

Office 2007 – New Features

Course length: 1 day

Prerequisites: Windows or equivalent knowledge.

Course Objective: This course covers those features of Microsoft Office 2007 that were not included in any previous release of the Office suite or have been enhanced since Office 2003. New Office interface features include the Office Button Menu, the Ribbon, the mini toolbar, the Quick Access toolbar, the status toolbar, Office XML format. Also covered are new features of Word, Excel, PowerPoint, Outlook and Access.

Target Student: An experienced end user who has used Office 2000 or Office XP with basic knowledge of the applications, and needs to know the new features of Office 2007.

Prerequisites: Before taking this course, students are required to take the following courses or have equivalent knowledge: [Windows– Introduction](#), [Word 2003 – Introduction](#), [Excel 2003 – Introduction](#), [PowerPoint 2003 – Introduction](#), [Access 2003 – Introduction](#) and [Outlook 2003 – Introduction](#).

Course Content

Lesson 1: The Office 2007 Interface

- The Office Button Menu
- The Ribbon
- The Mini Toolbar
- The Quick Access Toolbar and the Status Bar

Lesson 2: The Office XML File Format

- The Office XML Format
- Office XML Format Compatibility

Lesson 3: New Word Features

- Formatting
- Quick Parts and Building Blocks
- Shared Documents

Lesson 4: New Excel Features

- Larger Worksheet Size
- Charts and Reports
- Table Options
- Pivot Tables
- Excel Services

Lesson 5: New PowerPoint Features

- Dynamic SmartArt Graphics
- Slide Libraries
- Sharing Presentations
- Custom Layouts

Lesson 6: New Outlook Features

- Content Management Tools
- The To-Do Bar
- Shared Content

Lesson 7: New Access Features

- Data Features
- Reports

If you have any questions about this course, please call CompuTrain at (713) 349-9186.