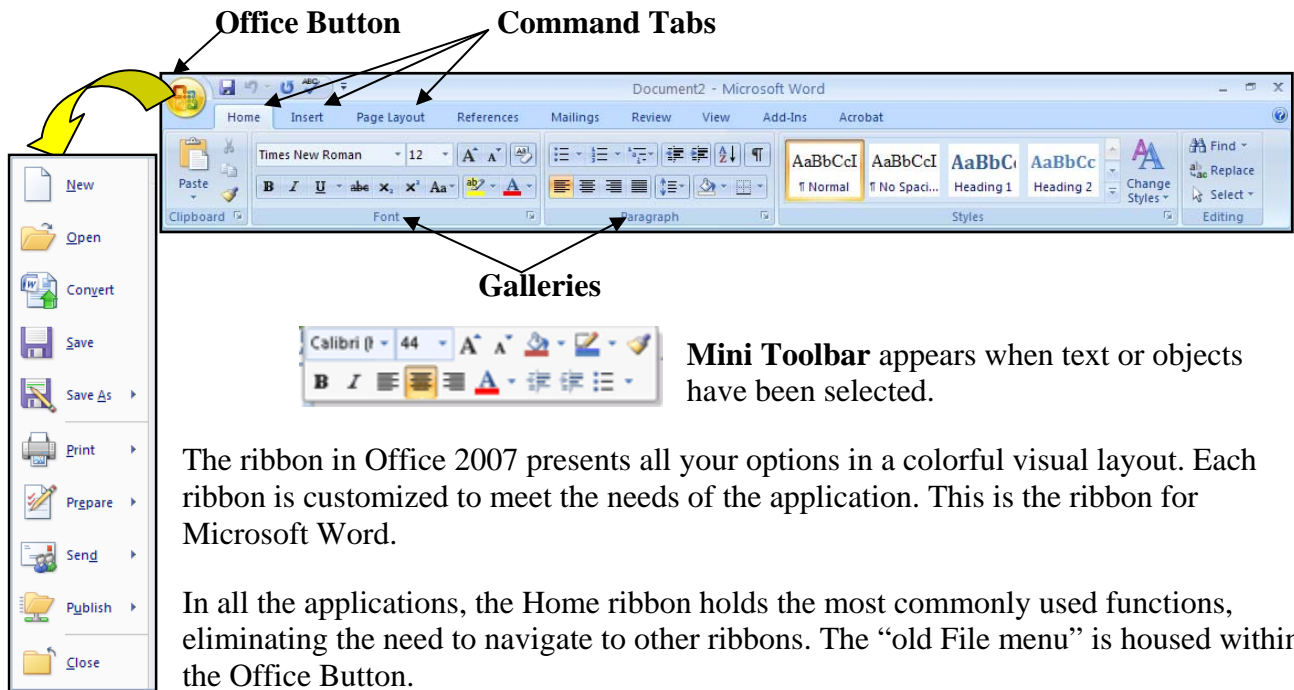


# Introduction to Office 2007

## Functions Common to all Office 2007 Applications:

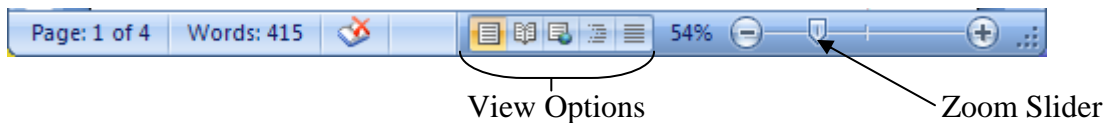
The Office Ribbon



The ribbon in Office 2007 presents all your options in a colorful visual layout. Each ribbon is customized to meet the needs of the application. This is the ribbon for Microsoft Word.

In all the applications, the Home ribbon holds the most commonly used functions, eliminating the need to navigate to other ribbons. The “old File menu” is housed within the Office Button.

