



**Administrative Office Assistant  
(Word, Excel, PowerPoint, Access, Outlook): - B111  
Choose any two:**

**Microsoft Certified Application Specialist Series**

The core Microsoft Office Specialist Certification Program credential has been upgraded to validate skills with the 2007 Microsoft Office system as well as the new Windows Vista operating system. The Application Specialist certification targets Information Workers and covers the most popular Microsoft Office applications such as Word 2007, PowerPoint 2007, Excel 2007, Access 2007 and Outlook 2007.

**Getting Started with Word 2007**

**Overview/Description**

With Office Word 2007, Microsoft introduces some of the most significant changes to Word in years. Most notable is the new intuitive user interface which replaces the traditional menus and toolbars, featuring the Ribbon, the Quick Access toolbar, and the Mini Toolbar as well as a new Office button which replaces the File menu. This course provides an introduction to Word 2007 and demonstrates how to navigate within the new user interface.

**Lesson Objectives**

**Course Overview**

**Starting Work in a New Word 2007 Document**

- enter and delete text in a Word document

**The Word 2007 Screen**

- locate the main elements of Word 2007's screen
- match the main features of Word 2007's screen with their descriptions

**Navigating Documents in Word 2007**

- recognize methods for navigating through a Word document given a scenario
- identify methods for paging through a document

**Working in a Word 2007 Document**

**Working with Text and Paragraphs in Word 2007**

**Overview/Description**

Word 2007 makes it easy to apply formatting to documents by providing a live visual preview of various formatting options. This enables you to view the formatting change before actually committing to it. This course explains the Font and Paragraph formatting options, as well as the Mini toolbar and live preview features. In



addition, the creation and formatting of bulleted, numbered, and multi-level lists and the insertion of symbols or special characters are demonstrated. Setting margins, paragraph indents, tab stops, text alignment, and showing or hiding formatting marks will also be explored in this course.

Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

Microsoft Office 2007: New Features learning path; familiarity with a Windows environment

### **Lesson Objectives**

#### **Word 2007's Formatting Features**

- identify the formatting options in Word
- use the Home tab to format text

#### **Format Text in Word 2007**

- apply basic text formatting in a scenario

#### **Cut, Copy, and Paste Text in Word 2007**

- cut and paste text in a Word document
- copy and paste text in a Word document

#### **Add Lists and Symbols in Word 2007**

- create lists in a Word document
- add symbols in a Word document

#### **Formatting Text and Adding a Symbol in Word 2007**

#### **Set Margins and Indents in Word 2007**

- work with margins in a Word document
- set indents in a Word document

#### **Work with Paragraphs in Word 2007**

- use tab stops
- align text in a Word document

#### **Formatting Paragraphs in Word 2007**

#### **Structuring, Editing, Saving, and Opening Documents in Word 2007**



### **Overview/Description**

Word 2007 provides many options for structuring and editing documents which are complemented by a variety of editing tools. There are also options for saving documents which can be customized to suit your word processing needs. This course explains the use of page and section breaks, spacing adjustment, and column insertion, and explores the basic editing tools packaged with Word 2007. A new feature of Word 2007 demonstrated in the course is the ability to save a document in PDF or XPS format, in addition to being able to save as a web page. The course also explains how to save documents so that they can be viewed in previous versions of Word. Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: New Features learning path; familiarity with a Windows environment

### **Lesson Objectives**

#### **Insert Page and Section Breaks in Word 2007**

- insert a page break
- insert a section break

#### **Adjust Spacing and Inserting Columns in Word 2007**

- adjust spacing in a Word document
- insert columns in a Word document

#### **Use Basic Editing Tools in Word 2007**

- correct spelling errors in a document
- correct grammar errors in a document

#### **Editing and Formatting a Word 2007 Document**

##### **Save and Open Word 2007 Documents**

- save a new Word document
- save an existing document
- open an existing Word document in a given scenario

##### **Save Word 2007 Documents in Different Formats**

- save a Word document in PDF format
- save a Word document as a web page

##### **Saving Documents and Modifying Save Options in Word 2007**

#### **Printing, Help, and Automated Formatting in Word 2007**

### **Overview/Description**

Microsoft Office Word 2007 provides new features called Quick Styles and building blocks which make it easy to create great looking documents quickly. You can select Quick Styles using the new Live Preview feature to view the different styles before committing the changes. This course demonstrates the use of Quick Styles, building



blocks, templates and AutoCorrect features in detail. Previewing and printing options, as well as Word 2007's Help and Research options, are also explored and demonstrated.

Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: New Features learning path; familiarity with a Windows environment

### **Lesson Objectives**

#### **Preview and Print a Document in Word 2007**

- print a file
- preview a page before printing

#### **Use Word 2007's Help and Research Options**

- use Word Help
- use Word's Research feature

#### **Using Help, Research, and Printing in Word 2007**

#### **Use Word 2007's Style Options**

- apply a style to selected text
- create a new Quick Style
- apply a new Quick Style set to a document

#### **Use Word 2007's AutoCorrect Features**

- use AutoCorrect
- use Smart Tags

#### **Using Word 2007's Styles and AutoCorrect Tools**

#### **Use Word 2007's Templates**

- create a blank template
- create a template based on an existing document
- create a new template based on an existing template

#### **Use Word 2007's Building Blocks**

- create a reusable building block
- distribute a building block with a template

#### **Creating Templates and Building Blocks In Word 2007**

#### **Creating a Formal Letter in Word 2007**



## **Working with Documents in Word 2007**

### **Overview/Description**

Microsoft Office Word 2007 has various design features that can be used to enhance your Word documents. These include Clip Art, SmartArt, WordArt, shapes, curves, lines, and diagrams to name a few. This course explains how to use Word 2007's Drawing Tools, including working with WordArt, AutoShapes, Pictures, Clip Art, and SmartArt. It also demonstrates the use of headers, footers, and page numbers as well as how to use document views available in Word 2007, and how to navigate using line numbers, and multiple windows.

Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: New Features learning path; familiarity with a Windows environment

### **Lesson Objectives**

#### **Headers, Footers, and Page Numbers in Word 2007**

- insert a header
- insert a footer
- insert page numbers

#### **Navigate Word 2007 Documents using Views**

- navigate a Word document using the Outline view
- navigate a Word document using Full Screen Reading view

#### **Navigate using Line Numbers, Thumbnails, and Document Map**

- navigate a document using line numbers
- navigate a Word document using Document map
- navigate a Word document using Thumbnails

#### **Using Word 2007 Headers, Footers, and Views**

#### **Use Word 2007's Drawing Tools**

- add a shape
- insert WordArt

#### **Inserting WordArt and a Shape in Word 2007**

#### **Work with Pictures and SmartArt graphics in Word 2007**

- add a picture
- add clip art
- add a SmartArt graphic

#### **Inserting a Picture and a SmartArt in Word 2007**



### **Overview/Description**

Themes, Backgrounds and Borders can be used in Microsoft Office Word 2007 to create engaging and professional looking documents. With Word 2007, these tasks are made easier than ever before, specifically with the use of theme colors, theme fonts and theme effects. This course demonstrates how borders, shading, margins and horizontal lines are used when creating interesting documents and implementing emphasis to various parts of a document. Themes colors, theme fonts and theme effects are explained in detail and background colors and fill effects are explored as well. This course also demonstrates the use footnotes and endnotes. Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: Beginning Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage

### **Lesson Objectives**

#### **Page Formatting in Word 2007**

- add a page border
- position a page border
- add a text border

#### **Watermarks and Backgrounds in Word 2007**

- add a watermark to a document
- add a custom background to a document

#### **Themes and Document Statistics in Word 2007**

- apply a theme
- change document properties

#### **Applying Page Borders and Themes**

#### **Footnotes and Endnotes in Word 2007**

- insert a footnote
- insert an endnote
- customize an endnote

#### **Adding and Revising Endnotes in Word 2007**

#### **Advanced Document Navigation and Document Reviews in Word 2007**

### **Overview/Description**

Microsoft Office Word 2007 has many features that enable you to create robust documents that can be easily navigated, reviewed, and recovered if issues are encountered. This course explains how tables of contents are created, modified and deleted in conjunction with the use of tables of figures and tables of authorities. The insertion, modification, deletion and navigation of hyperlinks, bookmarks, and frames are demonstrated, as well



as the creation of indexes and index cross-references. The course also discusses using track changes and comments when reviewing documents, and explores repairing corrupted documents.

Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: Beginning Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage

### **Lesson Objectives**

#### **Creating Tables of Contents in Word 2007**

- create a table of contents
- identify the function of a table of contents
- modify a table of contents

#### **Hyperlinks and Bookmarks in Word 2007**

- create a hyperlink
- add a bookmark

#### **Create Indexes and Cross-References in Word 2007**

- insert an index
- modify an index
- create an index using a concordance file

#### **Using Tables of Contents, Hyperlinks, and Indexes**

##### **Creating a document with references**

#### **Document Review Features in Word 2007**

- use the track changes feature to edit a document
- insert a comment

#### **Conducting a Document Review in Word 2007**

#### **Using Tables, Charts, and Graphics in Word 2007**

##### **Overview/Description**

By using the tabular and charting utilities of Microsoft Office Word 2007, you can format, sort, and analyze your data with ease. In Word 2007, you can insert a table by selecting its layout from a list of preformatted tables, or by selecting the number of columns and rows that you require. You can insert a table into your regular document layout, or you can nest it within another table for increased complexity. There may also be times when you need to insert Excel data or charts into a Word document, and Word 2007 enables you to do so with a few simple steps. This course demonstrates how to create, format, and modify Word 2007 tables, including inserting and



deleting table elements, resizing tables, merging and splitting cells, sorting data, using simple formulas, as well as converting a table to text. Methods of inserting, linking, and embedding Excel objects in Word documents are explained in this course, in addition to inserting and formatting charts.

Personnel at all levels of the enterprise; end-users seeking to attain competency in Word 2007; end-users seeking to obtain Microsoft Office Specialist (MOS) certification at Core level in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL3, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: Beginning Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage

### **Lesson Objectives**

#### **Create Tables in Word 2007**

##### **Formatting Tables**

- format a table
- display or hide gridlines
- convert text to a table or vice versa

##### **Modify Table Structure in Word 2007**

- add a cell, row, or column to a table
- merge cells in a table

##### **Sort Table Data in Word 2007**

- sort table contents

#### **Creating, Formatting, and Modifying a Word 2007 Table**

##### **Creating and Formatting a Table in Word 2007**

##### **Create Word 2007 Tables from Excel**

- embed a selection from an Excel worksheet in a Word document
- distinguish between linked and embedded objects
- link to an Excel worksheet in a Word document

##### **Working with Charts in Word 2007**

- insert a chart into a Word document
- paste an Excel chart into Word

#### **Inserting Excel Worksheets and Charts in Word 2007**



## **Advanced Data Manipulation Features in Word 2007**

### **Overview/Description**

Word 2007 enables you to create forms quickly and easily, so that they can be used by other users of Word 2007. Forms contain form fields that you can link to external data sources, and Word 2007 contains security features to protect forms from tampering by other users. Inserting fields has been simplified in Word 2007 by means of built-in commands and content controls. The mail merge feature is also improved and simplified in Word 2007, enabling users to merge content into letters, e-mail messages, envelopes, and labels very easily. The course demonstrates how to add, modify, and update form fields, as well as walking through the mail merge process.

