

Microsoft Windows Word 2007

CHAPTER ONE

- To Start Word
- To Type Text
- To Display Formatting Marks
- To Wordwrap Text as You Type
- To Insert a Blank Line
- To Check Spelling and Grammar as You Type
- To Save a Document
- To Apply Styles
- To Center a Paragraph
- To Select a Line
- To Change the Font Size of Selected Text
- To Change the Font of Selected Text
- To Select Multiple Paragraphs
- To Bullet a List of Paragraphs
- To Undo and Redo an Action
- To Select a Group of Words
- To Bold Text
- To Underline a Word
- To Italicize Text
- To Change the Style Set
- To Change Theme Colors
- To Change Theme Fonts
- To Insert a Picture
- To Apply a Picture Style
- To Change a Picture Border Color
- To Zoom the Document
- To Resize a Graphic
- To Add a Page Border
- To Change Spacing Above and Below Paragraphs
- To Change Document Properties
- To Save an Existing Document with the Same File Name
- To Print a Document
- To Quit Word with One Document Open
- To Open a Document from Word
- To Insert Text in an Existing Document
- To Select a Word and Delete It
- To Search for Word Help

CHAPTER TWO

- To Double-Space Text
- To Remove Space after a Paragraph
- To Switch to the Header
- To Right-Align a Paragraph
- To Insert a Page Number
- To Close the Header
- To Click and Type
- To Display the Rulers

- To First-Line Indent Paragraphs
- To Create a Quick Style
- To AutoCorrect as You Type
- To Use the AutoCorrect Options Button
- To Create an AutoCorrect Entry
- To Change the Bibliography Style
- To Insert a Citation and Create Its Source
- To Edit a Citation
- To Insert a Footnote Reference Mark
- To Insert a Citation Placeholder
- To Modify a Style Using a Shortcut Menu
- To Edit a Source
- To Count Words
- To Page Break Manually
- To Create the Bibliographical List
- To Modify a Style Using the Styles Task Pane
- To Create a Hanging Indent
- To Modify a Source and Update the Bibliographical List
- To Use the Select Browse Object Menu
- To Select a Sentence
- To Move Selected Text
- To Display the Paste Options Menu
- To Find and Replace Text
- To Find and Insert a Synonym
- To Check Spelling and Grammar at Once
- To Use the Research Task Pane to Look Up Information
- To Print Document Properties and then the Document

CHAPTER THREE

- To Use the Grow Font Button to Increase Font Size
- To Color Text
- To Insert Clip Art
- To Resize a Graphic Using the Size Dialog Box
- To Recolor a Graphic
- To Set a Transparent Color in a Graphic
- To Set Custom Tab Stops Using the Tabs Dialog Box
- To Bottom Border a Paragraph
- To Clear Formatting
- To Convert a Hyperlink to Regular Text
- To Set Custom Tab Stops Using the Ruler
- To Insert the Current Date in a Document
- To Create a Building Block
- To Insert a Nonbreaking Space
- To Insert a Building Block
- To Insert an Empty Table
- To Enter Data in a Table
- To Apply a Table Style
- To Resize Table Columns to Fit Table Contents
- To Select a Table

- To Bullet a List as You Type
- To Use a Template
- To Delete Rows
- To Modify Text in a Content Control
- To Switch from One Open Document to Another
- To Copy Items to the Office Clipboard
- To Paste from the Office Clipboard
- To Delete Text and Lines
- To Zoom the Document
- To Enter a Line Break
- To Indent a Paragraph
- To Insert a Building Block Using the Quick Parts Gallery
- To Sort Paragraphs
- To Print Preview a Document
- To Address and Print an Envelope

WEB FEATURE

- To Save a Word Document as a Web Page
- To Format Text as a Hyperlink
- To Add a Background Color
- To Add a Pattern Fill Effect to a Background
- To Test the Web Page in a Web Browser

Microsoft Office Excel 2007

CHAPTER ONE

- To Start Excel
- To Enter the Worksheet Titles
- To Enter Column Titles
- To Enter Row Titles
- To Enter Numbers
- To Sum a Column of Numbers
- To Copy a Cell to Adjacent Cells in a Row
- To Determine Multiple Totals at the Same Time
- To Save a Workbook
- To Change a Cell Style
- To Change the Font Type
- To Bold a Cell
- To Increase the Font Size of a Cell Entry
- To Change the Font Color of a Cell Entry
- To Center Cell Entries across Columns by Merging Cells
- To Format Column Titles and the Total Row
- To Format Numbers in the Worksheet
- To Adjust the Column Width
- To Use the Name Box to Select a Cell
- To Add a 3-D Clustered Column Chart to the Worksheet
- To Change Document Properties

