



## **Introduction to Microsoft Office 2007 Course Outline**

### **Section 1 - Office 2007 Essentials**

- Starting Office
- New Interface
- Title Bar, Office Button and Options
- Quick Access Toolbar
- Ribbon
- Getting Help
- Saving and Organizing Files

### **Section 2 - Word Processing Basics**

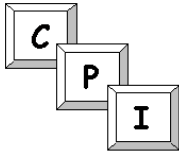
- New Look
- Screen Elements
- View Buttons
- Entering Text
- Navigating Documents
- Closing Files
- Opening Files
- Automatic Spell Check
- Previewing Documents
- Printing Documents
- Exiting Word

### **Section 3 - Formatting and Editing Documents**

- Selecting Text
- Using the Ribbon
- Font Style and Size
- Font Formats
- Keyboard Shortcuts
- The Mini Toolbar
- Formatting Paragraphs
- Line Spacing
- Ruler Elements
- Indents and Alignment
- Page Layout and Margins
- Paper Size, Source and Orientation
- Switching Between Documents
- AutoComplete
- Automatic Formatting
- Bullets and Numbering
- Spacing Before and After Paragraphs
- Spelling and Grammar Check
- Thesaurus
- Cut, Copy and Paste Features
- Multi-Page Documents
- Page Breaks and Page Numbers
- Headers and Footers

### **Section 4 - Pictures and Clip Art**

- Inserting Pictures
- Sizing Pictures
- Picture Format Tab
- Moving/Sizing Pictures
- Borders
- Digital Pictures
- Picture Options and Effects
- Text Boxes
- WordArt



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## Section 5 - Spreadsheet Basics with Excel

- Launching Excel
- New Interface
- Office Button and Ribbon
- Navigation
- Entering Data
- Sizing Columns
- Selecting Cells, Rows and Columns
- Editing and Deleting Data
- Undo and Redo Features
- Previewing Files
- Printing Files
- Opening and Closing Files
- Starting a New Workbook
- Exiting Excel

## Section 6 - Formulas and Functions

- The Formula Bar
- Arithmetic Operators
- Simple Formulas
- Addition and Subtraction  
Functions
- Syntax and Sum Function
- AutoSum Button
- Count Function
- Creating Averages
- AutoFill and AutoCalculator

## Section 7 - Charting Data

- Elements of a Chart
- Embedded Charts v. Chart Sheet
- Creating Embedded Charts
- Chart Titles
- Moving Charts
- Creating Chart Sheets
- Selecting Chart Elements
- Legends and Data Labels
- Pictures and Colors
- Chart Text

## Section 8 - Presentation Basics with PowerPoint

- PowerPoint Terms
- Starting PowerPoint
- Screen Elements
- Creating Presentations
- Slide Views
- Slide Navigation
- Enhancing Presentations
- Clip Art
- Exiting PowerPoint

## Section 9 - Editing a Presentation

- Beginning a New Presentation
- Text Placeholders
- Saving Presentations
- Text Boxes
- Deleting and Replacing Text
- Inserting New Slides
- Bulleted Text
- Outline Pane
- Digital Pictures

## Section 10 - Enhancing a Presentation

- Applying Transitions and Effects
- Navigating Slide Shows
- Animation
- Slide Timings
- Automatic Slide Show
- Printing Slides and Handouts