

Microsoft 2007 Training: May - June 2009						
<p>Friday, May 1 9:30am - 12:30pm <u>Getting Started with Microsoft Outlook 2007</u></p> <p>This workshop is designed for Microsoft Outlook 2003 users who will be upgrading to Microsoft Outlook 2007. In this course, participants will become familiar with navigating in the new interface and learning the new tools and features that Outlook 2007 has to offer.</p>	<p>Wednesday May 6 9:30am - 12:30pm <u>Getting Started with Microsoft Word 2007</u></p> <p>This workshop is designed for Microsoft Word 2003 users who will be upgrading to Microsoft Word 2007. In this course, participants will become familiar with navigating in the new interface and learning the new tools and features that Word 2007 has to offer.</p>	<p>Tuesday, May 26 9:30am - 12:30pm <u>Getting Started with Microsoft Excel 2007</u></p> <p>This workshop is designed for Microsoft Excel 2003 users who will be upgrading to Microsoft Excel 2007. In this course, participants will become familiar with navigating in the new interface and learning the new tools and features that Excel 2007 has to offer.</p>	<p>Friday, May 29 9:30am - 12:30pm <u>Word 2: Tracking & Reviewing Documents</u></p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Using the Reviewing Toolbar Inserting Changes Inserting Comments Use the Reviewing Pane Accepting/Deleting Changes Saving versions 	<p>Tuesday, June 2 9:30am - 12:30pm <u>Word 4: Tables, Forms, & Templates</u></p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Create Forms Insert fields Protect a form Creating tables Link Excel Data in a table Create and modify a template Edit cells and charts Sort data 	<p>Friday, June 12 9:30am - 12:30pm <u>Excel 3: Basic Formulas</u></p> <p>Learn to use basic formulas.</p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Basic Formulas Using Absolute and Relative Cell Reference Using the Series Command Using the Insert Function Wizard Naming cell ranges Auditing Formulas 	<p>Tuesday, June 16 9:30am - 12:30pm <u>Excel 4: Using Excel as a Database</u></p> <p>Use Excel to store and manage data.</p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Sorting a Database Using Autofilters Advanced Filters Using Data Forms Creating Lists Using Subtotals
<p>1:30pm - 4:30pm <u>Getting Started with Microsoft PowerP 2007</u></p> <p>This workshop is designed for Microsoft PowerPoint 2003 users who will be upgrading to Microsoft PowerPoint 2007. In this course, participants will become familiar with navigating in the new interface and learning the new tools and features that PowerPoint 2007 has to offer.</p>	<p>1:30pm - 4:30pm <u>Getting Started with Microsoft Excel 2007</u></p> <p>This workshop is designed for Microsoft Excel 2003 users who will be upgrading to Microsoft Excel 2007. In this course, participants will become familiar with navigating in the new interface and learning the new tools and features that Excel 2007 has to offer.</p>	<p>1:30pm - 4:30pm <u>Getting Started with Microsoft Outlook 2007</u></p> <p>This workshop is designed for Microsoft Outlook 2003 users who will be upgrading to Microsoft Outlook 2007. In this course, participants will become familiar with navigating in the new interface and learning the new tools and features that Outlook 2007 has to offer.</p>	<p>1:30pm - 4:30pm <u>Excel 1: Creating & Formatting A Worksheet</u></p> <p>Work with Cells, Columns and Rows in Microsoft Excel. Learn to create and format a table and print your worksheet.</p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Format Cells Insert and Delete Columns and Rows Format Tables Sort Hide/Unhide Rows and Columns Freeze Panes Set Print Area/Print 	<p>1:30pm - 4:30pm <u>Excel 2: Dynamic Charts</u></p> <p>Building upon your beginner level Microsoft Excel experience, learn how to create visually appealing, easy-to-understand charts. Also learn how to insert charts to PowerPoint and Word documents.</p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Create a Chart Using the Chart Toolbar Changing the Chart Type Formatting the Chart Inserting Charts in Word and PowerPoint 	<p>1:30pm - 4:30pm <u>Outlook 1: Creating Messages & Contacts</u></p> <p>Create messages and learn to apply options to them. Also learn to create contacts and distribution groups. Also create and send V-Cards.</p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Create and send messages Message Options Recalling messages Message Options Creating a Signature Managing messages in folders Work with the Address Book Create contacts Create V-Cards 	<p>1:30pm - 4:30pm <u>Outlook 2: Creating Meetings, Appointments, & Tasks</u></p> <p>Schedule appointments for yourself, create meetings and delegate tasks to others.</p> <p>Topics Covered:</p> <ol style="list-style-type: none"> Create Appointments Assign Categories Create and send Meeting Requests Create recurring meetings Editing Appointments and Meetings Managing Meeting Responses Assign a task Edit a task