



WHAT'S NEW IN MICROSOFT OFFICE 2007

Know more. Do more. Spend less.



Overview

This workshop is designed to help users that have migrated from Office 2003. Office 2007 improves on the prior version and gives users more potential uses with the integration of the menu bar across all of the applications.

Participants will:

- ✓ understand the Ribbon feature
- ✓ learn shortcuts that will increase their productivity
- ✓ customize Office according to their own needs

MS Office 2007

The Office Button
Word Options
The Ribbon
Navigating the Ribbon with the keyboard
Context Driven Ribbon Tabs
Quick Access Toolbar
Customizing the Quick Access Toolbar
Mini Toolbar and activating Mini Toolbar
Live Preview
File Formats
Status Bar
Getting Help
Using Interactive feature
“What’s New” in all apps including Outlook

New in Word 2007

Inserting pictures and other elements
QuickParts

New in Excel 2007

Visualization features
New built in functions

New in PowerPoint 2007

Changing views
Adding Themes, Colour Palettes and Animation