

Microsoft® Office 2007: New Features

Course length: 1.0 day(s)

Course Description

Having worked with the applications in Microsoft® Office 2003 you must also get to know the features present in the latest release of the application. Microsoft® Office 2007: New Features comes with enhanced features for improving the management, organization, and distribution of your data. In this course, you will work with the new and increased features in Office 2007.

Course Objective: You will work with the new and updated features of Microsoft Office 2007.

Target Student: Users with prior experience of previous versions of Microsoft Office suite who want to know the new features of Office 2007.

Prerequisites: Level 1 knowledge of prior versions of Microsoft Office suite of products (Excel, PPT, Word, Access, and Outlook).

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

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the various features across all the Microsoft® Office suite applications.
- create professional looking documents using Microsoft® Office Word® 2007.
- enhance your spreadsheets using Microsoft® Office Excel® 2007.
- create dynamic presentations using Microsoft® Office PowerPoint® 2007.
- familiarize yourself with the new features in Access 2007.
- familiarize yourself with the new features in Microsoft® Office Outlook® 2007.
- finalize files in Microsoft® Office 2007.

Course Content

Lesson 1: Getting Started with Microsoft® Office 2007

Topic 1A: Explore the User Interface

Topic 1B: Enhance Files

Topic 1C: Save Files

Lesson 2: Creating Professional-Looking Documents

Topic 2A: Apply a Cover Page

Topic 2B: Add Building Blocks

Topic 2C: Compare Reviewed Documents

Lesson 3: Enhancing Your Spreadsheets

Topic 3A: Organize Data

Topic 3B: Apply Conditional Formatting

Topic 3C: Apply a Formula

Topic 3D: Present Data

Lesson 4: Creating Dynamic Presentations

Topic 4A: Create Custom Slide Layouts

Topic 4B: Enhance Presentations with Graphic Effects

Topic 4C: Customize Slide Shows

Lesson 5: Working with Access 2007

Topic 5A: Create a Table

Topic 5B: Design a Form Layout

Topic 5C: Query a Database

Topic 5D: Generate Reports

Topic 5E: Work with External Data

Lesson 6: Working with Outlook 2007

Topic 6A: Locate Information Quickly

Topic 6B: Share Your Calendar Information

Topic 6C: Notify Others that You Will be Out Of Office

Topic 6D: Share Information Using Electronic Business Card

Topic 6E: Integrate Outlook with SharePoint Services

Topic 6F: Add RSS Feeds Through Outlook 2007

Lesson 7: Finalizing Files

Topic 7A: Protect Files

Topic 7B: Share Files