Microsoft Office 2007 Generalist

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented New York State employees who use the Microsoft Office 2007 suite of applications. The Microsoft Office Generalist ensures that employees have a basic understanding of Microsoft Word, Excel, PowerPoint, Outlook, and Access. Participants are required to successfully complete nine core courses, two elective courses, and achieve a passing grade of 70% or higher in each course.

Required Courses

Getting Started with Word 2007 – 1.0 hour
This course provides an introduction to Word 2007 and demonstrates how to navigate within the new user interface, including the Ribbon, Quick Access toolbar, and Mini toolbar.

Working with Text and Paragraphs in Word 2007 - 2.0 hours
This course explains the Font and Paragraph formatting options, as well as the Mini toolbar and live preview features. In addition, the creation and formatting of bulleted, numbered, and multi-level lists and the insertion of symbols or special characters are demonstrated. Setting margins, paragraph indents, tab stops, text alignment, and showing or hiding formatting marks will also be explored in this course.

Getting Started with Excel 2007 – 2.0 hours
This course will introduce the basic features and functionality of Excel 2007 through the demonstration of workbook creation and navigation, and worksheet data entry at a user-friendly beginner level.

Manipulating and Formatting Data and Worksheets in Excel 2007 – 3.5 hours
This course explores the processing of copying and moving cells, columns, rows, and sheets, as well as inserting or removing sheets and modifying workbooks. Formatting tables, textual data, and numerical data, as well as conditional formatting, is also covered.

Getting Started with PowerPoint 2007 – 1.5 hours
This course demonstrates how to create a new presentation from scratch, and also how to use layouts and views to make working with presentations easy.

Adding Graphics to Presentations in PowerPoint 2007 – 1.5 hours
This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new Microsoft Office 2007 themes.

Getting Started with Outlook 2007 – 1.5 hours
This course addresses the basic features and functionality of Outlook 2007, including how to create e-mail messages, view and reply to incoming e-mails, and how to use Help features.

Formatting and Managing E-mail in Outlook 2007 – 3.0 hours
This course demonstrates how to use formatting features. It also explores such e-mail message options as signatures and voting buttons, and how to use with attachments.

Getting Started with Access 2007 – 1.5 hours
This course provides an introduction to Access 2007 and demonstrates how to navigate within the new user interface.

Elective courses taken:


