

Globe Training Centre – (GTC)

Microsoft Office 2007

(Curriculum)

Training Objective: Enable Office Automation (OA) skills via newer features of Microsoft Office 2007 products.

Training Outcome: At successful completion participants will be able to use MS Word 2007 for word processing including handling templates and mail merge. MS Excel 2007 for spreadsheet management including “What If” analysis, MS PowerPoint 2007 for making business presentations, MS Access 2007 for managing simple databases, and MS Outlook 2007 for email, contact management, daily office task management and linking applications.

Content:

- **Microsoft Word 2007**
 - Document views
 - Font Formatting
 - Paragraph Formatting
 - Page Formatting
 - Tables
 - Graphics
 - Mail Merge
 - MS Word macros
 - Proofing Tools within Microsoft Word
 - Working with Document Templates
 - Encrypting Word Documents
 - Printing
 - **New features to be discussed during the training**
 - Quick Styles and Document Themes
 - Smart Art diagrams and charting tools
 - Building Blocks
 - Use of PDF/ XPS add-ins
 - Tri-pane view
 - File size reducing – Office open XML formats
- **Microsoft Excel 2007**
 - First Look at Microsoft Excel 2007
 - Inserting data
 - Formatting Data
 - Formulas and Functions AutoSum
 - Simple Functions (SUM, MAX, MIN, AVERAGE etc.)
 - IF(), Nested IF(), and Logical functions (AND(), OR())

(Continue...)

Content: *(Continue...)*

- **Microsoft Excel 2007** *(continued)*
 - Database Management
 - Charts and chart manipulation
 - Excel "What If?" Type Utilities
 - Goal Seek
 - Protecting workbook/ worksheet
 - Printing
 - New features to be discussed during the training
 - The new chart engine
 - Powerful table support
 - Conditional formatting with heat maps, data bars, and performance indicator icons
 - File compressing with Microsoft Office Excel XML
 - Intro - External data connectivity

- **Microsoft PowerPoint 2007**
 - Introduction to Microsoft PowerPoint 2007
 - Creating a New Presentation
 - Formatting and Proofing Text
 - Background Formatting
 - AutoShapes, Clipart & WordArt
 - Creating Tables
 - Charts
 - Setting Effects
 - Creating and Running a Slide Show
 - Printing a Presentation
 - Inter relating with other applications (MS Excel 2007)
 - New features to be discussed during the training
 - Use of dynamic Smart Art diagrams
 - Introduction to Slide Libraries
 - Custom layout
 - New Document Themes
 - Adding Office 2007 security features
 - File compressing with Microsoft Office Power Point XML format

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Content: *(Continued...)*

- **Microsoft Access 2007**
 - Starting Microsoft Access and Manipulating Files
 - Access – Concepts, Terminology and Usage
 - Access Database Design and Table Creation
 - Formatting an Access Table
 - Introduction to Table Relationships
 - Creating Simple Queries
 - Forms
 - Reports
 - New features to be discussed during the training
 - Multiple report creation with same set of information
 - Automatic data type detection
 - New field types(attachments and multivalves)

- **Microsoft Outlook 2007 for Diary Management**
 - Mail
 - The outlook Calendar
 - Appointments
 - Task Management
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- **Introduction to other Office tools and products**

Training Method: Instructor led practical sessions.

Duration: 05 Days (08:30 a.m. – 04:30 p.m.)