Personnel at all levels of the enterprise; advanced end-users seeking to attain proficiency in Word 2007; advanced end-users seeking to obtain Microsoft Office certification at in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL4, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: Advanced Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage.

### **Lesson Objectives**

#### **Use Forms in Word 2007**

- add form controls
- match the form type with its appropriate use
- add protection to content controls in a form
- protect a form document

#### **Use Fields in Word 2007**

- create a field
- modify a field

#### **Working with Forms and Fields in Word 2007**

#### **Use Mail Merge features in Word 2007**

- create a form letter using mail merge
- print envelopes or labels

#### **Working with Mail Merge Data in Word 2007**

#### **Advanced Document Features in Word 2007**



### **Overview/Description**

Some of the advanced features of Microsoft Office Word 2007 offer ways in which you can automate and streamline the way you work. You can use macros in Word 2007 to easily automate repetitive, complex tasks. A macro is a set of instructions that can group a series of actions and keystrokes as a single command. You can also simplify the management of your Word 2007 files by using master documents. Master documents divide large files into related subdocuments through a series of links. This course demonstrates how to create, edit, copy and delete macros through the use of the macro recorder. In addition, aspects of master and subordinate documents are explained, including outline levels, rearranging and restructuring subordinate documents in the master, and converting, deleting, merging, and locking subdocuments. Customization of the Quick Access Toolbar is also explored in this course.

Personnel at all levels of the enterprise; advanced end-users seeking to attain proficiency in Word 2007; advanced end-users seeking to obtain Microsoft Office certification at in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL4, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: Advanced Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage.

### **Lesson Objectives**

#### **Using Macros in Word 2007**

- record a macro
- edit a macro

#### **Recording and Editing Macros in Word 2007**

#### **Customizing Word 2007's Interface**

- add a command to the Quick Access Toolbar

#### **Customizing Word 2007**

#### **Creating Macros in Word 2007**

#### **Use Master Documents in Word 2007**

- create a master document
- create subdocuments

#### **Manage Master Documents in Word 2007**

- modify a master document
- manage subdocuments

#### **Creating and Modifying Master Documents in Word 2007**



### **Overview/Description**

Microsoft Office Word 2007 offers several options for securing and protecting Word documents as well as providing various collaborative features. This course demonstrates how to use Word 2007's document security, which includes locking document formatting, password protecting a document, marking a document as read-only, using Document Inspector, viewing privacy options, and adding a digital signature. It explains the various workspace collaboration features available using SharePoint in addition to creating a document library. This course also discusses and demonstrates working with HTML to save a document as a web page and creating a web page in Word as well as how to create blogs in Word 2007.

Personnel at all levels of the enterprise; advanced end-users seeking to attain proficiency in Word 2007; advanced end-users seeking to obtain Microsoft Office certification at in the use of Microsoft Word 2007; end-users seeking a basic IT certification such as ECDL/ ICDL4, or an equivalent.

### **Prerequisites**

The Microsoft Office 2007: Advanced Word learning path; familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage.

### **Lesson Objectives**

#### **Securing Document Formatting in Word 2007**

- lock document formatting
- assign a password to a document

#### **Document Protection in Word 2007**

- use the Document Inspector
- add a digital signature

#### **Managing Document Security and Protecting Documents**

#### **SharePoint Collaboration in Word 2007**

- upload a Word document to SharePoint

#### **Using a Document Library in Word 2007**

#### **Securing and Protecting a Word 2007 Document**

#### **Working with HTML in Word 2007**

- save a document as a web page
- set options for saving a Word document as a web page

#### **Creating Blogs in Word 2007**



- recognize how to get a blog account
- create a blog post

## **Working with Web Pages and Blogs**

### **TestPrep Using Word 2007**

#### **Overview/Description**

To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.

Individuals seeking practice in a structured testing environment, covering the skills and competencies being measured by the vendor certification exam.

#### **Lesson Objectives**

### **TestPrep Using Word 2007**

- Creating and Customizing Documents
- Formatting Content
- Working with Visual Content
- Organizing Content
- Reviewing Documents
- Sharing and Securing Content

### **Getting Started with Excel 2007**

#### **Overview/Description**

With the introduction of Office Excel 2007, Microsoft has made substantial changes to the user interface of its spreadsheet application. This course will help get you up-to-speed on the new features, and will introduce you to the basic features and functionality of Excel 2007. This will be accomplished through the demonstration of workbook creation and navigation, and worksheet data entry at a user-friendly beginner level.

Personnel at all levels of the enterprise; end-users seeking competency in the use of Microsoft Excel 2007.

#### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

#### **Lesson Objectives**

### **Course Overview**

### **Spreadsheets and Excel 2007**

- match basic Excel 2007 features with their functions
- recognize how to use the Help feature in a given scenario

- create a new Excel workbook in a given scenario
- open an existing Excel workbook in a given scenario
- navigate through an Excel workbook

#### **Enter Data and Text in Excel 2007**

- enter data in an Excel worksheet in given scenario

#### **Save Work in Excel 2007**

- save a new workbook
- distinguish between the common file formats used to save work in Excel 2007

#### **Creating and Saving a Workbook in Excel 2007**

### **Manipulating and Formatting Data and Worksheets**

#### **Overview/Description**

Excel 2007 provides a number of improved tools and new features that allow you to visually enhance the appearance of sheets and workbooks. Cells, rows, columns, sheets, and workbooks can be manipulated and customized using various positioning and formatting features. This course explores the processing of copying and moving cells, columns, rows, and sheets, as well as inserting or removing sheets and modifying workbooks. Formatting tables, textual data, and numerical data, as well as conditional formatting, is also covered.

