

## Course Specifications

### Deploying Microsoft Office 2007 Professional Plus

**Course number:** 5058

**Course length:** 2 days

## Registration:

**Micro Market Business Centre**  
700 Progress Avenue  
Kingston, Ontario, K7M 4W9

**Toll Free:** 1-877-996-6622  
Local: (613) 634-8125 ext. 4  
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## Deploying Microsoft Office 2007 Professional Plus

### Introduction

Elements of this syllabus are subject to change.

This two-day instructor-led course provides students with the knowledge and skills that they need to effectively deploy Microsoft Office 2007. Specifically students learn how to prepare and plan for the Office 2007 deployment, how to build and customize the Office 2007 installation, and how to deploy Office 2007 throughout their environment. Students also learn about the Office 2007 setup and multilingual architecture.

### Audience

The audience of this course consists of IT Professionals and technical decision makers with the skills to successfully plan, deploy, maintain, and troubleshoot desktop environments that support the Microsoft Office system.

### At Course Completion

After completing this course, students will gain the skills to:

- Prepare the environment to deploy and install Microsoft Office 2007.
- Analyze file compatibility and interoperability issues between Office 2007 and previous versions of Microsoft Office.
- Install Microsoft Office 2007 using the local installation source.
- Customize an Office 2007 installation and deployment.
- Select an appropriate Office 2007 deployment method based upon the organization's desktop management technique.
- Deploy Office 2007 to a multilingual network environment.

### Prerequisites

Before attending this course, students must have:

- Experience deploying, managing, and supporting Windows client systems.

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- Experience deploying, managing, and supporting Microsoft Office system technologies.
- Familiarity with standard client and application deployment methods such as Group Policy, Remote Installation Services (RIS), disk imaging, and Systems Management Server (SMS).

### Important:

This learning product will be most useful to people who are already working in the job role of a desktop specialist and who intend to use their new skills and knowledge on the job immediately after training.

### Course Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

The following software is provided in the student kit:

- Student CD

### Course Outline

#### Module 1: Preparing to Deploy Microsoft Office 2007

In this module, students learn the benefits of and system requirements needed to deploy Microsoft Office 2007. Students are also introduced to a number of resources and tools that will assist in the deployment of the 2007 Microsoft Office system client products.

#### Lessons

- Introduction to Microsoft Office 2007
- Identifying Office 2007 Deployment Resources
- Microsoft Office Deployment Guidelines and Technologies

After completing this module, students will be able to:

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- Describe the products and benefits of the 2007 Microsoft Office system.
- Describe the various resources available to assist in the deployment of the 2007 Microsoft Office system client.
- Identify technologies and apply guidelines for planning, testing, and deploying the 2007 Microsoft Office system client.

## Module 2: Planning for a Microsoft Office 2007 Deployment

In this module, students learn the benefits and deployment considerations of the Office 2007 Open XML file format. The Microsoft Office Migration Planning Manager is also introduced, which helps organizations analyze and identify potential file conversion or compatibility issues.

### Lessons

- Planning for the Office 2007 Open XML File Format
- Assessing the Network Environment for Office 2007
- Lab: Planning for a Microsoft Office 2007 Deployment

After completing this module, students will be able to:

- Describe and plan for the Office 2007 open XML format.
- Assess the network environment to identify interoperability issues with the deployment of the 2007 Microsoft Office system client.
- Use the Microsoft Office Migration Planning Manager to analyze and identify file compatibility issues.
- Use the Microsoft Office File Conversion Tool to convert files to the new Microsoft Office Open XML format.

## Module 3: Understanding the Office 2007 Setup Architecture

In this module, students learn the benefits and considerations for using and deploying the local installation source, and the general setup sequence of events for Office 2007.

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### Lessons

- Understanding the Use of the Local Installation Source
- Setup Sequence of Events in the 2007 Office System
- Lab: Installing Microsoft Office 2007

After completing this module, students will be able to:

- Describe how the local installation source benefits an Office 2007 installation.
- Explain the Office 2007 setup sequence of events.
- Install Microsoft Office 2007 on a network client.

## Module 4: Customizing the Office 2007 Installation

In this module, students learn how to customize an installation and deployment using Office 2007 customization tools.

### Lessons

- Configuring the Installation
- Customizing the User Environment Using Group Policy
- Lab: Customizing the Office 2007 Installation

After completing this module, students will be able to:

- Customize an Office 2007 installation.
- Use Group Policy to control an Office 2007 user environment.

## Module 5: Selecting an Office 2007 Deployment Method

In this module, students are introduced to a number of deployment methods based upon various management techniques. Students then focus upon how to deploy Office 2007 using the Active Directory Group Policy method.

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### Lessons

- Understanding Infrastructure Management Techniques
- Using Group Policy to Deploy Office 2007
- Lab: Deploying Office 2007 Using Group Policy

After completing this module, students will be able to:

- Select an appropriate deployment method based upon an organization's infrastructure management process.
- Use Group Policy to deploy Office 2007.

### Module 6: Office 2007 Multilingual Architecture

In this module, students learn how Office 2007 addresses a multilingual environment.

### Lessons

- Overview of Multilingual Architecture in Office 2007
- Deploying Multiple Languages in Office 2007
- Lab: Deploying Multiple Language Versions of Office 2007

After completing this module, students will be able to:

- Describe how Office 2007 addresses multiple languages within a network environment.