



Technology Training Services

Introduction to Office 2007



**MARICOPA
COMMUNITY
COLLEGES**

Introduction to Office 2007

Written by
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Technology Training Services

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Maricopa County Community College District

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Technology Training Services Vision & Mission

Vision Technology Training Services is dedicated to improving employee job performance at all levels by exceeding expectations in the areas of technology training, instructional design, and customer support.

Mission Technology Training Services provides leadership and support to the Maricopa Community College District as the District implements new technologies that address challenging administrative needs and educational standards. We design, develop, and deliver the highest quality in-service technology training, materials, and support to all of the employees of the Maricopa Community Colleges.

To fulfill this mission we:

- Provide responsive and accessible technology training on a variety of administrative systems and desktop applications.
- Design and develop comprehensive training and reference materials.
- Provide technology training support in a variety of ways including telephone helplines, one-on-one assistance, online help, troubleshooting, consultation, and referral services.
- Support the colleges' technology training efforts by delivering on-site technology training, delivering Train-the-Trainer sessions, and providing training materials.
- Provide leadership and support to the teams implementing new technologies and administrative systems within the organization.
- Cultivate positive partnerships with our colleges to meet and exceed their training needs and expectations.
- Collaborate with organizational teams to develop strategies to meet future technology training needs.
- Chair and host the Regional Training Committee (RTC) to collaboratively develop training strategies, maintain technology training consistency, and overcome the challenging technology training needs throughout the District.
- Expand and update our knowledge and skills in the areas of technology, training, and instructional design.

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Objectives for Introduction to Office 2007

This workshop was designed to present the following competencies:

1. Open a new blank document in Microsoft Word 2007.
2. Identify and navigate the Ribbon and Tabs.
3. Edit and save an existing document.
4. Apply features from the Home, Insert, View, Page Layout, and References Tabs.
5. Open a new blank presentation in Microsoft PowerPoint 2007.
6. Identify and navigate the Ribbon and Tabs.
7. Edit and save an existing presentation.
8. Apply features from the Home, Insert, Design, Animations, and View Tabs.
9. Open a new blank document in Microsoft Excel 2007.
10. Identify and navigate the Ribbon and Tabs.
11. Edit and save an existing document.
12. Apply features from the Home, Insert, View, Page Layout, and Formulas Tabs.
13. Open a new blank document in Microsoft Access 2007.
14. Identify and navigate the Ribbon and Tabs.
15. Edit and save an existing document.
16. Apply features from the Home, Create, External Data, and Database Tools Tabs.

Start Microsoft Word 2007

Getting Started

Microsoft Word is one of the most powerful word processing programs used to create basic letters and other business documents and performing desktop publishing on Windows-based computers. This manual is written using exercise steps and screen prints for the Windows platform. The Microsoft Word program may be launched from the Start Button on the Taskbar in the All Programs menu.

What's New in Word 2007?

The Microsoft Office 2007 workspace has a sleek, new look, offers greatly improved functionality and a simplified interface. The four components of the Office 2007 Fluent user interface listed below display the primary differences between all previous versions. The Ribbon, replaces the traditional menus and toolbars. The Microsoft Office button, replaces the Office Button, and the Quick Access toolbar, allows you to keep a customized set of tools handy. The Status bar now includes shortcut buttons and a zoom slider to adjust the on-screen size of your document. These features provide a consistent interface across Word, Excel, Access, and PowerPoint applications to make your Office experience feel almost seamless.

Start Menu Shortcuts

The Start Menu displays shortcut icons for the most recently used applications. It also includes a feature to permanently display shortcut icons on the Start Menu. For example, if you use Microsoft Word 2007 on a regular basis, you could save a few extra steps by creating a shortcut on the Start Menu for that particular application. The Pin to Start Menu feature allows you to add shortcut icons to the Start Menu for frequently used applications. Now you can open the application in two clicks instead of four.

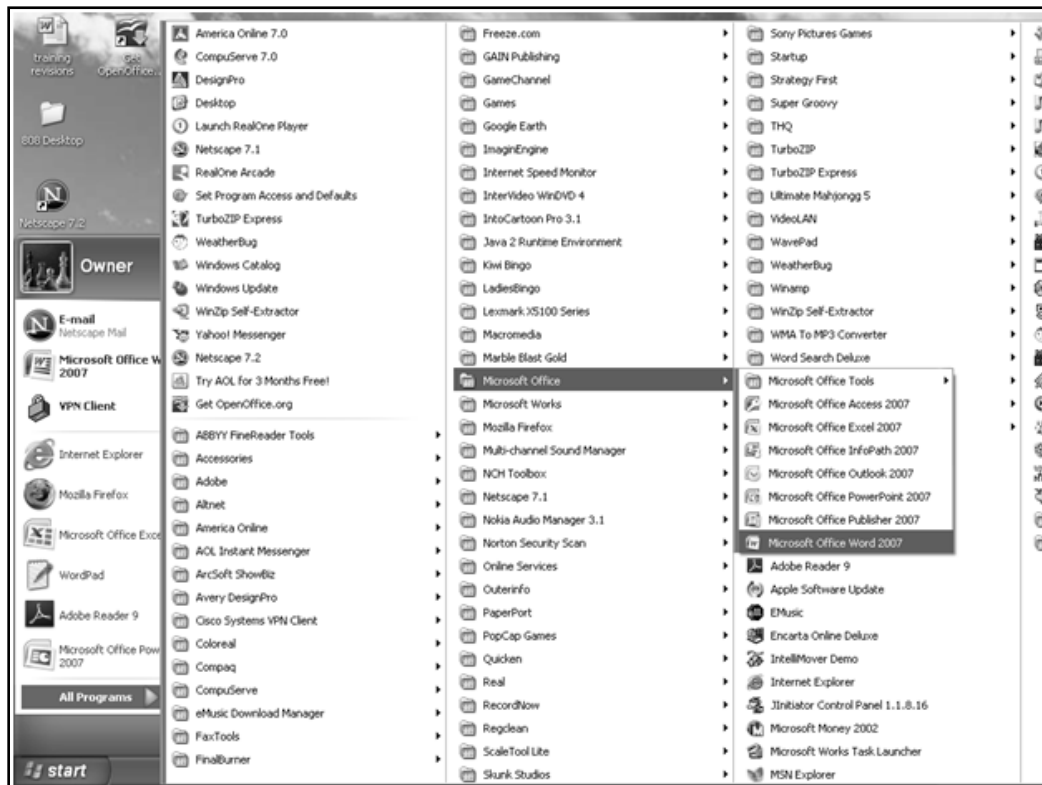
Steps to Start Microsoft Word 2007

1. From the **Start** button  select **All Programs>> Microsoft Office>> Microsoft Word 2007**.
2. Click Microsoft Word 2007 to open the application.

Steps to Pin to Start Menu

1. From the **Start** button  select the appropriate application icon.
2. **Right-click** on the icon and select **Pin to Start Menu**.
3. If you want to remove a shortcut from the **Start** Menu, **right-click** on the **icon** and select **Remove from List**.

Exercise — Starting Microsoft Word 2007



1. From the **Start** button  select **All Programs>> Microsoft Office>> Microsoft Word 2007**.
2. Click **Microsoft Word 2007** to open the application.

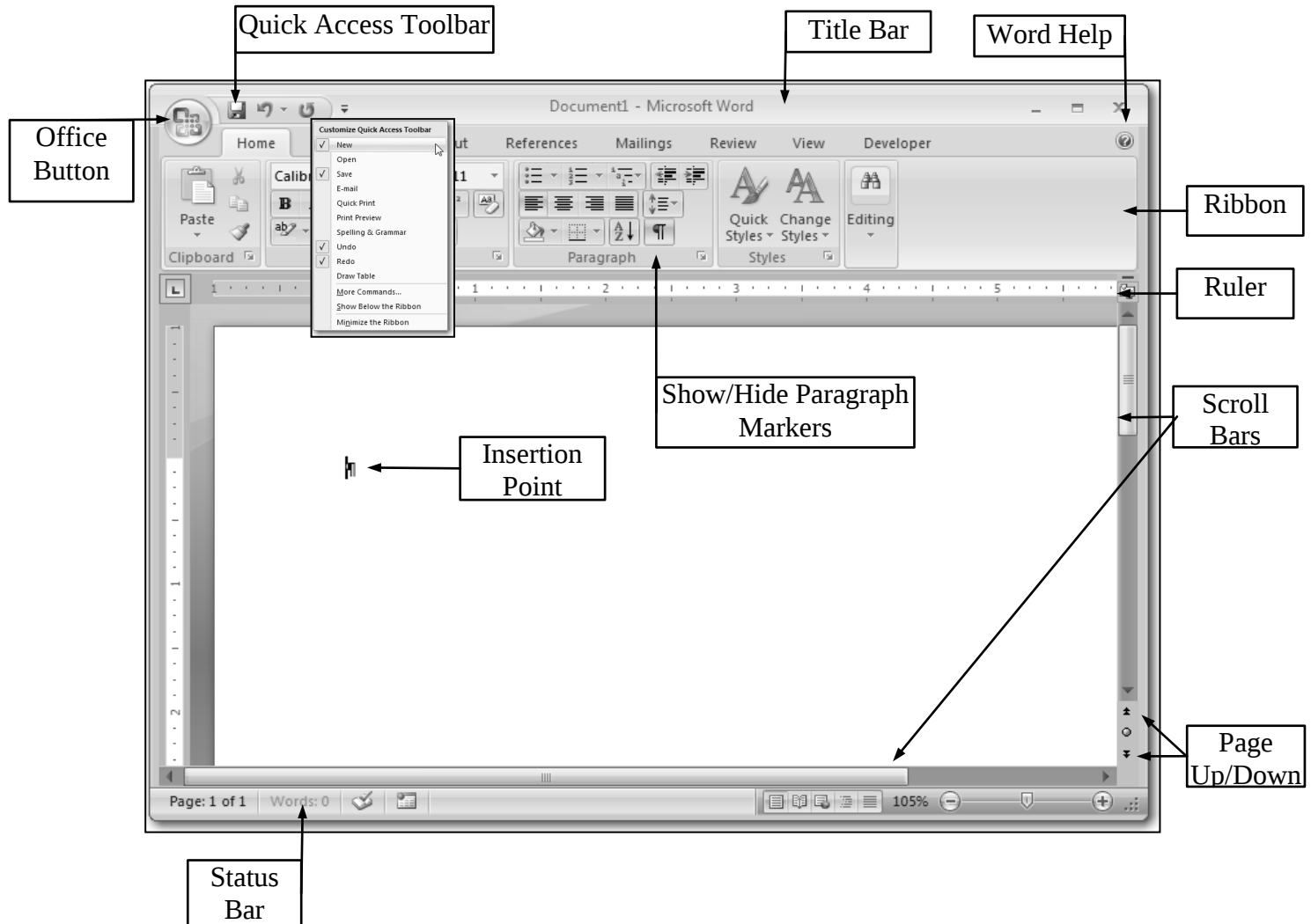
Identify Word 2007 Screen Components

Fluent User Interface	Microsoft Word 2007 has a new look which is identified as a Fluent User Interface. It includes the Office Button, the Quick Access Toolbar, and the Ribbon. The features of the interface and other screen components are described below.
Title Bar	Displays the name you give the document after you save it.
Office Button	The Office button provides a central location for commands that represent all of the things you can do with an entire document, such as open, close, save, print, publish, etc. It has replaced the File Menu, found in earlier versions.
Quick Access Toolbar	The Quick Access Toolbar allows you to keep a customized set of tools handy; and it always displays, regardless of what tab is selected on the Ribbon, or even when the Ribbon is minimized.
Ribbon	The largest new component of the Fluent User interface is the Ribbon, which provides a graphical representation of tools and replaces the traditional menus and toolbars in earlier versions.
Screen Tips	As you position your mouse over each button in the Standard or Formatting Toolbar and hold your mouse still , a Screen Tip (formerly known as a Tool Tip) appears to tell you the name of the button.
Ruler	May be used to change indents and set tabs within a document.
Insertion Point	Marks the point at which text will be inserted when you begin typing. You will see a blinking cursor at this spot.
Status Bar	The blue bar displayed at the bottom of the Word screen which indicates the current page, section number, and the total number of pages in the document. It now includes shortcut buttons for the document views and a handy Zoom Slider to adjust the on-screen size of your document.
Page Up/Page Down	Use the double arrows to go up one page or down one page.
Select Browse Object	This allows you to change the double arrows for the Page Up/Page Down to a different setting. You can instead use those arrows to browse through the document by headings, sections, tables, etc.
Scroll Bars	Horizontal (bottom of window) and Vertical (right side of window) Scroll Bars may be used to scroll through the document.
Show/Hide (¶)	The Show/Hide feature displays paragraphs marks and other hidden formatting symbols.
Word Help	The Word Help window contains links to categories of help topics. You can click a category link, or search for a word or phrase.

Steps to Show/Hide ¶

- Click the Show/Hide ¶ button  on the Home Tab.

Exercise – Identifying Word 2007 Screen Components



1. Practice moving the mouse. You will notice that the mouse pointer is shaped like the letter "I" when it is located in the document area, and it changes to a pointer arrow when it is outside the document area.
2. From the **Home** tab in the **Ribbon**, select the **Styles Window** in the lower right corner to display the commands for that category.
3. Click again to close the **Styles Window**.
4. Place the mouse pointer over the **Office Button** and pause to display the **Screen Tip**.
5. Click the down arrow to the right of the **Quick Access Toolbar**.
6. Select **Save** to remove the icon from the toolbar.
7. Repeat **Step 5**, and then select **Save** again to add the icon to the toolbar.

Office Button Commands Gallery

Microsoft Office Button



The Microsoft Office button is located at the upper-left of the Office 2007 workspace. It's the button to click when you want to open up a document, save it, print it, or do just about anything else other than create, edit, and view it. It's the place to go to view your recent documents, as well as any documents you decide to permanently pin to the recent documents list. It even is the place to go to customize the application.

Commands Gallery

When you click on the Microsoft Office button, a window opens. In the left pane of the window is a gallery of commands. A gallery item with an east-pointing triangle  will either open a dialog box or provide you with a subsidiary gallery of related commands. Commands with no triangle will work just by clicking.

The **New**, **Open**, **Save**, and **Close** commands work the same as they always have. The new **Convert** menu item allows you to convert a document created in an earlier version so that you can take advantage of all of the features in Office 2007.

The **Save As** and **Print** menu items, when single-clicked, work the same as before. However, if you hover over either item or click on the triangle, you will see a submenu of options and/or related commands.

The **Prepare**, **Send**, and **Publish** menu items each display a submenu of commands from which to choose.

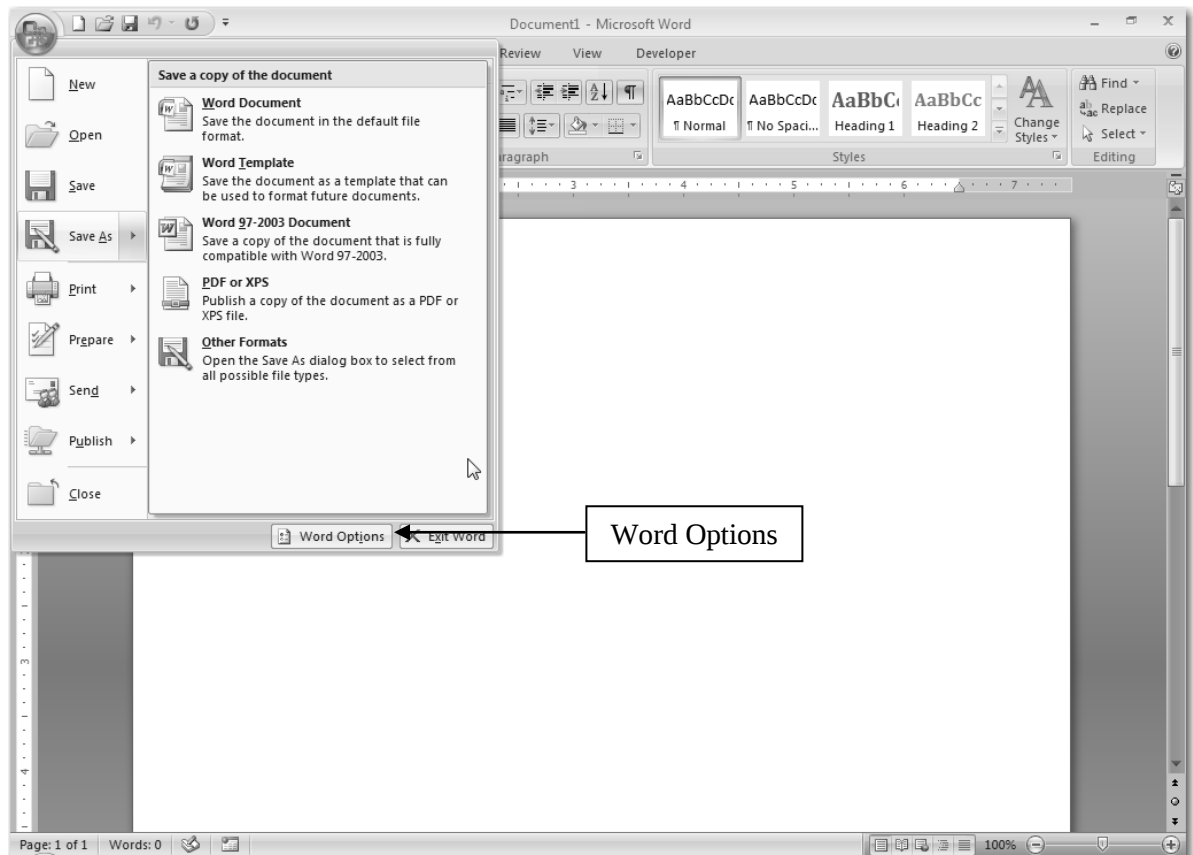
Word Options

The Word Options feature allows you to manage your preferences for specific view, display, editing, and printing settings. These settings control preferences such as correcting spelling, saving a file, or modifying automatic correction features.

Steps to Use the Office Button Commands

1. Select the Microsoft Office button to open the window.
2. Select the appropriate command.
3. If the command displays a triangle , hover over the command to display a sub gallery.

Exercise – Viewing the Office Button Commands Gallery

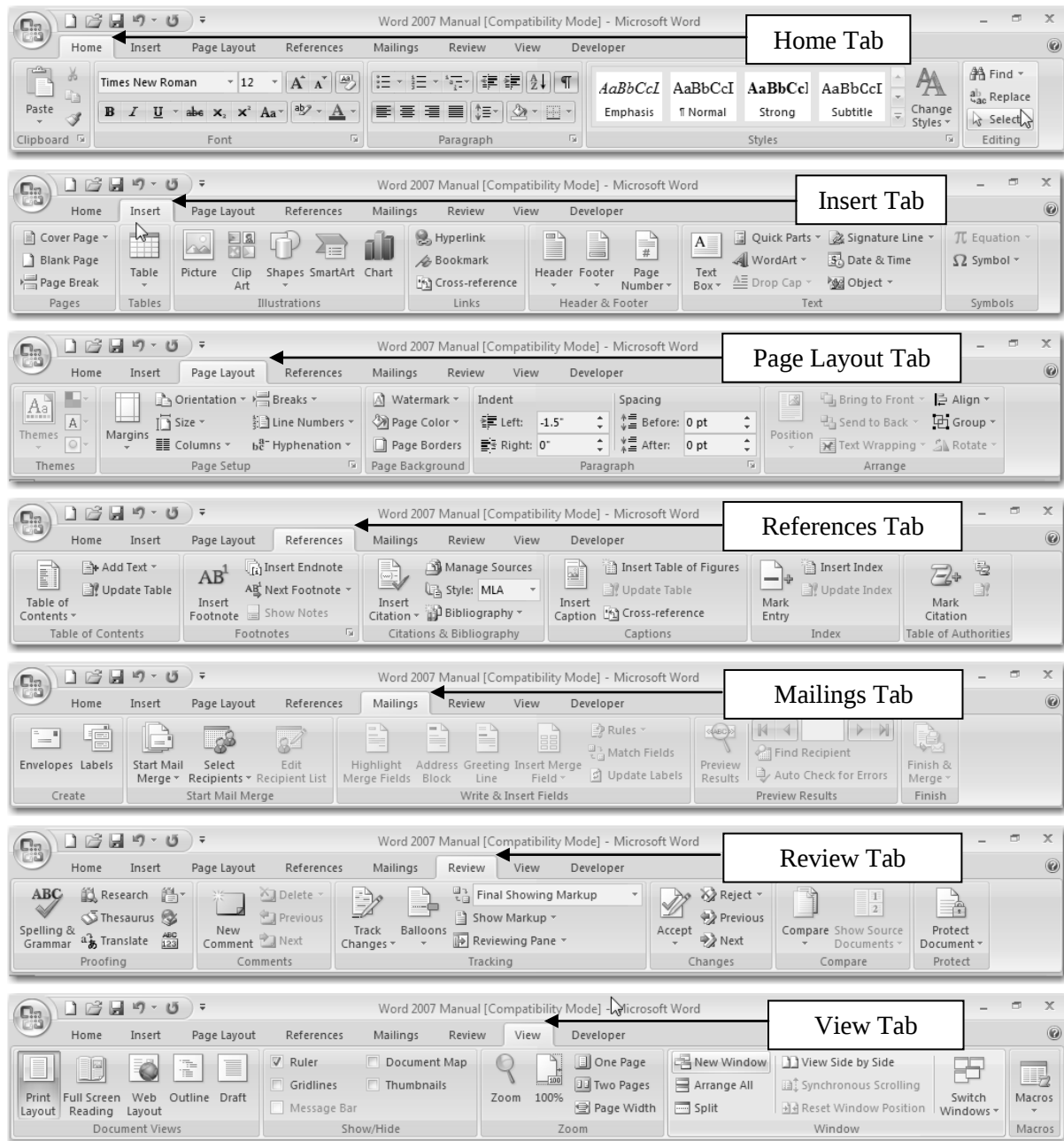


1. From the **Office Button**  select the **Word Options** command.
2. Select the **Display**, **Proofing**, **Save**, and **Advanced** tabs.
3. From the **Word Options** dialog box, select the  button.

View the Word Ribbon Tabs

Ribbon	The Ribbon replaces the traditional menus and toolbars found in earlier versions of Office. Tabs are used instead of menus. Commands are put in groups. Several galleries include a button to display a dialog box, which allows you to view additional options.
Minimize the Ribbon	The default display of the Ribbon includes all commands on all tabs being visible at all times. You can minimize the ribbon by double clicking a tab to hide the commands. The right-click option allows you to turn the Minimize the Ribbon feature on and off like a toggle switch from a list of choices.
Tabs	The tabs are commands and features on the ribbon which are organized into related groups called galleries. They are accessed by clicking a tab name. The tabs that are specific to the Word 2007 application include the Home, Insert, Page Layout, References, Mailings, Review, View, and Developer .
Home Tab	The Home tab is displayed by default when a new or existing document is opened. It includes clipboard commands such as cut, copy, and paste; text formatting commands such as font size, color, type; paragraph formatting commands such as text alignment, line spacing, borders and shading; styles such as titles, subtitles, and headings; and editing commands such as find and replace.
Insert Tab	The Insert tab includes commands for various items that are inserted into documents such as, pages, tables, illustrations, links, headers and footers, text, and symbols.
Page Layout	The Page Layout tab includes commands associated with the document themes, page setup and page background, paragraph formatting, and arranging objects within a document.
References	The References tab includes commands associated with formatting formal documents such as: table of contents, footnotes, citations, bibliography, captions, indexes, and table of authorities.
Mailings	The Mailings tab includes the commands associated with creating single envelopes and labels, setting up a mail merge for multiple letters, e-mail messages, labels, envelopes, etc.
Review Tab	The Review tab includes the proofing commands associated with spelling and grammar tools, thesaurus, language tools, etc.; comments, tracking changes and comparing documents.
View Tab	The View tab includes commands associated with multiple ways of viewing your document, showing and hiding the ruler and other tools; switching windows and viewing and recording macros.
Developer Tabs	The Developer tab includes commands associated with creating and designing forms, macros and document security. This tab will not be discussed in this manual.

Exercise – Viewing the Word Ribbon Tabs



1. Double-click any tab to minimize the **Ribbon**.
2. Double-click any tab to restore the **Ribbon**.
3. Select **each tab** on the **Ribbon**.
4. Provide a brief explanation of the groupings on each tab.

Open a Word Document

Open a New or an Existing Document

If you wish to open a new, blank document, select New from the Office Button or click the New button on the Quick Access Toolbar. If you wish to open an existing document, select Open from the Office Button or click the Open button in the Quick Access Toolbar. The Open dialog box will be displayed listing the files in the current folder. If the document you want is not listed, select the correct folder or drive, and then double-click the name of the document.

The Office Button maintains a list of the four documents you have worked with most recently. You may open any of those documents simply by selecting the document name from the list at the bottom of the Office Button.

Steps to Open a New Document

From the Office Button, select New and then click OK when the New dialog box displays.

OR click on the New button  in the Quick Access toolbar.

Steps to Open an Existing Document

1. From the Office Button, select Open or click on the Open button  in the Quick Access Toolbar. The Open dialog box will be displayed.

2. Verify that the correct drive or folder is selected in the Look in: bar. If not, select the folder or drive where the document is stored.

To change the drive: click the down arrow on the Look in: bar and select the correct drive from the drop-down list.

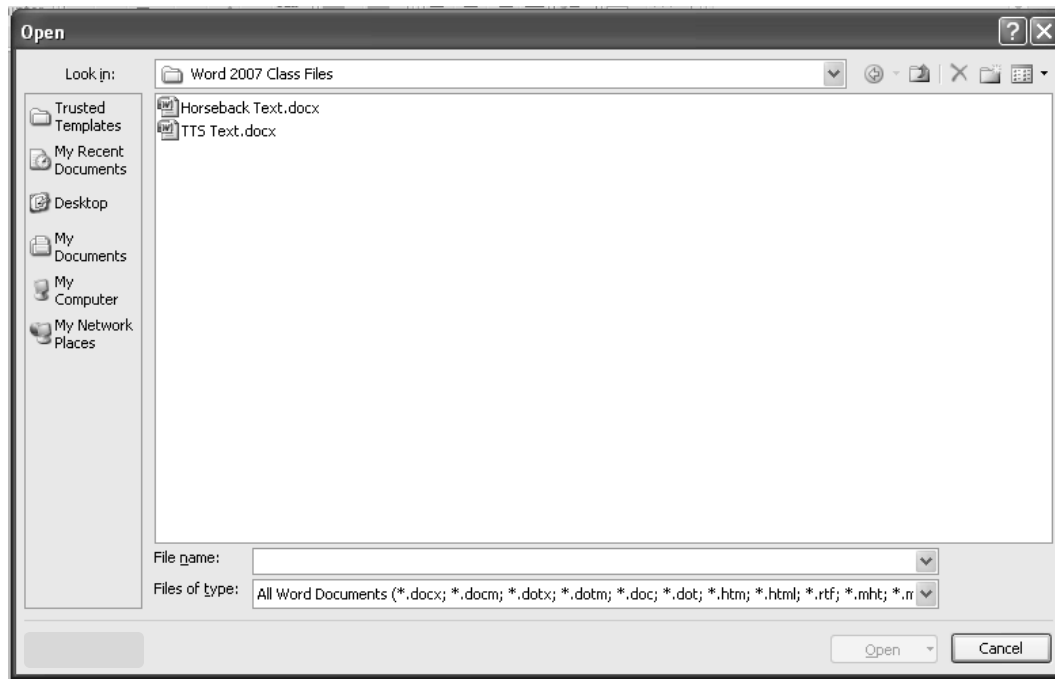
To change the folder: After selecting the correct drive, double-click the icon for the correct folder.

