



Estimated Time for  
Module: 22 hours

## MODULE 2

# KEY APPLICATIONS

### **LESSON 6** 1.5 HRS.

Exploring Microsoft Office 2007

## **Word Processing**

### **LESSON 7** 1.5 HRS.

Getting Started with Word Essentials

### **LESSON 8** 2 HRS.

Editing and Formatting Documents

### **LESSON 9** 1.5 HRS.

Sharing Documents

### **LESSON 10** 1.5 HRS.

Working with Tables

### **LESSON 11** 2 HRS.

Enhancing Documents

## **Spreadsheets**

### **LESSON 12** 1.5 HRS.

Getting Started with Excel Essentials

### **LESSON 13** 1.5 HRS.

Organizing and Enhancing Worksheets

### **LESSON 14** 2 HRS.

Creating Formulas and Charting Data

## **Presentations**

### **LESSON 15** 1.5 HRS.

Getting Started with PowerPoint Essentials

### **LESSON 16** 2 HRS.

Enhancing Presentations with  
Multimedia Effects

## **Databases**

### **LESSON 17** 2 HRS.

Getting Started with Access Essentials

### **LESSON 18** 1.5 HRS.

Managing and Reporting  
Database Information

# KEY APPLICATIONS



## LESSON 6

### Exploring Microsoft Office 2007

2-1.1.1	2-1.1.7	2-1.2.3
2-1.1.2	2-1.1.8	2-1.2.4
2-1.1.3	2-1.1.9	2-1.2.5
2-1.1.4	2-1.2.2	2-1.2.6

## Word Processing



## LESSON 7

### Getting Started with Word Essentials

2-1.1.3	2-1.1.7	2-1.3.1
2-1.1.5	2-1.2.1	2-2.1.6
2-1.1.6	2-1.2.4	



## LESSON 8

### Editing and Formatting Documents

2-1.1.7	2-1.4.1	2-2.1.4
2-1.3.2	2-1.4.2	2-2.1.5
2-1.3.3	2-2.1.1	2-2.1.7
2-1.3.4	2-2.1.2	2-2.1.16
2-1.3.5	2-2.1.3	2-2.2.1
2-1.3.6		



## LESSON 9

### Sharing Document

2-1.4.1	2-1.4.5	2-2.2.3
2-1.4.3	2-1.4.6	2-2.2.4
2-1.4.4	2-1.4.7	



## LESSON 10

### Working with Tables

2-2.1.3	2-2.1.13	2-2.1.14
2-2.1.15		



## LESSON 11

### Enhancing Documents

2-1.2.1	2-2.1.9	2-2.1.12
2-1.3.7	2-2.1.10	2-2.1.16
2-2.1.5	2-2.1.11	2-2.2.2
2-2.1.8		

## Spreadsheets



## LESSON 12

### Getting Started with Excel Essentials

2-1.1.1	2-1.1.6	2-1.3.3
2-1.1.2	2-1.2.4	2-3.1.1
2-1.1.3	2-1.2.5	2-3.1.3
2-1.1.4	2-1.3.1	2-3.1.4
2-1.1.5	2-1.3.2	



## LESSON 13

### Organizing and Enhancing Worksheets

2-3.1.1	2-3.1.5	2-3.1.9
2-3.1.2	2-3.1.6	2-3.1.10
2-3.1.3	2-3.1.7	2-3.2.1
2-3.1.4	2-3.1.8	2-3.2.2



## LESSON 14

### Creating Formulas and Charting Data

2-1.3.2	2-3.2.3	2-3.2.7
2-1.3.7	2-3.2.4	2-3.2.8
2-3.1.1	2-3.2.5	2-3.2.9
2-3.1.2	2-3.2.6	2-3.2.10

## Presentations



## LESSON 15

### Getting Started with PowerPoint Essentials

2-1.1.2	2-1.3.2	2-4.1.5
2-1.1.3	2-1.3.3	2-4.1.7
2-1.1.5	2-1.3.5	2-4.1.9
2-1.2.1	2-4.1.1	2-4.1.10
2-1.2.2	2-4.1.2	2-4.1.11
2-1.2.4	2-4.1.3	2-4.1.12
2-1.2.5	2-4.1.4	



## LESSON 16

### Enhancing Presentations with Multimedia Effects

2-1.3.7	2-4.1.6	2-4.1.9
2-4.1.2	2-4.1.8	2-4.1.11
		2-4.1.12



**Estimated Time:**  
1.5 hours

## LESSON 6

# Exploring Microsoft Office 2007

### ■ OBJECTIVES

**Upon completion of this lesson, you should be able to:**

- Start Microsoft Office 2007 applications.
- Switch between application windows.
- Navigate and identify the common elements in application windows.
- Identify the elements in the new Office 2007 user interface.
- Customize the Quick Access Toolbar.
- Close documents and applications.
- Open, save, and print documents.
- Use onscreen and online Help features.

### ■ DATA FILES

**To complete this lesson, you will need these data files:**

Lesson 6A (a folder containing First Draft Report.docx and Lesson 6 Worksheet.xlsx)

Step6-7a.docx

Step6-7b.xlsx

Project6-1.docx

Project6-3.pptx

### ■ VOCABULARY

application window  
Dialog Box Launcher  
document window  
file  
file compatibility  
file extension  
folders  
I-beam  
insertion point  
open a document  
path  
Ribbon  
save a document  
ScreenTip  
scroll

## MODULE 2 Key Applications

Microsoft Office 2007 is an integrated software package that enables you to share information between several applications. The applications available in Office 2007 are Word, PowerPoint, Excel, Access, Outlook, OneNote, Publisher, and Accounting Express. The applications available on your computer depend on which Office 2007 suite is installed and the selections made during the installation. Microsoft offers several different Office 2007 suites, such as Office Professional 2007 and Office Home and Student 2007. Each suite offers a different combination of applications.

Each application performs specific tasks. **Table 6–1** provides a brief description of the applications covered in depth in this module: Word, Excel, PowerPoint, and Access. You will find an introduction to Outlook in the Living Online module of this text.

**TABLE 6–1** Microsoft Office 2007 applications

APPLICATION	DESCRIPTION
<b>Access</b>	A database application that enables you to organize, manipulate, and analyze information such as addresses and inventory data
<b>Excel</b>	A spreadsheet application that enables you to work with text, numbers, and formulas to create tables, worksheets, and financial documents
<b>Outlook</b>	An e-mail and scheduling application that enables you to manage e-mail, appointments, tasks, contacts, and events efficiently
<b>PowerPoint</b>	A presentation application that enables you to create multimedia slide shows, transparencies, outlines, and organizational charts
<b>Word</b>	A word-processing application that enables you to create and share documents such as letters, memos, and reports



2-1.1.1  
2-1.2.3



### EXTRA FOR EXPERTS


To create a desktop shortcut, right-click the application name on the Start menu, click **Send To**, and then click **Desktop (create shortcut)**.

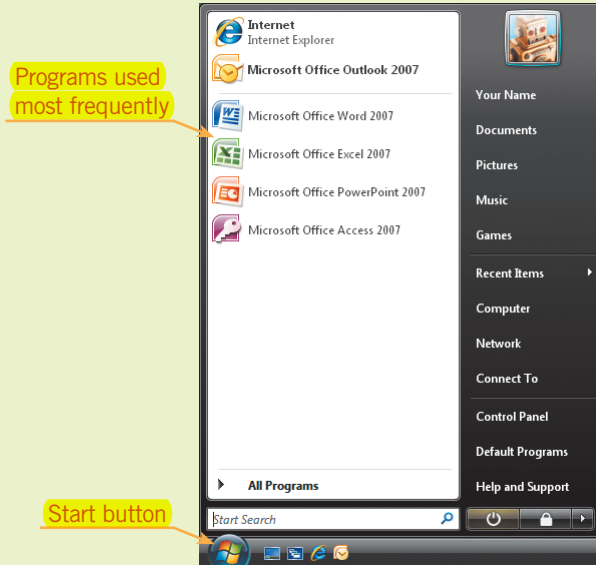
## Starting Office 2007 Applications

Depending on your computer setup and operating system, you can start Office 2007 applications by double-clicking the application icon on the desktop, clicking the application button on the taskbar, or by using the Start button in the bottom-left corner of the screen.

