

Chapter 1

Welcome to Microsoft Office 2007

Microsoft Office 2007 provides a comprehensive toolkit for tackling your business and personal information and communication tasks. This chapter introduces the individual Office applications and teaches you skills for getting started using them.

Learning About Top Office Applications

Microsoft Office 2007 offers a robust set of applications, each tailor made to provide the best tools for a particular job. For example, if you're creating a letter, you may need to work with commands for formatting text. If you need to total sales figures, you'll need an automated way to sum the numbers.

Office provides an application to enable you to handle each of those scenarios and more. Read on to learn which Office applications to use for creating text-based documents, crunching numbers, presenting your ideas, or communicating with others via e-mail.

NOTE

Microsoft offers eight different versions of the Microsoft Office 2007 software suite. Each version includes a different combination of the individual Office programs. Only Microsoft Office Word 2007 and Microsoft Office Excel 2007 are included in all eight versions. So, depending on the Office version you're using, you may not have all the applications described in this chapter and the book as a whole available to you.

Word

Word processing—typing, editing, and formatting letters, reports, fax cover sheets, and so on—is perhaps the most common activity performed with computers. Whether you need to create a memo at the office or a letter at home, using a computer and a word processing program can save you time and help you achieve polished results.

IN THIS CHAPTER

Reviewing the core Microsoft Office business applications

Looking at additional Office applications

Starting and closing an application

Finding a file

Browsing and finding Help

Microsoft Office Word has long been the leading word processing program. As one of the anchor applications in the Office suite, Word provides a host of document-creation tools that have been refined to be easy to use yet comprehensive. Using Word to apply just a minor bit of text formatting and a graphic can make even a simple document such as the meeting agenda shown in Figure 1-1 have more impact and Wow! appeal.

Word enables you to do even more than simply make your documents look great. Its features can help you create document text more quickly, create sophisticated documents with features such as footnotes, and more. You'll learn about these powerful Word features, among others, later in this book:

- **Templates.** A *template* is a starter document that supplies the document design, text formatting, and, often, placeholder text or suggested text. Add your own text and your document is finished!
- **Styles.** If you like a particular combination of formatting settings that you've applied to text, you can save the combination as a style that you can easily apply to other text.
- **Tables.** Add a table grid to organize text in a grid of rows and columns to which you can apply terrific formatting.
- **Graphics.** You can add all types of pictures into your documents and even create diagrams like the one in Figure 1-2 using the new SmartArt feature.

FIGURE 1-1

Microsoft Office Word 2007 enables you to create eye-catching documents.

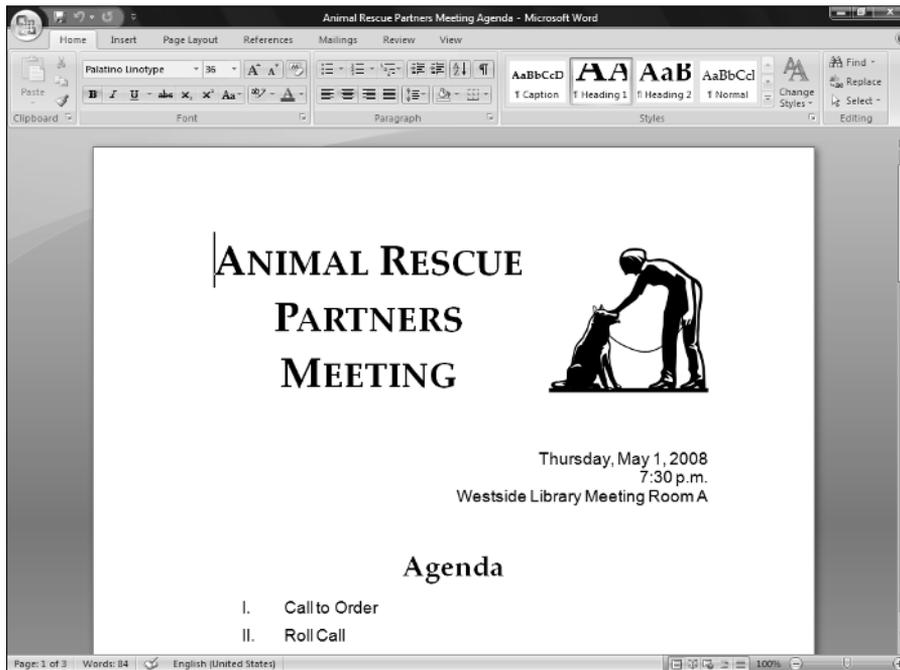
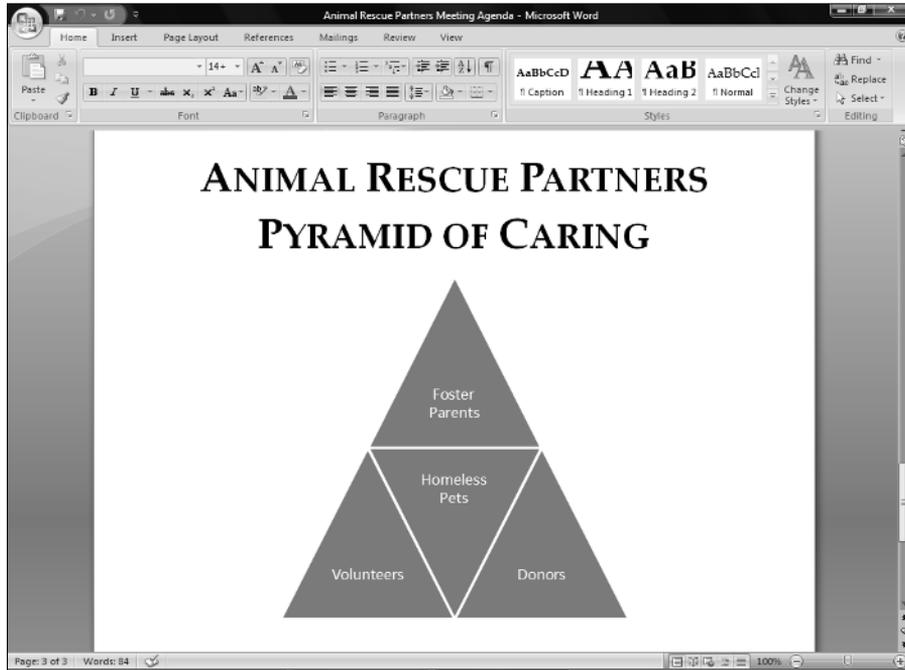


FIGURE 1-2

SmartArt diagrams illustrate information in a document.



