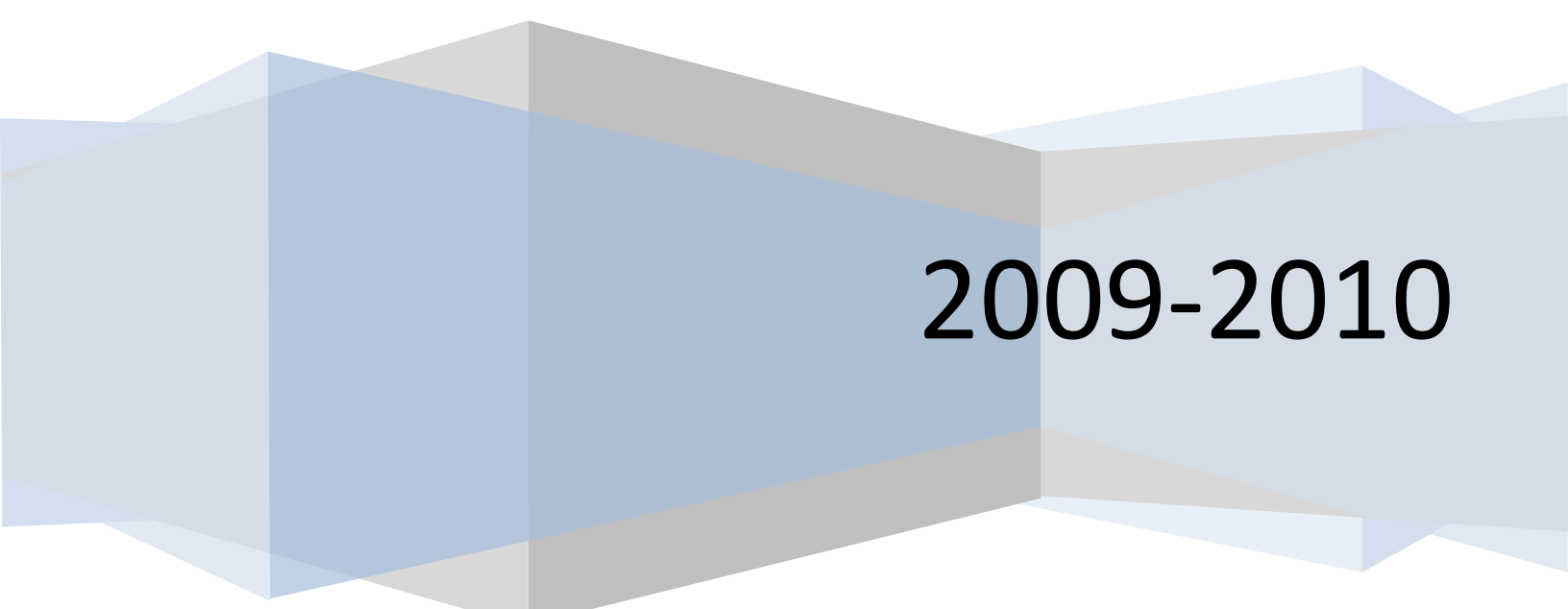


MCPS

Office 2007

Directions and Help

Tech-Dept



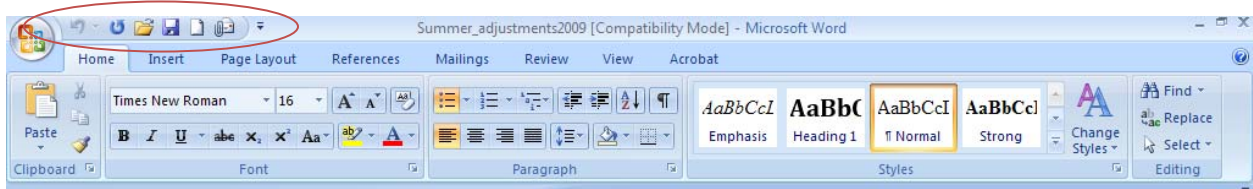
2009-2010

Office 2007

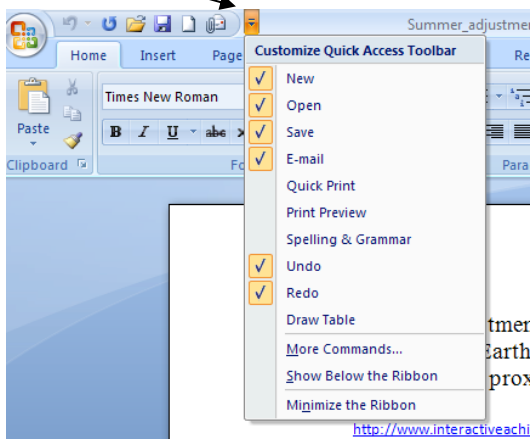
Word 2007 Excel 2007 Access 2007 PowerPoint 2007

