

Microsoft Office 2007 ... Fast 1

Pitman Training UK: Self-Paced Online Course

Designed for: Those who want to quickly learn the new interface and features of Word, Excel and PowerPoint 2007

Prerequisites: Experience of using Word, Excel and PowerPoint 2003 or 2000

Objectives & benefits: To enable users to be confident in finding their way around the 2007 programs

Cost: 6000 (MUR)

- Module One – Including: the Microsoft Office 2007 interface, the Word 2007 opening screen, the Office button, Word options, working with an existing document, customising the quick access toolbar, formatting text, inserting a cover page, inserting SmartArt, changing margins, inserting a caption, changing views, print preview, saving and compatibility mode, creating a new document, building blocks
- Module Two – Including: the Excel 2007 opening screen, the Office menu, opening an existing workbook, formatting text, entering formulas, customising the status bar, formatting numerical data, conditional formatting, styles, charts, themes, adding a custom list, using the formula bar, functions, protecting the worksheet, different views
- Module Three – Including: the PowerPoint 2007 opening screen, opening an existing presentation, slide layouts, using the font group on the home tab, adding bullets, inserting a table, different views, inserting a picture, design views, animating an object, previewing the presentation, using spellcheck, slide master view, inserting a custom layout, inserting a SmartArt graphic

Microsoft Office 2007 ... Fast 2

Pitman Training UK: Self-Paced Online Course

Designed for: Those who want to learn the new features of Outlook, Access and Publisher 2007

Prerequisites: Experience of using Outlook, Access and Publisher 2003 or 2000

Objectives & Benefits: To enable users to be confident in finding their way around the 2007 programs

Cost: 6000 (MUR)

- Module Four – Including: Outlook 2007 opening screen, navigation pane, collapsing and expanding items, To-Do bar, Mail group, RSS Feeds folder, previewing an attachment, flagging messages, using categories, the calendar, contacts, inserting a business card, tasks
- Module Five – Including: Access 2007 opening screen, opening an existing database, navigation pane, changing views, creating and modifying table, Access options, adding fields to an existing table, modifying data types and properties in datasheet view, modifying field properties in design view, multi value field, attachment field, searching for a record, applying sorts and filters, creating a form, working in layout view, creating a split form. using the group, sort and total pane
- Module Six – Including: Publisher 2007 opening screen, creating and customising a flyer, creating and editing a Business Information Set, Flyer Options, Page Options, Publisher Tasks, adding an item to the Content library, inserting an object from the Content Library, formatting a background, Email merge, deleting an item in the Content Library. deleting a Business Information Set

Microsoft Office Word 2007

Pitman Training UK: Self-Paced Online Course

Designed for: Those who wish to learn this popular word processing program

Pre-requisites: Familiarity with the Windows environment and basic keyboarding experience

Objectives & benefits: To teach the Word 2007 program to an employable level and to cover part of the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Word Processing) exam.

Cost: 9200 (MUR)

- Lesson One – Including: Loading the Word 2007 program, keying in text, naming and saving a document, editing text, printing a document, closing a document, accessing Help. navigating around a document selecting and editing text, using Word options, the Quick Access toolbar, print preview and zoom
- Lesson Two – Including: opening an existing document, page breaks, different screen views Show/hide formatting marks, navigation, formatting text, text alignment, creating a new blank document, click and type, the repeat command, font effects, changing the case of text, clear formatting
- Lesson Three – Including: Spell check and grammar check, thesaurus and research pane, translate text Line and paragraph spacing, changing margins, switch rulers on/off, view multiple windows, undo and redo, word count, creating a new folder, save a file with a different name and format
- Lesson Four – Including: AutoCorrect, building blocks, automatic date and time feature, modify and update a field, set custom tabulation stops, remove tabulation stops, delete AutoCorrect entries
- Lesson Five – Including: Move text using cut and paste, duplicate text using copy and paste, use keyboard shortcut, use the clipboard to paste multiple items, format painter, find and replace text, find text and apply reading highlight, find and replace text format, use search options in find and replace
- Lesson Six – Including: Indenting text, applying bullets to a list and changing bullet format, applying numbers to a list and changing number format, multilevel numbering, formatting numbering levels, copying information between documents, selecting non adjacent areas of text
- Lesson Seven – Including: Text flow options, inserting page numbers, changing the start number, changing the page number format, headers and footers, insert and delete section breaks, page orientation, printing selected pages, go to
- Lesson Eight – Including: Creating a table, formatting table contents, text direction, inserting/deleting rows and columns, column width and row height, borders/shading, merging/splitting cells, simple calculations, set repeating headers rows, distribute columns evenly, convert text to a table, sorting, table styles

