<table>
<thead>
<tr>
<th>MS Office 2007 Group Name</th>
<th>Course Number and Title</th>
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</table>
| **Core Training for Microsoft Office Word 2007** | Getting Started with Microsoft Office Word 2007  
Editing and Proofreading Documents in Microsoft Office Word 2007  
Formatting Documents in Microsoft Office Word 2007  
Working with Columns and Tables in Microsoft Office Word 2007  
Working with Graphical Elements in Microsoft Office Word 2007  
Working with Longer Documents in Microsoft Office Word 2007  
Collaborating with Others and Personalizing Microsoft Office Word 2007 |
| **Core Training for Microsoft Office Excel 2007** | Getting Started with Microsoft® Office Excel® 2007  
Performing Calculations on Data in Microsoft® Office Excel® 2007  
Formatting and Printing Worksheets in Microsoft® Office Excel® 2007  
Filtering and Summarizing Data in Microsoft® Office Excel® 2007  
Working with Pivot Tables and Charts in Microsoft® Office Excel® 2007  
Collaborating with Others in Microsoft® Office Excel® 2007  
Analyzing Data and Working with Macros in Microsoft Office Excel 2007 |
| **Core Training for Microsoft Office OneNote 2007** | Getting Started with Microsoft Office OneNote 2007  
Working with Notes in Microsoft Office OneNote 2007  
Using Microsoft Office OneNote 2007 for Research  
Sharing Microsoft Office OneNote 2007 Information |
| **Core Training for Microsoft Office Outlook 2007** | Getting Started with Microsoft® Office Outlook® 2007  
Working with E-mail Messages in Microsoft® Office Outlook® 2007  
Managing Mail and Contact Information in Microsoft® Office Outlook® 2007  
Managing the Calendar in Microsoft® Office Outlook® 2007  
Working with Tasks and Notes in Microsoft® Office Outlook® 2007  
Sharing and Remotely Accessing Data in Microsoft® Office Outlook® 2007 |
| **Core Training for Microsoft Office PowerPoint 2007** | Getting Started with Microsoft Office PowerPoint 2007  
Working with Slides in Microsoft Office PowerPoint 2007  
Working with the Slide Layout and Themes in Microsoft Office PowerPoint 2007  
Working with Tables, Charts, and Diagrams in Microsoft Office PowerPoint 2007  
Enhancing the Slides with Multimedia Elements in Microsoft Office PowerPoint 2007  
Delivering Presentations Using Microsoft Office PowerPoint 2007 |