

Columbia-Greene Community College
Community Services Office in collaboration with
Workforce Investment Office

Introduction to Microsoft Office 2007

Basic Clerical/Computer Literacy

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Class Guide

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General Class Information

This class meets in room 109A/111 for 20 sessions on consecutive Tuesdays, Wednesdays and Thursdays.

Class instruction begins at 1:30 PM and ends at 4:30 PM.

Extra practice time is available from 12:30 – 1:30 before each class begins. This hour is optional, but recommended. There is no instruction during practice time.

You must be present for 60 hours in order to earn a certificate of completion from the college.

If you must miss a class:

- Let the instructor know ahead of time if possible or let your Workforce Office Representative know the day of class
- You can use the practice hour before class to make up missed hours
- If you miss several classes, especially consecutive classes, you may be asked to return to the next class.

Cancelled classes are rare. In most cases, if a class is cancelled an additional class will be added to the end of the schedule.

When day classes are cancelled by the college it will be announced on the radio, TV and/or the college website: www.mycommunitycollege.com. You will NOT be contacted. You can call the switchboard at 518-828-4181 if you are in doubt.

When class must be cancelled due to the instructor's absence you will be notified ahead of time if possible.

You may also be required to attend Employee Enhancement Workshops on four consecutive Thursday mornings. Please see your class schedule or speak with your Workforce Office Representative (518-828-4181 ext. 5510) if you have questions or concerns regarding these workshops.

Each student will be evaluated at the end of the Microsoft Word section of the class to determine the progress made in grasping the concepts involved in using Microsoft Office programs. Those students making satisfactory progress will immediately continue with the next section of the class. Those students determined to need more time learning Microsoft Word before moving on to Excel, PowerPoint, and Access will be rescheduled to take the entire Computer Literacy class the next time it is offered.

Course Outcomes

Goal of this class is for students to gain a basic to intermediate command of Microsoft Office 2007, thereby increasing their marketability.

Upon completion of this course students should be able to:

- Navigate Outlook and send and open email attachments
- Save and open Microsoft Office files
- Create and edit properly formatted/spaced business letters
- Format and edit a professional resume
- Apply bullets and numbering to documents
- Adjust the appearance of a document by changing fonts, size, spacing, adding color, illustrations, and borders
- Adjust the layout of a document by changing margins and page orientation
- Create, edit and adjust the appearance and layout of Excel spreadsheets
- Add formulas (mathematical calculations) to a spreadsheet
- Create, edit and adjust the appearance and layout of PowerPoint presentations
- Add animation and special effects to a presentation
- Create an Access database and add/create tables and queries
- Work with Access data to produce desired sub-lists of data
- Create a mail merge document

About This Guide

This guide is intended to supplement your class notes and reinforce the concepts covered in class. It is given to you to serve as a quick reference outside of class instruction.

Terminology

Operating system is a software program that enables the computer hardware to communicate and operate with the computer software. Without a computer operating system, a computer and software programs would be useless. We are using **Windows XP Professional**.

Hardware is best described as a device that is physically connected to your computer or something that can be physically touched.

Software Programs are a collection of instructions that enables a user to interact with the computer or have the computer perform specific tasks for them. We will be learning how to use **Microsoft Office 2007 Professional Software**.

Microsoft Office 2007 Professional Software contains five programs:

Word is the word processing software that has replaced the typewriter. It is commonly used to create letters, mass mailings, resumes, newsletters and so on.

Excel is a program used to create spread sheets. Spread sheets are commonly used to create payroll, balance a check book or track an organization's finances.

PowerPoint is used to create a slideshow that helps address the topics being covered. It is commonly used to help discuss a topic or provide training.

Access is a database management program. It allows large quantity of information to be easily searched, referenced, compared, changed or otherwise manipulated without a lot of work.

Outlook is an e-mail software program that allows users to send and receive e-mail. It also allows you to keep a personal calendar and/or group schedule, personal contacts, personal tasks and has the ability to collaborate and schedule with other users.

Microsoft Works is best described as a less expensive, slimmed down version of Word/Office. It often comes with the purchase of a home computer that contains a Home Edition of Windows XP or Windows Vista. Although some commands are similar in Works and Word, they are different program. Works is not commonly used by professional organizations and there may be compatibility issues if you try to exchange documents with Word users. The same is true for other program such as Word Perfect.

