

OFFICE 2007 TRAINING

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Windows Vista

Overview

- ▣ **Word**
 - 25 minutes
 - ▣ **Excel**
 - 6 minutes
 - ▣ **PowerPoint**
 - 20 minutes
- ful tool**



Windows Vista

- ▣ **1 Sidebar**
 - ▣ **2 Start and quick launch**
 - ▣ **3 Start Menu**
 - ▣ **4 Menus**
 - ▣ **5 Alt Tab and Start Tab**
 - ▣ **6 Run/Search**
- <http://www.templejc.edu/dept/cis/CCollins/common/vista.html>



Word

- ▣ **Tour of Ribbon**
- ▣ **Customize**
- ▣ **File Menu?**
- ▣ **Fewer wizards, → templates**
- ▣ **Context sensitive menus**
- ▣ **MLA**



Word MLA ₁

- ▣ **References\Style\MLA**
- ▣ **Cover Sheet**
- ▣ **Margins**
- ▣ **Paragraph Spacing**
- ▣ **Word Count**



Word MLA ₂

- ▣ **Tables**
- ▣ **Footnotes**
- ▣ **Images**
- ▣ **'top' contextual menus**
- ▣ **Headers and footers**



Excel

- ▣ **Format**
- ▣ **Page Set up**
- ▣ **Headers and Footers**
- ▣ **'Fit to' printing**



PowerPoint

- ▣ **Templates**
- ▣ **Slide Master**
- ▣ **Outline**
 - **Tab/shift tab**
- ▣ **Custom Animation**
- ▣ **Print Options**



Helpful tools

- ▣ **Microsoft Transitional tools**
 - <http://office.microsoft.com/en-us/word/HA100744321033.aspx>
 - <http://office.microsoft.com/en-us/help/HA101491511033.aspx>
 - <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>
- ▣ **My resources**
 - <http://www.templejc.edu/dept/cis/CCollins/common/index.html>
- ▣ **Practice Files**
 - **Formatting with Word**
 - <http://www.templejc.edu/dept/cis/CCollins/itse1294/wordpractice.docx>
 - **Excel practice**
 - <http://www.templejc.edu/dept/cis/CCollins/common/budget-starter.xlsx>
 - **Build a PowerPoint**
 - <http://www.templejc.edu/dept/cis/CCollins/common/powerpoint.html>



Recap

- ▣ **Windows Vista**
- ▣ **Office 2007**
 - **Word**
 - **Excel**
 - **PowerPoint**
 - **Helpful tools**
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