To Save an Existing Workbook with the Same File Name
To Print a Worksheet
To Quit Excel with One Workbook Open
To Open a Workbook from Excel
To Use the AutoCalculate Area to Determine a Maximum
To Search for Excel Help

CHAPTER TWO

To Enter a Formula Using the Keyboard
To Enter Formulas Using Point Mode
To Copy Formulas Using the Fill Handle
To Determine the Average of a Range of Numbers Using the Keyboard and Mouse
To Determine the Highest Number in a Range of Numbers Using the Insert Function Box
To Determine the Lowest Number in a Range of Numbers Using the Sum Menu
To Copy a Range of Cells across Columns to an Adjacent Range Using the Fill Handle
To Verify a Formula Using Range Finder
To Change the Workbook Theme
To Change the Background Color and Apply a Box Border to the Worksheet Title and Subtitle
To Center Data in Cells and Format Dates
To Apply an Accounting Style Format and Comma Style Format Using the Ribbon
To Apply a Currency Style Format with a Floating Dollar Sign Using the Format Cells Dialog Box
To Apply a Percent Style Format and Use the Increase Decimal Button
To Apply Conditional Formatting
To Change the Widths of Columns
To Change the Heights of Rows
To Check Spelling on the Worksheet
To Change the Worksheet's Margins, Header, and Orientation in Page Layout View
To Preview and Print a Worksheet
To Print a Section of the Worksheet
To Display the Formulas in the Worksheet and Fit the Printout on One Page
To Import Data from a Web Source Using a Web Query
To Change the Worksheet Names
To E-Mail a Workbook from within Excel

CHAPTER THREE

To Rotate Text and Use the Fill Handle to Create a Series of Month Names
To Increase Column Widths and Enter Row Titles
To Copy a Range of Cells to a Nonadjacent Destination Area
To Insert a Row
To Enter Numbers with Format Symbols
To Freeze Column and Row Titles
To Enter and Format the System Date
To Enter a Formula Containing Absolute Cell References
To Enter an IF Function
To Copy Formulas with Absolute Cell References Using the Fill Handle
To Assign Formats to Nonadjacent Ranges

- To Format the Worksheet Titles
- To Copy a Cell's Format Using the Format Painter Button
- To Draw a 3-D Pie Chart on a Separate Chart Sheet
- To Insert a Chart Title and Data Labels
- To Rotate the 3-D Pie Chart
- To Apply a 3-D Format to the Pie Chart
- To Explode the 3-D Pie Chart and Change the Color of a Slice
- To Rename and Reorder the Sheets and Color Their Tabs
- To Shrink and Magnify the View of a Worksheet or Chart
- To Split a Window into Panes
- To Analyze Data in a Worksheet by Changing Values
- To Goal Seek

WEB FEATURE

- To Add a Button to the Quick Access Toolbar
- To Preview the Web Page
- To Save an Excel Workbook as a Web Page in a Newly Created Folder
- To View and Manipulate the Web Page Using a Browser

Microsoft Office Access 2007

CHAPTER ONE

- To Start Access
- To Create a Database
- To Define the Fields in a Table
- To Save a Table
- To Change the Primary Key
- To Add Records to a Table
- To Close a Table
- To Open a Database from Access
- To Add Additional Records to a Table
- To Preview and Print the Contents of a Table
- To Create an Additional Table
- To Modify the Primary Key and Field Properties
- To Add Records to an Additional Table
- To Create a Report
- To Create a Split Form
- To Use a Split Form
- To Change Database Properties
- To Search for Access Help

CHAPTER TWO

- To Use the Simple Query Wizard to Create a Query
- To Use a Criterion in a Query
- To Create a Query in Design View
- To Add Fields to the Design Grid

- To Use Text Data in a Criterion
- To Use a Wildcard
- To Use Criteria for a Field Not Included in the Results
- To Create a Parameter Query
- To Save a Query
- To Use a Saved Query
- To Use a Number in a Criterion**
- To Use a Comparison Operator in a Criterion**
- To Use a Compound Criterion Involving AND
- To Use a Compound Criterion Involving OR**
- To Clear the Design Grid
- To Sort Data in a Query
- To Omit Duplicates
- To Sort on Multiple Keys
- To Create a Top-Values Query
- To Join Tables
- To Save the Query
- To Change Join Properties
- To Create a Report Involving a Join
- To Restrict the Records in a Join
- To Use a Calculated Field in a Query
- To Change a Caption
- To Calculate Statistics
- To Use Criteria in Calculating Statistics
- To Use Grouping
- To Create a Crosstab Query
- To Customize the Navigation Pane