- **Mail Merge.** Create your own, customized “form letter” documents, for which each copy is automatically customized for a particular recipient (or list entry). Word’s merge feature even enables you to create matching envelopes and labels.
- **Document Security and Review.** Word enables you to protect a document against unwanted changes, as well as to track changes made by other users. In this way, you can control the document content through a collaboration process.

Excel

Spreadsheet programs — which provide formulas and functions that make it easy to calculate numerical data — provided a critical technology leap in business computing. Business people no longer need to rely on adding machines, scientific calculators, or accountants to perform detailed sales or financial calculations. Even a beginning salesperson could plug some numbers into the spreadsheet grid and type a few formulas to calculate data. Microsoft Office Excel 2007, shown in Figure 1-3, performs the spreadsheet duties in the Microsoft Office suite.

FIGURE 1-3

Use the Microsoft Office Excel 2007 program to organize and calculate numerical data.

Fostered	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Average
Dogs	35	54	59	40	188	47
Cats	38	16	27	30	111	27.75
Other	1	3	2	1	7	1.75
Total	74	73	88	71	306	76.5

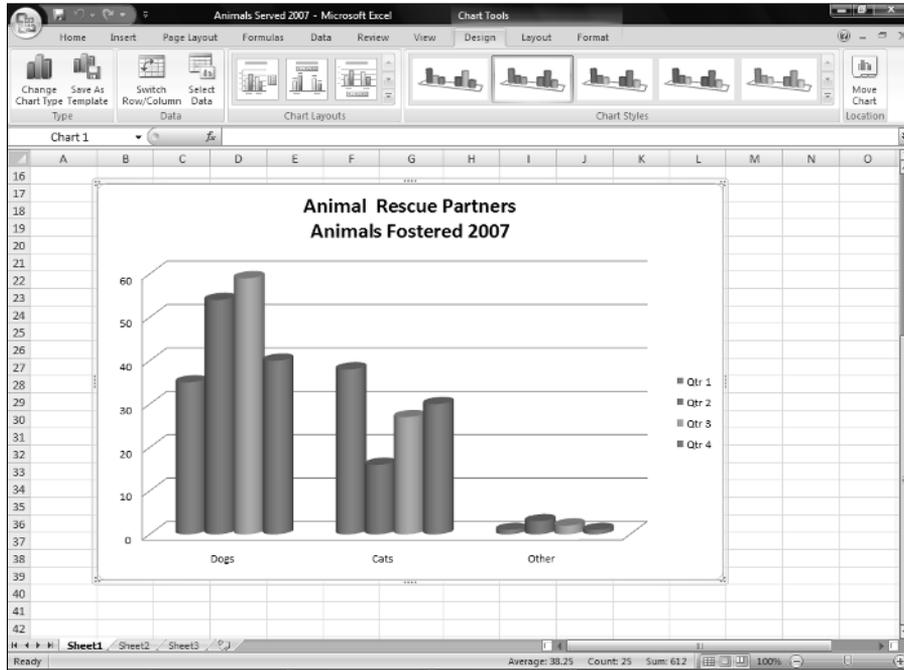
Adopted	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Average
Dogs	6	8	11	7	32	8
Cats	10	15	14	9	48	12
Other	2	1	1	2	6	1.5
Total	18	24	26	18	86	21.5

Excel enables you to build a calculation by creating a *formula* that specifies what values to calculate and what mathematical operators to use to perform the calculation. Excel also offers *functions*, predesigned formulas that perform more complex calculations, such as calculating accrued interest. Excel not only provides tools to assist you in building and error-checking spreadsheet formulas but also gives you many easy choices for formatting the data to make it more readable and professional. You'll learn these Excel essentials later in the book, as well as more about these key Excel features:

- **Worksheets.** Within each file, you can divide and organize a large volume of data across multiple *worksheets* or pages of information in the file.
- **Ranges.** You can assign a name to a section of data on a worksheet so that you can later select that area by name, or use the name in a formula to save time.
- **Number and Date Value Formatting.** You can apply a number format that defines how Excel should display a number, indicating details such as how many decimal points should appear and whether a percentage or dollar sign should be included. You also can apply a date format to determine how a date appears.
- **Charts.** Translate your data into a meaningful image by creating a chart in Excel (Figure 1-4). Excel offers dozens of chart types, layouts, and formats to help you present your results in the clearest way.

FIGURE 1-4

Excel's charting features help you make data more compelling and easier to evaluate.



- **Lists.** You may need to manage and sort lists that combine text and numerical values, such as a list of product orders, and Excel can handle that job, too. Excel offers other powerful data features, such as the capability to apply a *filter* to see list entries with matching information.

