new message
- Use the Address Book to add recipients
- Show or hide the Bcc field
- Include your signature
- Use flags and reminders
- Respond to a message
- Whoops! Need to recall a message?
- Make time and remember to do things
- Want to create a meeting? Invite others
- Work with a contact
- Send and receive attachments and pictures

2.4 POWERPOINT 2007



Get a hands-on introduction to the newly designed Microsoft Office PowerPoint 2007. Take it for a test drive and create a short presentation. Then, find out what you need to know about the new PowerPoint 2007 file format.

You'll see when you first open PowerPoint 2007 that the user interface has changed. In the top portion of the window, a new structure is in place for PowerPoint commands. This design will help you find and use the features you need as well as create great-looking presentations.

Get a head start in using the new PowerPoint. See what's changed and why. Then work on a presentation, doing the types of things you've always done. You won't want to turn back.

After completing this course you will be able to:

- Approach the new user interface with confidence and an understanding of how it works.
- Do the things you typically do to create and prepare a presentation.
- Use the new file format in PowerPoint in the way that's best for you.

Topics:

- Get your bearings: what's changed and why
- The Ribbon
- The tabs: Devoted to main tasks
- Display the galleries
- Use advanced options
- The Quick Access Toolbar
- Changing views
- Keyboard shortcuts
- Get to work in PowerPoint
- Start a new presentation
- Choose a theme
- Tailor the theme
- Add slides, pick layouts
- Insert a picture
- Insert a text box caption
- Insert an org chart
- Apply a simple animation
- Set up the show, check spelling, review
- Print, distribute, and set program options
- A new file format

2.5 WORD 2007



Have you heard the word? It's time to get up to speed with Microsoft Office Word 2007. Learn the best ways to use the new Ribbon, get a handle on finding popular commands, and understand what the new file format does for you.

Word 2007 is out. It's exciting, and you know it's designed to be better and more productive than the version you're used to. But it may look a little unfamiliar to you.

Never fear, help is here. This course will get you up to speed in minutes. Find out how to get the best out of this new and easier version. See how to do the everyday things you've always done in Word. Practice in the new Word and feel the advantages it gives you.

After completing this course you will be able to:

- Work with the Ribbon — the new feature that makes Word easier than ever before.
- Find everyday, common commands you need to do your job.
- Use the new file format for Word in the way that's best for you.

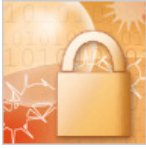
Topics:

- Get to know the Ribbon
- The Ribbon in action
- What's on the Ribbon?
- Dialog box launchers in groups
- Additional tabs appear
- The Mini toolbar
- The Quick Access Toolbar
- Temporarily hide the Ribbon
- Use the keyboard
- Find everyday commands
- Start with the Microsoft Office Button
- Bullets, numbers, and more
- What about styles?
- The Format Painter
- Insert pictures, hyperlinks, headers and footers
- Zoom
- Check your spelling and grammar
- Ready to print?
- Behind the scenes
- A new file format

SECTION 3: MICROSOFT OFFICE 2007 NEW FEATURES

- OFFICE 2007 SECURITY
- KEYBOARD SHORTCUTS

3.1 OFFICE 2007 SECURITY



Find out about security risks to your computer and ways to help to protect it, as well as how the 2007 Microsoft Office system new file formats help to keep your files safer.

This course explains the new security features in Microsoft Office Word 2007, Excel 2007, PowerPoint 2007, Access 2007, Publisher 2007, Visio 2007, and InfoPath 2007. Also included are some tips for Outlook 2007 and more general information about computer security.

Worried about computer security? Does the mere mention of viruses or spyware scare you? Find out about some of the basic steps you can take to protect yourself.

Then see how working with the default settings in Word, Excel, PowerPoint, and Access 2007 makes it easier for you to deal with security.

After completing this course you will be able to:

- Be aware of some of the security risks to your computer and the importance of using antivirus software.
- Define what a macro and a digital signature are and know when they're in a document.
- Use options in the Message Bar to decide whether to enable macros and other potential security risks.

3.2 KEYBOARD SHORTCUTS



Many of the programs in the 2007 Microsoft Office system have a brand-new look. Most menus and toolbars have gone away, and along with the new look come new and easier ways to use the keyboard. People use keyboard shortcuts for a lot of reasons.

Some like to use them to save valuable time or just because they find it easier. Others don't use a mouse for physical reasons, so executing commands through the keyboard is essential. Whatever your reasons, and whether you're a keyboarding aficionado or a beginner, this course will help you learn how to work with the 2007 Office system using just your keyboard.

If you're an experienced keyboard user, you'll be pleased to know that there are several improvements to keyboarding in the 2007 Office release.

After completing this course you will be able to:

- Accomplish tasks by using sequential shortcut keys, known as Key Tips, shown on the Ribbon.
- Navigate around the Ribbon using the TAB key and arrow keys.
- Accomplish tasks by using key combinations — keys you press at the same time — exactly as you've done in previous versions of

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