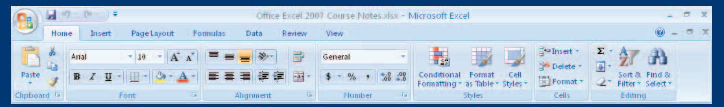
Excel 2007

Excel 2007 is a spreadsheet program you use to track, analyze, and perform calculations on numerical data and other types of information. Excel includes a number of functions that make quick work of very complex what-if calculations, such as determining a monthly loan payment amount for different loan amounts and interest rates.



Create a workbook

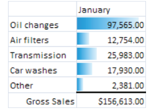
1. Click the Office Button.
2. Click New.
3. If you want to start with a blank workbook, click Blank Workbook in the middle pane, and then click Create.
4. If you want to start with a template, select the category of template you would like to use. In the middle pane, select a specific template, and then click Create or Download.

Select a format for a cell or range of cells

1. Select the cell or range of cells for which you want to apply a format.
2. Right-click, and then click Format Cells on the shortcut menu (or click the Number Dialog Box Launcher on the Home tab).
3. In the Format Cells dialog box, select the format you want to use for the number or date. If necessary, configure any relevant options for the format (such as decimal places). Click OK.

Apply a conditional format to a cell or range of cells

Conditional formatting enables you to apply color to text and fill for a cell or range of cells. For example, you might use data bars to provide visual cues as to the relative sizes of numbers in cells.



1. Select the range of cells to which you want to apply conditional formatting.
2. On the Home tab, in the Styles group, click the arrow next to Conditional Formatting and point to Data Bars. A gallery opens.
3. In the gallery, click on the color that you want to use for your data bars.
4. The data bars appear in the cells within the range you selected. Changing the data in those cells automatically changes the length of the data bars. In addition, any new cells you add within the range acquire data bar formatting.

Insert cells, rows, or columns

1. Select a cell adjacent to where you want to insert an empty cell, row, or column.
2. On the Home tab, in the Cells group, click the arrow on the Insert button. Click the appropriate command on the Insert menu. If you click Insert Sheet Rows, Excel inserts the rows above the current cell. If you click Insert Sheet Columns, Excel inserts the columns to the left of your current cell. Excel prompts you to select where to insert cells when you click Insert Cells.

Insert a chart

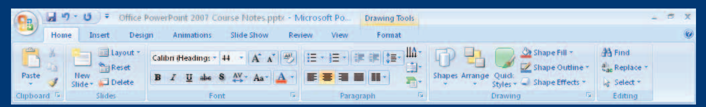
1. Highlight the range of cells containing your data, including the headings.
2. On the Insert tab, in the Charts group, click the button for the type of chart you want to create (such as Pie).
3. In the gallery for the chart type you selected, click the style of chart you want to create.

Filter data

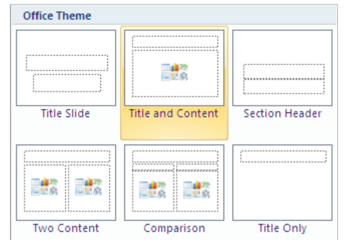
1. Use the mouse to select a range of cells.
2. On the Data tab, in the Sort & Filter group, click the Filter button. You now see an arrow displayed at the start of the range. Click this arrow to display a list of filtering options.
3. Use the options on the displayed dialog box to filter the data.

PowerPoint 2007

PowerPoint 2007 is a presentation program you use to create slide shows, which can include charts, tables, pictures, and animation. You can display your slide shows on a local computer or publish them on the Web.



Change the layout of a slide



1. In the Slides pane, select the slide for which you want to change the layout.
2. On the Home tab, in the Slides group, click the arrow next to Layout.
3. In the displayed gallery, click the layout you want to use for the slide.