3. Double-click the document name.

Steps to Open a Recent Document

- From the Office Button, select the document from the list in the Recent Documents menu.

Exercise — Opening a Word Document

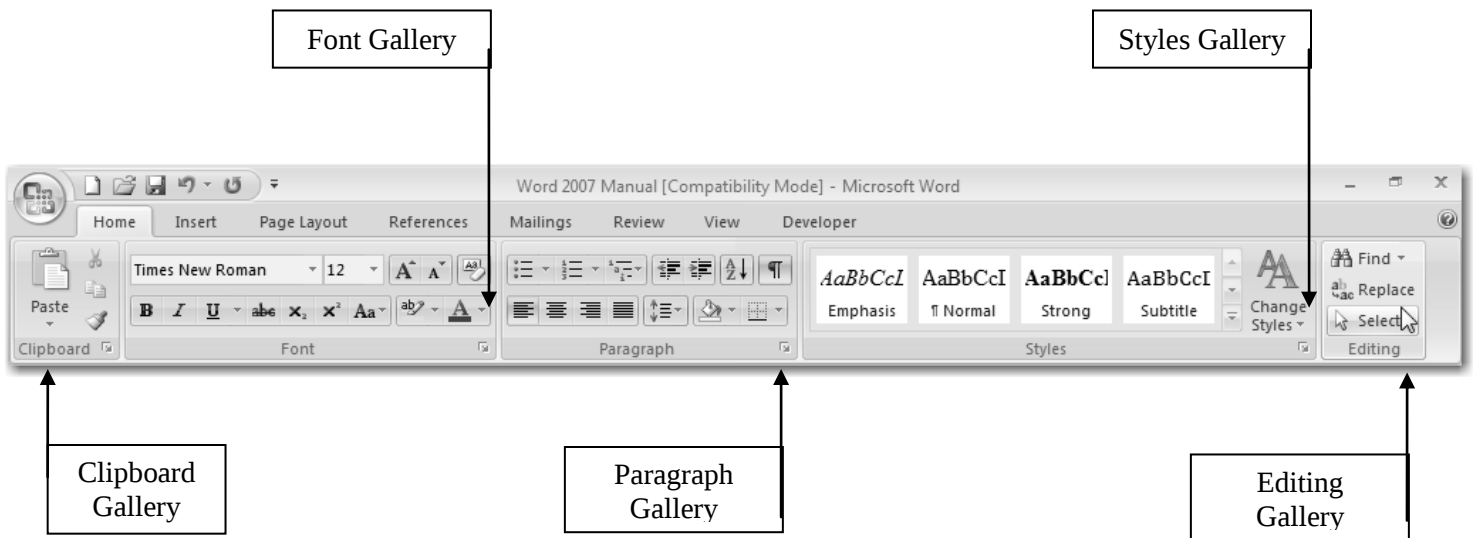


1. From the **Quick Access Toolbar**, select the **Open** button  . The Open dialog box will be displayed.
2. From the **Open** dialog box, select the **My Documents** icon on the left, and then double-click on the **Word 2007 Class Files** folder.
3. **Double-Click** on the document named **Horseback Text**.
4. From the **Office Button**, select **Save As**, and then select **Word Document**.
5. From the **Save As** window, enter **Horseback Riding Flyer** in the **File name** field.

View the Word Home Tab

Home Tab	The Home tab consists of five galleries: Clipboard, Font, Paragraph, Styles, and Editing. This tab includes the most commonly used commands that were displayed of the Standard and Formatting toolbars from previous versions of the application.
Dialog Box/ Task Pane	Several tab groups include an arrow pointing down to the right in the lower right corner of the group. The arrow indicates additional options are available in a dialog box or a task pane.
Clipboard Gallery	The Clipboard Gallery includes the clipboard task pane, cut, copy, paste, and format painter commands. The format painter allows you to apply the same formatting to multiple places in the document.
Font Gallery	The Font Gallery includes text formatting shortcuts for the font size, color, type, and style. The font dialog box includes the full range of text-formatting options.
Paragraph Gallery	The Paragraph Gallery includes paragraph formatting shortcuts for the text alignment, line spacing, borders and shading; sorting, bullets, numbering, single and multi-level indents.
Styles Gallery	The Styles Gallery includes the Quick Styles formatting options for titles, quotes, subtitles, and headings. The Styles Task Pane includes the current document styles. The Change Styles command includes style sets, theme colors, and fonts and Quick Styles formatting.
Editing Gallery	The Editing Gallery includes the find, replace, and go to features. It also includes text and object selection options.
Styles and Themes	When you create a document, Word formats the text using a particular style. A style is a named group of formatting characteristics. The default style is called the Normal style. Word has many built-in or pre-defined styles that can be used to format text. Word 2007 introduces document themes to assist you with coordinating colors, fonts, and other formats. A document theme is a set of unified formats for fonts, colors, and graphics.
Live Preview	Word 2007 includes a new feature that allows you to see how selected text will look with a particular style before you apply it. When you place your pointer over the style that you want to preview, the selected text will display how the text will look with that particular style.

Exercise – Viewing the Word Home Tab

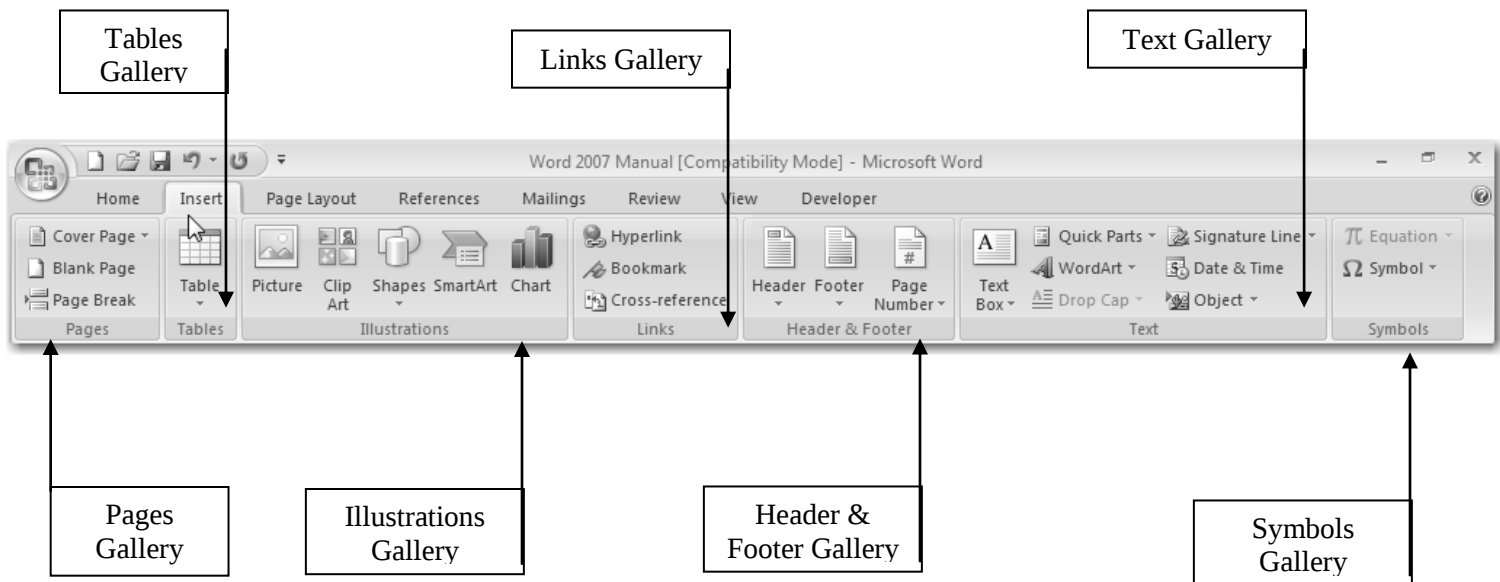


1. Place the insertion point anywhere in the headline.
2. From the **Home Tab**, place your mouse over the **Heading 1** style in the **Styles Gallery** to display a live preview it in the document.
3. Select the **Heading 1** in the **Styles Gallery** to apply it to the headline.
4. Select the **Center** button to center the headline.
5. Select the **Font Size** box arrow, and then select **48** point.
6. Select the **Font** box arrow, and then select the **Copperplate Gothic Bold** font.
7. Select the **Change Styles** button, **Styles Set gallery**, and then select the **Modern** style set.
8. Select the **Change Styles** button, **Colors gallery**, and then select the **Aspect** color scheme.
9. Select the **Change Styles** button, **Fonts gallery** and then select **Foundry** font theme.
10. Select the multiple paragraphs between the headline and the signature line, select the **Font Size** box arrow, and then select **16** point.
11. Select the text “**Western and English**”, and then select the **Bold** and **Italics** buttons.
12. Select the three paragraphs above the signature line, and then select the **Bullets** button.
13. Select the word “**and**” in the first bulleted paragraph, and then select the **Underline** button.
14. Select the signature line, “**Call Tri-Valley Stables at 555-2030 today!**”, and then select the **Center** button and **18** point size.
15. Select the **Heading 2** in the **Styles Gallery** to apply it to the signature line.

View the Word Insert Tab

Insert Tab	The Insert Tab consists of six galleries: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols. This tab includes all of the features that are inserted into documents. It also includes preformatted style options for some of the commands.
Pages Gallery	The Pages Gallery includes the option to insert a cover page, a blank page, or a page break. The cover page is a new feature with fully-formatted cover pages built in to the application.
Tables Gallery	The Tables Gallery includes the option to insert a table, draw a table, insert an Excel spreadsheet, or convert existing text to a table. The Quick Tables is a new feature with pre-formatted tables built in.
Illustrations Gallery	The Illustrations Gallery includes the option to insert pictures, clip art, shapes, graphical lists, diagrams, and charts to illustrate and compare data. Drawings, movies, and sounds can also be inserted to illustrate specific concepts.
Links Gallery	The Links Gallery includes the option to insert hyperlinks into a Web page, picture, email address, or a program. Bookmarks can be inserted to assign a name to specific locations within a document. Cross-references can be inserted to refer to items such as headings, figures, and tables.
Header & Footer Gallery	The Header and Footer Gallery includes the option to insert pre-formatted content into the header or footer of the document. The Page Number feature includes additional options to insert the page number in the header, footer, or the page margin. Page number formatting options are also available in this section.
Text Gallery	The Text Gallery includes the option to insert preformatted text boxes, date and time, signature lines, Word Art, and embedded objects.
Symbols Gallery	The Symbols Gallery includes the option to insert common mathematical equations and symbols, Unicode characters, paragraph marks, copyright and trademark symbols.
Steps to Insert a Picture	1. Place the insertion point at the location where the image will be placed in your Word document. 2. From the Insert Tab, select the Insert Picture from File button. 3. Navigate to the appropriate location where the image is stored. 4. Double-click the appropriate image to insert it into the document.

Exercise – Viewing the Word Insert Tab

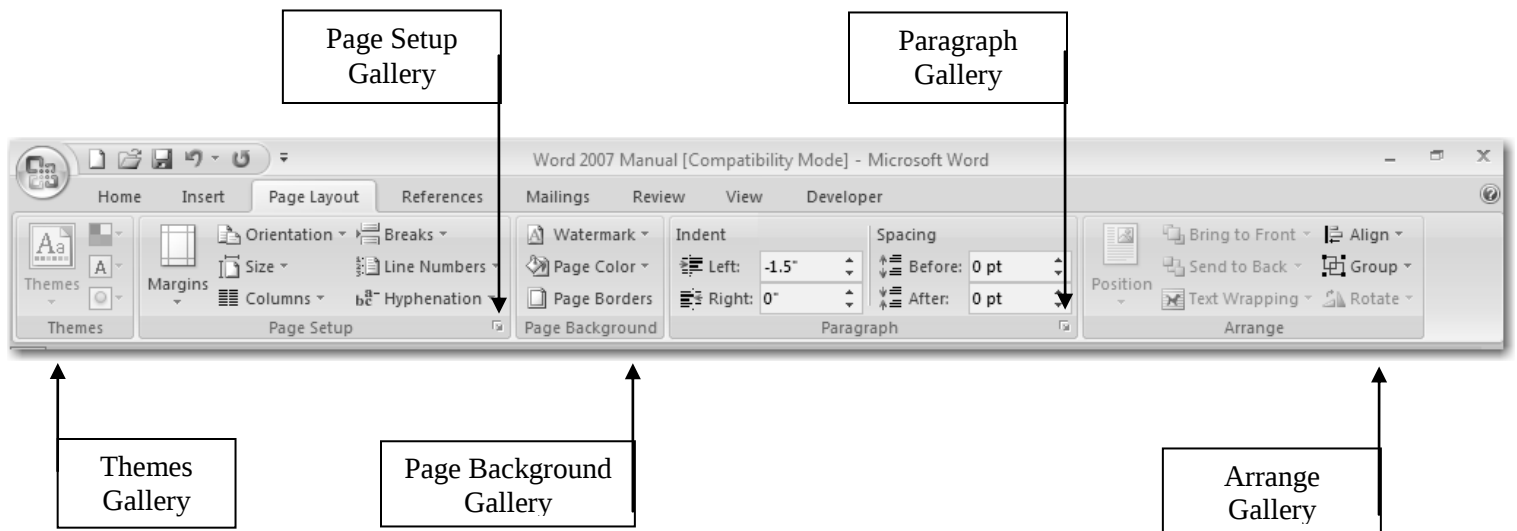


1. Place the insertion point on the blank line below the first paragraph.
2. From the **Home Tab**, select the **Center** button.
3. From the **Ribbon**, select the **Insert Tab**.
4. From the **Insert Tab**, select the **Insert Picture from File** button.
5. Select the **Word 2007 Class Files** folder, which is inside the **My Documents** Folder.
6. Double-click the **Horse and Rider.jpg** picture.
7. From the **Picture Tools Format Tabs**, select the drop-down menu from the **Picture Styles** group.
8. From the **Picture Styles** group, select the **Metal Oval** border style.
9. From the **Picture Styles** group, select the **Picture Border** drop-down menu.
10. From the **Theme Colors** menu, select the **Tan Background 2** theme color.
11. From the **Size** group, change the **width** of the picture to **3.5**.
12. Click in a blank area to deselect the image.

View the Word Page Layout Tab

Page Layout	The Page Layout tab consists of five galleries: Themes, Page Setup, Page Background, Paragraph, and Arrange. This tab includes all of the commands associated with arranging text, image, objects, etc. within a document.
Themes Gallery	The Themes Gallery includes the built-in formatting options for changing the overall design of the entire document, including colors, fonts, and effects.
Page Setup Gallery	The Page Setup Gallery includes the options to manage the margins, the page orientation, the paper size, layout the page in columns, add line numbers in the margin, and add page, section, and column breaks.
Page Background Gallery	The Page Background Gallery includes adding watermarks, page colors, and borders.
Paragraph Gallery	The Paragraph Gallery includes paragraph formatting options for the text alignment, line spacing, and tabs, single and multi-level indents.
Arrange Gallery	The Arrange Gallery includes the formatting options to position objects and text on the page.
Wrap It Up!	Formatting text and graphics is the commonly used method to increase the visual appeal of a document. Modifying the document design with a page border is another technique used to draw attention to the document message. Framing the contents with a border around the perimeter of an entire page adds significance to the final document.
Page Borders	The Page Borders option replaces the Borders and Shading option in previous versions of Word. The Page Borders tab provides a gallery of shapes and designs that can be applied to a document. The color gallery will display the theme colors of the style set selected. The Preview area allows you to view the selected art border and theme color before applying it to the document.
Steps to Apply a Page Border	1. From the Ribbon, select the Page Layout Tab. 2. From the Page Layout Tab, select the Page Borders button. 3. In the Borders and Shading dialog box, select the Art box arrow. 4. From the Art gallery, select the appropriate art border. 5. From the Color box, select the appropriate color. 6. Click OK.

Exercise – Viewing the Word Page Layout Tab

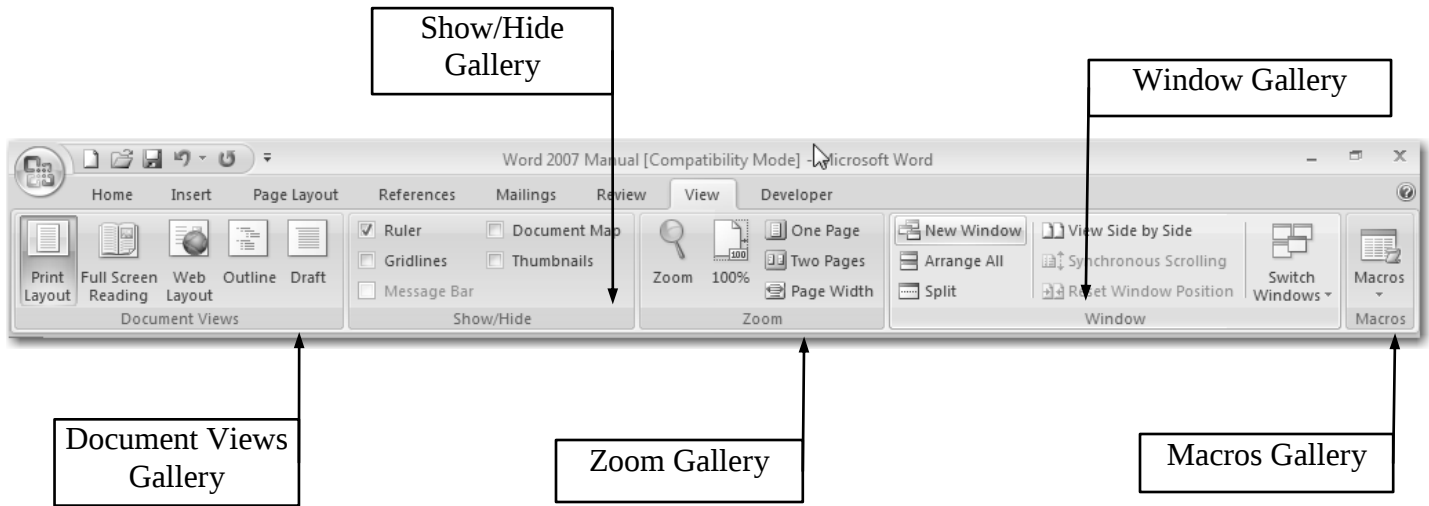


1. From the **Ribbon**, select the **Page Layout Tab**.
2. From the **Page Layout Tab**, select the **Page Borders** button.
3. In the **Borders and Shading** dialog box, select the **Art box** arrow.
4. Scroll down the gallery, and then select the **three tall triangles** art border.
5. Select the **Color** box gallery.
6. Select the **Tan, Accent 6** theme color.
7. Click **OK**.
8. Press **Ctrl + Home**.
9. From the **Page Layout Tab**, click the **Spacing Before** box down arrow until **0 pt** is displayed.
10. Select the **Save** icon in the **Quick Access Toolbar**.

View the Word View Tab

Document Views	Word allows you to view documents in five formats, Print Layout, Full Screen Reading, Web Layout, Outline, or Draft. You can access the Document View buttons from the View Tab at the top left of the screen and in the Status Bar at bottom right of the screen. The View Tab includes additional options for viewing pages and documents individually and simultaneously.
Print Layout	The Print Layout view will display the document exactly as it will print complete with margins, page numbers, headers and footers, etc.
Full Screen Reading	The Full Screen Reading view will display the document one or two pages per screen. Navigation arrows are located at the top of the screen to move forward or backward within the document.
Outline	Outline view is used for preparing document outlines. The Outline view will not be discussed in this manual.
Web Layout	The Web Layout view is used for previewing how the documents will be displayed online. The Web Layout view will not be discussed in this manual.
Draft	The Draft view is used for quickly editing text. Certain elements of the document such as the headers and footers will not be visible in this view. The Draft view will not be discussed in this manual.
Ruler	The Ruler can be displayed or hidden by selecting or deselecting the checkmark in the Show/Hide section on the View tab.
Zoom	The Zoom controls are located on the View Tab at the top center of the screen and in the Status Bar at the bottom right of the screen. You can display one or two pages simultaneously.
Switch Windows	The Switch Windows command is located on the View Tab at the top right of the screen. You can switch to a different currently open window.
Steps to Switch Document Views	1. Select the View Tab. 2. Select the appropriate view.
Steps to View the Ruler	1. Select the View Tab. 2. Place a checkmark in the Ruler box.

Exercise — Viewing the Word View Tab



1. From the **Ribbon**, select the **View Tab**.
2. From the **Zoom Gallery**, select the **One Page Button**.
3. From the **Quick Access Toolbar**, select the **Save icon**.

Print a Word Document

Office Button

The Print command is located under the Office Button. It includes three menu items: Print, Quick Print, and Print Preview. The Print Command allows you to select a printer, number of copies, and other printing options before printing. The Quick Print Command allows you to send the entire document directly to the default printer without making changes. The Print Preview Command allows you to preview and make changes to pages before printing.

Steps to Print a Document

1. From the Office Button, select Print. The Print dialog box will be displayed.
2. Set any print options you wish to change.

From the **Page Range** section either accept the default option of printing All, or choose to print just the Current Page on which your cursor is positioned, or choose to print a specific page range. If you choose Pages, you must enter the page numbers in the text box beside the option. Type a consecutive page range such as 2-7 or a non-consecutive range of pages separated by commas such as 1,3,5.

From the **Copies** section, you may accept the default of one (1) copy, or choose another quantity. Clicking on the up- and down-pointing triangles beside the quantity box allows you to choose your desired number of copies.

3. Click on the OK button.

Print Preview

The Print Preview Tab includes four galleries: Print, Page Setup, Zoom, and Preview. The Page Setup Gallery allows you to change the margins, orientation and size of paper for the document. The Zoom Gallery allows you to see individual or multiple pages at various levels of the normal size. The Preview Gallery allows you to display or hide the ruler, change the insertion point to a magnifying glass, and navigate to the previous and next pages.

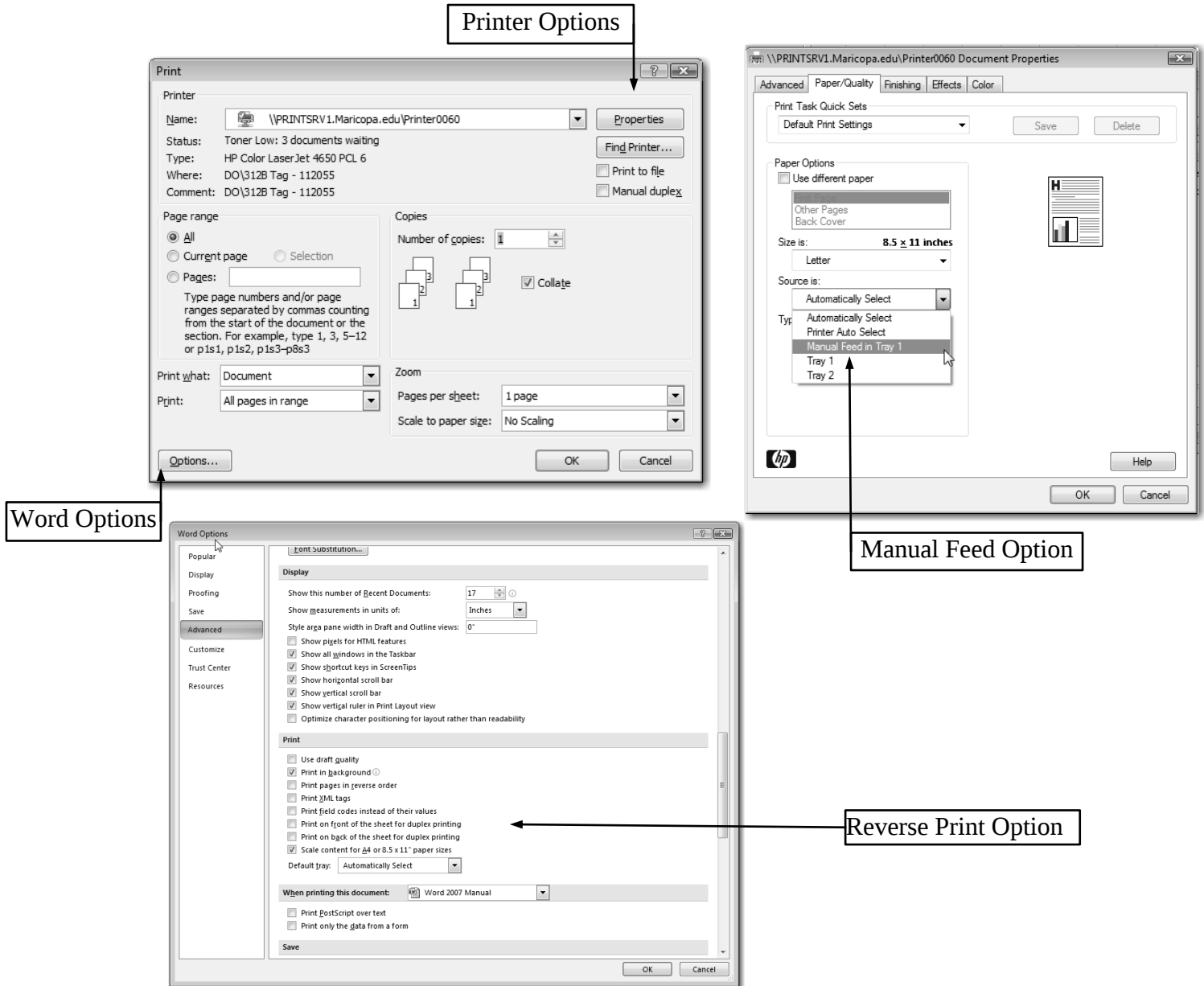
Quick Print Shortcut

A shortcut for printing a **single copy** of the entire document would be to add the Quick Print option to the Quick Access Toolbar or access it from the Office Button. This method of printing does not display a dialog box and does not allow you to change any print options.

Steps to Customize the Quick Access Toolbar

1. From the Quick Access Toolbar, select the drop-down menu
2. Select the appropriate option to add the icon.

Exercise — Printing a Word Document



1. From the **Office Button**, select **Print**. The Print dialog box will be displayed.
2. Click on the **Options** button.
3. Click on the **Advanced Tab**, and then select **Print pages in reverse order**.
4. Click on **Cancel**.
5. From the **Office Button**, select **Print Preview**.
6. Click the **Close Print Preview** button.

Exit Microsoft Word 2007

Close Button

Closing a document is not the same as closing the application. For example, when you click the “X” in the top right corner of the Word window or select Close from the Office Button, the active document will close. If you have one document open, the Close button will also close the application. If you have multiple documents open, the Close button will close only one document at a time. Word will prompt you to save any documents with changes you have not saved.

Calling it Quits!

When you are ready to exit from the Word program, select Exit Word from the Office Button. If you have left any documents open, Word will close each document for you one-by-one. Before closing a document that has unsaved edits, Word will display a prompt asking if you would like to save changes to the document. This is a built-in safety net to help you avoid losing changes you forgot to save. When all documents have been closed, the Word program will be shut down.

Steps to Close a Document

From the Office Button, select Close.

OR

Click the Close button  for the Word window (top right corner).

