

Office 2007 New Features

1-day course
Course Code: B174A

Who should attend? This course is intended for new Microsoft Office 2007 users.

Prerequisites

An intermediate to advanced knowledge of all Microsoft Office applications would be beneficial.

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Explore the new user interface and learn about new features that are available in most Microsoft Office 2007 applications
 - Understand new end-user features of Microsoft Office Word 2007
 - Understand new end-user features of Microsoft Office Excel 2007
 - Understand new end-user features of Microsoft Office Outlook 2007
 - Understand new end-user features of Microsoft Office PowerPoint 2007
 - Understand new end-user features of Microsoft Office Access 2007
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Course Content

Microsoft Office 2007 Features

Exploring the Microsoft Office 2007 Interface; Understanding Microsoft Office 2007 File Formats; Publishing PDF and XPS Documents; Using the Document Information Panel; Using the Document Inspector; Applying and Creating Custom Themes; Inserting SmartArt; Using Quick Styles and Style Galleries; Creating Charts; Using the Shared Spelling Checker; Using Digital Signatures; Finalizing Documents; Using the Updated Help System; Exploring Collaborative Functionality

Microsoft Office Word 2007 Features

Counting Words Using the Status Bar; Exploring the Full Screen Reading View; Using Document Comparison; Using Building Blocks

Microsoft Office Excel 2007 Features

Increased Grid Size and Workbook Capacity; Resizing the Name Box and the Formula Bar; Using Page Layout View; Managing Named Ranges; Using Formula AutoComplete; Creating Excel Tables; Using Structured References in Table Formulas; Using Improved Conditional Formatting; Using Improved Sorting; Using Improved AutoFiltering; Using Improved PivotTables

Microsoft Office Outlook 2007 Features

Exploring the To Do Bar; Adding RSS Feeds; Using Instant Search; Using Color Categories; Previewing Attachments; Exploring New Week View; Improved Follow-up Flags and Task Integration; Exploring Electronic Business Cards; Sharing Calendar Snapshots; Using Calendar Overlays

Microsoft Office PowerPoint 2007 Features

Formatting Text; Applying Text and Shape Format Effects; Customizing Text and Shape Format Effects; Using the Selection Pane; Using the Presenter View; Creating Custom Slide Layouts

Microsoft Office Access 2007 Features

Updated Interface; Using the Multivalue Field and the Attachments Field; Creating Tables; Using the Layout View and the Report View; Grouping and Inserting Totals in Reports; Collecting Data Automatically Using Outlook 2007