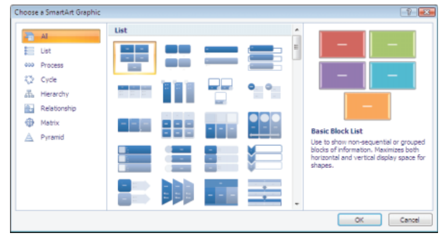
Insert a slide into a presentation

1. On the Home tab, in the Slides group, click the arrow below New Slide.
2. In the gallery, click the layout you want to use for the new slide.

Delete a slide from a presentation

1. On the Home tab, in the Slides group, click Delete.

Insert an object into a slide



1. Select the appropriate slide.
2. On the Insert tab, in the Illustrations group, click the Picture, Clip Art, Photo Album, Shapes, SmartArt, or Chart button to add one of these objects.
3. As prompted, define the relevant options for the type of object you selected. For example, you can use the above dialog box to add a SmartArt object to a slide.

Configure a slide show

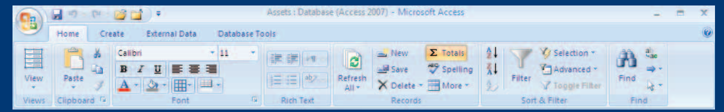
1. On the Slide Show tab, in the Set Up Slide Show group, click Set Up Slide Show.
2. Use the Set Up Slide Show dialog box to configure such options as showing only certain slides, how you want to advance slides (manually or based on timings you define), and whether you want the slide show to loop continuously. You can also specify whether you want to display the Presenter View if you have both a monitor and a projector available to you for your presentation.

View your presentation

1. Open the presentation that you want to view.
2. On the Slide Show tab, in the Start Slide Show group, click the From Beginning button. Your slide show begins from the first slide, in full-screen mode.
3. To advance slide by slide, click the mouse button or press ENTER.
4. To exit the slide show, you can advance to the final slide and click the mouse button again, or you can press the ESC key at any time.

Access 2007

Access 2007 is a database management program you use to organize customer and company data. You can create customized product reports and import Access data into Outlook contact folders. You can also create customized forms to speed up data entry.



Display all objects in the Navigation Pane

1. Click the bar at the top of the Navigation Pane.
2. Under Navigate To Category, click Object Type.
3. Click the Navigation Pane bar again.
4. Under Filter By Group, click All Access Objects.

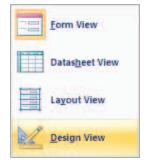
Collapse or expand the Navigation Pane

1. To collapse the Navigation Pane, in the menu bar, click the Shutter Bar Open/Close button (<<).
2. To expand the Navigation Pane, click the Shutter Bar Open/Close button (>>) again.

Open an object from the Navigation Pane

1. In the Navigation Pane, right-click on the object.
2. Click Open.

Switch views



1. In the Navigation Pane, right-click on a database object (such as a table) and click Open.
2. On the Home tab, in the Views group, click the arrow below the View button.
3. Click the command to display the type of view you want to use.

Create a new table from a template

1. On the Create tab, in the Tables group, click Table Templates.
2. Click the template you want to use to create the new table (Contacts, Tasks, Issues, Events, or Assets).
3. If necessary, modify the new table's design to add or remove fields.
4. Click Save on the Quick Access Toolbar, type a name for the table, and click OK.

Use the Form Wizard to create a form

1. On the Create tab, in the Forms group, click More Forms, and then click Form Wizard.
2. In the Tables/Queries list, click to select the table or query on which you want to base the form.
3. Under Available Fields, select the desired fields to add to your form, and then click the Add button to add them to the Selected Fields list. Click Next.
4. Select the layout you want to use for the form and click Next.
5. Select the style for the form and click Next.
6. Type a title for the form and click Finish.
7. If you want to fine tune the design of this form, open the form, click the Home tab, click the arrow below View, and then click Design View.
8. Make the necessary changes and save the form.