You can have multiple applications open at the same time. Each open application appears on the taskbar at the bottom of the screen. To switch from one open application to another, click the application button on the taskbar or click the Switch between windows button on the Quick Launch toolbar to the right of the Start button.

## Step-by-Step 6.1


1. Click the **Start** button  on the taskbar. The Word application name may appear in the most frequently used programs list, as shown in **Figure 6–1**.

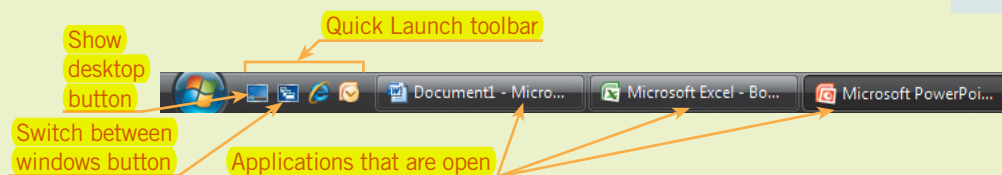


**FIGURE 6-1**  
The Start menu

2. Click **All Programs**. A complete list of your programs will appear.
3. When the submenu appears, click the **Microsoft Office** folder. You may need to move down through the list to see the folder name.
4. When the next submenu appears, click **Microsoft Office Word 2007**.
5. Click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Office Excel 2007**. Excel is now the active application, although Word is still open and running.
6. Click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Office PowerPoint 2007**.
7. Microsoft PowerPoint is now the active application, although Word and Excel are both still open and running. The taskbar, with three open applications, is shown in **Figure 6-2**.

#### **EXTRA FOR EXPERTS**

If the application icon appears on the desktop, click the **Show desktop** button  on the Quick Launch toolbar, or right-click in a blank area on the taskbar and click **Show the Desktop**. Then to start the application, you can double-click the application icon on the desktop.




**FIGURE 6-2**  
The taskbar with multiple open application buttons

8. Click the Excel spreadsheet document button on the taskbar to switch to that application.

### EXTRA FOR EXPERTS

If the Windows color scheme on your computer is set for Windows Aero, a thumbnail of the application window will appear when you position the mouse pointer over the document button on the taskbar. In addition, when you click the **Switch between windows** button on the Quick Launch toolbar, Windows Flip 3D will open. Instead of showing as icons, all of the open documents will appear in 3D on the desktop, and you can use the mouse wheel or press **Tab** to cycle through the documents.

9. Click the **Switch between windows** button  on the Quick Launch toolbar. Icons for all of the open documents will show on your desktop, and when you move the mouse pointer over the icon, the document title will show.
10. Select the icon for the Word document to switch to that application.
11. Leave the Word, Excel, and PowerPoint applications open.



2-1.1.2  
2-1.1.3

### VOCABULARY

application window

document window

## Navigating Application Windows

When an application is launched, an application window similar to the one shown in **Figure 6-3** appears. The **application window** serves as the primary interface between the user and the application. The application window includes many of the elements of all Windows screens, including the title bar, scroll bars, and the status bar. Most Office 2007 applications will automatically open a new blank document when the application is launched. The **document window** is the area where you enter new text and data or change existing text and data.

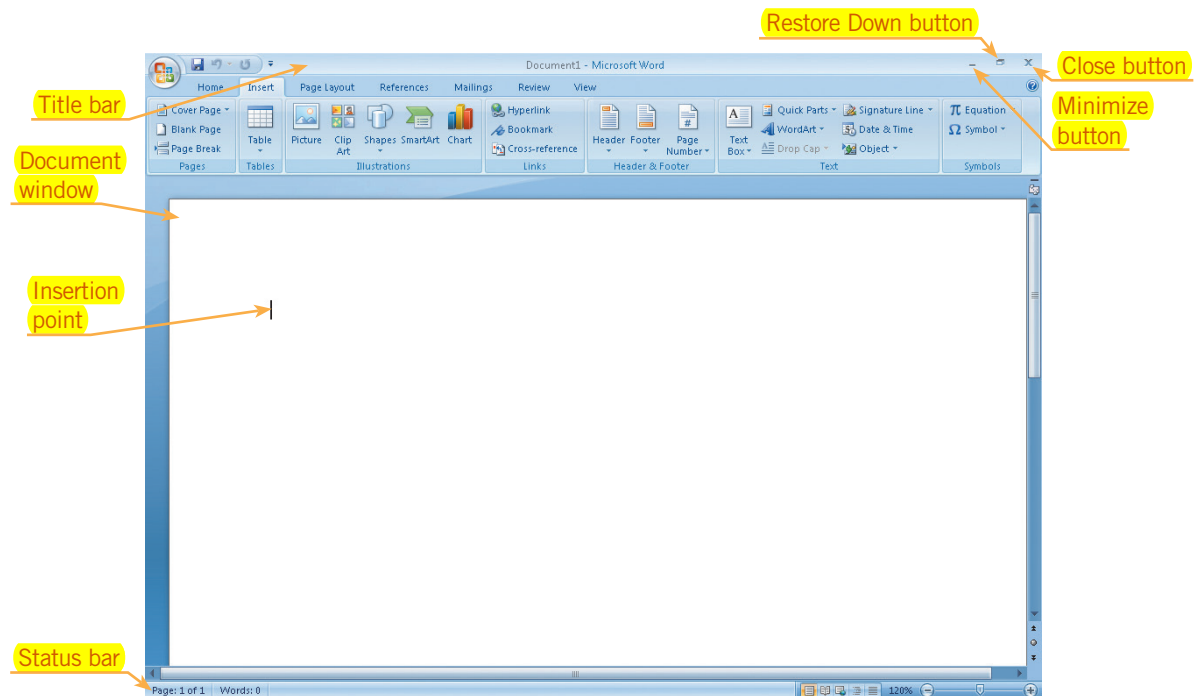


FIGURE 6-3 The Microsoft Word 2007 application window

## LESSON 6 Exploring Microsoft Office 2007

The Microsoft Word window can be resized and moved just like other windows on your screen by using the Minimize, Maximize, and Restore Down buttons. The Minimize and Restore Down buttons are shown in **Figure 6-3**.

The **insertion point** is a blinking vertical line that indicates the location in the document where the new text and data will be entered. The arrow keys on the keyboard move the insertion point up, down, left, and right in the document. The Page Up and Page Down keys move the insertion point in bigger increments. To use the mouse to reposition the insertion point, simply move the mouse pointer to the desired location within the document. When positioned within the document window, the pointer changes from an arrow to an **I-beam**, which looks like a capital letter I. Position the I-beam over the text in the document where you would like the insertion point, and then click.

When you **scroll** through a document, you move through the document on the screen without changing the location of the insertion point. To scroll, use the horizontal or vertical scroll bars. Another convenient way to scroll, if available, is to use the wheel on the mouse. The display on the screen adjusts as you scroll. **Figure 6-4** identifies the scroll bar tools.

