



Microsoft Office 2007 Familiarisation

Excel

What you see initially

Buttons, Toolbars, Tabs, Groups, Status Bar and Zoom.

Setting the default number of sheets

Creating charts or graphs

Databases

Sorting and sub-totalling

Conditional Formatting

Macro features

Pivot table features

Word

What you see initially

Buttons, Toolbars, Tabs, Groups, Status Bar and Zoom.

Customise the Quick Access Toolbar

AutoCorrect and Building Blocks

Tables and layouts

Tracking changes new features

Outlook

What you see initially

Describe new "To Do Bar" and initial window layout.

Customising the Outlook window.

The Ribbon, Tabs and Groups.

Attachments

Signatures

Calendar

Personal calendar settings

Appointments

Meetings

Viewing other users calendars

Delegation to another to view your Outlook folders.

PowerPoint

What you see initially

Buttons, Toolbars, Tabs, Groups, Status Bar and Zoom.

Creating a Chart in PowerPoint

Drawing Tools Tab

Animation Tab

NB: Questions are always encouraged, but due to time constraints, it may be necessary to provide e-mailed answers subsequent to the course.