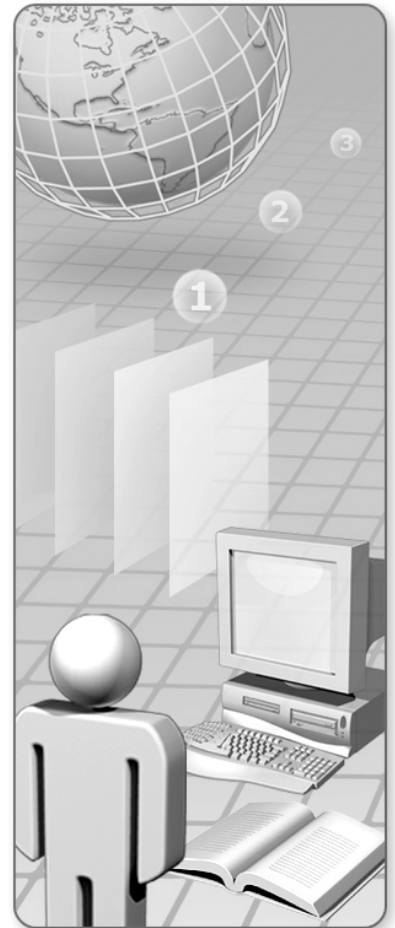


3199B: First Look: Getting Started with the 2007 Microsoft® Office System



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Contents

Introduction

Clinic Materials.....	2
Prerequisites	3
Clinic Outline	4
Microsoft Learning	5
Microsoft Certification Program	7
Facilities	10

Session 1: Benefits of Deploying the 2007 Office System

Session 1: Benefits of Deploying the 2007 Office System	1
2007 Office System Processes and Business Benefits	2
Increasing Personal Productivity by Using the 2007 Office System	6
Enterprise Content Management Using the 2007 Office System.....	14
Collaboration Using the 2007 Office System	21
Knowledge Discovery and Insight Using the 2007 Office System.....	29
Information Worker Solutions and Fundamentals	37
Session Summary.....	43
Questions and Answers.....	44

Session 2: Overview of the 2007 Microsoft Office System Components

Session 2: Overview of the 2007 Office System Components.....	1
Introduction to the 2007 Office System	2
2007 Office Client Program Innovations	8
2007 Office Server Components	20
2007 Office Server Architecture	32
Session Summary.....	37
Questions and Answers.....	38
Clinic Evaluation.....	39

About This Clinic

This section provides you with a brief description of the clinic, audience, suggested prerequisites, and clinic objectives.

Description

At the end of this half-day clinic, students will understand how the 2007 Microsoft® Office System provides many benefits to an organization including enhanced collaboration, personal productivity and an effective enterprise content management solution. Students are also introduced provided with an overview of the server and client components that make up the 2007 Office System.

Audience

The primary audience for this clinic is the IT Professional who generally works with both Microsoft® Windows and Office technologies. The types of duties that are typical of this IT Pro are admin and support duties—e.g. planning and deployment of Office server products in a Windows environment; configuration and security administration; and updates of Office upgrades and/or updates. They will be specifically interested in getting high-level information about the 2007 Microsoft Office System from this clinic.

Student prerequisites

This clinic requires that students meet the following prerequisites:

- 1 year experience with Office system technologies
- 1 year experience with Windows client and server operating systems
- Experience installing, configuring, and supporting Office technologies
- Working knowledge of Microsoft Windows SharePoint® Services 2.0 is recommended

Objectives

After completing this clinic, the student will be able to:

- Describe the business benefits of the 2007 Office system.
- Describe how the 2007 Office system can increase personal productivity.
- Describe how the 2007 Office system enhances enterprise content management processes.
- Describe how the 2007 Office system can be used for collaboration throughout an organization.
- Explain how the 2007 Office system enhances knowledge discovery and insight.
- Explain how the 2007 Office system meets the productivity goals of the standard information worker.
- Describe the programs, servers, and services that comprise the 2007 Office system.
- Describe the key improvements and innovations of the 2007 Office client programs.
- Describe the features and functions of the 2007 Office server components.
- Describe the general architecture of the 2007 Office System.

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Convention	Use
Bold	Represents commands, command options, and syntax that must be typed exactly as shown. It also indicates commands on menus and buttons, dialog box titles and options, and icon and menu names.
<i>Italic</i>	In syntax statements or descriptive text, indicates argument names or placeholders for variable information. Italic is also used for introducing new terms, for book titles, and for emphasis in the text.
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<code>monospace</code>	Represents code samples or examples of screen text.
[]	In syntax statements, enclose optional items. For example, <code>[filename]</code> in command syntax indicates that you can choose to type a file name with the command. Type only the information within the brackets, not the brackets themselves.
{ }	In syntax statements, enclose required items. Type only the information within the braces, not the braces themselves.
	In syntax statements, separates an either/or choice.
►	Indicates a procedure with sequential steps.
...	In syntax statements, specifies that the preceding item may be repeated.
.	Represents an omitted portion of a code sample.
.	
.	