### VOCABULARY

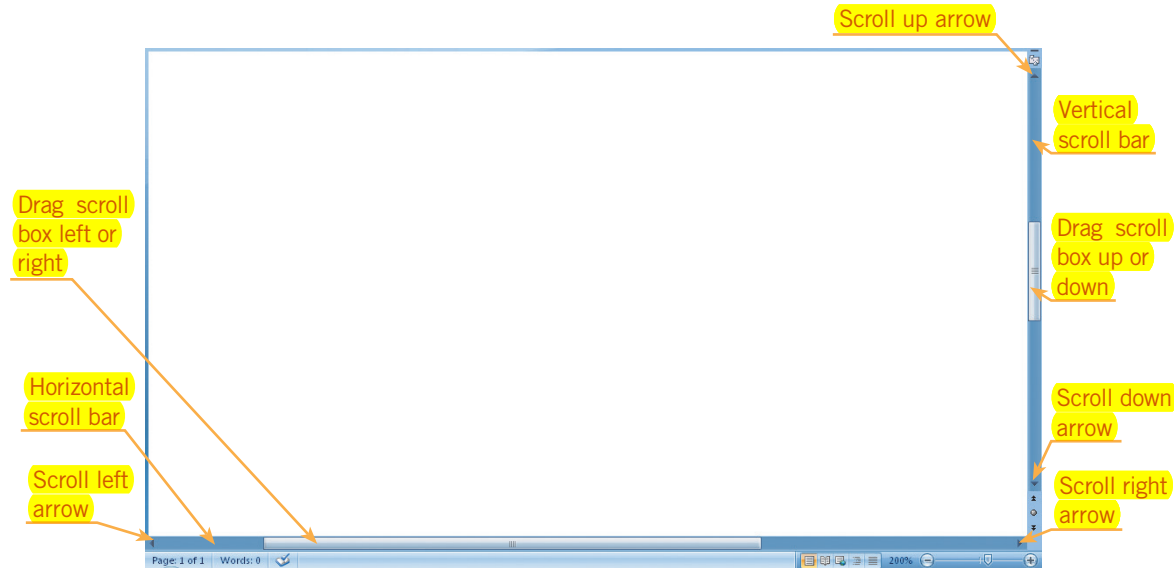
**insertion point**

**I-beam**

**scroll**

### HEADS UP




The arrow keys and Page Up and Page Down keys will not move the insertion point in a blank document. As soon as text and data are added to the document, the keys will perform as described.



**FIGURE 6-4** Using the mouse to scroll

## Step-by-Step 6.2

1. If necessary, click the Word document button in the taskbar to show the blank Word document.
2. Enter your first and last names. Notice that the insertion point moves as you enter text.
3. Press **Enter** about 10 times. Notice that the insertion point moves each time you press Enter.
4. Use the arrow keys and the **Page Up** and **Page Down** keys to navigate in the document window. Each time you press Page Up or Page Down, the

- insertion point will move up or down in the document about the depth of your screen.
5. Drag the scroll box and click the arrows on the vertical scroll bar to move through the document window without moving the insertion point.
  6. Position the mouse pointer between your first and last names and then click. The insertion point will appear now in the new position. Enter your middle name or middle initial.
  7. If necessary, click the **Maximize** button  to change the size of the window to fill the screen. If the Maximize button does not show in the top-right corner of the screen, the document is already maximized.
  8. To adjust the size of the window, click the **Restore Down** button . The window will appear smaller, and you can drag the borders to adjust its size, and you can reposition the window by dragging the title bar. When the window is restored down, the Maximize button will appear in place of the Restore Down button.
  9. Click the **Minimize** button  to reduce the document to a button on the taskbar. You should see the Excel document. Notice that the Word document still appears in the taskbar.
  10. Click the Word document button in the taskbar to make it active again, and if necessary, click the **Maximize** button to change the size of the window to fill the screen.
  11. To return to the previous customized window size, click the **Restore Down** button. Then, click the **Maximize** button once more.
  12. Leave the application open.



2-1.1.2  
2-1.1.3  
2-1.1.4

## Using the New Office User Interface

Several of the Office 2007 applications use a new visual design which is referred to as the Microsoft Office Fluent user interface. There are many new features in this new design which make the software more intuitive and easier to use.

## Using the Office Ribbon

The **Ribbon** is the blue banner that stretches across the top of the screen, just below the title bar. As shown in **Figure 6–5**, the Ribbon shows several tabs, beginning with the Home tab at the left. The Ribbon makes it easy to find commands because related commands and options are organized in groups on each tab. For example,

### VOCABULARY

#### Ribbon



#### EXTRA FOR EXPERTS

For users who are familiar with earlier versions of Microsoft Office, the Ribbon has replaced the menu bar.



## LESSON 6 Exploring Microsoft Office 2007

all of the commands for formatting characters appear in the Font group. A **Dialog Box Launcher** (a small arrow) appears in the lower-right corner of some groups, and when clicked, a dialog box will open with even more options.

### VOCABULARY

Dialog Box Launcher

ScreenTip

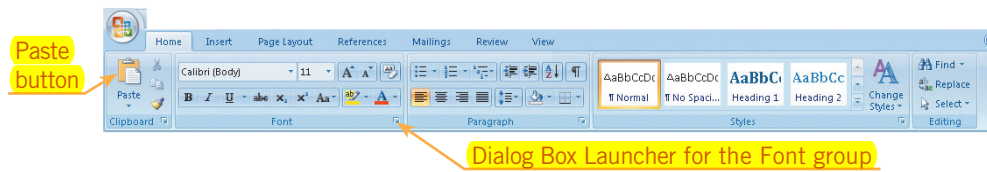


FIGURE 6-5 The Home tab on the Ribbon

What makes the Ribbon so unique is that it changes to meet your needs. As you work in a document, the Ribbon adapts by providing appropriate commands and options. For example, if you insert a picture in your document, the Ribbon will change to show options for formatting the picture—hence, the word “fluent” in Office Fluent user interface.

If you do not know the function of a button in any of the groups, position the mouse pointer over the button, but do not click. After a second or two, the name of the command and a description of the command shows in a small window called a **ScreenTip**.

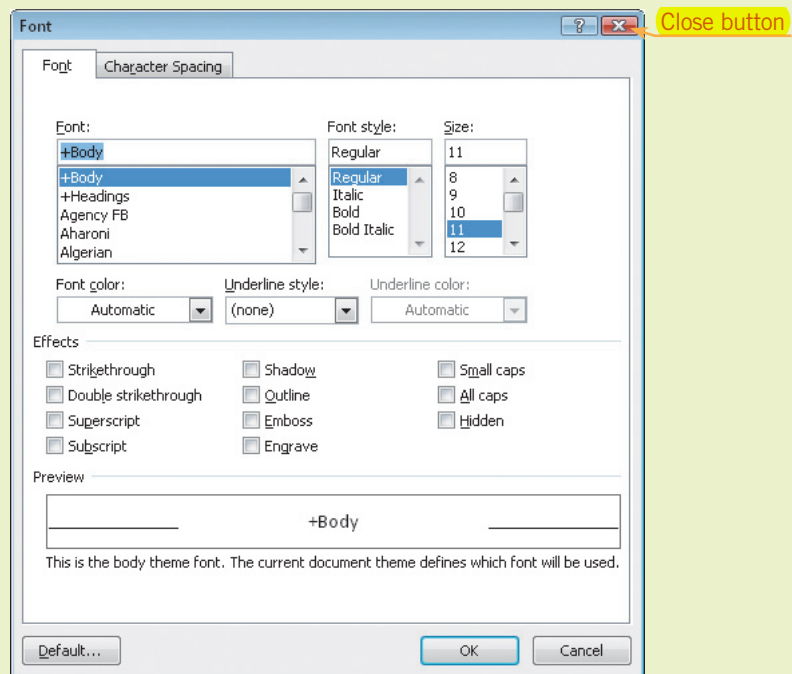
If you prefer to use the keyboard instead of the mouse, you can access the tabs on the Ribbon by using keyboard shortcuts that you can show on the Ribbon. Commands can also be accessed with legacy keyboard shortcuts, which have been around for many versions of the application. When a keyboard shortcut is available for the command, the shortcut is included in the ScreenTip.

## Step-by-Step 6.3

1. If necessary, click the Word button in the taskbar to show the Word document.
2. On the Home tab, in the Clipboard group, position the mouse pointer over the **Paste** button, shown in **Figure 6-5**. Wait a second or two for the ScreenTip to appear. The ScreenTip provides the button name, a keyboard shortcut, and a description of its function.
3. Click the **Insert** tab on the Ribbon. The groups and options will change.
4. Position the mouse pointer over several of the commands on the Insert tab to show the ScreenTips.
5. Click each of the remaining tabs to view the groups and commands. You will see that the groups and commands are very different on each tab.
6. Press the **Alt** key. Letters for keyboard shortcuts will appear under each tab name on the Ribbon. Notice that the letter P appears under the Page Layout tab name.

