

# Microsoft Office 2007 New Features

Course Length: 1 Day

## Who should attend?

This course is intended for new Microsoft Office 2007 users.

## Prerequisites

A basic understanding of Microsoft Office applications.

## Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Explore the new user interface and learn about new features that are available in most Microsoft Office 2007 applications
- Understand new end-user features of Microsoft Office Word 2007
- Understand new end-user features of Microsoft Office Excel 2007
- Understand new end-user features of Microsoft Office Outlook 2007
- Understand new end-user features of Microsoft Office PowerPoint 2007
- Understand new end-user features of Microsoft Office Access 2007

## Course Content

### Microsoft Office 2007 Features

Exploring the Microsoft Office 2007 Interface ; Understanding Microsoft Office 2007 File Formats ; Publishing PDF and XPS Documents ; Using the Document Information Panel ; Using the Document Inspector ; Applying and Creating Custom Themes ; Inserting SmartArt ; Using Quick Styles and Style Galleries ; Creating Charts ; Using the Shared Spelling Checker ; Using Digital Signatures ; Finalizing Documents ; Using the Updated Help System ; Exploring Collaborative Functionality ;

### Microsoft Office Word 2007 Features

Counting Words Using the Status Bar ; Exploring the Full Screen Reading View ; Using Document Comparison ; Using Building Blocks ;

### Microsoft Office Excel 2007 Features

Increased Grid Size and Workbook Capacity ; Resizing the Name Box and the Formula Bar ; Using Page Layout View ; Managing Named Ranges ; Using Formula AutoComplete ; Creating Excel Tables ; Using Structured References in Table Formulas ; Using Improved Conditional Formatting ; Using Improved Sorting ; Using Improved AutoFiltering ; Using Improved PivotTables ;

### Microsoft Office Outlook 2007 Features

Exploring the To Do Bar ; Adding RSS Feeds ; Using Instant Search ; Using Color Categories ; Previewing Attachments ; Exploring New Week View ; Improved Follow-up Flags and Task Integration ; Exploring Electronic Business Cards ; Sharing Calendar Snapshots ; Using Calendar Overlays ;



### **Microsoft Office PowerPoint 2007 Features**

Formatting Text ; Applying Text and Shape Format Effects ; Customizing Text and Shape Format Effects ; Using the Selection Pane ; Using the Presenter View ; Creating Custom Slide Layouts ;

### **Microsoft Office Access 2007 Features**

Updated Interface ; Using the Multivalue Field and the Attachments Field ; Creating Tables ; Using the Layout View and the Report View ; Grouping and Inserting Totals in Reports ; Collecting Data Automatically Using Outlook 2007 ;

