

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.mspx>.
- _____ 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.