
Track U: 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!

P42 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
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- ~ Learn how to share files for others still using the older version software.
- ~ Get a Quick Reference Card with the new features

	Session Date	Start Time	End Time	Location	Room
Tuesday	September 25, 2007	11:00 AM	12:00 PM		11-106B
Tuesday	October 02, 2007	1:00 PM	2:00 PM		11-106B
Thursday	October 04, 2007	1:00 PM	2:00 PM		5030
Friday	October 05, 2007	10:00 AM	11:00 AM		11-106B
Thursday	October 11, 2007	11:00 AM	12:00 PM		11-106B
Friday	October 12, 2007	2:00 PM	3:00 PM		11-106B
Tuesday	October 16, 2007	1:00 PM	2:00 PM		5030
Wednesday	October 17, 2007	1:30 PM	2:30 PM		11-106B
Friday	October 19, 2007	9:30 AM	10:30 AM		11-106B
Monday	October 22, 2007	9:30 AM	10:30 AM		11-106B
Thursday	October 25, 2007	2:00 PM	3:00 PM		11-106B
Monday	October 29, 2007	2:00 PM	3:00 PM		5030
Tuesday	October 30, 2007	10:00 AM	11:00 AM		11-106B
Wednesday	October 31, 2007	2:00 PM	3:00 PM		11-106B
Tuesday	November 06, 2007	9:00 AM	10:00 AM		11-106B
Wednesday	November 07, 2007	11:00 AM	12:00 PM		11-106B
Monday	November 12, 2007	12:00 PM	1:00 PM		5030
Monday	November 12, 2007	2:00 PM	3:00 PM		11-106B
Tuesday	November 13, 2007	11:00 AM	12:00 PM		11-106B
Friday	November 30, 2007	11:00 AM	12:00 PM		11-106B

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Friday	November 30, 2007	2:00 PM	3:00 PM	5030
Monday	December 03, 2007	2:00 PM	3:00 PM	11-106B
Thursday	December 06, 2007	9:00 AM	10:00 AM	11-106B
Thursday	December 06, 2007	1:00 PM	2:00 PM	5030
Wednesday	December 12, 2007	10:00 AM	11:00 AM	11-106B
Friday	December 14, 2007	1:00 PM	2:00 PM	11-106B
Monday	December 17, 2007	2:00 PM	3:00 PM	11-106B
Tuesday	December 18, 2007	11:00 AM	12:00 PM	11-106B

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P43 Microsot Office 2007 Overview - Excel

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Wednesday	October 03, 2007	1:00 PM	2:00 PM	11-106B
Wednesday	October 10, 2007	2:00 PM	3:00 PM	11-106B
Thursday	October 11, 2007	2:00 PM	3:00 PM	5030
Friday	October 12, 2007	11:00 AM	12:00 PM	11-106B
Monday	October 15, 2007	1:00 PM	2:00 PM	11-106B
Thursday	October 18, 2007	9:30 AM	10:30 AM	11-106B
Tuesday	October 23, 2007	1:00 PM	2:00 PM	11-106B
Wednesday	October 24, 2007	10:00 AM	11:00 AM	11-106B
Wednesday	October 24, 2007	2:00 PM	3:00 PM	5030
Monday	October 29, 2007	10:00 AM	11:00 AM	11-106B
Thursday	November 01, 2007	2:00 PM	3:00 PM	11-106B
Monday	November 05, 2007	10:00 AM	11:00 AM	11-106B
Tuesday	November 06, 2007	2:00 PM	3:00 PM	5030
Thursday	November 08, 2007	2:00 PM	3:00 PM	11-106B
Tuesday	November 13, 2007	2:00 PM	3:00 PM	11-106B
Wednesday	November 14, 2007	10:00 AM	11:00 AM	11-106B
Thursday	November 29, 2007	1:00 PM	2:00 PM	11-106B
Tuesday	December 04, 2007	10:00 AM	11:00 AM	11-106B
Wednesday	December 05, 2007	2:00 PM	3:00 PM	11-106B
Monday	December 10, 2007	2:00 PM	3:00 PM	11-106B
Tuesday	December 11, 2007	11:00 AM	12:00 PM	5030
Thursday	December 13, 2007	10:00 AM	11:00 AM	11-106B
Wednesday	December 19, 2007	10:00 AM	11:00 AM	11-106B
Friday	December 21, 2007	1:00 PM	2:00 PM	11-106B

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P44 Microsoft Office 2007 Overview - Outlook

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Tuesday	October 09, 2007	11:00 AM	12:00 PM	11-106B
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Tuesday	November 06, 2007	2:00 PM	3:00 PM	11-106B
Wednesday	November 07, 2007	1:30 PM	2:30 PM	5030
Friday	November 09, 2007	11:00 AM	12:00 PM	11-106B
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Monday	November 19, 2007	2:30 PM	3:30 PM	11-106B
Tuesday	November 20, 2007	9:30 AM	10:30 AM	11-106B
Monday	November 26, 2007	11:00 AM	12:00 PM	11-106B
Tuesday	November 27, 2007	1:00 PM	2:00 PM	5030
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P45 Microsoft Office 2007 Overview - PowerPoint

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	Tuesday	November 20, 2007	11:00 AM	12:00 PM	11-106B
	Monday	November 26, 2007	1:00 PM	2:00 PM	11-106B
	Wednesday	November 28, 2007	2:00 PM	3:00 PM	5030
	Tuesday	December 04, 2007	2:00 PM	3:00 PM	5030
	Wednesday	December 05, 2007	10:00 AM	11:00 AM	11-106B
	Thursday	December 13, 2007	1:30 PM	2:30 PM	11-106B
	Wednesday	December 19, 2007	2:00 PM	3:00 PM	5030
	Thursday	December 20, 2007	10:00 AM	11:00 AM	11-106B
