



# Upgrading to Microsoft® Office 2007

Non-Package Price: \$95

## Course Description:

In this course, you will discover the new features, enhancements, and improvements of Microsoft® Office 2007, Outlook 2007, Word 2007, and Excel 2007.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – .5 day

**Course Objectives:** You will connect to a database to extract data and present it as a report.

### Upon successful completion of this course, students will be able to:

- Explore the updated interfaces
- Navigate the new versions of Outlook, Word and Excel

**Prerequisites:** Office 2003 experience

**CPEs:** 3.5

Course Outline		
<p><b>Office 2007 Universal Improvements</b></p> <ul style="list-style-type: none"> <li>• New User interface               <ul style="list-style-type: none"> <li>• Menus and Toolbars</li> <li>• “Tab-and-Ribbon”</li> <li>• Quick Access Toolbar</li> <li>• Mini Toolbar</li> </ul> </li> <li>• New Features               <ul style="list-style-type: none"> <li>• Trust Center</li> <li>• PDF and XS Printing support</li> <li>• More control over status bar</li> </ul> </li> <li>• Consolidated Program options               <ul style="list-style-type: none"> <li>• Side bar navigation</li> <li>• Options box resizable</li> </ul> </li> </ul> <p><b>Excel 2007</b></p> <ul style="list-style-type: none"> <li>• New file formats</li> <li>• Office themes and Excel styles</li> <li>• Enhanced conditional formatting               <ul style="list-style-type: none"> <li>• Data bars</li> <li>• Color scales</li> <li>• Icon sets</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Formula enhancements               <ul style="list-style-type: none"> <li>• Resizable formula bar</li> <li>• Function Auto-Complete</li> </ul> </li> <li>• Name Manager</li> <li>• Worksheet tables</li> <li>• Improved charts</li> <li>• Page layout view</li> <li>• Smart Art</li> <li>• Improved Pivot Tables</li> <li>• New worksheet functions</li> </ul> <p><b>Word 2007</b></p> <ul style="list-style-type: none"> <li>• New file formats               <ul style="list-style-type: none"> <li>• .DOC/.DOCX/.DOCM</li> <li>• Files can be stored in older formats</li> </ul> </li> <li>• Building blocks               <ul style="list-style-type: none"> <li>• Create custom modules</li> </ul> </li> <li>• Improved spelling               <ul style="list-style-type: none"> <li>• Consistent across all applications</li> </ul> </li> <li>• Document inspector</li> <li>• Document finalizing               <ul style="list-style-type: none"> <li>• Prevent alterations/printing</li> </ul> </li> </ul>	<p><b>Outlook 2007</b></p> <ul style="list-style-type: none"> <li>• Find information               <ul style="list-style-type: none"> <li>• Instant search</li> <li>• Color categories</li> <li>• Attachment preview</li> <li>• Minimized Navigation Pane</li> </ul> </li> <li>• Manage Priorities               <ul style="list-style-type: none"> <li>• To-Do Bar</li> <li>• Flagging Mail</li> <li>• Task integration with calendar</li> </ul> </li> <li>• Connect across boundaries               <ul style="list-style-type: none"> <li>• SharePoint Services 3.0</li> <li>• Supports RSS feeds</li> <li>• Automatic account setup</li> <li>• Publish calendars to MS Office Online</li> <li>• InfoPath 2007 integration</li> <li>• Improved Out of Office Assistant</li> </ul> </li> <li>• Remain Safer and in control               <ul style="list-style-type: none"> <li>• Outlook email postmarks</li> <li>• Junkmail and Phishing protection</li> <li>• Email records repository</li> <li>• Information rights management</li> </ul> </li> </ul>