



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

Office 2007 Conversion

Target Audience

Existing users of Office who want a quick overview of the key differences in version 2007 and who want to start becoming more productive straight away.

Duration – 1 day

What's Covered?

- Overview of key changes to the Office 2007 User Interface – including the improved tooltips and help
- Using the 'Office Button – including using the Options Button
- Introduction to the Ribbon – including tabs, groups and command buttons
- Using Contextual tabs and Dialog boxes
- The Quick Access toolbar and how to customise it
- 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, compatibility with older formats and using the Save as PDF add-in
- 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 features – such as adding a Theme

Please Note

There will be a maximum group size of 6 attendees.

This will allow more attention from the tutor and the opportunity to practise your skills during the day.

Please feel free to bring along a file of your own to work on.

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