Personnel at all levels of the enterprise; end-users seeking competency in the use of Microsoft Excel 2007.

#### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

#### **Lesson Objectives**

#### **Copy and Move Data in Excel 2007**

- copy or move data in given scenarios

#### **Modify Rows and Columns in Excel 2007**

- add, delete, or resize rows and columns in a given scenario
- modify rows and columns to view specific sections of the worksheet

#### **Insert and Modify Worksheets in Excel 2007**

- format workbooks in given scenarios
- insert and delete a worksheet
- rename a worksheet and format the tab color
- copy or move worksheets

## Copying and Moving Data and Worksheets

### Format Data in Excel 2007

- apply basic data formatting
- format a data range as a table
- change the position of data in a cell in a given scenario
- identify the functions of Alignment commands

### Format Data as a Table in Excel 2007

- work with tables in Excel 2007
- format a data range as a table
- modify an Excel table

### Format Numbers in Excel 2007

- apply number formats in a given scenario
- identify the number formatting options available in Excel 2007

### Conditional Formatting in Excel 2007

- apply basic conditional formatting rules in a given scenario
- recognize situations when conditional formatting is suitable

### Formatting Data in Excel 2007

### Formatting Data and Workbooks in Excel 2007

### Reviewing and Printing in Excel 2007

#### Overview/Description

Excel 2007 simplifies the reviewing and printing processes by centralizing all related features within the various tabs of the Ribbon. The Review tab enables you to quickly access tools for proofing content and adding comments. Using the Page Layout view, you can preview how your worksheets will look when they are printed, and adjust them as needed to achieve professional results. This course explores Excel 2007 reviewing features, such as spellchecking, translating, and using comments. Configuring entire workbooks, spreadsheets, and spreadsheet selections for printing, using the Page Layout view, and printing using the Office button are also covered. Personnel at all levels of the enterprise; end-users seeking competency in the use of Microsoft Excel 2007

#### Prerequisites

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

#### Lesson Objectives

#### Excel 2007 Review Features

- use Excel 2007 review tools in a given situation
- work with comments
- use the track changes tool

### **Prepare an Excel 2007 Worksheet for Printing**

- customize page setup using the Page Layout View
- adjust page breaks using the Page Break Preview

### **Print Options in Excel 2007**

- print a worksheet in a given scenario

### **Changing Page Setup and Printing in Excel 2007**

## **Excel 2007 Formulas and Functions**

### **Overview/Description**

Excel 2007 provides numerous functions and formulas for performing simple and complex calculations on workbook data. The Ribbon's Formulas tab provides convenient access to groups of data analysis and calculation tools, such as the Function Library, Named Cells, Formula Auditing, and Calculation groups. This course demonstrates how to create and edit formulas, use references and names, and work with tables in Excel 2007. Basic, logical, financial, and date functions are also covered.

Personnel at all levels of the enterprise; end-users seeking competency in the use of Microsoft Excel 2007.

### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

### **Lesson Objectives**

#### **Basics of Formulas and References in Excel 2007**

- identify the elements of a formula
- identify the default order in which calculations occur
- match absolute, relative, mixed, and 3-D references with examples

#### **Insert Formulas in Excel 2007**

- insert an Excel 2007 formula
- use names to clarify formulas
- edit formulas

#### **Entering a Formula with References in Excel 2007**

#### **Perform AutoCalculate Functions in Excel 2007**

- use the AutoCalculate feature to perform basic functions

- use a logical function
- use a financial function
- use a date function

### **Inserting Functions in Excel 2007**

### **Using Formulas and Functions in Excel 2007**

## **Excel 2007 Charts, Pictures, Themes, and Styles**

### **Overview/Description**

Enhancements to charting, themes, and styles in Excel 2007 enable you to create attractive and well-organized representations of spreadsheet and workbook data. Charts, themes, styles, and pictures can all be easily inserted and customized from the Ribbon bar. This course demonstrates how to effectively use and customize charts in Excel 2007, and explores available chart types and styles. Using themes and styles to improve presentation, and adding visual elements to workbooks, are also covered.

Personnel at all levels of the enterprise; end-users seeking competency in the use of Microsoft Excel 2007

### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

### **Lesson Objectives**

#### **Using Charts in Excel 2007**

- insert an Excel 2007 chart
- identify the main elements of a chart

#### **Updating Charts in Excel 2007**

- change Excel 2007 charts
- change the data range included in the chart
- move a chart to a new worksheet

#### **Adding Charts to Workbooks in Excel 2007**

#### **Insert Illustrations in Excel 2007**

- insert illustrations in Excel 2007

#### **Use Excel 2007 Themes and Styles**

- apply a theme
- apply a cell style

#### **Adding Visual Elements to Excel 2007**

## **Advanced Formatting in Excel 2007**

### **Overview/Description**

Charts and pictures enable you to present data visually, demonstrating data more effectively than rows and columns of data. In Excel 2007, you can customize charts and their individual elements, as well as pictures and clip art, to create professional and appealing documents. Formatting, both custom and condition-based, enables you to display data in formats that best suit your needs. This course explores modifying charts and pictures and creating and editing custom number formats.

End users seeking proficiency in the use of Microsoft Excel 2007 at an advanced level or seeking to obtain Microsoft Office Specialist (MOS) certification in Microsoft Excel 2007 at Expert level or an equivalent.

### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

## **Lesson Objectives**

### **Format Charts in Excel 2007**

- format chart elements in Excel 2007
- identify Chart Tools commands for customizing chart elements
- save and apply a chart template

### **Modify Pictures in Excel 2007**

- use the Adjust formatting commands to modify a picture
- recognize the commands for formatting a picture's style
- format a picture's size and properties

### **Modifying Charts and Pictures**

### **Create and Edit Excel 2007 Custom Number Formats**

- create a custom number format
- identify codes for custom number formats

### **Use Advanced Conditional Formatting in Excel 2007**

- create a new conditional formatting rule
- recognize how conditional formatting cell precedence works
- find cells that have conditional formats

### **Creating Custom and Conditional Formats in Excel 2007**

### **Using Advanced Formatting in Excel 2007**

### **Overview/Description**

Excel 2007 provides multiple features for organizing and managing data, so you can ensure data is entered correctly and that calculations and formulas are valid. Data organization features enable you to sort, filter, and group and outline data so that you can focus on the key parts of your data. Validation features ensure that data is correct, that it is entered in the proper format, and that formulas are working correctly, all of which are incredibly important for maintaining accurate records. This course explores organizing and subtotaling data in Excel 2007 using the available features. It also covers data validation, including error messages, invalid data prevention, formula auditing, error checking, and the Watch window.

End users seeking proficiency in the use of Microsoft Excel 2007 at an advanced level or seeking to obtain Microsoft Office Specialist (MOS) certification in Microsoft Excel 2007 at Expert level or an equivalent.

### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

### **Lesson Objectives**

#### **Sorting and Filtering Data in Excel 2007**

- sort data
- filter data in a range or table

#### **Subtotal, Group, and Outline Data in Excel 2007**

- group and outline data
- insert subtotals in a worksheet
- display different levels of data using outlines

#### **Subtotaling, Filtering, and Grouping Data in Excel 2007**

#### **Organizing Worksheet Data**

#### **Validate Data in Excel 2007**

- specify the data that is allowed in a particular range
- recognize which error alert to use in given examples

#### **Audit and Correct Formulas in Excel 2007**

- locate and correct formula errors
- use the Watch Window to audit formulas

#### **Formula Auditing and Data Validation in Excel 2007**

#### **Advanced Customization in Excel 2007**

### **Overview/Description**

Numerous features and tools in Excel 2007 enable you to customize the look and feel of spreadsheets and workbooks, and also the functionality and efficiency of the program itself. Existing templates, themes, and styles can be altered to meet business needs, or you can create custom templates, themes, and styles to further enhance data presentation. Using macros, you can automate common or repetitive tasks, resulting in time savings and increased efficiency in day-to-day tasks. This course covers creating templates in Excel 2007, as



well as customizing workbook properties, themes, and styles. Working with macros, including recording, editing, and running, is also explored.

#### **Prerequisites**

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality

#### **Creating Templates in Excel 2007**

- create an Excel template

#### **Customizing Themes and Styles in Excel 2007**

- create new cell styles in Excel 2007
- customize Excel 2007 themes

#### **Customizing Workbook Settings in Excel 2007**

- customize workbook settings
- change the workbook properties

#### **Customizing Excel 2007 Workbooks**

#### **Record and Run an Excel 2007 Macro**

- record and run a macro
- match macro security settings with their effects

#### **Work with Excel Macros**

- edit and delete macros
- assign a button to a macro and add it to the Quick Access Toolbar

#### **Recording a Macro in Excel 2007**

#### **Getting Started with PowerPoint 2007**

##### **Overview/Description**

Microsoft PowerPoint 2007 is a powerful authoring application that enables you to create high-impact, professional-looking presentations quickly and easily. This course shows how to create a new presentation from scratch, and also how to use layouts and views to make working with your presentation easy. It provides you with a solid introduction to the basic, must-know aspects of PowerPoint, and it shows you how to use PowerPoint's powerful help features.

End User

##### **Prerequisites**

Knowledge of basic word processing and computing; familiarity with the Microsoft Windows and Office environments

##### **Lesson Objectives**

### **First Steps in PowerPoint 2007**

- recognize the functions of elements of the PowerPoint screen
- recognize the steps for adding a command to the Quick Access Toolbar

### **Creating Your First Presentation in PowerPoint 2007**

- create a basic presentation in PowerPoint 2007
- format content in a PowerPoint presentation
- add slides to a presentation
- change the layout of a PowerPoint slide

### **Using Views in PowerPoint 2007**

- change the default view in PowerPoint 2007
- match PowerPoint views with their descriptions

### **Creating a Basic Presentation in PowerPoint 2007**

#### **Using the Help Features in PowerPoint 2007**

- search online Help in PowerPoint

#### **Getting Help in PowerPoint 2007**

### **Adding Graphics to Presentations in PowerPoint 2007**

#### **Overview/Description**

Microsoft PowerPoint 2007 is a useful authoring application tool for creating dynamic slide show presentations. This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new Microsoft Office 2007 themes. The course also explores the introduction of SmartArt in PowerPoint 2007, a feature that allows you to add some glamour to your presentations by using colors and shapes to emphasize text and data. Also covered are the various ways of incorporating diagrams, tables, and charts to enhance your presentations' appeal.

End User

#### **Prerequisites**

Knowledge of basic word processing and computing; familiarity with the Microsoft Windows and Office environments

#### **Lesson Objectives**

#### **Using Themes in PowerPoint 2007**

- apply a theme to a presentation in PowerPoint 2007
- customize a theme in a PowerPoint 2007 presentation

#### **Inserting Objects in PowerPoint 2007**



- insert objects in PowerPoint presentations

### **SmartArt graphics in PowerPoint 2007**

- modify the appearance of PowerPoint slides using SmartArt graphics

### **Using Themes and SmartArt in PowerPoint 2007**

### **Creating Charts and Tables in PowerPoint 2007**

- add a chart or a table in PowerPoint
- modify the data in an embedded chart

### **Formatting Charts and Tables in PowerPoint 2007**

- change the appearance of a PowerPoint chart
- modify the appearance of a PowerPoint table

### **Creating a Chart in PowerPoint 2007**

## **Adding Multimedia and Animations to Presentations**

### **Overview/Description**

Microsoft's PowerPoint 2007 is one of the world's most widely used applications for creating presentations. Powerful, high-impact slide shows come to life with the addition of multimedia to your presentations. Engage your audience by keeping things lively and interactive with movie and sound clips, animated slide content, and slide transitions. This course will help you to make the most of all these features.

