



Course Outline

New Features Office 2007

Word 2007

Lesson 1: Getting Started with Word 2007

- Topic 1A: Explore Word 2007 Interface
- Topic 1B: Customize the Interface
- Topic 1C: File Types/ Save Options

Lesson 2: New Features: Word 2007

- Topic 2A: Apply a Cover Page
- Topic 2B: Add Building Blocks
- Topic 2C: Compare Reviewed Documents

Excel 2007

Lesson 1: Getting Started with Excel 2007

- Topic 1A: Explore Excel 2007 Interface
- Topic 1B: Customize the Interface
- Topic 1C: File Types/ Save Options

Lesson 2: New Features: Excel 2007

- Topic 3A: Organize Data
- Topic 3B: Apply Conditional Formatting
- Topic 3C: Apply a Formula
- Topic 3D: Present Data

PowerPoint 2007

Lesson 1: Getting Started with PowerPoint 2007

- Topic 1A: Explore PowerPoint 2007 Interface
- Topic 1B: Customize the Interface
- Topic 1C: File Types/ Save Options

Lesson 2: New Features: PowerPoint 2007

- Topic 4A: Create Custom Slide Layouts
- Topic 4B: Enhance Presentations with Graphic Effects
- Topic 4C: Customize Slide Shows