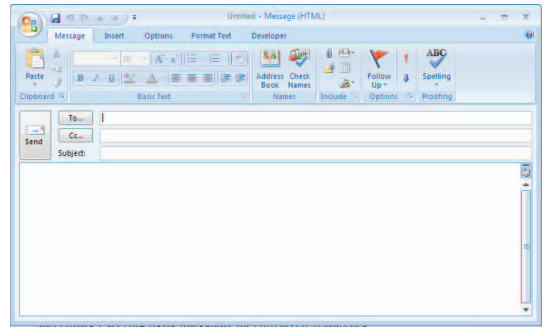
Create a basic report

1. On the Create tab, in the Reports group, click the Report Wizard button.
2. Select the source table or query and the desired fields, and then click Next.
3. If you want to group the report on specific fields (for example, you might group a sales report on salesperson ID), select the appropriate fields and click Next.
4. Specify a sort order for the report and click Next.
5. Select the report's layout and orientation, and then click Next.
6. Select a report style and click Next.
7. Type a title for the report and click Finish.
8. Access saves the report and opens it in Print Preview. Click Print to print the report.
9. Click Close Print Preview when you're finished.

Outlook 2007

Outlook 2007 is a communication program for sending e-mail messages, managing contacts, and maintaining your schedule and to-do list. Outlook uses the Ribbon interface only when you create new items such as e-mail messages, tasks, and appointments.

Create and send a new e-mail message



1. If you're viewing your inbox, click the New button on the toolbar to create a new e-mail message. (Or to create a new e-mail message regardless of your current view, on the File menu, click New and then Mail Message.)
2. In the To text box, type an e-mail address, or click To to browse and select an e-mail address from your address book.
3. Type a subject and message for the e-mail message.
4. Click Send.

Change the location of or turn off the Reading Pane

1. On the View menu, click Reading Pane.
2. On the Reading Pane menu, click Right, Bottom, or Off.

Create a new appointment

1. While viewing your calendar, click New on the toolbar. (Alternatively, click the File menu and then New Appointment.)
2. Specify the subject, location, start and end times, and an optional description for the appointment.
3. To schedule a recurring appointment, on the Appointment tab, in the Options group, click Recurrence. Use the Appointment Recurrence dialog box to specify the appointment time, recurrence pattern (such as daily or weekly), and range of recurrence. Click OK to save your changes.
4. On the Appointment tab, in the Actions group, click Save & Close.

Schedule a meeting

1. On the File menu, click New and then Meeting Request.
2. Use the To text box to specify the e-mail addresses of the people you want to invite to the meeting.
3. Define a subject, location, and date and time for the meeting.
4. Click Send. Outlook automatically adds the meeting to your calendar and will also do so for all users who accept your meeting invitation.

Add a task to your to-do list

1. On the File menu, click New and then Task. (If you want to create a task and assign it to another user, click Task Request.)
2. Type a description of the task in the Subject task box.
3. Optionally define the task's start date, due date, status, priority, and whether you want Outlook to remind you about the task.
4. Click Save & Close.

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Microsoft® Office 2007

Basic Functions

Word 2007

Excel 2007

PowerPoint 2007

Access 2007

Outlook 2007

Welcome to Microsoft Office 2007

Microsoft Office 2007 includes the productivity tools you need to create professional documents. Use Word to create documents such as letters and reports. Use Excel to create spreadsheets that quickly recalculate when you change any cell's information. Use PowerPoint to create slide presentations. Use Access to create and manage databases. Finally, use Outlook to not only retrieve your e-mail, but also to manage your schedule and to-do list.

What's New in Microsoft Office 2007?

- NEW Ribbon interface that makes it easier than ever for you to do your work.
- NEW contextual tabs that appear only when you need them to complete your current task.
- NEW Live Preview that makes it possible to preview style changes before applying them to objects.
- NEW galleries offer predefined styles, table formats, list formats, and graphical effects for one-click formatting.
- CUSTOMIZABLE Quick Access Toolbar that is home to the commands you use most.
- PROFESSIONALLY designed templates that help you quickly get up and running with a new document.
- NEW Office Button that provides you with a consistent interface for managing files and printing.
- NEW themes so you can easily create documents in any Office program with the same fonts, colors, and effects.
- TABBED document interface so you can quickly navigate between the documents you're working on.

