

One-on-One Personal Computer Training

Get Started Here

Microsoft Office is the world's most popular office suite program.

One-on-One Personal Computer Training provides a comprehensive introduction to the new features of Microsoft Office 2007 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are familiar with Microsoft Office. It covers the essential features people need in day-to-day use of Microsoft Office.

At the end of the course, the student will 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

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ✔ Summary of the lesson, including a list of the skills learned and important terms
- ✔ Questionnaire to test the student's understanding of the lesson
- ✔ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Office 2007 Upgrade Course

Microsoft Office 2007

- The Office Button
- Using The Office Button
- Access Keys
- Using Access Keys
- The Ribbon
- Using The Quick Access Toolbar
- Understanding Help
- Using Help
- Understanding Live Preview
- Using Live Preview
- Customising The Status Bar
- Understanding View Options
- Using Full Screen Reading View
- Zooming
- What Happened To

Microsoft Word 2007

- What's New In Word 2007
- The Word 2007 Screen
- Creating New Documents
- Word 2007 File Formats
- Using The Compatibility Checker
- Word 2007 Options
- The Word 2007 Ribbon
- More On The Word 2007 Ribbon
- Using The Ribbon
- Using The Mini-Toolbar
- The Quick Styles Gallery
- Changing Style Sets
- Changing The Colours Theme
- Changing The Fonts Theme
- Themes
- Working With Themes
- Creating New Themes
- Adding A Cover Page
- Inserting A Blank Page
- Page Colour And Borders
- Building Blocks

Using Tables In Word 2007

- Inserting A Quick Table
- Using Table Styles
- Changing The Table Layout
- Inserting A Table
- Drawing Tables

Proofing And Printing

- Changing The Page Setup
- Inserting Section Breaks
- Using Headers And Footers
- Odd And Even Headers And Footers
- Adding Page Numbers
- Saving A Header Or Footer To The Gallery
- Printing
- Using The Spell Checker

Working With Illustrations

- The Illustrations Group
- Inserting A Picture
- Changing The Picture Styles
- Using ClipArt
- SmartArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing The SmartArt Style
- Changing The Colour Of SmartArt Styles
- Changing The SmartArt Layout
- Adding A New Shape To A SmartArt Graphic
- The SmartArt Tools Format Tab
- Resizing And Moving SmartArt

Microsoft Excel 2007

- New Features In Excel 2007
- More New Features In Excel 2007
- The Excel 2007 Screen
- The Excel 2007 Ribbon
- More On The Excel 2007 Ribbon
- Creating New Workbooks
- Excel 2007 File Formats
- Using The Compatibility Checker
- Excel 2007 Options
- Changing The View

Formatting In Excel 2007

- Using The Home Tab Commands To Format Data
- Merging Cells
- Themes
- Cell Styles
- Modifying Built-In Cell Styles
- Saving A Workbook As A Template
- Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Using Colour Scales And Icon Sets
- Managing Rules

Working With Formulas

- Expanding The Formula Bar And Name Box
- The Formulas Tab
- Using The Formulas Tab
- Using Names In Formulas
- Using AutoComplete To Create Formulas
- New Statistical Formulas
- Using The Name Manager
- Using The Watch Window

Working With Tables

- Creating A Table
- Inserting Or Deleting Rows
- Modifying A Table
- Sorting Data In A Table
- Filtering

Creating Charts In Excel 2007

- Creating A New Chart
- Changing The Chart Layout
- Formatting Chart Elements
- Moving A Chart To A New Location
- Saving A Chart Template

Using PivotTables

- Creating A PivotTable Report
- Adding Fields To A PivotTable
- Applying A Filter To A PivotTable
- Changing The PivotTable Value Settings
- PivotTable Design Options
- Creating A PivotChart From A Report

Microsoft PowerPoint 2007

- New Features In PowerPoint 2007
- More New Features In PowerPoint 2007
- The PowerPoint 2007 Screen
- The PowerPoint 2007 Ribbon
- More On The PowerPoint 2007 Ribbon
- Creating New Presentations
- PowerPoint 2007 File Formats
- PowerPoint 2007 Options

Working With PowerPoint 2007

- Changing The View
- Changing The Presentation Theme
- Backgrounds
- Inserting New Slides
- Formatting Text
- Slide Masters
- Inserting A Slide Layout
- Saving A PowerPoint Template

Illustrations And Tables

- Using SmartArt Graphics
- Creating A Table
- Inserting A Chart
- Modifying A Chart
- Creating A Photo Album

Animation And Slide Shows

- Setting Up Slide Shows
- Narration
- Setting Slide Transitions
- Applying Custom Animation

Prerequisites

Students should already be familiar with PCs, Windows and Microsoft Office.

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