

# **What's New in Office 2007**



## **Office 2007 Overview**

- Office 2007: What's New Overview
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using Contextual Menus and the Mini Toolbar
- Saving as PDF or XPS
- Using the Document Inspector
- Using the Compatibility Checker

## **Word 2007**

- Viewing a Document
- Using Quick Style Sets
- Applying Document Themes
- Formatting Pictures and Shapes
- Using Quick Tables
- Inserting SmartArt

## **Outlook 2007**

- Understanding the Message Window
- Viewing the To-Do Bar
- Using Color Categories
- Previewing an Attachment
- Using Instant Search

## **Excel 2007**

- Using Cell Styles
- Using Document Themes
- Viewing and Sharing a Workbook
- Creating a Table and Using Table Styles

## **Access 2007**

- Working with Database Objects
- Creating a New Database
- Creating a Table
- Creating and Using a Form
- Understanding Form Views

## **PowerPoint 2007**

- Using Document Themes
- Formatting Pictures and Graphics
- Applying Special Effects
- Inserting SmartArt Elements