
Office 2007 Introduction

Where are you coming from?

- How **skilled** are you with Office?
- Which programs do you use the most?
- What are the three things you must know how to do?
- Will you have Office 2007 to play with after the class?

Where do you want to go?

- What do you want to get out of the *class*?
- Which programs are most important to you?
- Is there any particular task you hope to do with Office 2007?

How are we going to get there?

- Understand the thinking behind the user interface
- Learn about the common features
- Learn about the “gotchas”
- Learn how to do your basic tasks
- Learn what to do when you don’t know what to do
- Learn some of the new things you can do
- Learn what all of the Office 2007 programs are

Are we there yet?

- Assignment 1: Word
- Assignment 2: PowerPoint

Underlying concepts

User Interface

- The *Phantom Toolbar*: What you want to do **most** of the time
- Right-click: The next place to look
- The Ribbon: Tabs are better than dropdown menus
 - There's no place like Home
 - The "Office Button": think File menu AND Tools menu
- Above the Ribbon: Those occasional tasks that didn't fit on the ribbon (like Picture Tools)
- The Quick Access Toolbar
- Customizations

Style and color

- Use Styles for formatting instead of font/paragraph formatting
- "Try out" different styles by highlighting section and scrolling over the different styles
- Try out different document style sets by dropping down menu and scrolling over them

Save As...

- Office 97-2003 Document
 - Office 2003 can't read Office 2007
 - Alternative: Install File Converter program on all Office 2003 computers
- Adobe PDF
 - Better for uploading to websites, emailing, etc.

Links

Assignment 1: Word

Create a worksheet about Cats

Start a new, blank document

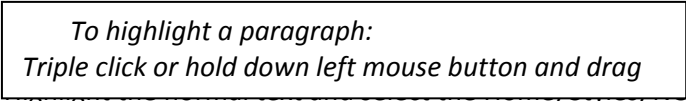
Type

- Type the title
- Type a paragraph about cats. (It should be at least 4 sentences.)
- Type 3 questions about your paragraph. (Numbered 1 – 3)
- Insert a clip art picture of a cat

Format

- Highlight the title and select the Home, Styles, TITLE

*To highlight a paragraph:
Triple click or hold down left mouse button and drag*

- RMAL
- Wrap text around picture
- Change Styles to see how you can alter the look

Save As... Adobe PDF

Assignment 2: PowerPoint

Create a presentation about Cats

Start a new, blank presentation
Type your title
Copy your paragraph from your Word document
Paste into your Powerpoint
Insert a new slide
Insert a clip art picture
Play with Designs

http://www.customguide.com/quick_references.htm



Caption

x

