

Microsoft Office 2007: New Features

1 day – Instructor led

Course Description

This course will cover those features of Microsoft Office 2007 that are new to the Office system. Students will learn about the Microsoft Office button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Dialog Box Launcher, the Document Information Panel, and the Mini toolbar. Students will also work with the XML file format and the macro and non-macro file formats. In addition, dedicated units for Word, Excel, PowerPoint, Outlook, and Access introduce the new features of each application.

Target Student

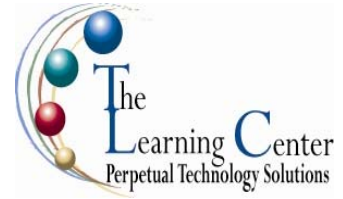
This course is designed for experienced Microsoft Office users who have worked with earlier versions of Microsoft Office, ideally Microsoft Office 2003, and who have upgraded to Microsoft Office 2007.

Prerequisites

Students enrolling in this course should understand how to use some version of Microsoft Office, preferably 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.



Microsoft Office 2007: New Features continued

Course Content

Unit 1: The Office 2007 interface

Topic A: The Office Button menu

Topic B: The Ribbon

Topic C: The Mini toolbar

Topic D: The Quick Access toolbar and the Status bar

Unit 2: The Office XML file format

Topic A: The Office XML format

Topic B: Office XML format compatibility

Unit 3: New Word features

Topic A: Formatting

Topic B: Quick Parts and Building Blocks

Topic C: Shared documents

Unit 4: New Excel features

Topic A: Larger worksheet size

Topic B: Charts and reports

Topic C: Table options

Topic D: PivotTables

Topic E: Excel Services

Unit 5: New PowerPoint features

Topic A: Dynamic Smart Art graphics

Topic B: Slide libraries

Topic C: Sharing presentations

Topic D: Custom layouts

Unit 6: New Outlook features

Topic A: Content management tools

Topic B: The To-Do Bar

Topic C: Shared content

Unit 7: New Access features

Topic A: Data features

Topic B: Reports