

Course Overview

In this 1-day course, you will receive an overview of what's new and different with the core Office 2007 products (Word, Excel, PowerPoint and Outlook). You will learn about the new interface that is part of this substantial upgrade, including the Ribbon and the new common buttons. You will also be introduced to the new features within each of the applications.

Course Preparation

Prerequisite Course: Experience with Office 2003 or Office 2002

Course Topics

Exploring the Office 2007 User Interface

- Using the Office Button
- Exploring the Ribbon
- Using the Quick Access Toolbar
- Using the Status Bar
- Saving Files in Different File Formats
- Using the Improved Help Features

What's New in Microsoft Word 2007

- Using the New Text Formatting Options
- Adding Preformatted Content with Building Blocks
- Applying Formats with QuickStyles
- Converting your Documents to PDF
- Word's Expanded Template Library

What's New in Microsoft Excel 2007

- More Rows and Columns, and other New Limits
- Office Themes and Excel Styles
- New Formula Writing Enhancements
- Improved Sorting and Filtering
- Table Enhancements
- New Look for Charts
- Easy-to-Use PivotTables

What's New in Microsoft PowerPoint 2007

- PowerPoint Themes and QuickStyles
- Designer-Quality SmartArt Graphics
- Quickly Converting Text Slides to Graphical Slides
- New and Improved Effects
- New Text Options
- New Presenter View

What's New in Microsoft Outlook 2007

- Instant Search
- Organizing with Color
- Attachment Previewing
- Improved Methods for Managing Daily Priorities
- Easily Share Information with others with Internet Calendars, Subscriptions and Calendar Snapshots