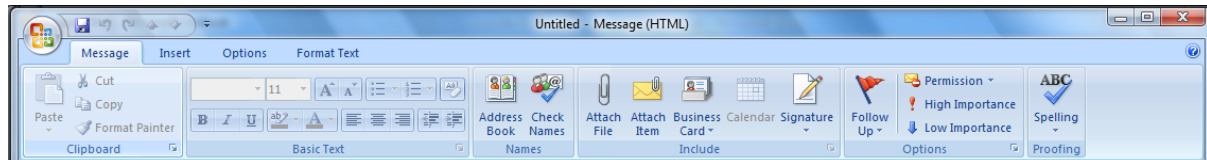


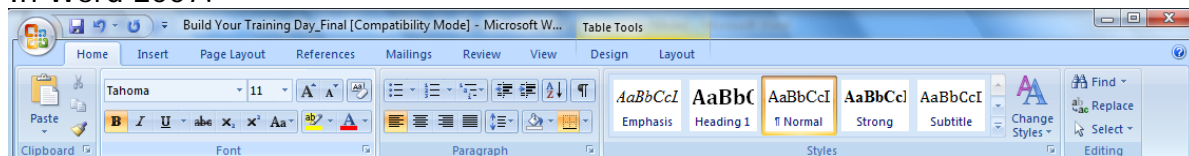
Office 2007 Familiarisation

Microsoft have now launched their new version of the Office suite. There are some radical changes in the new software and all those upgrading will need some help to get started. The biggest of these changes is the ribbon, shown below, replaces both menus and toolbars:

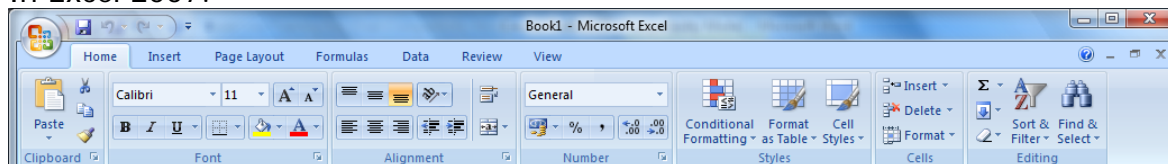
In Outlook 2007:



In Word 2007:



In Excel 2007:



Each of the courses listed is a half day session.

As a prerequisite to these courses, delegates should already be confident users of the current versions (2002 or 2003) of the products. If delegates are not confident in their abilities then they are advised to undertake a full course at introductory or intermediate level.

Getting to know Microsoft® Office 2007

- Exploring the New User Interface
- The Elements of the New User Interface
- How to Find Commands in the New User Interface
- Using the Ribbon
- The Transformer Logo Menu
- How to Modify Application Settings
- How to Use the Command Tabs
- What Are Contextual Tabs?
- Working with Galleries
- How to Use Galleries
- How to Customize Galleries
- Working with Quick Access Toolbar, Mini Toolbar, and New Items on the Status Bar
- How to Customize the Quick Access Toolbar
- How to Use the Mini Toolbar
- How to Use the New Items on the Status Bar

Getting to know Access 2007

- What's New in Access® 2007
- The Welcome Screen
- Exploring the New Interface
- Creating Objects
- How to Work with Tables and Relationships
- How to Import Data from Office Excel
- How to Import Contacts from Office Outlook
- How to Collect Updates Using Office Outlook
- Analyzing Data
- The Filtering Feature
- Report Design

Getting to know Excel® 2007

- What's New in Excel® 2007
- Exploring the New Interface
- The Ribbon
- Tasks and Tabs
- The Enhanced Workbook
- Organizing Business Information
- How to Insert and Format Tables
- External Sources of Business Information
- New Formula Features
- How to Create Professional-Looking Reports
- Analyzing Business Information
- How to Analyze Data Using Conditional Formatting
- New Chart Features
- Create PivotTables and PivotCharts
- Analysis of Business Information Using Office Excel Services
- Sharing and Managing Business Information
- Benefits of Publishing Spreadsheets
- Different Ways to Interact with a Spreadsheet in a Browser
- User Permissions in Excel 2007
- What Are Business Intelligence Dashboards?
- What Are Snapshots?

