

Microsoft Office 2007 – Excel, PowerPoint and Word

What's New?

(1 day course)



Target Student: This course is designed for experienced Excel, PowerPoint and Word users who have worked with earlier versions of Microsoft® Office, ideally Microsoft® Office 2003, and who have upgraded to Microsoft® Office 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Word, preferably 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, certain advanced new features are not covered in depth.

Course Content – Excel 2007

Lesson 1: Exploring the Excel Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Use Excel Galleries
- Topic 1E: Customize the Excel Interface

Lesson 2: Organizing Data

- Topic 2A: Explore the Enhancements to Excel 2007 Spreadsheets
- Topic 2B: Insert Tables
- Topic 2C: Format Tables

Lesson 3: Analyzing Data

- Topic 3A: Apply Conditional Formatting
- Topic 3B: Sort Data in a Spreadsheet
- Topic 3C: Filter Data in a Spreadsheet
- Topic 3D: Apply a Formula

Lesson 4: Presenting Data

- Topic 4A: Create Charts
- Topic 4B: Format Charts
- Topic 4C: Work with Illustrations
- Topic 4D: Create PivotTables and PivotCharts
- Topic 4E: Share Excel Charts
- Topic 4F: Save Data in Presentable Formats

Course Content – PowerPoint 2007

Lesson 1: Exploring the PowerPoint Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Use the PowerPoint Galleries
- Topic 1E: Customize the PowerPoint Interface

Lesson 2: Enhancing the Presentation Layouts

- Topic 2A: Create Custom Slide Layouts
- Topic 2B: Work with Themes

Lesson 3: Creating Dynamic Presentations

- Topic 3A: Apply Rich Text and Typography Effects
- Topic 3B: Enhance Presentations with Graphic Effects
- Topic 3C: Enhance Table Layout
- Topic 3D: Work with Charts

Lesson 4: Finalizing the Presentation

- Topic 4A: Customize Slide Shows
- Topic 4B: Secure Presentations
- Topic 4C: Save a Presentation

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Course Content – Word 2007

Lesson 1: Exploring the Word Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Use the Word Galleries
- Topic 1E: Customize the Word Interface

Lesson 2: Creating Professional-Looking Documents

- Topic 2A: Apply Styles
- Topic 2B: Apply Document Themes
- Topic 2C: Add Building Blocks
- Topic 2D: Work with Illustrations
- Topic 2E: Build an Equation
- Topic 2F: Add Citations and a Bibliography

Lesson 3: Finalizing Documents

- Topic 3A: Compare Reviewed Documents
- Topic 3B: Inspect Documents
- Topic 3C: Apply Digital Signatures
- Topic 3D: Save a Document