WORD 2007

A Basic Introduction:

The Word Screen

Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Word. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

Tabs/Ribbons

Home: This contains the most-used Word features, such as changing fonts and font attributes, customizing paragraphs, using styles, and finding and replacing text.

Insert: This tab handles anything you might want to insert into a document, such as tables, pictures, charts, hyperlinks, bookmarks, headers and footers, WordArt, etc.

Page Layout: Here's where you'll change margins, page size and orientation, set up columns, align objects, add effects and so on. There are some grey areas between this tab and the Home tab. For example, on the Page Layout tab you set paragraph spacing and indents, while on the Home tab you set paragraph alignment and can also set spacing between lines.

References: This tab handles tables of contents, footnotes, bibliographies, indexes and similar material.

Mailings: This is where you'll go for anything to do with mailings, from creating labels to mail merges.

Review: This is where to go if you need to check spelling and grammar or look up a word in a thesaurus.

View: Here's where to go when you want to change the view in any way, including displaying a ruler and gridlines, zooming in and out, splitting a window and so on.

Helpful Shortcuts

Navigation Shortcuts

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>

Text Selection Shortcuts

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Line	Click in the margin outside of the line
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>

Command Shortcuts

Align Left	<Ctrl> + <L>
Bold	<Ctrl> +
Center	<Ctrl> + <E>
Copy	<Ctrl> + <C>
Cut	<Ctrl> + <X>
Find	<Ctrl> + <F>
Italics	<Ctrl> + <I>
Justify	<Ctrl> + <J>
Paste	<Ctrl> + <V>
Redo or Repeat	<Ctrl> + <Y>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Undo	<Ctrl> + <Z>

WORD

Basic Commands

Bulleted or Numbered List: Select the paragraphs you want to bullet or number and click the **Bullets** or **Numbering** button in the Paragraph group on the Home tab.

Close a Document: Click the **Close** button or press <Ctrl> + <W>.

Copy Formatting with the Format Painter:
Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.

Cut or Copy Text: Select the text you want to cut or copy and click the **Cut** or **Copy** button in the Clipboard group on the Home tab.

Decrease an Indent: Click the **Decrease Indent** button in the Paragraph group on the Home tab.

Drag and Drop/Move Text with the Mouse:
Select the text you want to move, drag the text to a new location, and release the mouse button.

Exit Word: Click the **Office Button** and click **Exit Word**. or click the X in the uppermost right corner

Find Text: Click the **Find** button in the Editing group on the Home tab.

Header or Footer: Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group.

Indent a Paragraph: Click the **Increase Indent** button in the Paragraph group on the Home tab.

- Margins:** Click the **Page Layout** tab on the Ribbon, click the **Margins** button in the Page Setup group, and select a setting.
- New Document:** Click the **Office Button**, select **New**, and click **Create**,
- Open a Document:** Click the **Office Button** and select **Open**,
- Page Break:** Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Page Setup group.
- Page Orientation:** Click the **Page Layout** tab on the Ribbon, click the **Orientation** button, and select an option from the list.
- Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group on the Home tab.
- Paragraph Line Spacing:** Click the **Line Spacing** button in the Paragraph group on the Home tab and select an option from the list.
- Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab.
- Preview a Document:** Click the **Office Button**, point to the **Print** list arrow, and select **Print Preview**.
- Print a Document:** Click the **Office Button** and select **Print**, or press <Ctrl> + <P>.
- Replace Text:** Click the **Replace** button in the Editing group on the Home tab
- Save a Document or Save Changes to a Named Document:**
Click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- Save a Document with a New/Different Name:**
Click the **Office Button**, select **Save As**, and enter a new name for the document.
- Spelling/Grammar Errors:** Right-click the error and select a correction from the menu. Or, Run the Spell Checker on the **Review** tab
- Undo:** Click the **Undo** button on the Quick Access Toolbar

