



Office 2007 Upgrade Class

This course covers the new features and major differences between older versions of Office and Office 2007.

Office 2007 Overview

- What's New in Office 2007
- Windows Vista's effect on Office 2007
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Contextual Menus and the Mini Toolbar
- Using the Open and Save Dialog Boxes
- Saving as PDF
- Using the Document Inspector
- Using the Compatibility Checker
- Adding a Digital Signature
- Using Help

Excel 2007

- What's New in Excel 2007
- Understanding the Excel Program Screen
- Using Cell Styles
- Using Document Themes
- Applying Conditional Formatting
- Creating a Chart
- Applying Built-in Chart Layouts and Styles
- Using Chart Templates
- Viewing a Workbook
- Sharing a Workbook
- Creating a Table, Using Table Style and Options
- Creating and Deleting Custom Table Styles
- Convert or Delete a Table
- Creating a PivotTable
- Filtering and Sorting a PivotTable
- Working with PivotTable Layouts

Outlook 2007

- What's New in Outlook 2007
- Understanding the Outlook 2007 Program Screen
- Understanding the Message Window
- Viewing the To-Do Bar

Upgrade Topics



Computer Technology Solutions

Using Color Categories
Opening an Attachment
Using Instant Search
Refining a Search
Using the Calendar
Creating Appointments and Events
Creating and Responding to Meeting Requests

PowerPoint 2007

What's New in PowerPoint 2007
Understanding the PowerPoint 2007 Program Screen
Using Document Themes
Formatting Pictures and Graphics
Formatting Shapes
Applying Special Effects
Inserting SmartArt
Working with and Formatting SmartArt Elements
Converting Slide Text into SmartArt
Using Presenter View

Word 2007

What's New in Word 2007
Understanding the Word 2007 Program Screen
Viewing a Document
Using Quick Style Sets
Creating a New Quick Style Set
Applying Document Themes
Creating New Theme Colors and Fonts
Save a New Document Theme
Formatting Pictures
Formatting Shapes
Using Quick Tables
Using Mail Merge
Using Citations and Bibliographies
Inserting SmartArt
Working with SmartArt Elements
Formatting SmartArt
Creating Building Blocks
Using Building Blocks