

Effectively upgrading to Windows Vista and Office 2007

What this course has to offer

This course is designed for users of earlier Office Versions who need to upgrade to Office 2007. The course explains in detail basic functions of Microsoft Windows, Word, Excel PowerPoint and Outlook as well as advancements and improvements.

What are the course requirements?

Being acquainted with using the mouse and keyboard as well as basic knowledge of the Office versions mentioned above.

Number of lessons: 49

Processing time approximately 7,5 hours

The learning content in overview:

Chapter 1: Windows Vista

Introduction to Chapter - Windows Vista
Daily Work
The New File Window
Desktop Search
Ready Boost and Compatibility
The new Internet Explorer

Chapter 2: Office 2007

No Need to Fear the New Office 2007
The New Interface
All About the Ribbon
Handling Documents
The New File Formats
SmartArt Graphics
Applying Themes
Editing Pictures
Inserting and Changing Charts
Forwarding Documents
Creating New Documents
Spelling and Grammar Check via the Taskbar
Tables in Word and PowerPoint
Macros and Extras

Chapter 3: Word 2007

Chapter Introduction - Word 2007
Daily work and correspondence
A Uniform Look with Themes
A Uniform Look with Styles
Creating Publications 1
Creating Publications 2
Shared Editing of Documents

Chapter 4: Excel 2007

Chapter Introduction - Excel 2007
Daily Work
Printing Tables
Working with Formulas and Functions
Conditional Formatting
Sorting
Defined Cell Ranges

Chapter 5: PowerPoint 2007

Chapter Introduction - PowerPoint 2007
Changing the Layout of existing slides Daily Work
Inserting and editing contents efficiently
Formatting and laying out contents
Preparing Mobile Presentations

Chapter 6: Outlook 2003

Chapter Introduction - Outlook 2007
The new Interface
Editing and sending E-mails
Categorising E-mails
Tracking E-mails
Working with the Calendar
Sending Calendars via E-mail
Managing Contacts
Tasks
Instant Search

This course is designed according to didactical standards. Via an alphabetical index you can search for topics that you are especially interested in.