



OFF07NF: Microsoft Office 2007 New Features

Course Title: OFF07NF: Microsoft Office 2007 New Features

Course Length: 1 day

Instructional Methodology: Instructor-led, computer lab with hands-on exercises

Course Description:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, covers those features of Microsoft Office 2007 that are new to the Office system. Students will learn about the Microsoft Office button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Dialog Box Launcher, the Document Information Panel, and the Mini toolbar. Students will also work with the XML file format and the macro and non-macro file formats. In addition, dedicated units for Word, Excel, PowerPoint, Outlook, and Access introduce the new features of each application.

Course Outline

Unit 1: The Office 2007 interface

- The Office Button menu
- The Ribbon
- The Mini toolbar
- The Quick Access toolbar and the Status bar

Unit 2: The Office XML file format

- The Office XML format
- Office XML format compatibility

Unit 3: New Word features

- Formatting
- Quick Parts and Building Blocks
- Shared documents

Unit 4: New Excel features

- Larger worksheet size
- Charts and reports
- Table options
- PivotTables
- Excel Services

Unit 5: New PowerPoint features

- Dynamic SmartArt graphics
- Slide libraries
- Sharing presentations
- Custom layouts

Unit 6: New Outlook features

- Content management tools
- The To-Do Bar
- Shared content