

Office 2007 Integration + CertBlaster

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Course Length: 1-day (6+ hours)

Prerequisites: *Windows XP: Level 1, Word 2007: Level 1, Excel 2007: Level 1, PowerPoint 2007: Level 1, Access 2007: Level 1, and Outlook 2007: Level 1, or equivalent experience*

What's in Office 2007 Integration + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, is designed to give students proficiency in using those features that are shared across the Office 2007 suite, as well as how to use Office programs in combination with each other. For example, students will embed Excel data in PowerPoint, link Access data to an Excel file, use a Word outline to create a presentation, and import Access data into Outlook. They will also learn how to use proofing tools, publish Office documents to the Web, and work with XML data. Comes with CertBlaster pre- and post-assessment software (download).

Topic-Level Outline

Unit 1 : Shared Office features

Topic A: * Proofing tools

- A-1: Adding words to the shared custom dictionary
- A-2: Working with AutoCorrect

Topic B: * Clipboard

- B-1: Collecting multiple items
- B-2: Creating a presentation from collected items

Topic C: * Graphics

- C-1: Inserting clip art
- C-2: Creating a SmartArt graphic
- C-3: Copying and modifying the SmartArt graphic

Unit 2 : Embedded content

Topic A: * Embedding content

- A-1: Embedding a document as an object
- A-2: Editing an embedded object
- A-3: Dragging to embed a document
- A-4: Embedding specific content

Topic B: * Creating scrap files

- B-1: Creating a worksheet scrap file on the desktop
- B-2: Embedding a scrap file object in a document

Unit 3 : Linked content

Topic A: * Linking content

- A-1: Linking a document as an object
- A-2: Using Paste Special to create a link
- A-3: Using Paste Options to link Excel content
- A-4: Linking Access data to an Excel file
- A-5: Retrieving specific data from an Access database

Topic B: * Manipulating linked content

- B-1: Editing linked objects
- B-2: Editing linked Excel content in a Word document
- B-3: Editing linked Access data

Unit 4 : Office document integration

Topic A: * Documents linked with hyperlinks

- A-1: Creating a hyperlink
- A-2: Using Paste as Hyperlink

Topic B: * Documents based on other documents

- B-1: Creating a presentation from a Word outline
- B-2: Exporting Excel data to a text file
- B-3: Importing a text file into an Excel workbook
- B-4: Exporting a Word document as a PDF file

Topic C: * SharePoint Services

- C-1: Discussing the Document Workspace
- C-2: Discussing the Meeting Workspace

Unit 5 : Web features

Topic A: * Web pages

- A-1: Previewing a Word document as a Web page
- A-2: Saving a document as a Web page
- A-3: Editing an HTML document in Word
- A-4: Publishing an Excel workbook as a Web page
- A-5: Publishing a presentation for the Web

Topic B: * Web hyperlinks

- B-1: Inserting and editing hyperlinks

Unit 6 : Outlook integration

Topic A: * Documents and e-mail

- A-1: Sending a Word document as an attachment

A-2: Sending a Word document in the body of a message

A-3: Sending an Excel worksheet for review

A-4: Replying to a review request

A-5: Viewing the reviewer's comments

Topic B: * Journal integration

B-1: Recording Word document usage manually

B-2: Using the timer to track file usage

Topic C: * Address book integration

C-1: Creating contacts by importing an Access database

C-2: Using a Contacts folder in a mail merge

Topic D: * Smart tags and Outlook integration

D-1: Inserting an address using smart tags

D-2: Adding a new contact from Word

D-3: Opening your Calendar from a Word document

Unit 7 : XML integration

Topic A: * Exporting and importing XML data

A-1: Using the XML Source pane

A-2: Importing XML data into a workbook

A-3: Exporting data from a workbook to an XML data file

A-4: Deleting an XML map