

TOTAL TRAINING™ FOR MICROSOFT® OFFICE 2007- GETTING UP TO SPEED

QUICK REFERENCE GUIDE

1 GETTING STARTED WITH WORD 33:33

- 1 Touring the New Office 2007 Interface
- 2 Formatting Basic Text
- 3 Applying Formatting to a Paragraph
- 4 Creating Bulleted & Numbered Lists
- 5 Working with Styles
- 6 Making Changes to the Styles
- 7 Saving & Removing Formatting
- 8 Changing Style Sets
- 9 Proofing Your Work

2 REFINING WORD DOCUMENTS 45:24

- 1 Adding Headers & Footers
- 2 Inserting Watermarks
- 3 Formatting the Overall Document
- 4 Inserting Graphical Elements
- 5 Inserting Clip Art
- 6 Using SmartArt
- 7 Inserting Tables
- 8 Formatting Tables
- 9 Creating a Cover Page with Themes
- 10 Saving a Document
- 11 Outputting to PDF

3 EXPLORING EXCEL® 1:17

- 1 Touring the Excel Interface
- 2 Inserting, Moving & Selecting Content
- 3 Format Numerical Data & Reference Cells
- 4 Building a Table & Using AutoFill
- 5 Inserting & Deleting Rows & Columns
- 6 Introducing Formulas
- 7 Introducing Functions
- 8 Using the Insert Function Dialog Box
- 9 Using Statistical Functions & the Status Bar
- 10 Using Auditing Commands
- 11 Exploring Absolute Cell Referencing
- 12 Naming Cell Ranges & Using Name Manager
- 13 Pasting Data & Using the Clipboard

4 FORMATTING & STYLIZING IN EXCEL® 1:08

- 1 Formatting Cells
- 2 Using Format Painter
- 3 Number Formatting
- 4 Using Cell Styles
- 5 Creating Cell Styles
- 6 Changing Styles
- 7 Using & Creating Table Styles
- 8 Filtering a Table Layout
- 9 Using Conditional Formatting
- 10 Formatting Worksheets with Themes
- 11 Inserting Graphical Elements
- 12 Managing Multiple Worksheets
- 13 Outputting a Document
- 14 Saving a Document

5 POWERING UP WITH POWERPOINT® 1:00

- 1 Touring the PowerPoint Interface
- 2 Formatting Text
- 3 Changing the Slide Layout
- 4 Adding Additional Slides
- 5 Creating a Slide Design
- 6 Customizing Slides
- 7 Inserting Objects
- 8 Using SmartArt
- 9 Creating & Formatting Charts
- 10 Using WordArt Styles
- 11 Changing Chart Types
- 12 Applying Themes
- 13 Setting Animation Effects
- 14 Working with Different Views
- 15 Setting Up a Slide Show
- 16 Running a Slide Show
- 17 Outputting a Presentation

6 STAYING CONNECTED IN OUTLOOK® 25:00

- 1 Touring the Outlook Interface
- 2 Using E-mail
- 3 Creating Signatures & New Folders
- 4 Using a Calendar & Adding Events
- 5 Working with Multiple Calendars
- 6 Sharing Calendars
- 7 Adding & Viewing Contacts
- 8 Creating, Viewing & Flagging Tasks

7 MANAGING DATA WITH ACCESS™ 21:06

- 1 Introducing Access & Touring the Interface
- 2 Adding & Deleting Contacts
- 3 Filtering Data
- 4 Creating & Exporting Forms
- 5 Creating Reports
- 6 Exporting Data

8 A SEAMLESS OFFICE 2007 WORKFLOW 49:41

- 1 Formatting & Sorting Data
- 2 Using Freeze Panes
- 3 Grouping Data into Outlines
- 4 Creating Charts in Excel
- 5 Sharing Workbooks
- 6 Using Excel with Word
- 7 Protecting a Document
- 8 Using Cross-References
- 9 Inserting Objects
- 10 Using Excel with PowerPoint
- 11 Publishing Handouts to Word
- 12 Going from Word to Outlook
- 13 Sending Invites with Outlook
- 14 Sending Meeting Requests
- 15 Final Comments & Credits