

# What's New in Office 2007

## **OFFICE 2007 OVERVIEW**

- Office 2007: What's New Overview
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using Contextual Menus and the Mini Toolbar
- Using the Open and Save Dialog Boxes
- Saving as PDF or XPS
- Using the Document Inspector
- Using the Compatibility Checker
- Adding a Digital Signature
- Using Microsoft Office Diagnostics
- Using Help

## **ACCESS 2007**

- The Getting Started Page and Opening a Database
- What's New in Access 2007
- Understanding the Access Program Screen
- Working with Database Objects
- Creating a New Database
- Creating a Table
- Converting an Access Database
- Creating and Using a Form
- Understanding Form Views
- Modifying a Form in Layout View
- Working in Layout View
- Adding Pictures, Lines and Gridlines
- Working with Number Formatting

## **EXCEL 2007**

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

- Creating a PivotTable
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt

## **OUTLOOK 2007**

- What's New in Outlook 2007
- Understanding the Outlook 2007 Program Screen
- Understanding the Message Window
- Viewing the To-Do Bar
- Using Color Categories
- Opening an Attachment
- Using Instant Search
- Refining a Search
- Adding RSS Feeds
- Viewing RSS Feeds
- Using Instant Messaging in Outlook

## **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 SmartArt Elements
- Formatting SmartArt
- Converting Slide Text into SmartArt
- Using Presenter View

## **WORD 2007**

- What's New in Word 2007
- Viewing a Document
- Using Quick Style Sets
- Creating a New Quick Style Set
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Save a New Document Theme
- Formatting Pictures
- Formatting Shapes
- Using Quick Tables
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt