

Illustrated Series Video List

Office

- A: Getting Started with Microsoft Office 2007
 - Starting and Exiting an Office Program
 - Viewing the Office 2007 User Interface
 - Creating and Saving a File
 - Opening a File and Saving it with a New Name
 - Viewing and Printing Your Work
 - Getting Help and Closing a File

Word

- A: Creating Documents with Word 2007
 - Exploring the Word Program Window
 - Starting a Document
 - Saving a Document
 - Selecting Text
 - Formatting Text Using the Mini Toolbar
 - Creating a Document Using a Template
 - Viewing and Navigating a Document
- B: Editing Documents
 - Cutting and Pasting Text
 - Copying and Pasting Text
 - Using the Office Clipboard
 - Finding and Replacing Text
 - Checking Spelling and Grammar
 - Researching Information
 - Adding Hyperlinks
 - Preparing a Document for Distribution
- C: Formatting Text and Paragraphs
 - Formatting with Fonts
 - Copying Formats Using the Format Painter
 - Changing Line and Paragraph Spacing
 - Aligning Paragraphs
 - Working with Tabs
 - Working with Indents
 - Adding Bullets and Numbering
 - Adding Borders and Shading
 - Adding Footnotes and Endnotes
- D: Formatting Documents
 - Setting Document Margins
 - Dividing a Document into Sections
 - Inserting Page Breaks
 - Formatting Columns
 - Inserting Page Numbers
 - Adding Headers and Footers
 - Editing Headers and Footers
 - Inserting a Table
 - Inserting Clip Art

Excel

- A: Getting Started with Excel 2007
 - Touring the Excel 2007 Window

- Understanding Formulas
- Entering Labels and Values and Using AutoSum
- Editing Cell Entries
- Entering and Editing a Simple Formula
- Switching Worksheet Views
- Choosing Print Options

B: Working with Formulas and Functions

- Creating a Complex Formula
- Inserting a Function
- Typing a Function
- Copying and Moving Cell Entries
- Understanding Relative and Absolute Cell References
- Copying Formulas with Relative Cell References
- Copying Formulas with Absolute Cell References
- Rounding a Value with a Function

C: Formatting a Worksheet

- Formatting Values
- Changing Font and Font Size
- Changing Attributes and Alignment
- Adjusting Column Width
- Inserting and Deleting Rows and Columns
- Applying Colors, Patterns, and Borders
- Applying Conditional Formatting
- Naming and Moving a Sheet
- Checking Spelling

D: Working with Charts

- Creating a Chart
- Moving and Resizing a Chart
- Changing the Chart Design
- Changing the Chart Layout
- Formatting a Chart
- Annotating and Drawing on a Chart
- Creating a Pie Chart

Access

A: Getting Started with Access 2007

- Opening a Database
- Entering Data
- Editing Data
- Creating a Database
- Creating a Table
- Creating Primary Keys
- Relating Two Tables
- Printing a Datasheet

B: Building and Using Queries

- Creating a Query
- Using Query Design View
- Modifying Queries

- Sorting and Finding Data
- Filtering Data
- Applying AND Criteria
- Applying OR Criteria
- Formatting a Datasheet

C: Using Forms

- Creating a Form
- Using Form Layout View
- Using Form Design View
- Adding Fields to a Form
- Modifying Form Controls
- Creating Calculations
- Modifying Tab Order
- Inserting an Image

D: Using Reports

- Previewing a Report
- Using the Report Wizard
- Using Report Design View
- Using Report Sections
- Adding Subtotals and Counts
- Resizing and Aligning Controls
- Formatting a Report
- Changing Page Layout

PowerPoint

A: Creating a Presentation in PowerPoint 2007

- Planning an Effective Presentation
- Examining the PowerPoint Window
- Entering Slide Text
- Adding a New Slide
- Applying a Design Theme
- Comparing Presentation Views
- Printing a PowerPoint Presentation

B: Modify a Presentation

- Entering Text in the Outline Tab
- Formatting Text
- Converting Text to SmartArt
- Inserting and Modifying Shapes
- Editing and Duplicating Shapes
- Aligning and Grouping Objects
- Adding Slide Headers and Footers
- Checking Spelling in a Presentation

C: Inserting Objects into a Presentation

- Inserting Text from Microsoft Word
- Inserting Clip Art
- Inserting and Styling a Picture
- Inserting a Text Box

- Inserting a Chart
- Entering and Editing Chart Data
- Inserting a Table
- Insert and Format WordArt

D: Finishing a Presentation

- Understanding Masters
- Customizing Background Style
- Using Slide Show Commands
- Setting Slide Show Transitions and Timings
- Setting Slide Animation Effects
- Inspecting a Presentation
- Evaluating a Presentation
- Creating a Design Template

Integration

A: Integrating Word and Excel

- Copying Data from Excel to Word
- Copying a Chart from Excel to Word
- Creating Linked Objects
- Embedding a Word File in Excel

B: Integrating Word, Excel, and Access

- Importing an Excel Worksheet into Access
- Copying a Word Table to Access
- Linking an Access Table to Excel and Word
- Linking an Access Table to Word

C: Integrating Word, Excel, Access, and PowerPoint

- Importing a Word Outline into PowerPoint
- Embedding an Excel Worksheet in PowerPoint
- Linking Access and Excel Objects to PowerPoint
- Managing Links