

McMillan Bird

Upgrade Workshop from Word 2003 to Word 2007

Duration: 1/2 day

Course Aim:

The aim of this workshop is cover the new features of Word 2007 and is suitable for users that are looking for training to help them migrate from Word 2003 to Word 2007 with the least amount of unproductive time.

Learning Outcomes

At the completion of this workshop, participants will be able to:

- Navigate the new User Interface
- Find where commands have moved to
- Customise the Quick Access toolbar
- Customise Word's defaults
- Customise the Status Bar
- Convert files between multiple Office versions
- Activate the "Save as PDF" add in
- Navigate between different Views
- Pin Files and add Shortcuts to 'My Places'
- Set global Office Spelling Checker options
- Work with Galleries
 - Styles,
 - Cover Pages
 - Headers and Footers
- Draw Diagrams using SmartArt
- Install Add-ins

Duration: ½ day

Training