

MS Office 2007

Faculty : Durgaprasad Vecherla, Fee: 1500/- Duration : 30 to 40 day Daily 1 hour class

PowerPoint 2007

1. Slide-show basics

Up to speed with PowerPoint 2007

Create your first presentation

2. Picture basics

Put your photos into PowerPoint

3. Use diagrams, charts, and tables

Get visual with SmartArt graphics

4. Add sound or narration

Add sound effects to a presentation

5. Use animation

Add animation to text and objects

Keep sane with the Selection Pane

6. Change slide design

Personalize your slide design

Discover the power of custom layouts

7. Reuse slides from a SharePoint library

SharePoint slide libraries I: Set up a library for your team

SharePoint slide libraries II: Use slides in the library

8. Prepare to present

Create your first presentation

Add slide numbers and other footers to slides

Add headers and footers to presentation handouts

Word 2007

1. Get familiar with Word

Create your first document

Edit text and revise your documents

Make documents look great

2. Start with an outline or let Word do the work with templates and Quick Styles

Create a document outline

Save time with templates

Format your document with styles

3. Display information effectively

Bullets, numbers, and lists

Decorate documents with backgrounds, borders, and text effects

Reuse text and other document parts: Introducing building blocks

Get acquainted with tables

Learn more about tables

4. Add finishing touches to your document

Header and footer basics

Headers and footers for document sections

Table of Contents I: Create an automatic TOC

Table of Contents II: Customize your TOC

Table of Contents III: Use fields to create a TOC and create multiple TOCs

5. Insert comments and track your revisions

Revise documents with Track Changes and Comments in Word 2007

6. Use mail merge

Mail merge I: Use mail merge for mass mailings

Mail merge II: Use the Ribbon and perform a complex mail merge

Keyboard shortcuts in the 2007 Office system

Excel 2007

1. Get familiar with Excel

Up to speed with Excel 2007

Get to know Excel 2007: Create your first workbook

Get to know Excel 2007: Enter formulas

Learn how to figure out dates using formulas in Excel 2007

2. Share data with other people

Share Excel data with others by exporting it to a SharePoint site

Excel Services I: The basics

Excel Services II: Requirements, recommendations, and permissions

Excel Services III: Control what people see

Excel Services IV: Allow user input

Outlook 2007

1. Get familiar with Outlook

Up to speed with Outlook 2007

Interactive guide: Outlook 2003 to Outlook 2007 command reference guide

2. Communicate more efficiently

Get out of your Inbox with Outlook 2007

Create great-looking signatures for your e-mail

Outlook and RSS: Internet information delivered to your Mailbox

3. Manage your mailbox for size and storage

Manage your mailbox I: Find its size and trim it down

Manage your mailbox II: Understand your choices for long-term saving

Manage your mailbox III: Move or copy messages to Personal Folders

Manage your mailbox IV: Archive old messages

Manage your mailbox V: Retrieve, back up, or share messages

4. Organize your e-mail

Search Folders: The easy way to find, read, and organize your e-mail

5. Use your calendar effectively

Calendar I: Outlook calendar basics

Calendar II: See and use multiple calendars

Birthdays I: Keep track of birthdays and anniversaries

Birthdays II: Linking contacts and birthdays

Delegate Access: Let someone else mind your calendar

6. Manage your contacts

Create and use your own Electronic Business Card

7. Fight junk e-mail

Reduce spam! Get your Junk E-mail Filter in top condition