

Microsoft Office 2007 Update

Duration: 1 Day

Venue: Cardiff

Book Today Get to Grips with Office 2007

Overview

This course is designed for anyone new to Microsoft Office 2007. The course aims to provide you with the confidence to navigate and use the new features of Office 2007. This course will examine both Microsoft Word and Microsoft Excel in detail but also will cover navigational changes which effect all Office 2007 software.

Who should attend

Anyone who is upgrading from Microsoft Office 2003 to Microsoft Office 2007 or is unfamiliar with Microsoft Office 2007. This course is perfect for those being slowed down by struggling to navigate the new software.

What's Next

Microsoft Word 2007
Microsoft Excel 2007
Microsoft PowerPoint 2007
Microsoft Access 2007

Book Now

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Content

Office

- The Ribbon & Title Bar
- Status Bar
- Office Button
- Quick Access Toolbar
- Tabs & Contextual Tabs
- Gallery Toolbars

Word

- Add Preformatted Elements
- Smart Art High Impact Graphics
- Quick Styles and Themes
- Spelling
- Compare Documents
- Document Inspector
- Track Changes
- Mailings

Excel

- More Row and More Columns
- Easier Access to Formulas
- Quick Cell Formatting
- Formula Bar
- Charts
- Page Layout View
- Conditional Formatting
- Data Sorting & Data Filtering
- Pivot Tables

Digital Signatures

- What is a Digital Signature?
- How can digital signatures be used in Office documents?
- Add One or More Signature Lines to a Document
- Sign the Signature Line in a Document
- Add an Invisible Digital Signature to a Document

File Formats