

MICROSOFT OFFICE 2007 NEW FEATURES- FULL DAY

WHO SHOULD ATTEND

Those with little or no experience using Office 2007 who would like to learn new features and changes to the MS Office Suite and are involved with the following:

- ◆ Word Processing
- ◆ Spreadsheet data analysis
- ◆ Presentations and graphics
- ◆ Information Management
- ◆ Databases

PREREQUISITES

A working knowledge of skills outlined in any previous MS Office Suite version or title is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student new features Microsoft's Office 2007, a powerful and popular software suite, with a main focus on changes in Word, Excel, PowerPoint, Outlook, and Access.

WHAT STUDENTS RECEIVE

Each student receives their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Office 2007 series classes such as Word, Excel, PowerPoint, Outlook, and Access to continue their training and learn more advanced concepts.

SKILLS LEARNED

- ◆ Overview of changes made to the Office Interface
- ◆ Office 2007 New Features
- ◆ The Office Button
- ◆ File formats
- ◆ Compatibility from past versions such as 03 or 97
- ◆ PDF and XPS
- ◆ New Options
- ◆ The Quick Access Toolbar
- ◆ The Ribbon, Groups, and Dialogue Box Launchers
- ◆ Contextual Ribbon Tabs
- ◆ Improved Status Bar
- ◆ Improved Illustrations
- ◆ Gallery Libraries
- ◆ Live Preview
- ◆ The Mini Toolbar
- ◆ Formatting and Styles
- ◆ Inserting Quick Parts
- ◆ Header & Footers
- ◆ Spreadsheet Improvements
- ◆ Table Enhancements
- ◆ Cell referencing changes
- ◆ Analyzing Data
- ◆ Improved Charting Features
- ◆ Enhanced Slide Themes
- ◆ Slide Masters
- ◆ SmartArt
- ◆ Transitions and Animations
- ◆ The Slide Show Options
- ◆ Instant Search
- ◆ Improved TO DO Bar
- ◆ RSS Feeds
- ◆ Color Categories
- ◆ Improved Calendar and Navigation Pane Views
- ◆ Database Templates
- ◆ Improved Object Views
- ◆ The Getting Started Page

COURSE OUTLINE

LESSON 1: Office 2007 New Features Overview

- ◆ The 2007 Interface
- ◆ Office Button
- ◆ Quick Access Toolbar
- ◆ The Ribbon

LESSON 2: New Features in Word 2007

- ◆ Insert Illustrations
- ◆ Gallery Libraries
- ◆ Working with Styles
- ◆ QuickParts & BuildingBlocks

LESSON 3: New Features in Excel 2007

- ◆ Spreadsheet Capacity
- ◆ Table Enhancements
- ◆ Formula References
- ◆ Charting

LESSON 4: New Features in PowerPoint 2007

- ◆ Slide Layouts & Themes
- ◆ SmartArt Graphics
- ◆ Customizing Slide Shows

- ◆ Photo Album

LESSON 5: New Features in Outlook 2007

- ◆ Instant Search
- ◆ The TO DO Bar
- ◆ RSS Feeds
- ◆ Color Categories

LESSON 6: New Features in Access 2007

- ◆ Field and Table Templates
- ◆ Improved Datasheet View
- ◆ Tabbed Objects
- ◆ Design & Analysis Tools