



New & Approved Office 2007

DESCRIPTION	Become familiar with what is new and improved in Word, Outlook, PowerPoint and Excel. Designed to assist your staff in understanding the benefits of the new interface and features. Issues and procedures on sharing files with lower versions are stressed.
WHO SHOULD ATTEND	Trainers, User Support Staff, Document Specialists and Help Desk Staff. All attendees should be familiar with all features, basic to advanced in earlier versions.
DURATION	1.5 Days

Agenda

THE OFFICE INTERFACE

THE ENVIRONMENT

The Ribbon – using the components (tabs, groups, buttons, and the dialogue launcher), hiding the ribbon

The Office Button – the new “file” menu.

A look at galleries – overview, working with the live preview.

The Mini Toolbar – to display or not?

Keyboard Shortcuts

CUSTOMIZING THE ENVIRONMENT

Quick Access Toolbar – moving and adding to, firm standard.

Option Settings

The Status Bar

PDF OPTIONS

WORD 2007

GENERAL

Word Options – recommended settings, working with live preview, and new paste options.

CHANGES TO THE STYLE ENVIRONMENT

Applying styles – using style task pane, style dialogue box

Quick Styles – adding/removing in documents, and standards, creating and using style sets.

Managing styles – where is the organizer, using the style inspector (review formatting task pane)

BULLETS AND OUTLINE NUMBERING

Changes to creation and modifications.

DOCUMENT PARTS

Where is AutoText – using Quick Parts, how are they defined, standards.

Document parts – cover pages, table of contents, signature lines.

Graphics – quick overview of Smart Art, relationship to Themes, Watermarks, borders and page colour.

DOCUMENT REVIEW

Working with comments and track changes – what’s new, compatibility issues.

TEMPLATES

New formats, macro templates, conversion issues from lower versions

FILE MANAGEMENT

Inspecting a document – for Metadata and document properties

Is my document compatible – checking for issues in lower versions

Discussion on using Compatibility mode.

File formats – advantage to using XML format, macro files.



OUTLOOK

THE NEW INTERFACE

Customizing

Using the Ribbon – Email, creating contacts, etc.
Organizing with colour categories and flags

Using the To-Do Bar

Improved Out-of-Office rules – setting up

CHANGES TO THE CALENDAR

Improved scheduling, calendar snapshots, calendar overlay mode

MISCELLANEOUS

Attachment Preview, adding tasks to the calendar, creating your own electronic business card, sharing information

USING INSTANT SEARCH

EXCEL

THE NEW INTERFACE

Customizing

NEW CAPABILITIES

Increased performance and row and column capabilities

FORMATTING AND WORKING WITH DATA

Selection, styles, formatting tables, chart tools, adding headers and footers in the page layout view

FORMULAS

Working with the formula bar, a look at formula AutoComplete

ANALYZING

What's new with Pivot tables and charts, using conditional formatting, sorting and filtering data.

COMPATIBILITY CHECKER

Identifies issues that may not be compatible with earlier versions of Excel.

EXCEL 2007 FEATURES

Working with earlier versions, features not supported and consequences.

FUNCTIONALITY LOSS

What issues cause loss of functionality when working with the Excel worksheet, pivot tables, formulas, formatting and graphics.

DEPENDABILITY LOSS

Issues which could possibly cause loss of dependability while working with Excel tables, sorting and filtering, customization and collaboration issues.

POWERPOINT

NEW FEATURES

Using custom layouts, resetting the slide layout, SmartArt , Quick Styles , look at themes

IMPROVED FEATURES

Headers/footers, animations and transitions, views, notes and notes master

PRESENTER VIEW

PHOTO ALBUMS