CHAPTER THREE

- To Create a Simple Form
- To Use a Form to Add Records
- To Search for a Record
- To Update the Contents of a Record
- To Delete a Record
- To Use Filter By Selection
- To Toggle a Filter
- To Use a Common Filter
- To Use Filter By Form
- To Use Advanced Filter/Sort
- To Add a New Field
- To Create a Lookup Field
- To Use an Update Query
- To Use a Delete Query
- To Specify a Required Field
- To Specify a Range
- To Specify a Default Value
- To Specify a Collection of Allowable Values
- To Specify a Format
- To Save the Validation Rules, Default Values, and Formats

- To Use a Lookup Field
- To Use a Multivalued Lookup Field
- To Resize a Column in a Datasheet
- To Include Totals in a Datasheet
- To Remove Totals from a Datasheet
- To Change Gridlines in a Datasheet
- To Change the Colors and Font in a Datasheet
- To Query a Multivalued Field Showing Multiple Values on a Single Row
- To Query a Multivalued Field Showing Multiple Values on Multiple Rows
- To Specify Referential Integrity
- To Use a Subdatasheet
- To Use the Ascending Button to Order Records

INTEGRATION FEATURE

- To Import an Excel Worksheet
- To Export Data to Excel
- To Publish a Report
- To Export XML Data
- To Import XML Data

Microsoft Office PowerPoint 2007

CHAPTER ONE

- To Start PowerPoint
- To Choose a Document Theme
- To Enter the Presentation Title
- To Enter the Presentation Subtitle Paragraph
- To Select a Paragraph
- To Italicize Text
- To Select Multiple Paragraphs
- To Change the Text Color
- To Select a Group of Words
- To Increase Font Size
- To Bold Text
- To Decrease the Title Slide Title Text Font Size
- To Save a Presentation
- To Add a New Text Slide with a Bulleted List
- To Enter a Slide Title
- To Select a Text Placeholder
- To Type a Single-Level Bulleted List
- To Add a New Slide and Enter a Slide Title
- To Type a Multi-Level Bulleted List
- To Create a Third-Level Paragraph
- To Duplicate a Slide
- To Arrange a Slide
- To Delete All Text in a Placeholder
- To Change Document Properties

- To Save An Existing Presentation with the Same File Name
- To Use the Scroll Box on the Slide Pane to Move to Another Slide
- To Start Slide Show View
- To Move Manually through Slides in a Slide Show
- To Display the Pop-Up Menu and Go to a Specific Slide
- To Use the Pop-Up Menu to End a Slide Show
- To Quit PowerPoint with One Document Open
- To Open a Presentation from PowerPoint
- To Check Spelling
- To Display a Presentation in Grayscale
- To Print a Presentation
- To Search for PowerPoint Help

CHAPTER TWO

- To Choose a Background Style
- To Change the View to Slide Sorter View
- To Change the View to Normal View
- To Change the Slide Layout to Two Content
- To Insert a Clip from the Clip Organizer into a Content Placeholder
- To Insert a Photograph from a File into a Slide
- To Resize Clip Art
- To Delete a Placeholder
- To Move Clips
- To Format Title Text Using Quick Styles
- To Change the Heading Font
- To Shadow Text
- To Change Font Color
- To Format Slide 3 Text Using the Format Painter
- To Add a Shape
- To Resize a Shape
- To Add Text to a Shape
- To Format Shape Text and Add a Shape Quick Style
- To Delete a Placeholder
- To Add a Transition between Slides
- To Preview and Print an Outline

WEB FEATURE

- To Add a Button to the Quick Access Toolbar
- To Preview the Web Page
- To Save a PowerPoint Presentation as a Web Page in a Newly Created Folder
- To View the Web Page Using a Browser

XP Specific Videos

- To Start Word
- To Save a Document
- To Open A Document
- To Start Excel

To Save a Workbook
To Start Access
To Create a Database
To Open a Database from Access
To Import an Excel Worksheet
To Publish a Report
To Import XML Data
To Start PowerPoint
To Save a Presentation
To insert a photograph from a file into a slide