Getting to know Outlook® 2007

- What's New in Outlook® 2007
- Account Manager
- The New User Interface
- Managing Your E-mail and Information
- Enhanced Features
- Color Categories
- RSS Subscriptions
- How to Connect Document Libraries to Office Outlook
- Managing Tasks
- The To-Do Bar
- Integration of Tasks with E-mail
- Integration of Tasks with Calendar
- Managing Calendars and Appointments
- Benefits of Internet Calendars
- Calendar Snapshots
- Electronic Business Cards

Getting to know PowerPoint® 2007

- What's New in PowerPoint® 2007
- Exploring the New Interface
- Tasks and Tabs
- Creating Presentations
- How to Create Custom Layouts
- Powerful Diagrams
- How to Insert Tables and Charts
- Contextual Menu for Tables and Charts
- Enhancing Presentations
- Themes
- Effects
- New Presentation Options
- How to Finalize Presentations
- Selecting Appropriate Finalizing Methods

Getting to know Word 2007

- What's New in Word 2007
- Exploring the New Interface
- The Ribbon
- Tasks and Tabs
- The Full Screen Reading View
- Creating Professional-Looking Documents
- How to Insert Tables, Illustrations, and Equations
- What Are Building Blocks?
- Insert Building Blocks in a Document
- How to Change the Layout of a Document
- How to Add References in a Document
- Reviewing and Finalizing Documents
- How to Finalize Documents
- What Are Workflows?
- How to Initiate Workflows
- How to Compare Multiple Versions of a Document
- Available File Formats


Getting to know what else Microsoft® Office 2007 can offer (the other applications)

- One Note
- Groove
- Office Live
- Business Contact Manager
- Info Path
- Communicator

Office 2007 Familiarisation



For your information the new office suites are made up as follows:

	Microsoft Office Basic 2007	Microsoft Office Home & Student 2007	Microsoft Office Standard 2007	Microsoft Office Small Business 2007	Microsoft Office Professional 2007	Microsoft Office Ultimate 2007 <i>NEW!</i>	Microsoft Office Professional Plus 2007	Microsoft Office Enterprise 2007 <i>NEW!</i>
Microsoft Office Word 2007	●	●	●	●	●	●	●	●
Microsoft Office Excel 2007	●	●	●	●	●	●	●	●
Microsoft Office PowerPoint 2007		●	●	●	●	●	●	●
Microsoft Office Outlook 2007	●		●				●	●
Microsoft Office Outlook 2007 with Business Contact Manager ¹				●	●	●		
Microsoft Office Accounting Express 2007 ²				●	●	●		
Microsoft Office Publisher 2007				●	●	●	●	●
Microsoft Office Access 2007					●	●	●	●
Microsoft Office InfoPath 2007						●	●	●
Microsoft Office Groove 2007						●		●
Microsoft Office OneNote 2007		●				●		●
Microsoft Office Communicator 2007 ³							●	●
Integrated Enterprise Content Management						●	●	●
Integrated Electronic Forms						●	●	●
Advanced Information Rights Management and Policy Capabilities						●	●	●

¹ Volume License customers who purchase Office Professional Plus 2007 or Office Enterprise 2007 may request installation media for Office Outlook 2007 with Business Contact Manager through their reseller or download the product by visiting the volume licensing services Web site.

² Microsoft Office Accounting Express 2007 is available in the U.S. only.

³ Microsoft Office Communicator 2007 is scheduled for release in the second quarter of 2007. International versions of Microsoft Office Communicator 2007 are scheduled for release in the second half of 2007.