



Continuing Education Unit (CEU)

Certiport is dedicated to helping people excel and succeed through certification. Our globally recognized credentials are aimed at enhancing individual productivity, marketability, and value. Our accredited courses meet the highest quality standards for helping learners build transferable skills, enhance their transcripts and further their value in the workforce.

The Continuing Education Unit (CEU) was created by IACET as a measurement of continuing education. One (1) IACET CEU is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Under IACET's care, the IACET CEU has evolved from a quantitative measure to a hallmark of quality training and instruction.

Who should attend?

Experienced Microsoft® Office users, proficient in prior versions of the software programs, who want to understand the most popular features and functionality of 2007 Microsoft® Office software programs. The seminar will review prior Microsoft Office Specialist certification exams and the changes in corresponding Microsoft® Certified Application Specialist certification exams.

The number of CEUs awarded to participants varies with the number of applications included in the training.

Transition Seminar Overview:

The seminar provides end-users with new and enhanced features and materials to familiarize them with the new 2007 Microsoft® Office software programs (Office Word 2007, Office Excel® 2007, Office PowerPoint® 2007 & Office Outlook® 2007). The goal is to provide end-users with necessary feature and function information to improve productivity in the use of all the applications.

Certiport typically offers this as a 1-day seminar, but we will tailor this offering to a 2-day, hands-on, exercise-driven workshop upon request.

Participants receive:

- Quick Reference Guide, covering common features of prior versions of Microsoft® Office software programs and the new 2007 Microsoft® Office system
- Migrating to Microsoft® Office course book, covering the results-oriented user interface of the 2007 Microsoft® Office environment
- Links to informative Webcasts and free online learning

Seminar Topics:

- Common features of the new 2007 Microsoft® Office interface & navigation tools
- Understanding 2007 Microsoft® Office file formats & compatibility issues
- Customizing & troubleshooting options within each software program
- Changing Views, displaying & using Rulers, managing files & formatting text using Quick Styles & AutoText
- Using new or existing templates
- Understanding how tables have changed & working with reference information, formulas, charts, and lists
- Changing Office PowerPoint® views, using slide layouts, formatting the Mini toolbar and Quick Styles, and creating illustrations
- Applying and modifying themes and designs



- Exploring new calendar features
- Using Tasks, Notes, Instant Search, and collaboration through Outlook

Prerequisites:

As this Seminar only covers the differences between the older applications and the 2007 applications, participants must possess adequate knowledge about how the older applications.

Pricing:

Workshop pricing varies according to the number of participants. For specific pricing information, please contact your Certiport Sales Representative or send an email to cpi@certiport.com.