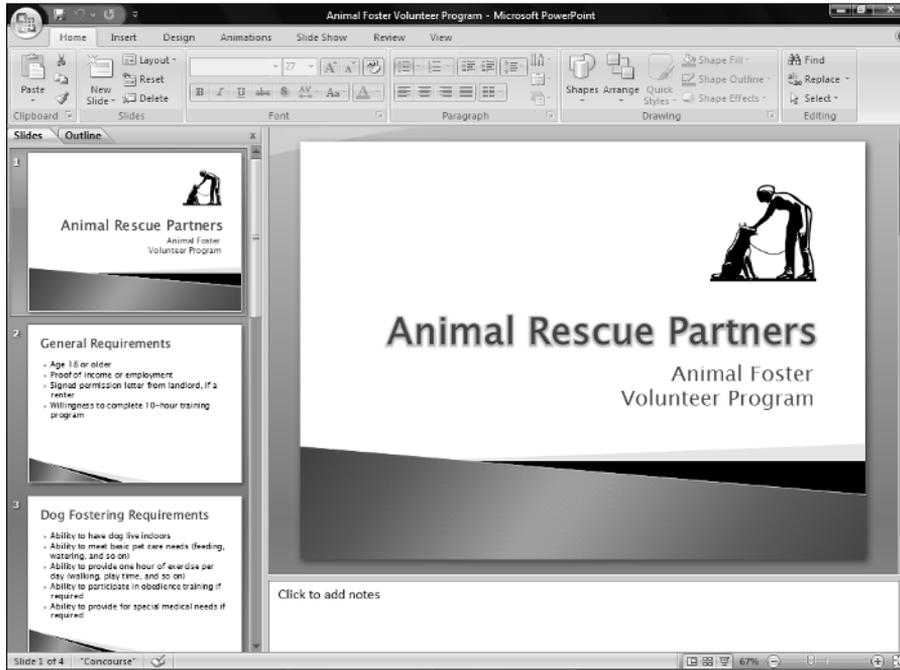
PowerPoint

Persuading customers to buy. Convincing your company's leadership to invest in developing a new product you've conceived. Training members of your team to follow a new operating procedure. Making sure that a group of volunteers understands program requirements. To achieve positive outcomes in situations like these, you must deliver your message in a clear, concise, and convincing way.

The Microsoft Office PowerPoint 2007 *presentation graphics program* (Figure 1-5) enables you to communicate information and ideas via an onscreen *slide show* or printed pages. Each slide should present a key topic that you want to convey, along with a few supporting points or a graphical reinforcement such as a chart or picture. In this way, PowerPoint helps you to divide information into chunks that audience members can more easily absorb.

FIGURE 1-5

Use PowerPoint to present your message in informative slides.



Later in the book, you learn not only how to create the basic presentation structure and add information but also to use the following PowerPoint features:

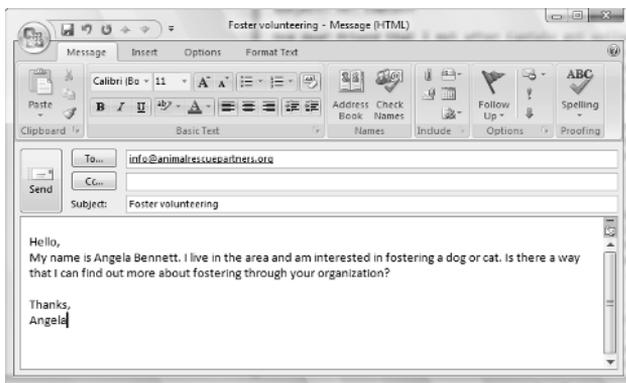
- **Layouts, Themes, and Masters.** These PowerPoint features control the content that appears on a slide and its arrangement, as well as the appearance of all the slides. You can quickly redesign a single slide or the whole presentation.
- **Tables and Charts.** As do Word and Excel, PowerPoint enables you to arrange information in an attractively formatted grid of rows and columns. PowerPoint works with Excel to deliver charted data, so the Excel charting skills you build make developing charts in PowerPoint even easier.
- **Animations and Transitions.** You can set up the text and other items on the slide to make a special entrance, such as fly onto the screen, when you play the slide show. In addition to applying *animations* to objects, you can apply a *transition* that animates how the overall slide appears onscreen, such as dissolving or wiping in.
- **Live Presentations.** PowerPoint offers a number of different ways in which you can customize and control how the presentation looks when played as an onscreen slide show. You learn tricks such as hiding slides or jumping between slides onscreen.

Outlook

Technology improvements naturally lead to business environments that move at a faster and faster pace. No one has the luxury to have a face-to-face conversation about every issue anymore, and everyone faces the challenge of tracking more and more contacts and to-dos. The Microsoft Office Outlook 2007 program in the Microsoft Office suite can handle your e-mail messages (Figure 1-6), appointment scheduling, contact information, and your to-do list. This program helps you stay in the loop, organized, and up-to-date with all the action in your work life.

FIGURE 1-6

Send and receive e-mail messages in Microsoft Outlook.

