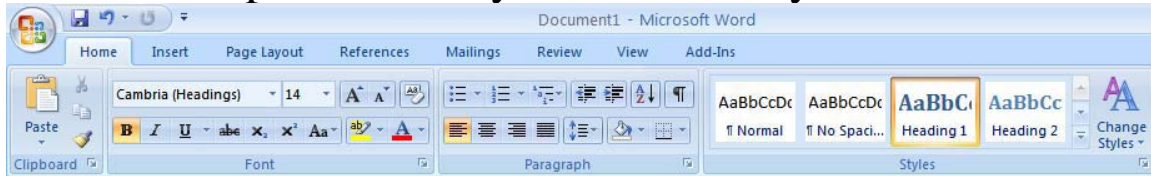


What's New in Microsoft Office 2007?

Don't be surprised when you see this on your screen



Only 3 hour class

Brief Overview:

Microsoft Office 2007 has a very different UI (user Interface) compared to previous versions of Office. It has been significantly redesigned in the Office 2007 program. We no longer will be seeing our file menu (containing the open, save and print commands) they are now located in the new Microsoft Office Button.

When you first start some of the programs in 2007 you may be surprised by what you see. The menus and toolbars in some programs have been replaced with the **Ribbon**. The **Ribbon** is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under **tabs**. Each **Tab** relates to a type of activity, such as writing or laying out a page. To reduce clutter, some **Tabs** are shown only when needed.

Galleries are at the heart of the redesigned programs. **Galleries** provide users with a set of clear results to choose from when working on a document, spreadsheet, presentation etc. By presenting a simple set of potential results, rather than a complex dialog box with numerous options, **Galleries** simplify the process of producing professional-looking work.

Live Preview is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over the results presented in a Gallery. This new dynamic capability streamlines the process of laying out, editing, and formatting, so users can create professional results with less time and effort

We will be briefly covering **several** of the programs and what is new in each program. We will go through understanding the new program screen and some of the new elements that have developed with in each program.

Programs that we will be covering:

Word 2007
Outlook 2007
PowerPoint 2007
Excel 2007
Access 2007

