



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Office 2007 & 2010 Conversion

(1 day)

“Office 2007 and 2010 bring a host of new and improved features but also a totally re-designed user-interface. Unless you are familiar with this you will waste a lot of time finding what you want.”

Target Audience

Users of earlier versions of Office who want a quick overview of the key enhancements in versions 2007 & 2010 and who want to start becoming more productive straight away.

Aim

To ensure attendees are confident in the use of the new Office interface and features.

Content

- Overview of key changes to the Office 2007 & 2010 User Interfaces – including the improved tooltips and help
- Introducing the new ‘Office’ Button (2007) & ‘Backstage View’ (2010) – including setting Options
- Overview of the ‘Ribbon’ (including using Tabs, Groups & Command Buttons)
- Using ‘Contextual tabs and Dialog boxes
- The Quick Access toolbar and how to customise it
- Customising the Ribbon (version 2010 only)
- Enhanced features of the Status Bar – including the Zoom Slider, shared views and the ability to customise it
- Quickly applying pre-formatted elements and schemes
- New file formats (including compatibility with older formats & saving in PDF)
- Finding and Removing hidden data (and personal information)
- Excel-specific features – such as improved Conditional Formatting
- Word-specific enhancements – such as Quick Styles
- PowerPoint-specific improvements – such as using a Theme

Please Note - This event can be customised to suit you and can be made application-specific.

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