



**THE
ENTERPRISE
CENTRE**

Transition to Office 2007

ENT1588

1 Days

Workshop Goal

This **one-day** hands-on workshop will help participants become efficient in the basic use of Microsoft Office 2007. During this workshop, participants will be made more comfortable with the new interface in Office 2007. This is a hands-on day of training with one of our qualified facilitators. Participants are encouraged to bring specific transition questions to this workshop and these will be addressed accordingly.

Topic Outline

Getting Started with Microsoft Office 2007
Creating Professional-Looking Documents
Enhancing Your Spreadsheets
Creating Dynamic Presentations
Working with Access 2007
Working with Outlook 2007
Finalizing Files

Recommended Prior Learning:

Prior knowledge of Microsoft Office suite products (Excel, PPT, Word etc.)