Microsoft® Office 2007

Basic Functions

Instead of toolbars and pull-down menus, the Microsoft Office 2007 applications use the Ribbon plus the Office Button. You use the menu associated with the Office Button to perform the tasks previously available on the File menu in earlier Office versions. In addition, the Quick Access Toolbar, located to the right of the Office Button, includes commands you use most often.

Open a file
1. Click the Office Button.
2. Click Open.
3. In the Open dialog box, if necessary, browse to select the appropriate folder. Select the file you want to open, and then click Open.

Save a file
1. Click the Office Button.
2. Click Save. If you have not previously saved the file, you now see the Save As dialog box. Browse to select the folder in which you want to save the file, type a name for the file in the File name text box, and then click Save.

Close a file
1. Click the Office Button.
2. Click Close.
3. If you have made changes to the current file and have not yet saved them, you will be prompted to do so at this point.

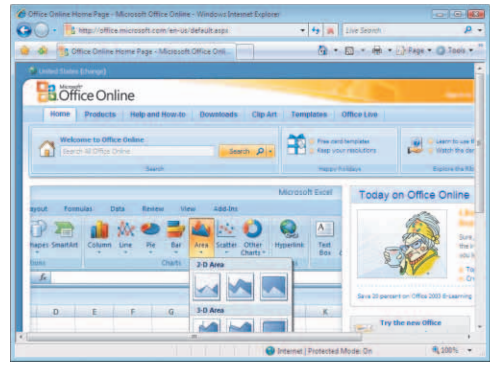
Preview a file
1. Click the Office Button.
2. Point at Print, and then click Print Preview.
3. To print the file in Print Preview, click Print. To close Print Preview, click Close Print Preview.

Print a file
1. Click the Office Button.
2. Point at Print, and then click Print if you want to set printing options such as the number of copies to print. Click Quick Print to print immediately to your default printer without modifying any print options.

Customize the Quick Access Toolbar
1. Click the Office Button, and then click the Options button for the Office application you are using.
2. In the left pane of the Options dialog box, click the Customize category.
3. To customize the Quick Access Toolbar for only a specific document, under Customize Quick Access Toolbar, click the arrow, and select the document.
4. By default, under Choose Commands From, you see the most popular commands. To view all available commands, click the arrow, and then click All Commands. (You might find it helpful to add the Open and Close commands to the Quick Access Toolbar.)
5. To add a command to the Quick Access Toolbar, select it in the list, and then click Add. Click OK to close the Options dialog box.

Reset the Quick Access Toolbar to its default settings
1. In the left pane of the Options dialog box, click the Customize category.
2. Click Reset, and then click Yes to confirm this action. Click OK.

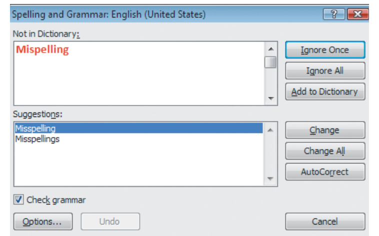
Get help
1. On the far right side of the Ribbon, click the Help button (the question mark). The Office application's Help window opens.
2. On the Help and How-to page, click any of the displayed topics to view more information about accomplishing specific tasks.
3. To search for a topic, type one or more words in the Search text box, and then press ENTER.



Get more help with Office 2007
You'll find helpful information on the following Web sites:
- **http://office.microsoft.com**. Use this Web site to find out the latest information about Office, view demos and tutorials, and download updates for the Office applications.
- **http://support.microsoft.com**. Use this Web site to search the Microsoft Knowledge Base for answers to any problems or errors you encounter.

