

## **Beginning Level Courses MS Office 2007 Courses in SkillPort**

Prior to taking an intermediate/advanced instructor-led software course, employees must have a test score of 80% or better on all Beginning Level courses for that software in [SkillPort](#). This must be completed within 3 business days prior to the instructor-led training course.

### **Microsoft Office 2007 - Beginning Access**

- Getting Started with Access 2007
- Basic Access 2007 Tables
- Basic Access 2007 Forms
- Queries and Reports in Access 2007

### **Microsoft Office 2007 – Beginning Excel**

- Getting Started with Excel 2007
- Reviewing Printing in Excel 2007
- Excel 2007 Formulas and Functions
- Excel 2007 Charts, Pictures, Themes and Styles
- Manipulating and Formatting Data and Worksheets in Excel 2007

### **Microsoft Office 2007 – Beginning Outlook**

- Getting Started with Outlook 2007
- Formatting and Managing E-mail in Outlook 2007
- Using the Calendar in Outlook 2007
- Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
- Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007

### **Microsoft Office 2007 – Beginning PowerPoint**

- Getting Started with PowerPoint 2007
- Adding Graphics to Presentation in PowerPoint 2007
- Adding Multimedia and Animations to Presentations in PowerPoint 2007

### **Microsoft Office 2007 – Beginning Word**

- Getting Started with Word 2007
- Working with Text and Paragraphs in Word 2007
- Structuring, Editing, Saving, and Opening Documents in Word 2007
- Printing, Help, and Automated Formatting in Word 2007
- Working with Documents in Word 2007