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Learning Solutions



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Microsoft® Office 2007: New Features

Course Specifications

Software: Microsoft® Office 2007

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.

Hardware Requirements: For this course, you will have one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- 500 MHz processor or higher.
- 512 MB of RAM.
- 20 GB hard disk.
- CD-ROM drive.
- Mouse or other pointing device.
- 1024 x 768 resolution video card and monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- Printer (optional).
- Projection system to display the instructor's computer screen.

Software Requirements

- Microsoft® Windows® XP Professional with Service Pack 2
- Microsoft® Office Professional Edition 2007

Active Directory Domain Controller and Exchange Server

- Microsoft® Windows® Server 2003 x64 or Windows® Server 2003 R2 x64 Standard or Enterprise
- Microsoft® .NET™ Framework 2.0
- Microsoft® Management Console (MMC) 3.0
- Microsoft® Windows PowerShell™
- Microsoft® Active Directory®
- Active Directory Application Mode (ADAM) SP1
- Microsoft® Exchange Server 2007

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