

Microsoft Office 2007



Why Train With Career Step?

Microsoft Office 2007 is used in business, academic, and home settings worldwide, and being able to use the software is an important life skill. With the Career Step Microsoft Office 2007 training bundle, you'll have:

- » In-depth training on five core Microsoft Office applications
- » Over 85 hours of comprehensive curriculum
- » A full year of 24/7 online access to the curriculum
- » Ten textbooks and five quick reference cards as additional resources
- » Live student support from certified professionals
- » Preparation for the Microsoft Office Specialist (MOS) Master credential

Comprehensive Curriculum

The Microsoft Office 2007 training bundle includes training in five core Microsoft Office applications. You'll have over 85 hours of training covering beginning and advanced topics for each application. Upon completion of the course, you will be prepared to earn the MOS Master credential, with skills in:

- » Microsoft Access 2007
- » Microsoft Excel 2007
- » Microsoft Outlook 2007
- » Microsoft PowerPoint 2007
- » Microsoft Word 2007

MOS Certification Preparation

The Microsoft Office Specialist (MOS) Master credential proves your Microsoft skills to employers, making you more marketable by enhancing your resume. The Career Step Microsoft Office 2007 training bundle was specifically developed to prepare you to earn this credential and includes comprehensive curriculum and interactive exercise files that allow you to practice the skills you'll need.

Online Training With Classroom Resources

Online training offers you flexibility that a classroom setting can never provide. Instead of blocking out large chunks of time or even days to attend Microsoft training, gain the skills you need to earn your MOS Master credential around your schedule and at a pace that fits your life. With the Career Step Microsoft Office 2007 training bundle, you secure:

- » **Long-term curriculum access** – Instead of having just a few hours in a classroom setting to master the material, you'll have a full year of 24/7, online access to learn at your own pace.
- » **Reference materials** – You'll also receive two textbooks and a quick reference card for each Microsoft application—resources to help you study away from the computer and references after you've completed the program.
- » **Live student support** – Online training shouldn't mean you're on your own. With Career Step, you'll be able to get your questions answered by a certified professional by phone, email, and chat.

» Visit CareerStep.com/microsoft to get started today!

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What Will I Be Learning?

The Microsoft Office 2007 training bundle includes beginning and advanced training in five core Microsoft Office applications. With over 85 hours of comprehensive curriculum, you'll develop all of the skills you need to earn the MOS Master credential after completing the training.

Microsoft Access 2007

- » Creating and working with databases
- » Finding, filtering, and formatting data
- » Working with tables and fields
- » Working with queries, forms, reports, and macros

Microsoft PowerPoint 2007

- » Inserting, editing, and formatting text
- » Formatting and viewing a presentation
- » Finalizing and delivering a presentation
- » Working with objects, tables, charts, and SmartArt
- » Collaboration with other presenters
- » Working with effects and multimedia

Microsoft Excel 2007

- » Editing and formatting worksheets
- » Creating and working with charts
- » Managing workbooks
- » Working with page layout and printing
- » Using functions and formulas
- » Working with tables, PivotTables, and objects
- » Analyzing and organizing data

Microsoft Outlook 2007

- » Composing, sending, and receiving email
- » Working with contacts and tasks
- » Using the calendar
- » Using the journal and notes
- » Organizing and finding information
- » Collaborating with other users
- » Managing Outlook data

Microsoft Word 2007

- » Working with and editing text
- » Formatting characters, paragraphs, and pages
- » Working with themes, styles, and tables
- » Working with shapes, pictures, WordArt, SmartArt, and charts
- » Using document collaboration tools
- » Working with mailings, long documents, and references
- » Collaborating with other programs
- » Working with templates, forms, and webpages

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