Recover your work after a crash
When you open an Office program after closing prematurely, any files you did not save appear in the Document Recovery task pane. To recover a file:
1. Click the drop-down arrow for the file you want to recover.
2. Click Save As.
3. Locate and select the original file, or specify a new name and location.
4. Click Save.
5. If you had more than one file open at the time of the crash, open and save a copy of each file.

Check your spelling



1. In Word, Excel, and PowerPoint, click the Review tab. In a new e-mail message, click the Message tab.
2. In Word, in the Proofing group, click Spelling & Grammar.
3. In Excel, PowerPoint, and Outlook, in the Proofing group, click Spelling.
4. In Access, on the Home tab, in the Records group, click Spelling.
5. Use the displayed messages to correct any errors in your document.

File name conventions
The Microsoft Office applications use different file extensions than that of earlier versions. The default file extensions for each application are as follows:
- Word –.docx
- Excel –.xlsx
- PowerPoint –.pptx
- Access –.accdb

You'll also find that each Office application enables you to save files as XML documents. Doing so offers you the following advantages:
- Smaller file sizes, which reduce the bandwidth required to store the files and also to transmit them on a network (or the Internet)
- Enhanced recoverability.

Office Clipboard

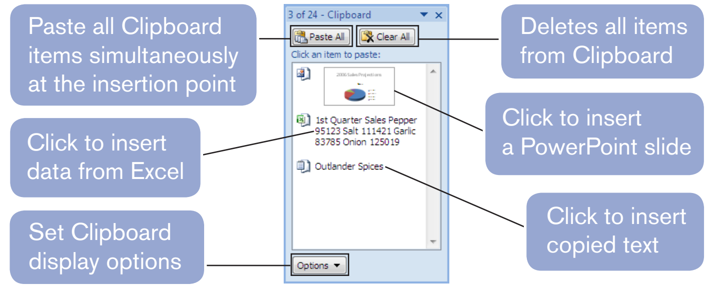
Copy to the Office Clipboard
1. Use the mouse to select the information you want to copy.
2. On the Home tab, in the Clipboard group, click Copy to copy the selected information to the Clipboard.

Note: You can also press CTRL+C or right-click on the selected information, and then click Copy to copy to the Clipboard

Display the Office Clipboard

1. On the Home tab, in the Clipboard group, click the Clipboard Dialog Box Launcher (the small box displayed to the right of the Clipboard).

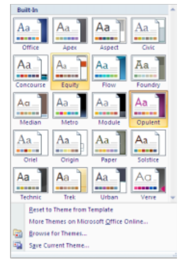
Paste from the Office Clipboard



1. Display the Office Clipboard.
2. Click the button containing the information you want to paste at the current location of the insertion point.
3. To paste the entire contents of the Clipboard at the insertion point, click Paste All.
4. To close the Clipboard, click the Close button on its title bar.

Themes

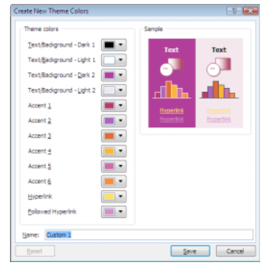
About themes



In Microsoft Office 2007, you can use themes to easily create documents that use the same fonts, font characteristics (such as typeface, size, and color), and lines and fill effects. Themes include settings that affect the titles, subtitles, and paragraphs in Word documents; titles, text, and graphics in PowerPoint slides; fonts and color schemes for Access reports; and fonts, lines, and color schemes for worksheets in Excel.

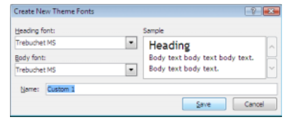
Apply a theme
1. In a Word or Excel document to which you want to apply a theme, on the Page Layout tab, in the Themes group, click Themes. In PowerPoint, on the Design tab, in the Themes group, click the More button to display the theme gallery.
2. Preview the changes a theme makes to your document by pointing to each theme.
3. When you've determined which theme you want to use, click its button to apply the theme.

