



**CTREC  
HILTON**  
IT ACADEMY

BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1

**Format:** Instructor-Led

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

## **Microsoft Office 2007: Boot Camp**

**Afternoon Class**

### **Course Description:**

This Boot Camp is designed to provide the student with an understanding of the updates to Microsoft Office 2007 from prior versions. The student is provided an overview of the following applications: Access, Word, Excel, PowerPoint, and Outlook. It is a 1/2 day class, and taught twice in the same day.

**Course Start Time: 1:00 p.m. to 4:00 p.m.**

### **Course Objective:**

The student will learn how to navigate in MS Office using the ribbon, and the changes to Access, Word, Excel, PowerPoint, and Outlook.

### **Target Student:**

This course is designed for students who are current Microsoft Office users, and are preparing for an upgrade to Microsoft Office 2007 Suite.

### **Prerequisites:**

Students should be familiar with using personal computers and have used a mouse and keyboard.

### **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:

- Navigate tasks using the Ribbon.
- Understand the changes to Office 2007 Applications.

# Microsoft Office 2007 Boot Camp

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## Course Outline

<b>Lesson 1: Office Button</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Use of General Items: open, save, printing.</li><li>■ Topic 1B: Use of Options: popular, display, and save.</li></ul>
<b>Lesson 2: Quick Access Toolbar</b>
<ul style="list-style-type: none"><li>■ Topic 2A: The toolbar.</li><li>■ Topic 2B: General customization.</li><li>■ Topic 2C: Advanced customization.</li><li>■ Topic 2D: Moving.</li></ul>
<b>Lesson 3: Ribbons</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Command Tabs.</li><li>■ Topic 3B: Contextual Tabs.</li><li>■ Topic 3C: Groups.</li></ul>
<b>Lesson 4: Office Frame</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Views.</li><li>■ Topic 4B: Zoom.</li></ul>
<b>Lesson 5: Word</b>
<ul style="list-style-type: none"><li>■ Topic 5A: PDF (add-on).</li><li>■ Topic 5B: Styles.</li><li>■ Topic 5C: Inserting - Cover pages, Headers/Footers, Quick Parts</li></ul>
<b>Lesson 6: Excel</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Spreadsheets - Size, new.</li><li>■ Topic 6B: Live Preview.</li><li>■ Topic 6C: Tables.</li></ul>
<b>Lesson 7: PowerPoint</b>
<ul style="list-style-type: none"><li>■ Topic 7A: Design - Themes, Colors, Fonts, and Effects.</li><li>■ Topic 7B: Picture Tools - Picture Styles.</li><li>■ Topic 7C: Animations.</li></ul>
<b>Lesson 8: Access</b>
<ul style="list-style-type: none"><li>■ Topic 8A: Template Categories.</li><li>■ Topic 8B: Navigation pane.</li><li>■ Topic 8C: New Table options.</li><li>■ Topic 8D: New Form view.</li></ul>
<b>Lesson 9: Outlook</b>
<ul style="list-style-type: none"><li>■ Topic 9A: To Do Bar.</li><li>■ Topic 9B: Calendar - next and previous.</li><li>■ Topic 9C: Ribbons in new objects.</li></ul>