

Course:

Microsoft[®] Office Excel[®] 2007: New Features

Course Specifications

Duration: 0.5 day(s)

Course Description

You have worked with Microsoft[®] Office Excel[®] 2003, and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft[®] Office Excel[®] 2007.

Course Objective: You will be introduced to the new features in Microsoft Office Excel 2007.

Target Student: This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who have upgraded to Microsoft Office Excel 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Excel, preferably 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the new and enhanced Microsoft Office Excel 2007 environment.
- organize data in Excel worksheets using enhanced tables and table formats.
- analyze Excel data by applying enhanced conditional formatting, and generate specific information using the sort and filter options.
- present Excel data using enhanced charts and illustrations, as well as work with the enhanced options of PivotTables and PivotCharts for conducting selective analysis.

Course Content

Lesson 1: Exploring the Excel Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Use the Excel Galleries
- Topic 1E: Customize the Excel Interface

Lesson 2: Organizing Data

- Topic 2A: Explore the Enhancements in Excel 2007 Spreadsheets
- Topic 2B: Insert Tables
- Topic 2C: Format Tables

Lesson 3: Analyzing Data

- Topic 3A: Apply Conditional Formatting
- Topic 3B: Sort Data in a Spreadsheet
- Topic 3C: Filter Data in a Spreadsheet
- Topic 3D: Apply a Formula

Lesson 4: Presenting Data

- Topic 4A: Create Charts
- Topic 4B: Format Charts
- Topic 4C: Work with Illustrations
- Topic 4D: Create PivotTables and PivotCharts
- Topic 4E: Share Excel Charts
- Topic 4F: Save Data in Presentable Formats

Course:**Microsoft® Office Word 2007: New Features**

Duration: 0.5 day(s)

Course Description

In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features, user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features available in Microsoft Office Word 2007.

Course Objective: You will explore the components of the results-oriented interface of the Word environment and customize the interface to suit your requirements. You will then use the tools available in Word 2007 to create documents that look professional and also visually appealing. You will then compare different versions of a document, in addition to finalizing and securing your document before it reaches its target audience.

Target Student: This course is designed for experienced Word users who have worked with earlier versions of Microsoft® Office Word, ideally Microsoft® Office Word 2003, and who have upgraded to Microsoft Office Word 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Word, preferably 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the components of the results-oriented interface of the Word environment.
- use the tools available in Word 2007 to create professional-looking documents.
- finalize and secure a document.

Course Content**Lesson 1: Exploring the Word Environment**

Topic 1A: Explore the User Interface
Topic 1B: Work with the Ribbon
Topic 1C: Work with Contextual Tabs
Topic 1D: Use the Word Galleries
Topic 1E: Customize the Word Interface

Lesson 2: Creating Professional-Looking Documents

Topic 2A: Apply Styles
Topic 2B: Apply Document Themes
Topic 2C: Add Building Blocks
Topic 2D: Work with Illustrations
Topic 2E: Build an Equation
Topic 2F: Add Citations and a Bibliography

Lesson 3: Finalizing Documents

Topic 3A: Compare Reviewed Documents
Topic 3B: Inspect Documents
Topic 3C: Apply Digital Signatures
Topic 3D: Save a Document

Course:**Microsoft® Office PowerPoint® 2007: New Features**

Duration: 0.5 day(s)

Course Description

You have worked with Microsoft® Office PowerPoint® 2003 (or earlier) to create presentations. PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. In this course, you will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.

Course Objective: You will explore the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. You will identify and use the new and enhanced features of PowerPoint 2007 to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it with a digital signature to authenticate its validity.

Target Student: This course is designed for experienced PowerPoint users who have worked with earlier versions of Microsoft® Office PowerPoint®, ideally Microsoft® Office PowerPoint® 2003, and who have upgraded to Microsoft® Office PowerPoint® 2007.

Prerequisites: Students enrolling in this course should understand how to use a version of PowerPoint, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the new interface components of PowerPoint and customize the PowerPoint environment.
- enhance a presentation by applying custom layouts and themes.
- create dynamic presentations by applying advanced text and graphic effects.
- finalize a presentation by customizing slide shows, securing the presentation, and saving the presentation.

Course Content**Lesson 1: Exploring the PowerPoint Environment**

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Use the PowerPoint Galleries
- Topic 1E: Customize the PowerPoint Interface

Lesson 2: Enhancing the Presentation Layouts

- Topic 2A: Create Custom Slide Layouts
- Topic 2B: Work with Themes

Lesson 3: Creating Dynamic Presentations

- Topic 3A: Apply Rich Text and Typography Effects
- Topic 3B: Enhance Presentations with Graphic Effects
- Topic 3C: Enhance Table Layout
- Topic 3D: Work with Charts

Lesson 4: Finalizing the Presentation

- Topic 4A: Customize Slide Shows
- Topic 4B: Secure Presentations

Course:**Microsoft[®] Office Access[™] 2007: New Features**

Duration: 0.5 day(s)

Course Description

You have worked with Microsoft[®] Office Access[™] 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft[®] Office Access[™] 2007.

Course Objective: You will explore and use the new and enhanced features of Microsoft[®] Office Access[™] 2007.

Target Student: This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the Microsoft Office Access 2007 interface.
- work with tables and forms.
- create queries and reports using the enhanced features of Access 2007.
- work with external data.

Course Content**Lesson 1: Exploring the Access Environment**

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Customize the Access Environment

Lesson 2: Creating Tables and Forms

- Topic 2A: Create a Table
- Topic 2B: Create a Form
- Topic 2C: Design a Form Layout

Lesson 3: Creating Queries and Reports

- Topic 3A: Query a Database
- Topic 3B: Generate Reports
- Topic 3C: Format a Report

Lesson 4: Working with External Data

- Topic 4A: Import Data
- Topic 4B: Export Data