Upgrading to Microsoft Office 2007
Word, Excel, PowerPoint and Outlook

General Description	The skills and knowledge covered in this publication will allow you to become quickly proficient in the changes and new features introduced in Microsoft Office 2007.
Learning Outcomes	At the completion of Upgrading to Microsoft Office 2007 you should be able to:

- work within the new Office 2007 user interface
- use the new features in Word 2007
- create tables using the new features in Word 2007
- use the new methods for proofing and printing documents
- insert and work with illustrations
- identify and work with the new features available in Microsoft Excel 2007
- use new formatting features in Excel 2007
- use the Formulas tab to create and manage formulas and functions
- create, format, sort and filter tables in a workbook
- create and manage charts in Excel 2007
- create and manipulate PivotTable reports
- work with the new features available in Microsoft PowerPoint 2007
- work with the new design features available in Microsoft PowerPoint 2007
- use the new illustration and table features within PowerPoint 2007
- animate and run a slide show
- use the new time management and information features in Outlook 2007
- use the new features in Outlook 2007 mail
- use the new and improved features of the Outlook 2007 calendar and scheduling options
- create and manage contact information using the new Electronic Business Card feature

Target Audience	Upgrading to Microsoft Office 2007 is designed for people who are upgrading to Microsoft Office 2007 and need to understand the changes and new features in Word, Excel, PowerPoint and Outlook.
Prerequisites	As this is an upgrade course it is assumed that the reader has some familiarity with one or more previous versions of Microsoft Office. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files and locate file folders.
Pages	196 pages
Approx* Duration	1 Day
Course Disk	Many of the topics in this publication require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF705.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, June 12, 2007 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

AUSTRALIAN MADE®

Upgrading to Microsoft Office 2007
Word, Excel, PowerPoint and Outlook

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