- Lesson Nine – Including: Creating WordArt, inserting text boxes, drawing objects, grouping, insert clipart, background colour, the draw table tool, text watermarks, columns, inserting a column break
- Lesson Ten – Including: Applying a quick style, create and modify a style, create a new document based on an installed template, create a new document based on a new template, document themes, changing theme colours and fonts, saving a custom theme, centred vertical alignment, compatibility mode and deleting custom themes

Microsoft Office Word 2007 Expert

Pitman Training UK: Self-Paced Online Course

Designed for: Those familiar with using Microsoft Word who now wish to learn advanced features

Prerequisites: Working knowledge of the Word 2007 program, ideally having completed the Word 2007 Part 1 course

Objectives & Benefits: To teach the Word 2007 program to an employable level and cover the Microsoft Certified Application Specialist test (MCAS).

Cost: 9000 (MUR)

- Lesson One – Including: Carrying out a mail merge using the mail merge wizard, merging an existing letter with an existing data source, creating a new letter and data source, removing, adding, renaming and moving fields in a new data source, adding new records to a data source, inserting merge fields using address block and greeting line, match fields, inserting merge fields using more items, excluding a recipient from the merge, using mail merge to create envelopes and address labels
- Lesson Two – Including: Performing a mail merge using an Excel data source, sorting records, inserting merge fields using the mailings tab, merging the current record, working with a word table data source, customising columns in an office address list, carrying out a simple and advanced filter, previewing and merging using the mailings tab
- Lesson Three – Including: Creating, formatting and modifying a table of contents, viewing a table of contents in web layout view, creating a table of contents using customised styles, creating and modifying an index with sub-entries, creating a cross-reference in an index, inserting a bookmark, using a bookmark to create an index entry, viewing, using and deleting
- Lesson Four – Including: Inserting and updating footnotes and endnotes, viewing, browsing and managing notes, removing a hyperlink, inserting a caption, working with automatic captions, inserting a cross reference, recording a macro, running a macro, assigning a macro to a keyboard shortcut, assigning a macro to the Quick Access Toolbar, modifying a button, editing a macro, deleting a macro
- Lesson Five – Including: Creating a new source and insert a citation, inserting a placeholder, inserting a bibliography, editing a source, modifying a bibliography, managing sources, creating a new caption label, inserting and modifying a Table of Figures, marking a citation in a legal document, marking multiple occurrences of a citation, inserting and modifying a Table of Authorities, deleting a customised caption label, deleting citations from a master list
- Lesson Six – Including: Using outline view, promoting and demoting outline items, moving outline items up or down, expanding and collapsing outline items, using the document map and thumbnails, working

with master documents and subdocuments, collapsing and expanding subdocuments, opening subdocuments, locking subdocuments, removing a subdocument from a master document

- Lesson Seven – Including: Inserting content controls in a form, inserting form fields, creating a drop-down list, creating a date format, using calculations in a form, protecting a form, entering information into a form, applying built in styles using the Quick Style Gallery, using the Style inspector, modifying an existing style, creating a new style and add to the Style Gallery, manage styles, clearing formats, finding and replacing styles
- Lesson Eight – Including: Enabling and disabling change tracking, reviewing a document using track changes, accepting or rejecting changes, inserting, viewing and navigating comments, editing and deleting comments, using the reviewing pane, viewing balloon options, reviewing tracked changes, selecting options for mark-up, comparing and combining
- Lesson Nine – Including: Viewing documents for hidden or personal information, viewing document properties, changing document properties, viewing document properties, marking a document as final, encrypting a document, password protecting documents to open and modify, removing a password, restricting editing changes in a document, adding a digital signature
- Lesson Ten – Including: Saving as a web page, using web layout view, applying a page colour, inserting and using a hyperlink, inserting a SmartArt diagram, modifying a SmartArt diagram, inserting a chart, modifying a chart

Microsoft Office Excel 2007

Pitman Training UK: Self-Paced Online Course

Designed for: Those who wish to learn this popular spreadsheet program

Pre-requisites: Familiarity with the Windows environment and basic keyboarding experience

Objectives & Benefits: To teach the Excel 2007 program to an employable level and to cover the City & Guilds Spreadsheet Processing Techniques Intermediate exam as well as part of the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Word Processing) exam.

