

New Perspectives on Microsoft Office 2007, Brief Video List

Welcome

- Downloading Student Data Files

Windows Vista:

- Touring the Windows Vista Desktop
- Exploring Your Computer
- Organizing Files and Folders
- Working with Files and Folders

Office:

- Exploring Common Window Elements
- Using Contextual Tools

Word:

- Exploring the Word Window
- Correcting Errors
- Understanding Line and Paragraph Spacing
- Previewing and Printing a Document
- Moving Text in a Document
- Changing Margins
- Aligning Text
- Working with Themes and Fonts

Excel:

- Understanding Spreadsheets
- Planning a Workbook
- Working with Formulas
- Introducing Functions
- Formatting Data
- Formatting Worksheet Cells
- Working with Table Styles
- Introducing Conditional Formats
- Understanding Cell References When Copying Formulas
- Understanding Function Syntax
- Working with AutoFill
- Working with Logical Functions
- Working with Financial Functions

Access:

- Introduction to Database Concepts
- Creating a Table in Datasheet View
- Entering Records
- Managing a Database
- Guidelines for Setting Field Properties
- Creating a Table in Design View
- Specifying the Primary Key
- Defining Table Relationships
- Introduction to Queries
- Defining Record Selection Criteria for Queries
- Defining Multiple Selection Criteria for Queries
- Creating a Calculated Field

PowerPoint:

- Switching Views and Navigating a Presentation
- Modifying a Presentation
- Adding a New Slide and Choosing a Layout
- Promoting, Demoting, and Moving Outline Text