



Introduction to Microsoft Office 2007

Excel, PowerPoint, & Word



Topics Covered:

1. Working with Windows

1. Overview Of Working With Windows
2. The Anatomy Of A Window
3. Working With The Control Menu
4. Maximising, Minimising And Restoring
5. Resizing A Window
6. Resizing Using The Keyboard
7. Moving A Window
8. Scrolling In A Window
9. Closing A Window
10. Working With Windows Quick Reference
11. On Your Own

2. At Home In Office 2007

1. Understanding Microsoft Office 2007
2. Starting Microsoft Office Applications
3. A Typical Application Screen
4. Working With Screen Features
5. Understanding Dialog Boxes
6. Launching Dialog Boxes
7. The Office Button
8. Understanding How Help Works
9. Accessing The Help Window
10. Browsing For Help
11. Returning To The Home Page
12. Using The Help Table Of Contents
13. Other Sources Of Help
14. Exiting From Office Applications
15. At Home In Office 2007 Quick Reference

3. Word Processing

1. Understanding Word Processing
 2. Creating Documents In Word
 3. Starting Microsoft Word 2007
 4. Using The Blank Document Template
 5. Typing Text Into A Document
 6. Saving Your New Document
 7. Typing Numbers Into Your Document
 8. Inserting A Date Into Your Document
 9. Making Basic Changes To Your Document
 10. Checking The Spelling In Your Document
 11. Saving Changes To An Existing Document
 12. Printing Your Document
 13. Safely Closing Your Document
 14. Word Processing Quick Reference
- ## **4. Spreadsheets**
1. How Spreadsheets Work
 2. Spreadsheet Functionality
 3. Starting Microsoft Excel 2007
 4. Understanding Workbooks
 5. Using The Blank Workbook Template
 6. Typing Text Into A Worksheet
 7. Saving Your New Workbook
 8. Typing Numbers Into A Worksheet
 9. Typing Simple Formulas In A Worksheet
 10. Easy Formulas
 11. Typing Dates In A Worksheet
 12. Easy Formatting
 13. Checking Spelling In A Worksheet
 14. Making And Saving Changes
 15. Printing A Worksheet
 16. Charting Your Data
 17. Safely Closing A Workbook
 18. Spreadsheets Quick

5. Presentations

1. Understanding Electronic Presentations
2. Starting Microsoft PowerPoint 2007
3. The PowerPoint 2007 Screen
4. Creating A New Presentation
5. Adding Text To Your Presentation
6. Saving Your New Presentation
7. Adding More Slides Using The Ribbon
8. Typing Directly Into A Slide
9. Inserting Clip Art Images
10. Safely Closing A Presentation
11. Opening An Existing Presentation
12. Running A Presentation Slide Show
13. Printing Audience Handouts
14. Presentations Quick Reference



Course Details:

Duration: 1 Full Day

Who should attend?

This course is intended for people who not used a computer and/or Microsoft Office 2007 before.

Course Pre-requisites:

This course is designed for people with little or no knowledge of this software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system.

Course Outcomes:

At the completion of Introduction to Microsoft Office 2007 you should be able to:

- minimize, maximise, move and resize windows
- start Office applications and work with the Office interface
- create documents in Microsoft Word 2007
- create workbooks in Microsoft Excel 2007
- create presentations in Microsoft PowerPoint 2007

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
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Delivery Modes:

- Scheduled Courses
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- Instructor-Led Online Training
- Customised Courses



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