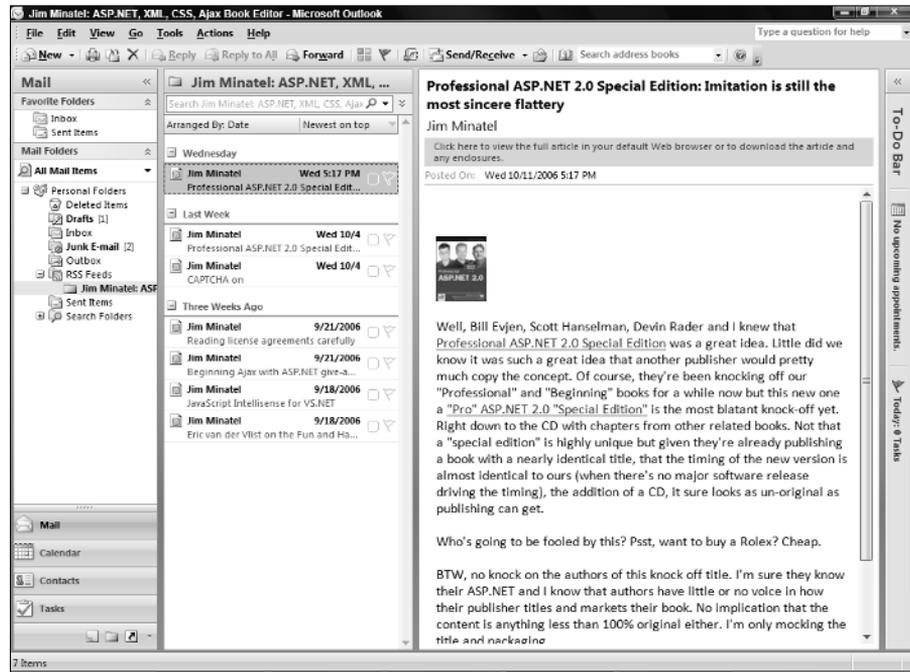


In addition to learning Outlook e-mail, scheduling, contact management, and to-do list basics later in the book, you also explore two additional but timely topics:

- **Security.** Learn which Outlook settings and tools help prevent messages with *viruses* from infecting your computer. Also learn how Outlook can automatically manage annoying yet pervasive junk mail messages.
- **RSS Feeds.** Outlook now enables you to subscribe to and read *RSS feeds*—online content posted by its authors for automatic download to your system (Figure 1-7). This capability stores the feed information for later reading or offline reading.

FIGURE 1-7

Outlook solves the need to read your RSS feed.



Taking Advantage of Other Office Applications

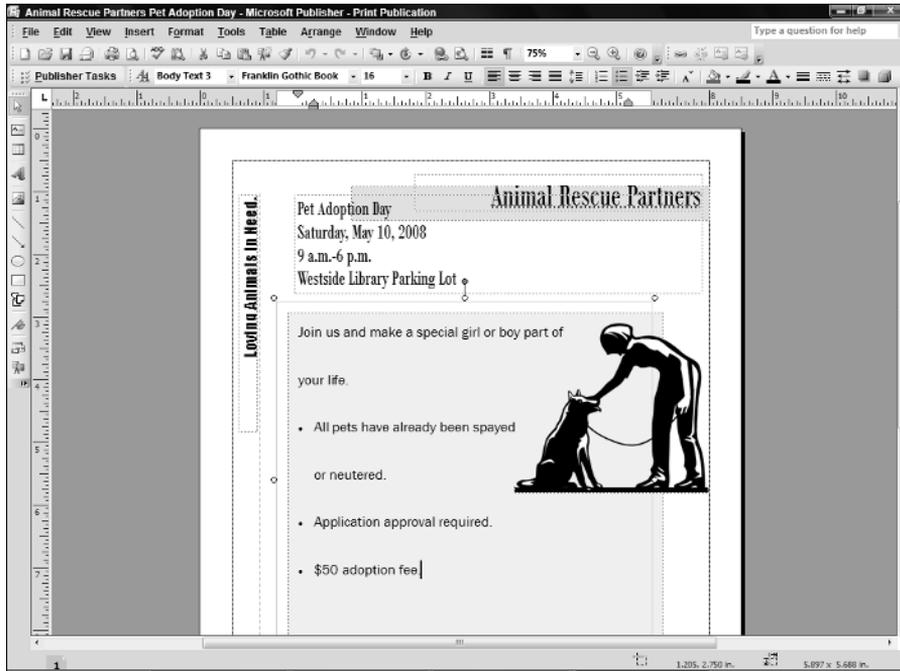
You may be a user whose needs extend beyond letter writing and number crunching. If you routinely take on special tasks such as creating printed publications or tracking extensive customer data, you may find yourself working with some of the other applications that are part of some editions of Microsoft Office 2007. This section gives you a snapshot of those other applications; later chapters of the book revisit these topics.

Publisher

Microsoft Office Publisher 2007 enables you to create publications, which have a greater emphasis on design than do word processing documents. To dummy-proof the creative process, Publisher includes attractive publication designs with placeholders for text and images and other features such as decorative rules and backgrounds already in place, as shown in Figure 1-8.

FIGURE 1-8

Publisher provides placeholders and design elements so that you can create interesting publications with minimal design know-how.

**TIP**

The distinction between documents and publications may seem fuzzy, but you can roughly think of a document as anything you'd print from an office printer — such as a report or proposal — compared to something you might have professionally printed, such as a business card or brochure.

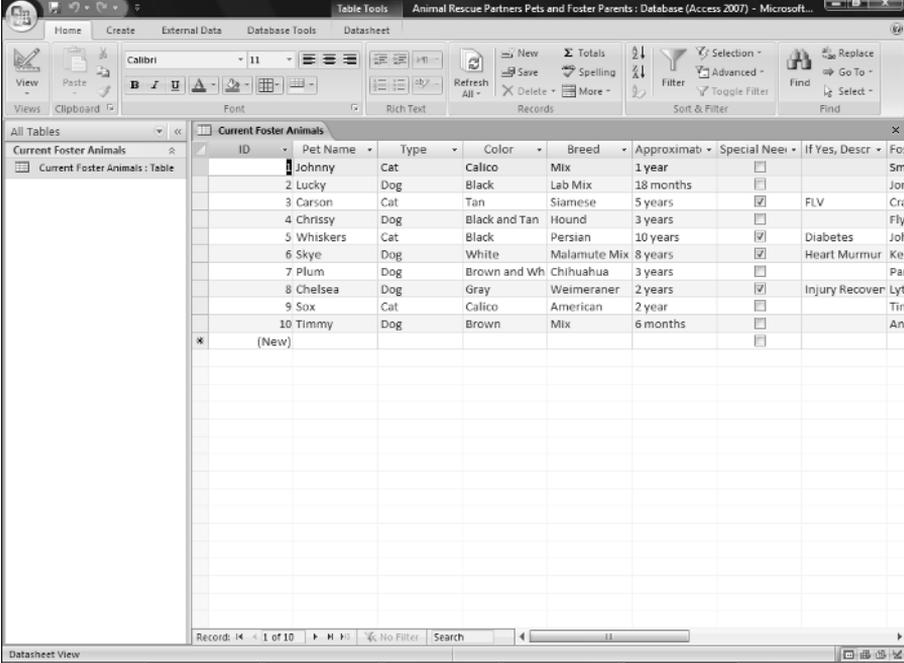
A later chapter shows you how to handle the Publisher basics of choosing a publication design and adding text and graphics. Then you'll learn to throw in snazzier effects such as drop caps and Design Gallery objects, and even how to prep a publication for professional printing.