End User

### **Prerequisites**

Knowledge of basic word processing and computing; familiarity with the Microsoft Windows and Office environments

### **Lesson Objectives**

### **Inserting Multimedia in PowerPoint 2007**

- insert a multimedia clip in a presentation
- insert a sound clip in PowerPoint

### **Animating Slide Content in PowerPoint 2007**

- animate an object in PowerPoint

### **Creating an Animated PowerPoint 2007 presentation**



- specify a transition for a slide in PowerPoint
- recognize the options for transitioning between slides in a presentation

#### **Adding Navigation Elements in PowerPoint 2007**

- identify the ways to enhance navigation in a PowerPoint presentation
- add a hyperlink to a slide
- add an action button to a slide

#### **Adding Transitions and Navigating in PowerPoint 2007**

#### **Getting Started with Outlook 2007**

##### **Overview/Description**

Microsoft Outlook 2007 is an application used to manage your communication needs. It allows people to send and receive e-mail messages, and provides additional functionality to keep tasks, notes, appointments, and daily activities in one convenient location. This course addresses the basic features and functionality of Outlook 2007, including how to create e-mail messages, view and reply to incoming e-mails, and how to find information using Outlook 2007's basic Help features.

End User

##### **Prerequisites**

None

##### **Lesson Objectives**

#### **Course Overview**

##### **First Steps in Outlook 2007**

- launch Outlook 2007
- recognize how incoming e-mail messages are displayed in the Inbox
- recognize Outlook window features and their functions

##### **Creating an E-mail Message in Outlook 2007**

- create a new e-mail message

##### **Viewing Incoming E-mails and Replying in Outlook 2007**

- preview an incoming e-mail message
- view an e-mail message in the Inbox using the Reading Pane



- view an incoming e-mail message in a separate window
- reply to an e-mail message

### **Creating an E-mail and Replying in Outlook 2007**

#### **Basic Help Features in Outlook 2007**

- get help using the Browsing categories feature, given a scenario
- get help using the Searching feature, given a scenario
- get help using the Table of Contents feature, given a scenario

#### **Using the Basic Help Features in Outlook 2007**

### **Formatting and Managing E-mail in Outlook 2007**

#### **Overview/Description**

Microsoft Outlook 2007 allows you to quickly organize and format e-mail messages using easy management and time-saving tasks. Outlook 2007 provides formatting features that can be applied to an e-mail message as it is being created, and also includes management tools to find and sort messages quickly. This course demonstrates how to use the various formatting features, and also explores such e-mail message options as signatures and voting buttons, and how to use and work with attachments. In addition, the course demonstrates methods of organizing e-mail using an assortment of views and color-coding techniques.

End User

#### **Prerequisites**

Basic knowledge of word processing and computing; familiarity with the Microsoft Windows and Office environments, and a very basic understanding of the Internet

#### **Lesson Objectives**

##### **E-mail Formatting in Outlook 2007**

- format an e-mail message, given a scenario
- apply stationery and themes to an e-mail message, given a scenario

##### **Signatures and AutoReplies in Outlook 2007**

- create a signature for an e-mail message in a given scenario
- create an auto-reply in a given scenario

##### **E-mail Options in Outlook 2007**

- set up a Read and Delivery receipt in a given scenario
- recall an e-mail message in a given scenario
- add voting buttons to an e-mail message in a given scenario
- respond to a poll in an e-mail message, given a scenario

#### **Using Formatting and E-mail Options in Outlook 2007**

##### **Formatting E-mail in Outlook 2007**



### **E-mail Attachments in Outlook 2007**

- add an attachment to an e-mail message in a given scenario
- preview an e-mail attachment in a given scenario
- edit an e-mail attachment in a given scenario

### **Adding and Viewing Attachments in Outlook 2007**

### **Color Coding and Flagging E-mail in Outlook 2007**

- use color coding to organize e-mail messages in the Inbox, given a scenario
- use color categories to organize e-mail messages in the Inbox, given a scenario
- add a flag to an e-mail message in a given scenario

### **E-mail Arrangement Options in Outlook 2007**

- arrange e-mail messages in the Inbox using the View menu, given a scenario
- use the Search Folders feature to view different types of e-mail messages in the Inbox, given a scenario
- use the Inbox column headings to arrange e-mail messages, given a scenario
- arrange read and unread e-mail messages in the Inbox, given a scenario

### **Organizing the Inbox in Outlook 2007**

### **Using the Calendar in Outlook 2007**

#### **Overview/Description**

Microsoft Outlook 2007 provides an easy-to-manage calendar that allows for creation and management of appointments, meetings, and events in a single interface. It also provides a To-Do bar that displays all calendar entries, including tasks and their deadlines, in a customized view that simplifies scheduling. This course demonstrates how to customize the Outlook 2007 calendar using personalized views. It also demonstrates how to create and manage appointments, meetings, and events.

