



Formation MS Office - New features in 2007 Professional in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

**ID :** 689

**Goal :** Overview of the 49 new MS Office 2007 Pro features (Project, OneNote, Access, InfoPath, Visio, Publisher) over Office 2003 Pro (development / programming and .Net excluded)

**Audience :** This training is designed for users already knowing the old MS Office 2003 Pro features and need to see what's new in version 2007.

**Prerequisites :** Control functions and tools of the 2003 version.

**Goals :**

- Introduction
- EXL: Export data to MS Visio Graphic Data
- OUT: OneNote link to e-mail and meeting requests
- OUT: Integrating InfoPath forms
- ACC: New file format (\*. accdb) and Tabbed browsing (disable to return to windows mode)
- ACC: New filtering options in tables
- ACC: New color schemes for forms and reports
- ACC: New type of data and attachments control
- ACC: New scrolling list assistant with multiple selection values (multivalued fields)
- ACC: Automatic Date Picker with Date type fields in table mode
- ACC: Using layouts for the grouping of controls on forms, reports and gridlines
- ACC: New control in RTF format
- ACC: New automatic formatting (AutoFormats)
- ACC: Direct arguments writing in objects Macros
- ACC: Displaying all macro actions
- ACC: Removing Workgroup Security Manager, Replication and Web Forms for accdb files
- ACC: Sending input query by e-mail and management of data feedback
- ACC: Deletion of control scrolling list for search function
- PRJ: New planning templates (Six Sigma, Sox, Accounting, etc.)

**Pedagogical method :** This training is mainly demonstrative with small examples. The training is 95% based on practice..

**Suggested duration for presentiel training (days) : 1**

**Suggested duration for on-line training (days) : 1.2**

**Daily price in face-to-face : 625 CHF**

**Daily price in remote : 300 CHF**

**Daily price in remote for students : [contact us](#) (only if student card!)**

**Daily price in remote (with recording) : 3125 CHF**

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

**Tags :** ms office 2007 news, MS's new office 2007, access 2007, word 2007, onenote 2007, publisher 2007, outlook 2007, infopath 2007, visio 2007, project 2007, office 2007 training.

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