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## Migrating to Office 2007

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<b>FEE:</b>	\$250 + GST		

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### COURSE INFORMATION

#### **PREREQUISITES:**

Proficiency with earlier versions of Microsoft Office. This course is designed for users who have upgraded or will be upgrading to Microsoft Office 2007.

#### **COURSE DESCRIPTION:**

This course introduces students to the new and enhanced features available in four Microsoft Office 2007 system applications: Word, Excel, PowerPoint and Outlook. Students will learn about the results-oriented interface of the Microsoft Office 2007 environment and how to use the tools available in Word, Excel, PowerPoint and Outlook 2007 to create and finalize professional-looking documents.

#### **COURSE GOALS:**

Upon completion of this course student will understand:

- The new ribbon interface for Microsoft Office
- How to use the new interface for Microsoft Office

#### **MAJOR COURSE OBJECTIVES:**

The objective of this course is to use the new interface of Microsoft Office Individuals will also learn how to

- Use the new Office 2007 user interface and navigation tools
- Understand Office 2007 file formats and compatibility issues
- Access customization and troubleshooting options within the applications
- Change views, display and use rulers, manage files, format text using Quick Styles and use AutoText
- Use new or existing templates, adjust page layout options, and understand how to use building blocks
- Understand how tables have changed and work with reference information, formulas, charts and lists
- Change PowerPoint views, use slide layouts, format the Mini toolbar and Quick Styles, and create illustrations
- Apply and modify themes and designs, prepare slide shows with animation, and share presentations
- Explore new calendar features, work with contact information, and create electronic business cards
- Use tasks, notes, Instant Search, and collaborate with others using Outlook

**COURSE FORMAT:**

Lecture, demnstration, lab time.

**COURSE REQUIREMENTS****ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

**QUIZZES:**

N/A

**ASSIGNMENTS:**

In class assignements only

**DETERMINATION OF FINAL MARK:**

N/A

**TEXT AND MATERIALS:**

A manual is provided. A USB drive is recommended if students wish to keep their files.

**QUIZZES, TERM EXAMS, AND FINAL EXAM:**

N/A

**GRADES ON TRANSCRIPT:**

N/A