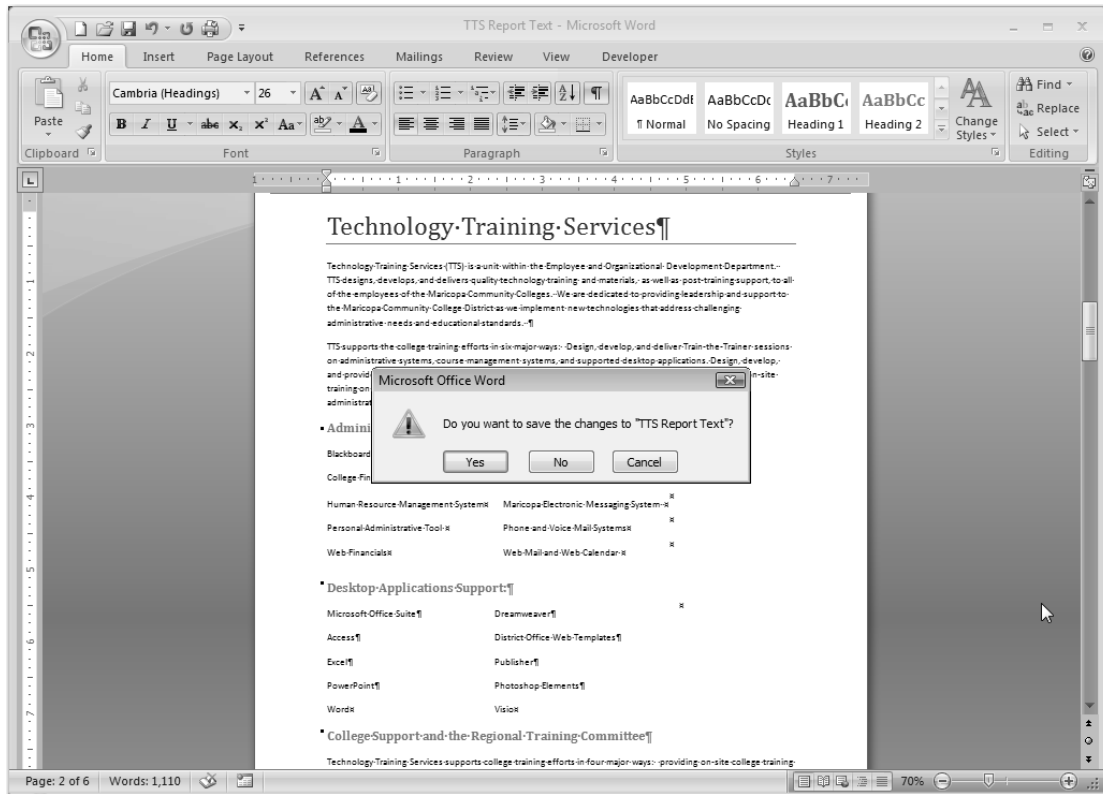
If multiple documents are open, you will have to close each document one-by-one. Word will prompt you to save any documents with changes you have not saved.

Steps to Close the Application

From the Office Button, select Exit Word.

Word will close each document one-by-one and prompt you to save any documents with changes you have not saved.

Exercise - Exit Microsoft Word 2007



1. From the **Office Button**, select **Exit Word**.
2. When prompted to save the changes, select **Yes**.

Plan for a Presentation

Before Using PowerPoint	Before you begin to organize information for your presentation or even open PowerPoint, it is vital that you first go through some planning steps. The four steps listed are provided by Dale Carnegie & Associates, Inc. ©1996: Plan, Prepare, Practice and Present.
Planning Stage	In the Planning stage: Describe your audience and its knowledge, experience, needs and goals. Define the purpose of your talk based on the outcome you seek from your audience. Is your presentation meant to inform, persuade, motivate to action, sell, teach or train?
Preparation Stage	In the Preparation stage: Establish a positive ‘mind-set.’ Do this by valuing your message, visualizing your success, visualizing your audience response and giving yourself motivational self-talk. Prepare an attention-getting opener by using one of the following techniques: use a question related to the audience need; pay a sincere compliment; or relate a relevant incident. Illustrate and support key points with evidence and visuals: provide statistics, analogies, demonstrations, testimonials, incidents, and exhibits. Prepare a memorable close: dramatize an idea, throw down a challenge, use a motivating statement, restate the key benefit, or deliver a convincing summary.
Practice Stage	In the Practice stage: The ‘Three E’s’ are fundamental to successful presentations. State why you have ‘Earned the right’ to deliver this talk, why you are ‘Excited about’ this subject, and why you are ‘Eager to share’ with your audience. Practice your presentation and review the visuals for: clarity, relevancy, eye-appeal, visibility, quality, and importance. Practice the presentation before an audience, mentor, or video camera. Receive feedback on your opening, key points, sequence, credible evidence, closing, clarity, distracting mannerisms, and results achieved.
Presentation Stage	In the Presentation stage: Assume the attitude of a ‘ PRO ’ in presentation delivery. The acronym PRO stands for: Privilege, Responsibility, and Opportunity. Rely on fundamentals: own your subject, feel positive about your talk, and project to your audience the value of your message. Some other things to strive for are: making a positive first impression, building a rapport with your audience, holding its attention, and striving for continuous improvement.

Notes on Planning for a Presentation

Directions: Use this table to record your notes about each stage described by Carnegie Training®.

Stage	Notes
Plan	
Prepare	
Practice	
Present	

Start Microsoft PowerPoint 2007

Overview

PowerPoint is a robust presentation software you can use to create professional looking electronic presentations, paper-based handouts, and note taking options for the presenter and audience. Presentations are not only used by educators in classrooms, but also by presenters in business settings to visually and succinctly communicate ideas and highlight main points. PowerPoint supports the use of multimedia all in one transportable platform that can be viewed on a large projection screen or a kiosk monitor by both large and small audiences. The Microsoft PowerPoint program may be launched from the Start Button on the Taskbar in the All Programs menu.

What's New in PowerPoint 2007?

The Microsoft Office 2007 workspace has a sleek, new look, offers greatly improved functionality and a simplified interface. The four components of the Office 2007 Fluent user interface listed below display the primary differences between all previous versions. The Ribbon, replaces the traditional menus and toolbars. The Microsoft Office button, replaces the Office Button, and the Quick Access toolbar, allows you to keep a customized set of tools handy. The Status bar now includes shortcut buttons and a zoom slider to adjust the on-screen size of your document. These features provide a consistent interface across Word, Excel, Access, and PowerPoint applications to make your Office experience feel almost seamless.

Start Menu Shortcuts

The Start Menu displays shortcut icons for the most recently used applications. It also includes a feature to permanently display shortcut icons on the Start Menu. For example, if you use Microsoft PowerPoint 2007 on a regular basis, you could save a few extra steps by creating a shortcut on the Start Menu for that particular application. The Pin to Start Menu feature allows you to add shortcut icons to the Start Menu for frequently used applications. Now you can open the application in two clicks instead of four.

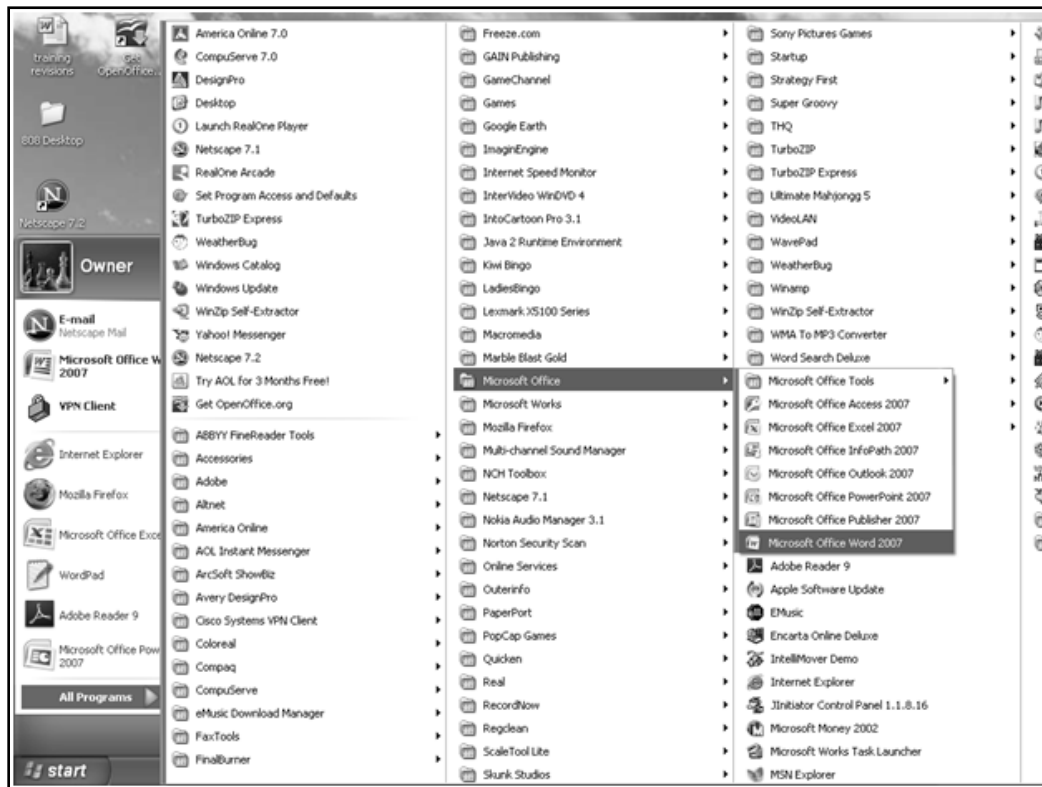
Steps to Start Microsoft PowerPoint 2007

1. From the **Start** button  select **All Programs>> Microsoft Office>> Microsoft PowerPoint 2007**.
2. Click Microsoft PowerPoint 2007 to open the application.

Steps to Pin to Start Menu

1. From the **Start** button  select the appropriate application icon.
2. **Right-click** on the icon and select **Pin to Start Menu**.
3. If you want to remove a shortcut from the **Start** Menu, **right-click** on the **icon** and select **Remove from List**.

Exercise — Starting Microsoft PowerPoint 2007

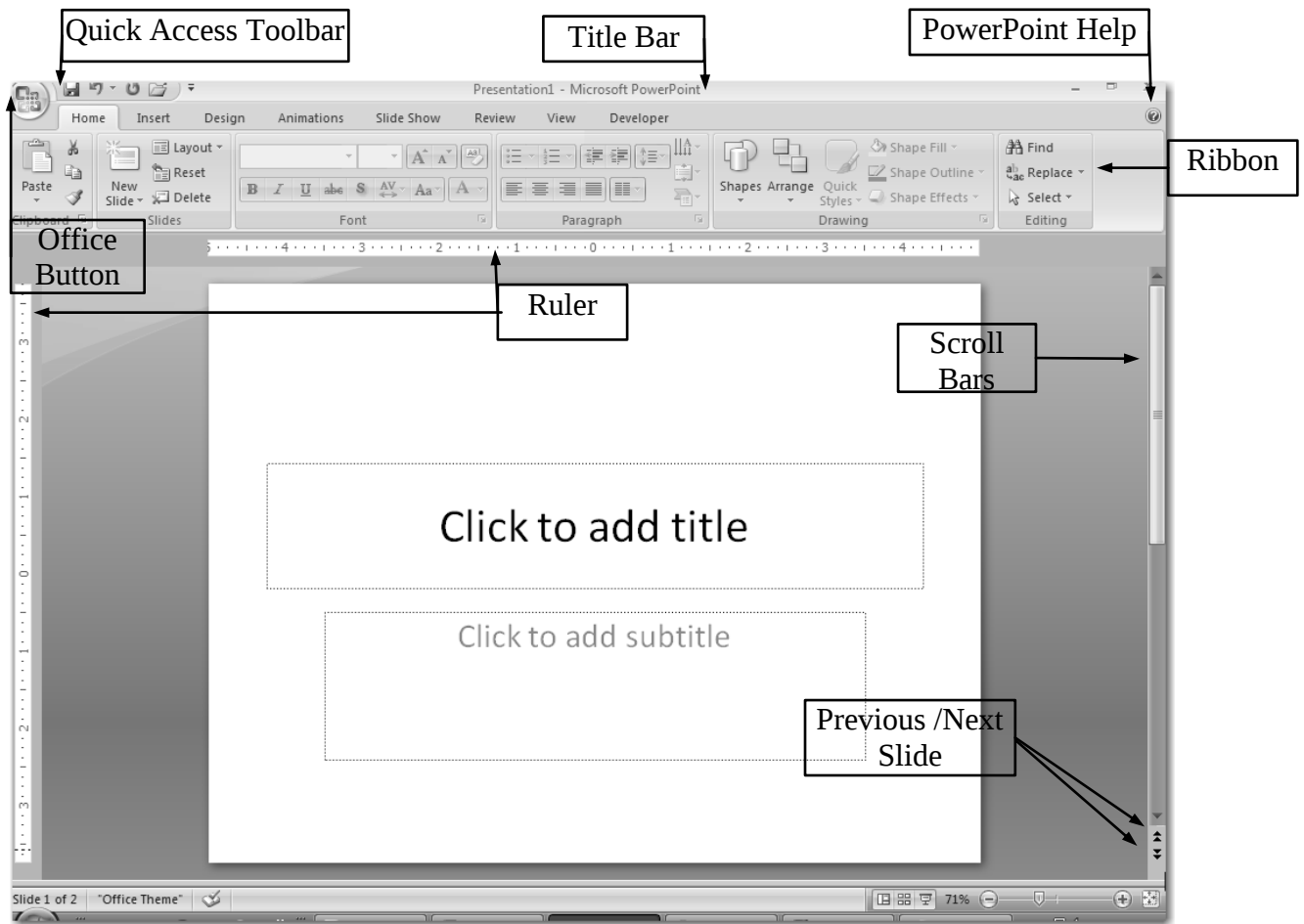


3. From the **Start** button  select **All Programs>> Microsoft Office>> Microsoft PowerPoint 2007**.
4. Click **Microsoft PowerPoint 2007** to open the application.

Identify PowerPoint 2007 Screen Components

The New Look!	Microsoft PowerPoint 2007 has a new look which is identified as a Fluent User Interface. It includes the Office Button, the Quick Access Toolbar, and the Ribbon. The features of the interface and other screen components are described below.
Title Bar	Displays the name you give the document after you save it.
Office Button	The Office button provides a central location for commands that represent all of the things you can do with an entire document, such as open, close, save, print, publish, etc. It has replaced the File Menu, found in earlier versions.
PowerPoint Options	The PowerPoint Options feature allows you to manage your preferences for slide show viewing options, editing, and printing settings. These settings control preferences such as correcting spelling, linking sound files, or modifying automatic correction features.
Quick Access Toolbar	The Quick Access Toolbar allows you to keep a customized set of tools handy; and it always displays, regardless of what tab is selected on the Ribbon, or even when the Ribbon is minimized.
Ribbon	The largest new component of the Fluent User interface is the Ribbon, which provides a graphical representation of tools and replaces the traditional menus and toolbars in earlier versions.
Screen Tips	As you position your mouse over each button in the Standard or Formatting Toolbar and hold your mouse still , a Screen Tip (formerly known as a Tool Tip) appears to tell you the name of the button.
Ruler	May be used to change indents and set tabs within a document.
Insertion Point	Marks the point at which text will be inserted when you begin typing. You will see a blinking cursor at this spot.
Status Bar	The blue bar displayed at the bottom of the PowerPoint screen which indicates the current slide number and the total number of pages in the document. It now includes shortcut buttons for the document views and a handy Zoom Slider to adjust the on-screen size of your document.
Previous/Next Slide	Use the double arrows to go up one page or down one page.
Scroll Bars	Horizontal (bottom of window) and Vertical (right side of window) Scroll Bars may be used to scroll through the document.
PowerPoint Help	The PowerPoint Help window contains links to categories of help topics. You can click a category link, or search for a word or phrase.

Exercise – Identifying PowerPoint 2007 Screen Components

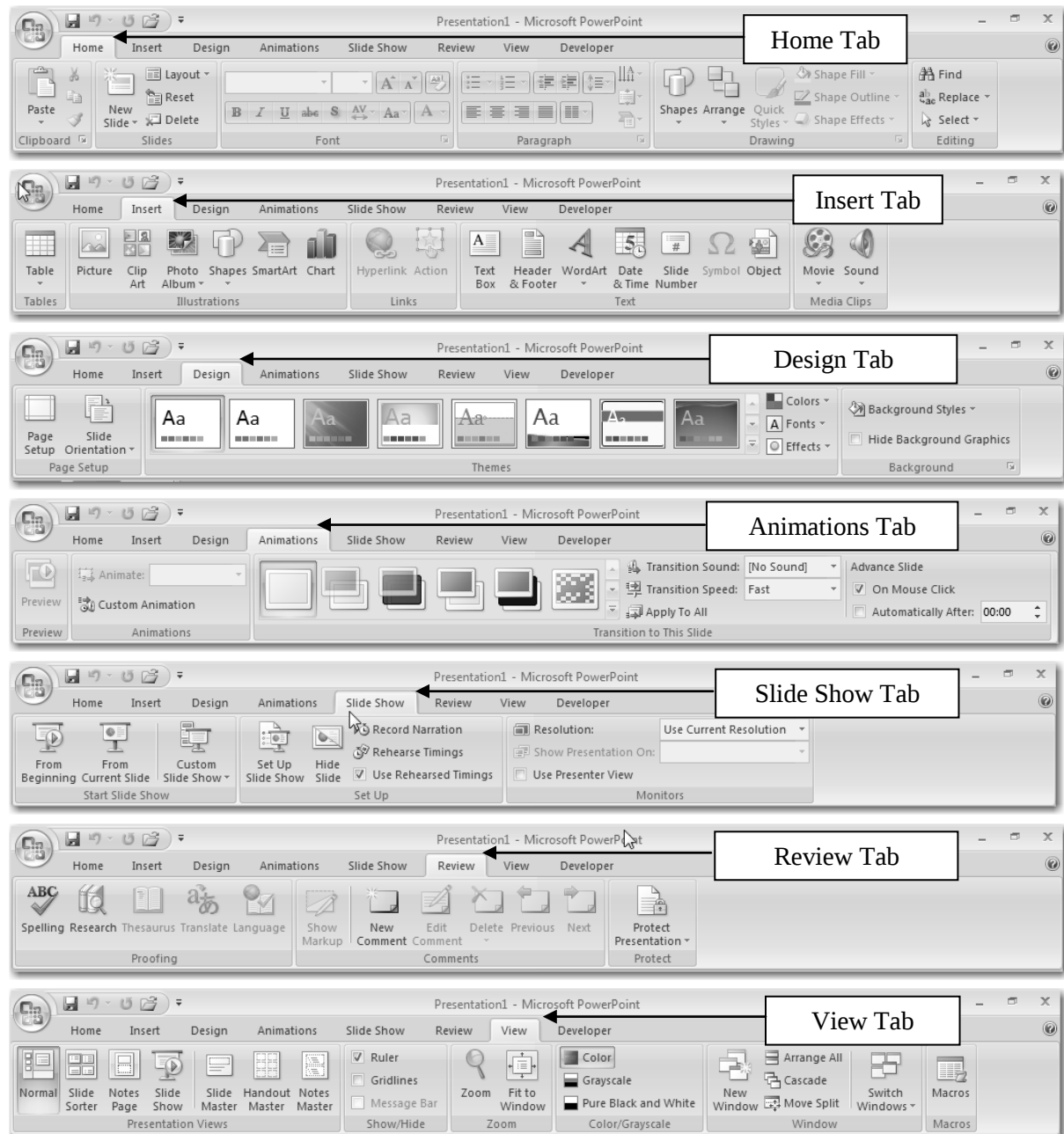


1. Practice moving the mouse. You will notice that the mouse pointer is shaped like the letter "I" when it is located in the document area, and it changes to a four-sided arrow when it is outside the document area.
2. Click in the appropriate **text box** on the slide to place the insertion point at the desired location.
3. Place the mouse pointer over the **Office Button** and pause to display the **Screen Tip**.
4. Click the down arrow to the right of the **Quick Access Toolbar**.
5. Select **Save** to remove the icon from the toolbar.
6. Repeat **Step 5**, and then select **Save** again to add the icon to the toolbar.

View the PowerPoint Ribbon Tabs

Ribbon	The Ribbon replaces the traditional menus and toolbars found in earlier versions of Office. Tabs are used instead of menus. Commands are put in groups. Several galleries include a button to display a dialog box, which allows you to view additional options.
Minimize the Ribbon	The default display of the Ribbon includes all commands on all tabs being visible at all times. You can minimize the ribbon by double clicking a tab to hide the commands. The right-click option allows you to turn the Minimize the Ribbon feature on and off like a toggle switch from a list of choices.
Tabs	The tabs are commands and features on the ribbon which are organized into related groups called galleries. They are accessed by clicking a tab name. The tabs that are specific to the PowerPoint 2007 application include the Home, Insert, Design, Animations, Slide Show, Review, View, and Developer .
Home Tab	The Home tab is displayed by default when a new or existing document is opened. It includes clipboard commands such as cut, copy, and paste; text formatting commands such as font size, color, type; paragraph formatting commands such as text alignment, line spacing, borders and shading; styles such as titles, subtitles, and headings; and editing commands such as find and replace.
Insert Tab	The Insert tab includes commands for various items that are inserted into documents such as, tables, charts, shapes, pictures, links, objects, symbols, headers and footers, etc.
Design Tab	The Design tab includes commands associated with the page setup, slide design themes, and the page background.
Animations Tab	The Animations tab includes commands associated with the transitions between slides and custom animations for individual objects on the slide.
Slide Show	The Slide Show tab includes the commands associated with slide show setup, display, and monitor resolution. This tab will not be discussed in this manual.
Review Tab	The Review tab includes the proofing commands associated with spelling and grammar tools, thesaurus, language tools, etc.; comments, tracking changes and comparing documents. This tab will not be discussed in this manual.
View Tab	The View tab includes commands associated with multiple ways of viewing your document, showing and hiding the ruler and other tools; switching windows and viewing and recording macros.
Developer Tabs	The Developer tab includes commands associated with creating and designing forms, macros and document security. This tab will not be discussed in this manual.

Exercise – Viewing the PowerPoint Ribbon Tabs



1. Double-click any tab to minimize the **Ribbon**.
2. Double-click any tab to restore the **Ribbon**.
3. Select **each tab** on the **Ribbon**.
4. Provide a brief explanation of the groupings on each tab.

Open a PowerPoint Document

Open a New or an Existing Document

If you wish to open a new, blank document, select New from the Office Button or click the New button on the Quick Access Toolbar. If you wish to open an existing document, select Open from the Office Button or click the Open button in the Quick Access Toolbar. The Open dialog box will be displayed listing the files in the current folder. If the document you want is not listed, select the correct folder or drive, and then double-click the name of the document.

The Office Button maintains a list of the four documents you have worked with most recently. You may open any of those documents simply by selecting the document name from the list at the bottom of the Office Button.

Steps to Open a New Document

From the Office Button, select New and then click OK when the New dialog box displays.

OR click on the New button  in the Quick Access toolbar.

Steps to Open an Existing Document

1. From the Office Button, select Open or click on the Open button  in the Quick Access Toolbar. The Open dialog box will be displayed.

2. Verify that the correct drive or folder is selected in the Look in: bar. If not, select the folder or drive where the document is stored.

To change the drive: click the down arrow on the Look in: bar and select the correct drive from the drop-down list.

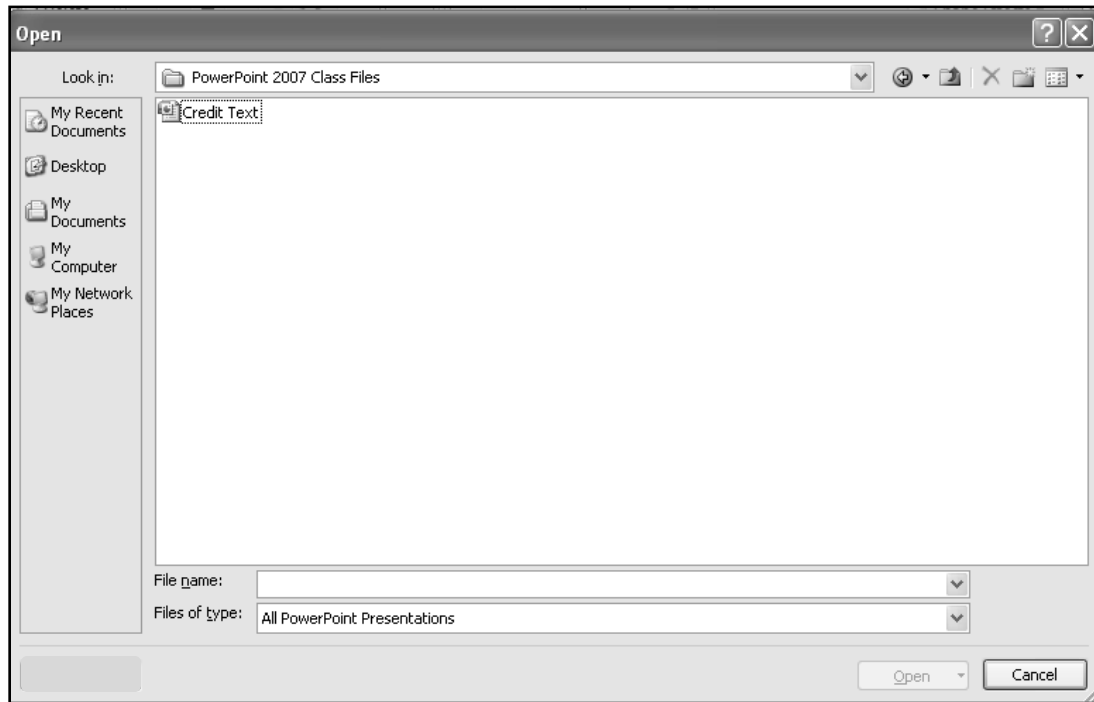
To change the folder: After selecting the correct drive, double-click the icon for the correct folder.

3. Double-click the document name.

Steps to Open a Recent Document

- From the Office Button, select the document from the list in the Recent Documents menu.

