

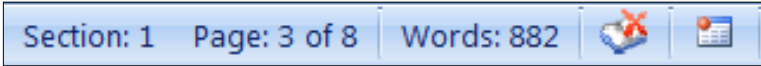


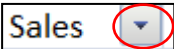



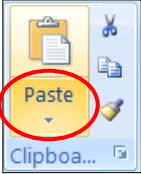

Office 2007 Tips

Word	Tab and Group or Shortcut Key	Notes
Styles	Home / Styles	Collections of named formats
Change Normal style (single space)	Home / Styles / Change Styles > Set as Default	Must display codes  Select this mark 
Quick parts / building blocks	Insert > Quick Parts	Store frequently used phrases, tables, graphics
New templates	MSO Button > New	More available on Web
Select text w. similar formatting	Home / Editing / Select	First, select text
Tables	Insert / Table	
Quick tables	Insert / Table	Preset calendars and lists
Draw tables	Insert / Table	Use mouse to create columns and rows
Headers and Footers	Insert / Header and Footer	Choose header/footer styles and content
Page numbers	Insert / Page Number	Choose location, position, style and format
Cover pages	Insert / Cover Page	Choose style
Pictures	Insert / Picture	Choose picture from file
Envelopes	Mailings / Envelopes	Automatically addresses envelope with selected text
Status bar indicators	Right-click status bar to add or remove indicators	

Office 2007 Tips

Excel	Tab and Group or Shortcut Key	Notes
More columns and rows		16,384 x 1,048,586 = 17 billion cells
Cell styles	Home / Styles	Format cells with borders and colors
Chart enhancements	Press F11 to create chart	Modify chart types, layouts and styles
Clear format	Home / Editing 	First, select range of cells
Conditional formatting	Home / Styles / Conditional formatting	Automatically applies format based on cell value
Fill down	Home / Editing 	First, select range of cells
Format as table	Insert / Tables / Table	Activates automatic table features
Autofilter		Sort and filter
Total row	Design / Table Style Options	Sum, Average, Count, Min, Max and more
Formula bar: Resize	Drag double border below bar	Make large formulas entirely visible
Formula: Write	Formulas / Function Library	Select category and function
New Sheet button		Click to add a new worksheet to the workbook
Page Layout view	View / Page Layout	Displays headers/footers, row/column headers and page breaks


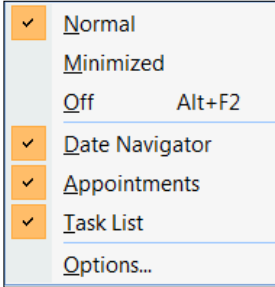
Office 2007 Tips

Excel (cont.)	Tab and Group or Shortcut Key	Notes
Paste options	Home / Clipboard	Click <u>BOTTOM HALF</u> of Paste button for options 
Formula	Home / Clipboard	Pastes formula, maintaining relative references
Link	Home / Clipboard	Links data to original source; data changes when source is updated
Transpose	Home / Clipboard	Switches columns and rows
Value	Home / Clipboard	Pastes a number without its formula
Range name manager	Formulas / Defined Names	Range names are descriptive words to describe a range of numbers
Remove duplicates	Table Tools / Design / Remove duplicates	Removes duplicates and maintains unique values
Status bar – AutoCalc	Select numbers	Observe automatic calculations on status bar
Table styles	Table Tools / Design	First, select any cell in table
Wrap text	Home / Alignment  Wrap Text	First, select range of cells


Office 2007 Tips

PowerPoint	Tab and Group or Shortcut Key	Notes
Align / distribute	Drawing Tools / Arrange / Align	First, select items to align
Custom show / Print custom show	Slide Show / Start Slide Show / Custom Slide Show	Name a custom show Select slides to include in show Custom show displays only selected slides Custom show is saved with file
Group	Right-click / Group	First, select items to group
Multiple slide masters	View / Presentation Views / Slide Master	A slide master determines the position and formatting of repeated elements
Photo album	Insert / Illustrations / Photo album	Select photos to include in album
Picture tools	Format	First, select the picture
Presentation shortcuts	Slide Show / Start Slide Show or F5	
Annotate slide	CTRL P	Use mouse to draw on slide
Blank screen	Type the letter B	Type B again to re-display show
Go to specific slide number	Type a slide number and then press Enter	
Return to arrow	CTRL A	
White screen	Type the letter W	Type W again to re-display show
Slide show from current slide	Slide Show / From Current Slide	
Start slide show	F5	

