

OFFICE 2007: NEW FEATURES

Available Dates: **Call for Availability**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Course Description:

This course covers those features of Microsoft Office 2007 that are new to the Office system. Students will learn about the Microsoft Office button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Dialog Box Launcher, the Document Information Panel, and the Mini toolbar. Students will also work with the XML file format and the macro and non-macro file formats. In addition, dedicated units for Word, Excel, PowerPoint, Outlook, and Access introduce the new features of each application.

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Unit 1: The Office 2007 interface

Topic A: The Office Button menu

Topic B: The Ribbon

Topic C: The Mini toolbar

Topic D: The Quick Access toolbar and the Status bar

Unit 2: The Office XML file format

Topic A: The Office XML format

Topic B: Office XML format compatibility

Unit 3: New Word features

Topic A: Formatting

Topic B: Quick Parts and Building Blocks

Topic C: Shared documents

Unit 4: New Excel features

Topic A: Larger worksheet size

Topic B: Charts and reports

Topic C: Table options

Topic D: PivotTables

Topic E: Excel Services

Unit 5: New PowerPoint features

Topic A: Dynamic SmartArt graphics

Topic B: Slide libraries

Topic C: Sharing presentations

Topic D: Custom layouts

Unit 6: New Outlook features

Topic A: Content management tools

Topic B: The To-Do Bar

Topic C: Shared content

Unit 7: New Access features

Topic A: Data features

Topic B: Reports