Exercise — Opening a PowerPoint Document

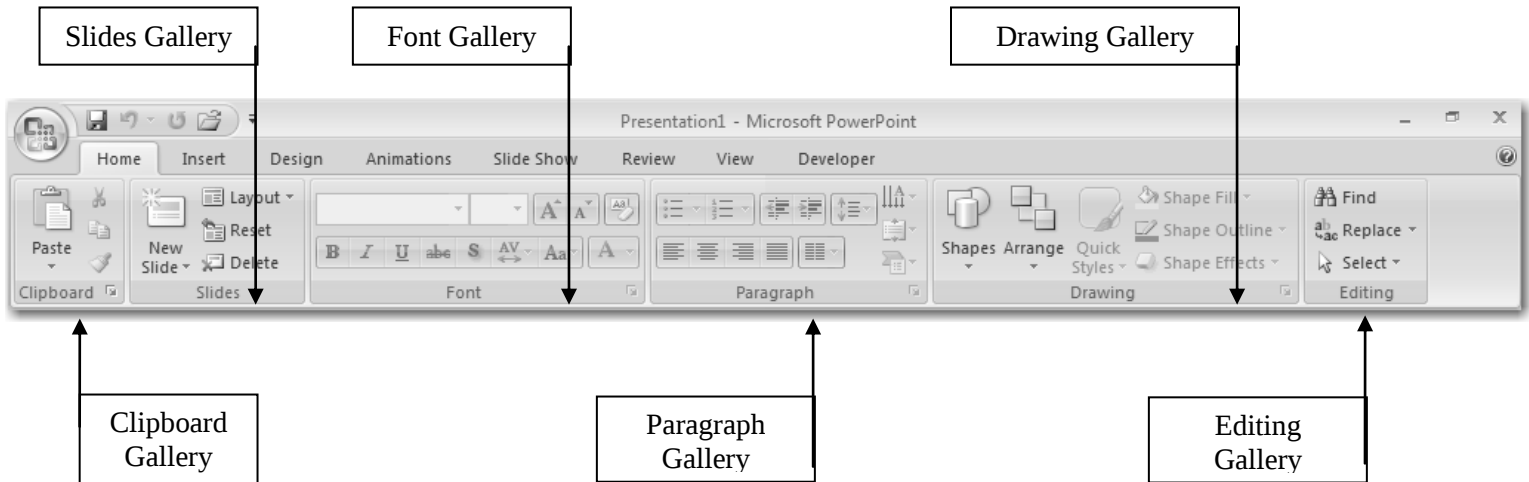


1. From the **Office Button**, select the **Open** icon  . The Open dialog box will be displayed.
2. From the **Open** dialog box, select the **My Documents** icon on the left, and then double-click on the **PowerPoint 2007 Class Files** folder.
3. **Double-Click** on the document named **Credit Text**.
4. From the **Office Button**, select **Save As**, and then select **PowerPoint Presentation**.
5. From the **Save As** window, enter **Give Yourself Some Credit** in the **File name** field.

View the PowerPoint Home Tab

Home Tab	The Home tab consists of six galleries: Clipboard, Slides, Font, Paragraph, Drawing, and Editing. This tab includes the most commonly used commands that were displayed of the Standard and Formatting toolbars from previous versions of the application.
Dialog Box/ Task Pane	Several tab groups include an arrow pointing down to the right in the lower right corner of the group. The arrow indicates additional options are available in a dialog box or a task pane.
Clipboard Gallery	The Clipboard Gallery includes the clipboard task pane, cut, copy, paste, and format painter commands. The format painter allows you to apply the same formatting to multiple places in the document.
Slides Gallery	The Slides Gallery includes the options to insert and delete slides, change the slide layout, and reset the slide to the default settings.
Font Gallery	The Font Gallery includes text formatting shortcuts for the font size, color, type, and style. The font dialog box includes the full range of text-formatting options.
Paragraph Gallery	The Paragraph Gallery includes paragraph formatting shortcuts for the text alignment, line spacing, bullets and numbering, text direction, and converting text to SmartArt.
Drawing Gallery	The Drawing Gallery includes the options to insert basic shapes, fill, outline, and change the effects of those shapes, and arrange the order, position, and rotation of those shapes.
Editing Gallery	The Editing Gallery includes the find, replace, and go to features. It also includes text and object selection options.
Live Preview	PowerPoint 2007 includes a new feature that allows you to see how selected text will look with a particular style before you apply it. When you place your pointer over the style that you want to preview, the selected text will display how the text will look with that particular style.
Steps to Insert a Slide	1. From the Normal View, select the appropriate slide that will precede the new slide. 2. From the Home Tab, select the New Slide button.
Steps to Delete a Slide	1. From the Normal View, select the appropriate slide. 2. From the Home Tab, select the Delete Slide button.

Exercise – Viewing the PowerPoint Home Tab



1. Select the text **Marc Kantlon**, and then enter your first and last name.
2. Select your first and last name.
3. From the **Home Tab**, select the **Italics** tab.
4. While your name is highlighted, select the **Font Color** drop-down menu.
5. Place the mouse over the **Orange, Accent 6** to see the **live preview**.
Do not change the color.
6. Move your mouse to a blank area and click once to close the drop-down menu.
7. If you changed the color, click the **Undo** button.
8. From the **Slides Gallery**, select the **New Slide** button.
9. Click in the title field, and then enter the text **FICO Chart**.

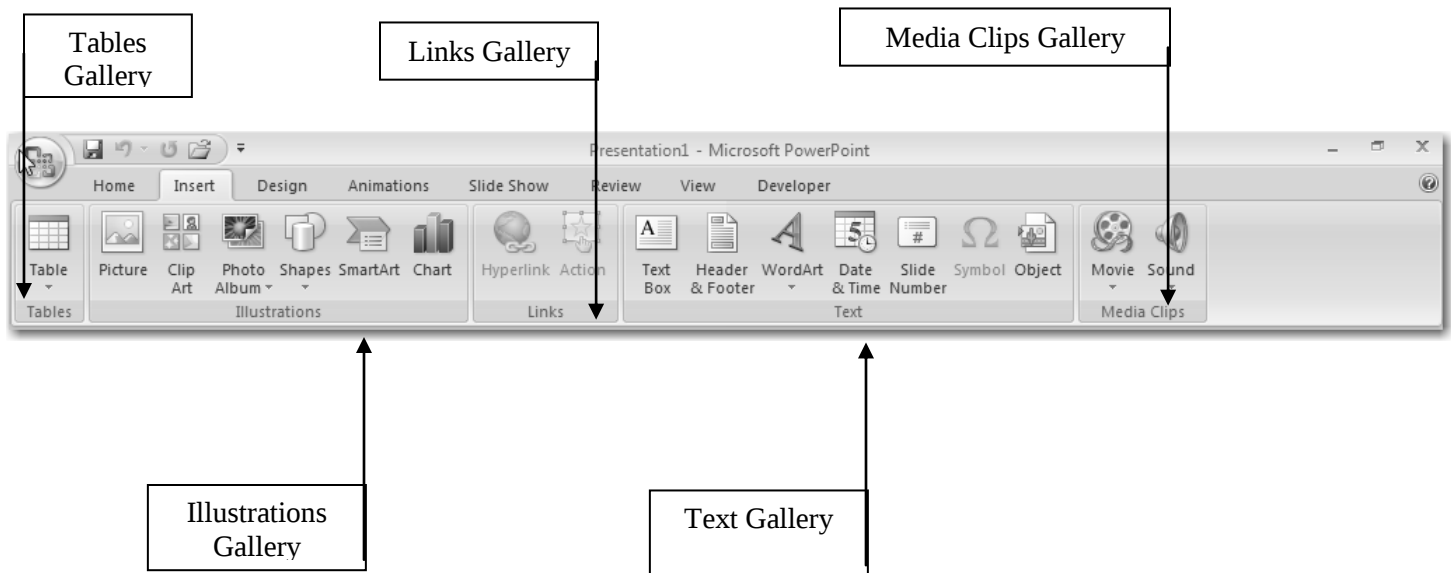
View the PowerPoint Insert Tab

Insert Tab	The Insert Tab consists of five galleries: Tables, Illustrations, Links, Text, and Media Clips. This tab includes all of the features that are inserted into slide presentations. It also includes preformatted style options for some of the commands.
Tables Gallery	The Tables Gallery includes the options to insert a table, draw a table, and insert an Excel spreadsheet.
Illustrations Gallery	The Illustrations Gallery includes the options to insert pictures, clip art, shapes, SmartArt, and charts to illustrate and compare data.
Links Gallery	The Links Gallery includes the options to insert hyperlinks into a Web page, picture, email address, or a program. You can also add action to a specific object. For example, you can place the mouse over a picture and arrange for a specific sound to play during the slide show.
Text Gallery	The Text Gallery includes the options to insert preformatted text boxes, headers and footers, Word Art, date and time, slide numbers, and embedded objects.
Media Clips Gallery	The Media Clips Gallery includes the options to insert movies and sound to enhance the presentation content.

Steps to Insert an Object

1. Click in the text field of the appropriate slide.
2. From the **Insert Tab**, select the **Insert Object** button.
3. From the **Insert Object** dialog box, select the **Create from file** radio button.
4. Click the **Browse** button.
5. From the **Browse** dialog box, select the appropriate folder.
6. Double-click the appropriate file.
7. From the **Insert Object** dialog box, click **OK**.

Exercise – Viewing the PowerPoint Insert Tab



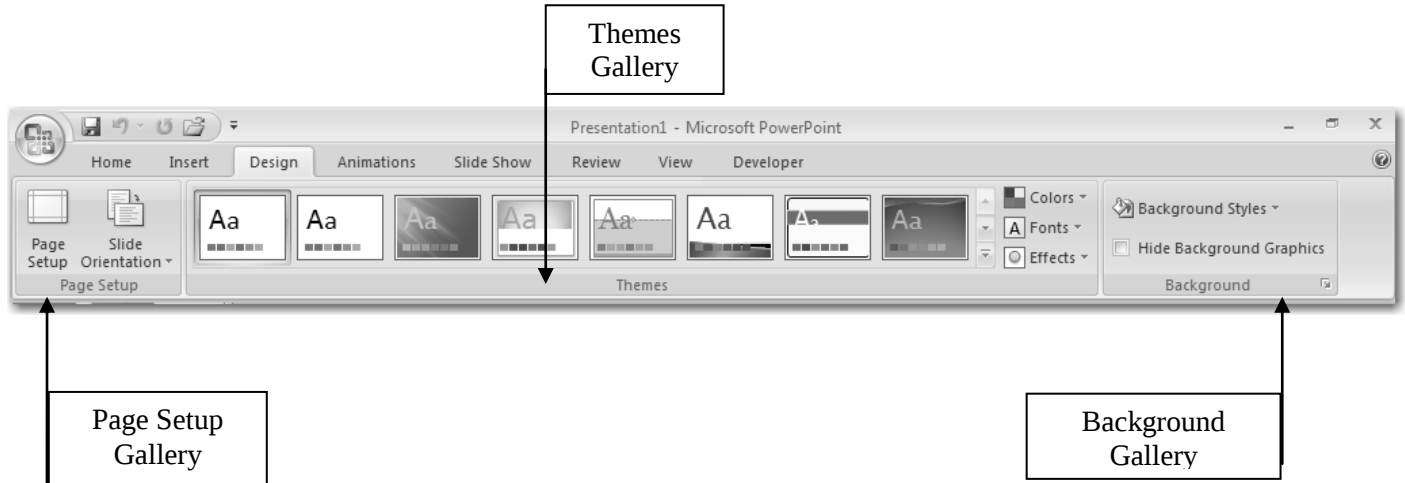
1. Click in the text field.
2. From the **Insert Tab**, select the **Insert Object** button.
3. From the **Insert Object** dialog box, select the **Create from file** radio button.
4. Click the **Browse** button.
5. From the **Browse** dialog box, select the **My Documents** button on the left.
6. From the **My Documents** folder, select the **PowerPoint 2007 Class Files** folder.
7. From the **PowerPoint 2007 Class Files** folder, double-click the Excel file entitled **FICO Calculation Chart**.
8. From the **Insert Object** dialog box, click **OK**.
9. If necessary, double-click the chart to center the chart labels.
10. From the **Quick Access Toolbar**, click the **Save** icon.

NOTE: If you want to insert an Excel chart with content-specific data, you will need to save the chart on a separate worksheet, format the chart area with no border and no background, and save the workbook with the chart worksheet as the first worksheet.

View the PowerPoint Design Tab

Design Tab	The Design Tab consists of three galleries: Page Setup, Themes, and Background. This tab includes the features for the overall slide design.
Presentation Themes	PowerPoint 2007 introduces themes to assist you with coordinating colors, fonts, and other formats. A theme is a set of unified formats for fonts, colors, and effects. The default theme is called the Office theme. There are many built-in or pre-defined themes that can be used to format your slide presentation.
Page Setup Gallery	The Page Setup Gallery includes the options to manage the slide orientation and size for the slide show.
Themes Gallery	The Themes Gallery includes the built-in formatting options for changing the overall design of the entire presentation, including colors, fonts, and effects.
Background Gallery	The Background Gallery includes the options to apply background styles or hide background graphics on individual or multiple slides.
Microsoft Office Online Themes	Microsoft Office Online has additional slide design themes available that you can download from within PowerPoint or from the following URL: http://office.microsoft.com/en-us/templates/CT101172621033.aspx . Internet access is required to view the online design slide templates.
Steps to Apply a Theme	1. From the Ribbon, select the Design Tab. 2. From the Design Tab, select the More button in the Themes Gallery. 3. From the Themes Gallery, select the appropriate slide design.
Steps to Download a Design Slide from PowerPoint 2007	1. From the Start Menu, open Microsoft PowerPoint 2007. 2. From the Office Button, select New. 3. From the Templates category, select Design Slides. 4. From the Design Slides group, select the appropriate theme 5. From the Design Slides Theme, select the appropriate template. 6. If a license agreement displays for the selected template, click the I accept button, and then click the Download button. 7. If the Microsoft Office Genuine Advantage dialog box displays, select the Do not show this message again checkbox, and then click the Continue button.

Exercise – Viewing the PowerPoint Design Tab



1. From the **Ribbon**, select the **Design Tab**.
2. From the **Design Tab**, select the **More** button from the **Themes Gallery**.
3. From the **Themes Gallery**, select the **Aspect** theme.
4. From the **Quick Access Toolbar**, click the **Save** icon.

View the PowerPoint Animations Tab

Animations Tab

The Animations Tab consists of three galleries: Preview, Animations, and Transitions to This Slide. This tab includes the features to set the special effects that will be applied between slides and the special effects that will be applied to the individual objects on each slide.

What is an Animation?

Animation refers to the way in which text or objects display or move onto or off of a slide. Animation contains preset effects for the title and text of a slide. Animation can be applied to select slides, all slides, or the slide master. This feature can be used to show sequence of information or motion in a dynamic concept. Animation can include movement as well as sound. Animation is easy to use and customize.

What are Slide Transitions?

Transitions refer to how PowerPoint looks when it moves from one slide to the next. This feature adds professionalism to presentations; they can include movement as well as sound.

Preview Gallery

The Preview Gallery includes the options to review the animations and slide transitions that have been created for a specific slide.

The Themes Gallery includes the built-in formatting options for changing the overall design of the entire presentation, including colors, fonts, and effects.

Animations Gallery

The Animations Gallery includes the built-in formatting options for customizing an animation and the effects you can apply to components of the slide.

Custom Animations	Animation Effects
Select the slide object(s).	Entrance: to add an effect to content as it enters the slide.
Choose animation effect(s).	Emphasis: to add an effect to content currently on a slide.
Decide the order of the animation effect(s).	Exit: to add an effect as content leaves the slide.
Determine the animation timing.	Motion Paths: to add an effect that makes content move in a pattern.

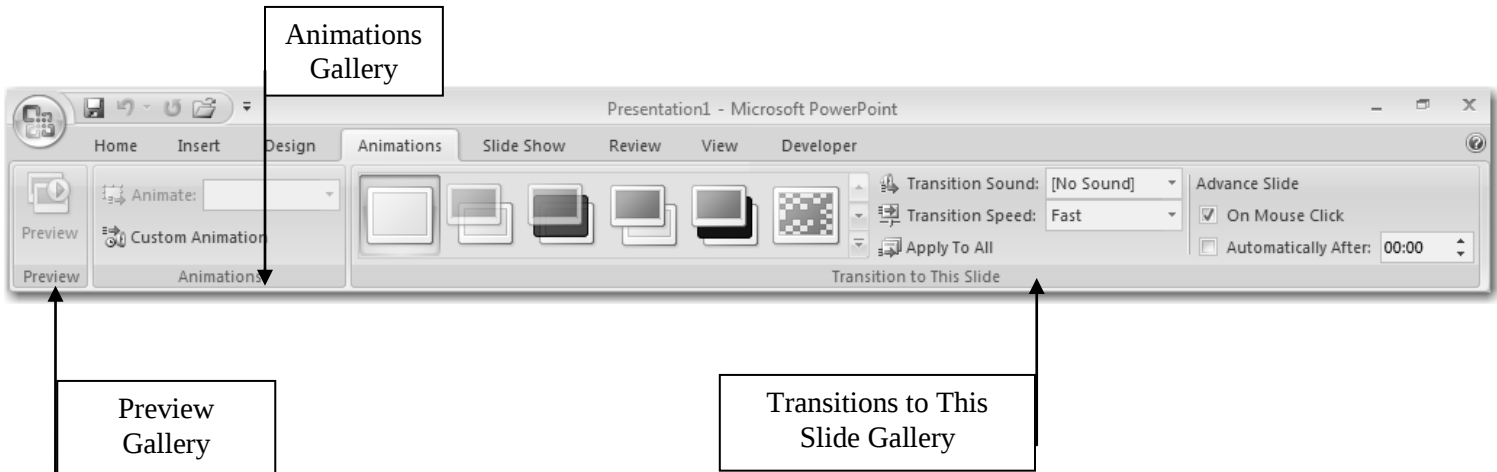
Transitions Gallery

The Transitions Gallery includes the options to choose a special effect that will be applied during the transition between the previous slide and the current slide.

Steps to Apply a Transition

1. From the Ribbon, select the Animations Tab.
2. From the Animations Tab, select the More button in the Transitions Gallery.
3. From the Transitions Gallery, select the appropriate slide transition.

Exercise – Viewing the PowerPoint Animations Tab



1. From the **Ribbon**, select the **Animations Tab**.
2. From the **Animations Tab**, select the **More** button from the **Transitions to This Slide Gallery**.
3. From the **Transitions to This Slide Gallery**, scroll down and then select the **Cover-Right Down** transition.
4. From the **Transitions to This Slide Gallery**, click the **Apply To All** button.
5. From the **Animations Gallery**, select the **Custom Animation** button.
6. From the **Slide View**, select **Slide #3, Credit Report Fundamentals**.
7. Click in the text box to the right of the first bullet.
8. From the **Custom Animation Pane**, select the path **Add Effect >> Entrance >> Fly In**.
9. In the **Direction** field, select **From the Right**.
10. Select **Slide #4, How FICO is Calculated**, and then **repeat steps 7 – 9**.
11. From the **Custom Animation Pane**, select the double arrows below the Content Placeholder to expand the contents.
12. From the **Custom Animation Pane**, select each content placeholder and select **Start on Click** from the drop-down menu.
13. Select **Slide #5, Improve Your FICO Score**, and then **repeat steps 7 – 9**.
14. From the **Quick Access Toolbar**, click the **Save** icon.

View the PowerPoint View Tab

Presentation Views Gallery

PowerPoint allows you to view the presentation in seven formats, Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master. You can access the Normal, Slide Sorter, and Slide Show buttons from the View Tab at the top left of the screen and in the Status Bar at bottom right of the screen. The View Tab includes additional options for viewing the presentation in color or grayscale or at different zoom levels.

Presentation Views	Viewing Functions
Normal	Default slide view.
Slide Sorter	Rearrange slides.
Notes Page	Edit and print speaker notes.
Slide Show	Presentation delivery.
Slide Master	Set the default slide design and layout.
Handout Master	Set the design and layout for printed handouts.
Notes Master	Set the design and layout for speaker notes.

Show/Hide Gallery

The Show/Hide Gallery includes the options to display or conceal the ruler, gridlines, or the message bar.

Zoom Gallery

The Zoom Gallery includes the options to display the slide at different zoom levels or to fit in the window. You can also use the zoom controls in the status bar to quickly zoom the presentation.

Color/Grayscale Gallery

The Color/Grayscale Gallery includes the options to view the presentation in full color, grayscale, or pure black and white. You can customize how the colors are translated to grayscale or black and white.

Window Gallery

The Windows Gallery includes the options to view the current document in a new window, cascade or tile all open program windows, and switch to a different open window.

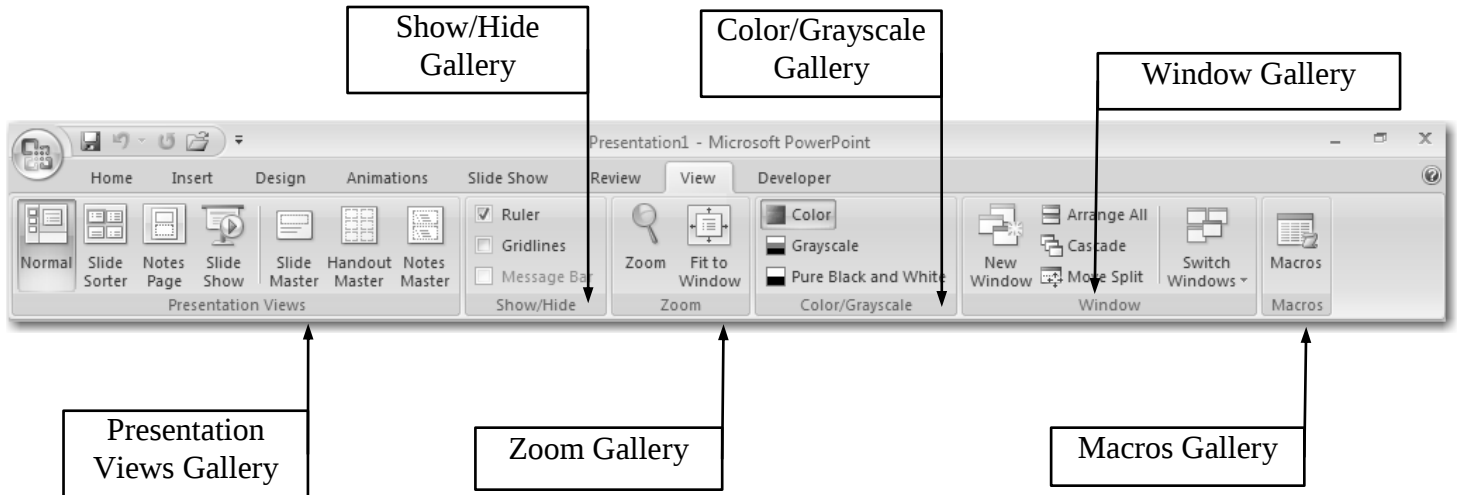
Macros Gallery

The Macros Gallery includes the options to create, run, delete, and view a list of shortcut commands.

Steps to Switch Presentation Views

1. Select the View Tab.
2. Select the appropriate presentation view.

Exercise — Viewing the PowerPoint View Tab



1. From **Ribbon**, select the **View Tab**.
2. From the **Presentation Views Gallery**, select the **Slide Sorter** button.
3. From the **Slide Sorter** view, select **Slide #2 FICO Chart** and drag it to the right.
4. Select **Slide #1 Title Slide**, and then select the **Slide Show** button.
5. Click the mouse to preview all of the transitions and animations in the slide show.

Print a Presentation

Office Button

The Print command is located under the Office Button. It includes three menu items: Print, Quick Print, and Print Preview. The Print Command allows you to select a printer, number of copies, and other printing options before printing. The Quick Print Command allows you to send the entire document directly to the default printer without making changes. The Print Preview Command allows you to preview and make changes to pages before printing.

Steps to Print a Presentation

1. From the Office Button, select Print. The Print dialog box will be displayed.
2. Set any print options you wish to change.

From the **Print Range** section either accept the default option of printing All, or choose to print just the Current Slide on which your cursor is positioned, or choose to print a specific page range. If you choose Pages, you must enter the page numbers in the text box beside the option. Type a consecutive page range such as 2-7 or a non-consecutive range of pages separated by commas such as 1,3,5.

From the **Print What** section, you may select slides, handouts, notes, or an outline. The drop-down menu allows you to choose the number of slides per page for participant handouts.

From the **Color/Grayscale** section you may select color, grayscale, or black and white.

3. Click on the **OK** button.

Print Preview

The Print Preview Tab includes four galleries: Print, Page Setup, Zoom, and Preview. The Page Setup Gallery allows you to choose what to print (i.e. slides, handouts, speaker notes, and an outline). The Zoom Gallery allows you to see individual or multiple pages at various percentages of the normal size. The Preview Gallery allows you to display or hide the ruler, change the insertion point to a magnifying glass, and navigate to the previous and next slides.

Quick Print Shortcut

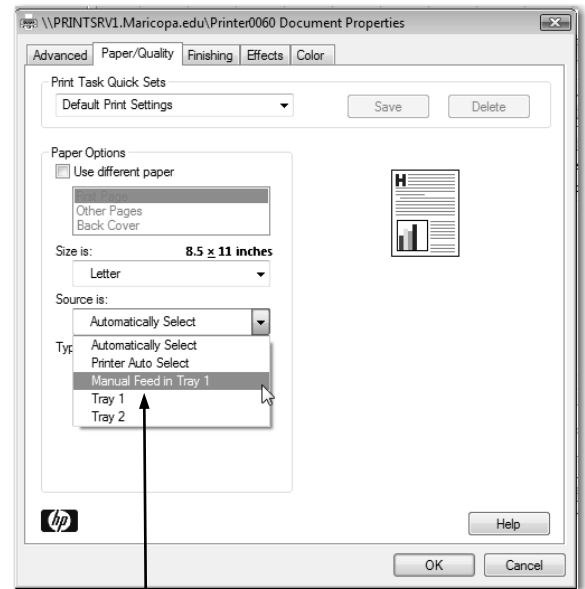
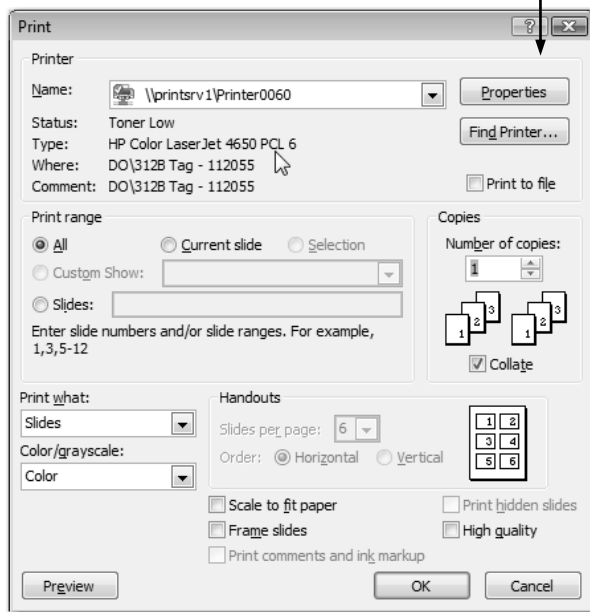
A shortcut for printing a **single copy** of the entire slide show would be to add the Quick Print option to the Quick Access Toolbar or access it from the Office Button. This method of printing does not display a dialog box and does not allow you to change any print options.

Steps to Customize the Quick Access Toolbar

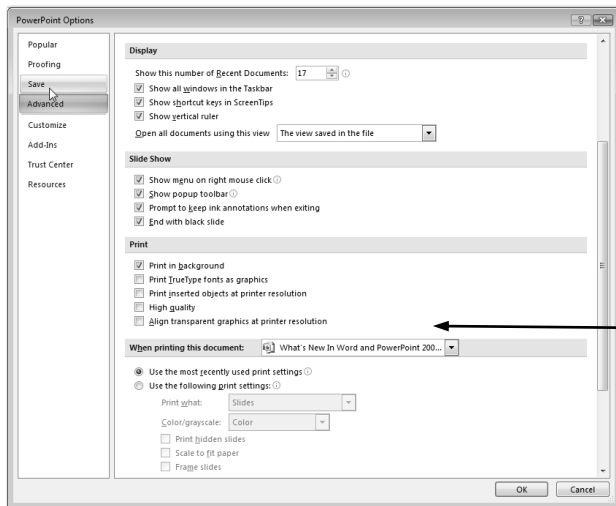
1. From the Quick Access Toolbar, select the drop-down menu.
2. Select the appropriate option to add the icon.

