



Microsoft™ Office 2007 Training Package with Dell Experts Online

Dell Expert Online Service

What is the Experts Online Service?

Dell Experts Online is a service that connects you with Dell Training professionals via online chat. The experts can help with the material in your online courses and answer your "How-To" questions.

Key Benefits

- Around the clock access to expert help and "how-to" support for Office 2007.
- Live broadcast. The expert can display their own screen to the users to show them the steps in real time.
- Personal, learning on demand. When you need to know how to do something NOW our Dell experts are there to help.
- Easy access. Simply log in to the LearnDell.com site and click on the Dell Expert Link to start a session with a Dell Expert.
- Unlimited access for the subscription period. Dell Experts Online is included with your eLearning subscription.

Course Access and Duration

Access

- Courses are accessed at www.LearnDell.com/Canada
- Subscription period is for 1 year

Course Length 30 to 40 hours

- Each Module is self-paced and will take approximately 3 to 4 hours to complete

Price

\$29.95 per person per year

SKU 921-9085

This collection of online courses will teach the essential skills and knowledge you will need to get up to speed quickly using Microsoft Office Outlook, Word, Power Point, and Excel 2007. Simulated labs give you an opportunity to practice what you learn.

Plus this package includes a live, online, personal coach at your disposal to answer your How-To questions about Office 2007 programs like Access, Word, Excel, PowerPoint and Outlook 2007.

COURSE DETAILS:

Microsoft Office Outlook 2007: Exploring the Basics

The Microsoft Outlook 2007: Exploring the Basics course covers the basic features of the Microsoft Outlook 2007. It describes interface components of Outlook, working with e-mail messages, and customizing Outlook. It also covers features such as accessing the Internet from Outlook.

Unit 1: Getting Started with Microsoft Outlook 2007

- Understand the Outlook interface components.
- Understand Outlook Today.
- Use Help.
- Understand e-mail accounts.

Unit 2: Managing E-Mail Messages

- Work with e-mail messages.
- Work with attachments.
- Set e-mail preferences.
- Manage contacts.

Unit 3: Collaborating Using Outlook

- Work with tasks.
- Create appointments and meeting requests.
- Work with views and time zones.

Unit 4: Customizing Outlook

- Create and work with folders and subfolders.
- Organize information in folders.
- Block junk e-mails.
- Define phishing messages and e-mail postmarking.
- Use signatures and voting buttons.
- Set up a home page.
- Work with hyperlinks.

Microsoft Office Outlook 2007: Beyond the Basics

The Microsoft Outlook 2007: Beyond the Basics course covers the advance features such as sharing inbox and offline folders, searching and customizing messages, and e-mail security and forms. The course also covers creating custom toolbar, customizing the navigation pane, and using formats, stationary, and delivery options to customize messages.

Unit 1: Working with the Outlook Environment

- Create a custom toolbar and customize the menu bar.
- Customize the Navigation pane by creating groups and shortcuts.
- Search for messages by using the Instant Search and Advanced Find features and set message filters.
- Customize messages by using message formats, stationery, and delivery options.

Unit 2: Working with the Inbox

- Use arrangements to sort, group, and categorize messages.
- Use the rules wizard to set rules for messages and use the out of office assistant to send automatic replies.
- Use mailbox cleanup to check the mailbox size, find old messages, delete unwanted messages, and archive messages.
- Create and manage a public folder. Share your inbox and tasks folders. Use folders offline.

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COURSE DETAILS:

Unit 3: Working with Folders

- Create, customize, and forward notes.
- Create automatic and manual Journal entries.
- Open and modify Journal entries.
- Share a Journal.
- Use the Calendar and Contacts folder.

Unit 4: Using RSS Subscriptions, E-Mail Security and Forms

- Work with Really Simple Syndication (RSS) subscriptions.
- Work with Outlook security features, such as encryption and digital signatures, and block Web beacons.
- Change the default appearance of messages using templates.
- Create and use forms.

Microsoft Office Word 2007: Exploring the Basics

Microsoft Word 2007: Exploring the Basics is a course for all levels of office workers who want to get familiarized with the Microsoft Word 2007 interface. This course enables the users to create, edit, and format documents in Word. The course also educates the users to apply styles and templates and add graphics, sections, and columns to Word document. The course also covers creating and formatting tables, page layouts, and proofing, printing, and managing documents.

