



MS Office 2007 Testimonial

As computers are replaced, our corporation is updating to Office 2007. I have been trying to assist my co-workers with problems they have with Office 2007, as they look to me as the heavy department software user to answer all of their questions.

With the new look, and no training, I had a hard time finding the features they needed. Taking a class was imperative, not only to my heavy daily usage, but to help others in the company. The class I took at Practical Computer Solutions was wonderful! Not only will the new enhancements help our proficiency, it will greatly improve our professional corporate image.

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Commonwealth Associates, Inc.*



**Practical
Computer
Solutions**

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Increasing Productivity in MS Office 2007

Training at Your Place or Ours!

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Questions on MS Office 2007

If I have Version 2003 can I open a 2007 document?

Yes, the 2007 user can save the document as a Word 97-2003 document or you can download the Compatibility Pack for the 2007 Office system from Microsoft Office Online.

Can I customize the Ribbon in 2007?

No, to customize the ribbon you would need to be a programmer. You can customize the Quick Access Toolbar and add the features you use frequently. You always see the Quick Access Toolbar regardless of what Ribbon you have displayed.

We offer a 3-hour **New Features Class** for Word, Excel and PowerPoint. This class will show you the new features in Office 2007. The cost of this 3-hour class is \$115.00 per person per class.

Let us help you increase your productivity in Office 2007!!

After you get over the learning curve, you will notice the new Office 2007 user interface makes it easier for you to find and use the features. Here is a list of some of the new features:

- **Live Preview**
- You can try colors and styles to visualize their effects before applying them.
- **SmartArt Graphics**
- This is an enhanced set of design tools that make it easy for you to create dynamic diagrams and charts.
- **Document Themes**
- Helps you to preserve a consistent look for tables and text across Word, Excel and PowerPoint.
- **Word Contextual Spelling**
- Verifies that you are using the word in the right context.
- **Word Building Blocks**
- You will love this new feature. Building Blocks can consist of text, images or customized shapes. This feature can save a lot of time

- **Excel Conditional Formatting**
- New data bars and more colorful and gradual fills to format data based on specific rules.
- **Excel Header and Footer**
- Easily add and edit headers and footers with the new Page Layout View.
- **PowerPoint Graphics and Shapes**
- Add 3-D effects, glow, and shadow effects.