Access

The Microsoft Office Access 2007 *database program* can certainly do the heavy lifting when it comes to managing detailed mountains of data such as customer, inventory, and order lists that may have hundreds or thousands of entries. The file that holds such lists is called a *database*. Each Access database file actually can hold multiple lists of data, each stored in a separate *table*, such as the Current Foster Animals table shown in Figure 1-9.

FIGURE 1-9

An Access database organizes lists of information in tables.



ID	Pet Name	Type	Color	Breed	Approximate Age	Special Needs	If Yes, Describe
1	Johnny	Cat	Calico	Mix	1 year	<input type="checkbox"/>	
2	Lucky	Dog	Black	Lab Mix	18 months	<input type="checkbox"/>	
3	Carson	Cat	Tan	Siamese	5 years	<input checked="" type="checkbox"/>	FLV
4	Chrissy	Dog	Black and Tan	Hound	3 years	<input type="checkbox"/>	
5	Whiskers	Cat	Black	Persian	10 years	<input checked="" type="checkbox"/>	Diabetes
6	Skye	Dog	White	Malamute Mix	8 years	<input checked="" type="checkbox"/>	Heart Murmur
7	Plum	Dog	Brown and Wh	Chihuahua	3 years	<input type="checkbox"/>	
8	Chelsea	Dog	Gray	Weimeraner	2 years	<input checked="" type="checkbox"/>	Injury Recover
9	Sox	Cat	Calico	American	2 year	<input type="checkbox"/>	
10	Timmy	Dog	Brown	Mix	6 months	<input type="checkbox"/>	
*	(New)					<input type="checkbox"/>	

Access enables you to enter and view data using a *simple* form. You also can set up *queries* to pull sets of matching data out of the database and generate *reports* that consolidate and analyze data. Later chapters introduce you to these Access skills.

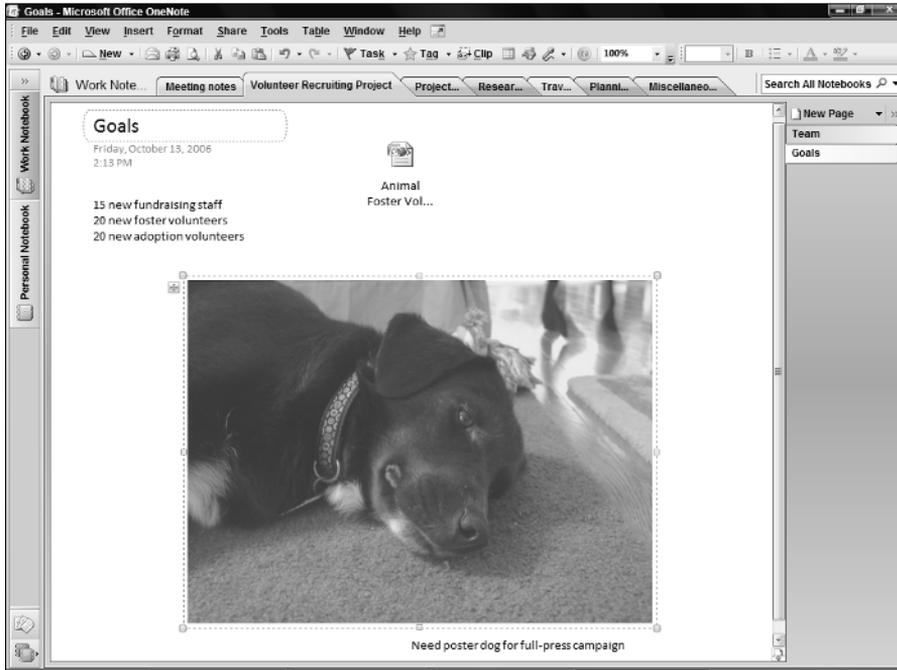
OneNote

It's a risky proposition to track your professional or educational life via notes scribbled on various scraps of paper or notebook pages. As the notes pile up, it becomes harder and harder to find relevant information, making you look as though you can't keep up. If you lose a scrap of paper containing a critical piece of information, you can put a project in jeopardy.

Microsoft Office OneNote 2007 (Figure 1-10) serves as a type of electronic scrapbook for notes, reference materials, and files related to a particular activity or project. Then, when you need to find all the “stuff” related to a particular project, you can flip right to the applicable notebook tab. You learn to get yourself together with OneNote in a later chapter.

FIGURE 1-10

Organize notes, files, pictures, and other material in a OneNote notebook.



InfoPath

The Microsoft Office InfoPath 2007 application included with the higher-end Office versions may actually move us closer to that mythical land known as the “paperless office.” InfoPath enables you to design electronic fill-in forms based on a template like the one shown in Figure 1-11. Each time a user fills in the form, the unique user data is stored in a separate location called a data source, in essence adding a new entry to that list. You’ll get started with InfoPath forms later in the book, too.

FIGURE 1-11

Collect and store data via an InfoPath form template.