7. Press **P** to show the Page Layout tab. More shortcut keys appear. Press **M** to show the margin options. When a command or option is executed, the shortcut keys will disappear. To hide the keyboard shortcuts without executing a command, press the Alt key once again, or click a different tab name.
8. Click anywhere in the white area of the document window to close the margin options without making any changes. Even though you didn't execute a command or option, the shortcut keys will disappear.
9. Click the **Home** tab to make it active.
10. Click the **Dialog Box Launcher** in the Font group. The Font dialog box shown in Figure 6–6 will open.

**FIGURE 6–6**  
The Font dialog box



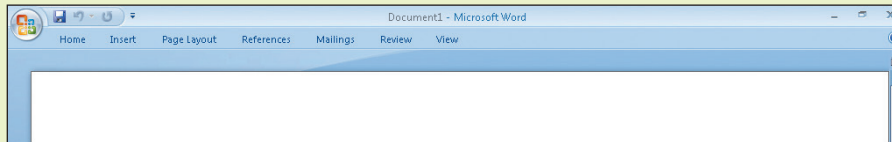
11. Click the **Close** button to close the dialog box.
12. Leave the applications open.

### Minimizing the Ribbon

If you want to maximize the screen space for your document window, you can minimize the Ribbon.

## Step-by-Step 6.4

1. If necessary, click the Word button in the taskbar to show the Word document.
2. If necessary, click the **Home** tab to make it active. Double-click the **Home** tab. The groups and command buttons will be hidden, and only the tab names will appear, as shown in **Figure 6–7**.



**FIGURE 6–7**  
The Ribbon minimized

3. Click the **Insert** tab. All the groups on that tab will show.
4. Click anywhere within the document window. The Ribbon will automatically minimize again. The Ribbon will also minimize again if you choose a command or option.
5. Double-click any one of the tabs to maximize the Ribbon and restore its original appearance.
6. Leave the applications open.

## Using and Customizing the Quick Access Toolbar

By default, the Quick Access Toolbar is positioned above the Ribbon in the upper-left corner of the application window. This toolbar offers quick access to commands you use frequently. The default settings, as shown in **Figure 6–8**, include only three options, the **Save, Undo, and Redo or Repeat** commands; but you can customize the toolbar to include the commands you use most often. Keep in mind that the intent of the toolbar is for quick access. If you add too many commands and the toolbar becomes cluttered, it may slow you down.




**FIGURE 6–8** The Quick Access Toolbar

### EXTRA FOR EXPERTS

You can move the Quick Access Toolbar so that it appears below the Ribbon. Click the **Customize Quick Access Toolbar** button and then click the option **Show Below the Ribbon**.

## Step-by-Step 6.5

1. If necessary, click the Word button in the taskbar to show the Word document.
2. Click the **Customize Quick Access Toolbar** button . The current commands on the toolbar are identified with a check mark.

3. Click **More Commands** to open the Word Options dialog box. The Customize option is already selected.
4. Double-click a command that is not currently on the Quick Access Toolbar. Be sure to remember which command you clicked. Click **OK**. The width of the toolbar will expand and a new button for the command will show on the toolbar.
5. Click the **Customize Quick Access Toolbar** button, and then click the same command that you clicked in Step 4. This will remove the command from the toolbar.
6. Leave the applications open.



### HEADS UP


Press **Ctrl+F4** as an alternative to using the Close button to close the active document window. Press **Alt+F4** to close the application window.

## Closing Documents and Applications

You use the same procedures to close documents and applications in all Office applications. To close a document, you can click the **Close button in the application window**, or you can click the Office Button and choose the Close command. **The Office Button, positioned at the upper-left corner of application window, is available in many Office 2007 applications to access basic commands such as Open, Save, Print, and Close.**

If you have multiple documents open in the application, clicking the **Close button or using the Close command will close only the active document**. To close an application and **all documents at the same time**, you can click the **Office Button and click the Exit command**. If you attempt to close a document without saving changes, you will be prompted to save the changes before closing.

## Step-by-Step 6.6

1. If necessary, click the Word button in the taskbar to show the Word document.
2. Click the **Office Button**  to show the commands and options shown in **Figure 6-9**.

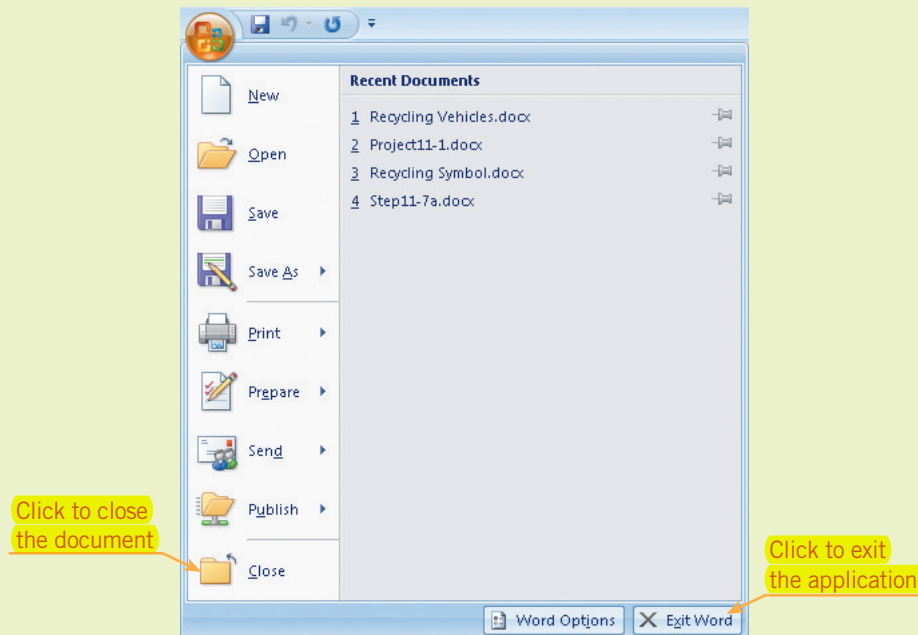


FIGURE 6-9

The Close and Exit commands

3. Click **Close**. You will be prompted to save the changes to the document. Click **No**. The document window will close, but the application will still be active.
4. Click the **Office Button**, and then click **Exit Word**. The application window will close. You should see the Excel application window, but if not, click the button on the taskbar to switch to the Excel document.
5. Click the **Office Button**, and then click **Exit Excel**. If prompted to save the changes, click **No**. The document window and the application window will both close. The PowerPoint application and document are still open.
6. Click the **Close** button in the upper-right corner of the application window. If prompted to save changes to the document, click **No**. No application or document buttons should appear in the taskbar, and you should see the desktop.

## Opening, Saving, and Printing Documents

You use similar procedures to open and save documents in all Office applications. **To open a document means to load a file into an application. A file is a collection of information saved as a unit. Each file is identified by a filename.** Remember that the terms document and file are used interchangeably.



2-1.1.4  
2-1.1.7  
2-1.2.2  
2-1.2.3  
2-1.2.4  
2-1.2.6

### VOCABULARY

open a document

file

## TECHNOLOGY TIMELINE

## Why QWERTY?

The arrangement of a standard keyboard on a computer (or a typewriter) is called QWERTY, referring to the first six characters in the top row of letters. But why aren't the letters in arranged in alphabetical order, or some other logical order? Why QWERTY? The most popular story is that the inventor of the typewriter, Christopher Sholes, created the layout of the keyboard in the 1860s to keep commonly used key combinations separated. This was so that the typebars, which moved the metal letters to the ribbon when you struck the keys, would not crash into each other. Although no evidence exists to prove that this is why the arrangement of keys was chosen, the QWERTY keyboard really does make it more cumbersome to type frequently used letters. And even though electric typewriters, and then computers, eliminated all possibility of keys crashing together, we still use this old keyboard.

In the 1930s, a university professor named August Dvorak designed a keyboard that would allow faster typing with less finger movement. He placed the most commonly used letters on the "home" keys in the middle row of letter keys, and a typist can enter many English words without ever leaving the home keys. It's been estimated that a typist's fingers might travel 16 miles in a day using a QWERTY keyboard but only 1 mile using the Dvorak keyboard. Yet we're still using the QWERTY model. Why? Well, the answer seems to be that people are just set in their ways, and they don't want to learn a new system. Also, U.S. government tests in the 1950s actually found that there just isn't a big difference in typing speed between the two keyboards to make it worth changing the standard layout. Good typists type faster than bad typists, no matter what keyboard they use.