Cost: 9000 (MUR)

- Lesson One – Including: The opening Excel 2007 screen, creating a worksheet with text and numbers, entering simple formulas, adjusting column widths, editing cells, navigating a workbook and worksheets, using AutoSum, saving, naming and closing a workbook, adding a button to the Quick Access Toolbar, opening an existing worksheet, accessing Help in Excel
- Lesson Two – Including: Formatting text, changing font type and size, using the mini toolbar, changing the font colour, selecting cells and ranges, aligning text horizontally, merging and splitting cells, formatting numbers, printing the active sheet, creating a folder, saving in a different format
- Lesson Three – Including: Inserting and deleting rows, hiding and unhiding rows and columns, modifying column widths and cell heights, aligning cells vertically, wrapping and indenting text, adding colour to cells and ranges, applying borders to cells and ranges, moving and copy cells, undo and redo, cut, copy and paste, AutoFill
- Lesson Four – Including: AutoComplete, text orientation, selecting non-adjacent data, freezing and unfreezing panes horizontally and vertically, using Zoom, page break preview, naming and renaming a worksheet, inserting a worksheet, repositioning worksheets, deleting a worksheet
- Lesson Five – Including: Using styles to enhance a worksheet, creating a custom style, the Page Layout ribbon, using themes to enhance a worksheet, creating and deleting a custom theme, page orientation, adjusting margins and scaling, centring the sheet horizontally and vertically, print preview, displaying gridlines, printing row and column headings, setting and clearing a print area
- Lesson Six – Including: Inserting headers and footers, copying and pasting data between worksheets, grouping and ungrouping worksheets, creating a new workbook, switching between workbooks, viewing multiple workbooks, hiding and unhiding a workbook, saving as a template, creating a workbook from a template, using existing templates and online resources

- Lesson Seven – Including: More complex formulas, absolute as well as relative cell references, AutoCalculate, functions SUM, DATE/TIME, COUNT, IF, adding, viewing and editing comments
- Lesson Eight – Including: AVERAGE, MAX and MIN functions, sort columns using ascending and descending order, the PMT and FV functions, entering formulas into grouped worksheets, recognising errors, using the IFERROR function, using 3D referencing to link worksheet data
- Lesson Nine – Including: Inserting charts, changing chart type, formatting a plot area, formatting a data series, inserting and resizing a picture, applying picture effects, aligning multiple objects, inserting WordArt, inserting and modifying a drawing object, creating and modifying SmartArt
- Lesson Ten – Including: Using Spell check, using Filter to display specific data, finding and replacing text within a worksheet, saving a workbook as a web page, publishing a web page, inserting and using hyperlinks, using conditional formatting

Microsoft Office Excel 2007 Expert

Pitman Training UK: Self-Paced Online Course

Designed for: Those who wish to learn this popular spreadsheet program to an advanced level

Pre-requisites: Familiarity with the Windows environment and basic keyboarding experience

Objectives & Benefits: To teach the Excel 2007 program to an advanced level and to cover the Microsoft Certified Application Specialist test (MCAS).

