

Access 2007 Basic

6 hours (2 parts)

Prerequisite: None

Access 2007 Overview:

<http://office.microsoft.com/en-us/access/HA101656301033.aspx>

Access 2007 Product Demo:

<http://office.microsoft.com/en-us/access/HA101672561033.aspx>

Getting Started

- Explore the Access window and database concepts
- Use Access Help

Databases and Tables

- Plan and create a database
- Create and modify a table
- Use Datasheet and Design view

Fields and Records

- Change the design of a table
- Find and edit records
- Organize records

Data Entry Rules

- Set field properties
- Work with input masks
- Set validation rules

Basic Queries

- Create and use basic queries
- Modify query results and queries
- Perform operations in queries

Using Forms

- Create forms
- Use Design view
- Sort and filter records

Working with Reports

- Create reports using the Report Wizard, Design view, Layout View and queries
- Modify and print reports

Access 2007 Intermediate

6 hours (2 parts)

Prerequisite: Access 2007 Basic or equivalent skill set

Relational Databases

- Normalize and analyze tables
- View object dependencies
- Set table relationships
- Implement referential integrity

Related Tables

- Create lookup and multivalued fields
- Modify lookup fields
- Use subdatasheets

Complex Queries

- Create join queries
- Create calculated fields in a query
- Summarize and group values

Advanced Form Design

- Add unbound controls, graphics and calculated fields
- Create multiple item forms
- Use split forms, datasheet forms and subforms

Reports and Printing

- Add headers and footers
- Use functions
- Print table objects and database documents
- Create labels

Charts

- Create and modify charts in forms and reports

PivotTables and Pivotcharts

- Create and modify a PivotTable
- Create a PivotChart
- Create a PivotTable form

Excel 2007 Basic

3 hours

Prerequisite: None

Excel 2007 Overview:

<http://office.microsoft.com/en-us/excel/HA101656321033.aspx>

Excel 2007 Product Demo:

<http://office.microsoft.com/en-us/excel/HA101672621033.aspx>

Getting Started

- Explore the Excel window
- Use Excel Help
- Navigate workbooks

Entering and Editing Data

- Enter and edit text, values and formulas
- Insert pictures in a worksheet
- Use AutoFill
- Save and update a workbook

Modifying a Worksheet

- Move, copy, insert and delete data
- Insert and delete ranges
- Discuss absolute and relative reference when copying formulas

Using Functions

- Use SUM, AVERAGE, MIN, MAX, COUNT and COUNTA
- Use the AutoSum button

Formatting Worksheets

- Format text, numbers, rows and columns in a worksheet
- Use conditional formatting
- Copy formats
- Use table formats

Printing

- Prepare the document to print
- Use Print Preview and Page Setup options
- Set and clear a print area

Creating Charts

- Create, format, modify and print charts

Managing Large Worksheets

Excel 2007 Formulas

Prerequisite: Excel 2007 Basic or equivalent skill set

Note: This course combines topics on formulas from the Basic, Intermediate and Advanced Excel classes.

Using Functions (Basic)

Discuss absolute and relative reference when copying formulas

Use SUM, AVERAGE, MIN, MAX, COUNT and COUNTA

Use the AutoSum button

Using Multiple Worksheets and Workbooks (Intermediate)

Link worksheets with 3-D formulas

Create and manage links between workbooks

Create a workspace

Outlining and Subtotals (Intermediate)

Create an outline and consolidate data

Create subtotals in a list

Use multiple subtotal functions

Advanced Functions (Advanced)

Use IF, SUMIF and nested IF functions

Use the ROUND and PMT functions

Lookups and Data Tables (Advanced)

Use the VLOOKUP, MATCH and INDEX functions

Create data tables

Analytical Options (Advanced)

Use Goal Seek, Solver and the Analysis ToolPak

Excel 2007 Intermediate

3 hours

Prerequisite: Excel 2007 Basic or equivalent skill set

Using Multiple Worksheets and Workbooks

- Link worksheets with 3-D formulas
- Add a Watch window
- Create and manage links between workbooks
- Create a workspace

Advanced Formatting

- Apply custom and special number formats
- Use functions to format text
- Create, apply and modify styles and themes
- Merge and split cells
- Change the orientation of data in cells
- Transpose data
- Add background color and a watermark

