

## Navigate and Sail through Microsoft 2007

This hands-on series will not only help you become familiar with the new layout of Microsoft 2007 but also provide you with quick tips for improving efficiency and saving time in the office. Discover practical applications that you can take back with you to the office.

### Topics

#### Word

- Achieve office functions with ease
- Use mail merge feature to create customized correspondence
- Transform your documents using page layout and formatting options
- Insert and format tables to organize data

#### Excel

- Create worksheets that will save you time
- Generate charts and graphs to illustrate your data in a new way
- Put away the calculator - let Excel help incorporate formulas into your daily routine
- Make your worksheet stand out from the rest - format your data with a new look

#### PowerPoint

- Produce a presentation that will wow your audience
- Create slides, produce handouts, view presentation
- Includes presentation tips!

#### Outlook

- Get organized - it's all in one place: e-mail, calendar and contacts
- Learn e-mail basics
- Schedule meetings and tasks with follow-up reminders
- Organize contact information into an e-address book

Not sure where to look for what you need? Are you hesitant or even stressed about learning and maximizing the features in Microsoft 2007? Are you frustrated? We have the help you need...in this series of workshops!

Tutorial, materials and certificate of completion included in training.

Basic computer knowledge is required for this training.