



Learning Office 2007

2 Sessions –

6 Hours of Interactive Training

Microsoft's Office 2007 is the office of the future. A fresh new look, together with timesaving practical elements await you as you update and learn new computing skills. LearnKey expert Erin Olsen demonstrates the new advanced features of this valuable Office application series. She uses real scenarios to help you find ways to customize your office requirements, as well as save time and money. Your familiarity with the Office 2007 environment will enable you to develop timesaving skills that will help you become more productive and speed up your office workflow.

Benefits

- Quickly learn what Office 2007 can do for you.
- Understand functions and features to make tasks a breeze.
- Increase your earning potential with new skills.

About The Author

Since founding PCKeys Technology Solutions in 1995, **Erin Olsen** has personally trained more than 10,000 people worldwide in a wide variety of applications and technologies, and she has helped many organizations transition to using Microsoft, Adobe and Macromedia software tools. A Microsoft Office Specialist Master Instructor, Erin enjoys a reputation for providing solid foundations in skills applicable to real-world needs in an easy-to-understand and fun manner. She combines technical knowledge with real-world experience allowing her to provide a wealth of practical examples and inside tips to help her audience learn, retain and actually apply their skills.

Session 1

Section A: What's New

- Changing Expectations
- Office 2007 Requirements and Versions
- Office 2007
- Command Tab
- Contextual Tools
- Dialog Launchers
- Gallery
- Live Previews
- File Menus
- Quick Access Toolbar
- Status Bar
- Task Panes

Section B: Formatting Text

- Selecting Text
- Character
- Highlighter
- Font Dialog Box
- Paragraph Formatting
- Paragraph Alignment
- Line Spacing
- Paragraph Indents

Section C: Bulleted/Numbered Lists

- Creating Lists
- Indenting/Outdenting
- Modifying Bullets
- Numbered Lists

Section D: Tabs

- Overview
- Entering Text
- Viewing the Ruler
- Setting Tabs
- Tabs Dialog Box
- Leaders

Section E: AutoCorrect/AutoFormat

- AutoCorrect
- Fractions/Ordinals
- Symbols
- Arrows/Lines
- Add Dividing Lines
- Smart Tags
- Hyperlinks
- AutoCorrect Options
- Add AutoCorrect Entries

Section F: Web Features

- Insert Hyperlink
- E-mail Address
- Web Page
- Bookmarks
- ScreenTips
- Save As Web Page
- Web Layout View

Session 2

Section A: Proofing

- Overview
- Research Pane
- Research Options
- Thesaurus
- Spelling Settings
- Grammar Settings
- Run Spell Check
- Inline Errors
- Find and Replace
- Replace with Formatting

Section B: Cut, Copy, and Paste

- Cut and Paste
- Drag-and-Drop Paste
- Undo Changes
- Clipboard
- Copy Multiple Items
- Paste Special

Section C: Backgrounds and Graphics

- Backgrounds
- Themes
- Fill Effects
- Pictures
- Picture Styles
- WordArt

Section D: Collaboration Tools

- Freeze Panes
- Split/Arrange Windows
- Review
- Accept/Reject Changes
- Compare/Merge

Section E: Finish Commands

- Save vs. Save As
- Printing
- Prepare
- Send
- Publishing/Close
- Update Software