



## Microsoft Office Boot Camp

### Learn Microsoft Office 2007 Suite fundamentals in one week

#### *Course Summary*

You will gain exposure to, and become familiar with the main features of Word, Excel, PowerPoint, Access, Outlook, and Publisher. You will also be introduced to Microsoft Sharepoint 2007, Project 2007, and Visio 2007.

#### *Required Materials*

Student Workbook (supplied)

Microsoft Office 2007 Professional (30 day trial supplied)

Windows Live account (Hotmail), to preview online content from Microsoft Learning.

#### **Course Outline**

##### **Monday (Day 1)**

Introduction to the Office 2007 System

Learning the Ribbon and its key features

Getting to know Microsoft Word 2007's new features

Labs: Installing Office 2007 trial version; Navigating the Ribbon.

##### **Tuesday (Day 2)**

Microsoft Excel Overview

    Customizing the Excel workspace

Workbooks and worksheets

    Entering formulas and performing calculations

    Using table and chart features

    Working with Data

Labs: Creating, editing, and saving worksheets in various formats

##### **Wednesday (Day 3)**

Presentations and Graphics in Office 2007

Using PowerPoint 2007's new features

Importing graphics from various sources

Introduction to Publisher's new features

Labs: Creating and editing Slideshow and document graphic elements

##### **Thursday (Day 4)**

All about Outlook

New features in Outlook 2007

Managing calendars, contacts and appointments

Signatures, stationery, and other graphics

Labs: Using Outlook's time management features

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### **Friday (Day 5)**

All about Access 2007

New features/old features

Working with databases

Importing and Exporting data

Labs: introduction to Reports and Queries on Access 2007

### **Saturday (Day 6)**

Visio 2007 Quick look at new features

Project 2007 quick look at new features

Sharepoint 2007 at a glance

Bootcamp Final Assessment (hands on lab that assesses your proficiency in Office 2007)

Next Steps: Where to go from here for more learning opportunities

This course was developed using the following references:

Microsoft Office Tips and Tricks

Microsoft online help

Element K Microsoft Office New Features

Course adapted and developed for Freemont Academy by Steve Meggeson, September, 2009.

### ***About the Instructor***

***Steve Meggeson is a Microsoft Certified Trainer, and specializes in Microsoft Networking and Communications Technologies. He has been teaching all sorts of courses (technical and non-technical) since 1999.***