

Office 2007 Overview

- Audience** This course is appropriate for those who have taken the level one course for each application or have at least one year of experience with the features of Microsoft Office 2000/XP/2003 and Windows and want to learn the differences between these applications and Microsoft Office 2007.
- Description** This course uses instructor demonstration to familiarize students with the "common" differences between Office 2000/XP/2003 and Office 2007. The focus is to give an overview of the differences that are similar in all Office 2007 applications, so that these do not have to be explained in each individual application differences course. The topics covered include: common new features, as well as specific Word, Excel, PowerPoint and Outlook new features. This course is not hands-on.
- Objectives** Upon successful completion of the course, students should be able to:
- Common**
- Use the Ribbon to access commands
 - Use the Microsoft Office Button to control document files and set program options
 - Use and customize the Quick Access Toolbar
 - Display the Mini Toolbar and customize it for frequently used formatting commands
 - Apply gallery options
 - Use the Dialog Box Launchers to display dialog boxes for more control over results
 - Create an illustration with SmartArt
 - Discuss the benefits of the new XML file format
 - Effectively share files with previous versions of Office
 - Understand and use Live Preview
- Word**
- Apply a Quick Style,
 - Display the Styles pane and apply a style from the Styles Pane
 - Create and insert Quick Parts
 - Insert a Quick Table
 - Work with themes
- Excel**
- Apply conditional formatting
 - Effectively create and format tables and apply a table style
 - Apply new sorting and filtering tools
 - Create and format charts using new chart tools
 - Work with the new formula writing tools



PowerPoint

- Effectively insert and format tables
- Insert a Quick Table
- Apply a slide theme
- Edit slide colors, fonts, background, etc.
- Apply animations to slides and objects

Outlook

- Use the To-Do bar to keep track of upcoming tasks and appointments
- Insert a business card and calendar into an email message
- Work with tasks in the task area of the Calendar
- Create, edit, and customize electronic business cards
- Navigate through email messages, calendar appointments, contacts, and tasks, with the Previous/Next buttons
- Categorize email, calendar appointments, contacts, and tasks
- Change Outlook and item options

Length

2 hours

I. Office 2007 Common New Features

- A. The New User Interface
- B. The Microsoft Office Button
- C. The Quick Access Toolbar
- D. The Mini Toolbar
- E. The Ribbon
- F. Keyboard Navigation and Issuing Commands
- G. Achieving Formatting Results
- H. Using Illustrations
- I. XML File Format – Word, Excel, and PowerPoint

II. Word

- A. The Home Tab
- B. The Insert Tab
- C. The Page Layout Tab
- D. References and Mailings Tabs
- E. Review and View Tabs

III. Excel

- A. General Differences
- B. The Home Tab
- C. The Insert Tab
- D. The Page Layout Tab
- E. The Formulas Tab

- F. The formula bar
- G. The Data Tab
- H. The Review Tab
- I. The View Tab
- J. File Types
- K. New Limits

IV. PowerPoint

- A. General Differences
- B. The Home Tab
- C. The Insert Tab
- D. The Design Tab
- E. The Animations and Slide Show Tabs
- F. The Review Tab
- G. The View Tab
- H. Optional: Sharing Slides with the Library – SharePoint Server

V. Outlook

- A. Mail
- B. Calendar
- C. Contacts
- D. Tasks
- E. Outlook Options