Exercise — Printing a Presentation

Printer Options



Manual Feed Option



PowerPoint Options

1. From the **Office Button**, select **Print**. The Options dialog box will be displayed.
2. Click the **Properties** button
3. Click on the **Paper/Quality**, and then select **Manual Feed in Tray 1**.
4. Click on **Cancel**.
5. From the **Office Button**, select **Print Preview**.
6. Click the **Close Print Preview** button.

Exit Microsoft PowerPoint 2007

Close Button

Closing a document is not the same as closing the application. For example, when you click the “X” in the top right corner of the PowerPoint window or select Close from the Office Button, the active document will close. If you have one document open, the Close button will also close the application. If you have multiple documents open, the Close button will close only one document at a time. PowerPoint will prompt you to save any documents with changes you have not saved.

Calling it Quits!

When you are ready to exit from the PowerPoint program, select Exit PowerPoint from the Office Button. If you have left any documents open, PowerPoint will close each document for you one-by-one. Before closing a document that has unsaved edits, PowerPoint will display a prompt asking if you would like to save changes to the document. This is a built-in safety net to help you avoid losing changes you forgot to save. When all documents have been closed, the PowerPoint program will be shut down.

Steps to Close a Document

1. From the Office Button, select Close.

OR

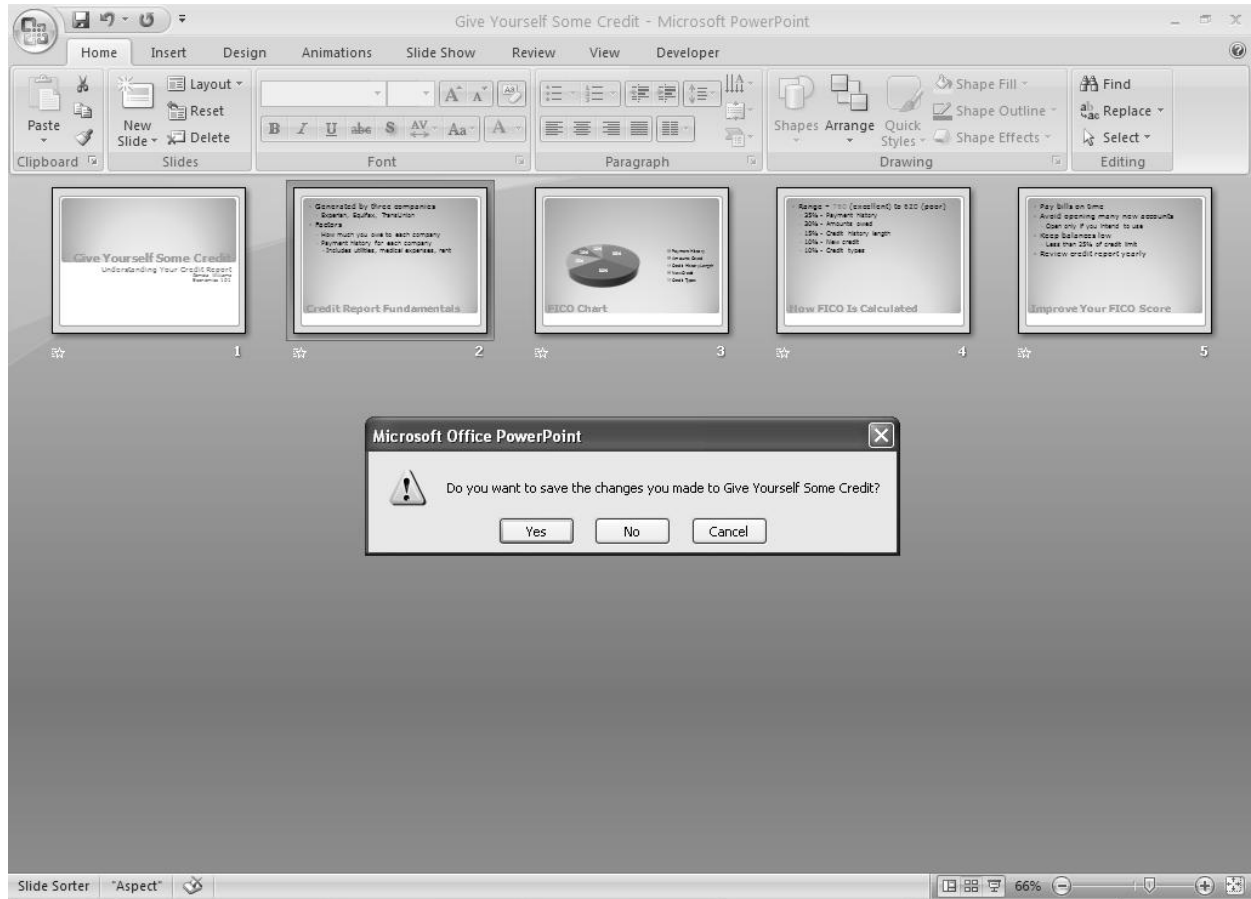
Click the Close button  for the PowerPoint window (top right corner).

2. If multiple documents are open, you will have to close each document one-by-one. PowerPoint will prompt you to save any documents with changes you have not saved.

Steps to Close the Application

1. From the Office Button, select Exit PowerPoint.
2. PowerPoint will close each document one-by-one and prompt you to save any documents with changes you have not saved.

Exercise - Exit Microsoft PowerPoint 2007



1. From the **Office Button**, select **Exit PowerPoint**.
2. When prompted to save the changes, select **Yes**.

Start Microsoft Excel 2007

Microsoft Excel

Microsoft Excel is a spreadsheet program which allows you to enter numerical values or data into the rows or columns of a spreadsheet, and to use these numerical entries for such things as calculations, graphs, and statistical analysis. Spreadsheets are also referred to as worksheets. You may use a worksheet as an electronic calculating tool for nearly any mathematical application. For example, you may use a worksheet to:

Calculate student grades
Prepare financial statements

Maintain a department budget
Balance a checkbook

Planning a Worksheet

Designing a worksheet prior to actually starting the Excel program is a time saver in the overall process. You need to know what results you want from your worksheet ... and ... you need to tell Excel how to get those results.

Here are a few sample questions to help you plan a worksheet:

1. What is the purpose of the worksheet?
2. What calculations do you need to have made?
3. What information is needed in order to perform those calculations?
4. How would you like to have the information organized and formatted?

The better prepared you are at the beginning of the worksheet project, the more productive you will be and the more efficient the worksheet will be.

The worksheet design for this workshop series is for you to create a quarterly budget report for the MCCC training department, *Technology Development Center (TDC)*.

Step to Start Excel

1. Click the Start button on the Taskbar to display the Start menu.
2. Point to Microsoft Excel 2007 on the start menu.

OR

3. Click the Start button on the Taskbar to display the Start menu.
4. Point to All Programs to display the program group submenu.
5. Click Microsoft Office.
6. Click Microsoft Office Excel 2007.

Exercise – Starting Microsoft Excel 2007

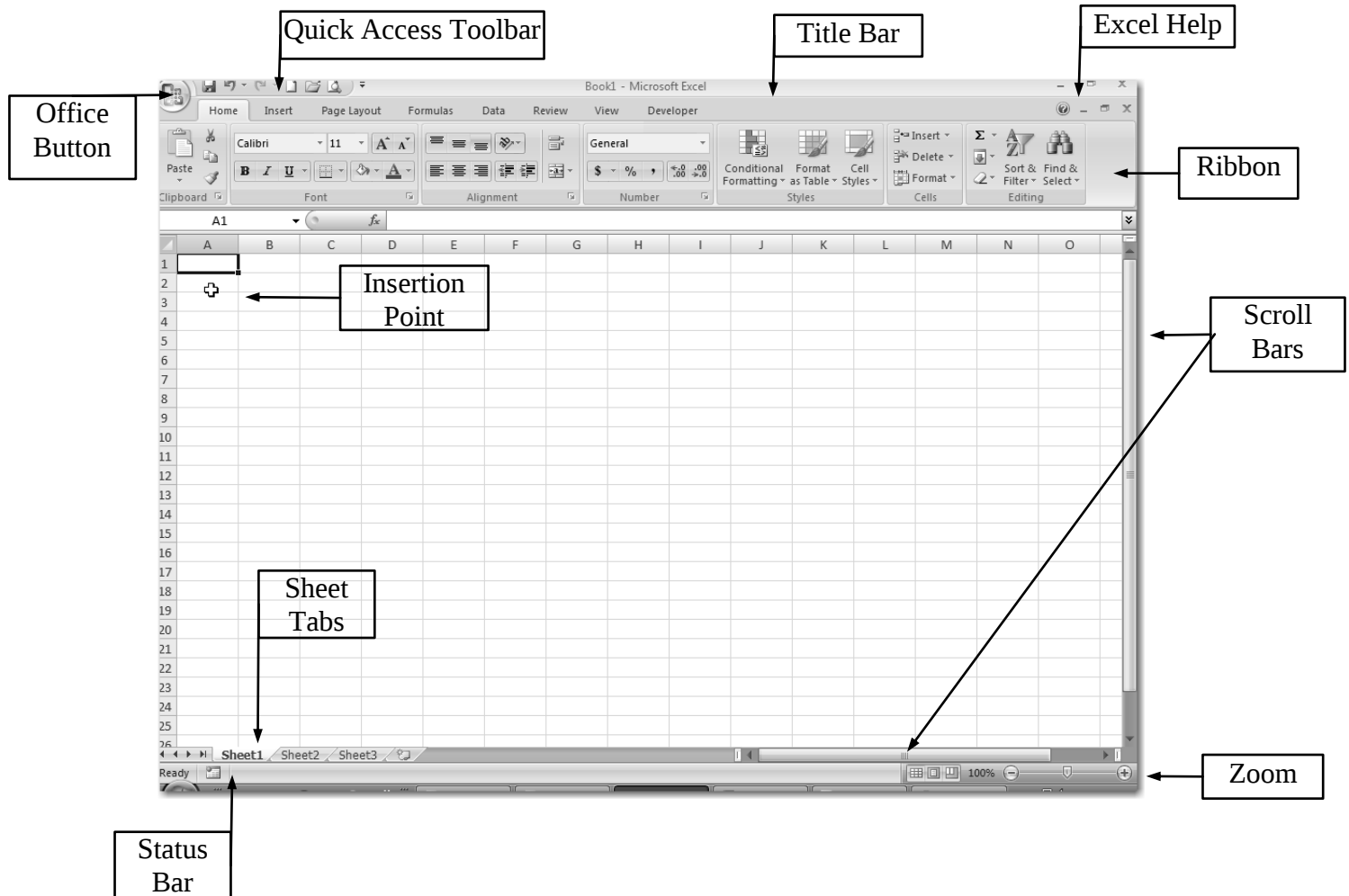


1. From the **Start** button, select **All Programs**.
2. From the **All Programs** sub menu, select **Microsoft Office**
3. From the **Microsoft Office** sub menu, select **Microsoft Excel 2007**.

Identify Excel 2007 Screen Components

Fluent User Interface	Microsoft Excel 2007 has a new look which is identified as a Fluent User Interface. It includes the Office Button, the Quick Access Toolbar, and the Ribbon. The features of the interface and other screen components are described below.
Title Bar	Displays the name you give the document after you save it.
Office Button	The Office button provides a central location for commands that represent all of the things you can do with an entire document, such as open, close, save, print, publish, etc. It has replaced the File Menu, found in earlier versions.
Quick Access Toolbar	The Quick Access Toolbar allows you to keep a customized set of tools handy; and it always displays, regardless of what tab is selected on the Ribbon, or even when the Ribbon is minimized.
Ribbon	The largest new component of the Fluent User interface is the Ribbon, which provides a graphical representation of tools and replaces the traditional menus and toolbars in earlier versions.
Screen Tips	As you position your mouse over each button in the Standard or Formatting Toolbar and hold your mouse still , a Screen Tip (formerly known as a Tool Tip) appears to tell you the name of the button.
Ruler	May be used to change indents and set tabs within a document.
Insertion Point	Marks the point at which text will be inserted when you begin typing. You will see a blinking cursor at this spot.
Status Bar	The blue bar displayed at the bottom of the Word screen which indicates the current page, section number, and the total number of pages in the document. It now includes shortcut buttons for the document views and a handy Zoom Slider to adjust the on-screen size of your document.
Sheet Tabs	Use the double arrows to go up one page or down one page.
Scroll Bars	Horizontal (bottom of window) and Vertical (right side of window) Scroll Bars may be used to scroll through the document.
Excel Help	The Excel Help window contains links to categories of help topics. You can click a category link, or search for a word or phrase.

Exercise – Identifying Excel 2007 Screen Components



1. Place the mouse pointer anywhere on the spreadsheet to display a white block cross.
2. Click the **Sheet2** tab. The worksheets represent the pages of the workbook.
3. Place the mouse pointer over the **Office Button** and pause to display the **Screen Tip**.
4. Click the **down arrow** to the right of the **Quick Access Toolbar**.
5. Select **Save** to remove the icon from the toolbar.
6. Repeat **Step 5**, and then select **Save** again to add the icon to the toolbar.

Office Button Commands Gallery

Microsoft Office Button



The Microsoft Office button is located at the upper-left of the Office 2007 workspace. It's the button to click when you want to open up a document, save it, print it, or do just about anything else other than create, edit, and view it. It's the place to go to view your recent documents, as well as any documents you decide to permanently pin to the recent documents list. It even is the place to go to customize the application.

Commands Gallery

When you click on the Microsoft Office button, a window opens. In the left pane of the window is a gallery of commands. A gallery item with an east-pointing triangle will either open a dialog box or provide you with a subsidiary gallery of related commands. Commands with no triangle will work just by clicking.

The **New**, **Open**, **Save**, and **Close** commands work the same as they always have. The new **Convert** menu item allows you to convert a document created in an earlier version so that you can take advantage of all of the features in Office 2007.

The **Save As** and **Print** menu items, when single-clicked, work the same as before. However, if you hover over either item or click on the triangle, you will see a submenu of options and/or related commands.

The **Prepare**, **Send**, and **Publish** menu items each display a submenu of commands from which to choose.

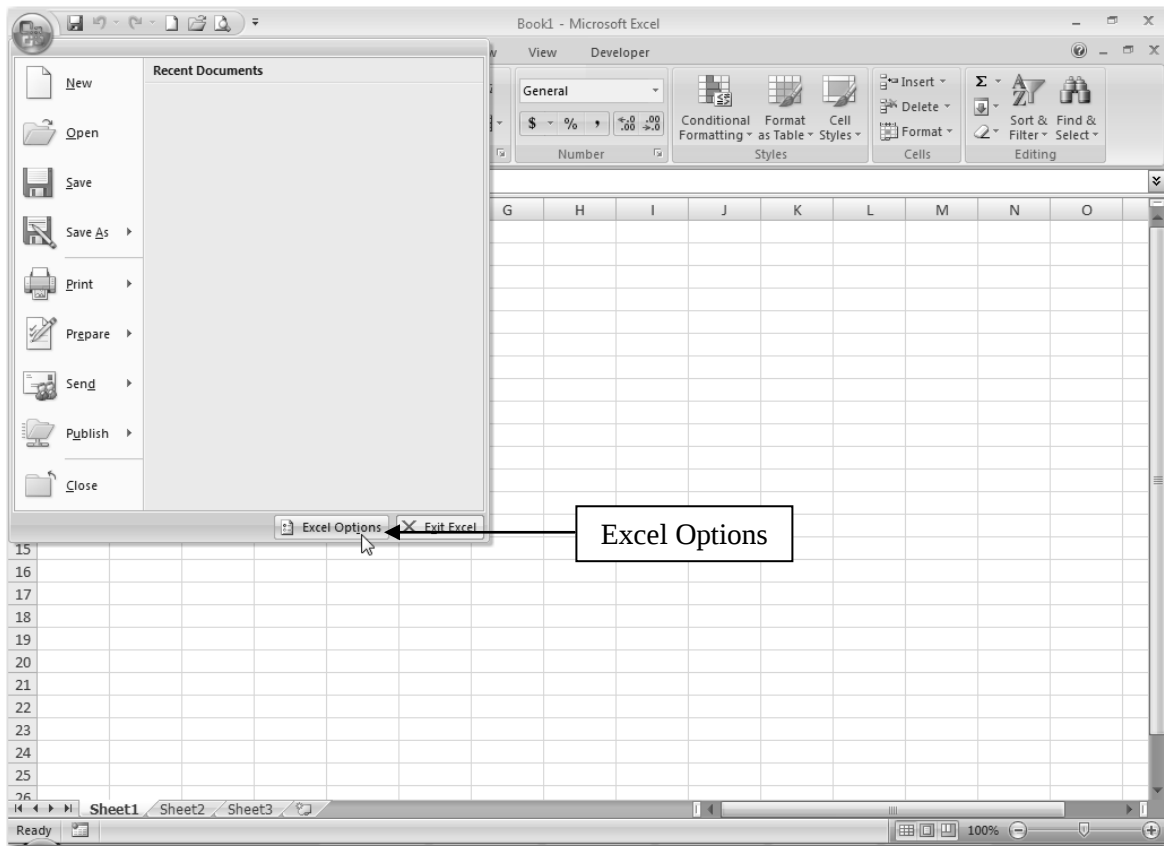
Excel Options

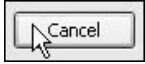
The Excel Options feature allows you to manage your preferences for specific view, display, editing, and printing settings. These settings control preferences such as correcting spelling, saving a file, or modifying automatic correction features.

Steps to Use the Office Button Commands

1. Select the Microsoft Office button to open the window.
2. Select the appropriate command.
3. If the command displays a triangle , hover over the command to display a sub gallery.

Exercise – Viewing the Office Button Commands Gallery

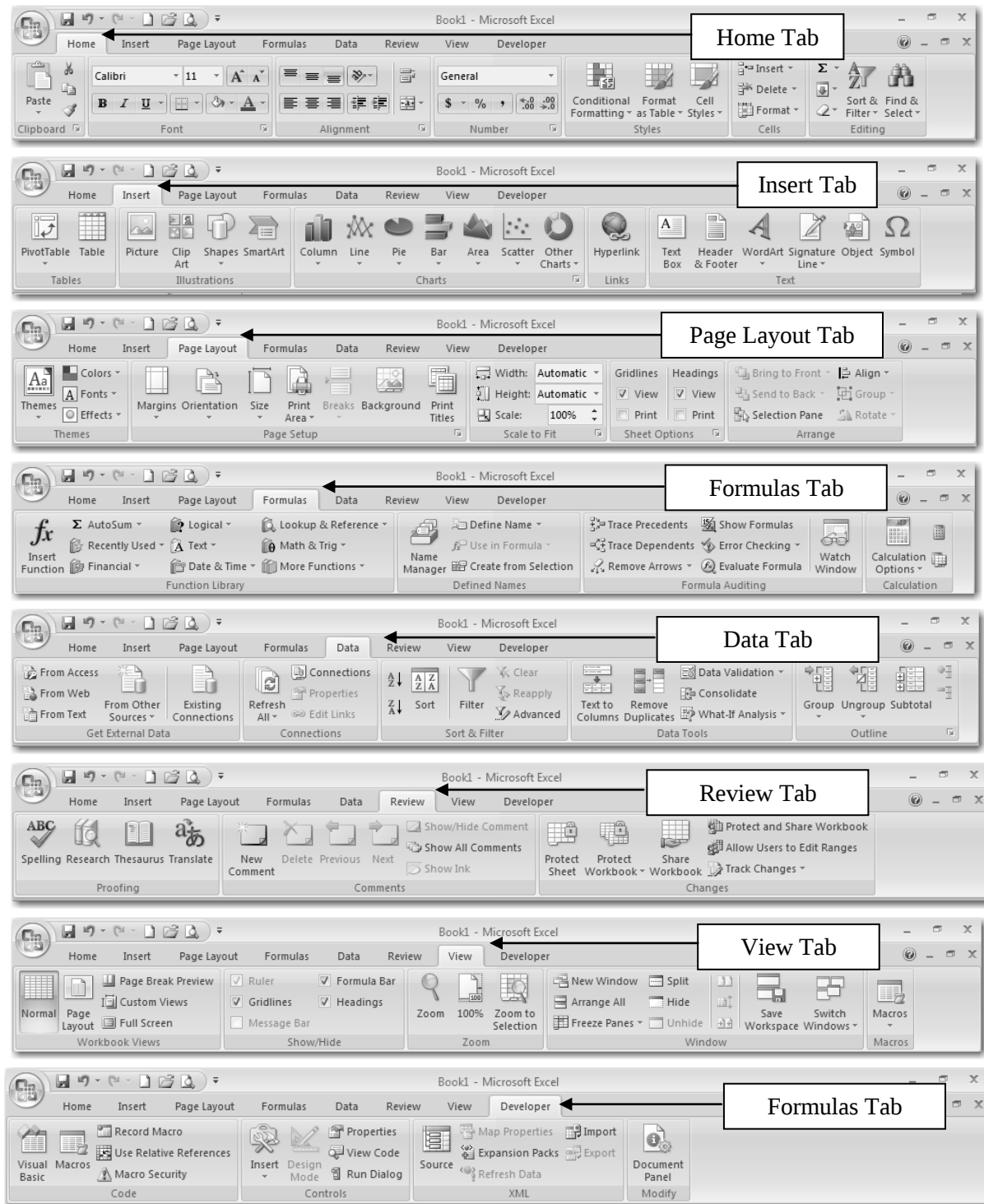


1. From the **Office Button**  select the **Excel Options** command.
2. Select the **Display**, **Proofing**, **Save**, and **Advanced** tabs.
3. From the **Excel Options** dialog box, select the  button.

View the Excel Ribbon Tabs

Ribbon	The Ribbon replaces the traditional menus and toolbars found in earlier versions of Office. Tabs are used instead of menus. Commands are put in groups. Several galleries include a button to display a dialog box, which allows you to view additional options.
Minimize the Ribbon	The default display of the Ribbon includes all commands on all tabs being visible at all times. You can minimize the ribbon by double clicking a tab to hide the commands. The right-click option allows you to turn the Minimize the Ribbon feature on and off like a toggle switch from a list of choices.
Tabs	The tabs are commands and features on the ribbon which are organized into related groups called galleries. They are accessed by clicking a tab name. The tabs that are specific to the Excel 2007 application include the Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer .
Home Tab	The Home tab is displayed by default when a new or existing document is opened. It includes clipboard commands such as cut, copy, and paste; text formatting commands such as font size, color, type; paragraph formatting commands such as text alignment, line spacing, borders and shading; and editing commands such as find and replace.
Insert Tab	The Insert tab includes commands for various items that are inserted into documents such as, tables, pictures, illustrations, links, headers and footers, text, and symbols.
Page Layout Tab	The Page Layout tab includes commands associated with the document themes, page setup and page background, paragraph formatting, and arranging objects within a document.
Formulas Tab	The Formulas tab includes commands associated with formatting formal documents such as: table of contents, footnotes, citations, bibliography, captions, indexes, and table of authorities.
Data Tab	The Data tab includes the commands associated with importing data from external sources, sorting and filtering data using simple to complex criteria, grouping and ungrouping cell ranges, etc.
Review Tab	The Review tab includes the proofing commands associated with spelling and grammar tools, thesaurus, language tools, etc.; comments, tracking changes and comparing documents, protecting and sharing worksheets and workbooks.
View Tab	The View tab includes commands associated with multiple ways of viewing your document, showing and hiding the ruler and other tools; switching windows and viewing and recording macros.
Developer Tab	The Developer tab includes commands associated with creating and designing forms, macros and document security. This tab will not be discussed in this manual.

Exercise – Viewing the Excel Ribbon Tabs



1. Double-click any tab to minimize the **Ribbon**.
2. Double-click any tab to restore the **Ribbon**.

Moving Within a Worksheet

You may move the cell pointer to change the active cell with the mouse or by pressing keys on the keyboard. The *Go To* option on the *Home* tab in the *Editing* group on the *Find & Select* pull-down menu is also a way to move quickly to a specific cell in the worksheet.

Using the Mouse

Point at the cell you wish to make the active cell and click.

Scrolling

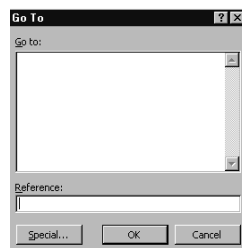
Click the Scroll Arrows to scroll one row or one column at a time. Click the Scroll Bar to scroll through the worksheet one screen at a time. Drag the Scroll Box along the scroll bar to move quickly through large sections of the worksheet at a time.

Using the Keyboard

Press this key	To get this cell
[Enter] or [Down Arrow]	cell directly below (next row)
[Tab] or [Right Arrow]	cell on right (next column)
[Up Arrow]	cell directly above (previous row)
[Left Arrow]	Cell on left (previous column)
[Ctrl+Home]	Cell A1

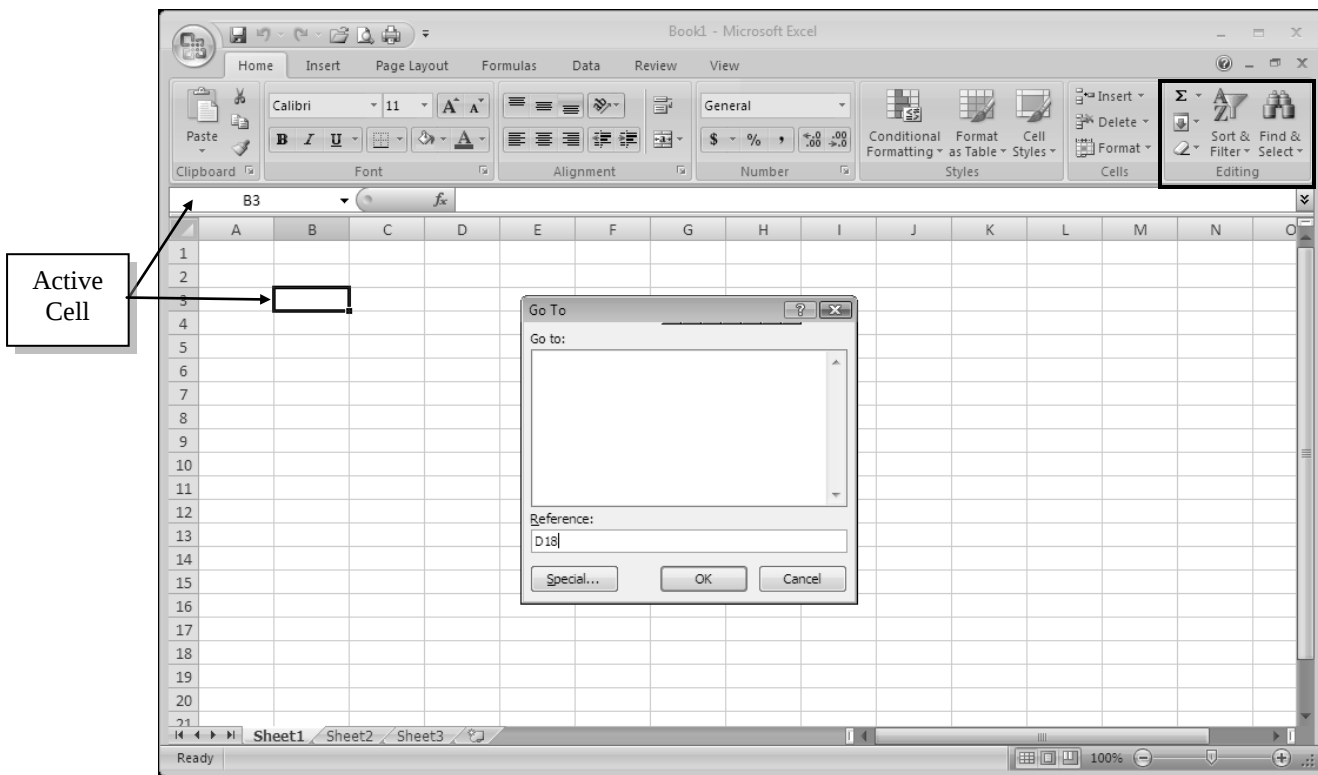
Steps to Go To a Specific Cell

1. From the *Home* tab in the *Editing* group on the *Find & Select* pull-down menu, select the **Go To** option or use the keyboard shortcut [Ctrl+G]. The following dialog box will be displayed:



2. Enter the cell reference (cell location) of the cell to which you wish to move.
3. Click OK or press [Enter].

Exercise - Moving Within a Worksheet



1. Press **Tab** to move the highlight across row 1.
2. Point and **click** in cell **B2**. Notice the cell reference in the *Name Text* box.
3. Press **Enter** to move the highlight down column B.
4. **Point** and **click** in several cells.
5. Scroll down using the vertical scroll bar. Notice how the row numbers have changed.
6. Click on the **up** and **down scroll arrows** and observe how the row numbers scroll up or down.
7. Scroll to the right using the horizontal scroll bar. Notice how the column letters have changed.
8. Press **Ctrl + G**, enter the cell reference **D18**, and press **Enter**.
9. Press **Ctrl + Home** to move back to cell **A1**.

