

Microsoft®

# Transition to Office

(Versions 2007 or 2010)



## Course Outline

1 Day Course

### **INTRODUCTION**

Whilst most people use Microsoft products everyday, there are many ways that can make your daily use easier. The Microsoft Office 2007/2010 suite has challenged a lot of new users, because of the different format, look and features. It is a great product, but can take days, weeks and sometimes months to be comfortable with it, leading to productivity challenges, as well as user frustration..

**Soft@ware Learning** aims to provide you with the knowledge of the easiest and most efficient ways to navigate the new suite. We will show you where all the common functions are now situated, how to navigate more efficiently, and demonstrate the new features to make every day users more comfortable and productive.

### **DELIVERY OPTIONS**

#### **Customised workshops**

This program is ideal for customising to your specific needs. Full day, half day or application sessions are the more common methods!

#### **Consultancy**

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

### **PREQUALIFICATIONS**

This course does not teach basic computer use to participants, and it is expected that participants will be familiar with the basic operating system, and basic Windows operations such as selecting a program, opening and closing files and saving files

### **OUR WORKSHOPS CAN INCLUDE**

- Extensive Learning & Reference Guides available
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

### **In-house workshops**

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

*If you are unsure of your skill level, you can visit our website [www.softawarelearning.com.au](http://www.softawarelearning.com.au) and take our free online skills test.*

### **OUTCOMES**

This course is intended for current Microsoft Office users who have recently, or about to upgrade Microsoft Office from an early version e.g. MS Office 2003, and need to eliminate or reduce the stress, frustration, and time involved familiarising with the new look, features, and options.

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## OUTLINE INCLUDES

<b>INITIAL LOOK AT OFFICE 2007/2010</b> <ul style="list-style-type: none"><li>• Ribbon</li><li>• Office Button</li><li>• Tabs</li><li>• Contextual Tabs</li><li>• Dialog Box Launcher</li></ul>	
<b>WORD</b> <ul style="list-style-type: none"><li>• What's New</li><li>• Smart Art</li><li>• Building Blocks</li><li>• Themes</li><li>• Styles</li><li>• Reviewing</li></ul>	<b>EXCEL</b> <ul style="list-style-type: none"><li>• What's New</li><li>• Tables</li><li>• Conditional Formatting</li><li>• Sorting</li><li>• Filters</li><li>• Pivot Tables</li></ul>
<b>POWERPOINT</b> <ul style="list-style-type: none"><li>• What's New</li><li>• New Backgrounds</li><li>• New Slide Layouts</li><li>• New Transitions/Custom Effects</li></ul>	<b>OUTLOOK</b> <ul style="list-style-type: none"><li>• What's New</li><li>• Instant Search</li><li>• To Do Bar</li><li>• Calendar Sharing</li><li>• Attachment Previewing</li></ul>



**Previous attendees were asked,**  
“For you, what was the most valuable aspect of the course?”

“An in-depth explanation of where I can now find commands”

“the shortcuts, it's always the little things that are most valuable”

“The facilitator knew what he was talking about, with a fair degree of comic relief..”

“Feeling confident I can now go back to the office and find everything.”