The **Status Bar** is located at the bottom of each window. This is where you can zoom, in addition to other



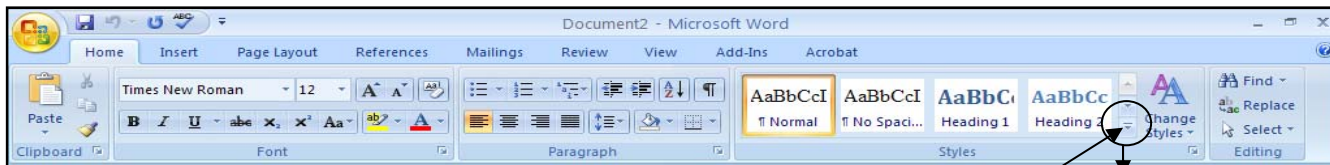
Within the ribbon, you have command tabs, contextual tabs, mini toolbars, and galleries. Atomic Learning has outstanding tutorials describing the functions of each of these. Let’s go there.

Press your Control (Ctrl) key when you click on these links to listen to the tutorials.

- [Using and Minimizing the ribbon](#)
- [Using the Microsoft Office Button](#)
- [Using the Command Tab](#)
- [Using the Contextual Tabs](#)
- [Using the Mini toolbar](#)
- [Using galleries](#)
- [Using the Status Bar](#)

## Microsoft Word 2007

Most of what we will do today will be found within the Home ribbon in Word.



Clicking the arrow in the lower right corner of each gallery box expands the gallery to show more options. You may need to select your text before clicking the arrow to see the appropriate selections.

The **Font Gallery** provides options for formatting text, including font style, size and color.

The **Paragraph gallery** allows the user to add bullets, numbered lists, adjust the alignment for paragraph and line spacing.

The **Styles gallery** has many very nice options for Style changes.

The **Editing gallery** allows the user to find and replace text within your document for easier editing.



### Inserting Text:

Type your text. When you reach the end of a line, continue typing. Word automatically moves, or *wraps*, your words onto the next line. Press Enter to start a new paragraph.

### Deleting Text:

1. Click at the beginning of the text you want to delete.
2. Drag the mouse over all the text to select it, and then release the mouse button.
3. Press the delete key to delete, or erase the selection.

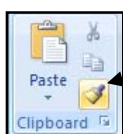
**Editing Text:** Use this link if you wish to view more atomic learning tutorials on editing text, section B.

1. Click at the beginning of the text you want to modify, or change.
2. Drag the mouse over all the text to select it, and then release the mouse button.
3. Move to the Home ribbon to identify the changes. Clicking the pull down arrow in the Font selection will allow you to click on a new font style and change it. Using the pull down arrow for the text size allows you to change the size.
4. You can also use the Font gallery to add a highlight color and change the text color.

**Changing the Style:** Use this link if you wish to view more atomic learning tutorials on Styles.

1. Click at the beginning of the text you want to modify, or change.
2. Drag the mouse over all the text to select it, and then release the mouse button.
3. Move to the Styles Gallery. Clicking the pull down arrow expands your selection of Styles. Moving your mouse over a Style type (without clicking) will show you a preview of the change. When you see one you like, click the Style to apply the change.

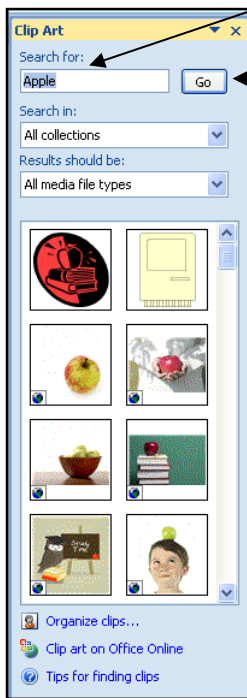
**Format Painter:** Use this link if you wish to view more atomic learning tutorials on the Format Painter.



