

SELSIUS™

CORPORATE & CAREER TRAINING

TRANSITION TO OFFICE 2007

TRAINING OUTLINE

4 HOURS

I. USING THE OFFICE 2007 INTERFACE

- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview

II. USING WORD 2007 NEW FEATURES

- Using Contextual Spelling
- Creating a Quick Part
- Adding Quick Parts to a Document
- Using the Building Blocks Organizer

III. USING EXCEL 2007 NEW FEATURES

- Using Highlight Cell Rules
- Using Manage Rules
- Using Clear Rules
- Using Data Bars
- Creating a Table
- Removing Duplicates from a Table

IV. USING OUTLOOK 2007 NEW FEATURES

- Using the To-Do Bar
- Using Calendar Overlay Mode
- Using the Daily Task List
- E-Mailing your Calendar As a Snapshot
- Viewing a Calendar Snapshot

V. ENHANCING GRAPHIC IMAGES

- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border

VI. USING SMARTART

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object

VII. GETTING HELP

- Searching for Help
- Getting Help in Dialog Boxes

VIII. USING NEW FILE FORMAT FEATURES

- Saving to a PDF Format
- Working with the Compatibility Checker
- Converting a File to Excel 2007 Format