[More Help](#)- Click here for links to more help

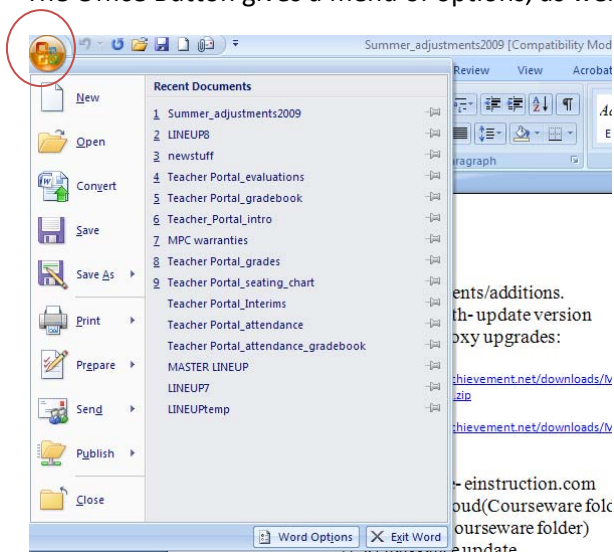
Office 2007 products have been updated. The most noticeable change is the menu bar at the top of each page.



The Quick Access Toolbar is customizable. Click on the drop down arrow to select the tools available to you.

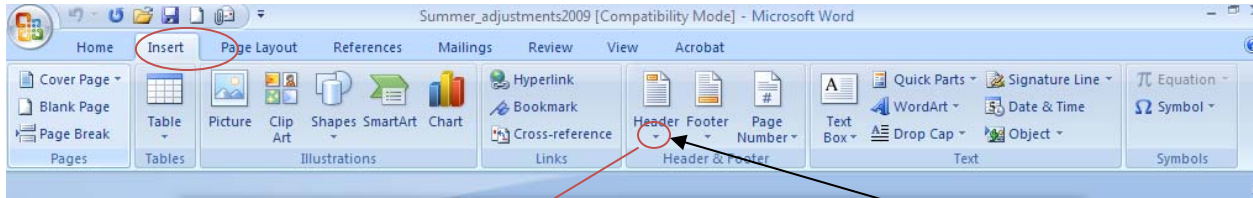


The Office Button gives a menu of options, as well as a list of recent documents.



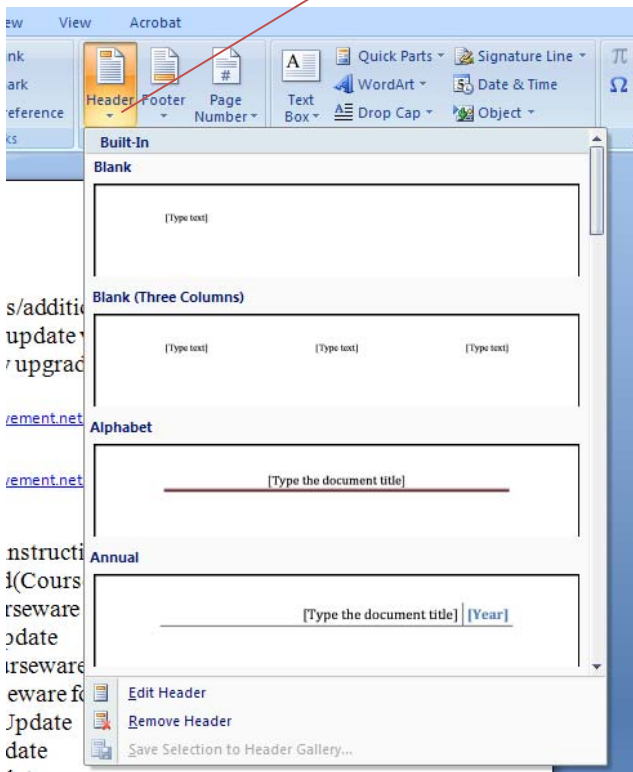
ents/additions.
th- update version
oxy upgrades:
chievement.net/downloads/v
[zip](http://chievement.net/downloads/v)
chievement.net/downloads/v
- einstruction.com
oud(Courseware folk
ourseware folder)
update

The Office 2007 menu is made of Tabs that, when clicked, reveal commonly used tools. This is the Insert Tab:

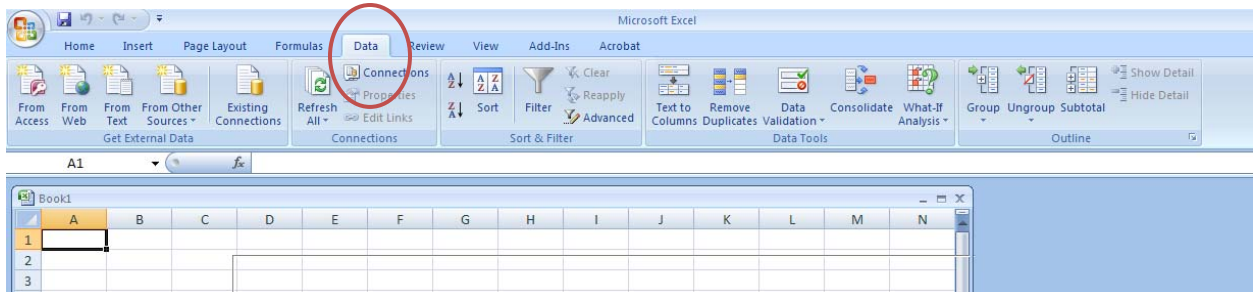


From this menu the user may insert pictures, clipart, tables, and many other features.

