



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Deploying Microsoft Office Professional Plus 2007

Days: 2
Format: Instructor-Led
Certification Exams: None
Certification Track: None

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

This two-day instructor-led course provides students with the knowledge and skills that they need to effectively deploy Microsoft Office 2007. Specifically students learn how to prepare and plan for the Office 2007 deployment, how to build and customize the Office 2007 installation, and how to deploy Office 2007 throughout their environment. Students also learn about the Office 2007 setup and multilingual architecture.

Target Student:

The audience of this course consists of IT Professionals and technical decision makers with the skills to successfully plan, deploy, maintain, and troubleshoot desktop environments that support the Microsoft Office system.

Prerequisites:

Before attending this course, students must have:

- Experience deploying, managing, and supporting Windows client systems.
- Experience deploying, managing, and supporting Microsoft Office system technologies.
- Familiarity with standard client and application deployment methods such as Group Policy, Remote Installation Services (RIS), disk imaging, and Systems Management Server (SMS).

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:

- Prepare the environment to deploy and install Microsoft Office 2007.
- Analyze file compatibility and interoperability issues between Office 2007 and previous versions of Microsoft Office.
- Install Microsoft Office 2007 using the local installation source.
- Customize an Office 2007 installation and deployment.
- Select an appropriate Office 2007 deployment method based upon the organization's desktop management technique.
- Deploy Office 2007 to a multilingual network environment.

Deploying Microsoft Office Professional Plus 2007

Course Outline

Module 1: Preparing to Deploy Microsoft Office 2007

In this module, students learn the benefits of and system requirements needed to deploy Microsoft Office 2007. Students are also introduced to a number of resources and tools that will assist in the deployment of the 2007 Microsoft Office system client products.

Lessons
<ul style="list-style-type: none">■ Introduction to Microsoft Office 2007.■ Identifying Office 2007 Deployment Resources.■ ASP.NET Providers■ Microsoft Office Deployment Guidelines .and Technologies

Module 2: Planning for a Microsoft Office

In this module, students learn the benefits and deployment considerations of the Office 2007 Open XML file format. The Microsoft Office Migration Planning Manager is also introduced, which helps organizations analyze and identify potential file conversion or compatibility issues.

Lessons
<ul style="list-style-type: none">■ Planning for the Office 2007 Open XML File Format.■ Assessing the Network Environment for Office 2007.

Module 3: Understanding the Office 2007 Setup Architecture

In this module, students learn the benefits and considerations for using and deploying the local installation source, and the general setup sequence of events for Office 2007.

Lessons
<ul style="list-style-type: none">■ Understanding the Use of the Local Installation Source.■ Setup Sequence of Events in the 2007 Office System.
Lab:
<ul style="list-style-type: none">■ Installing Microsoft Office 2007

Deploying Microsoft Office Professional Plus 2007

Module 4: Customizing the Office 2007 Installation

In this module, students learn how to customize an installation and deployment using Office 2007 customization tools.

Lessons
<ul style="list-style-type: none">■ Configuring the Installation.■ Customizing the User Environment Using Group Policy.
Lab:
<ul style="list-style-type: none">■ Customizing the Office 2007

Module 5: Selecting an Office 2007 Deployment Method

In this module, students are introduced to a number of deployment methods based upon various management techniques. Students then focus upon how to deploy Office 2007 using the Active Directory Group Policy method.

Lessons
<ul style="list-style-type: none">■ Understanding Infrastructure Management Techniques.■ Using Group Policy to Deploy Office 2007.
Lab:
<ul style="list-style-type: none">■ Deploying Office 2007 Using Group Policy.

Module 6: Office 2007 Multilingual Architecture

In this module, students learn how Office 2007 addresses a multilingual environment.

Lessons
<ul style="list-style-type: none">■ Overview of Multilingual Architecture in Office 2007.■ Deploying Multiple Languages in Office 2007.
Lab:
<ul style="list-style-type: none">■ Deploying Multiple Language Versions of Office 2007.