

McMillan Bird

Office Workshop 1

Duration: 1/2 day

Course Aim:

The aim of this workshop is for the attendee to quickly become competent with the new Office 2007 user interface.

Learning Outcomes

At the completion of this course participants will be able to:

- Navigate the Ribbon, Office button, Toolbars and Office Help
- Navigate Galleries and insert Building Blocks
- Customise the Quick Access toolbar
- Customise the Status Bar
- Activate and use the shortcut floating toolbar
- Convert files between multiple Office versions
- Apply themes and designs
- Activate the "Save as PDF" add in
- Navigate between different views
- Pin Files and add shortcuts to 'My Places'
- Identify the major changes to Word, Excel and PowerPoint

Training