

COURSE NAME	DESCRIPTION	My Notes
Office 2007 Upgrade (OFF2007-01)	Upgrade to Office 2007 from earlier Office versions; Overview of Key Changes and Improvements to the design	
Word 2007 Upgrade (OFF2007-02)	Upgrade to Word 2007 from earlier versions; Overview of Key Changes and Improvements to Word 2007	
Excel 2007 Upgrade (OFF2007-03)	Upgrade to Excel 2007 from earlier versions; Overview of Key Changes and Improvements to Excel 2007	
Outlook 2007 Upgrade (OFF2007-04)	Upgrade to Outlook 2007 from earlier versions; Overview of Key Changes and Improvements to Outlook 2007	
PowerPoint 2007 Upgrade (OFF2007-05)	Upgrade to PowerPoint 2007 from earlier versions; Overview of Key Changes and Improvements to PowerPoint 2007	
Access 2007 Upgrade (OFF2007-06)	Upgrade to Access 2007 from earlier versions; Overview of Key Changes and Improvements to Access 2007	
Word 2007 Building Blocks 1 (OFF2007-07)	Understanding how Word 2007 uses stored text called Building Blocks and/or Quick Parts. How to create, use, edit and delete Building Blocks. Creating Header and Footer text, Creating table Building Blocks Creating paragraph Building Blocks.	
Word 2007 Building Blocks 2 (OFF2007-08)	Managing the Building Blocks and Quick Parts area of Word 2007. Including working with galleries, categories and additional options for Quick Parts. Working with AutoText in Word 2007.	
Word 2007 Templates (OFF2007-09)	Working with templates in Word 2007, including creating, using, editing and deleting templates. Sharing template files. Working with 2003 AutoText template files.	
Word 2007 Styles (OFF2007-10)	How to create, use, edit, copy and delete Word styles.	
Excel 2007 Charts (OFF2007-11)	How to create, format, edit, move and delete Excel charts. Using the Chart Tools Ribbon.	
Excel 2007 Tables/Lists (OFF2007-12)	How to create, format, use, edit and delete Excel data lists including standard lists, and Tables.	
Excel 2007 Conditional Formatting (OFF2007-13)	How to create, copy, use, edit and delete Excel conditional formatting including using the Manage Rules dialog box.	
Excel 2007 Cell Naming (OFF2007-14)	How to create, amend, use, manage and delete Excel cell and range naming including using the Name Manager dialog box.	
Excel 2007 Pivot Tables (OFF2007-15)	How to create, amend, use and delete Excel pivot tables including changing pivot table options and creating a pivot chart.	