Outlining and Subtotals

- Create an outline and consolidate data
- Create subtotals in a list
- Use multiple subtotal functions

Cell and Range Names

- Create, use and manage names

Lists and Tables

- Examine, sort and filter lists
- Create and format a table
- Apply structured referencing

Advanced Charting

- Format data points
- Create combination charts and trendlines
- Add and format graphic elements

Documenting and Auditing

- Use auditing features
- Add comments in cells and worksheets
- Apply document protection

Templates and Settings

- Change default application settings
- Create and manage Excel templates

Excel 2007 Advanced

3 hours

Prerequisite: Excel 2007 Basic and Excel 2007 Intermediate or equivalent skill set

Advanced Functions

Use IF, SUMIF and nested IF functions
Use the ROUND and PMT functions

Lookups and Data Tables

Use the VLOOKUP, MATCH and INDEX functions
Create data tables

Advanced List Management

Use Data Validation
Use database functions

PivotTables and PivotCharts

Create and change PivotTables
Improve the appearance of PivotTables
Create a PivotChart

Exporting and Importing

Export and import text files and XML data
Use Microsoft Query

Analytical Options

Use Goal Seek, Solver and the Analysis ToolPak
Create scenarios and custom views

Macros and Custom Functions

Run, record and edit a macro
Create a custom function

Conditional Formatting and SmartArt

Apply conditional formatting
Insert and modify SmartArt graphics

OneNote 2007 Overview

2 hours

Prerequisite: Word 2007 Basic or equivalent skill set

OneNote 2007 Overview:

<http://office.microsoft.com/en-us/onenote/HA101656661033.aspx>

OneNote 2007 Product Demo:

<http://office.microsoft.com/en-us/onenote/HA101672671033.aspx>

OneNote 2007 Basic Functions

- Create a notebook
- Get help for OneNote
- Organize your notes with sections and pages

Notes

- Create and modifying notes
- Capture screen clippings
- Send a web page to OneNote
- Create and modifying tables in OneNote
- Create side notes and tag notes

Audio and Video

- Record audio or video
- Take notes while recording
- Play an audio or video recording

Search

- Use search
- Use the view menu

Share Your Notes

- Send a note as an e-mail
- Use a notebook on multiple computers

Integration with Other Applications

- Print a file to OneNote
- Integrate with Outlook

Advanced Topics

- Use a page template
- Protect your notes with a password

Outlook 2007 Basic

2 hours

Prerequisite: Word 2007 Basic or equivalent skill set

Outlook 2007 Overview:

<http://office.microsoft.com/en-us/outlook/HA101656351033.aspx>

Outlook 2007 Product Demo:

<http://office.microsoft.com/en-us/outlook/HA101672681033.aspx>

Outlook Web Access (OWA) versus Outlook 2007

Outlook Web Access overview

Outlook 2007 overview

Outlook 2007 Window

Toolbars

Navigation, folder, and reading panes

To-Do Bar

Status Bar

Office 2007 Interface Features and Mail

Office button, quick access toolbar, and ribbon

Use the folder list and the mail pane

Receive and read e-mail

Mail Management

Send e-mail

Create a signature

Save and organize e-mail

Contacts and Calendar

Create contacts

Create a distribution list

Work with the calendar

Organization Tools, Notes, Journal, and Tasks

Use the to-do bar

Assign color categories to Outlook items

Frequently Asked Questions

Where do I get help with Outlook?

How can I find Outlook items quickly?

How do I create an electronic business card?

How do I create an out-of-office assistant?

How can I work offline?

PowerPoint 2007 Basic

3 hours

Prerequisite: None

PowerPoint 2007 Overview:

<http://office.microsoft.com/en-us/powerpoint/HA101656371033.aspx>

PowerPoint 2007 Product Demo:

<http://office.microsoft.com/en-us/powerpoint/HA101672691033.aspx>

Getting Started

- Explore the PowerPoint window
- Use PowerPoint Help

New Presentations

- Create and save presentations
- Rearrange and delete slides
- Use slides from another presentation

Formatting Slides

- Format text and bulleted lists
- Use Find, Replace, Cut, Copy and Paste
- Align text

Drawing Objects

- Format, modify, move, rotate and delete drawn objects
- Use Shapes
- Add text and apply formatting to drawn objects