Cost: 9000 (MUR)

- Lesson One – Including: Using AutoFill, carrying out date calculations, adding a worksheet background, showing/hiding gridlines and headings, creating and working with tables, converting text to columns, removing duplicates, consolidating data, hiding/unhiding worksheets, using paste special, creating a custom format
- Lesson Two – Including: Defining, using and managing named ranges, using named ranges in formulas, inserting, modifying and removing hyperlinks, formatting elements of a column chart, using functions: ROUND; SUMIF; SUMIF; IF; IFERROR; AND, using the IF function nested with OR
- Lesson Three – Including: Using conditional formatting, editing a conditional formatting rule, using the Rules Manager, formatting cells meeting a specific condition, applying more than one conditional formatting rule, sorting data using cell attributes, filtering data using cell attributes, using advanced filter options
- Lesson Four – Including: Recording and running macros, editing a macro, running a macro from the Quick Access Toolbar, deleting macros, using data validation, tracing precedent/dependent cells in a worksheet, evaluating formulas, tracing errors.
- Lesson Five – Including: Summarising data using subtotals, using database functions, grouping and ungrouping data, creating a pivot table, refreshing pivot table data, filtering information in a pivot table, formatting pivot table data
- Lesson Six – Including: Inserting headers and footers, copying and pasting data between worksheets, grouping and ungrouping worksheets, creating a new workbook, switching between workbooks, viewing multiple workbooks, hiding and unhiding a workbook, saving as a template, creating a workbook from a template, using existing templates and online resources
- Lesson Seven – Including: Protecting worksheet cells, applying and removing passwords, setting file properties, sharing workbooks, merging workbooks, tracking changes, accepting or rejecting changes, using the Document Inspector, marking a workbook as final, removing a password, adding a digital signature

- Lesson Eight – Including: Using statistical functions: COUNTA, COUNTBLANK, COUNTIF, using text functions: PROPER, UPPER; LOWER, CONCATENATE, using financial functions: PV; NPV; RATE, using nested functions

Microsoft Office Power Point 2007

Pitman Training UK: Self-Paced Online Course

Designed for: Those who wish to learn this popular presentations program

Pre-requisites: Familiarity with the Windows environment and basic keyboarding experience

Objectives & Benefits: To teach the PowerPoint 2007 program to an employable level and to enable students to take the Microsoft Certified Application Specialist PowerPoint 2007 test (MCAS), ECDL Advanced Module AM6 Presentation exam or OCR Business Presentations Level 2 exam.

Cost: 9500 (MUR)

- Lesson One – Including: Starting the PowerPoint 2007 program, the PowerPoint interface, opening and closing a presentation, running a presentation as a slide show, different PowerPoint views, navigating between slides, adding a slide, saving a presentation, creating a new presentation, entering and editing text, indenting bulleted items, changing the bullet style, using zoom controls, printing slides, repeating the last action, exiting PowerPoint 2007
- Lesson Two – Including: Planning and designing a presentation, using AutoFit options, deleting a slide, selecting and formatting text, clear formatting, changing case, text alignment, line and paragraph spacing, using Format Painter. using Undo, resizing and moving a placeholder, identifying, applying and resetting slide layouts, using background styles, saving a presentation with a new filename
- Lesson Three – Including: Applying a theme, selecting colour and font schemes, saving a custom theme, selecting slides in Slide Sorter view, moving, copying and deleting slides. duplicating slides, re-using slides from another presentation, Find and Replace, Spell Check, adding and removing AutoCorrect items, moving and copying slide content, copying slides from one presentation to another. deleting a custom theme
- Lesson Four – Including: Selecting and rearranging slides in the outline tab, expanding and collapsing the slide outline, promoting and demoting outline text, inserting slides from a Word outline, creating, editing and formatting notes, adding headers and footers to notes and handouts, using the Notes Master, applying a gradient fill, using the Handout Master, different print options, selecting Page Setup options for slides
- Lesson Five – Including: Working in Slide Master view, formatting the Slide Master, adding, background styles in the Slide Master, inserting a graphic onto the Slide Master, hiding/displaying background graphics, formatting the layout masters, enabling the footer, date and slide number, applying a theme to a Slide Master, creating a custom layout in Slide Master view, running a slide show from the current slide, hiding and unhiding slides, using the Slide Show Toolbar, creating and running a custom slide show, saving a presentation as a template. creating a new presentation from a template

