

Office 2007 Demo Outline

I. Word 2007

A. What's new?

1. *Ribbon interface*
2. *Microsoft Office Button*
3. *Quick Access Toolbar*
4. *New File Formats*

B. Useful features

1. *Galleries*
2. *Live Preview*
3. *Mini Toolbar*
4. *Save as PDF*

C. Miscellaneous

1. *Compatibility Checker*
2. *Document Inspector*
3. *Zoom Slider*

II. Outlook 2007

A. What's new?

1. *To Do bar*
2. *RSS Feed reader and manager*
3. *Improved Calendar sharing*
4. *Calendar Overlay view*

B. Links

1. *Demo/Tour of Office:*

<http://office.microsoft.com/en-us/help/HA101679471033.aspx>

2. *Free training:*

<http://office.microsoft.com/en-us/training/HA102255331033.aspx>

<http://staff.library.ucla.edu/hr/Lynda.asp>

3. *Interactive Guides:*

<http://office.microsoft.com/en-us/training/HA102295841033.aspx>

4. *David Scholl's documentation:*

<http://libteams/LIS/Office/Forms/AllItems.aspx>