## Opening a Document



## EXTRA FOR EXPERTS

To preview a file before opening it, click the **Start** button and then click **Documents** in the list at the right. When the dialog box opens, click **Organize** and then click **Layout**. If necessary, click **Preview Pane** to enable the option. The icon at the left of the option will be surrounded by a blue box when enabled. Navigate to the file and click the filename to show the document in the Preview pane. Click anywhere in the Preview pane, and then you can scroll through the document.

## VOCABULARY

file extension

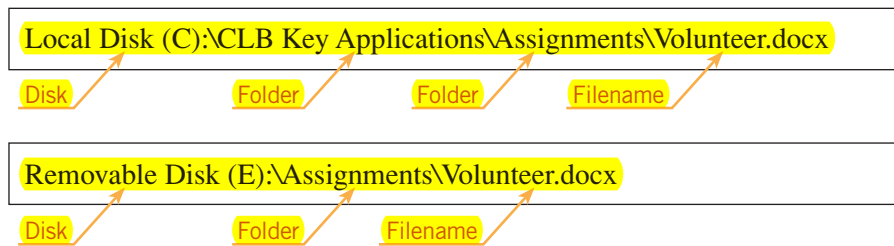
folders

path

The Open command, which is accessed using the Office Button in most Office 2007 applications, enables you to open a file from any available disk and folder. You can also open a document by navigating to the document on the desktop or by using the file management system on the computer. Once you locate the file, **double-click the filename**. If necessary, **your computer will launch the associated application** (such as Word or Excel), and then the document will open.

**A file extension** typically identifies the type of file. A period separates the filename and the extension. The extension is usually three or four characters and varies depending on the application used to create the document. For example, Word 2007 automatically assigns the extension docx, PowerPoint 2007 assigns the extension pptx, and Excel 2007 assigns the extension xlsx. The "x" in the extension indicates the XML format. You can quickly identify documents created in earlier versions of these applications because the file extensions are doc, ppt, and xls.

**Folders** are containers used to organize the documents into manageable groups on a designated storage device. All computer files are saved in folders, and folders can also be created within folders. **The path is the route the operating system uses to locate a document. The path identifies the disk and any folders relative to the location of the document.** Figure 6–10 shows two typical paths and identifies the items in the paths. The first example shows a document named Volunteer.docx saved in a folder called Assignments. The Assignments folder is, in turn, stored in a folder called CLB Key Applications, which can be found on the local (this computer's) hard drive—drive C. In the second example, the Word document named Volunteer.docx is saved in a folder called Assignments, which can be found on a Flash/USB removable memory drive, which in this example is identified as Removable Disk (E:).

**FIGURE 6-10** Typical paths to file locations

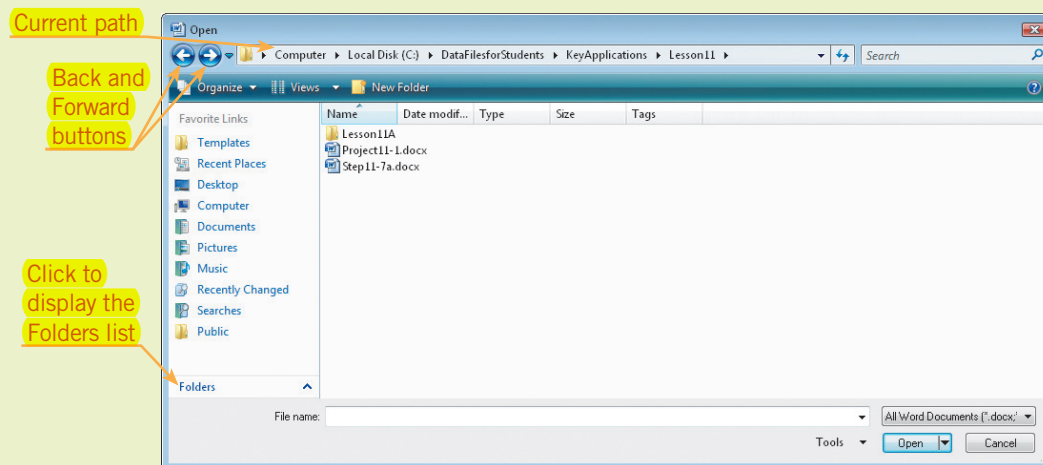
Just as you can open multiple applications, you can also open multiple documents within each application. Each open document appears on the taskbar. When several documents are open for one application, the taskbar shows only the name of the application on the taskbar. Click the application button on the taskbar to open a list of all open documents for that application. To make a document active, click the filename from the list.

## Step-by-Step 6.7

1. Start the Word application.
2. Click the **Office Button**. To the right of the commands, you will see a list of documents that have been accessed recently in this application, as shown in **Figure 6-9**. If the document you want to open is in that list, you can click the document filename and it will open.
3. Click **Open**. An Open dialog box appears. Word automatically takes you to the drive and folder of the last folder you opened, so your dialog box will be similar to the one shown in **Figure 6-11**, but it may not be identical.

### HEADS UP

You can control the number of filenames that appear in the Recent Documents list by changing the display settings for the application. The maximum number of documents you can display is 50.

**FIGURE 6-11** The Open dialog box

4. Navigate to the location where the data files are stored. (Your instructor can provide this information.) To locate the **DataFilesforStudents** folder, select the folder from the Favorite Links list or use the Folders list. Clicking the Back button will return you to the previous drive or folder.



### HEADS UP

To open multiple documents at the same time, click the first filename in the Open dialog box, hold down the **Ctrl** key, and click one or more additional filenames, then click **Open**.

After you click the Back button, the Forward button will appear and then you can navigate through the folders in both directions.

5. Double-click the **DataFilesforStudents** folder, then double-click the **KeyApplications** folder, and then double-click the **Lesson6** folder. There is one folder, Lesson 6A, and two Word files, Step6–7a.docx and Project6–1.docx, in the Lesson6 folder.
6. Click the **All Word Documents (\*.docx;...)** list arrow at the lower-right corner of the dialog box, and then click **All Files (\*.\*)**. The names of all files in the Lesson6 folder are listed, including those created in applications other than Word.
7. Click the filename **Step6–7a.docx** once to select it, and then click **Open**, or double-click the filename.
8. Start Excel.
9. Click the **Office Button**, and then click **Open**.
10. Navigate to the **DataFilesforStudents** folder again and open the **KeyApplications** folder. Double-click the **Lesson6** folder to open it. Then double-click the **Lesson 6A** folder to show the Excel file in that folder. Notice that the current path for the location of the document shows at the top of the Open dialog box.
11. Click the **Back** button at the upper-left corner of the dialog box to return to the list of folders and files in the Lesson6 folder. Click the **Back** button again to return to the list of folders and files in the KeyApplications folder.
12. Click the **Forward** button twice to return to the list of folders and files in the Lesson6 folder. Double-click the filename **Step6–7b.xlsx** to open it.
13. Click the **Office Button**. Notice that the document you just opened in Excel, Step6–7b.xlsx, appears at the top of the Recent Documents list.
14. Click the **Office Button** again to close the list of commands, and leave the applications open.

## Solving Problems with Opening Files

You may encounter some problems when opening files. The following are descriptions of common problems.

- There is a problem with file compatibility. *File compatibility* refers to the ability to open and work with files without a format conflict. In most cases, files that were created with an older version of application software can be opened in

**VOCABULARY**  
file compatibility



## LESSON 6 Exploring Microsoft Office 2007

the newer version of the software. But sometimes, files created in newer applications are not backwards compatible, meaning that they cannot be opened in older versions of the software. Office 2007 files are saved in a new format, and they will not normally open in earlier versions of Office applications. Microsoft does, however, provide a free download of compatibility software to enable users with older versions of Office to open, edit, and save files created and saved in the new Office 2007 format.