End User

#### **Prerequisites**

Basic knowledge of word processing and computing; familiarity with the Microsoft Windows and Office environments, and a very basic understanding of the Internet

#### **Lesson Objectives**

#### **Introduction to the Outlook 2007 Calendar**

- configure how the Calendar is displayed, given a scenario

#### **Configuring the Calendar in Outlook 2007**

#### **Appointments and Events in Outlook 2007**

- schedule an appointment directly in the Calendar, given a scenario



- schedule an appointment using the appointment form, given a scenario
- schedule an appointment from an e-mail message attachment, given a scenario

### **Scheduling Appointments and Events in Outlook 2007**

#### **Scheduling Meetings in Outlook 2007**

- use the Meeting Requests feature to schedule a meeting, given a scenario
- use the Plan a Meeting feature to schedule a meeting, given a scenario
- recognize how to change an appointment to a meeting, given a scenario

#### **Managing Meetings in Outlook 2007**

- respond to a meeting request in a given scenario
- change a meeting request in a given scenario
- track a meeting in a given scenario
- cancel a meeting in a given scenario

### **Scheduling and Responding to Meetings in Outlook 2007**

#### **Requesting a Meeting in Outlook 2007**

#### **Updating and Repeating Calendar Entries in Outlook 2007**

- edit Calendar entries in a given scenario
- create a recurring Calendar entry in a given scenario
- change an existing Calendar entry to a recurring entry in a given scenario
- edit a recurring entry in a given scenario

#### **Customizing the Outlook 2007 Calendar**

- customize the calendar using the Calendar Options dialog box, given a scenario
- customize calendar entries by applying color to them, given a scenario
- customize the To-Do bar, given a scenario
- customize the calendar by creating additional calendars, given a scenario

#### **Managing an Outlook 2007 Calendar**

### **Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007**

#### **Overview/Description**

Microsoft Outlook 2007 allows for easy creation and management of all contacts. It provides an easy to use interface for creating contacts, along with business cards, that can also be used for sending e-mail, making meeting requests and journal entries, as well as assigning tasks. Outlook also offers multiple views to easily manage and track tasks. In addition, it allows you to create and store notes for later reference. This course explores how to create and manage contacts, tasks, and notes. It also demonstrates how to customize the Outlook interface using Outlook Today, shortcuts, Favorite Folders, and the Navigation Pane.

End User



### **Prerequisites**

Basic knowledge of word processing and computing; familiarity with the Microsoft Windows and Office environments, and a very basic understanding of the Internet

### **Lesson Objectives**

#### **Creating Contacts in Outlook 2007**

- create a new contact using the New Contact feature, given a scenario
- create a distribution list, given a scenario
- recognize how to create a contact from an e-mail that you receive
- recognize how to create multiple contacts from the same company

#### **Viewing and Using Contacts in Outlook 2007**

- view your contacts, given a scenario
- perform tasks using your contacts, given a scenario
- send a contact as an electronic business card, given a scenario

#### **Creating and Using Contacts in Outlook 2007**

#### **Creating an Electronic Business Card in Outlook 2007**

#### **Creating Tasks in Outlook 2007**

- create a task, given a scenario
- recognize how to view your tasks
- recognize how to update a task, given a scenario

#### **Managing Tasks in Outlook 2007**

- assign a task, given a scenario
- reclaim an assigned task that has been rejected
- track a task that you have assigned, given a scenario
- recognize the different ways to display tasks

#### **Using Notes in Outlook 2007**

- create a note, given a scenario
- customize a note, given a scenario
- recognize how to change the view of the Notes folder

#### **Using Tasks and Notes in Outlook 2007**

#### **Assigning a Task in Outlook 2007**

#### **Customization of the Outlook 2007 Interface**

- customize Outlook Today for the Outlook interface, given a scenario
- add folders to Favorite Folders, given a scenario
- work with shortcuts, given a scenario
- customize the Navigation Pane, given a scenario

## **Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007**

### **Overview/Description**

Microsoft Outlook 2007 is a versatile e-mail client application that offers numerous features for interacting and sharing information with others. This course demonstrates the new Outlook 2007 search feature, Instant Search, which is used to locate and manipulate e-mail messages and other Outlook items. It also explores printing options using a variety of print styles. Lastly, RSS feeds will be discussed in depth, explaining how Outlook 2007 users can conveniently view content from multiple sources, such as news outlets or blogs, from a central location.

End User

### **Prerequisites**

Basic knowledge of word processing and computing; familiarity with the Microsoft Windows and Office environments, and a very basic understanding of the Internet

### **Lesson Objectives**

#### **Organizing and Sharing Folders in Outlook 2007**

- create a private folder with permission for other users to access it, given a scenario
- create a public folder with permission to share it with other users, given a scenario
- move items between private and public folders, given a scenario

#### **Searches and Search Folders in Outlook 2007**

- recognize how to perform a basic search using Instant Search
- recognize how to perform an advanced search using Instant Search
- create a Search Folder, given a scenario

#### **Sharing Folders and Performing Searches in Outlook 2007**

#### **Printing Items in Outlook 2007**

- print Outlook items, given a scenario

#### **Printing in Outlook 2007**

#### **RSS Feeds in Outlook 2007**

- add an RSS Feed, given a scenario
- read an RSS Feed, given a scenario
- cancel an RSS Feed, given a scenario

#### **Adding and Viewing RSS Feeds in Outlook 2007**



## **Customizing Outlook 2007 and Using the Journal**

### **Overview/Description**

Microsoft Outlook 2007 is highly customizable. You can tailor the interface by selecting views – or modifying them – to suit your needs. Using a timeline you can track items, such as e-mail or phone conversations, within Outlook itself and also externally. In addition, Outlook allows you to configure and customize multiple e-mail accounts so that you can view e-mail messages from many different accounts within a single Outlook interface. This course demonstrates how to customize Outlook to meet a variety of such requirements, how to track items in Outlook, and how to configure additional e-mail accounts.