Graphics

- Use WordArt
- Use Picture tools
- Add and modify clip art images

Tables and Charts

- Add and modify tables, charts, and diagrams

Modifying Presentations

- Use templates and themes
- Modify slide masters
- Apply transitions and timings
- Add speaker notes
- Setup slide shows

Proofing and Delivering Presentations

PowerPoint 2007 Advanced

3 hours

Prerequisite: PowerPoint 2007 Basic or equivalent skill set

Custom Presentation Options

- Customize the Quick Access toolbar
- Create and apply a custom design theme
- Create a custom template
- Use advanced slide master techniques

Graphic and Multimedia Content

- Crop a clip art image
- Change a clip art color scheme
- Add sound and movie clips
- Apply animation effects
- Create a photo album

Customizing SmartArt Graphics and Tables

Action Buttons and Custom Slide Shows

- Add interactive elements
- Use the Custom Shows dialog box

Distributing a Presentation

- Review a presentation by using Comments
- Use the File, Publish menu
- Save as a Web page

Integrating Microsoft Office files

- Build slides from a Word outline
- Embed and link content
- Create a hyperlink to a document or spreadsheet

Project 2007 Basic

3 hours

Prerequisite: Word 2007 Basic or equivalent skill set

Project 2007 Overview:

<http://office.microsoft.com/en-us/project/HA101656381033.aspx>

Project 2007 Product Demo:

<http://office.microsoft.com/en-us/project/HA101672711033.aspx>

Getting Started

- Project management concepts
- Exploring the Project window
- Working with project files
- Using Help

Working with Tasks

- Creating a task list
- Modifying a task list
- Creating a Work Breakdown Structure

Scheduling Tasks

- Setting up task links
- Working in Network Diagram view
- Working with advanced task options

Managing Resources

- Creating base calendars
- Working with resources and calendars
- Working with resource costs

Working with Views and Tables

- Working with views
- Working with tables

Filtering, Grouping, and Sorting

- Working with filters
- Working with groups
- Sorting tasks and resources

Project 2007 Advanced

3 hours

Prerequisite: Project 2007 Basic or equivalent skill set

Tracking Project Work

- Managing a project
- Updating the progress of tasks
- Observing project progress

Analyzing and Adjusting the Plan

- Analyzing the plan
- Rescheduling tasks

Formatting and Reporting

- Formatting a project file
- Using drawing tools
- Printing views and reports
- Customizing reports
- Visual reports

Customizing the Project Environment

- Creating custom views
- Creating macros
- Creating a toolbar and a menu
- Creating a custom table

Managing Multiple Projects

- Consolidating and sharing projects
- Sharing resources across projects

Project Communications

- Communicating among a project team
- Working with hyperlinks

Exchanging Project Data

- Importing and Exporting data
- Copying Data

Publisher 2007 Basic

3 hours

Prerequisite: Word 2007 Basic or equivalent skill set

Publisher Product Overview:

<http://office.microsoft.com/en-us/publisher/HA101656391033.aspx>

Publisher Product Demo:

<http://office.microsoft.com/en-us/publisher/HA101759171033.aspx>

Getting Started

- The Publisher interface
- Getting help

Basic Documents

- Basic publications
- Object positioning

Multi-page Publications

- Multi-page layouts
- Master pages

Working with Text

- Text box linking
- Paragraph formatting

Tables

- Table basics
- Table structure
- Table formatting

Layout and Design Techniques

- Text boxes
- Graphics

Finalizing Documents

- Document output
- Print preparation

Publisher 2007 Advanced

3 hours

Prerequisite: Publisher 2007 Basic or equivalent skill set

Basic Design Options

- Publication setup
- Custom Colors
- The content library
- The graphics manager pane

Typography

- Styles and font schemes
- Graphics in typography
- Precise spacing control
- Symbols and special characters

Long Publications

- Sections
- Bookmarks

Mail Merge

- Recipient lists
- Mailing labels
- The mail merge pane
- Mail merge fields
- Merged publications

Interactive Forms

- Web forms
- Form settings

Web Site Publishing

- Web elements
- Web page options
- Web site publishing

Visio 2007 Basic

3 hours

Prerequisite: Word 2007 Basic or equivalent skill set

Visio 2007 Product Overview:

<http://office.microsoft.com/en-us/visio/HA101656401033.aspx>

Visio 2007 Product Demo:

