

## Clinic Preparation Checklist for Clinic 3199B:

### ***First Look: Getting Started with the 2007 Microsoft Office System***

It is recommended that you complete the following checklist to help prepare for a successful delivery of Clinic 3199B: *First Look: Getting Started with the 2007 Microsoft® Office System*.

#### **Courses**

It is highly recommended that you audit the following courses:

- Course 2552: *Administering Microsoft® Windows SharePoint® Services*

#### **Technical Preparation Activities**

It is highly recommended that you complete the following technical preparation activities.

- \_\_\_\_\_ Review the technical documentation available on the SharePoint Products and Technologies site at <http://www.microsoft.com/technet/prodtechnol/sppt/default.msp>.
- \_\_\_\_\_ Review the technical documentation available on the Microsoft Office System site on the Microsoft Website. Be sure to understand the changes and new features introduced in the 2007 Microsoft Office System.
- \_\_\_\_\_ Practice all demonstrations for this clinic.
- \_\_\_\_\_ Practice setting up the classroom by following the instructions in the “Microsoft Virtual PC Classroom Setup Guide.”
- \_\_\_\_\_ Review the clinic error log, which is available in the Microsoft Download Center.

#### **Instructional Preparation Activities**

It is also recommended that you complete the following instructional preparation activities.

- \_\_\_\_\_ Practice presenting each demonstration.
- \_\_\_\_\_ Practice presenting each session.
  - Identify examples, analogies, demonstrations, and additional delivery tips that will help to clarify section topics.
  - Notice any problems that you might encounter during a demonstration, and determine a course of action for how you will resolve them in the classroom.
  - Identify ways to improve a demonstration.
- \_\_\_\_\_ Review the Microsoft Certifications Web site at <http://www.microsoft.com/learning/mcp/default.asp> for updated information about the Microsoft Certified Professional (MCP) program.