



Microsoft Office 2007 Essentials

Video-Based Training with Instructor Deanna Reynolds

Summary

This Microsoft Office course teaches you how to effectively use the Office 2007 Suite through comprehensive lessons and engaging quizzes, allowing the user to choose which lesson to learn. New users will be guided through the fundamentals of the new office interface, while experienced users will be brought up to speed on the new navigation and functionality of this 2007 edition. These courses will train you how to best meet your needs through the use of Word, Outlook, Excel, Powerpoint, and/or Access.

Highlights—Learn how to:



Navigate through the new easy-to-use interface, ribbon, office button, contextual tabs, and galleries.



Create and share documents through the new, easy-to-use interface.



Create presentations with pictures, shapes, animation, and advanced delivery options.



Prepare professional charts and share data with coworkers, customers, and business partners.



Follow basic and advanced functions of e-mail, planning/scheduling features, and customizing the interface.



Track and report information with ease, modify pre-built applications, and share database information.

Global IT University Video-Based Training Offers the User:



Overview: Global IT University training includes a complete overview of the instructor, product, and what to expect from the training.



Controls: Users can move throughout the training with their own controls. Play, Pause, Stop, or check their time while the product bar illuminates as they advance through a topic.



Course Map: Choosing which topic the user wants to learn is easy with the convenient course map. Advanced users may skip ahead or repeat users have the ability to pick up where they left off.



Bookmarks: Global IT University's training tracks which topics the user has completed - displaying their progress through the course outline.



Quizzes: Multiple-choice quizzes for each section covered allow the user to track their progress as they learn. Proficiency can be assessed at any time throughout the training.

Your Personal Instructor: Deanna Reynolds

Deanna Reynolds has worked as a technical trainer for more than ten years teaching in both the corporate and technical college environments. Throughout her teaching career, Deanna has been privileged to work with students traveling many different career paths on a multitude of software programs including the entire Microsoft Office Suite, Web Design, Desktop Publishing, and Database Development. Deanna specializes in delivering instructor-led training and writing custom courseware that helps her students quickly become "power-users."