- Lesson Six – Including: Drawing and resizing shapes, moving, copying and rotating shapes, drawing and resizing a perfect circle square, specifying shape size and position, selecting multiple objects, grouping and ungrouping objects, aligning objects, viewing gridlines and align objects, applying Quick Styles, changing shape fill, outline and effects, using picture and texture fills, inserting and formatting Clip Art, inserting pictures, cropping pictures using the crop tool, adding a picture to the Slide Master, creating and formatting Word Art
- Lesson Seven – Including: Inserting a chart and entering spreadsheet data, chart type, layout and style, selecting and formatting chart elements, adding and removing chart elements, repositioning and resizing charts, switching rows and columns, changing gridline and axis settings, creating a combination chart, creating and formatting a table, adjusting table dimensions, Inserting and deleting rows and columns, merging table cells, applying a table background, creating tabbed columns using default tabs, removing indent settings
- Lesson Eight – Including: Creating flowchart shapes, selecting shapes using the Selection and Visibility pane, sizing and positioning flowchart shapes, connecting flowchart shapes/changing the connector type, adding, deleting and changing flowchart shapes, creating a SmartArt graphic, adding text and shapes to SmartArt diagrams, moving, resizing and formatting a SmartArt diagram, inserting and formatting a text box, moving and sizing a text box, hanging text box margins, applying columns to a text box, changing text box orientation
- Lesson Nine – Including: Inserting comments, viewing and editing comments, deleting and hiding comments, using Document Inspector, viewing and adding Document Properties, marking a document as Final, setting and removing a password, compressing pictures, saving a presentation in PowerPoint 97-2003 format, using the Compatibility Checker, saving a presentation as a show, saving a presentation as a web page, using package a presentation for CD, saving a slide as an image, adding a digital signature
- Lesson Ten – Including: Adding and removing transition effects, modifying transition effects, applying transition effects to selected slides, adding and removing transition sounds, applying preset animation effects, managing the custom animation pane, adding, changing and removing custom animation, modifying animation effects, selecting entrance, emphasis and exit effects, selecting and modifying motion paths, using start settings, changing the order of animation effects, adding sound to animation effects
- Lesson Eleven – Including: Inserting hyperlinks, editing hyperlinks, removing a digital signature, copying and pasting external content, embedding data using paste special, inserting and editing an embedded object, inserting and editing a linked object, updating links in a presentation, breaking a link, creating Action Buttons, formatting and changing an action setting
- Lesson Twelve – Including: Considering when PowerPoint presentations are used, setting a slide timing for selected slides, rehearsing slide timings, changing timings, selecting show types, navigation methods for different show types, setting slides to advance manually or with timings, setting the slide show to loop continuously, showing slides with or without animation, inserting a movie from a file or from a movie clip, setting movie options and formats, inserting a sound from a file or from a sound clip, changing animation effects for a sound or a movie, setting up a soundtrack to play across slides

Microsoft Office Outlook 2007

Pitman Training UK: Self-Paced Online Course

Designed for: Those who wish to learn this popular email, diary and calendar management program

Prerequisites: Familiarity with Microsoft Word, ideally Word 2007

Objectives & Benefits: To teach the Outlook 2007 program to an employable level.

Cost: 8500 (MUR)

- Lesson One – Including: Starting the Outlook 2007 program, the Outlook 2007 opening screen, using the navigation pane, collapsing and expanding items, viewing messages in the inbox, previewing message attachments, changing how messages are viewed, deleting a message, the RSS feeds folder, viewing calendar, contacts and tasks, the To Do Bar, using the folder list, closing the Outlook 2007 program
- Lesson Two – Including: Creating e-mail messages, formatting an e-mail message, using plain text format, applying a page colour, using themes, attaching a file to an e-mail message, attaching an email message to another message, creating and adding signatures, applying send options to messages, inserting a picture in a message and then compressing, saving an attachment, using instant search, flagging messages, setting flag options, printing an email
- Lesson Three – Including: Creating a new contact, adding a picture to a contact, editing a contact, edit a business card, deleting a contact, sharing contact details using a business card, changing the view of contacts, printing contact information, creating a distribution list
- Lesson Four – Including: Creating, amending and deleting appointments, using Quick Styles, inviting attendees to a meeting, marking an appointment as private, requesting a meeting, creating recurring appointments and multi day events, planning a meeting, updating a meeting, cancelling a meeting, using instant search in the calendar
- Lesson Five – Including: Using the To Do Bar to create a task, using the Tasks window to create tasks, marking a task as completed, assigning tasks to others, accepting or declining tasks, sending status reports on tasks, deleting a task, setting a task as recurring, printing completed tasks
- Lesson Six – Including: creating folders to manage your email messages, moving messages into folders, using the rules wizard to manage your email messages, restoring deleted items, Permanently deleting items, knowing how to change AutoArchive settings, creating a personal folders file (.pst), copying an item to a personal folders file, opening a personal folders file, exporting Outlook data as a personal folders file (.pst), knowing about advanced email options