Working with Tables

- Insert a Table:** Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu.
- Table Tools:** Once you Insert a Table, **Table Tools** will become available to you. **You will only see the Table Tools if you are clicked in the Table.**
- Insert a Column or Row:** Click the **Layout** tab under Table Tools and use the commands located in the Rows & Columns group.
- Delete a Column or Row:** Select the column or row you want to delete, click the **Layout** tab under Table Tools, click the **Delete** button in the Rows & Columns group, and select an appropriate option from the menu.
- Adjust Column Width or Row Height:** Select the column or row you want to adjust, click the **Layout** tab under Table Tools, and use the commands located in the Cell Size group. Or click and drag the line between the column or row you want to adjust
- Merge Cells and Center Text Across the Entire Table** Select the cells you want to merge. On the Table Tool Layout tab click **Merge Cells** on the Merge group
- Add Color/Fill** Select the entire table or just the cells/boarders you want to color. On the Table Tools Design Tab use the appropriate items in the **Table Styles** group

Working with Illustrations & Objects

- Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click **Go**.
- Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the <**Shift**> key while you drag to draw a perfectly proportioned shape or straight line.
- Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- Resize an Object:** Click the object to select it, click and drag one of its sizing handles and release the mouse button when the object reaches the desired size. Hold down the <**Shift**> key while dragging to maintain the object's proportions while resizing it.
- Delete an Object:** Select the object and press the <**Delete**> key.
- Format an Object:** Double-click the object and use the commands located on the Format tab.
- Insert a WordArt Object:** Click the **Insert** tab on the Ribbon, click the **WordArt** button in the Text group, and select a design from the WordArt Gallery. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click **OK**.

EXCEL 2007

A Basic Introduction

Many items on the Tabs and Ribbons are the same in Excel as they are in Word. Many basic commands are the same too. Below is a list of commands that are unique to Excel or work differently from what you have already learned. If you do not see directions for a common command here, please refer back to the Word section.

Navigation Shortcuts

Move Between Cells	Click on the desired cell or use the arrow keys
Go One Cell to the Right	<Tab>
Go One Cell to the Left	<Shift> +<Tab>
Down One Cell	<Enter>
Up One Cell	<Shift> +<Enter>
Up One Screen	<Page Up>
Down One Screen	<Page Down>
To Cell A1	<Ctrl> +<Home>
To Last Cell with Data	<Ctrl> +<End>

Basic Commands

Add a New Worksheet to the Book:

Click the **Insert Worksheet** tab next to the sheet tabs at the bottom of the program screen.

Add Cell Borders:

Select the cell(s), click the **Border** button list arrow in the Font group on the Home tab, and select a border type.

Add Cell Shading:

Select the cell(s), click the **Fill Color** button list arrow in the Font group on the Home tab, and select a fill color.

Adjust Column Width:

Drag the right border of the column header. Double-click the border to AutoFit the row according to its contents.

Adjust Row Height:

Drag the bottom border of the row header. Double click the border to AutoFit the row according to its contents.

Apply a Document Theme:

Click the **Page Layout** tab on the Ribbon, click the **Themes** button in the Themes group, and select a theme from the gallery.

- Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button (**Align Left, Center, Align Right**) in the Alignment group on the Home tab.
- Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- Create a Chart:** Select the cell range that contains the data you want to chart and click the **Insert** tab on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.
- Cut or Copy Data:** Select cell(s) and click the **Cut** or **Copy** button in the Clipboard group on the Home tab.
- Delete a Column or Row:** Select the row or column heading(s) and either right-click them and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.
- Delete a Worksheet:** Select the sheet want to delete, click the **Delete** button in the Cells group on the Home tab, and select **Delete Sheet**. Or, right click the sheet tab and select **Delete** from the contextual menu.
- Delete/Clear a Cell's Contents:** Select the cell(s) and press the <**Delete**> key.
- Edit a Cell's Contents without deleting the data:** Select the cell, click the Formula Bar, edit the cell contents, and press <**Enter**> when you're finished.
- Format Cells for Currency, Decimals, Percent, and/or Add Comma Separators:** Use the commands in the Number group on the Home tab, or click the **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.

- Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View** tab on the Ribbon, click the **Freeze Panes** button in the Window group, and select an option from the list.
- Insert a Column or Row:** Right-click the selected row or column heading(s) to the right of the column or below the row you want to insert and select **Insert** from the contextual menu.
- Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Enter header text.
- Margins, Orientation, Page Size, and Breaks:** Click the **Page Layout** tab on the Ribbon and use the commands in the Page Layout group, or click the **Dialog Box Launcher** in the Page Setup group to open the Page Setup dialog box.
- Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy and position the pointer over any border of the selected cell(s), then drag to the destination cells. Hold down the <Ctrl> key while you drag to copy the cells.
- Paste Data:** Select the destination cell(s) and click the **Paste** button in the Clipboard group on the Home tab.
- Paste Special:** Cut or copy the cell(s), select the destination cell(s), click the **Paste** button list arrow in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press <Enter>.
- Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the Ribbon, click the **Print Area** button in the Page Setup group, and select **Set Print Area**.
- Split a Window:** Drag either the vertical or horizontal split bar (located near the scroll bars) onto the worksheet.

Formulas

Create an Absolute Cell Reference:

Precede the cell references with a \$ sign or press <F4> after selecting a cell range to make it absolute.

Enter a Formula:

Select the cell where you want to insert the formula, press <=>, and enter the formula using values, cell references, operators, and functions. Press <Enter> when you're finished.

Insert a Function:

Select the cell where you want to enter the function and click the **Insert Function** button on the Formula Bar.

Reference a Cell in a Formula:

Type the cell reference (for example, B5) in the formula or click the cell you want to reference.

Total a Cell Range:

Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Verify the selected cell range and click the **Sum** button again.

Use Several Operators or Cell Ranges:

Enclose the part of a formula you want to calculate first in parentheses.

PowerPoint 2007

A Basic Introduction

Many items on the Tabs and Ribbons are the same in PowerPoint as they are in the other Microsoft programs. Many basic commands are the same too. Below is a list of commands that are unique to PowerPoint or work differently from what you have already learned. If you do not see directions for a common command here, please refer back to the Word section.

PowerPoint Views:

Normal	A three section (large active slide, outline pane, and notes pane) screen. This is the where you will create your presentation.
Slide Sorter	Shows all slides on a small scale at once. You can reorder slides in this view by dragging them to a new location
Notes Page	Shows the slide and any accompanying notes
Slide Show	The final product – view just the slides (no ribbons visible). Slides cannot be edited in this view.

Navigation Shortcuts:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>
The First Slide	<Ctrl> + <Home>
The Last Slide	<Ctrl> + <End>

Slide Show Delivery Shortcuts:

End Slide Show	<Esc>
Jump to Slide	<Slide #> + <Enter>
Toggle Screen Black	
Toggle Screen White	<W>
Pause Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Doodles	<E>

Basic Commands

Add a Slide Transition: Navigate to the slide you want to add a transition to. Click the **Animations** tab on the Ribbon, click the **More** button in the Transition to This Slide group, and select a transition effect.

Add an Animation Effect to an Object: Select the object that you want to animate, click the **Animations** tab on the Ribbon, and click the **Custom Animation** button in the Animations group. Click the **Add Effect** button, select a category, and select the effect you want to use.

Add Slide Timings: Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.

Apply a Document Theme: Click the **Design** tab on the Ribbon, click the **More** button in the Themes group, and select a theme from the gallery.

Change the Slide Background: Click the **Design** tab on the Ribbon, click the **Background Styles** button in the Background group, and select a background.

Draw a Shape: Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.

Insert a Clip Art Graphic: Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click **Go**.

Insert a Picture: Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Find the picture you want to insert and click **Insert**.

Present a Slide Show: Click the **Slide Show** button on the status bar.

Use the Pen: In Slide Show view, press <Ctrl> + <P> and then draw on the screen. Press <Ctrl> + <A> to switch back to the arrow pointer. Press <E> to erase your doodles.

View the Slide Master: Click the **View** tab on the Ribbon, click the **Slide Master** button in the Presentation Views group, and click the **Slide Master** or the appropriate **Layout Master** in the Outline pane.

Access 2007

Getting Started Window allows the user to open or create a database.

To Create a Database: Click a template category in the list and click the template you want to use. Click **Create**. Or, click the **Blank Database** button to create your own.

To Open an Existing Database: Click a database in the Open Recent Database list or click **More** and browse for it.

Database Objects

Tables store related data in rows (records) and columns (fields).

Queries view, filter, calculate, change, sort, and examine the data stored in tables.