- You may also encounter compatibility problems if you are working in a different operating system than the one in which the file was created. For example, if a file was created in PowerPoint on a Macintosh, it may not open in PowerPoint on a PC. This problem generally occurs if you are working with different versions of the software across the different platforms. With a little effort, however, you can usually find a way to open and use almost any Office file.
- When you use the Open command from the Office Button, you do not see the file for which you are looking. This could be caused by a number of things. First, you need to verify that the document was saved before it was closed. Second, you need to verify that you are looking in the right drive and the right folder, as the file for which you are looking may be stored in a different location. If the file is stored in a remote storage area or on a network, you must make sure you have access to the storage area or the network. If you are unsure of the location of the file, you can use the Search command, available in the upper-right corner of the Open dialog box, to locate the file. To use the Search feature, you must identify the drive and/or folders in the box to the left of the Search box. Or, you can click the Start button and enter the filename in the Search box.
- The file is in a format that cannot be read by the application you are using. For example, if you attempt to open an Access file using the Open command in the Word application, you will not see the file listed. You can switch the file type within the Open dialog box to show All Files, but that does not necessarily mean that the application you are using will be able to open the file. In general, it is better to open a file in its associated application and then export to the appropriate file format for the application in which you want to open the file.
- You encounter a corrupted file or a file that will not open. The application may give you an error message when you try to open the file, it may cause the application to shut down, or it may just not open. In these cases you can try to open the file on a different computer to verify that the file is indeed corrupt and that there isn't something wrong with your computer.

### Saving a Document

To *save a document* means to store it on a disk or other storage medium. You can save a document to the hard drive on your computer, to the computer desktop, to an auxiliary drive or a network location, or to portable media such as Flash/USB removable memory, or a writable CD/DVD disk. A file extension is automatically added to the filename when the document is saved.

To make it easier to find documents, choose filenames with words that help describe the document. The complete path to the file can include up to 255 characters. Filenames cannot include any of the following characters: \, /, :, \*, ?, ", <, >, |.

You should make a habit of saving frequently and after making any major changes to your document. The quickest and easiest way to save a document is to click the Save button on the Quick Access Toolbar. When you click the Save button on the toolbar, the document is saved with the same filename and in the same location. If the file does not already have a name, the Save As dialog box will open and you can enter a name for the file. Unless you specify a different location, the file will be saved to the default location.

### HEADS UP

The new file format for Word 2007, PowerPoint 2007, and Excel 2007 is based on an XML (Extensible Markup Language) format, which affects how files are stored. The benefits of the XML format include a smaller file size and improved recovery of damaged or corrupted files.

### VOCABULARY

save a document



### EXTRA FOR EXPERTS

You can show file extensions in Windows Vista by changing an option in your system settings. Open the **Start** menu, click **Control Panel**, click **Appearance and Personalization**, and then choose **Folder Options**. Click the **View** tab. Under Advanced settings, you will see the option **Hide extensions for known file types**. The option is turned off when the check mark is removed.

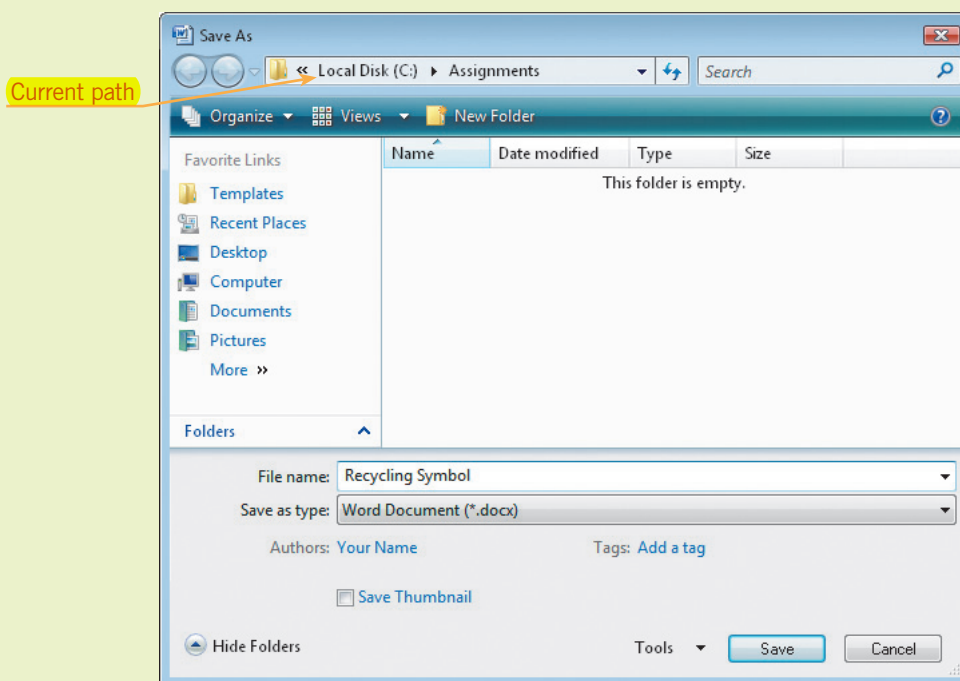
## MODULE 2 Key Applications

When you change the filename or the location in which the file is stored, the original document, with the original name, remains unchanged. When you use the Save As command, you also have the opportunity to change the document format. Each application offers a number of choices for formats in which to save files.

### Step-by-Step 6.8

1. Click the Word button on the taskbar to switch to the Step 6–7a.docx document.
2. Click the **Office Button** and then click **Save As**. The Save As dialog box shown in **Figure 6–12** will open. The current path appears at the top of the dialog box.

**FIGURE 6–12**  
The Save As dialog box



3. If you have an Assignments folder, use the Favorite Links list or the Folders list to locate it. You can specify the folder, directory, network drive, or other remote drive in the Folders list. If you do not have an Assignments folder, follow your instructor's directions about where to save the document.
4. In the File name box, the filename Step6–7a.docx is already selected. (If the text in the File name box is not highlighted, click in the box and select or delete that text.) Then enter **Recycling Symbol**.
5. Click the **Save** button in the dialog box. The document is saved in a new location and with a different filename.

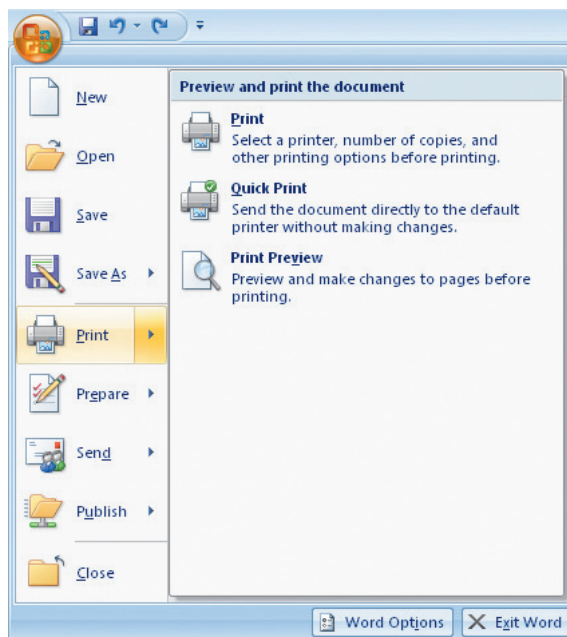
#### EXTRA FOR EXPERTS

You can create a new folder by clicking the **New Folder** button. The new folder will be added to the folder that is currently open in the dialog box.

6. Click the Excel button on the taskbar to switch to the Step6–7b document.
7. Click the **Office Button** and click **Save As**. Save the file in your Assignments folder (or as directed by your instructor). Change the file-name to **Expense Report**.
8. In the Save as type box, the default setting for the Excel file format is Excel Workbook (\*.xlsx). Click the **Save as type** list arrow and change the file type to **Text (Tab delimited) (\*.txt)**. You may need to scroll down in the list to find this option.
9. Click **Save**. If you see a message box warning you that the selected file format does not support multiple worksheets, click **OK** and **Yes** to continue.
10. Leave the applications open.