Access 2007

Pitman Training UK: Self-Paced Online Course

Designed for: Those wishing to learn how to use this popular Database application

Prerequisites: Some knowledge of an Office 2007 application.

Objectives & Benefits: To teach the Access 2007 program to an employable level and to cover the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Database) exam.

Cost: 8800 (MUR)

- Lesson One – Including: The terminology used in an Access database, starting the Access 2007 program opening an existing sample database, opening a table, query, form and report, entering a new record, finding records, sorting records, printing a report, closing a database
- Lesson Two – Including: planning and design, relationships, design view, defining fields, data types and properties, creating a new blank database, creating tables, entering data using datasheet view, re-sizing columns, using the lookup wizard
- Lesson Three – Including: defining relationships, creating a table using the datasheet view, formatting the datasheet, modifying the table design, using the input mask wizard, creating a database using a template, renaming an object
- Lesson Four – Including: editing data in form and datasheet views, adding new records, using print preview changing page orientation, printing a datasheet, enforcing referential integrity in a relationship, creating a relationship report, creating a form using the form tool, working with controls in form design, using AutoFormat, modifying properties in a form
- Lesson Five – Including: Using advanced sort, using filter by form, importing a table from an external database using a junction table to resolve a many to many relationship, defining a composite (primary) key, adding a new field to a form, using a calculated control on a form, creating a multi-value field, creating an attachment field creating a form using the form wizard
- Lesson Six – Including: using query wizard, setting sort criteria, using 'or' and 'and' in queries, using expressions to set criteria, creating different types of queries, creating and naming a calculated field in a query using aggregate functions
- Lesson Seven – Including: adding a field with data validation in a table, creating a form with subform, entering data using a form/subform combination, creating a split form, creating a basic report, using the report wizard creating and modifying the design of a report, using the concatenate expression, inserting a logo to a report adding a subreport to an existing report

- Lesson Eight – Including: exporting an html document, understanding object dependencies, importing an excel spreadsheet into a table, exporting a spreadsheet, importing a text file into a table, using the analyze table function, using the analyze performance function, using the database documenter
- Lesson Nine – Including: adding a chart to a form, modifying a chart in a form, creating a pivot table creating a pivot chart, creating a switchboard, changing the tab order in a form, displaying the current date and time in a form, applying conditional formatting to a field
- Lesson Ten – Including: deselecting the automatic switchboard option, creating a macro, adding a control button to a form, backing up a database, viewing database properties, compacting and repairing a database ,encrypting a database using a password, saving the database as a previous version, splitting a database

Microsoft Office Project 2007

Microsoft learning: [Online Course](#)

Designed for: People who need a desktop tool to manage their projects independently

Prerequisites: None

Objectives & benefits: Gives robust project management tools with the right blend of usability, power, and flexibility, to manage projects more efficiently and effectively.

Stay informed and control project work, schedules, and finances, keep project teams aligned, and be more productive through integration with familiar Microsoft Office system programs, powerful reporting, guided planning, and flexible tools.

Cost: 5200 (MUR)

- Getting Started with Microsoft® Office Project 2007 - Describe the Project 2007 environment, Create a project plan and add tasks by using Project 2007, Organize and link tasks.
- Working with Resources with Microsoft® Office Project 2007 - Describe the types of resources in Project 2007, Add resources to a project, Describe how to specify resource pay rates, Adjust the work timings for a resource.
- Formatting and Printing Your Project Plan with Microsoft® Office Project 2007 - Describe how the Gantt Chart view can be formatted, Format the Gantt Chart view, Draw objects on a Gantt Chart, Format text in a view.
- Tracking Progress on Tasks with Microsoft® Office Project 2007 - Track the progress of a project, Track the progress of tasks.