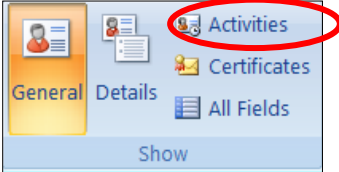
Office 2007 Tips

Outlook	Tab and Group or Shortcut Key	Notes
Archive	File / Archive	Frees space in mailbox Stores items in a local file
Instant search	CTRL 	Type any word from subject or content
Drag and drop	Select an object Drag to another location (Dragging moves an object; CTRL Drag copies an object)	Copy from: E-mail to calendar Calendar to e-mail E-mail to contact Contact to e-mail Contact to calendar Calendar to contact
To do bar	View / To Do Bar / Normal	
To Do bar options	View / To Do Bar / Options	 <p>The screenshot shows a context menu for the To Do Bar with the following items: Normal (checked), Minimized, Off (Alt+F2), Date Navigator (checked), Appointments (checked), Task List (checked), and Options...</p>

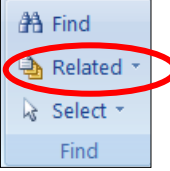

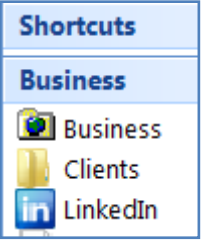
Office 2007 Tips

Outlook (cont.)	Tab and Group or Shortcut Key	Notes
Mail		
Favorites		Drag items to Favorites pane
Flags		Set visual reminders
Out of Office	Tools / Out of Office Assistant	Must be connected to Microsoft Exchange server
Permanently delete an item	Shift Delete	Cannot Undo!
Post		A text item in the Inbox
Preview attachments		Saves time and resources
RSS feed		Like a magazine subscription
Search folders	Virtual folders	Set criteria for searching messages
Voting buttons	With message open: Options / Use voting buttons (Available only with Microsoft Exchange)	Track responses to a multiple-choice request
Calendar		
Autoformat calendar	Edit / Automatic Formatting	
Overlay multiple calendars	Click the left arrow to merge calendars into one color-coded view. Each calendar's appointments will display a unique color	 Calendar in Archive Folders 2008
Share calendars	View / Navigation Pane / Disable Current View Pane Share My Calendar	Identify username and select privileges
Side by side calendars	Check calendars to display	


Office 2007 Tips

Outlook (cont.)	Tab and Group or Shortcut Key	Notes
Contacts		
Add contact from e-mail	Right-click Sender's name Add to Outlook Contacts	
Automatic signature	Tools / Options / Mail Format / Signatures	
Color categories	Right-click contact name / Choose color	Color codes items to facilitate viewing and organizing
Create electronic business cards	MSO Button / Save As / Export to VCard file	Hint: Attach the VCard to your signature
Display all messages and appointments for a specific contact	Open a contact Contact / Show / Activities 	Messages, appointments, tasks and notes with contact's e-mail address will be listed
Files and folders	Display My Computer Drag a file or folder to Shortcuts	<div style="border: 1px solid #0070c0; padding: 2px; display: inline-block; background-color: #d9e1f2;">Shortcuts</div>
Find a contact	Press F11	Moves cursor to search box. Type part of name.

Office 2007 Tips

Outlook (cont.)	Tab and Group or Shortcut Key	Notes
Find all replies and forwards in an e-mail conversation "thread"	Open a message Message / Find / Related	
Shortcuts		
Web sites	Display Shortcuts Display a Web site Drag a Web icon from the Web Address Bar to Shortcuts	
Files	Display Shortcuts Open Windows Explorer CTRL Drag a file to Shortcuts	 <p>One-click access to frequently used locations</p>
Folders	Display Shortcuts Open Windows Explorer CTRL Drag a folder to Shortcuts	

Office 2007 Tips

All Office 2007 applications	Notes
Download interactive 2003 to 2007 guides	Click the Help symbol in each application (Word, Excel, etc.)  Type <input type="text" value="2003 to 2007"/> Download and run the Flash application Highlight a 2003 command You will see an animation to find the 2007 command equivalent