

## Office 2007: New Features + CertBlaster

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**Course Length:** 1-day (6+ hours)

**Prerequisites:** Word 2003: Level 1, Excel 2003: Level 1, PowerPoint 2003: Level 1, Access 2003: Level 1, and Outlook 2003: Level 1, or equivalent experience

### What's in Office 2007: New Features + CertBlaster:

This ILT Series manual covers those features of Microsoft Office 2007 that were not included in any previous release of the Office suite or have been enhanced since Office 2003. New Office interface features include the Office Button Menu, the Ribbon, the mini toolbar, the Quick Access toolbar, the status toolbar, Office XML format. Also covered are new features of Word, Excel, PowerPoint, Outlook and Access.

### Topic-Level Outline

#### Unit 1 : The Office 2007 interface

*Topic A: \* The Office Button menu*

- A-1: Viewing Office Button commands
- A-2: Changing the application options

*Topic B: \* The Ribbon*

- B-1: Using the Ribbon
- B-2: Using contextual Ribbon tabs
- B-3: Using Live Preview
- B-4: Using the Dialog Box Launcher
- B-5: Using the Document Information Panel
- B-6: Finishing a document

*Topic C: \* The Mini toolbar*

- C-1: Using the Mini toolbar
- C-2: Hiding the Mini toolbar

*Topic D: \* The Quick Access toolbar and the Status bar*

- D-1: Positioning the Quick Access toolbar
- D-2: Adding a command to the Quick Access toolbar
- D-3: Using the Customize settings
- D-4: Using the Status bar

#### Unit 2 : The Office XML file format

*Topic A: \* The Office XML format*

- A-1: Discussing benefits of the Office XML format

*Topic B: \* Office XML format compatibility*

- B-1: Saving files to older Office formats
- B-2: Comparing Office 2007 to Office 2003 file sizes
- B-3: Using macro formats
- B-4: Discussing converters for previous Office releases

#### Unit 3 : New Word features

*Topic A: \* Formatting*

- A-1: Formatting content by using the Styles gallery
- A-2: Creating and formatting charts in Word
- A-3: Adding and formatting a shape
- A-4: Applying themes

*Topic B: \* Quick Parts and Building Blocks*

- B-1: Accessing Quick Parts
- B-2: Using the Building Blocks Organizer
- B-3: Adding custom Quick Parts

*Topic C: \* Shared documents*

- C-1: Discussing workflows
- C-2: Comparing two versions of a document
- C-3: Saving a file as a static document

#### Unit 4 : New Excel features

*Topic A: \* Larger worksheet size*

- A-1: Discussing worksheet size

*Topic B: \* Charts and reports*

- B-1: Creating a chart
- B-2: Adding a chart title
- B-3: Modifying the chart format
- B-4: Changing the page layout and adding print titles
- B-5: Adding a header

*Topic C: \* Table options*

- C-1: Creating and formatting a table
- C-2: Working with Table AutoExpansion
- C-3: Applying structured referencing
- C-4: Creating and using table names
- C-5: Creating functions with [#ThisRow]

*Topic D: \* PivotTables*

D-1: Creating and formatting PivotTables

*Topic E: \* Excel Services*

E-1: Discussing Excel Services for online sharing

#### Unit 5 : New PowerPoint features

*Topic A: \* Dynamic SmartArt graphics*

- A-1: Converting a bulleted list to SmartArt
- A-2: Formatting diagrams

*Topic B: \* Slide libraries*

- B-1: Discussing SharePoint Server 2007

*Topic C: \* Sharing presentations*

- C-1: Saving as a static document
- C-2: Discussing presentation review processes
- C-3: Discussing digital signatures

*Topic D: \* Custom layouts*

- D-1: Creating custom slide layouts
- D-2: Applying themes to a presentation

#### Unit 6 : New Outlook features

*Topic A: \* Content management tools*

- A-1: Using Instant Search
- A-2: Organizing content by using Color Categories
- A-3: Previewing an attachment
- A-4: Subscribing to RSS feeds

*Topic B: \* The To-Do Bar*

- B-1: Flagging a message
- B-2: Adding a new task to the To-Do Bar

*Topic C: \* Shared content*

- C-1: Discussing Internet calendar publishing
- C-2: Creating calendar snapshots
- C-3: Creating an electronic business card
- C-4: Inserting and sending a business card
- C-5: Discussing Exchange Server collaboration

#### Unit 7 : New Access features

*Topic A: \* Data features*

- A-1: Using the document window
- A-2: Preparing to use the Lookup wizard
- A-3: Creating a Lookup list field
- A-4: Using the Attachment data type
- A-5: Collecting data via e-mail

*Topic B: \* Reports*

- B-1: Using Layout view to modify reports
- B-2: Sorting and filtering reports
- B-3: Grouping report data