

Microsoft Office 2007 - Moving to Office 2007 computer-based training course is now available on TrainingSpace

Course Description

Microsoft Office 2007 - Moving to Office 2007

This computer-based training course on TrainingSpace explores Microsoft Office 2007 and allows students to become familiar with the new environment and updated features in the Office 2007 application suite. Students can proceed through the training at their own pace. There are numerous demonstrations and an opportunity for hands-on practice. Topics include:

- Exploring the Office 2007 Environment (Office Button, Quick Access Toolbar, Ribbons, Status Bar, and Office 2007 Help)
- Examining New Features (Mini toolbar, Live Preview, Themes, and SmartArt Graphics)
- Saving Files and Tools (2007 File Format, Compatibility Checker, Saving in 97-2003 File Format, Convert Option, and Saving as PDF)

How Do I Register?

Pre-registration for this course through the Statewide Training Automated Registration System (STARS) is required. The course is listed in STARS as *TS: MS Office 2007 - Moving to Office 2007*.

OCFS staff who do not have access to STARS can view course schedule, registration information, and submit a registration request at the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>. Training Space courses are listed under Region: ALL STATEWIDE.

OTDA staff please see your Training Coordinator if you are interested in applying for this training. Training Coordinators will process nominations through STARS. Supervisory approval is required.

Local district and voluntary agency staff should consult their Staff Development Coordinator for registration.

Once registered, you can access this course via Training Space (<http://www.trainingspace.org>). Access to Training Space is achieved through a Directory Services account (LDAP Account), which is different than your HSEN account.

If you do not have a Directory Services account or have questions about your Directory Services account, contact your district/agency's LAN Administrator or the New York State Enterprise Help Desk (1-800-697-1323).

If you have any questions or need registration assistance please contact Timothy J. Buddenhagen at tbuddenhagen@pdp.albany.edu or 518-956-7820.