

learning  
equals  
development

# EQV Course Outline



■ Microsoft Office 2007 Upgrade

■ 1 Day

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# Microsoft Office 2007 Upgrade

(1 Day)

## Business Benefit

Upgrading to a new version of software can cause issues with current users and require a large support overhead. Overcome these issues by preparing users for the changeover.

## Who Should Attend?

- Anyone who currently uses Microsoft Office and are about to or have already upgraded to Microsoft Office 2007

## Learning Objectives

*By the end of this course you will be able to...*

Understand the new features and changed options in.

Word

Excel

PowerPoint

## Course Content

The User Interface:

Quick Access Toolbar, The Ribbon, Drop-down Galleries  
Descriptive Tool Tips, Preview Samples, Smart Toolbars  
Themes  
Office Styles  
Shared Spelling Dictionaries  
Building Blocks  
Charting & Diagramming  
Merging Documents  
Digital Signatures & "Mark As Final" Feature  
Document Information Panel  
Chart Styles  
Pivot Table Styles  
Rich Conditional Formatting  
Resizable Formula Bar  
Structured References  
Improved Filtering & Sorting  
Enhanced Table Features  
Charts & Sharing Charts  
OfficeArt in Charts, ClearType Fonts Chart Templates  
Enhanced Pivot Table Features  
Page Layout View  
Custom Slide Layouts, SmartArt Graphics  
Enhanced Animation Effects  
New Text Options, Proofing Features  
Enhanced Table & Chart Functions  
Presenter View,  
Slide Libraries, Securing Your Presentation  
"Mark As Final" Feature  
Digital Signatures  
Document Information Panel

**You may also be interested in**

**PowerPoint Advanced**

**Word Advanced**

**Excel Advanced**

Dates: **Dates to suit you...**  
**Please contact EQV**

Price: **£POA**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about this course

*"10/10"*

*"Very informative and will help me going forward."*

*"Invaluable"*

