



Office 2007 Conversion - 1 Day

Office 2007

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| The Ribbon | Create a SmartArt graphic |
| Office Button | Office Document Themes |
| Mini Toolbar | Customise a Document Theme |
| Quick Access Toolbar | Customize the Theme Font |
| Office 2003 commands | Select a Set of Theme Effects |
| Zoom Selector | Save a Document Theme |
| Live Preview | Remove hidden data & personal information |
| Smart Graphics | |

Word 2007

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|-----------------------------------|-------------------------------------|
| Useful Commands | Quick Styles |
| Quick Tables | Restrict formatting |
| Contextual Spelling | Previous Versions of word documents |
| Compare Documents for differences | Create PDF Files |
| Building Blocks | Write or insert an equation |

Excel 2007

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|------------------------|--------------------------------|
| Page Layout View | Improved sorting and filtering |
| Templates | Formula AutoComplete |
| Cell Styles | Name Manager |
| Conditional Formatting | Filter names |
| Tables Styles | Pivot tables |
| New Look for Charts | |