The screenshot displays the Microsoft Office InfoPath application window titled '(Design) Animal Rescue Partners Pet Foster Parent Form - Microsoft Office InfoPath'. The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a ribbon with various design tools. The main workspace shows a form template with the following sections:

- Animal Foster Parent Information** (Section Header)
- Foster Parent** (Section Header)
- Foster Parent Last Name:** Text input field
- Foster Parent First Name:** Text input field
- E-mail Address:** Text input field
- Home Telephone Number:** Text input field
- Work Telephone Number:** Text input field
- Emergency Contact Name/Number:** Text input field
- Address Line 1:** Text input field
- Address Line 2:** Text input field
- Address Line 3:** Text input field
- Address Line 4:** Text input field
- City:** Text input field
- State/Province:** Text input field
- Postal Code:** Text input field
- Country/Region:** Text input field

Below the Foster Parent section is the **Interesting in Fostering:** section, which contains four checkboxes: Cats, Dogs, Other, and Any.

The status bar at the bottom of the window indicates 'Compatibility: InfoPath'.

Starting an Application

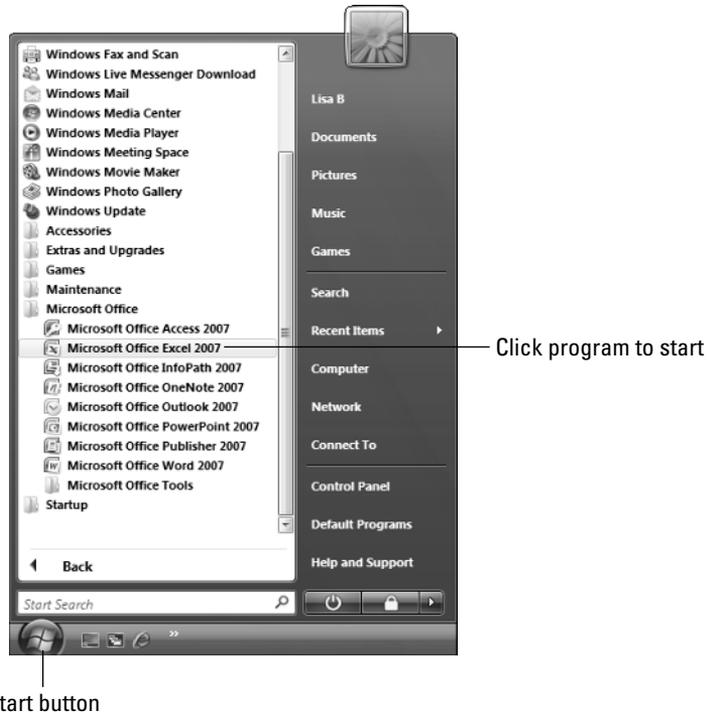
Starting one of the Office applications loads that program and its tools into your computer system's RAM (working memory) so that you can begin working. If you've started an application in Windows XP or Windows Vista before, you'll probably be able to find the startup commands for the Office applications and load the program of your choice on your own (but skip ahead in this section for a new trick that applies in Vista).

Otherwise, use these steps to start an Office application in either Windows XP or Windows Vista:

1. **Click the Start button at the left end of the Windows taskbar.** The taskbar appears along the bottom of the Windows desktop. The Start menu opens.
2. **Click All Programs.** A list of available programs appears. In XP, it appears as a submenu of the Start menu. In Vista, the list appears in the left column of the Start menu.
3. **Click Microsoft Office.** The available Office programs appear.
4. **Click the desired Office program (Figure 1-12).** The program window appears onscreen.

FIGURE 1-12

Use the Start menu to start an Office program.

**NOTE**

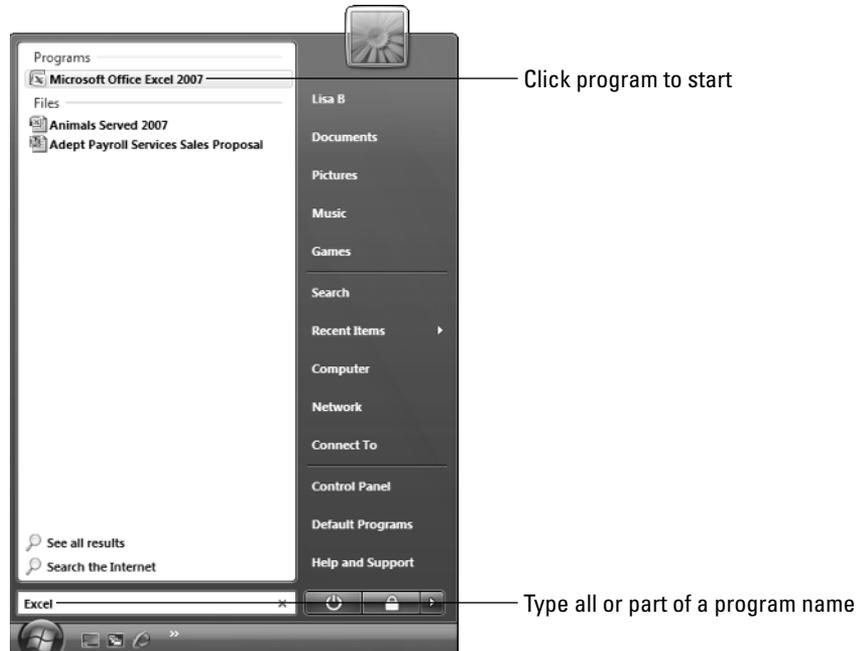
Some applications automatically open a new, blank file when you start them. Others prompt you to create a new file. Outlook automatically displays personal folder information, whereas OneNote opens the notebook page that you last worked with.

Vista provides you with a quick-and-dirty way to start any application, including the Office applications, as follows:

1. **Click the Start button on the taskbar.** The Start menu opens with the blinking insertion point in the Start Search text box at the bottom of the menu.
2. **Type all or part of the name of the application you want to start.** As shown in Figure 1-13, a list of matching applications (and files with the typed information in them) appears.
3. **Click the desired Office program.** The program window appears onscreen.

