

Are You planning a Desktop Upgrade to Microsoft Office 2007?



Looking for a time efficient & cost effective way to educate staff on how to navigate in MS Office 2007?

Then try our self-paced, online training modules – ‘Getting to Know MS Office 2007’.



MS Office 2007 Familiarisation Training

“What You Really Need to Know to Get Started”

Welcome **David Mernagh**

Listed below are your training modules and completion status. To commence a module, click on the titled link. To update your results under the ‘Completion Status’ column, click on ‘refresh’ after completing the quiz in each module.

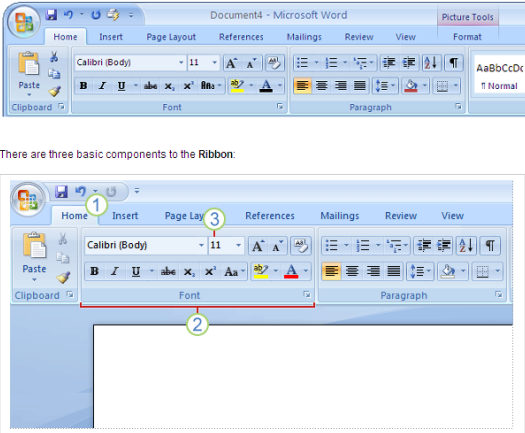
	Completion Status
Module 1 - Introduction to MS Office 2007	No
Module 2 - Getting Started on Word 2007	No
Module 3 - Getting Started on Excel 2007	No
Module 4 - Getting Started on Powerpoint 2007	No
Module 5 - Getting Started on Outlook 2007	No

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Introduction to MS Office 2007

The Ribbon

In Microsoft Office 2007, the old look with drop down menus and toolbars has been replaced by the Ribbon shown below. The Ribbon contains tabs that you click to get to the commands you need (many of which you probably already know how to use).



There are three basic components to the Ribbon:

These 20 minute modules have been developed to help users familiarise themselves on how to navigate within MS Office 2007, where to find those basic functions they already know how to use in previous versions of the MS Office suite, and to let them know what some of the new features MS Office 2007 has to offer.

For your complimentary demonstration user account, please contact us today on enquiries@webcourses.com.au.

Engaging, Preparing & Supporting Staff Through the Transition



Bundled with our 'Stakeholder Engagement Model', 'Rollout Communication Plan', 'Rollout Readiness Checklist', 'MS Office 2007 Cheatsheets', and 'Business Champion Model', you have all you need to effectively transition staff to the new MS Office 2007 suite – without the development effort or time delay.

Rollout Readiness Checklist - Desktop Upgrade Project

Item	Priority	Activity	Owner	Complete
1	High	Identify all Business Champions for each area		
2	High	Identify all Business Champions for each area		
3	High	Identify all Business Champions for each area		
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Desktop Upgrade Project

"Coming Soon to Your Desktop - MS Office 2007"

"Have You Done Your Training?"

MS Office 2007 Familiarisation Training

When the Ready, Ready to Go! button is clicked, the user will be taken to the training site.

Figure 1 - Sample Screen of Online Training

What You Need to Know Now!

- Make sure you know who your local Business Champion is.
- It is important that you complete your training in readiness for the new desktop & the MS Office 2007 suite. The link to the online training will be provided to you via email from your local Business Champion. If you have yet to receive your invitation to complete the training, please contact your Champion.
- For more information visit the Desktop Upgrade Project Internet site at: www.corporateprojects.com/DesktopUpgradeProject

Word 2007 Quick Reference Card

On the right hand side is a list of 'Recent Documents' for easy access.

The Word Options dialog is where you can change the way the program works. To open the dialog, click on the 'Tools' menu and then 'Word Options...'. The dialog has tabs for 'General', 'Advanced', 'Language', 'Proofing', 'Writing Styles', and 'Advanced Proofing'.

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Outlook 2007 Quick Reference Card

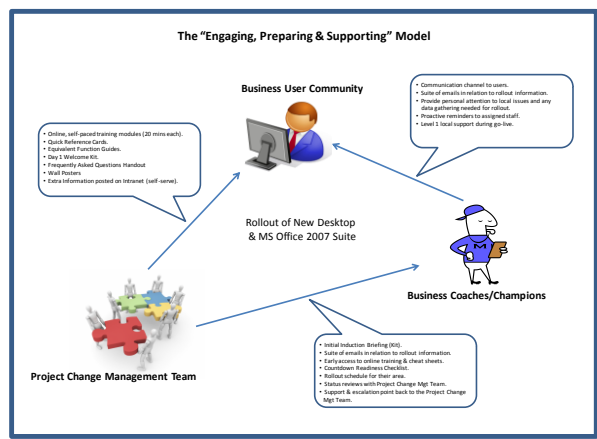
The Outlook 2007 interface is divided into several panes: the Navigation Pane on the left, the Outlook Bar at the top, the Message List in the center, and the Reading Pane on the right.

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If you would like to learn more about these online training modules or our 'Rollout Change Management' package, then contact the team at Foundations Consulting (www.foundationsconsulting.com.au).