

Introduction to Office 2007 Developed & delivered by Paradise for Arnold Thomson Solicitors

Paradise was asked by Arnold Thomson to develop an Introduction course to aid their staff with a smooth transition to Office 2007.

This course was run as four half day sessions for 12 delegates at a time, onsite at Arnold Thomson and covered the following:

General New Features

A first look at the new look and feel of Office 2007

- The Ribbon, Tabs & Contextual Tabs
- Dialog Box Launcher
- Using & Customising the Quick Access Toolbar
- The Microsoft Office Button

Word Training

Working with Documents

- Creating, Saving and Retrieving a Document
- Printing and Print Preview
- Moving around a Document
- Working with and Selecting Text
- Formatting Text and Spell Check
- Using Undo and Redo

Excel Training

Working on a Worksheet

- Entering Text and Numbers
- Formatting Entries
- Altering Column Widths
- Inserting and Deleting Rows and Columns
- Print Preview, Page Layout & Printing Workbooks

Delegate comments:

“100% Effective!”

“100/10”

“Fantastic, I have lots of information I can now use in my work. This will save me loads of time, Thank you”

“Very easy to understand and well presented”

“Very beneficial day, well worth the time out. Many thanks.

