

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

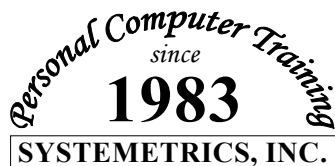
**Upgrading to  
Microsoft Office  
2007**

**Duration:** 1/2 day (3 hours)

**Prerequisite(s):** Familiarity with earlier versions of Microsoft Office.

**Environment:** Microsoft Windows

**Version(s):** Office 2007. *Not applicable to earlier versions of Office.*



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**Who Should Take This Seminar:** *Upgrading to Microsoft Office 2007* is designed to show students the differences between Microsoft Office 2007 and the earlier versions of Microsoft Office, with particular attention paid to the new Fluent User Interface. It will also provide an overview of the new features available in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. This seminar will not deal with Microsoft Access. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

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**Seminar Outline**

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**I. Understanding Microsoft's Fluent User Interface**

- A. Using the Office Button
- B. Using Ribbons
- C. Using and customizing the Quick Access Toolbar
- D. Using Shortcut Menus
- E. Using the Quick Format Toolbar
- F. Using Shortcut Keys
- G. Using and customizing the Status Bar
- H. Using View Shortcuts
- I. Using the Zoom Slider
- J. Using Live Preview
- K. Using Help

**II. Office 2007 File Formats and Compatibility Mode**

**III. Creating PDF Files in Microsoft Office 2007**

**IV. What's New in Microsoft Office Excel 2007**

**V. What's New in Microsoft Office Word 2007**

**VI. What's New in Microsoft Office PowerPoint 2007**

**VII. What's New in Microsoft Office Outlook 2007**