



# MICROSOFT OFFICE 2007 MIGRATION

## COURSE AIMS

This course is aimed at experienced users of Microsoft Office migrating to Microsoft Office 2007.

On completion of this course the user should be able to confidently do the following:

- Appreciate the major differences of the new Microsoft Fluent User Interface.
- Use the Office Button, Ribbon and Quick Access Toolbar.
- Understand file compatibility issues with older versions of Office.
- Use the new and enhanced features of Word, Excel, PowerPoint and Outlook 2007.
- Find Office 2003 command equivalents in Office 2007.

## COURSE CONTENT

### **Office 2007 Fluent User Interface**

The Office Button  
Recent Documents  
The Ribbon – Tabs and Groups  
Split Buttons and Drop-Down Buttons  
Dialog Launcher  
ScreenTips  
Live Preview  
Mini Toolbar

### **Quick Access Toolbar**

Moving the Quick Access Toolbar  
Customising the Quick Access Toolbar

### **File Compatibility**

OpenXML File Formats  
Compatibility Mode  
Compatibility Checker  
Feature Refresh  
Compatibility Pack  
Default File Formats  
Publish as PDF

### **SmartArt Graphics**

Inserting a SmartArt Graphic  
Text Pane  
Formatting SmartArt Graphics

### **Themes**

Theme Gallery - Applying a Theme  
Theme Colours, Fonts and Effects  
Defining a New Theme

### **Office Word 2007**

Building Blocks – Cover Pages, Headers & Footers, Content Controls

### **Office Excel 2007**

Page Layout View  
Name Manger  
Charts  
Conditional Formatting  
Inserting Worksheets  
Tables – Sort, Filter, Total Row, Remove Duplicates

### **Office PowerPoint 2007**

Charts  
Slide Layouts  
Masters – Adding Layouts

### **Office Outlook 2007**

Fluent User Interface in the Item Inspector  
To-Do Bar  
Overlaid Calendars  
Out of Office Assistant

## NOTES

Ability Software Consultants offer advanced and VBA programming courses in all Microsoft Office applications.