

Course overview



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Office 2007 New Features

(s693eng, 1-day)

Overview

This one-day 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.

Objectives

- Use the Office 2007 user interface, including the Microsoft Office Button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Dialog Box Launcher, the Document Information Panel, the Mini toolbar, and the Quick Access toolbar.
- Discuss the benefits of the XML file format, save files to older Office formats, use macro and non-macro file formats, and discuss file converters available for older versions of Office applications.
- Use Word features, including styles, themes, and Quick Parts; compare two versions of a document, and save Word files to a static format, such as XPS or PDF.
- Use new Excel features, including charts and reports, table options, structured referencing, and PivotTables.
- Use new PowerPoint features, including SmartArt graphics, slide libraries, presentation sharing features, and slide formatting.
- Use new Outlook features, including Instant Search, Color Categories, attachment previews, RSS feeds, the To-Do Bar, Internet calendars, calendar snapshots, and electronic business cards.
- Use new Access features, such as tabbed windows, lookup fields, attachment data types, e-mail data collection, Layout view, and sorting, filtering, and grouping report data.

Contents

- **The Office 2007 interface** • The Office Button menu • The Ribbon • The Mini toolbar • The Quick Access toolbar and the Status bar
- **The Office XML file format** • The Office XML format • Office XML format compatibility
- **New Word features** • Formatting • Quick Parts and Building Blocks • Shared documents
- **New Excel features** • Larger worksheet size • Charts and reports • Table options • PivotTables • Excel Services

- **New PowerPoint features** • Dynamic SmartArt graphics • Slide libraries • Sharing presentations • Custom layouts
- **New Outlook features** • Content management tools • The To-Do Bar • Shared content
- **New Access features** • Data features • Reports

Who should attend?

Before taking this course, you should have some experience using the applications in a previous version of Microsoft Office—preferably Microsoft Office 2003. You'll get the most out of this course if your goal is to become familiar with new features introduced in Word, Excel, PowerPoint, Outlook, and Access for Office 2007.

Prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows XP: Basic or Windows Vista: Basic and Basic-level courses for all Office 2003 programs, including Word, PowerPoint, Excel, Outlook, and Access.

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