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## Track R: Microsoft Office 2007

**Track Description:** Did you know the newest version of the Microsoft Office suite of applications (Word, Excel, PowerPoint, Access, Outlook) is coming to MCC? The new name is Microsoft Office 2007, and suffice it to say each software package has undergone a major face lift! It looks significantly different, and the format to save files has changed. There are even a few new features in each application.

Microsoft Office 2007 is easier, faster and more efficient! Come to one of these sessions for an overview of the changes. Don't let the new software take you by surprise. Come take it for a spin -- We think you will like what you see!

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### R1 Microsoft Office 2007 Overview - Word

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

**After this session you will be able to:**

- ~ Know about the new look and features
- ~ Go to the Microsoft Website to see the new features before the software is on your PC
- ~ Learn how to share files for others still using the older version software.
- ~ Get a Quick Reference Card with the new features

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	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Room</b>
<b>Friday</b>	<b>November 30, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Friday</b>	<b>November 30, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>5030</b>
<b>Monday</b>	<b>December 03, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>December 06, 2007</b>	<b>9:00 AM</b>	<b>10:00 AM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>December 06, 2007</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>5030</b>
<b>Wednesday</b>	<b>December 12, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Friday</b>	<b>December 14, 2007</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-106B</b>
<b>Monday</b>	<b>December 17, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>December 18, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Monday</b>	<b>January 14, 2008</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>January 17, 2008</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>

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**R2 Microsoft Office 2007 Overview - Excel**

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

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	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Room</b>
<b>Thursday</b>	<b>November 29, 2007</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>December 04, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Wednesday</b>	<b>December 05, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>11-106B</b>
<b>Monday</b>	<b>December 10, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>December 11, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>5030</b>
<b>Thursday</b>	<b>December 13, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Wednesday</b>	<b>December 19, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Friday</b>	<b>December 21, 2007</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-106B</b>
<b>Wednesday</b>	<b>January 16, 2008</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>

### **R3 Microsoft Office 2007 Overview - Outlook**

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

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<b>Monday</b>	<b>November 19, 2007</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>November 20, 2007</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>11-106B</b>
<b>Monday</b>	<b>November 26, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>November 27, 2007</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>5030</b>
<b>Thursday</b>	<b>November 29, 2007</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>December 04, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>11-106B</b>
<b>Friday</b>	<b>December 07, 2007</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>December 11, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Wednesday</b>	<b>December 12, 2007</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>December 13, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>5030</b>
<b>Monday</b>	<b>December 17, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>December 20, 2007</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>January 15, 2008</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>

**R4 Microsoft Office 2007 Overview - PowerPoint**

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

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	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Room</b>
<b>Thursday</b>	<b>November 15, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>November 20, 2007</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Monday</b>	<b>November 26, 2007</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-106B</b>
<b>Wednesday</b>	<b>November 28, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>5030</b>
<b>Tuesday</b>	<b>December 04, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>5030</b>
<b>Wednesday</b>	<b>December 05, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>December 13, 2007</b>	<b>1:30 PM</b>	<b>2:30 PM</b>	<b>11-106B</b>
<b>Wednesday</b>	<b>December 19, 2007</b>	<b>2:00 PM</b>	<b>3:00 PM</b>	<b>5030</b>
<b>Thursday</b>	<b>December 20, 2007</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>11-106B</b>
<b>Tuesday</b>	<b>January 15, 2008</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>11-111</b>
<b>Wednesday</b>	<b>January 16, 2008</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-111</b>
<b>Thursday</b>	<b>January 17, 2008</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-111</b>