Define custom theme colors



1. On the Page Layout tab (Word or Excel) or Design tab (PowerPoint), in the Themes group, click the Theme Colors button.
2. Click Create New Theme Colors.
3. Use the lists associated with each element to select the colors you want to use. Preview your changes by reviewing the Sample box.
4. Type a name for your custom theme colors in the Name text box and then click Save.
5. When you're finished, in the Custom text box, type a name for your color scheme.
6. Click OK to save your changes. The Office application immediately applies your new color scheme to your document.

Define custom theme fonts

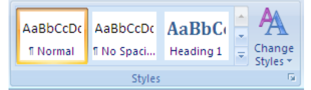


1. On the Page Layout tab (Word or Excel) or Design tab (PowerPoint), in the Themes group, click Theme Fonts.
2. Click Create New Theme Fonts.
3. Select the fonts you want to use for heading and body text elements.
4. In the Name text box, type a name for your font theme, and click OK.

Define a custom theme
1. On the Page Layout tab (Word or Excel) or Design tab (PowerPoint), in the Themes group, click Themes.
2. Click Save Current Theme.
3. In the File name text box, type a name for your custom theme, and click OK. By default, Office saves the theme in the Document Themes folder so that it's available to you in Word, Excel, and PowerPoint. Office first displays custom themes in the theme gallery you see when you click the Themes button.

Styles

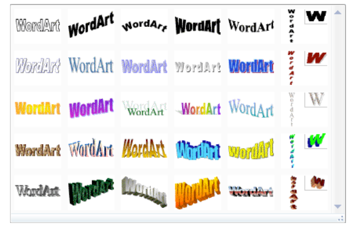
About styles



Styles contain pre-defined settings for text (including colors, fonts, and dominant effects) within a document. You use these styles for components such as titles, headings, subheadings, and body text. Each theme you select comes with its own set of styles for text—but where you apply these styles is up to you. Styles are available only in Word and Excel. The styles available vary in both applications.

Apply a style
1. Select the text to which you want to apply a style. (In Excel, select one or more cells.)
2. On the Home tab (Word), in the Styles group, use the vertical scroll bar to view the available styles. Click a displayed style.
3. On the Home tab (Excel), in the Styles group, click Cell Styles. Click a displayed style.

WordArt

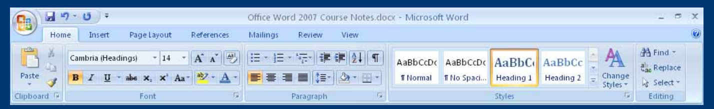


Word, Excel, and PowerPoint enable you to add decorative text to your documents using WordArt. In addition, you can define special effects such as shadows, glows, and reflections to further enhance your text. If you've already typed the text you want to display as WordArt, you can simply select that text and then apply a WordArt style.

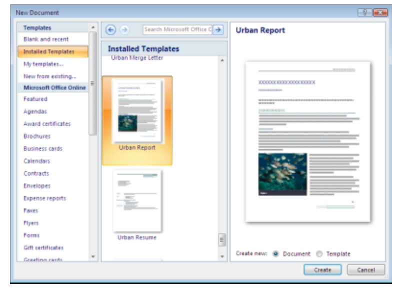
Add WordArt to a document
1. If you've already typed the text to which you want to apply a WordArt style, select the text with the mouse.
2. On the Insert tab, in the Text group, click WordArt and then click the WordArt style you want to use.
3. If necessary, in the Text box, type the text you want to appear in a WordArt style. Click OK to save your changes.

Word 2007

Word 2007 is both a word processor and desktop publishing program for creating documents. You can save Word files as Web pages. You can also easily add references to insert citations into your documents.