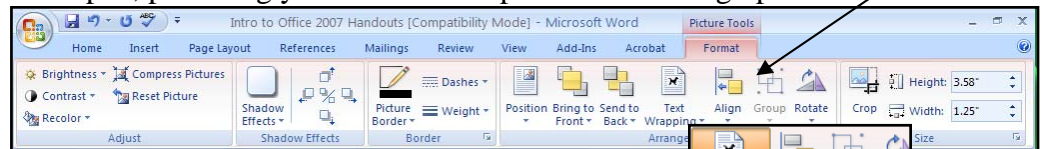
1. Click at the beginning of the text you want to copy the formatting from.
2. Click the paintbrush in the Clipboard gallery.
3. Click and drag your mouse over the area you want to apply the change to.

**Inserting a graphic:**

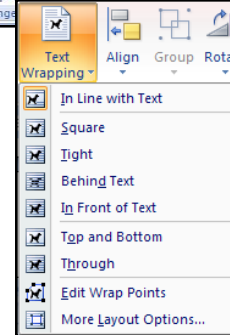
1. Click the Insert tab in the ribbon.
2. Click on either Picture or Clip Art.
3. We will use the Clip Art for today’s purpose.



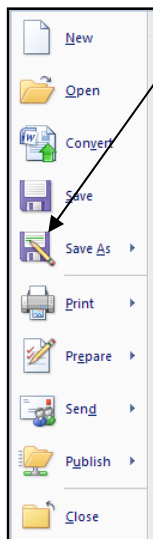
4. When the Clip Art search box opens on the right, type what type of graphic you are looking for in the Search for: box.
5. Click **Go**.
6. When you find a picture you like, click and drag onto your document.
7. You can use the boxes in the corners to resize your picture.
8. When you double click on the picture, a Picture Tools Contextual Tab will open, providing you with several picture formatting options.



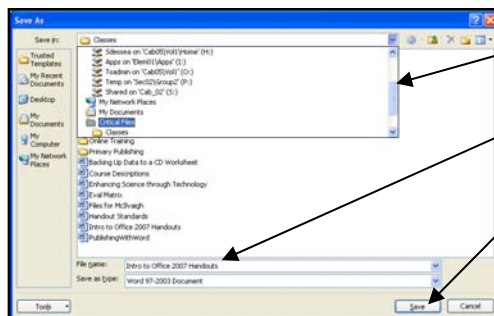
9. Using the Text Wrapping tool allows you to move the picture where you like, wrapping the text around the picture in the manner in which you choose. I usually use “Square”.



**Saving your document:** ([Atomic Learning Tutorial for Saving](#))



Within the Office Button, Select Save As.



- Navigate to the location in which you want to save your document.
- Make sure you have a unique file name so you can easily locate it again in the future.
- Click Save

## Assignment:

Create a letter to your parents. Apply the following:

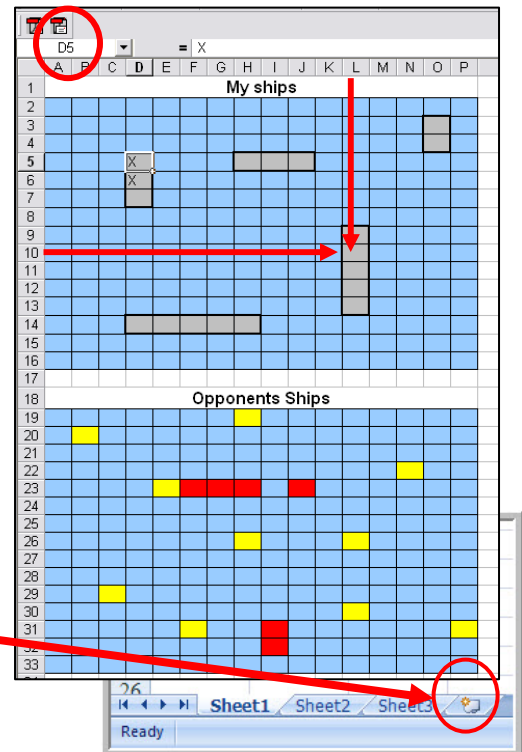
1. Change the font to anything other than Times New Roman.
2. Change you font size.
3. Select a Style for the heading or greeting.
4. Insert one clip art graphic.
5. Save the letter to your Critical Files folder, or the desktop of not on your own computer.