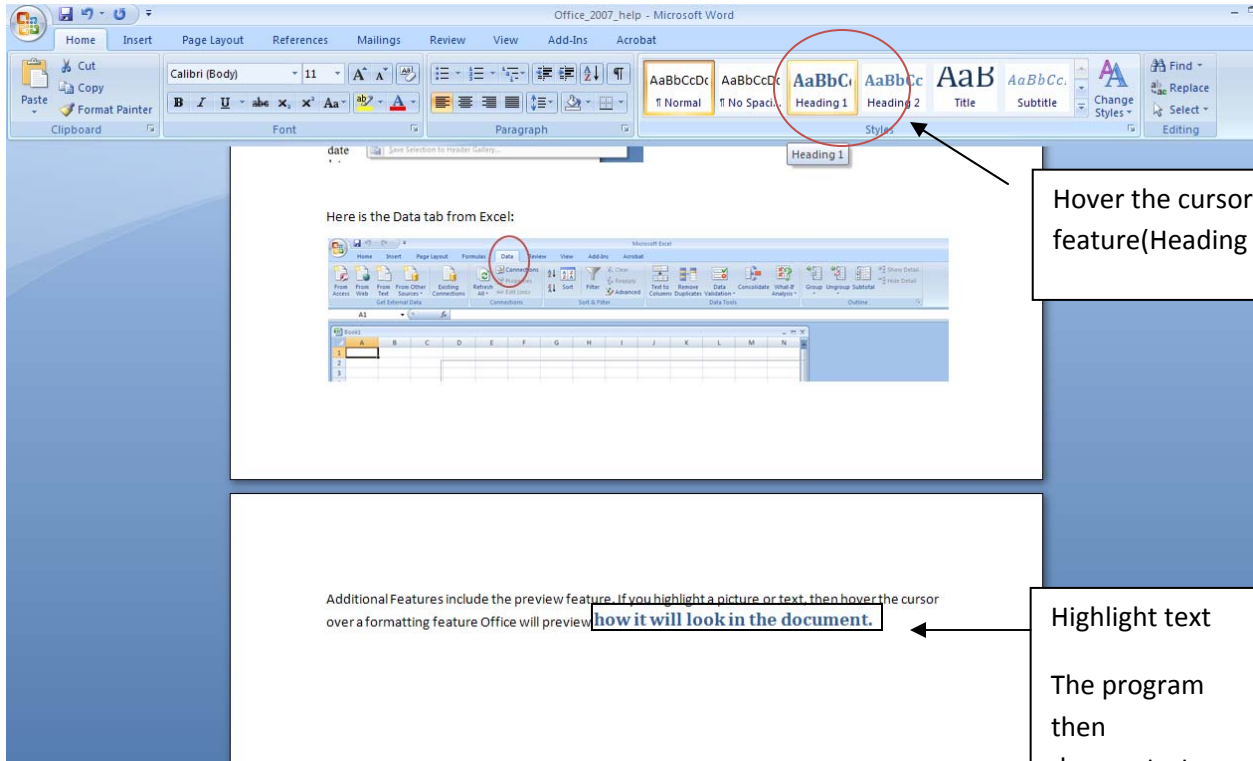
The small triangles under several objects are additional drop down options that reveal more sub topics.



Here is the Data tab from Excel:



Additional Features include the preview feature. If you highlight a picture or text, then hover the cursor over a formatting feature Office will preview how it will look in the document.



Hover the cursor over the feature(Heading 1)

Highlight text
The program then demonstrates how the text will look if you select the feature.

Select the pic or clip art, then hover the cursor over the picture format features under the format tab.

The same technique works with pics and clip art

Additional Features include the preview feature. If you highlight a picture or text, then hover the cursor over a formatting feature Office will preview how it will look in the document.

Hover the cursor over the feature(Heading 1)

Highlight text

The program then demonstrates how the text will look if you select the feature.

Page: 4 of 4 Words: 185

After preview

Before preview

(as it was inserted from clip art.)

For more help in Office 2007 go to :

Word

What's New with 2007

<http://office.microsoft.com/en-us/word/CH101030941033.aspx>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP102275031033&CTT=6&Origin=RC102275001033>

Publisher

<http://office.microsoft.com/training/training.aspx?AssetID=RC102448621033>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP102448751033&CTT=6&Origin=RC102448621033>

PowerPoint

<http://office.microsoft.com/training/training.aspx?AssetID=RC101865831033>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101865901033&CTT=6&Origin=RC101865831033>

Excel

<http://office.microsoft.com/training/training.aspx?AssetID=RC100766511033>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP100766581033&CTT=6&Origin=RC100766511033>

Access

<http://office.microsoft.com/training/training.aspx?AssetID=RC102539991033>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP102540131033&CTT=6&Origin=RC102539991033>

Office

<http://office.microsoft.com/training/training.aspx?AssetID=RC101562731033>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101563801033&CTT=6&Origin=RC101562731033>