

**Course Outline:** Office 2007-New Features

**Learning Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day/ 8 hrs

**Outline:**

**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

**Topic A:** Content management tools  
**Topic B:** The To-Do Bar  
**Topic C:** Shared content

**Unit 2: The Office XML file format**

**Topic A:** The Office XML format  
**Topic B:** Office XML format compatibility

**Unit 7: New Access features**

**Topic A:** Data features  
**Topic B:** Reports

**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 Smart Art graphics  
**Topic B:** Slide libraries  
**Topic C:** Sharing presentations  
**Topic D:** Custom layouts

**Unit 6: New Outlook features**

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