



**Office 2007**  
**New Features in Word and Excel**

2348 Post Road  
Warwick, RI 02886  
Phone: 401-921-2450 Fax: 401-921-2463  
[www.homekeyinc.com](http://www.homekeyinc.com)

---

## **Microsoft® Office 2007: New Features in Word and Excel**

### **Course Description**

Having worked with the applications in previous versions of Microsoft® Office you must also get to know the features present in the latest release of the application. Microsoft® Office 2007: New Features comes with enhanced features for improving the management, organization, and distribution of your data. In this course, you will work with the new and increased features in Office Word 2007 and Excel 2007.

**Course Objective:** You will work with the new and updated features of Microsoft Office 2007.

**Target Student:** Users with prior experience of previous versions of Microsoft Office suite who want to know the new features of Office 2007.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- explore the various features across all the Microsoft® Office suite applications.
- create professional looking documents using Microsoft® Office Word® 2007.
- enhance your spreadsheets using Microsoft® Office Excel® 2007.

### **Course Content**

#### **Lesson 1: Getting Started with Microsoft® Office 2007**

Topic 1A: Explore the User Interface  
Topic 1B: Enhance Files  
Topic 1C: Save Files

#### **Lesson 2: Creating Professional-Looking Documents**

Topic 2A: Apply a Cover Page  
Topic 2B: Add Building Blocks  
Topic 2C: Compare Reviewed Documents

#### **Lesson 3: Enhancing Your Spreadsheets**

Topic 3A: Organize Data  
Topic 3B: Apply Conditional Formatting  
Topic 3C: Apply a Formula  
Topic 3D: Present Data