



Microsoft Office 2007 – What's New

Suggested curriculum for presentation

1. Outlook 2007 review
 - a. How it integrates with other Office 2007 applications
2. Exploring the new interface
 - a. Customizing the Quick Access Toolbar
 - b. Common elements of all the programs
3. Features and Functions of Word 2007
 - a. The Office Button
 - b. Inserting Tables and other Elements
 - c. Contextual tabs
4. What is One Note, InfoPath and Groove?
5. Features and Functions of Excel 2007
 - a. Visualization features
 - b. Using the new ribbon
 - c. Connecting to Data Sources
6. Features and Functions of PowerPoint 2007
 - a. Changing views
 - b. Adding Themes, Colour Palettes and Animation
 - c. Slide Show Features
7. Online Learning to Help you Out