

Office 2007: Web Components and Collaboration + CertBlaster

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Duration: One day

Description:

This ILT series course introduces students to the Web integration features of Microsoft Office 2007. Students will learn basic facts about the Internet, how HTML works, and how to publish a site by using FTP. They'll learn to turn documents and workbooks into Web pages, how to share documents while tracking and restricting changes, and learn how to merge revisions and work with comments. Students will also work with the Web Options dialog box, create a presentation for a Word outline, explored Outlook integration features, and published documents to a SharePoint site.

Prerequisites: Windows XP: Basic, Word 2007: Basic, Excel 2007: Basic, PowerPoint 2007: Basic, Access 2007, and Outlook 2007: Basic, or equivalent experience

Topic-Level Outline

Unit 1 : The World Wide Web

*Topic A: * Internet basics*

A-1: Discussing the Web and HTML

*Topic B: * Web site publishing*

B-1: Discussing Web publishing

Unit 2 : Word Web and collaboration components

*Topic A: * Web pages*

A-1: Previewing a document as a Web page

A-2: Saving a document as a Web page

A-3: Opening an HTML document in a browser

A-4: Editing an HTML document in Word

*Topic B: * Hyperlinks*

B-1: Inserting a hyperlink

B-2: Navigating with hyperlinks

*Topic C: * Shared documents*

C-1: Tracking changes while editing

C-2: Reviewing and accepting revisions

C-3: Viewing changes by different reviewers

C-4: Restricting edits to tracked changes

C-5: Merging revisions

*Topic D: * Working with comments*

D-1: Inserting comments

D-2: Printing comments

D-3: Deleting a comment

*Topic E: * Static documents*

E-1: Saving as a static document

Unit 3 : PowerPoint Web and collaboration components

*Topic A: * Publish a presentation*

A-1: Saving a presentation as a Web page

A-2: Setting Web options

A-3: Publishing a presentation

A-4: Viewing a presentation online

*Topic B: * Presentations from outlines*

B-1: Creating a presentation from a Word outline

Unit 4 : Excel Web components

*Topic A: * Saving workbooks as Web pages*

A-1: Making Web commands available

A-2: Saving a workbook as a Web page

A-3: Using the Publish as Web Page dialog box

A-4: Updating a published spreadsheet

*Topic B: * Hyperlinks*

B-1: Inserting and editing hyperlinks

*Topic C: * Sending workbooks via e-mail*

C-1: Using e-mail to share a workbook

Unit 5 : Access Web components

*Topic A: * Hyperlink fields*

A-1: Creating a hyperlink field

A-2: Inserting data in a hyperlink field

A-3: Modifying data in a hyperlink field

*Topic B: * Working with Outlook 2007*

B-1: Collecting data via e-mail

Unit 6 : Outlook integration

*Topic A: * Sending documents via 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 time

*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 by using smart tags

D-2: Adding a new contact from Word

D-3: Opening your Calendar from a Word document

Unit 7 : Office collaboration

*Topic A: * SharePoint workflows*

A-1: Using workflows

*Topic B: * SharePoint workspace*

B-1: Editing shared documents

B-2: Creating an e-mail alert

B-3: Adding documents to a SharePoint site

*Topic C: * Excel lists*

C-1: Publishing an Excel table on a SharePoint server

*Topic D: * Access lists*

D-1: Publishing an Access table on a SharePoint server