<http://office.microsoft.com/en-us/visio/HA101672741033.aspx>

The Visio Environment

- Visio Basics
- Navigating in Visio
- Using windows and stencils
- Manipulating objects

Drawing Tools

- Basic shapes and lines
- Compound lines
- Editing objects

Basic Diagrams

- Planning your diagram
- Creating a basic diagram
- Working with text
- Working with organization charts

Formatting Drawings

- Formatting text
- Formatting text blocks
- Formatting shapes and lines

Working with Pages

- Creating and setting up a drawing
- Working with background pages
- Working with links
- Printing diagrams

Visio 2007 Advanced

3 hours

Prerequisite: Visio 2007 Basic or equivalent skill set

Creating Technical Layouts

- Layers
- Drawing scales
- Dimensioning

Advanced Formatting

- Themes and styles
- Templates

Custom Shape Design

- Special drawing operations
- Shape behavior and events
- Custom stencils

Business Diagrams and Web Site Mapping

- Block, tree, and onion diagrams
- Flowcharts
- Organization charts
- Project management diagrams
- Web site maps

Integrating Visio with other programs

- Integration with Microsoft Word
- Integration with PowerPoint
- Integration with Microsoft Outlook
- Working with Web-enabling features

Word 2007 Basic

3 hours

Prerequisite: None

Word 2007 Product Overview:

<http://office.microsoft.com/en-us/word/HA101656411033.aspx>

Word 2007 Product Demo:

<http://office.microsoft.com/en-us/word/HA101672751033.aspx>

Getting Started

- Explore the Word window
- Create and Save new Documents
- Use Word Help

Navigation and Selection Techniques

- Navigate the document and select text

Editing Text

- Insert text, dates, times, symbols and special characters
- Use Undo, Redo, Cut, Copy and Paste

Formatting Text

- Change text appearance with formatting
- Set Tabs
- Format text with borders, bullets and numbering, indents, line spacing
- Set AutoFormat options

Tables

- Create tables
- Work with table content
- Change table structure

Page Layout

- Create and edit Headers and Footers
- Set and change page margins
- Add and delete manual page breaks

Proofing and Printing Documents

- Proof text using Spelling, Grammar, the Thesaurus and Autocorrect
- Find and Replace text
- Print and Print Preview a document

Graphics

- Insert and modify clip art and graphics

Word 2007 Intermediate

3 hours

Prerequisite: Word 2007 Basic or equivalent skill set

Styles

Examine text formatting
Create and modify paragraph and character styles
Create, organize and format a document outline

Sections and Columns

Use Section Breaks to create and format sections
Create and edit Headers and Footers
Add Page Numbers
Create and format Columns

Formatting Tables

Apply basic formatting to a table
Merge and split cells and tables, change text orientation and resize rows
Sort data, repeat a header row on multiple pages and enter a formula

Printing Labels and Envelopes (not mail merge)

Templates and Building Blocks

Create and save templates
Use Building Blocks Organizer
Protect a document with a password
View and edit document properties

Graphics

Create and modify a diagram
Insert and modify text boxes and shapes
Use WordArt and drop caps

Managing Document Revisions

Track changes in a document
Insert, print and delete comments

Web Features

Preview and save document as a Web page
Use Hyperlinks in a document

Word 2007 Advanced

3 hours

Prerequisite: Word 2007 Basic and Word 2007 Intermediate or equivalent skill set

Mail Merge

Create form letters, mailing labels and envelopes

Object and Backgrounds

Insert and modify new objects and objects from files
Apply background colors, fill effects, watermarks and themes

Forms

Create and protect forms
Use the Compatibility Checker
Use the Document Inspector

Macros

Automate tasks by recording, running, modifying and copying macros

Toolbar and Keyboard Customization

Customize the Quick Access toolbar
Customize keyboard shortcuts

Long Documents

Create a Master document
Create a Table of Contents
Create a Table of Figures
Create an Index, a bibliography and other references
Create bookmarks and cross-references
Create Web frames

Word 2007 Mail Merge

1 hour

Prerequisite: Word 2007 Basic or equivalent skill set

Understand Mail Merge

Create a Main Document

Design a Data Source

Enter and Edit Records

Add Merge Fields

Merge Data

Create Labels

Sort and Filter Records