Personnel at all levels of the enterprise; end users seeking competency in the use of Microsoft Office Outlook 2007.

### **Prerequisites**

The Microsoft Office 2007: Beginning Outlook learning path or equivalent; basic knowledge of word processing and computing; familiarity with the Microsoft Windows Office environment and a basic understanding of the Internet

### **Customizing Views in Outlook 2007**

- create a new view in Outlook 2007
- customize an Outlook 2007 view

### **Customizing Menus and Toolbars in Outlook 2007**

- create a custom toolbar
- recognize how to customize menus and toolbars
- customize the Quick Access toolbar

### **Customizing Views and Toolbars in Outlook 2007**

### **Configuring E-mail Accounts in Outlook 2007**

- add a new e-mail account to Outlook 2007
- change e-mail account settings in Outlook 2007
- remove an e-mail account in a given scenario

### **Adding E-mail Accounts in Outlook 2007**

### **The Journal in Outlook 2007**

- record a Journal entry in a given scenario
- recognize how to open and configure the Journal
- use the timeline to change the start and end date of a Journal entry in a given scenario

### **Using the Journal in Outlook 2007**

### **Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007**

### **Overview/Description**

Microsoft Outlook 2007 provides you with the tools you need to efficiently manage your e-mail messages. By using predefined or custom rules and alerts, you can organize your messages by moving, deleting, and forwarding them appropriately, and you can even choose to send an automatic reply to incoming e-mail. Outlook



2007 also provides a Junk E-mail Filter to ensure that any spam or unwanted e-mail messages are dealt with by permanently deleting them or moving them to another folder away from your regular e-mail messages. This course demonstrates how to configure rules and alerts to help organize e-mail messages, and how to adjust the Junk E-mail Filter settings to suit your needs.

Personnel at all levels of the enterprise; end users seeking competency in the use of Microsoft Office Outlook 2007.

#### **Prerequisites**

The Microsoft Office 2007: Beginning Outlook learning path or equivalent; basic knowledge of word processing and computing; familiarity with the Microsoft Windows Office environment and a basic understanding of the Internet

#### **Lesson Objectives**

##### **Filtering E-mail Using Rules in Outlook 2007**

- create a rule from a template in a given scenario
- create a rule from a message in a given scenario
- run a rule manually in a given scenario
- modify a rule in a given scenario

##### **Out of Office Assistant and Public Folder Rules**

- create a rule for the Out of Office Assistant in a given scenario
- add a rule to a public folder in a given scenario

##### **Using Alerts in Outlook 2007**

- switch on desktop alerts in a given scenario
- extend the onscreen duration of a desktop alert in a given scenario
- set up an alert for a SharePoint library in a given scenario

##### **Creating and Using Rules and Alerts in Outlook 2007**

##### **Introducing the Junk E-mail Filter in Outlook 2007**

- recognize how the Junk E-mail Filter works
- recognize the functions of the filter lists

##### **Controlling Junk E-mail in Outlook 2007**

- set the level of junk e-mail protection to low in a given scenario
- add e-mail addresses to the Safe Senders and Blocked Senders lists in a given scenario
- mark an e-mail as not junk in a given scenario
- empty the Junk E-mail folder in a given scenario

## **Working with SharePoint, Calendars, and Forms in Outlook 2007**

### **Overview/Description**

Microsoft Outlook 2007 enables you to collaborate with others by using a SharePoint site to share information such as contacts and calendars. From within Outlook 2007 you can open, edit, and update SharePoint files, as well as update and add items to calendars on the SharePoint site. With Outlook 2007 you can easily share your calendar either through Outlook itself or online using an Internet Calendar. It also allows you to customize default forms to ensure they meet your needs. This course demonstrates how to use Outlook 2007 to connect to a SharePoint site and open, edit, and update SharePoint files, as well as create calendar items for the SharePoint site. It also explores how to share your Outlook 2007 calendar and customize, test, and publish customized forms in Outlook 2007.

Personnel at all levels of the enterprise; end users seeking competency in the use of Microsoft Office Outlook 2007.

### **Prerequisites**

The Microsoft Office 2007: Beginning Outlook learning path or equivalent; basic knowledge of word processing and computing; familiarity with the Microsoft Windows Office environment and a basic understanding of the Internet

### **Lesson Objectives**

#### **Working with SharePoint Files in Outlook 2007**

- connect to a SharePoint library from Outlook in a given scenario
- open a SharePoint file from Outlook in a given scenario
- disconnect Outlook from SharePoint in a given scenario

#### **Managing SharePoint Tasks and Contacts in Outlook 2007**

- create an Outlook task for a SharePoint site in a given scenario
- add an event to a SharePoint calendar from Outlook in a given scenario
- add a SharePoint contact to Outlook in a given scenario

#### **Update a SharePoint Calendar and Task in Outlook 2007**

#### **Creating and Using a Group Schedule in Outlook 2007**

- create a group schedule in a given scenario
- display the group schedule for times outside working hours in a given scenario
- send a meeting request message from a group schedule in a given scenario

#### **Using Internet Calendars in Outlook 2007**

- add an Internet Calendar subscription to Outlook in a given scenario
- publish a calendar to Microsoft Office Online in a given scenario



- open another person's calendar in a given scenario
- add a delegate in a given scenario

#### **Using a Group Schedule and Calendar in Outlook 2007**

##### **Introduction to Forms in Outlook 2007**

- choose a form in a given scenario

##### **Creating and Publishing Forms in Outlook 2007**

- create a form in a given scenario
- modify a form action in a given scenario
- test and publish a form to a library in a given scenario

##### **Creating and Publishing a Form in Outlook 2007**

##### **Customizing a form in Outlook 2007**