

**Soft-Train**



At Soft-Train  
Technology Works

# Updating to Microsoft Office 2007 (1 Day) ST85074

**COURSE GOAL:** To provide the student with the basic knowledge of the changes between Microsoft Office 2003 and Microsoft Office 2007.

**PREREQUISITES:** None.

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Utilize the changes and improvements in Microsoft Office Access 2007
- Utilize the changes and improvements in Microsoft Office Excel 2007
- Utilize the changes and improvements in Microsoft Office Outlook 2007
- Utilize the changes and improvements in Microsoft Office PowerPoint 2007
- Utilize the changes and improvements in Microsoft Office Word 2007

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Do you know the changes made in Office 2007
<input type="checkbox"/>	<input type="checkbox"/>	Can you understand the Office 2007 Menu system
<input type="checkbox"/>	<input type="checkbox"/>	Can you create a Pivot Table in Office 2007
<input type="checkbox"/>	<input type="checkbox"/>	Does Office 2007 have a translation capability
<input type="checkbox"/>	<input type="checkbox"/>	Is the Menu System in Outlook 2003 the same as Outlook 2007

If you answered NO to three or more of these questions, you should attend this class

**KEY TOPICS:**

**I. Introduction to Office 2007**

- A. Office Ribbon Bar
- B. The Office Button
- C. New File Formats
- D. Getting Help

**II. Word 2007**

- A. Word Ribbon Bars
- B. Sharing a Document by Tracking Changes
- C. Building Blocks
- D. Publishing a Document

**III. Excel 2007**

- A. Excel Ribbon Bar
- B. Working with the New Charts
- C. Working with Pivot Tables
- D. Integrating External Files

**IV. Outlook 2007**

- A. Outlook Ribbon Bar
- B. Outlook Management Tools (One Note)
- C. Protecting Your Personal Folders

**V. PowerPoint 2007**

- A. PowerPoint Ribbon Bar
- B. Protecting Your Presentation
- C. Saving in PDF Format

**VI. Access 2007**

- A. Access Ribbon Bar
- B. Interactive Report Design
- C. Importing Data
- D. Securing Your Database