

Microsoft Courses

Course Overview

With over 90% of UK businesses using Microsoft Office, it's the world's leading software package. Our Microsoft Office course will show you how to operate the three main applications, Word (word processing), Excel (spreadsheets), and PowerPoint (presentations and graphics). Acquiring expertise in these three packages will make you a valuable asset to any employer.

Accredited Microsoft computer training courses lead to an industry and employer recognised, CV enhancing, Professional Qualification, allowing you to develop and progress your IT career. For full Microsoft IT training course details, and to take the first step to a Microsoft qualification, select from the tabs below to find out more or

Microsoft Office 2007

Basic computing course designed to assist with work in any modern office and keep up with technology. Sacoma will shortly be offering the following Microsoft Office courses, these will be run at Sacoma offices in Ilford Essex, and they include:

- Microsoft Office Word (Word processing)
- Microsoft Office Excel (Spreadsheets)
- Microsoft Office PowerPoint (Graphics)
- Microsoft Office Outlook 2007
- Type letters, reports and add graphics
- Produce charts, graphs and detailed calculations
- Create presentations
- Software supplied

Exams covered

77 – 601 (Word 2007)

Creating and Customizing Documents

- Create and format documents.
- Lay out documents.
- Make documents and content easier to find.
- Personalize Office Word 2007.

Formatting Content

- Format text and paragraphs.
- Manipulate text.
- Control pagination.

Working with Visual Content

- Insert illustrations.
- Format illustrations.
- Format text graphically.
- Insert and modify text boxes.

Organizing Content

- Structure content by using Quick Parts.
- Use tables and lists to organize content.
- Modify tables.
- Insert and format references and captions.
- Merge documents and data sources.

Reviewing Documents

- Navigate documents.
- Compare and merge document versions.
- Manage tracked changes.
- Insert, modify, and delete comments.

Sharing and Securing Content

- Prepare documents for sharing.
- Control document access.

77 – 602 (Excel 2007)

Creating and Manipulating Data

- Insert data by using AutoFill.
- Ensure data integrity.
- Modify cell contents and formats.
- Change worksheet views.
- Manage worksheets.

Formatting Data and Content

- Format worksheets.
- Insert and modify rows and columns.
- Format cells and cell content.
- Format data as a table.

Creating and Modifying Formulas

- Reference data in formulas.
- Summarize data by using a formula.
- Summarize data by using subtotals.
- Conditionally summarize data by using a formula.
- Look up data by using a formula.
- Use conditional logic in a formula.
- Format or modify text by using formulas.
- Display and print formulas.

Presenting Data Visually

- Create and format charts.
- Modify charts.
- Apply conditional formatting.
- Insert and modify illustrations.
- Outline data.
- Sort and filter data.

Collaborating on and Securing Data

- Manage changes to workbooks.
- Protect and share workbooks.
- Prepare workbooks for distribution.
- Save workbooks.
- Set print options for printing data, worksheets, and workbooks.

77 – 603 (PowerPoint 2007)

Creating and Formatting Presentations

- Create new presentations.
- Customize slide masters.
- Add elements to slide masters.
- Create and change presentation elements.
- Arrange slides.

Creating and Formatting Slide Content

- Insert and format text boxes.
- Manipulate text.
- Add and link existing content to presentations.
- Apply, customize, modify, and remove animations.

Working with Visual Content

- Create SmartArt diagrams.
- Modify SmartArt diagrams.
- Insert illustrations and shapes.
- Modify illustrations.
- Arrange illustrations and other content.
- Insert and modify charts.
- Insert and modify tables.

Collaborating on and Delivering Presentations

- Review presentations.
- Protect presentations.
- Secure and share presentations.
- Prepare printed materials.
- Prepare for and rehearse presentation delivery.

77 – 604 (Outlook 2007)

Managing Messaging

- Create and send an e-mail message.
- Create and manage your signature and automated messages.
- Manage e-mail message attachments.
- Configure e-mail message sensitivity and importance settings.
- Configure e-mail message security settings.
- Configure e-mail message delivery options.
- View e-mail messages.

Managing Scheduling

- Create appointments, meetings, and events.
- Send meeting requests.
- Update, cancel, and respond to meeting requests.
- Customize calendar settings.
- Share your calendar with others.
- View other calendars.

Managing Tasks

- Create, modify, and mark tasks as complete.
- Accept, decline, assign, update, and respond to tasks.

Managing Contacts and Personal Contact Information

- Create and modify contacts.
- Edit and use an electronic business card.
- Create and modify distribution lists.
- Create a secondary address book.

Organizing Information

- Categorize Office Outlook 2007 items by colour.
- Create and manage Office Outlook 2007 data files.
- Organize mail folders.
- Locate Office Outlook 2007 items by using Search.
- Create, modify, and remove rules to manage e-mail messages.
- Customize your Office Outlook 2007 experience.