## Microsoft Excel 2007

### 1. Introduction to Cells

Microsoft Excel works much like the game of Battleship. It is organized by columns and rows. The columns are identified by letters while the rows are identified by number. When you combine these, you can **reference a cell** with its coordinates. For example, the cell identified at the right is L10. The cell reference is also indicated in the upper left portion of the screen.

The Tabs on the bottom of the screen represent different **worksheets**. To quickly insert a new worksheet at the end of the existing worksheets, click the **Insert Worksheet** tab at the bottom of the screen.



### 2. Working with Cells

#### a. Stretching & Shrinking

Cells are constrained only by your imagination. The row and column headers are used to control cell height and width.

- i. Select a column or row header with the mouse.
- ii. Select the right side (column) or bottom (row) of the selection and stretch or shrink to the desired size.
- iii. **Multiple columns or rows** can be changed simultaneously by selecting more than one with the mouse and changing the size of one of columns or rows.

#### b. Merging Cells

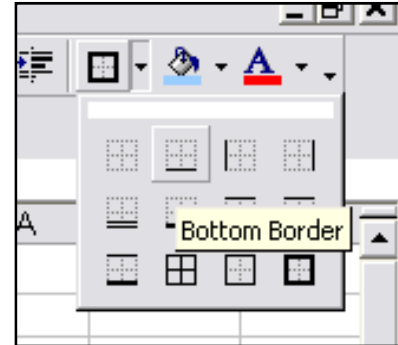
Titles or other groupings are good uses of **merging cells**.

- i. Select the cells to merge.
- ii. Choose the **Merge and Center button** from the Formatting panel.
- iii. To undo this action, choose **Edit > Undo**.

### 3. Color and Borders as Visual Aids

Excel can help manage large amounts of information or design worksheets to do so. Color and borders really help organize the user.

Examine the sheet *Attendance*.



- a. Color and shading

**Color or shading** can be used to break up columns or rows, like a checkbook register. These features are also found on the **Home Ribbon with the Font section**. Colors work well for computer projects; shading works better for printing documents.

- i. Select the cell(s) you want to shade.
- ii. Use the **Paint Bucket tool** to choose your color/shade.

- b. Borders

The **Border Tool** provides many border options. Note the difference in the weight of borders.

- i. Select the cell(s) to add borders.
- ii. Make your border choice from the **Borders Tool**.

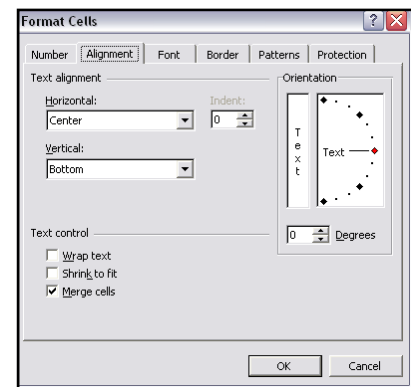
## Excel as an Organizer

Microsoft Excel can keep you well organized. Some resources it can provide will store information on your computer, such as your student information. Others will provide you with the ability to customize your own planning and how you organize lessons.

### 1. Formatting Text in Excel

Simple formatting like bold, underline, and italics can be applied to individual words within a cell or to an entire cell.

Cells, however, can take on more complex formats. Many options are available from the **Home Ribbon** accessed from **Cells > Format > Format Cells**.



**Number** – control the number of decimal places, conform to different types of currency, and much more.

**Alignment** – control vertical and horizontal alignment, wrap text within a cell, or change the orientation to a specific angle. Vertical or angled text is useful to conserve space in a table.

**Font** – control font specifics such as font, font size, and style

**Border** – control more border options than from the format bar.

**Patterns** – control the background color of an area, add patterns too.

**Protection** – Excel allows you to hide or protect formulas. These options require that you enable other security features for the spreadsheet.