FIGURE 1-13

Typing a name in the Start Search text box lists matching programs.



You also can create a desktop shortcut icon to use for program startup. To do so, drag the application name from the Start menu to the desktop. A shortcut icon will appear. You then can double-click that icon to start the program.

Closing an Application

When you finish your work in an application, shutting the application down removes it from system memory, freeing that memory for other uses. Closing the application also provides the benefit of closing any possibly sensitive open files to prevent unwanted viewing by others.

You can use one of three methods to shut down any program:

- Press Alt+F4.
- Click the Microsoft Office (File menu) Button (again, abbreviated in this book as *Office Button*), in the upper-left corner of the program window (see Figure 1-14); then, click Exit *Program Name*.
- Click the program window Close (X) button in the upper-right corner.

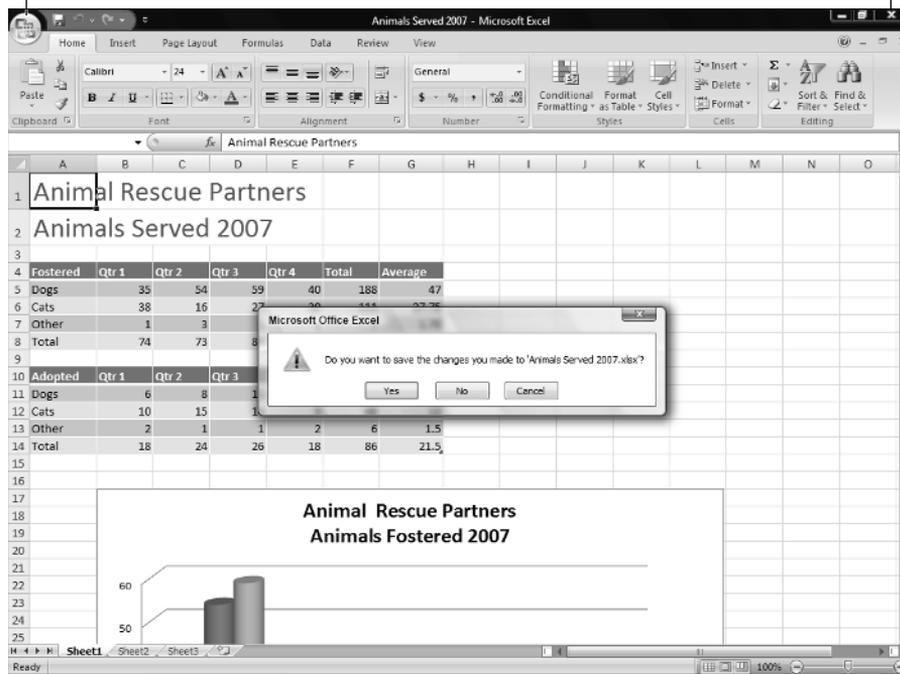
If you see a message box like the one in Figure 1-14, it means you haven't saved all your changes to the file. Click Yes to save your changes. Both the application and file close.

FIGURE 1-14

A prompt appears to remind you to save file changes.

Microsoft Office button

Close button



Finding Files

Searching through *folders* (named storage locations) on a computer's hard disk to try to find the file you want to work with sure can eat into your quality working time. If you're using Office with Windows Vista, you can take advantage of a couple of shortcuts that help you find a file on your system.

As shown back in Figure 1-13, making an entry in the Start Search text box displays not only matching programs but also files with the search text in the filename or file contents. So, you can enter all or part of the filename or topic in the Start Search text box on the file menu and then click the name of the file to open. The application used to create the file opens with the specified file in it.

Alternatively, you can work in the Open dialog box for any Office program to search for a file. Use these steps when you're already working in the application used to create the file:

1. Click **Office Button** ⇨ **Open**. The Open dialog box appears.
2. Click the **up arrow button** beside the **Folders heading**. The folder tree appears.
3. Select the folder that you think holds the file to find. Its contents appear in the dialog box.

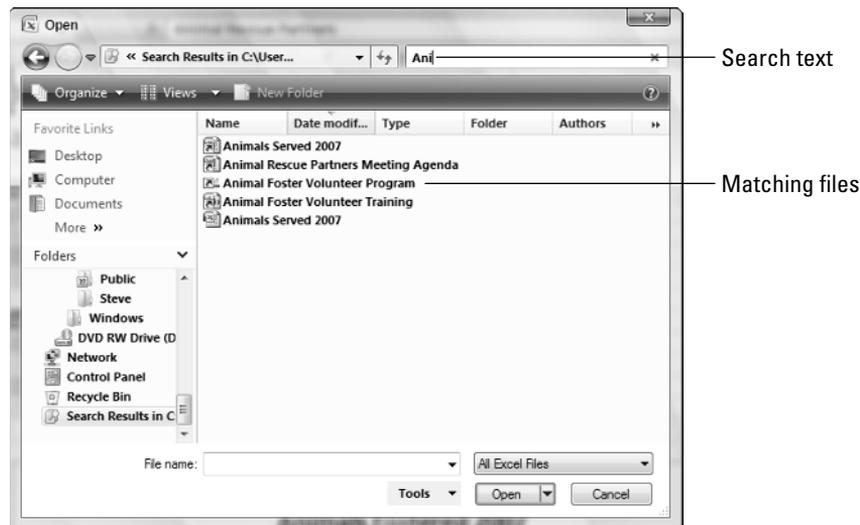
TIP

If you're not sure even of what folder holds the file, choose a higher-level folder or even a disk icon. Doing so will search more locations but means that the search may take more time.

4. Type the name of the file to search for in the Search text box in the upper-right corner of the dialog box. As you type, the Open dialog box lists files with matching names or contents, as shown in Figure 1-15.

FIGURE 1-15

You can search for a file in the Open dialog box for any Office application running in Windows Vista.



