


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.

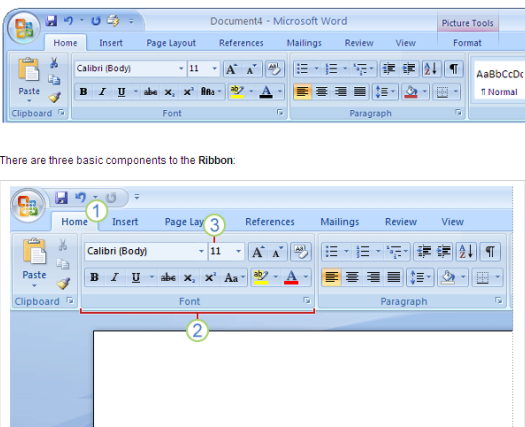
	Completion Status
Module 1 - Introduction to MS Office 2007	No
Module 2 - Getting Started on Word 2007	No
Module 3 - Getting Started on Excel 2007	No
Module 4 - Getting Started on Powerpoint 2007	No
Module 5 - Getting Started on Outlook 2007	No

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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In Microsoft Office 2007, the old look with drop down menus and toolbars has been replaced by the Ribbon shown below.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.



