

Microsoft Office 2007 Update and Windows Vista Tips

This course will tell you what you need to know to migrate effortlessly to this new Office version. Special emphasis will be given to the new productivity features in Excel 2007 as well as Word, PowerPoint and Outlook. Tips for the Windows Vista operating system will also be covered.

OBJECTIVES

Upon completion of this course, participants will be able to:

- Understand the new Office 2007 user interface productivity features
- Review new file formats and compatibility with previous versions
- Explore themes and business diagramming tools across Office 2007 Excel, Word and PowerPoint
- Be able to utilize new time-saving PowerPoint features to quickly create new presentations with dynamic graphic elements
- Understand Excel's new compliance features for tracking formulas and protecting data
- Explore Excel's enhanced data analysis features including new Pivot Table features
- Be able to use Outlook's new calendar feature to manage time commitments in one place
- Examine new Word features for ease of document creation, manipulation and review
- Learn file management tips for Windows Vista
- Take away templates and tutorial references for after class use

HIGHLIGHTS

- New Microsoft Office Button selections, Ribbon, Quick Access Toolbar, Contextual tabs, and Galleries
- The new XML-based file format, binary file format and backwards compatibility
- Backwards compatibility with older versions of Excel
- Visually annotate your data for both analytical and presentation purposes using Excel's new conditional formatting features and icon sets
- Track key performance indicators with new business dashboards
- Create dynamic Excel charts in fewer steps with chart templates
- Explore interactivity between Excel and other Office programs
- Word's quick formatting capabilities and Live Preview
- Using the new interface to merge changes by multiple reviewers
- How to export a document into the new file formats
- New options to protect private information
- Outlook's new category color feature
- Integrate tasks into the Outlook calendar to manage daily priorities in one place
- The new multiple calendar overlay feature in Outlook
- Using Outlook with Business Contact Manager to manage client contact more effectively
- Use new PowerPoint 2007 Office Styles tools and effects for enhanced graphics and consistent appearance
- Explore the new Presenter View to enhance the planning and delivery of live presentations
- Tips for managing files and folders, lock computer screen, add additional clocks for multiple time zones with Windows Vista

DESIGNED FOR

CPAs and industry professionals upgrading to Office 2007 who need to get up to speed quickly



RECOMMENDED CPE:

8

PREREQUISITE:

None

EVENT ID:

OFFIC07L

COURSE LEVEL:

Update

FIELD OF STUDY:

Computer Science

BLI CURRICULUM:

Technical Expertise

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VENDOR:

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For information regarding on-site training, email aicpalearning@aicpa.org, call **800.634.6780 (Option 1)**, or visit aicpalearning.org.