5. Double-click the name of the file to open. The file appears in the application.

NOTE

In Windows XP, you will still have search capabilities, too. Click the Start button and then click Search in the right column of the menu. Then click the Documents link under What Do You Want to Search For? to display the controls where you can enter information about the file you need. If you've already displayed the Open dialog box in an Office application running under XP, you can right-click any folder in the Open dialog box and then click Search in the shortcut menu to search for a file.

Getting Help

Program features sometimes can seem a little obscure, and because the interface has been heavily redesigned in the Microsoft Office 2007 applications, you may get stuck from time to time when you're trying out a feature that you don't use every day. If you don't have this book handy, it's time to turn to another resource—the Help system for the application that you're using.

Browsing Help contents

Whether you have an Internet connection or not, you can explore and browse the basic Help that installs with each of the Office applications. To open the application's Help window, click the round Help (question mark) button at the right end of the Ribbon or press F1.

NOTE

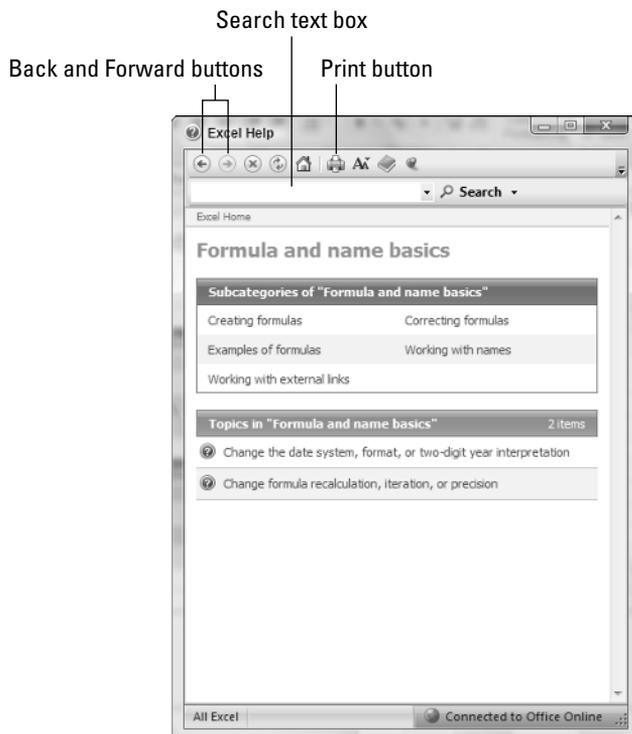
OneNote and InfoPath don't have a Help button, so in those applications, choose Help ⇨ Microsoft Office Program Name Help to launch Help.

The Help window for the program appears and lists general help categories. Click a category to view available Help topics in that category (see Figure 1-16). In some cases, you may need to click a subcategory to display the topic you need. When you see the topic you need, you can click the Print button to print it. To move around to additional topics, use the Back and Forward buttons, as well as click additional links.

When you finish working in the Help window, click the window's Close button to finish.

FIGURE 1-16

Browse by clicking categories, subcategories, and topics.



Searching Office online

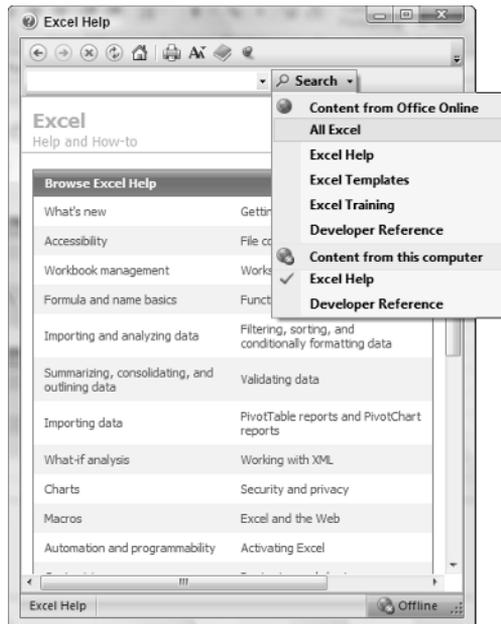
You can search for help about a particular topic or question using the text box near the top of the Search window. If your system is already connected to the Internet, all you need to do is type the topic to search for into the text box and press Enter.

However, if you see Offline displayed in the right end of the status bar at the bottom of the Help window, you need to make sure that you're connected to search the online Help. Follow these steps to search in that way:

1. Click the drop-down arrow for the Search button and click a choice under Content from Office Online in the menu (Figure 1-17). The All *Program Name* choice searches all the online Help resources for that application, whereas any of the other choices under Content from Office Online target the Help search to a specific type of information.
2. Type the search topic into the Search text box.
3. Press Enter. The list of matching Help topics appears.
4. Click the desired topic. The Help for the topic appears in the Help window.

FIGURE 1-17

You can request that Office go back online for Help.



NOTE

Whether you browsed for Help while already connected to the Internet or you forced the Help window to search online, in some cases clicking a Help topic link will launch your system's Web browser and display the Help and resources there, rather than in the Help window.

TIP

If you click the Search button drop-down arrow as noted in the preceding Step 1, you can click the Word Help choice under Content From This Computer to search only help installed on your system with Word. For simple questions, this method might display the right Help topic a bit more quickly.

Summary

This chapter introduced the programs that are part of the Microsoft Office 2007 system. You learned about core features in the Word (word processing), Excel (spreadsheet), PowerPoint (presentation graphics), and Outlook (e-mail and scheduling) programs. You also learned that you can perform more specialized business functions with Publisher (publication design), Access (database), OneNote (information management), and InfoPath (forms). You moved on to learn how to start and close any application in Microsoft Office, how to find a file that's not quite at your fingertips, and how to use offline and online Help when you need to learn more.

