



Converting from Office 2003 to 2007 Course Outline

Duration: 1 day

Cost: R850 per person

Course Material: This is a customized CompEd IT Training course; delegates will receive a CD-ROM which will assist them back in the office with the differences in the 2003 and 2007 interfaces.

- The Elements of the New Office Fluent User Interface
- The Office Button
- Tabs
- Contextual Tabs
- The Mini Toolbar
- Enhanced Screen Tips
- Galleries
- The Quick Access Toolbar
- The Status Bar
- How to Find Commands in the New Office Fluent User Interface
- Using the Microsoft Office Button
- Modifying Application Settings
- Using Tabs
- Contextual Tabs
- Galleries
- How to Customize Galleries
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- How to use new items on the status bar
- Touring the required applications and exploring the differences : MS Word & MS Excel as requested (according to your requirements)