Unit 1: Exploring Word 2007

- Start Microsoft Word 2007.
- Work in a Word document.

Unit 2: Modifying Documents

- Apply Styles and Templates to Word documents.
- Add Graphics, Sections and Columns to Word documents.

Unit 3: Tables

- Create tables in Word document.
- Format tables in Word document.

Unit 4: Finishing up a Document

- Create page layouts and proof documents.
- Print and manage documents.

Microsoft Office Word 2007: Beyond the Basics

Microsoft Word 2007: Beyond the Basics is a course for any user who want to work with advanced tools in Microsoft Word 2007. This course enables the users to customize toolbar and keyboard in a Word program. This course also deals with the advanced features, such as, mail merge, setting objects and backgrounds, working with forms and macros, and working with XML, Web, and Blog features

Unit 1: Toolbar and Keyboard Customization and Large Documents

- Customize toolbar and keyboard shortcuts.
- Work with large documents.

Unit 2: Mail Merge and Objects and Backgrounds

- Use the mail merge feature in a Word document.
- Apply objects and backgrounds to a Word document.

Unit 3: Forms and Macros

- Create and modify forms.
- Record and organize macros.

Unit 4: XML, Web, and Blog Features

- Identify and apply the features of XML.
- Use Web and Blog features.

Microsoft Excel 2007: Exploring the Basics

This course will introduce you to Microsoft Excel 2007. In the first unit, you will be introduced to the Excel 2007 interface. The Formatting Worksheets unit of this course will cover methods to format worksheets. The final unit is titled Managing and Printing Workbooks. Here you will learn to work with multiple worksheets and link and manage workbooks.

Unit 1: Introducing Microsoft Excel 2007

- Describe the spreadsheet components in Microsoft Excel 2007.
- Create Excel workbooks.
- Work with formulas and functions.

Unit 2: Formatting Worksheets

- Format data.
- Format worksheets.
- Use special formatting.

Unit 3: Charts and Templates

- Create and work with charts.
- Work with workbook templates.

Unit 4: Managing and Printing Workbooks

- Work with multiple worksheets and workbooks.
- Print Worksheets.

Microsoft Excel 2007: Beyond the Basics

This course introduces learners to the advanced features and functions of Excel 2007. Learners will be able to demonstrate competence in using Excel 2007 to perform tasks such as working with built-in functions, presenting data, auditing and exporting data, and using analytical options and macros.

Unit 1: Working with Built-in Functions

- Use the IF function.
- Use the SUMIF function.
- Use the nested IF function.
- Use the PMT function.
- Use the lookup functions.
- Use the MATCH and INDEX functions.
- Use database functions.

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COURSE DETAILS:

Unit 2: Presenting Data

- Format a PivotTable.
- Create a PivotChart.
- Create a PivotTable.
- Rearrange a PivotTable.
- Structure data using Sort & Filter.
- Use advanced filtering.
- Present data in a table.
- Manage data.
- Validate cell entries.

Unit 3: Auditing and Exporting Data

- Use the auditing features of Microsoft Excel 2007.
- Add comments to cells.
- Use the protection feature of Excel 2007.
- Use the workgroup collaboration features of Excel 2007.
- Convert workbooks into Web pages.
- Use hyperlinks.
- Send workbooks through e-mail.

Unit 4: Using Analytical Options and Macros

- Use the Goal Seek and Solver.
- Use the Analysis ToolPak.
- Create data tables.
- Use scenarios.
- Use macros to automate complex and repetitive tasks.
- Add a Macro Button to the Quick Access Toolbar.
- Use Visual Basic Editor to edit a macro.
- Create custom functions.

Microsoft Office PowerPoint 2007: Exploring the Basics

The Microsoft PowerPoint 2007: Exploring the Basics course covers the basic features of the Microsoft PowerPoint 2007. This course describes the new interface and features of PowerPoint. It also covers how to work with drawing and graphic tools while making a presentation, how to modify an existing presentation, and proofing and running presentations.

Unit 1: Getting Started with PowerPoint

- Open, run, and close a PowerPoint presentation.
- Identify features and components of PowerPoint.
- Build new presentations by inserting, rearranging, and deleting slides.
- Save a PowerPoint presentation.
- Apply formatting to slide.
- Modify formatting of slides.

