



Computer Consultants Corporation

Office 2007

New Features

Length of course: 1 class day (6 hours)

Objective(s): Students will be able to examine, explore, and use the new interface components of Word, Excel and PowerPoint 2007.

Prerequisites: Some experience using Word, Excel and PowerPoint 2003 is required.

WORD

Exploring the Word Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the Word Galleries
- Customize the Word Interface

Creating Professional-Looking Documents

- Apply Styles
- Apply Document Themes
- Add Building Blocks
- Work with Illustrations
- Build an Equation
- Add Citations and a Bibliography

Finalizing Documents

- Compare Reviewed Documents
- Inspect Documents
- Apply Digital Signatures
- Save a Document

EXCEL

Exploring the Excel Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the Excel Galleries
- Customize the Excel Interface

Organizing Data

- Explore the Enhancements in Excel 2007 Spreadsheets
- Insert Tables
- Format Tables

Analyzing Data

- Apply Conditional Formatting
- Sort Data in a Spreadsheet
- Filter Data in a Spreadsheet
- Apply a Formula

Presenting Data

- Create Charts
- Format Charts
- Work with Illustrations
- Create PivotTables and PivotCharts
- Share Excel Charts
- Save Data in Presentable Formats

PowerPoint

Exploring the PowerPoint Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the PowerPoint Galleries
- Customize the PowerPoint Interface

Enhancing the Presentation Layouts

- Create Custom Slide Layouts
- Work with Themes

Creating Dynamic Presentations

- Apply Rich Text and Typography Effects
- Enhance Presentations with Graphic Effects
- Enhance Table Layout
- Work with Charts

Finalizing the Presentation

- Customize Slide Shows
- Secure Presentations
- Save a Presentation