



Microsoft Office 2007 The Differences Course Outline



Course aims:

This course has been designed for existing users who wish to look at the new features/differences in the new version of Microsoft Office.

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of previous versions Microsoft Office.

Who should attend:

Anyone wishing to learn about the differences between the new office versions.

Duration: 1 day

What's the same across Office	<ul style="list-style-type: none">New ribbon bar and featuresSpell checkerSave as PDF or XPS file formatsPrevent changes to final versionRemove hidden and personal detailsAdd digital signatureUse document information panelSmartArt graphicsOrganisation chart feature
New/upgraded in Word	<ul style="list-style-type: none">New predefined templates, tables, lists, headers and footersQuick stylesThemes
New/upgraded features In PowerPoint	<ul style="list-style-type: none">Where have the commands moved to?New predefined templatesNew themes, layouts and quick stylesNew slide master setsNew improved effects – glow, shadows, bevelsNew text optionsTable and chart enhancementsPresenter view



New/upgraded features in Excel	<ul style="list-style-type: none">Results-oriented user interfaceMore rows and columns, and other new limitsOffice themes and Excel stylesRich conditional formattingEasy formula writingNew OLAP formulas and cube functionsImproved sorting and filteringExcel table enhancementsNew look for chartsShared chartingEasy-to-use PivotTablesQuick connections to external dataBetter printing experienceNew ways to share your workQuick access to more templates
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New/Upgraded features	<ul style="list-style-type: none">Improved interfaceInstant searchColour categoriesAttachment previewerWeek view changed in calendarChange detail level on the week and month views in calendarTo-do barFlagging mail for follow-upTask integration on the calendarImproved scheduling capabilities (if using exchange server)Calendar snapshotsCalendar overlaysPublish calendars to Microsoft Office OnlineElectronic business cardsOut of office assistantUnified messaging – voice mails and faxes can be delivered to your inbox (exchange 2007)Junk e-mail filter/phishing protectionFree/busy information management (exchange 2007)
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