Unit 2: Working with Drawing and Graphic Tools

- Insert shapes, objects, WordArt, images, clip art, tables, charts, and SmartArt using the Insert tab.
- Modify shapes and objects using the drawing tools contextual tab.
- Create visually appealing text objects using WordArt.
- Modify images using the Picture Tools tab.
- Add clip art images to a slide using the Clip Art task pane.
- Format tables using the Table Tools tab.
- Modify charts using the Chart Tools tab.
- Modify SmartArt graphics using the SmartArt Tools tab.

Unit 3: Modifying Presentations

- Add speaker notes and footers.
- Set up a slide show for a speaker and a kiosk.
- Modify a presentation by using a template or a theme.
- Use the Slide Master view.
- Add visual appeal to a slide show by using transitions and timings.

Unit 4: Finalizing Presentations

- Proof a presentation for common mistakes.
- Insert and edit comments in a presentation.
- Customize and preview a presentation.
- Set the printing options by using the Print dialog box and the Print Preview tab.

Microsoft Office PowerPoint 2007: Beyond the Basics

The Microsoft PowerPoint 2007: Beyond the Basics course aims at familiarizing the learners with advance features of PowerPoint 2007 such as customizing an automating work environment. This course explores the options building custom presentation, using multimedia in presentations, and preparing documents for distribution and publishing.

Unit 1: Working with Advanced Features

- Work with the PowerPoint Options dialog box.
- Customize the Quick Access Toolbar by adding, removing, and rearranging commands.
- Work with the Chart Tools tab.
- Work with comments.
- Identify the need for macros.
- Display the Developer tab in the Ribbon.
- Define the Code group commands.
- Work with macros.

Unit 2: Building Custom Presentations

- Create and apply a custom theme to a presentation.
- Create and apply a custom template to a presentation.
- Apply advanced Slide Master techniques.

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COURSE DETAILS:

Unit 3: Using Multimedia in Presentations

- Work with clip art.
- Use the Format Picture dialog box.
- Convert text to a SmartArt graphic.
- Work with movie clips.
- Insert sound clips.
- Apply animation effects to a slide.

Unit 4: Preparing Documents for Distribution and Publishing

- Prepare a document for distribution.
- Send a document.
- Publish a presentation.

Microsoft Office Access 2007: Exploring the Basics

The Microsoft Access 2007: Exploring the Basics course introduces learners to features and functions of Access 2007. Learners will be able to demonstrate competence in using Access 2007 to perform simple tasks such as opening and saving databases, creating new databases, tables, fields, and records, manipulating fields, and saving databases.

Unit 1: Discovering Access 2007

- Identify database objects.
- Organize data using a database management system.
- Identify components of the Access environment.
- Open a database in Access.
- Use Help options to get information on Access topics.

Unit 2: Creating a Database Project

- Create databases.
- Create tables.
- Modify tables.
- Save databases.

Unit 3: Working with a Database

- Work with records.
- Work with different fields.

Unit 4: Working with Data Entry Rules

- Create input masks for fields.

- Edit input masks for fields.
- Set validation rules for fields.
- Create single-field indexes.
- Delete single-field indexes.
- Create multiple-field indexes.
- Delete multiple-field indexes.

Microsoft Office Access 2007: Beyond the Basics

The Microsoft Access 2007: Beyond the Basics course introduces learners to features and functions of queries, forms, and reports in Access 2007. Learners will be able to demonstrate competence in using Access 2007 to perform tasks such as creating and modifying queries, forms, and reports, formatting forms and reports, filtering data, and printing and publishing data.

Unit 1: Using Queries

- Work with queries.
- Sort query results.
- Filter query results.
- Create macros.
- Create an AutoKeys macro.
- Create an AutoExec macro.

Unit 2: Using Forms

- Identify sections of a form.
- Create simple forms, split forms, and datasheet forms.
- Create forms using Form Wizard.
- Create forms in Design View.
- Modify forms in Design View.
- Modify records using forms.

Unit 3: Formatting Forms

- Format forms in Design View.
- Work with form controls.

Unit 4: Working with Reports

- Create reports.
- Modify reports.
- Print reports.
- Publish reports.

To learn more about Dell Training Services, contact your Dell Account Executive or any of the following:

Website: www.Dell.ca/Training

Email: Dell_Canada_Training@Dell.com

Phone: 1-866-360-3506 (US & Canada only)

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