

Microsoft Office – Make the Most of the New Stuff

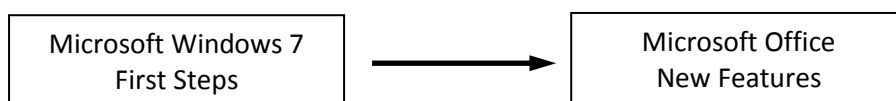
Audience

If you have migrated (or are planning to migrate) from any earlier version of Microsoft Office to Office 2007 or 2010 then this course will be of value to you. The Make the Most of New Features courses are about helping you migrate as efficiently as possible to the new environment and to ensure you are getting the right information about how you can maximise the new tools within the application. This is about making sure you know what you don't know.

Duration

2 hours

Prior Learning Segment



You must be able to efficiently navigate within the Windows operating systems and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Windows 7 – First Steps course.

Key Learnings

- What happened to the File Menu?
- Introducing the Ribbon
- Locating Dialog Boxes
- Quick Access Toolbar
- The Mini Toolbar
- Galleries
- Live Preview
- Enhanced ToolTips

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills within the new Office 2007/2010 environment enabling you to transition effectively from earlier versions of Microsoft Office.

Next Learning Segment