### Sorting lists

Examine the worksheet *Addresses*. Add your contact information to the list. When you collect new information, it's often most convenient to store it alphabetically.

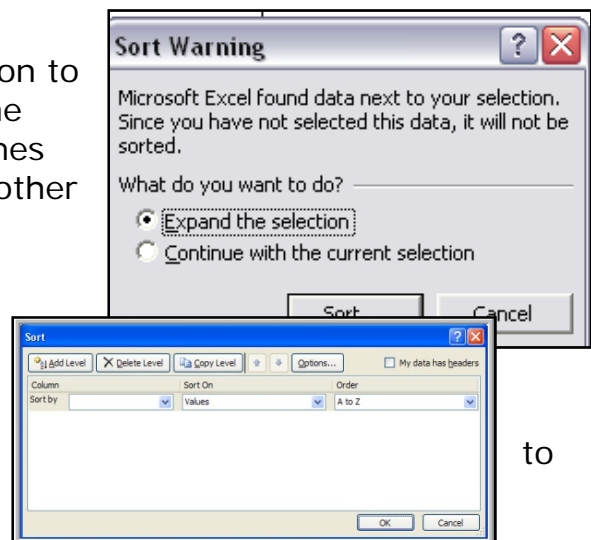
- a. Select the data to be sorted. Do not include the column headers. You can either select a single row or multiple rows.



- b. Choose **Data > Sort**, or from the Home ribbon, Editing gallery, choose **Sort & Filter**.

- c. If you get a Sort Warning, the option to "Expand the Selection" will keep the data together in rows. That is, names will not be sorted separately from other information. Choose **Sort...**

- d. In the **Sort** window, you can sort by a combination of the worksheet column headings. If your table had Parent, Staff, and Student information, it is possible sort first by those groupings and then by last name.



to

- e. Press **OK**. The list is sorted.

## Microsoft PowerPoint 2007

PowerPoint is a program for developing and presenting electronic slide shows with accompanying lecture notes and supporting printed handouts, to be shown on a computer screen, projected onto a screen, or displayed on the web.

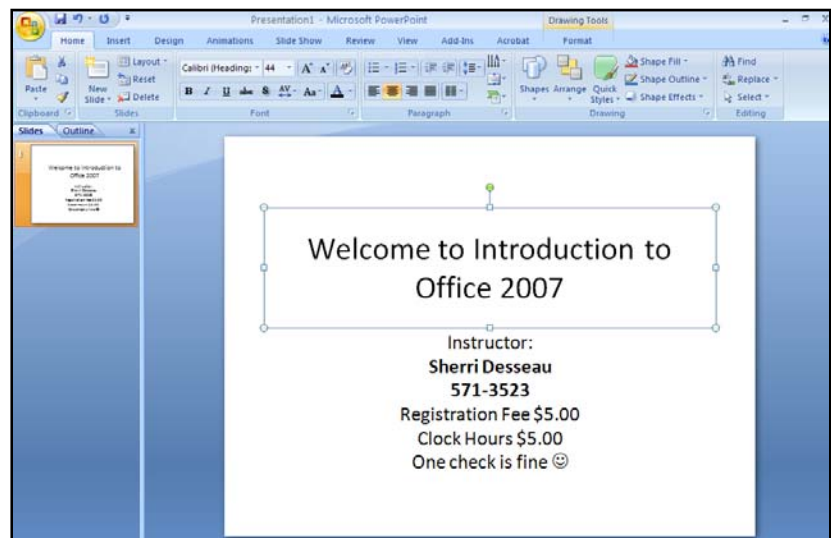


### Creating a Title Slide

(See [Atomic Learning, section A.](#))

