Microsoft Office 2007 Certificate

Clients are demanding personal service and our "Microsoft Office 2007 Certificate" will teach your employees how to enhance the critical conversation skills of personal bankers-Presence, Relating, Listening, Questioning, Positioning and Checking.

Original Price: USD 399

- **Microsoft Office Outlook 2007 Level 1**
  Duration: N/A   **Code: 50257**

  This basic course introduces students to Microsoft Office Outlook 2007. Students will learn how to create, send, preview, read, reply to, and forward e-mail messages. They'll also learn about recalling messages, attaching files to messages, resending messages, marking messages as unread, deleting messages, organizing messages into folders, and previewing and printing messages. Besides teaching these basic mail management skills, the course looks at Outlook as a personal information management system. It examines how to add and organize contact information and how to manage time with the Calendar. Specifically, students will learn about adding new contacts, modifying contact records, and saving and modifying Electronic Business Cards. They'll also learn to schedule appointments, create recurring events, mark items as private, add tasks in the new To-Do Bar, update the status of tasks, mark tasks as complete, and create and modify notes. Finally, the Junk E-mail Filter will be explored, teaching skills such as emptying the Junk E-mail folder and specifying safe and blocked senders. The time to take this course will vary based on the student's individual experience level.

- **Microsoft Office Outlook 2007 Level 2**
  Duration: N/A   **Code: 50258**

  This intermediate-level Outlook course builds upon basic skills taught in the Level 1 course. Students will learn how to customize messages by setting default message formats and fonts, as well as by adding signatures, themes, and stationery. They will also learn how to create, activate, and turn off Out of Office messages; set message importance and sensitivity; delay delivery of messages; request delivery receipts; and create e-mail polls. Students will learn to mark items for follow-up using Quick Click Flags, perform various mail management tasks using rules, and organize Outlook items

using color categories and Search Folders. The course also covers how to address messages using address books and distribution lists, send and respond to meeting and task requests, share Calendars over a network, publish Calendars to Office Online, send Calendar Snapshots, subscribe to Internet Calendars, and configure Outlook to handle other e-mail accounts. The time to take this course will vary based on the student's individual experience level.

- ### Microsoft Office PowerPoint 2007 Level 1
  Duration: N/A   **Code: 50259**

This course introduces students to the basic features of Microsoft Office PowerPoint 2007. Students will learn how to design PowerPoint presentations on their computers through examples and interactive exercises. They will learn about the key interface changes of Microsoft Office 2007, namely the Ribbon, Quick Access toolbar, Mini toolbar, and galleries. They will also discover how to create presentations from scratch using templates, as well as learn about slide layouts, themes, and slide masters. In addition, students will learn how to navigate through presentations, save presentations, preview slide shows, check spelling, use bulleted and numbered lists, and use clip art and shapes to enhance presentations. Students will also be shown how to create and edit tables, as well as how to prepare a presentation for printing. Other topics that will be covered include formatting text and working in the Slides and Outline tabs, as well as in the Notes pane. The time to take this course will vary based on the student's individual experience level.

- ### Microsoft Office PowerPoint 2007 Level 2
  Duration: N/A   **Code: 50260**

This intermediate-level course builds upon the basic Microsoft Office PowerPoint skills taught in the Level 1 course. For one, students will learn how to modify the Quick Access toolbar. They will also discover how to use existing information to create a presentation, including importing outlines from Word and inserting slides from other presentations. Students will further explore the use of masters, including how use multiple masters and themes in one presentation, as well as how to create Notes and Handouts masters. Students will work with and modify a variety of graphics, such as WordArt, shapes, pictures, and clip art. Additionally, they will learn about the new Photo Album feature, as well as how to apply a variety of animation effects to both text and graphics. Finally, they will learn how to publish and save presentations as Web pages. The time to take this course will vary based on the student's individual experience level.

- **Microsoft Office Word 2007 Level 1**
  Duration: N/A   **Code: 50261**

This course is designed to familiarize students with key introductory features of Microsoft Office Word 2007, as well as introduce them to some of its new interface features like the Ribbon, Mini toolbar, Quick Access toolbar, contextual tabs, and galleries. Students will learn the tricks that will help them create, edit, and modify text-based documents easily. The skills taught include examining the working screen; navigating, creating, and saving documents; changing font attributes; copying, moving, and replacing text; applying and clearing character styles; modifying paragraphs with alignment choices, borders, shading, and bullets; working with headers and footers; running spelling and grammar checks; using AutoCorrect; undoing and redoing changes; managing files with folders; marking documents as final; and previewing and printing documents. The time to take this course will vary based on the student's individual experience level.

- **Microsoft Office Word 2007 Level 2**
  Duration: N/A   **Code: 50262**

This intermediate-level Word course builds upon basic skills covered in the Level 1 course. Students will learn how to further enhance documents by adding items such as symbols, AutoText, multilevel lists, hyperlinks, and information found using the Research task pane. Paragraph formatting will also be examined, covering skills such as setting indents; changing line spacing and page orientation; setting tab stops; applying paragraph styles; and using Quick Style sets. Students will also learn about sections and how they affect layout decisions such as margins, breaks, and columns. They will also look at how to insert and modify clip art, graphics, shapes, tables, charts, and SmartArt diagrams, as well as how to save documents as Web pages. Finally, a number of revision tools will be introduced, teaching how to insert and modify comments, track changes, accept or reject changes, compare documents, and use the new Document Inspector. The time to take this course will vary based on the student's individual experience level.

- **Microsoft Office Excel 2007 Level 1**
  Duration: N/A   **Code: 50263**

This course introduces students to Microsoft Office Excel 2007. It covers basic spreadsheet features and acquaints students with Excel's tools. Students will learn to manage workbooks, work with cells and cell data, format and print worksheets, create and revise formulas, work with basic functions, use fills to save data entry time, and create and modify charts from worksheet data. They will also be introduced to the main

interface changes of Microsoft Office 2007, such as the Ribbon, Quick Access toolbar, and the Mini toolbar. Finally, students will also learn how to access and use the Excel Help feature. The time to take this course will vary based on the student's individual experience level.

- **<u>Microsoft Office Excel 2007 Level 2</u>**
  Duration: N/A   **Code: 50264**

This course familiarizes students with intermediate-level spreadsheet features. Students will learn how to convert older workbooks to the new default XML-based file format; customize the Quick Access toolbar; use logical and financial functions; format worksheets using themes, styles, and page breaks; use 3-D references; ready workbooks for the Web; use templates to create workbooks; and insert and manipulate objects such as shapes and SmartArt diagrams into a spreadsheet. They will also learn how to customize workbooks by renaming worksheets; inserting, deleting, and hiding worksheets; and changing the color of worksheet tabs. In addition, the course points out how tables in Excel serve as databases and covers how to convert data ranges into tables, apply table styles, freeze and unfreeze rows and columns, sort tables, and use filters in tables. The time to take this course will vary based on the student's individual experience level.

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