Open an Excel Document

Open a New or an Existing Document

If you wish to open a new, blank document, select New from the Office Button or click the New button on the Quick Access Toolbar. If you wish to open an existing document, select Open from the Office Button or click the Open button in the Quick Access Toolbar. The Open dialog box will be displayed listing the files in the current folder. If the document you want is not listed, select the correct folder or drive, and then double-click the name of the document.

The Office Button maintains a list of the four documents you have worked with most recently. You may open any of those documents simply by selecting the document name from the list at the bottom of the Office Button.

Steps to Open a New Document

From the Office Button, select New and then click OK when the New dialog box displays.

OR click on the New button  in the Quick Access toolbar.

Steps to Open an Existing Document

1. From the Office Button, select Open or click on the Open button  in the Quick Access Toolbar. The Open dialog box will be displayed.

2. Verify that the correct drive or folder is selected in the Look in: bar. If not, select the folder or drive where the document is stored.

To change the drive: click the down arrow on the Look in: bar and select the correct drive from the drop-down list.

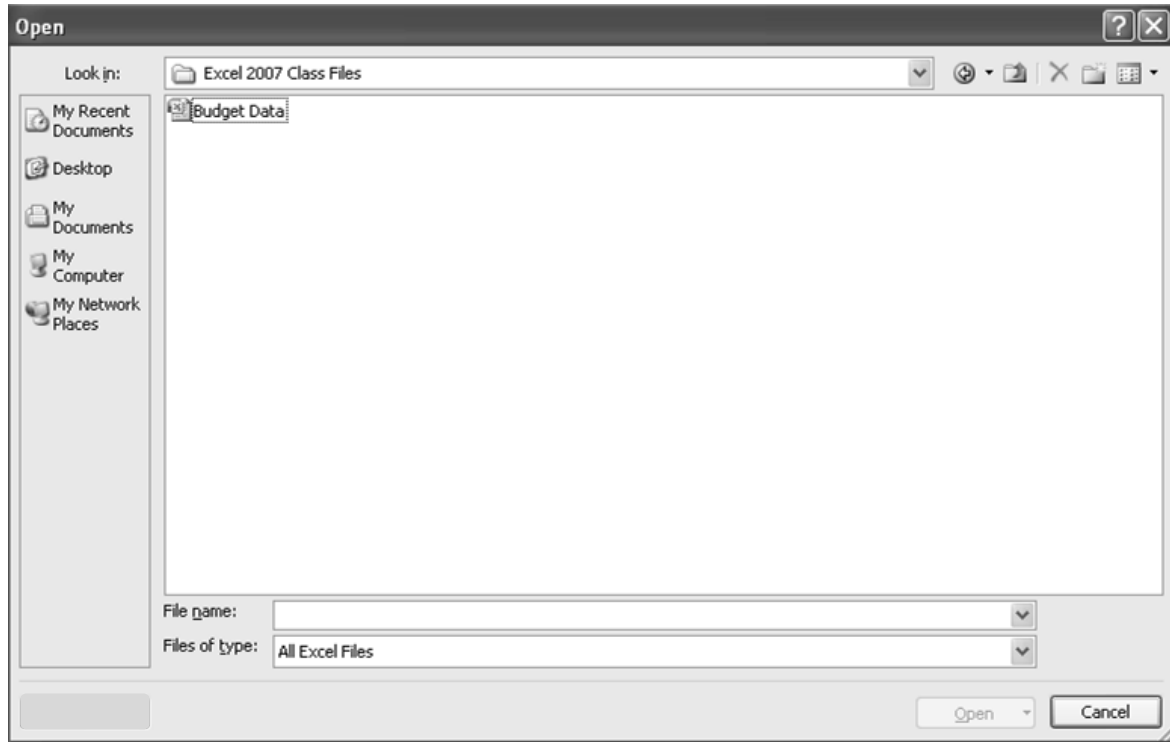
To change the folder: After selecting the correct drive, double-click the icon for the correct folder.

3. Double-click the document name.

Steps to Open a Recent Document

- From the Office Button, select the document from the list in the Recent Documents menu.

Exercise — Opening an Excel Document



1. From the **Office Button**, select the **Open** button  . The Open dialog box will be displayed.
2. From the **Open** dialog box, select the **My Documents** icon on the left, and then double-click on the **Excel 2007 Class Files** folder.
3. **Double-Click** on the document named **Budget Data**.
4. From the **Office Button**, select **Save As**, and then select **Excel Document**.
5. From the **Save As** window, enter **2008 Department Budget** in the **File name** field.

Select Cells

Why Select Cells?

Any time cell contents need to be formatted or edited, the cells to be changed must be selected **first**. It is possible to select a single cell, an entire row or column, a block of cells, or all the cells in a worksheet. The selected cells will be highlighted on the screen.

In a worksheet a block of two or more cells is referred to as a **range**. The **range reference** includes the first and last cell in the range separated by a colon (:). For example, the range of cells from, and including, A1 to D9 is written as **A1:D9**.

The following is a summary of Excel selection methods.

Selection Methods:

Selection Method	Action
Cell Range	Position the mouse pointer in the first cell of the selection. Then hold the left mouse button down as you drag diagonally to the end of the block of cells to be selected, release the mouse button. OR Click the first cell of the range. Using the scroll bars and arrows, scroll to the end of the range. Hold down the [Shift] key as you click the last cell of the range.
Row(s)	Click the row heading (number) to select an entire row. To select multiple rows, drag the mouse pointer through the row headings.
Column(s)	Click the column heading (letter) to select an entire column. To select multiple columns, drag the mouse pointer through the column headings.
Nonadjacent Cells or Ranges	Hold down the [Ctrl] key as you click individual cells or drag through ranges of cells.
Entire Worksheet	Press the keyboard shortcut, [Ctrl] +A, or click the <i>Select All</i> button located just above the row headings and to the left of the column headings (see screen print on next page). <i>Select All</i> is useful for formatting changes to the entire worksheet, such as changing the font for the entire worksheet.
Deselect	Click anywhere on your worksheet.

Exercise - Select Cells

Select All Button
 Click here to select the entire worksheet.

Column Header

Row Header

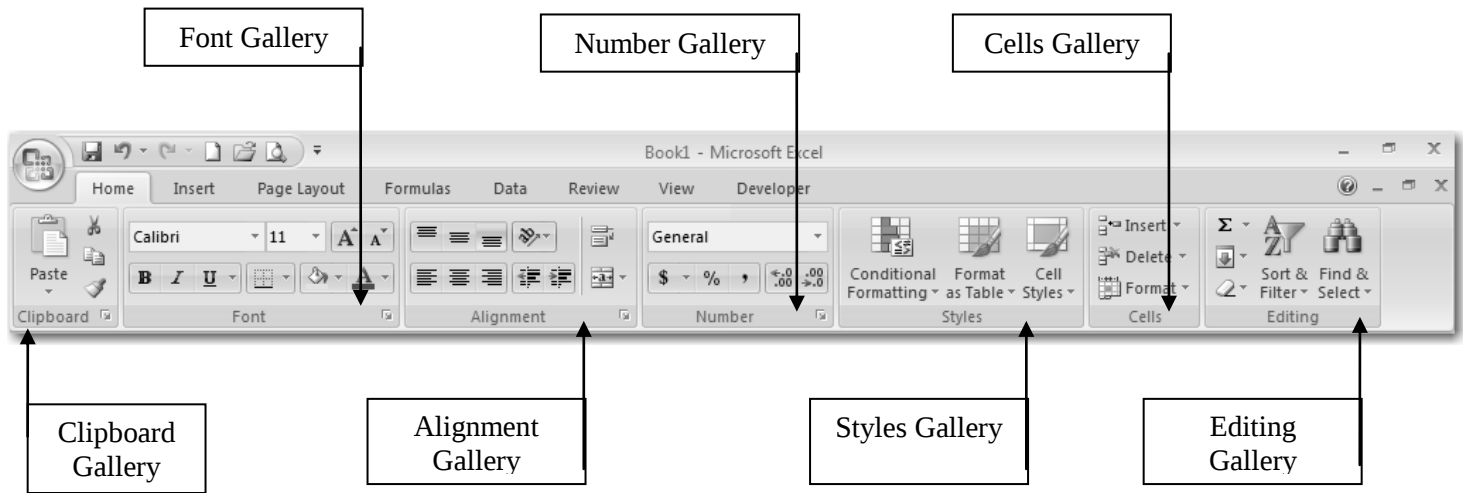
	A	B	C	D	E	F
1	Employee Expenses:					
2	Salaries	8250	5500	2750	16500	
3	Employee Benefits	2063	1375	688	4125	
4	Temp Assigns	2500	2000	1000	5500	
5	Miscellaneous Expenses:					
6	Office Supplies	680	830	1280	2790	
7	Software	3784	3520	5590	12894	
8	Special Projects	2325	1115	1570	5010	
9	Training	1470	1245	1050	3765	
10	Travel	4200	3740	2200	10140	
11						
12	Total Monthly Expenses					
13	Percent of Quarter					
14	Total Employee Expense					
15						
16	End of Month Balance					
17						
18	Avg. Monthly Expenses					
19						
20						

1. Select **Column A**. To select column A, click the letter **A** column heading.
2. Select the **Bold** button.
3. Select rows **1** and **2**. To select multiple rows, hold the left mouse button down as you drag through the **1-2** row headings.
4. Select the **Insert** drop-down menu, and then select **Insert Sheet Rows**.
5. Select cell **A1**.
6. Enter **Quarterly Budget**, and then press **Enter**.
7. Select cells **A1:E1**. To select the range **A1:E1** click cell **A1**; then hold down the **Shift** key as you click cell **E1**.
8. Select the **Merge and Center** icon.
9. Select cell **B2**.
10. Enter **January**, and then press **Enter**.
11. Select cell **B2**.
12. Place the insertion point on the **fill handle** in the bottom right corner of the selected cell, then press and drag to cell **D2**.
13. Select cell **E2**, and then enter **Qtr. Total**.

View the Excel Home Tab

Home Tab	The Home tab consists of seven galleries: Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. This tab includes the most commonly used commands that were displayed of the Standard and Formatting toolbars from previous versions of the application.
Dialog Box/ Task Pane	Several tab groups include an arrow pointing down to the right in the lower right corner of the group. The arrow indicates additional options are available in a dialog box or a task pane.
Clipboard Gallery	The Clipboard Gallery includes the clipboard task pane, cut, copy, paste, and format painter commands. The format painter allows you to apply the same formatting to multiple places in the document.
Font Gallery	The Font Gallery includes text formatting shortcuts for the font size, color, type, and style. The font dialog box includes the full range of text-formatting options.
Alignment Gallery	The Alignment Gallery includes paragraph formatting shortcuts for the vertical and horizontal text alignment, text wrap, merging and centering cells, single and multi-level indents.
Number Gallery	The Number Gallery includes the formatting options for numbers which include but are not limited to general numbers, currency, dates, time, percentages, fractions, scientific notation.
Styles Gallery	The Styles Gallery includes pre-defined cell styles, which format the background and text, pre-defined table styles, which converts a cell range to a table, and conditional formatting options, which emphasize unusual values based on specific criteria.
Cells Gallery	The Cells Gallery includes options to insert and delete cells, rows, columns, and sheets; change the row height or column width, organize sheets, protect or hide cells.
Editing Gallery	The Editing Gallery includes the find, replace, and go to features; text and object selection options; sorting, filtering, and fill commands; commonly used functions such as Sum, Average, Min, Max.
Live Preview	Excel 2007 includes a new feature that allows you to see how selected text will look with a particular style before you apply it. When you place your pointer over the style that you want to preview, the selected text will display how the text will look with that particular style.

Exercise – Viewing the Excel Home Tab

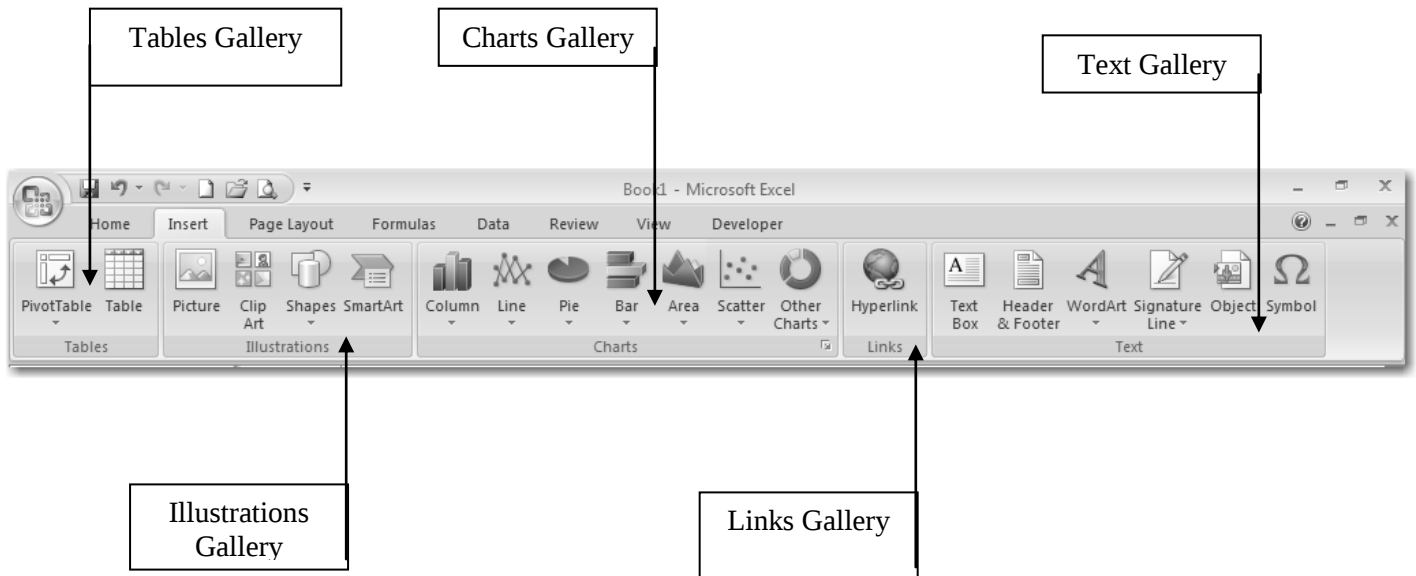


1. Select cells **B2:E2**. To select the range **B2:E2** click cell **B2**; then hold down the **Shift** key as you click cell **E2**.
2. Select the **Bold** button.
3. Select cell **B14**.
4. Select the **Sum** icon Σ .
5. In cell **B14**, change cell reference **B8** to **B4**, and then press **Enter**.
6. Select cell **B14:E14**. To select the range **B14:E14** click cell **B14**; then hold down the **Shift** key as you click cell **E14**.
7. Select the **Fill** drop-down menu , and then select **Right**.
8. Select the **Dollar Sign** icon in the **Number** gallery.
9. Select the **Cell Styles** drop-down menu, and then select the **Total** style.
10. Select cells **B4:E12**. To select the range **B4:E12** click cell **B4**; then hold down the **Shift** key as you click cell **E12**.
11. Select the **Comma** icon in the **Number** gallery.
12. Select **A3:E3** and **A7:E7**. To select a nonadjacent range, Click in cell **A3**, then hold down the **Ctrl** key you drag first through the range **A3:E3** and then through the range **A7:E7**.
13. Select the **Cell Styles** drop-down menu, and then select the **60% Accent 1** style.
14. Select the **Bold** button.
15. Select cell **A1**, then change the font size to **20**, and then change the color to **Dark Blue, Text 2, Lighter 60%**.
16. Select the **Save** icon in the **Quick Access Toolbar**.

View the Excel Insert Tab

Insert Tab	The Insert Tab consists of six galleries: Tables, Illustrations, Charts, Links, and Text. This tab includes all of the features that are inserted into an Excel spreadsheet. It also includes preformatted style options for some of the commands.
Tables Gallery	The Tables Gallery includes the option to format data in a table or a Pivot Table. Tables make it easy to sort, filter and format data within a sheet. Pivot tables make it easy to arrange and summarize complicated data and drill down on details.
Illustrations Gallery	The Illustrations Gallery includes the option to insert pictures, clip art, shapes, graphical lists, diagrams, and charts to illustrate and compare data. Drawings, movies, and sounds can also be inserted to illustrate specific concepts.
Charts Gallery	The Charts Gallery includes the option to insert various types of charts to illustrate and compare data. Excel 2007 charts types include but are not limited to column, line, pie, bar, area, scatter, etc.
Links Gallery	The Links Gallery includes the option to insert hyperlinks into a Web page, picture, email address, or a program.
Text Gallery	The Text Gallery includes the option to insert preformatted text boxes, header and footer, signature lines, Word Art, symbols, and objects.
Steps to Insert a Chart	1. Select the appropriate cell range. 2. Select the Insert tab. 3. Select the appropriate chart type. 4. Select the appropriate chart sub-type.
Steps to Move the Chart Location	1. Select the chart. 2. Select the Move Chart Location button. 3. Select the Object In radio button. OR 4. Select the New Sheet radio button. 5. If you select the New Sheet radio button, enter the title for the Sheet tab in the blank field. 6. Press Enter or click OK.

Exercise – Viewing the Excel Insert Tab

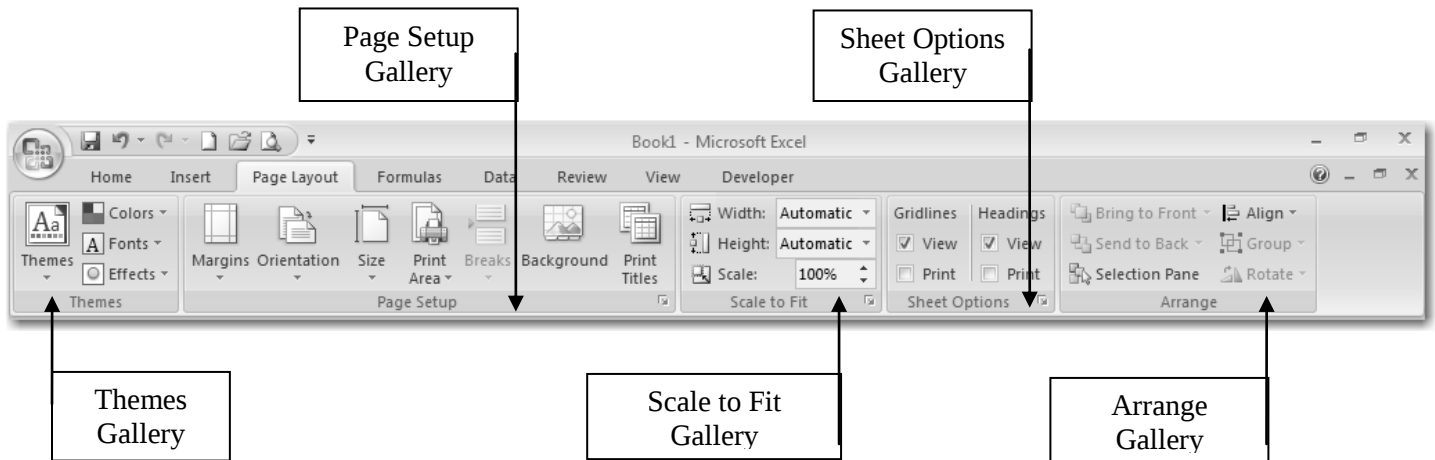


1. Select the cell range **A2:D2, A4:D6**.
2. Select the **Insert** tab.
3. Select the **Column** icon, and then select **3D Clustered Column**.
4. Select the **chart**, and then move it to cell **B16**.
5. Select the **Change Chart Type** icon, and then select **Clustered Cylinder**.
6. Select the **Move Chart Location** icon.
7. Select the **New Sheet** radio button.
8. In the **New Sheet** field, enter the title, **Employee Expense Chart**.
9. Select the **Chart Tools Layout** tab.
10. Select the **Chart Title** icon, and then select **Above the Chart**.
11. While the **Chart Title** text box is selected, enter the title **Employee Expense Chart**.
12. Press **Enter**.
13. Select the **Save** icon from the **Quick Access** toolbar.
14. Select the **Sheet 1** tab.
15. Right-click the **Sheet 1** tab, then select **Rename**.
16. Rename the **Sheet 1** tab to **1st_Qtr_Budget**.

View the Excel Page Layout Tab

Page Layout	The Page Layout tab consists of five galleries: Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange. This tab includes all of the commands associated with document design and the arrangement of text, objects, etc. within the spreadsheet.
Themes Gallery	The Themes Gallery includes the built-in formatting options for changing the overall design of the entire document, including colors, fonts, and effects.
Page Setup Gallery	The Page Setup Gallery includes the options to manage the margins, the page orientation, the paper size, layout the page in columns, add line numbers in the margin, and add page, section, and column breaks.
Scale to Fit Gallery	The Scale to Fit Gallery includes stretching or shrinking the printed output to a percentage of its actual size.
Sheet Options Gallery	The Sheet Options Gallery includes the viewing and printing options for gridlines, row/column headings, comments, etc.
Arrange Gallery	The Arrange Gallery includes the formatting options to change the order and visibility of individual objects.
Steps to Change the Page Orientation	1. From the Ribbon, select the Page Layout Tab. 2. From the Page Layout Tab, select the Orientation drop-down menu. 3. Select Portrait or Landscape.
Steps to Insert a Page Break	1. From the Ribbon, select the Page Layout Tab. 2. Select the cell below the area for the desired page break. 3. From the Page Layout Tab, select the Breaks drop-down menu. 4. Select Insert Page Break.
Steps to Remove a Page Break	1. From the Ribbon, select the Page Layout Tab. 2. Select the cell below the appropriate page break. 3. From the Page Layout Tab, select the Breaks drop-down menu. 4. Select Remove Page Break.

Exercise – Viewing the Excel Page Layout Tab



1. From the **Ribbon**, select the **Page Layout** Tab.
2. From the **Page Layout** Tab, select the **Themes** button.
3. From the **Themes** drop-down menu, select **Apex**.
4. Select the **Color** drop-down menu.
5. Select the **Opulent** theme color.
6. Select the **Orientation** drop-down menu, and then select **Landscape**.
7. Select cell **A19**.
8. Select the **Breaks** drop-down menu, and then select **Insert Page Break**.
9. Select the **More** button of the **Page Setup** Gallery.
10. In the **Page Setup** dialog box, select the **Margins** tab.
11. From the **Margins** tab, in the **Center on Page** area, select the checkbox to the left of **Horizontally**.
12. Click the **Print Preview** button.
13. Click the **Close Print Preview** button.
14. Select the **Save** icon in the **Quick Access Toolbar**.

Print an Excel Worksheet

Choosing What to Print

The entire workbook, worksheet, or a certain area can be selected to be printed. The Print option is found under the Office button. The Print dialog box can also be accessed while in the *Print Preview* mode by clicking the *Print* button.



Before printing, make sure all *Page Setup* preferences have been set.

Steps to Print Entire Worksheet

1. From *Print Preview*, select *Print*.
2. In the print dialog box, select the desired options.
3. Click OK.

Steps to Print Selected Area

1. Select the range of cells to be printed.
2. From *Print Preview*, select *Print*. The Print dialog box will be displayed.
3. In the Print dialog box under *Print What* click *Selection*.
4. Click OK.

Steps to Set Print Area

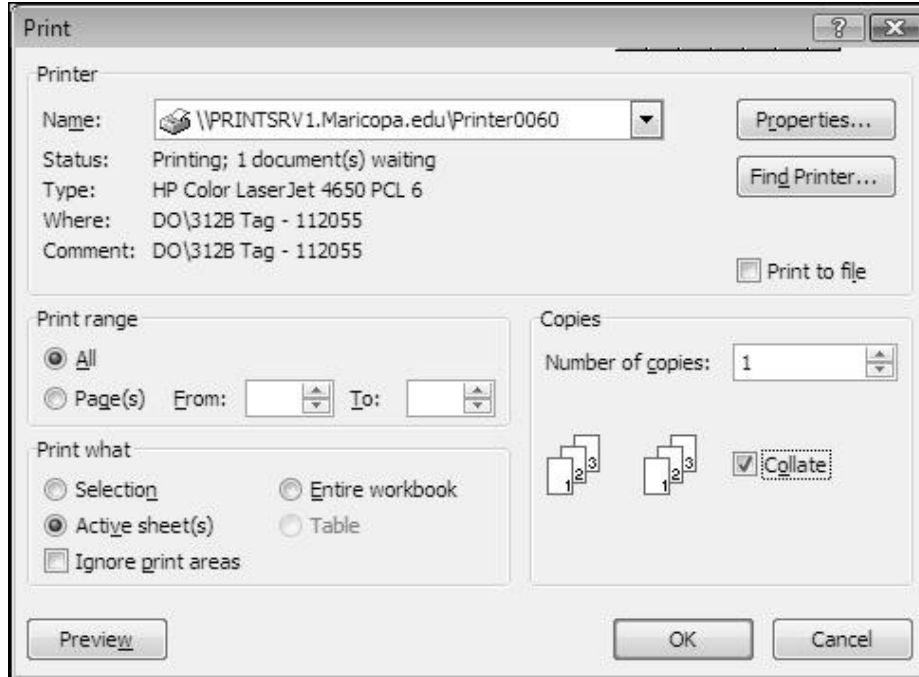
1. Go to *Page Break Preview*.
2. Select the range of cells to be printed.
3. Within the selected range, right-click and then click *Set Print Area* at the shortcut menu.
4. From *Print Preview*, select *Print*.

Steps to Clear Print Area

1. From *Page Break Preview*, right-click anywhere in the Print Area.
2. Click *Reset Print Area* from the shortcut menu.

Exercise - Printing an Excel Worksheet

1. From the **Office** button, select **Print** to display the Print dialog box or select **Print** on the Quick Access Toolbar.



2. In the **Print What** section, set print options. The default is set to print the Active worksheet(s).
3. Click **Cancel**.
4. Select the cell range **A1:E14**. Select **Print** on the Quick Access Toolbar.
5. Under **Print What**, click the option button for **Selection**.
6. Click the **Preview** button.
7. Click the **Close** button to exit from **Print Preview**.
8. Click anywhere to **deselect**.

