

## **Getting to know Microsoft Office 2007™**

**Love Office 2003, think you hate Office 2007? We'll show you the path to true love!**

### **From the Top**

If you're one of those who thought Office 2000 did all you wanted, you probably made the move to Office 2003 reluctantly, but bowing to the inevitable; at least it looked familiar. But with Office 2007, Microsoft™ moved the goalposts to another pitch entirely, with a shiny new interface - featuring the task-related 'ribbon' where the toolbar used to be - and turning many people's working lives upside down in the process. As a result, numerous users wondered how they would ever make the best use of it, which may explain why in 2010, three years after launch, quite a few organisations are still only just migrating to Office 2007.

However, this fully-updated one-day course on getting the very best out of the Microsoft Office 2007 family will open your eyes to the many ways in which these ever-more powerful applications can make your working life a whole lot easier. And by the end of the day we are confident you will agree with us that this new version is streets ahead of its predecessors.

### **What's it all about?**

We know you're probably familiar with Microsoft Outlook™, Word™, Excel™ and PowerPoint™ and you probably make regular use of them all, to a greater or lesser degree. This workshop will change all that by introducing you to the many time and labour-saving features built into each application. Even better, we will also show you how routine and humdrum tasks can actually be automated, so your computer does the repetitive and boring work, not you.

### **What are the hot new features in Office 2007?**

Well, there are of course too many to list here, but the biggest difference is the 'ribbon', which replaces the familiar toolbar with groups of options for the most

popular tasks. Rest assured that everything you use regularly is still right there and we'll show you how to find it quickly and make better use of it.

In Word 2007, for instance, you now have access to Quick Styles, which enable you to reformat all or part of a document with your favourite styles in no more than a couple of mouse clicks.

Here at Today's PA we're big fans of Outlook and on the course we'll show you why. With each new version of Office, Outlook has just got better and better, giving you new ways to work more efficiently and letting your computer take the strain. Outlook now includes a fast new way to locate information, no matter where it is stored. The Instant Search tool can be used to scan through your entire Outlook content – that's mail, calendar, contacts and more, seeking matches for your search text. In addition, you can also move the search to your desktop so that all the files on your computer can be included in the search too. How cool is that?

### **Tell me more!**

Ok, here's a good example of how Office can take some of the load off your shoulders: your boss has asked you to invite 1,000 people to the Christmas party - how are you going to do it? Easy: enable Outlook's voting buttons in the invitation email, creating separate folders for 'Accept' and 'Decline' replies and setting up rules to divert the responses into the right folders. Auto-replies can also be set up so 'Accept' replies are sent an email with venue, map and timing details, while 'Decline' replies are sent a simple 'Thankyou'. The beauty of this is, that once it is set up - which really is easy to do - you won't have to lift a finger. Sounds great, doesn't it – and just think how much time it can save you?

Our Getting to know Office 2007 course makes for a packed day, full of surprises. We will be showing you lots of similar tips and tricks for getting more out of the other Office applications too, so your PC truly will become your slave, instead of the other way round!

The cost of the course includes all refreshments and you will also receive a certificate of attendance and a complete pack of course materials.

### Questions, questions

Before you start the course we will send you a questionnaire to find out what you know already and what your expectations are for the course.

### Venues

You can either come along to our state of the art computer lab, or if you would prefer we can come to your location.

### Your facilitator

Emma Konopka, your principal facilitator, has over 10 years teaching and training experience and experience of supporting clients in their use of a variety of professional research databases. With an MA in Information Studies, Emma combines her experience and knowledge with an engaging facilitator style. Emma passionately believes in the power of collaboration and discovery in learning. Both of these help learners to learn more efficiently and retain more of the learning in the long term. Learners will be encouraged to play, experiment and work in groups. This accelerated learning style includes such techniques as:

- Problem-solving activities (wherever possible based on your real life problems)
- Collaborative group work
- Activities that engage the body as well as the mind (movement & physical activity help learning)
- Active encouragement of questions

- Lots of practice

### Taster session

If you would like to get a taste of our one day workshops we can offer a free 1 hour trial at your offices. You will get to discuss your needs with Emma, you can choose any part of the workshop to see in action and preview the learning materials.

### Name dropping

When you sign up for Getting to know Microsoft Office 2007, you will be in good company:

*"I just wanted to thank you for providing such a stimulating and thought-provoking course. I will certainly be implementing the tips and suggestions just as soon as I can. I returned to the office today with renewed vigour and cannot wait for the positive changes to start happening. You're one smart cookie – keep doing what you're doing, only good things can happen by taking the Today's Pa training and I, for one, will spread the word!"*

*Hayley North - **Microsoft***

Below are just some of the other companies who have sent their staff to our workshops recently:

- 2012
- AXA Insurance
- Barclays
- The British Library
- Brunel University
- Carphone Warehouse
- DLA Piper

- Girlguiding UK
- The Home Office
- Investa Real Estate
- Npower
- Pepsico
- Rugby Football Union
- Shell
- Surrey Police
- UBS
- Virgin

### **Our Philosophy**

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that’s how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have ‘been there and done that’, they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.

### **An offer you can’t refuse**

We're not entirely convinced that the economy is completely back on its feet, so for the launch of Getting to know Office 2007 this October, we're slashing the usual price from £199 to just £99, for a packed day that will change your working life.