



COMPLETE COMPUTING, INC.

Microsoft® Excel\Word 2007: New Features

Course length: 1 day

Microsoft Excel 2007: New Features

Course Description

You have worked with Microsoft® Office Excel® 2003, and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007.

Course Objective

You will be introduced to the new features in Microsoft Office Excel 2007.

Target Student

This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who have upgraded to Microsoft Office Excel 2007.

Prerequisites

Students enrolling in this course should understand how to use some version of Excel, preferably 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the new and enhanced Microsoft Office Excel 2007 environment.
- organize data in Excel worksheets using enhanced tables and table formats.
- analyze Excel data by applying enhanced conditional formatting, and generate specific information using the sort and filter options.
- present Excel data using enhanced charts and illustrations, as well as work with the enhanced options of PivotTables and PivotCharts for conducting selective analysis.



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Course Content

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



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Microsoft® Office Word 2007: New Features

Course Description

In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features, user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features available in Microsoft Office Word 2007.

Course Objective

You will explore the components of the results-oriented interface of the Word environment and customize the interface to suit your requirements. You will then use the tools available in Word 2007 to create documents that look professional and also visually appealing. You will then compare different versions of a document, in addition to finalizing and securing your document before it reaches its target audience.

Target Student

This course is designed for experienced Word users who have worked with earlier versions of Microsoft® Office Word, ideally Microsoft® Office Word 2003, and who have upgraded to Microsoft Office Word 2007.

Prerequisites

Students enrolling in this course should understand how to use some version of Word, preferably 2003, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the components of the results-oriented interface of the Word environment.
- use the tools available in Word 2007 to create professional-looking documents.
- finalize and secure a document.



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Course Content

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