Exit Excel

Saving Safely

When you are ready to exit the Excel program, select Close at the Office Button or click the Close button for the Excel window. Clicking the title bar close button will close ALL open Excel worksheets and exit the Excel program. Clicking the tab close button will close only the Excel worksheet you are currently using.

If you have left any workbooks open, Excel will close each workbook for you one-by-one. Before closing a workbook that has unsaved edits, Excel will display a prompt asking if you would like to save changes to the workbook. This is a built-in safety feature to help you avoid losing changes you have not saved. When all documents have been closed, the Excel program will shut down.

Exit Excel

Click the workbook window that you want to close.

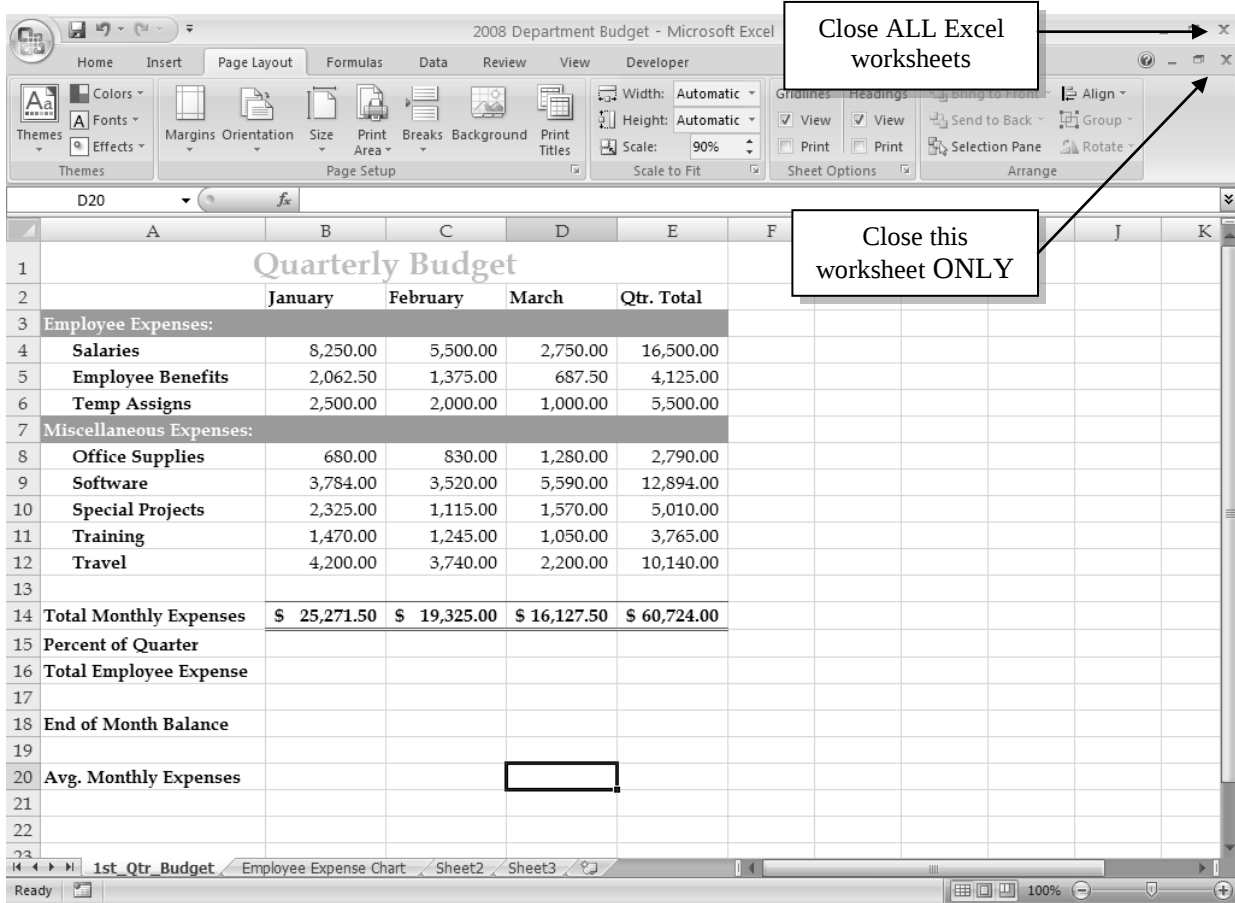
From the Office Button, select Close.

OR

Click the Close button  for the Excel window.

If workbooks are open, Excel will close each workbook one-by-one and prompt you to save any workbooks with unsaved changes.

Exercise - Exit Excel



1. Save the worksheet.
2. Click the top Close button  for the Excel window.

If workbooks are open, Excel will close each workbook one-by-one and prompt you to save any workbooks with unsaved changes.

Database Concepts

Access 2007 Microsoft Access 2007 is a Database Management System that assists in the creation of a relational database to satisfy the diverse data-tracking needs of an organization. Access 2007 provides the user with various features for creating and editing data organized into tables, forms, and reports. It also allows the import and export of data to and from various applications.

Database Definition A database is a collection of logically related data that can be organized and accessed quickly. The data can be stored as text, numbers, or graphics and can be searched, retrieved, and manipulated. If you have large amounts of data, data that is updated frequently, have many people accessing the data, and want to retrieve data in different formats, a database will work best.

The database not only contains data but also a **definition** of the data which serves as the documentation for your database structure. You won't need to go looking for the database manual to learn how your database was created. That information is contained within the database itself. This is one of the greatest advantages of database management systems.

Relational Databases Relational databases store data in a collection of related tables. Each table contains one specific type of information. This table structure ensures that data is stored only once, greatly **reducing** the amount of duplicate data contained within the database. The limited data duplication that occurs is through the **primary** and **foreign** key fields needed to relate the tables. This relational structure helps to preserve the integrity of the data when changes to the data occur.

Basic Elements of a Database

Element	Description
Table	A group of records for one specific type of information.
Record	A group of fields.
Field	A single component that describes the record.
Value	An allowable entry for a field.

Database Concepts

Excel Table:

Paste MS Sans Serif 10 B I U General \$ % 0.00 0.00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Σ Sort & Filter Find & Select											
	A	B	C	D	E	F	G	H	I	J	K
1	dateregister	firstname	lastname	college	deposit	member	workshopid	workshopname	roomname	starttime	speaker
2	07-Dec-06	Patricia	Yee	PVC	\$150.00	Yes	Y040	Computers in the Classroom	Yucca Room	1:30 PM	Dr. Joan Pullman
3	05-Dec-07	Lori	Jones	SCC	\$150.00	Yes	Y040	Computers in the Classroom	Yucca Room	1:30 PM	Dr. Joan Pullman
4	07-Dec-06	Ana	Rivera	RIO	\$100.00	No	S030	Making Learning Fun	Saguaro Room	1:30 PM	William Bellinger
5	07-Dec-06	John	Bullock	WSC	\$500.00	No	M010	Web-Based Education	Main Hall	1:30 PM	Dr. John Harris
6	07-Dec-06	Betty	Smith	WSC	\$75.00	Yes	C020	Distance Learning	Cholla Room	1:30 PM	Millicent Trumble
7							T050	Delete Cascade Options	Maricopa Room	10:30AM	Dr. Kathleen Moser

Table: Workshops

workshopid	workshopname	roomname	starttime	speaker
C020	Distance Learning	Cholla Room	1:30:00 PM	Millicent Trumble
M010	Web-Based Education	Main Hall	1:30:00 PM	Dr. John Harris
S030	Making Learning Fun	Saguaro Room	1:30:00 PM	William Bellinger
T050	Delete Cascade Options	Maricopa Room	10:30:00 AM	Dr. Kathleen Moser
Y040	Computers in the Classroom	Yucca Room	1:30:00 PM	Dr. Joan Pullman

Primary Key

Field

Record

Table: Employees

dateregister	firstname	lastname	college	depositamt	membership	workshopid
12/7/2006	Patricia	Yee	PVC	\$150.00	☒	Y040
12/5/2007	Lori	Jones	SCC	\$150.00	☒	Y040
12/7/2006	Ana	Rivera	RIO	\$100.00	☐	S030
12/7/2006	John	Bullock	WSC	\$500.00	☐	M010
12/7/2006	Betty	Smith	WSC	\$75.00	☒	C020

Foreign Key

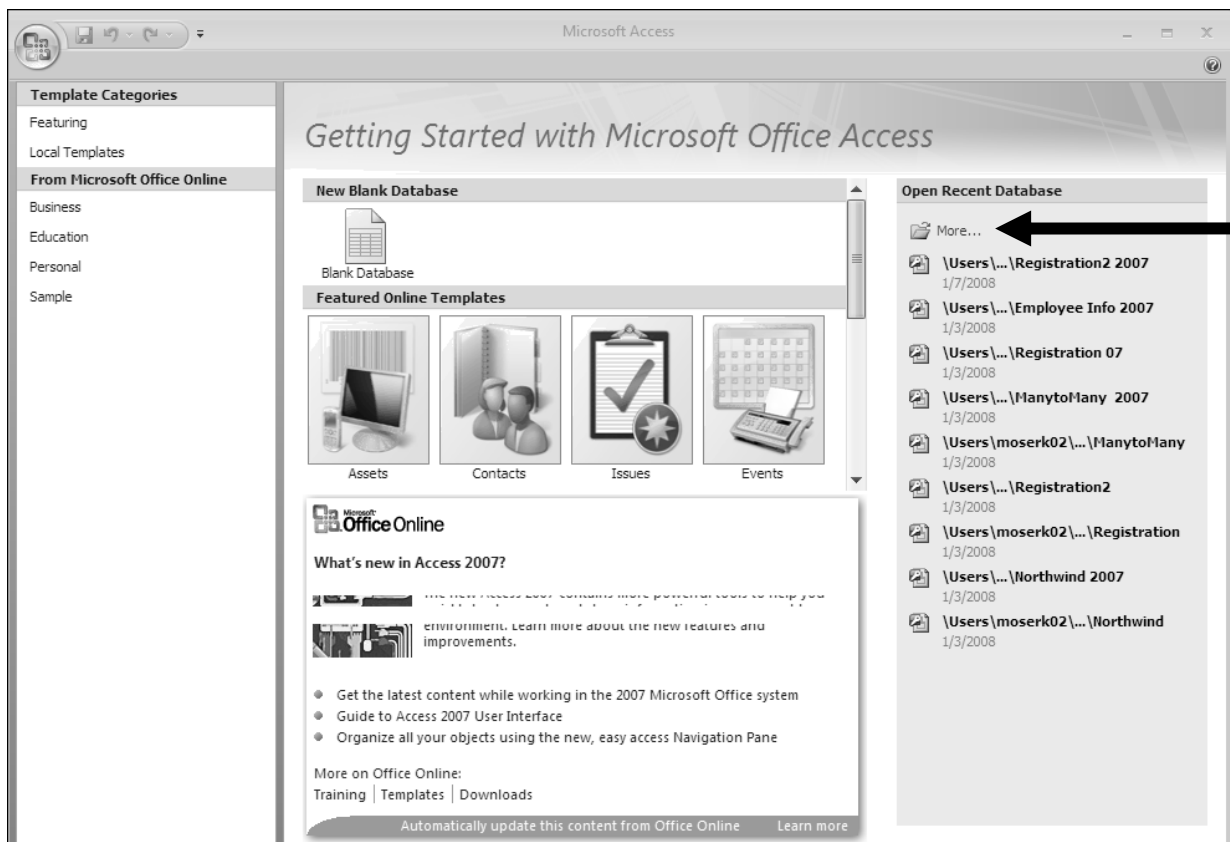
Value: An allowable value for this field is a number that is at least \$50.

Start Microsoft Access 2007

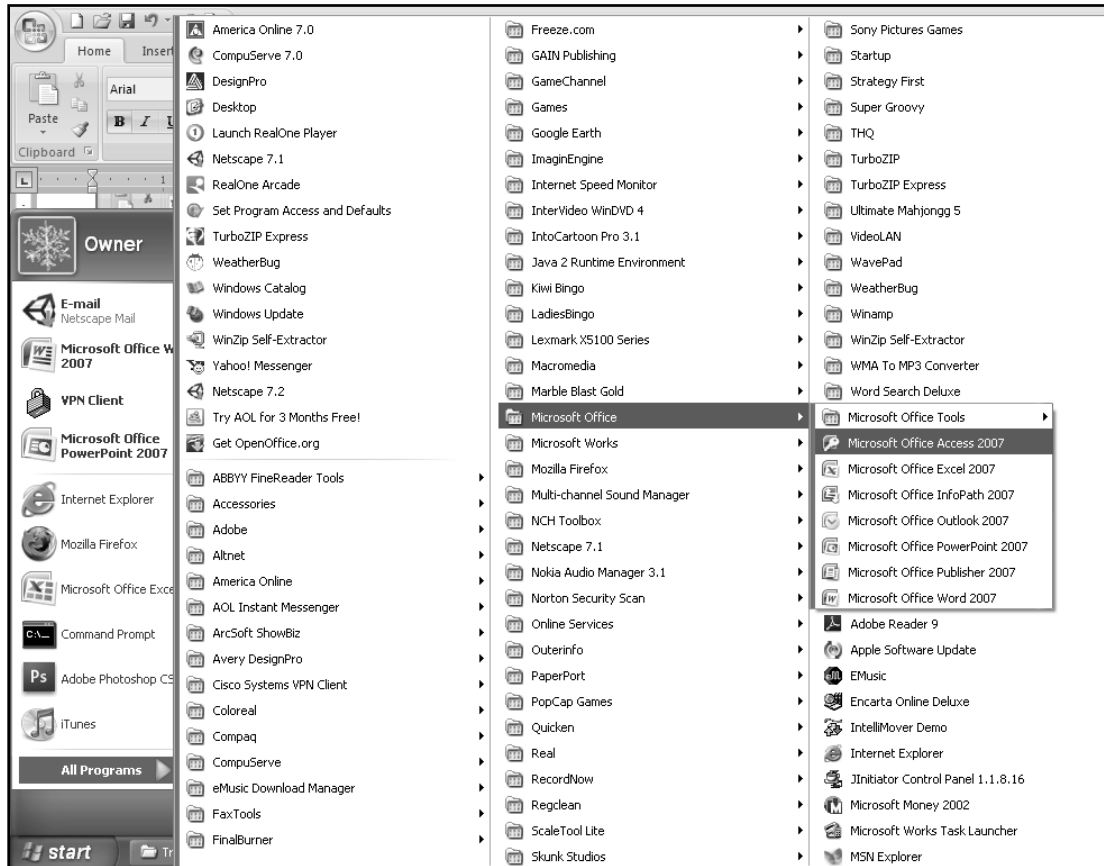
Getting Started

At the Windows Desktop, click the start button  on the Taskbar. Choose *Microsoft Office Access 2007* from the start menu.

The *Getting Started With Microsoft Office Access* window opens. The Getting Started screen is divided into three sections. The Template Categories section at the left is used to preview and download predefined templates. In the center, the New Blank Database section is used to start a new database. The section at the right, Open Recent Database, is used to open an existing database file. **Click the *More...*** hyperlink in the *Open Recent Database* section.



Exercise – Starting Microsoft Access 2007



1. From the **Start** button, select **All Programs**.
2. From the **All Programs** sub menu, select **Microsoft Office**
3. From the **Microsoft Office** sub menu, select **Microsoft Access 2007**.

Open an Access Document

Open a New or an Existing Document

If you wish to open a new, blank document, select New from the Office Button or click the New button on the Quick Access Toolbar. If you wish to open an existing document, select Open from the Office Button or click the Open button in the Quick Access Toolbar. The Open dialog box will be displayed listing the files in the current folder. If the document you want is not listed, select the correct folder or drive, and then double-click the name of the document.

The Office Button maintains a list of the four documents you have worked with most recently. You may open any of those documents simply by selecting the document name from the list at the bottom of the Office Button.

Steps to Open a New Document

From the Office Button, select New and then click OK when the New dialog box displays.

OR click on the New button  in the Quick Access toolbar.

Steps to Open an Existing Document

1. From the Office Button, select Open or click on the Open button  in the Quick Access Toolbar. The Open dialog box will be displayed.

2. Verify that the correct drive or folder is selected in the Look in: bar. If not, select the folder or drive where the document is stored.

To change the drive: click the down arrow on the Look in: bar and select the correct drive from the drop-down list.

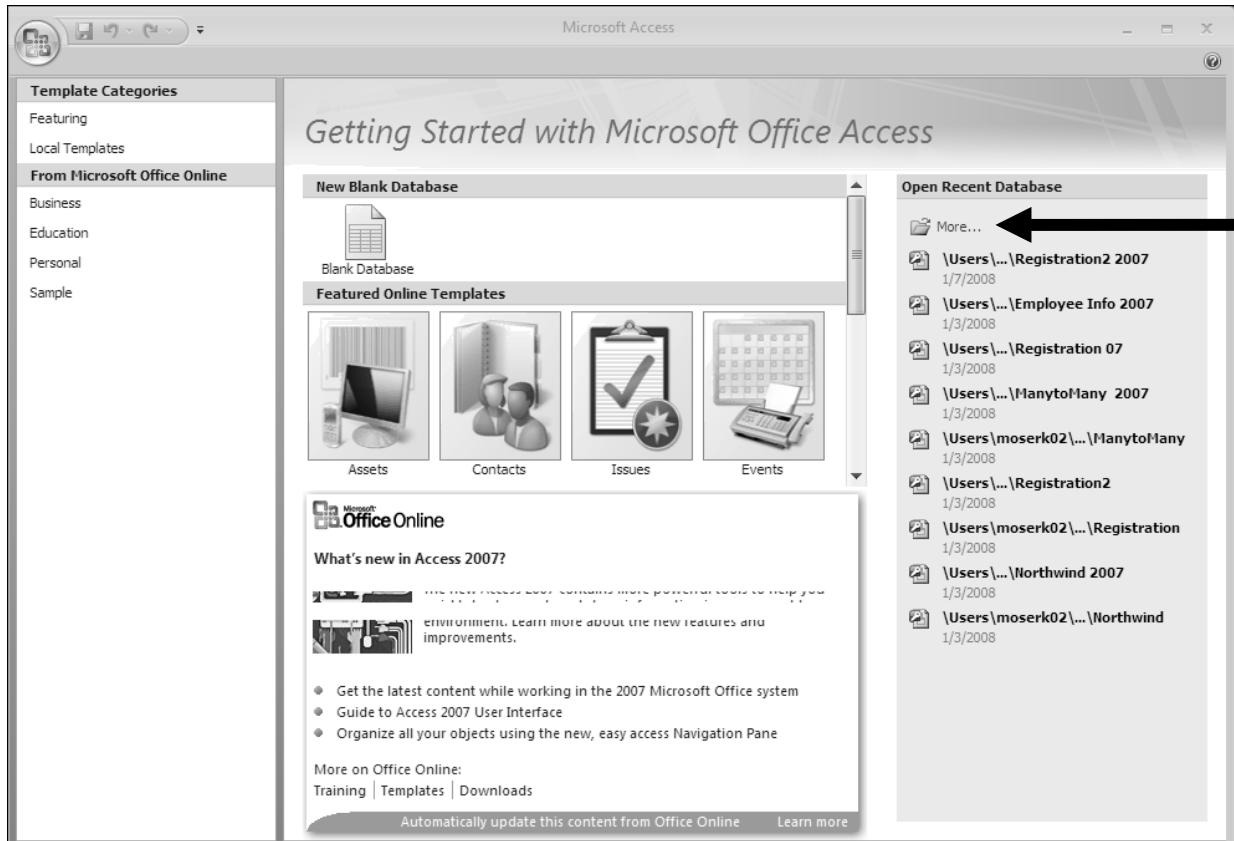
To change the folder: After selecting the correct drive, double-click the icon for the correct folder.

3. Double-click the document name.

Steps to Open a Recent Document

- From the Office Button, select the document from the list in the Recent Documents menu.

Exercise — Opening an Access Document



1. Click the **More** link. The Open dialog box will be displayed.
2. From the **Open** dialog box, select the **My Documents** icon on the left, and then double-click on the **Access 2007 Class Files** folder.
3. **Double-Click** on the document named **My Customers**.
4. From the **Office Button**, select **Save As**, and then select **Access 2007 Database**.
5. From the **Save As** window, enter **2008 Student Graduates** in the **File name** field.
6. From the **Security Warning** message bar, select the **Options** button.
7. From the **Security Alert** dialog box, select the **Enable this Content** radio button.

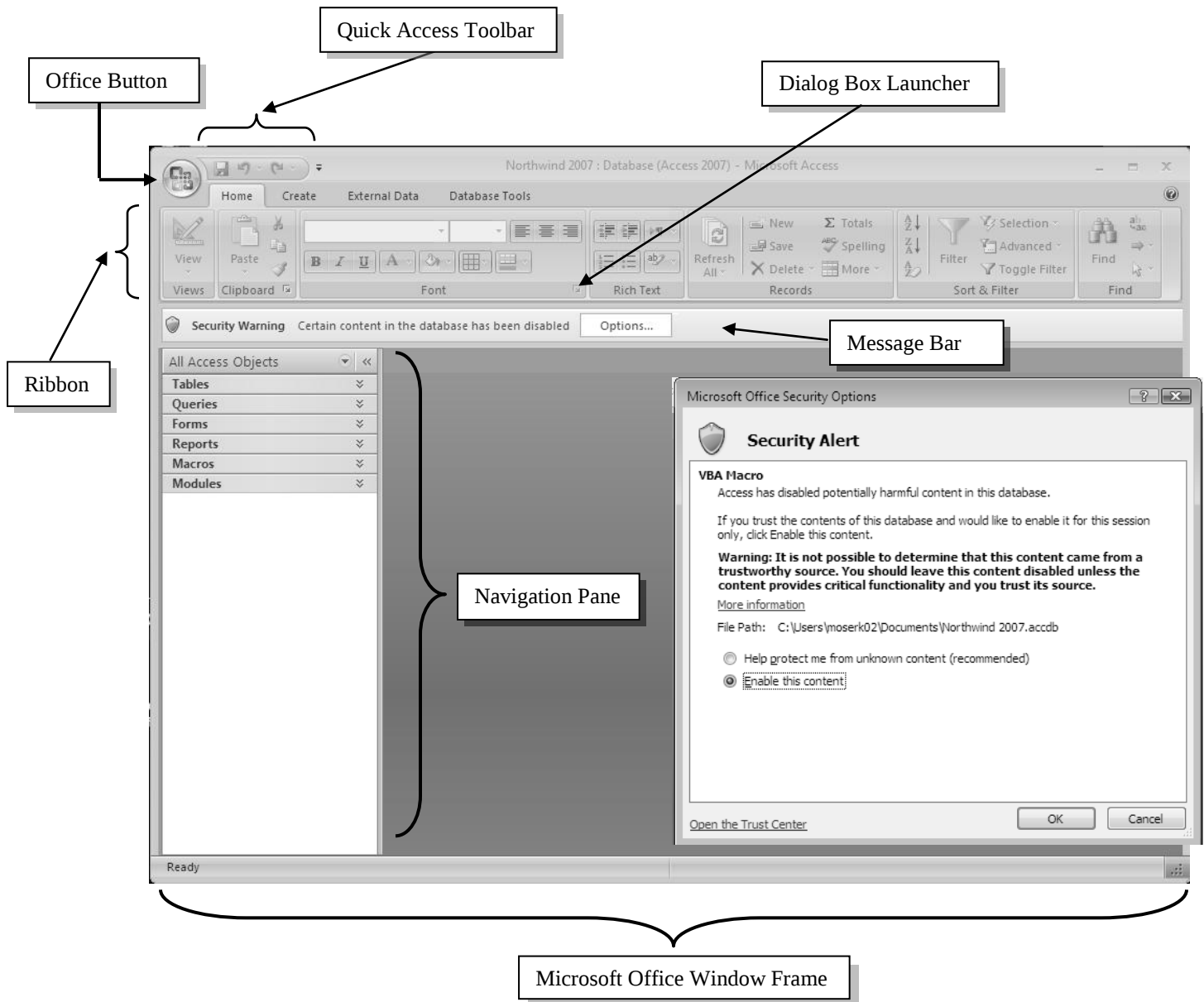
Identify Access 2007 Screen Components

Fluent User Interface	The Microsoft Access 2007 Interface consists of various tools such as the Office Button, the Quick Access Toolbar, and the Ribbon.
Office Button	Located in the top left corner of the office window frame, this button displays a set of commands for creating a new database, opening, saving, printing, managing, emailing, publishing, and closing a database. Access Options assists you in customizing the Access environment. A list of the most recently viewed documents allows quick access to databases you are currently working on.
Quick Access Toolbar	The Quick Access Toolbar can be customized to hold your most frequently used commands. It remains visible at all times, reducing the need to search for the proper command tab. By default, it resides above the ribbon, but can be moved below the ribbon.
Ribbon	Contains task-specific commands grouped together under command tabs. This new feature of Access 07 is the replacement for the former menus and toolbars.
Navigation Pane	Displays database objects such as tables, forms, queries, and reports. Can be customized to display objects by various groupings.
MS Office Window Frame	Located at the bottom of the user interface, the frame can be customized to show additional features such as database views, Caps Lock, Scroll Lock, or Num Lock. The Window Frame was previously known as the status bar.
Dialog Box Launcher	Miniature buttons found on command tabs provides additional commands and tools associated with the group.
Message Bar	Security features cause the message bar to appear below the ribbon when you open a database outside of a trusted location. Enable the full content if you are sure the database is virus-free.
Access Help	The Excel Help window contains links to categories of help topics. You can click a category link, or search for a word or phrase.

Command Tabs on the Ribbon

Command Tabs	Includes Commands for:
Home	Organize and manipulate data. Includes views, clipboard, font, rich text, sort & filter, and find.
Create	Creating database objects of tables, forms, reports, queries, and macros.
External Data	Importing and exporting data operations.
Database Tools	Defining relationships, showing/hiding tools, analyzing data, moving data to a server, and accessing database tools.

Exercise – Identifying Access 2007 Screen Components



Unlike other Microsoft applications, only one database can be open at a time in Access.

Office Button Commands Gallery

Microsoft Office Button



The Microsoft Office button is located at the upper-left of the Office 2007 workspace. It's the button to click when you want to open up a document, save it, print it, or do just about anything else other than create, edit, and view it. It's the place to go to view your recent documents, as well as any documents you decide to permanently pin to the recent documents list. It even is the place to go to customize the application.

Commands Gallery

When you click on the Microsoft Office button, a window opens. In the left pane of the window is a gallery of commands. A gallery item with an east-pointing triangle will either open a dialog box or provide you with a subsidiary gallery of related commands. Commands with no triangle will work just by clicking.

The **New**, **Open**, **Save**, and **Close** commands work the same as they always have. The new **Convert** menu item allows you to convert a document created in an earlier version so that you can take advantage of all of the features in Office 2007.

The **Save As** and **Print** menu items, when single-clicked, work the same as before. However, if you hover over either item or click on the triangle, you will see a submenu of options and/or related commands.

The **Manage**, **Email**, and **Publish** menu items each display a submenu of commands from which to choose.

