

Productiv_IT with Office 2007

Computer Lab Workshop
One Day

A workshop to update Office 2003 users to Office 2007

Productiv_IT with Office 2007 is a dynamic, one day workshop for new users of Microsoft Office 2007. This workshop will help them learn how to maximise the use of the new features in the software. This program combines good work practices and modern technology for people who need to more effective in the use of IT tools. We teach you how to use each of the main applications and how to pass information between them. Find out how to get the benefits from the hidden power in MS Office 2007 and learn faster ways to perform common functions.

Content

This workshop focuses on the use the Office 2007 user interface including;

- The Microsoft Office Button
- The Quick Access toolbar
- Ribbon tabs and Ribbon groups
- Contextual Ribbon tabs
- Live Preview
- The Dialog Box Launcher
- The Mini toolbar

Modules

1. Outline the new file formats and extensions, save files to Office 2003 formats, and discuss file converters available for older versions of Office applications.
2. Use new **Outlook** features, including Instant Search, colour Categories, attachment preview, the To-Do Bar, calendar snapshots, and electronic business cards.
3. **Word 2007** - Use Word features, including new formatting options, styles, and Quick Parts; use tables and save Word files to a static format, such as PDF.
4. **Excel 2007** - Use new Excel features, new conditional formatting, table options, easier Charts, and PivotTables.
5. Use new **PowerPoint features**, including SmartArt graphics, slide libraries, new Presenter view, and animation changes.

Trainer - Adrian Sharp:

Adrian is an IT Professional with over 30 years experience in the field of Information and Communication Technology. Adrian has been designing and delivering IT courses for more than 15 years.

Adrian approaches training with a wealth of practical knowledge and skill from his former IT roles in; Systems Analysis, Project Management, Team/Section Management and Consulting. With a Bachelor of Applied Science in IT and a Graduate Diploma in Education under his belt Adrian is an exciting and talented presenter. Adrian believes that training people to be effective and productive users of office applications is very rewarding.

Enrolment Form - Productiv IT with Office 2007

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date:
Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$545 x _____ attendees = \$ _____ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____
Expiry date _____

2. Invoice

Signed off by _____ Name _____

Address invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above, changing your booking to a later day may incur an administrative fee. We suggest you send a substitute if you can't come at the last minute.