## Printing a Document

Some of the commands in the Office Button include submenus, which provide more options without first opening a dialog box. When you point to the arrow next to the Print command, three print options appear in a submenu, as shown in **Figure 6–13**.



**FIGURE 6–13** The Print submenu

## MODULE 2 Key Applications

### WARNING

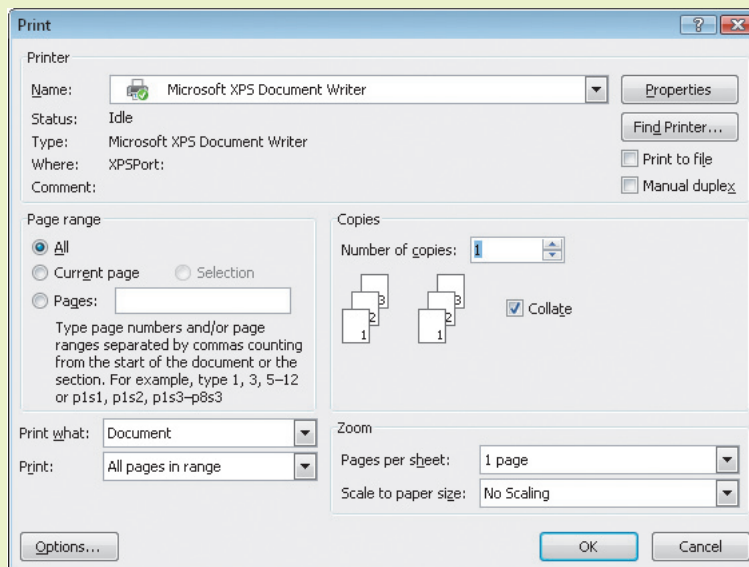
Check with your instructor about the policy for printing documents in this course.

- The Print option opens the Print dialog box, and you can select a printer, the number of copies to print, and the range of pages to print. You can also change the printer settings (such as print quality or the color settings using the Properties button). The options within the Print dialog box will vary, but most of the print options are similar for all applications. If your computer accesses more than one printer, you will want to choose the Print command so you can select the printer you want to use.
- The Quick Print option sends the content in the active window or document directly to the printer, and you will not have the opportunity to change the printing options or printer settings. The default printer options will be applied.
- The Print Preview option enables you to see exactly how the document will look when it is printed. The printed copy produced by the printer may not look exactly the same as what you see on your screen, so it is good practice to use the Print Preview option.

## Step-by-Step 6.9

1. Click the Word button on the taskbar to switch to the **Recycling Symbol.docx** document.
2. Click the **Office Button** and click **Print**. A Print dialog box similar to the one shown in **Figure 6–14** will open.

**FIGURE 6–14**  
The Print dialog box



3. In the Printer section, click the list arrow in the **Name** box. If your computer is connected to more than one printer, the other printers will appear in this list. Click on the title bar of the dialog box to close the list without making any changes.
4. In the Page range section, click to select **Current page**. When this option is selected, only the page where you last positioned the insertion point will print.

5. Click the option for **Pages**. When this option is selected, you can enter a specific page number in the text box (for example, 2). Use hyphens for a page range (for example, 1-3), and use commas to separate pages or page ranges (for example, 1, 3-5).
6. Click **Cancel** to close the dialog box without printing. (To print, you would click OK, but there is no reason to print this document.)
7. Click the **Office Button**, position the mouse pointer over the Print command, and then click **Print Preview** in the submenu. The document will appear in the Print Preview window, and the Ribbon will adapt to provide commands and options for printing, changing the page layout, and viewing the document.
8. On the far right of the Print Preview tab, click the **Close Print Preview** button.
9. Close the Word and Excel applications. If you are prompted to save changes to the documents, click **No**.

## Getting Help

The Office 2007 applications have some very powerful Help features to assist you as you work. You have access to documentation including books and manuals and online help as well. Do not overlook another vital source of help: assistance from others. There may be classmates, instructors, or coworkers who are familiar with the application you are using. Or perhaps your workplace has a help desk. You can communicate with support personnel via phone, e-mail, user groups, and blogs.

The key to using these various sources of help is determining what sort of help you need and the quickest or most efficient way to access that help. **The idea is to find the assistance you need without interrupting or delaying your work. Whenever you encounter a problem, your first source of help should be the Help features in each Office application. Help is always readily available and is just a few mouse clicks away. For example, you can find out more about most dialog box options by clicking the Help button, which looks like a question mark, on the title bar of the dialog box. This button opens a Help window that provides information about the options available in that dialog box.**

**Navigating the Help screens is much like navigating a Web page. You can browse the categories presented and click on links to get information about a topic. You can also enter keywords (specific words or phrases) in the Search box. The results for your search will be listed, with links for the most relevant results at the top of the list. Your success in getting useful search results depends on your ability to identify the keywords that relate to your query. The more you search, the better you get at recognizing keywords for your searches. To access previous searches, click the Search list arrow.**

**If your computer is connected to the Internet, you will also have access to all the current Help information available at the Microsoft Web site or other support specialists. At the Microsoft Office Online Web site you will find a variety of resources, including tours, slide shows, tutorials, training videos, articles, product user groups, blogs, and the opportunity to chat with Microsoft support personnel. If the word Offline appears at the bottom of the Help dialog box, your computer is not currently**



2-1.1.8  
2-1.1.9

### HEADS UP

The keyboard shortcut to access the Help feature is **F1**.


### HEADS UP

To reposition the Help dialog box, drag the title bar. You can also resize the dialog box by dragging one of the borders.

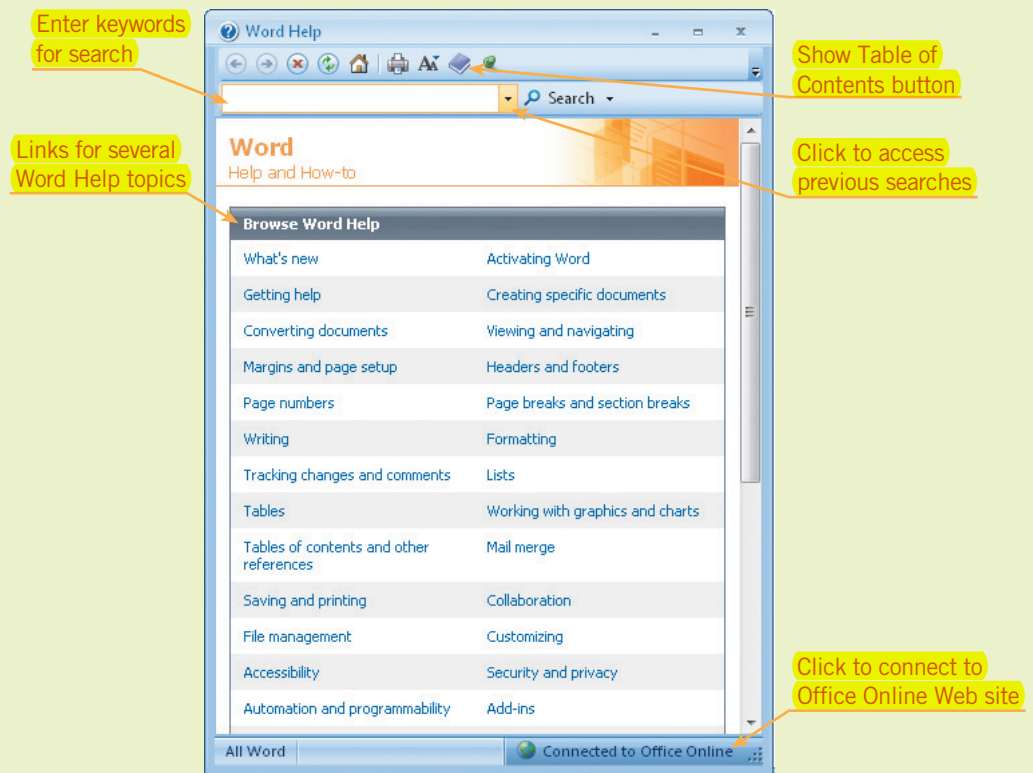
## MODULE 2 Key Applications


connected to the Internet, but you can still access Help information from files stored on your computer. You may need to check with your instructor about how to connect to the Internet from your computer.