Create a document



1. Click the Office Button.
2. Click New.
3. If you want to start with a blank document, click Blank document in the middle pane, and then click Create.
4. If you want to start with a template, select the category of template you would like to use. In the middle pane, select a specific template, and then click Create or Download.

Define page settings
1. Click the Page Layout tab.
2. To set the page orientation, in the Page Setup group, click Orientation and then either Portrait or Landscape.
3. To set the page margins, in the Page Setup group, click Margins. Click one of the pre-defined margin settings, or click Custom Margins if you want to set the margins manually.
4. To select a paper size, in the Page Setup group, click Size. Click a paper size. If you don't see your paper size displayed or you want to define a custom paper size, click More Paper Sizes.

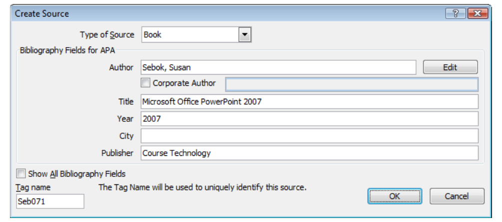
Configure common header and footer options
1. On the Insert Tab, in the Header & Footer group, click either Header or Footer.
2. Click the header or footer design you want to use. When you add a header or footer, Word adds a Design contextual tab below Header & Footer Tools. You use the commands on this tab to format headers, footers, or both.
3. To specify that you want to use a different header or footer (or both) on the first page of your document, select the Different First Page check box. Then, modify the text of the header or footer on the first page.
4. To configure different headers and footers on odd and even pages, select the Different Odd & Even Pages check box, and then modify their text.

Create and print an envelope
1. On the Mailings tab, in the Create group, click Envelope.
2. Use the Return Address and Delivery Address text boxes to specify the relevant addresses.
3. To change the envelope size, click Options. Select the envelope size from the Envelope Size list, and click OK.
4. Click Print to print the envelope.

Insert and format a picture
1. Locate the area where you want to insert the picture. Place the cursor at that position.
2. On the Insert tab, in the Illustrations group, click the Picture button. The Insert Picture dialog box opens.
3. Use the Insert Picture dialog box to navigate to the location of the picture you want to use. Click the picture to select it, and click the Insert button. Word inserts the picture into your document. Also, the Picture Tools contextual tab displays.
4. Use the handles surrounding your picture to resize and reposition the picture to the exact size and location you want.
5. Use the commands on the Picture Tools contextual tab to adjust your picture's attributes so that they look exactly the way you want them to.

6. When you have finished adjusting your picture, click outside the picture area. The handles disappear. (They reappear when you click on the picture again.)

Add a new source and insert a citation
1. To add a citation, verify that your cursor is where you want to insert the citation.
2. On the References tab, in the Citations & Bibliography group, click the arrow on the Insert Citation button.
3. Click Add New Source.
4. In the Create Source dialog box, from the Type of Source list, select the type of citation (such as Journal Article), and then fill out the relevant fields.



5. Click OK when you're finished.

Note: Word stores your citations in a master citation list. This means that after you've defined a source, you can use it again in any of your documents simply by selecting it from a list.

Edit a source
1. On the References tab, in the Citations & Bibliography group, click Manage Sources.
2. Select the appropriate citation, and then click Edit.
3. Click OK twice to save your changes.

Use a citation from your master list in a new document
1. On the References tab, in the Citations & Bibliography group, click Manage Sources.
2. Under Master List, select the appropriate citation and then click Copy to add the citation to your current document.
3. Verify that your cursor is where you want to insert the citation.
4. In the Citations & Bibliography group, click the arrow on the Insert Citation button. Click the appropriate citation to insert it in your document.

Create a bibliography or works cited list
1. Place your cursor on the page on which you want to create the bibliography. (You should use a blank page.)
2. On the References tab, in the Citations & Bibliography group, click Bibliography. Click the type of bibliography you want to create. Word automatically inserts the bibliography wherever you placed your cursor.

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