

New Features of Office 2007

Word/Excel/PowerPoint/Access/Outlook

SSA903: Two days; Instructor-led

Course Outline Summary

Office 2007 Overview

- Using the Ribbon
- Tabs – Groups – Commands
- Live Preview
- Quick Access Toolbar
- Microsoft Office Button
- Keyboard Shortcuts
- Using Help
- New File Format
- File Conversion / Version Compatibility

New Features of Word 2007

- Opening and Saving documents
- The Home Tab
- Contextual Tabs
- Page Layout / Views
- Themes
- Styles
- Mini Toolbar
- Header and Footer
- Tables
- Pictures
- Smart Art
- Word Options

New Features of Excel 2007

- Opening and Saving Spreadsheets
- Alignment options
- Using worksheets
- Headers & Footers
- Formula Tab
- Lists
- Conditional Formatting
- Working with Charts
- Pivot Tables

New Features of PowerPoint 2007

- Opening and Saving Presentations
- Views
- Slide Designs and backgrounds
- Slide Layouts
- Word Art
- Smart Art
- Shapes and Pictures
- Charts
- Animations
- Transitions

New Features of Access 2007

- Creating and Saving Databases
- Creating and Editing Tables
- Table relationships
- Queries
- Forms / Reports

New Features of Outlook 2007

- Creating and Sending messages
- Attachments
- The To-Do bar
- New Calendar Look
- New Contacts Look