



Course Outline

Microsoft® Office 2007: New Features

Microsoft® Office Excel® 2007: New Features

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 Outline

Microsoft® Office Word 2007: New Features

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 Outline

Microsoft® Office PowerPoint® 2007: New Features

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
- Topic 4C: Save a Presentation