

# Office 2007 Skills Update - Excel

## Overview and Objectives

Microsoft Office 2007 introduced some great new features and improvements over previous versions, and a completely new interface to help you to get more work done, to a higher quality, in less time. This course will show you how to do your familiar daily tasks with the new system, and take advantage of some of the more immediately useful new features.

Attendees will learn about some of the general changes using examples from each of the core applications, with an emphasis on how to take advantage of the new features of Excel.

This course will also cover some of the new and updated features of Word and PowerPoint which will benefit those who use several components of Microsoft Office and have a good working knowledge of the basic features, but this session is not intended to provide in-depth coverage of these other applications in the suite.

The usual duration of this course is 3 hours (plus breaks), although this will depend on any changes to the content you require to better suit the needs of your particular organisation.

## Topics covered

### General Microsoft Office changes

While each of the applications in the Office 2007 system has new and improved features, the most important things are those which have changed across the whole suite, such as the changes to the interface and file formats. The first part of the course will look at some of these common elements, including:

- Using the new Microsoft Office "Fluent" user interface and the Ribbon which replaces the previous menus and toolbars
- Customising the Quick Access Toolbar with the buttons you use most
- Other new features such as task panes, style galleries, live preview and the mini toolbar
- Using different views and zoom control to work more effectively
- Introducing the new file formats used in Office 2007 and 2010
- Considering the file format when sharing files with others or linking to one another
- Using Themes, colours and fonts for consistent formatting between documents

## Excel 2007

There are many brand new features in Excel 2007 and lots of upgrades and improvements to existing ones. While this course is not intended to teach lots of new techniques, it will cover many of the new features which may be useful to users of a variety of skill levels:

- Finding new and familiar features in the Ribbon, and changes to the Formula Bar
- Preparing for printing using features of the Page Layout Ribbon
- Improvements to conditional formatting for visualising data more effectively
- Use the updated sorting and filtering capabilities such as “smart” filters for numbers, dates and text, sorting and filtering by colour
- Using Tables to organise information, and automate routine data entry tasks
- New Chart tools make it easier to create and customise charts (anywhere in Office)
- Some new functions such as IFERROR and SUMIFS
- Very brief demonstration of new Pivot Table capabilities
- Preventing accidental changes to a spreadsheet using the “Mark as Final” feature

## PowerPoint 2007

While PowerPoint may get the blame for many poorly designed or delivered presentations, there is no reason that should be the case. New features make it quicker than ever to create visually compelling slides which are interesting for the audience and easier to deliver well, such as:

- Using SmartArt for creating powerful and flexible diagrams (in any Office application)
- Controlling build order and timing of slide elements using the Animation Pane
- Taking advantage of the new more flexible Presenter View when presenting

## Word 2007

Of all the applications in Office, Word 2007 probably had the fewest changes which affect any but the most advanced users (apart from shared features such as charting and SmartArt). The features covered on this course include:

- Using specific parts of the Ribbon, such as Page Layout
- Using Quick parts; inserting document properties using content controls

Please note that in order to provide sufficient time to cover the new features of Excel thoroughly, this course does *not* cover Microsoft Outlook 2007, unlike the General course which gives more equal time to each of the main four applications in the Office suite.