



MS Office 2007 New Features

Sponsored by the Office of Human Resources

MS Excel 2007 New Features

Time: 8:30am-12:00pm, Mon, 4/21/08

Location: University Services Building (USB) 1502

Cost: \$85 per person

Outline: **Lesson 1:** Exploring the Excel Environment / Explore the User Interface / Work with the Ribbon / Work with Contextual Tabs / Use the Excel Galleries / Customize the Excel Interface
Lesson 2: Organizing Data / Explore the Enhancements in Excel 2007 Spreadsheets / Insert Tables / Format Tables
Lesson 3: Analyzing Data / Apply Conditional Formatting / Sort Data in a Spreadsheet / Filter Data in a Spreadsheet / Apply a Formula
Lesson 4: Presenting Data / Create Charts / Format Charts / Work with Illustrations / Create PivotTables and PivotCharts / Share Excel Charts / Save Data in Presentable Formats

MS PowerPoint 2007 New Features

Time: 1:00pm-4:30pm, Mon, 4/21/08

Location: University Services Building (USB) 1502

Cost: \$85 per person

Outline: **Lesson 1:** Exploring the PowerPoint Environment / Explore the User Interface / Work with the Ribbon / Work with Contextual Tabs / Use the PowerPoint Galleries / Customize the PowerPoint Interface
Lesson 2: Enhancing the Presentation Layouts / Create Custom Slide Layouts / Work with Themes
Lesson 3: Creating Dynamic Presentations / Apply Rich Text and Typography Effects / Enhance Presentations with Graphic Effects / Enhance Table Layout / Work with Charts
Lesson 4: Finalizing the Presentation / Customize Slide Shows / Secure Presentations / Save a Presentation

MS Access 2007 New Features

Time: 8:30am-12:00pm, Mon, 5/5/08

Location: University Services Building (USB) 1502

Cost: \$85 per person

Outline: **Lesson 1:** Exploring the Access Environment / Explore the User Interface / Work with the Ribbon / Work with Contextual Tabs / Customize the Access Environment
Lesson 2: Creating Tables and Forms / Create a Table / Create a Form / Design a Form Layout
Lesson 3: Creating Queries and Reports / Query a Database / Generate Reports / Format a Report
Lesson 4: Working with External Data / Import Data / Export Data

MS Word 2007 New Features

Time: 1:00pm-4:30pm, Mon, 5/5/08

Location: University Services Building (USB) 1502

Cost: \$85 per person

Outline: **Lesson 1:** Exploring the Word Environment / Explore the User Interface / Work With the Ribbon / Work with Contextual Tabs / Use the Word Galleries / Customize the Word Interface
Lesson 2: Creating Professional-Looking Documents / Apply Styles / Apply Document Themes / Add Building Blocks / Work with Illustrations / Build an Equation / Add Citations and a Bibliography
Lesson 3: Finalizing Documents / Compare Reviewed Documents / Inspect Documents / Apply Digital Signatures / Save a Document

To enroll in the classes, please visit our Web site at
www.asu.edu/hr/training/tech

For more information, contact the Learning and Performance Solutions Group of the Office of Human Resources at **(480) 965-4751** or email **lps@asu.edu**



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