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## 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!

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### 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
- ~ 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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Session Date		Start Time	End Time	Location	Room
Wednesday	July 18, 2007	1:00 PM	2:00 PM		11-111
Thursday	July 19, 2007	11:00 AM	12:00 PM		5030
Tuesday	July 24, 2007	11:00 AM	12:00 PM		11-111
Tuesday	July 31, 2007	1:00 PM	2:00 PM		11-111
Wednesday	August 01, 2007	1:00 PM	2:00 PM		5030
Thursday	August 09, 2007	11:00 AM	12:00 PM		11-111
Tuesday	August 14, 2007	11:00 AM	12:00 PM		5030
Thursday	August 16, 2007	2:30 PM	3:30 PM		11-111
Wednesday	August 22, 2007	11:00 AM	12:00 PM		11-111
Friday	August 24, 2007	1:00 PM	2:00 PM		11-111
Tuesday	August 28, 2007	1:00 PM	2:00 PM		11-111
Wednesday	August 29, 2007	1:00 PM	2:00 PM		5030
Friday	August 31, 2007	11:00 AM	12:00 PM		11-111
Wednesday	September 05, 2007	11:00 AM	12:00 PM		11-106B
Wednesday	September 12, 2007	1:00 PM	2:00 PM		11-106B
Wednesday	September 19, 2007	11:00 AM	12:00 PM		5030
Thursday	September 20, 2007	11:00 AM	12:00 PM		11-106B
Tuesday	September 25, 2007	11:00 AM	12:00 PM		11-106B

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*To Register Call the ETS Help Line Ext. 4357 (292-2000, ext 4357 from Off Campus)*

### **P43 Microsot 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.

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

- ~ Know about the new look and features
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Wednesday	July 25, 2007	11:00 AM	12:00 PM	11-111
Tuesday	July 31, 2007	2:30 PM	3:30 PM	11-111
Tuesday	August 07, 2007	1:00 PM	2:00 PM	11-111
Wednesday	August 08, 2007	1:00 PM	2:00 PM	5030
Wednesday	August 15, 2007	11:00 AM	12:00 PM	11-111
Monday	August 20, 2007	11:00 AM	12:00 PM	11-111
Tuesday	August 21, 2007	11:00 AM	12:00 PM	5030
Thursday	August 23, 2007	1:00 PM	2:00 PM	11-111
Monday	August 27, 2007	1:00 PM	2:00 PM	11-111
Thursday	September 06, 2007	11:00 AM	12:00 PM	11-106B
Tuesday	September 11, 2007	1:00 PM	2:00 PM	11-106B
Thursday	September 13, 2007	11:00 AM	12:00 PM	5030
Tuesday	September 18, 2007	11:00 AM	12:00 PM	11-106B
Tuesday	September 25, 2007	1:00 PM	2:00 PM	11-106B
Wednesday	September 26, 2007	1:00 PM	2:00 PM	5030

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## **P44 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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Tuesday	July 31, 2007	9:30 AM	10:30 AM	11-111
Wednesday	August 01, 2007	11:00 AM	12:00 PM	5030
Tuesday	August 07, 2007	11:00 AM	12:00 PM	5030
Wednesday	August 08, 2007	9:30 AM	10:30 AM	11-111
Thursday	August 09, 2007	1:00 PM	2:00 PM	11-111
Thursday	August 16, 2007	11:00 AM	12:00 PM	11-111
Tuesday	August 21, 2007	1:00 PM	2:00 PM	11-111
Wednesday	August 22, 2007	1:00 PM	2:00 PM	5030
Friday	August 24, 2007	11:00 AM	12:00 PM	11-111
Wednesday	August 29, 2007	11:00 AM	12:00 PM	11-111
Friday	August 31, 2007	1:00 PM	2:00 PM	11-111
Wednesday	September 05, 2007	1:00 PM	2:00 PM	11-106B
Wednesday	September 12, 2007	11:00 AM	12:00 PM	5030
Thursday	September 13, 2007	10:00 AM	11:00 AM	11-106B
Tuesday	September 18, 2007	1:00 PM	2:00 PM	11-106B
Wednesday	September 26, 2007	11:00 AM	12:00 PM	11-106B
Thursday	September 27, 2007	1:00 PM	2:00 PM	5030

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## **P45 Microsoft Office 2007 Overview - PowerPoint**

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Wednesday	August 01, 2007	2:30 PM	3:30 PM		11-111
Wednesday	August 08, 2007	11:00 AM	12:00 PM		11-111
Tuesday	August 14, 2007	1:00 PM	2:00 PM		11-111
Wednesday	August 15, 2007	1:00 PM	2:00 PM		5030
Monday	August 20, 2007	1:00 PM	2:00 PM		11-111
Thursday	August 23, 2007	11:00 AM	12:00 PM		11-111
Monday	August 27, 2007	11:00 AM	12:00 PM		11-111
Tuesday	August 28, 2007	11:00 AM	12:00 PM		5030
Thursday	August 30, 2007	1:00 PM	2:00 PM		11-111
Thursday	September 06, 2007	1:00 PM	2:00 PM		11-106B
Tuesday	September 11, 2007	11:00 AM	12:00 PM		11-106B
Wednesday	September 19, 2007	1:00 PM	2:00 PM		11-106B
Thursday	September 20, 2007	11:00 AM	12:00 PM		5030
Thursday	September 27, 2007	11:00 AM	12:00 PM		11-106B