

MS Office 2007 Rookie to Specialist

Length: 2 days

[View Upcoming Course Dates](#)

Target Audience

In this role, you perform administrative and office support activities for multiple supervisors. Your duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. You have extensive software skills, as well as internet research abilities and strong communication skills.

Learning Goal

The goal of this two-day workshop is to provide the foundation for using the Microsoft Office application suite (MS Word, Excel, Outlook and PowerPoint). After this training, the student will have basic knowledge and proficiency in using these applications.

Possible Role Names

Administrative/Office Assistant
Project Coordinator
Front Desk Coordinator

Next Possible Role Names

Executive Assistant
Senior Administrative Support
Office Supervisor/Manager

Objectives

- Become employable
- Advance career or change career paths
- Become indispensable/attain job security

Pre-requisites

Previous knowledge of these applications are not required. Participants should have basic Windows operating skills ([Computers 101 class](#) or equivalent). This includes understanding the basic operation of a mouse and keyboard, being able to navigate the Windows hierarchy, as well as being able to open and close files in an application.

Pricing

Service	Retail Price	Vouchers
Open Enrolment (manual included) <i>*Eligible for gov't discount</i>	\$695/ student	3
Dedicated class at customer site <ul style="list-style-type: none"> • Up to 6 students and \$399/additional student 	\$2500	12
Dedicated class at New Era site <ul style="list-style-type: none"> • Up to 6 students and \$399/additional student 	\$3250	16

For Dedicated classes, we can customize the content of the learning plan to match your organization's unique learning needs.

Terms & Conditions: Pricing is not eligible for New Era promotions or discounts. Manuals are not included and are an additional charge of \$40/student unless otherwise noted. Voucher term above refers to New Era Application Training Vouchers.

MS Office 2007 Rookie to Specialist Learning Plan

Word	Excel
Length: 0.5 days <ul style="list-style-type: none"> • Explore the user interface • Open and view a document • Customize the word environment • Save a document • Preview and print a document • Navigate and select text in a document • Insert, delete, or rearrange text • Undo changes • Search and replace text • Change font appearance • Highlight text • Create a table • Format a table • Check spelling, grammar and word count • Insert section breaks • Add a header and footer • Track changes and comments 	Length: 0.5 days <ul style="list-style-type: none"> • Explore the user interface and the ribbon • Navigate and select in excel • Enter data and save a workbook • Customize quick access toolbar • Manipulate data • Insert and delete cells, columns and rows • Search for data in a worksheet • Spell check a worksheet • Print workbook contents • Set print options • Set page break • Create a chart • Modify a chart • Format a chart
Outlook	Power Point
Length: 0.5 days <ul style="list-style-type: none"> • Explore outlook interface • Send a message • Reply to and forward a message • Print a message • Delete a message • Address a message • Format a message • Check spelling and grammar • Attach a file • Add a contact • Schedule a meeting • Propose a new time • Manage meetings • Print the calendar • Out of Office assistant • Create distribution list • Insert hyperlink • Access another user's folder • Sort messages • Find messages • Create signatures • Modify signatures 	Length: 0.5 days <ul style="list-style-type: none"> • Explore the user interface • Navigate and view a presentation • Use Microsoft PowerPoint help • Enter text • Save a presentation • Create a presentation • Edit text • Add slides to a presentation • Arrange slides • Work with themes • Insert clip art and pictures • Draw shapes • Insert WordArt • Create a chart • Edit chart data • Modify a chart • Paste a chart from Microsoft Excel • Review presentation content • Add transitions • Apply an animation effect • Create speaker notes • Print a presentation

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