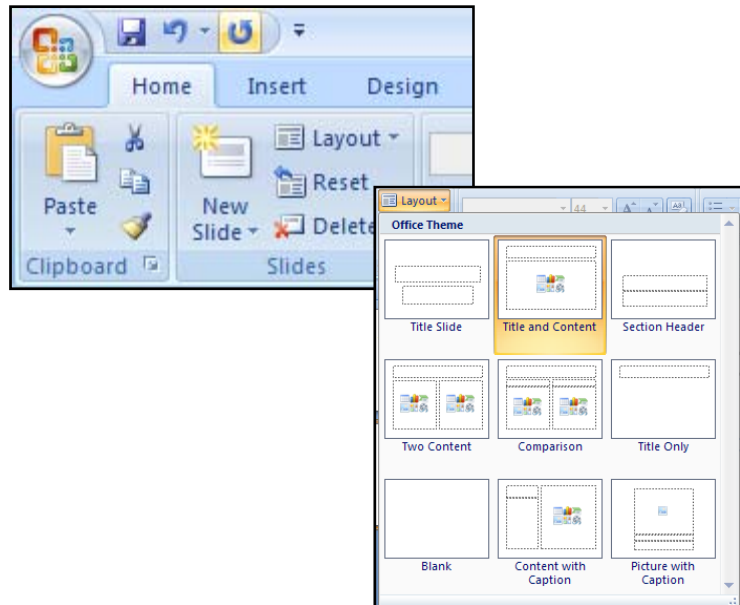
When you first open PowerPoint, it should automatically open to a basic Title Slide. This slide has 2 text boxes so you can click in each box and enter your information.

As you type, you will see the slide in Column on the left.



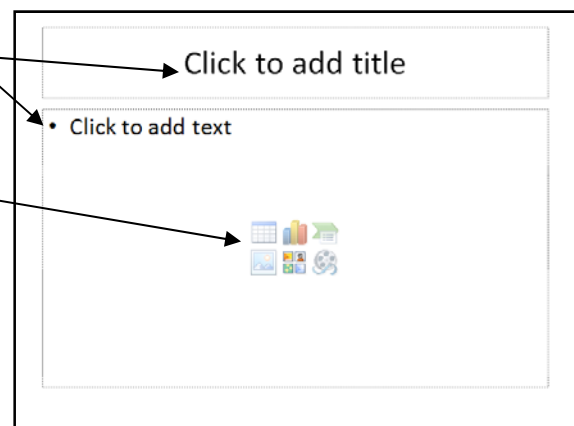
## Adding Additional Slides

You can add a new slide by clicking on New slide in the Slides Gallery. Using the pull down menu for the Layout tab will allow you to change the format of the slide.



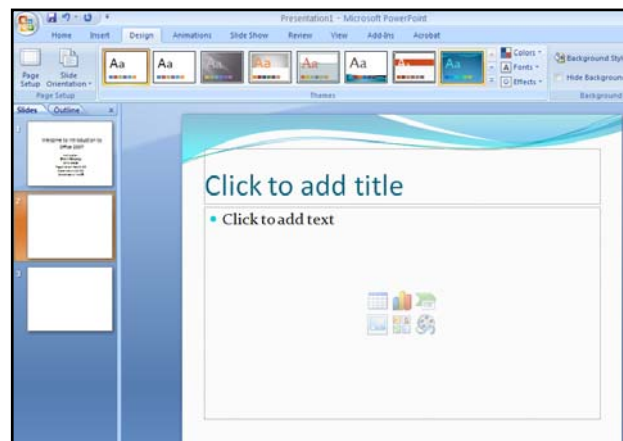
## Add your content

1. Click in a text box and add your text. Use the tools on the Home tab and the Drawing Tools Format tab to modify any text or paragraph formatting.
2. If your slide contains content boxes, click one of the buttons to add a table, a chart, a SmartArt graphic, a picture, a piece of clip art, or a media clip.



## Setting a SlideShow Design

Using the Design Gallery, you can move your mouse over the different designs to see a preview of your choices. Once you see the design you like, click and that one will be applied to the entire show.



## Assignment:

Create a slide show about you, using 3-4 slides.