### Step-by-Step 6.10

1. Start Microsoft Office Word 2007.
2. Click the **Help button**  on the upper-right corner of the application window. The Word Help dialog box shown in **Figure 6–15** will open. The dialog box includes a search box and several links for browsing Word Help topics.

**FIGURE 6–15**  
The Word Help dialog box



3. Click the **Show Table of Contents** button  in the dialog box to show the Table of Contents, which will appear on the left side of the dialog box.
4. Click **Getting help** in the Table of Contents. More links related to the topic will appear. Click **Getting help** again to hide the links.
5. Position the insertion point in the Search box. Enter the keywords **display recent documents**.
6. Click **Search**. Topics that may provide an answer are listed in the dialog box.

7. Click the link **Customize the list of recently used files**. If your computer is connected to the Internet, you may need to scroll down to see the option in the list. A new Help screen will open.
8. Scroll down and click the link **Word** to choose the program you are using.
9. Read and follow the three steps. You can keep the Word Help dialog box open as you complete the task. If the dialog box is in the way, reposition it or resize it.
10. After you complete the third step, instead of clicking OK, click **Cancel** in the Word Options dialog box.
11. Close the Word Help dialog box.
12. Close Word.

## SUMMARY

### In this lesson, you learned:

- You can start Office applications by clicking the Start button on the taskbar and selecting the application from the All Programs menu, or you can double-click the application icon on the desktop.
- Common elements found in Office application windows include the title bar, scroll bars, and status bar.
- You can maximize the space for the document window by minimizing the Ribbon.
- You can customize the Quick Access Toolbar by adding or removing command buttons.
- To close document windows and application windows, you click the Close button in the application window or click the Office Button and then click the Close command or Exit.
- The Open dialog box enables you to open a file from any available disk and folder.
- Problems opening files can involve corrupted data or file compatibility issues, such as trying to open a file in a different application, in an earlier version of an application, or in an operating system other than that used to create it.
- To save a document using a new filename, you click the Office Button and then click the Save As command.
- To print a document, you click the Office Button, point to Print, and then choose a print option.
- ScreenTips provide immediate help without interrupting your work. The Help window and the Office Online Web site are also sources of assistance.

## VOCABULARY REVIEW

### Define the following terms:

application window	file extension	path
Dialog Box Launcher	folders	Ribbon
document window	I-beam	save a document
file	insertion point	ScreenTip
file compatibility	open a document	scroll



## REVIEW QUESTIONS

### TRUE / FALSE

Circle T if the statement is true or F if the statement is false.

- T F 1. The Ribbon is one of the new features in the Microsoft Office Fluent user interface.
- T F 2. A disk is a collection of information saved as a unit.
- T F 3. Using the scroll bar to navigate through a document also repositions the insertion point.
- T F 4. The insertion point is a blinking vertical line that indicates the location in the document where the new text and data will be entered.
- T F 5. Even though Office 2007 files are saved in a new format, they are backwards compatible, meaning they will normally open in earlier versions of Office applications.

### MULTIPLE CHOICE

Select the best response for the following statements.

- The Office application you would use to organize and manipulate information such as addresses and inventory data is \_\_\_\_\_.  
 A. Outlook C. Access  
 B. Word D. Excel
- To save a file with a new filename or to a new location, \_\_\_\_\_.  
 A. click the Save button on the Quick Access Toolbar  
 B. click the Save As New button on the Quick Access Toolbar  
 C. click the Office Button and then click New  
 D. click the Office Button and then click Save As
- The \_\_\_\_\_ serves as the primary interface between the user and the application.  
 A. document window C. Switch between windows button  
 B. application window D. Start button
- To view more options in a group on the Ribbon, \_\_\_\_\_.  
 A. maximize the Ribbon C. double-click a Ribbon tab  
 B. click the Dialog Box Launcher D. customize the Quick Access Toolbar
- The \_\_\_\_\_ is the route the operating system uses to locate a document.  
 A. file extension C. path  
 B. folder D. navigation trail

### FILL IN THE BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

- \_\_\_\_\_ are used to organize the documents within a disk.
- When positioned within the document window, the mouse pointer changes from an arrow to a(n) \_\_\_\_\_, which looks like a capital letter I.
- A(n) \_\_\_\_\_ is usually three or four characters in length and defines the type of file.



4. \_\_\_\_\_ refers to the ability to open and work with files without a format conflict.
5. A(n) \_\_\_\_\_ is a small window with descriptive text that appears when you position the mouse pointer over a command or control in the application window.

## PROJECTS

### PROJECT 6-1

1. Start the Word 2007 application.
2. Start the PowerPoint 2007 application.
3. Switch to the Word application.
4. Navigate to the data files and open the file **Project6-1.docx**. The path for the data file is DataFilesforStudents\KeyApplications\Lesson6.
5. Save the document in your Assignments folder with the new filename **Recycling Vehicles**.
6. Click the **Page Layout** tab on the Ribbon.
7. In the Page Setup group, show the ScreenTip for the Margins button.
8. Minimize the Ribbon, and then restore it.
9. Use the keyboard to move the insertion point to the end of the document, and enter your first and last name.
10. Click the **Office Button** and click **Save** to save the changes to the document.
11. Scroll back to the top of the document.
12. Leave the document and applications open.

### PROJECT 6-3

1. Switch to the PowerPoint application.
2. Open **Project6-3.pptx** from the data files. The path for the data file is DataFilesforStudents\KeyApplications\Lesson6. The PowerPoint window shows a slide, an outline of the current presentation, and an area where you can add notes.
3. Save the PowerPoint presentation in your Assignments folder using the new filename **Three Rs**.
4. Click the **View** tab. Notice that there are seven buttons in the Presentation Views group.
5. To learn more about the different views you can use in PowerPoint, open the PowerPoint Help dialog box, enter **change views** in the Search box, and click **Search**. In the list of results for the search, click **When and how to use views in PowerPoint 2007**.
6. Read about the Normal view and the Slide Sorter view, and then close the PowerPoint Help dialog box.
7. Close the PowerPoint application.
8. Close the Word application.

### PROJECT 6-2

1. If necessary, open the file **Recycling Vehicles** from your solution files.
2. Add the Open command button to the Quick Access Toolbar.
3. Remove the Open command button from the Quick Access Toolbar.
4. View the document in Print Preview, and then close the Print Preview window.
5. Close the Recycling Vehicles document. If prompted to save any changes, click **No**, and leave the applications open.



### TEAMWORK PROJECT

Your supervisor has decided to assign some projects to teams of employees, and he has asked you and a coworker to investigate what tools Office 2007 offers for collaborative work. Working as a team, use the Office Help features, the Internet, and other resources such as people you know who use Office applications to find out how Office application features enable more than one person to work on a document in Word, PowerPoint, and Excel. Make a list of the reviewing, tracking, and other applicable features in each of the three applications and indicate how you access the features from the applications.

## CRITICAL THINKING

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### ACTIVITY 6–1

In exchange for riding privileges, you have agreed to help the owner of a local riding stable with a number of computer-related tasks. The owner has created the following list of jobs she needs to have done:

- A. Write letters to people who board their horses at the stable to tell them feed bills will go up at the beginning of the year.
- B. Store information on owners, frequent riders, equipment, and employees.
- C. Schedule regular visits by the vet, keep track of regular chores, and plan activities in coming months.
- D. Calculate expenses for running the stable as well as income from riders and boarders.
- E. Prepare a presentation that can be used to train new employees and new riders.

Which Office applications would you use to complete each of these jobs? Make a table that lists each job and the Office application you would use to complete the task. Are there other jobs you could do for the stable owner using Office applications?

## ONLINE DISCOVERY

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At the beginning of this lesson, **Table 6–1** provides a brief overview of the Microsoft Office applications covered in this textbook: Word, Excel, PowerPoint, Access, and Outlook. Microsoft offers several more Office applications. Browse [www.microsoft.com](http://www.microsoft.com) to learn about

other Office applications that are available. Create a list of these other Office applications, and include a brief description about the purpose of each of application.