

Office 2007: New Features

Topic-Level Outline

Days: 1

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

Unit 1: The Office 2007 interface

Topic A: The Office Button menu

Topic B: The Ribbon

Topic C: The Mini toolbar

Topic D: The Quick Access toolbar and the Status bar

Unit 2: The Office XML file format

Topic A: The Office XML format

Topic B: Office XML format compatibility

Unit 3: New Word features

Topic A: Formatting

Topic B: Quick Parts and Building Blocks

Topic C: Shared documents

Unit 4: New Excel features

Topic A: Larger worksheet size

Topic B: Charts and reports

Topic C: Table options

Topic D: PivotTables

Topic E: Excel Services

Unit 5: New PowerPoint features

Topic A: Dynamic SmartArt graphics

Topic B: Slide libraries

Topic C: Sharing presentations

Topic D: Custom layouts

Unit 6: New Outlook features

Topic A: Content management tools

Topic B: The To-Do Bar

Topic C: Shared content

Unit 7: New Access features

Topic A: Data features

Topic B: Reports