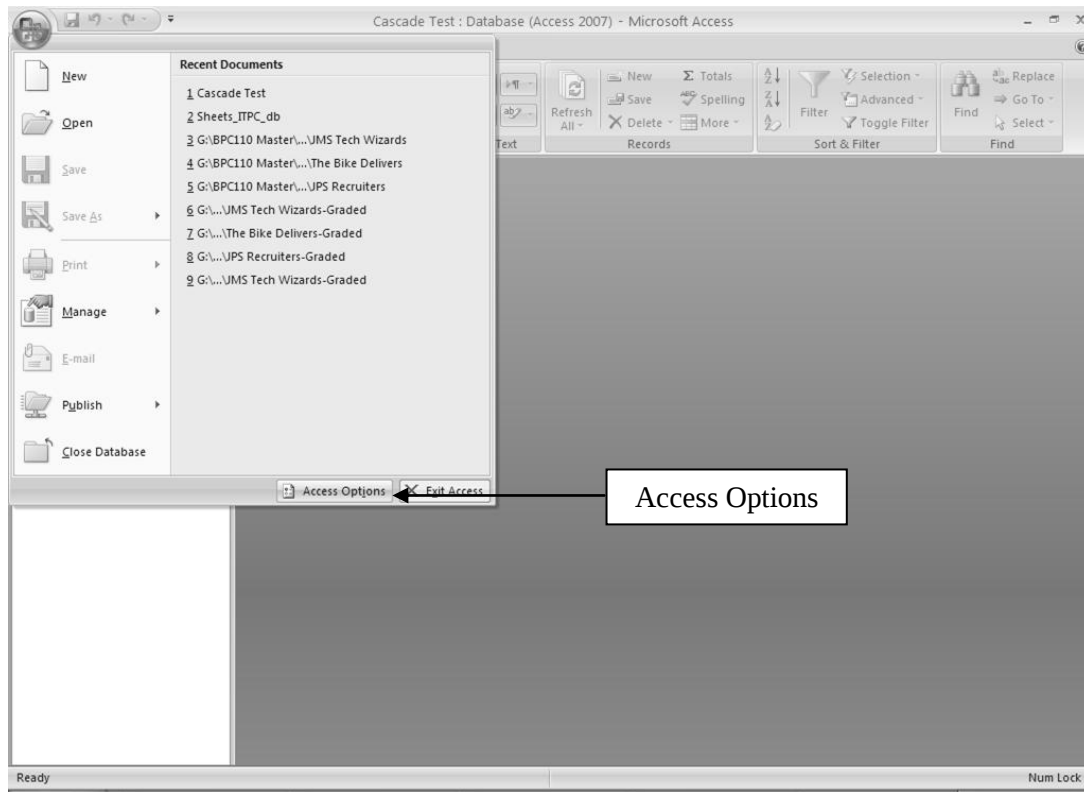
Access Options

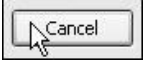
The Access Options feature allows you to manage your preferences for specific view, display, editing, and printing settings. These settings control preferences such as correcting spelling, saving a file, or modifying automatic correction features.

Steps to Use the Office Button Commands

1. Select the Microsoft Office button to open the window.
2. Select the appropriate command.
3. If the command displays a triangle , hover over the command to display a sub gallery.

Exercise – Viewing the Office Button Commands Gallery

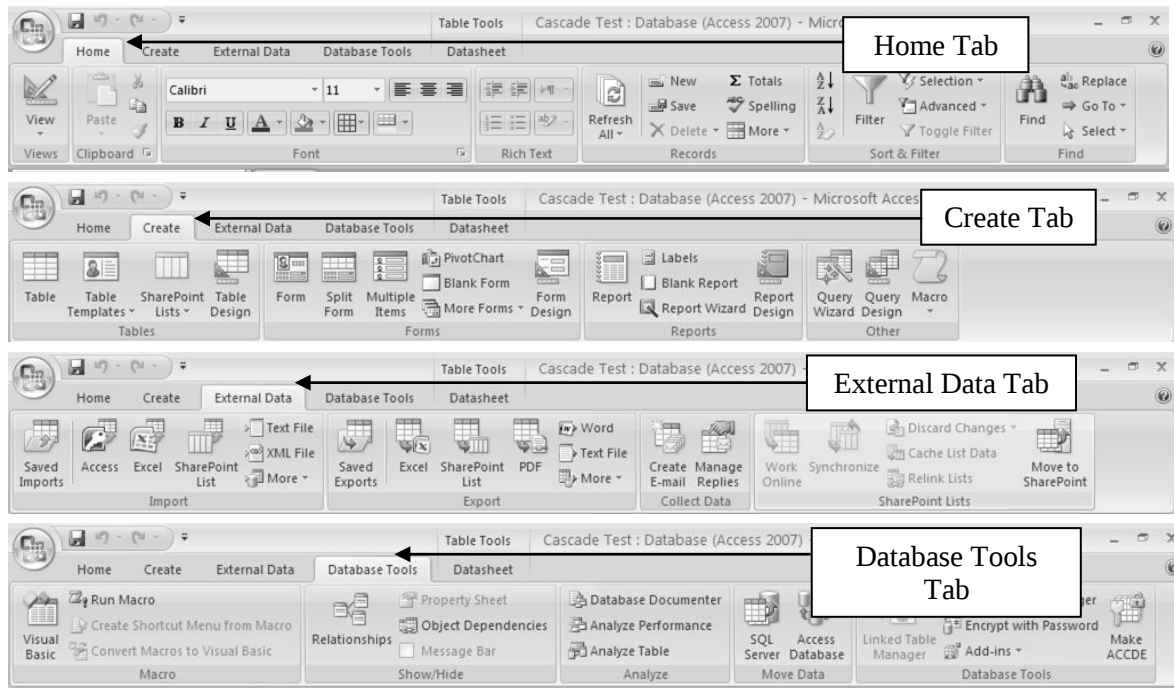


1. From the **Office Button**  select the **Access Options** command.
2. Select the **Datasheet**, **Proofing**, and **Advanced** tabs.
3. From the **Access Options** dialog box, select the  button.

View the Access Ribbon Tabs

Ribbon	The Ribbon replaces the traditional menus and toolbars found in earlier versions of Office. Tabs are used instead of menus. Commands are put in groups. Several galleries include a button to display a dialog box, which allows you to view additional options.
Minimize the Ribbon	The default display of the Ribbon includes all commands on all tabs being visible at all times. You can minimize the ribbon by double clicking a tab to hide the commands. The right-click option allows you to turn the Minimize the Ribbon feature on and off like a toggle switch from a list of choices.
Tabs	The tabs are commands and features on the ribbon which are organized into related groups called galleries. They are accessed by clicking a tab name. The tabs that are specific to the Excel 2007 application include the Home, Create, External Data, and Database Tools .
Home Tab	The Home tab is displayed by default when a new or existing document is opened. It includes clipboard commands such as cut, copy, and paste; text formatting commands such as font size, color, type; paragraph formatting commands such as text alignment, line spacing, borders and shading; and editing commands such as find and replace.
Create Tab	The Create tab includes commands to create tables, forms, reports, queries, and macros from design view, datasheet view or using a wizard.
External Data Tab	The External tab includes commands associated with importing data from other applications such as Excel, Access, Sharepoint, etc. and exporting data to Excel, PDF, Word, etc.
Database Tools Tab	The Database Tools tab includes commands associated with establishing relationships between tables, running macros, setting up password encryption, etc.

Exercise – Viewing the Access Ribbon Tabs



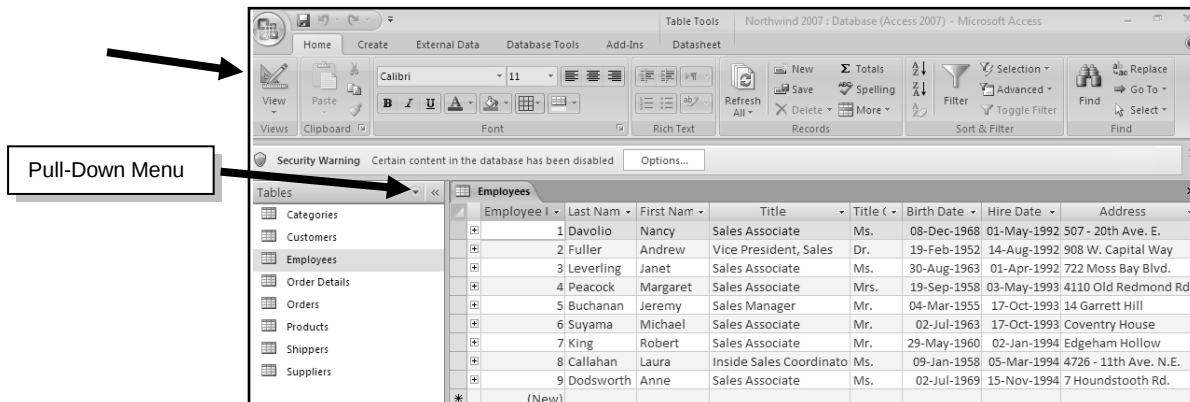
1. Double-click any tab to minimize the **Ribbon**.
2. Double-click any tab to restore the **Ribbon**.

View the Access Home Tab

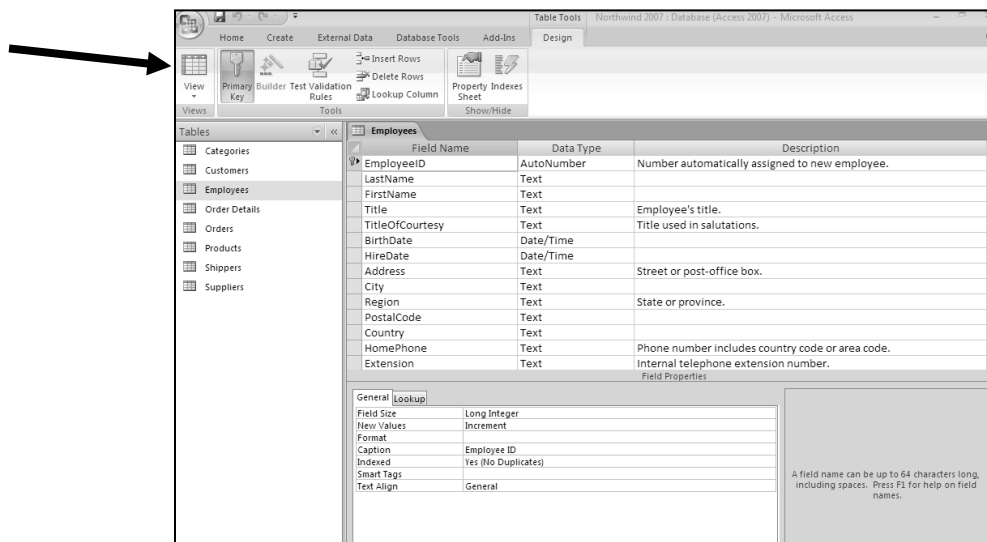
Home Tab	The Home tab consists of seven galleries: Views, Clipboard, Font, Rich Text, Records, Sort & Filter, and Find. This tab includes the most commonly used commands that were displayed of the Standard and Formatting toolbars from previous versions of the application.
Dialog Box/ Task Pane	Several tab groups include an arrow pointing down to the right in the lower right corner of the group. The arrow indicates additional options are available in a dialog box or a task pane.
Views Gallery	The Views Gallery includes the two primary views for using tables in Access: Design View and Datasheet View. Datasheet View displays the data in a manner similar to a spreadsheet with a grid of columns and rows and can be used to enter data. Design View displays the structure of the table as defined including names, descriptions and data types of all fields describing the table. The design view serves as the documentation for your database structure.
Clipboard Gallery	The Clipboard Gallery includes the clipboard task pane, cut, copy, paste, and format painter commands. The format painter allows you to apply the same formatting to multiple places in the document.
Font Gallery	The Font Gallery includes text formatting shortcuts for the font size, color, type, and style. The font dialog box includes limited text-formatting options in Datasheet View.
Rich Text Gallery	The Rich Text Gallery includes additional text formatting options such as bullets, numbering, text highlight color, etc.
Records Gallery	The Records Gallery includes options to create, save, delete, and spell check records.
Sort & Filter Gallery	The Sort & Filter Gallery includes simple to complex options for sorting and filtering records.
Find Gallery	The Find Gallery includes the find, replace, and go to features; text and object selection options.
Steps to Switch Views	1. From the Navigation Bar, open an existing table. 2. Click  to change to Design view. 3. Click  to change to Datasheet view.

Exercise –Viewing the Access Home Tab

1. Use the pull-down menu in the Navigation pane to select **Tables**. Double-click the **Customers** table to open it. The table opens in **Datasheet** view.



2. Click the  **View** button on the ribbon to switch to **Design** view.



3. Click the  **View** button on the ribbon to switch back to **Datasheet** view.

Sort a Table

How and Why?

By default, records in a table are displayed alphanumerically and sorted in ascending order by the primary key field values. To reduce the time you spend searching for data, Access provides several options that will assist you in locating and viewing specified records by arranging data in a specific order. Sorting can be performed on single or multiple fields.

Single Field Sort

Click on any record in the field you wish to sort. The sort buttons are located in the *Sort & Filter* group on the Home tab in the ribbon. When you click on the **Sort Ascending** button, the records in the field are sorted in alphabetical order, A-Z. When you click on the **Sort Descending** button, the records in the field are sorted in reverse alphabetical order, Z-A.



Multiple Field Sort

You can also do a sort using more than one field. Columns may be rearranged to perform this sort. Select the columns to be sorted and then click the Ascending or Descending button. Access sorts first by the leftmost column in the selection, then by the next column, and continues this pattern for the remainder of the sort keys. Access saves the sort order when the table is closed.

Remove the Sort



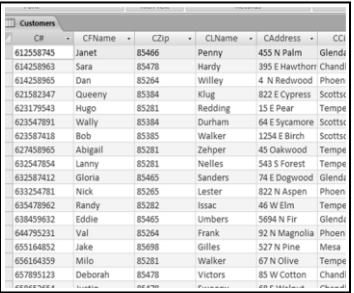
To restore the records to the original order, click the *Clear All Sorts* button in the Sort & Filter group. This step must be done **before** you save the design changes.

Rules for sorting Alphanumeric Data

1. Numbers stored in fields that are not defined as numeric are sorted as character (text) data. All field values must be the same length to sort character type numbers as numbers.
2. If a selected field is empty, the record that contains it is listed first.
3. Numbers are sorted before letters.

Exercise – Sorting a Table

- Open the **Customers** table. Click on the **CZip** column header to select it.
- Click on the **Sort Ascending** button  on the ribbon. Note the order of the records.
- Click on the **Sort Descending** button  on the ribbon. Note the order of the records.
- Restore records to their original order by clicking the **Clear All Sorts** button. 
- Now sort the **CLName** alphabetically within an alphabetical listing of **CZip**. In other words, for each **CZip** (in alphabetical order), show each **CLName** (in alphabetical order). As **CZip** is sorted first, it must reside to the left of the **CLName**.
- Position the mouse pointer in the **CZip** column heading until the pointer changes to a downward-pointing black arrow and click the left mouse button. The column is now selected. Release the mouse.
- While holding down the left mouse button, drag the **CZip** column header to the left of the **CLName** column. A thick black line appears between columns as you drag, indicating the position the new position of the column when you release the mouse.
- Select both the **CZip** and **CLName** columns. Position the mouse pointer in the **CZip** column heading until the pointer changes to a downward-pointing black arrow, hold down the left mouse button, drag right until the **CZip** and **CLName** columns are selected, and release the left mouse button.
- Click the Ascending button, and then click in any cell to deselect the columns. The records are sorted first alphabetically by **CZip** then alphabetically by **CLName**.
- Click on the Close button  to close the Products table. Click **No** when prompted to save the changes.



C#	CFName	CZip	CLName	CAddress	CCity	CState	CPhone
612558745	Janet	85466	Penny	455 N Palm	Glendale	AZ	6028885654
614258963	Sara	85478	Hardy	395 E Hawthorn	Chandler	AZ	6025587456
614258965	Dan	85264	Willey	4 N Redwood	Phoenix	AZ	6021285731
621582347	Queeny	85384	Klug	822 E Cypress	Scottsdale	AZ	4801155564
623179543	Hugo	85281	Redding	15 E Pear	Tempe	AZ	4806685225
623547891	Wally	85384	Durham	64 E Sycamore	Scottsdale	AZ	4809996547
623587418	Bob	85385	Walker	1254 E Birch	Scottsdale	AZ	4806325873
627458965	Abigail	85281	Zehper	45 Oakwood	Tempe	AZ	4809996547
632547854	Lanny	85384	Nelles	543 S Forest	Tempe	AZ	4801455574
632587412	Gloria	85465	Sanders	74 E Dogwood	Glendale	AZ	4806647854
635478962	Randy	85282	Issac	46 W Elm	Tempe	AZ	4806647854
638459632	Eddie	85465	Umbers	5694 N Fir	Tempe	AZ	4806647854
644795231	Val	85264	Frank	92 N Magnolia	Phoenix	AZ	4801155564
655144852	Jake	85098	Gilles	527 N Pine	Mesa	AZ	4801155564
656164359	Milo	85281	Walker	67 N Olive	Tempe	AZ	4801155564
67895123	Deborah	85478	Victors	85 W Cotton	Chandler	AZ	4801155564



C#	CFName	CZip	CLName	CAddress	CCity	CState	CPhone
612558745	Janet	85466	Penny	455 N Palm	Glendale	AZ	6028885654
614258963	Sara	85478	Hardy	395 E Hawthorn	Chandler	AZ	6025587456
614258965	Dan	85264	Willey	4 N Redwood	Phoenix	AZ	6021285731
621582347	Queeny	85384	Klug	822 E Cypress	Scottsdale	AZ	4801155564
623179543	Hugo	85281	Redding	15 E Pear	Tempe	AZ	4806685225
623547891	Wally	85384	Durham	64 E Sycamore	Scottsdale	AZ	4809996547
623587418	Bob	85385	Walker	1254 E Birch	Scottsdale	AZ	4806325873
627458965	Abigail	85281	Zehper	45 Oakwood	Tempe	AZ	4809996547
632547854	Lanny	85281	Nelles	543 S Forest	Tempe	AZ	4801455574
632587412	Gloria	85465	Sanders	74 E Dogwood	Glendale	AZ	4806647854



C#	CFName	CZip	CLName	CAddress	CCity	CState	CPhone
698254631	Jed	85264	Andes	25 N Smoketree	Phoenix	AZ	4801155564
644795231	Val	85264	Frank	92 N Magnolia	Phoenix	AZ	4801155564
685236547	Fawn	85264	Todd	602 S Maple	Phoenix	AZ	4801155564
614258965	Dan	85264	Willey	4 N Redwood	Phoenix	AZ	6021285731
633254781	Nick	85265	Lester	822 N Aspen	Phoenix	AZ	4801155564
632547854	Lanny	85281	Nelles	543 S Forest	Tempe	AZ	4801455574
623179543	Hugo	85281	Redding	15 E Pear	Tempe	AZ	4806685225
656164359	Milo	85281	Walker	67 N Olive	Tempe	AZ	4801155564
627458965	Abigail	85281	Zehper	45 Oakwood	Tempe	AZ	4809996547
635478962	Randy	85282	Issac	46 W Elm	Tempe	AZ	4806647854
623547891	Wally	85384	Durham	64 E Sycamore	Scottsdale	AZ	4809996547
659695411	Oscar	85384	Karry	147 S Cherry	Scottsdale	AZ	4801155564
621582347	Queeny	85384	Klug	822 E Cypress	Scottsdale	AZ	4801155564
677851234	Kyle	85385	Ogden	744 E Willow	Scottsdale	AZ	4801155564
675847965	Harry	85385	Rundle	245 N Crabapple	Scottsdale	AZ	4801155564

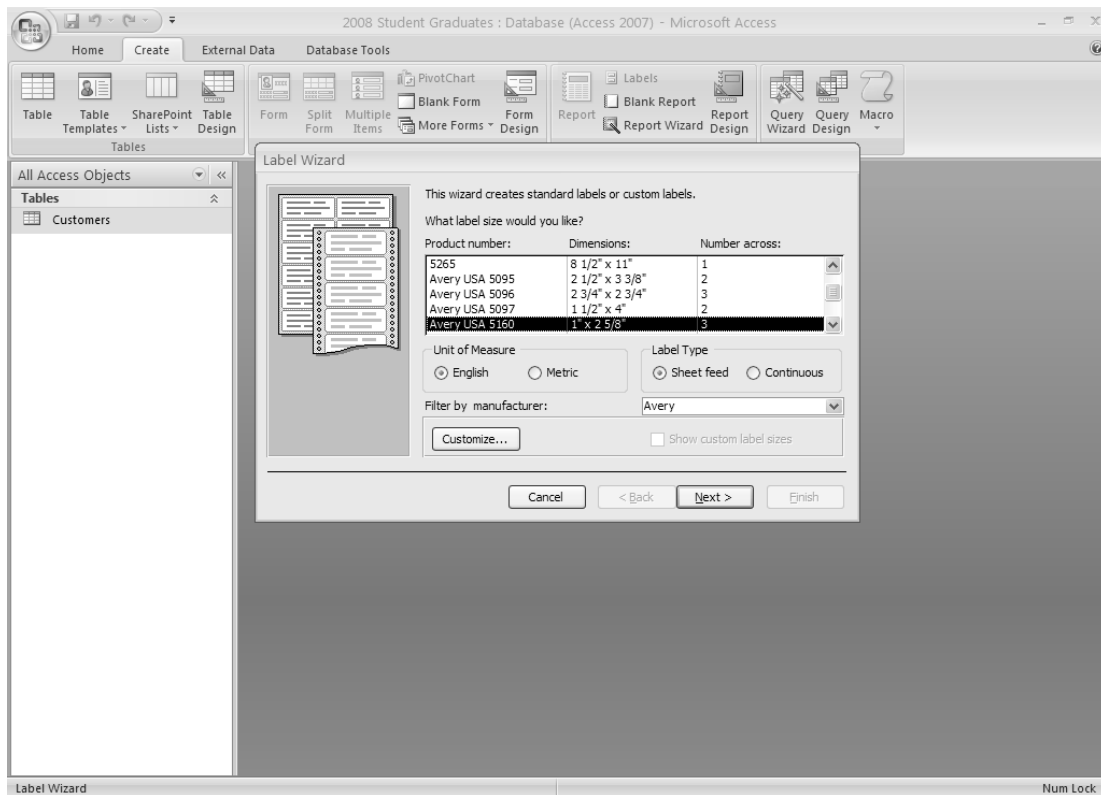
View the Access Create Tab

Create Tab	The Create tab consists of seven galleries: Tables, Forms, Reports, and Other. This tab includes the options for creating database objects.
Tables Gallery	The Tables Gallery includes the options to create a table in datasheet or design view, using a template or from a Sharepoint list.
Forms Gallery	The Forms Gallery includes the options to create a blank form, a split form, a form in form or design view, and using a wizard.
Reports Gallery	The Reports Gallery includes the options to create a blank report.
Other Gallery	The Other Gallery includes the options to create a query in design view or using a wizard and to create a macro.

Steps to Create Labels

1. From the Navigation Bar, select the appropriate table.
2. From the Create tab, select the Labels icon.
3. From the Label Wizard dialog box select the appropriate label size.
4. Click the Next button.
5. Select the appropriate font, size, and color.
6. Click the Next button.
7. Select the appropriate field names and format them on the mailing label prototype.
8. Click the Next button.
9. Select the appropriate field name for sorting purposes. (Optional)
10. Click the Next button.
11. Click the Finish button.

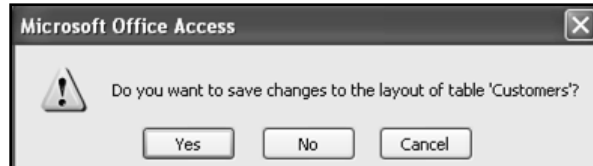
Exercise –Viewing the Access Create Tab



1. From the **Navigation Pane**, select the **Customers** table.
2. From the **Ribbon**, select the **Create** tab.
3. From the **Reports** Gallery, select the **Labels** button.
4. From the **Label Wizard** dialog box select **Avery 5160**.
5. Click the **Next** button.
6. Change the font size to **11** and change the weight to **Normal**.
7. Click the **Next** button.
8. Double-click the field names to format the label prototype.
9. Click the **Next** button.
10. Double-click the **CZip** field for sorting purposes.
11. Click the **Next** button, and then click **Finish**.

Exit Access

Save First! When you are ready to exit Access, it's a good idea to save first. Although data will be saved automatically when you quit, other changes might not be. If you have not saved changes to the design of a table or query or report, Access will ask you if you want to save changes before exiting.



Exit Access To close Access, select Exit from the Office Button or click the Close button  for the Access window.

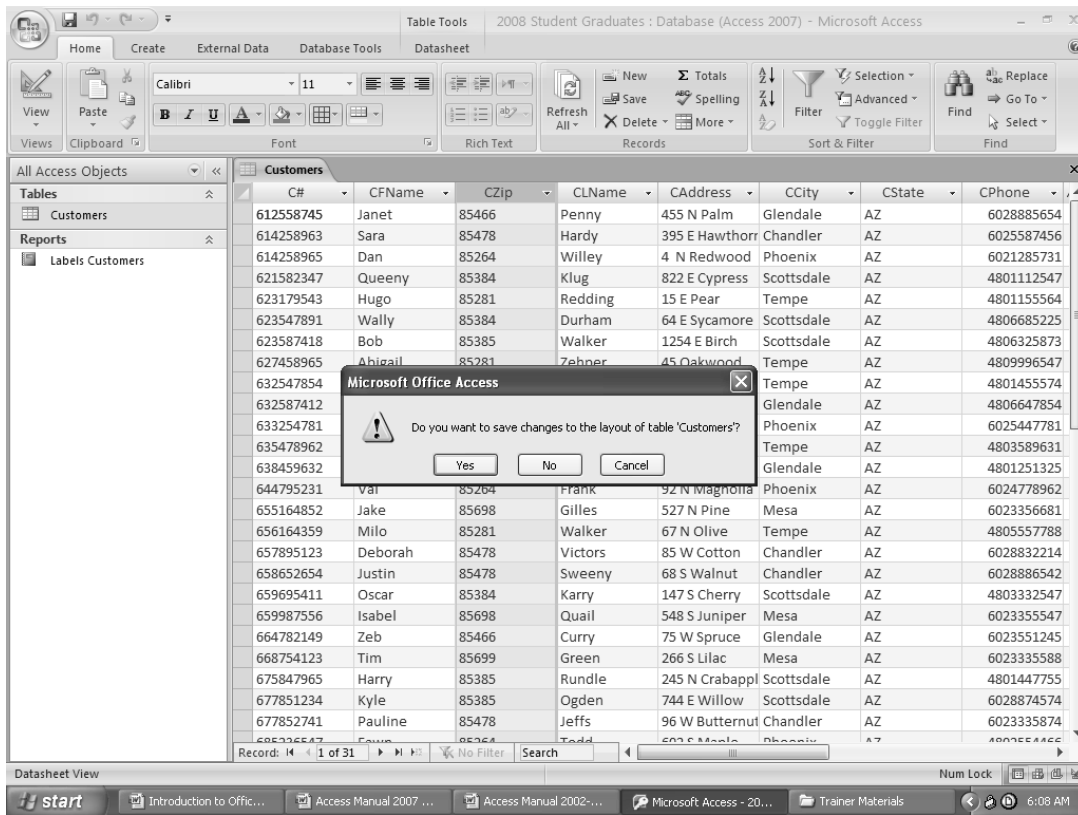
Steps to Exit Access

1. From the Office button, select Exit.

OR

2. Click the Close button  for the Access window.

Exercise – Exiting Access



1. From the **Office** button, select **Exit Access**.
2. If the **Save** dialog box displays, click the **Yes** button.

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