Forms are custom screens that provide an easy way to enter and view data in a table.

Reports present data from a table or query in a printed format.

Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

Modules are groups of procedures written in Visual Basic and used to automate tasks.

To Create a New Object: Click the **Create** tab on the Ribbon and click a button for the object or wizard you want to use on the Objects bar.

To Modify an Object: Open the object or click its tab in the window, click the Format tab on the Ribbon, click the **View** button in the Views group and select **Design View** or **Layout View**.

In class we will focus on **Creating Tables in Design View**. You must identify the type of data that will be used in each field. Remember, you will only be allowed to enter the specific data type you choose in the table.

Field Data Types

Text (default setting)	Stores text, numbers, or a combination of both, up to 255 characters long
Memo	Stores longer text entries, up to 65,000 characters
Number	Stores number for calculations
Currency	Will format field for monetary values
AutoNumber	Automatically fills in a unique number for each record. You cannot override or renumber this feature
Yes/No	Creates a box that can be checked
Lookup Wizard	Creates a dropdown list of choices for each field

Working with Tables

To Add a Field to a Table: Enter data in the cell below the Add New Field column header. Or, click and drag a field from the Field Templates pane to the table (to display the Field Templates pane, click the **Datasheet** tab on the Ribbon and click the **New Field** button in the Fields & Columns group).

To Add a New Record: Enter data in the bottom row of the table.

To Select a Record: Click the **Record selector** to the left of the record.

To Delete a Record: Select the record, click the **Home** tab on the Ribbon and click the **Delete** button in the Records group. Click **Yes**.

To Find Information: Place the cursor in the field that contains the value you want to search for, click the **Home** tab on the Ribbon and click the **Find** button in the Find group or press <Ctrl> + <F>. Type the value you want to search for in the **Find What** box and click **Find Next**

To Replace Information: Place the cursor in the field that contains the value you want to replace, click the **Home** tab on the Ribbon and click the **Replace** button in the Find group or press <Ctrl> + <H>. Type the value you want to search for in the **Find What** box and the new value in the **Replace With** box. Click **Find Next** until you've found what you're looking for, then click **Replace** or **Replace All** to replace every instance of the value.

To Sort Information: Place the cursor in the field that you want to sort by, click the Home tab and click either the **Ascending** or **Descending** button in the Sort & Filter group.

To Filter Information: Place the cursor in the field that contains the values you want to filter by, click the **Home** tab on the Ribbon and click the **Filter** button in the Sort & Filter group. Check the boxes for the values you want to filter for.

To Remove a Filter: Click the **Toggle Filter** button in the Sort & Filter group.

To Change a Field's Data Type: Select the field you want to change, click the **Datasheet** tab on the Ribbon, and click the **Data Type** list arrow in the Data Type & Formatting group. Select a data type.

Working with Queries

In class we will focus on **Creating Queries in Design View**.

To Design a Query:

1. Click the **Create Tab**
2. Click **Query Design** in the Other Group
3. **Add the Table** and/or Query you want to use for the query by selecting and adding it from the Show Table box
4. At the bottom of the query grid, begin to **select and/or list the fields and criteria** you need in the query
5. Click the **Red Exclamation Point** in the Results Group to run the query.

To Create a Select Query: Click the **Create** tab on the Ribbon and click the **Query Wizard** button in the Other group. Click **Simple Query Wizard** and click **OK**. Follow the onscreen instructions to select the fields you want to use from the desired tables and create the query.

Mail Merge

This works best if you already have the letter open you want to send. If you will be merging with an Access table or query, make sure you close the database before you begin this process.

1. Select a document type: Click the **Mailings** tab on the Ribbon, click the **Start Mail Merge** button in the Start Mail Merge group, and select the type of document you want to create.

2. Connect the document to a data source: In the Start Mail Merge group on the Mailings tab, click the **Select Recipients** button.

3. Refine recipients: In the Start Mail Merge group on the Mailings tab, click the **Edit Recipient List** button.

4. Insert merge fields: Position the insertion point where you want to insert the address block, greeting line or merge field(s) and use the commands found in the Write & Insert Fields group on the Mailings tab.

5. Preview your letters: In the Preview Results group on the Mailings tab, click the **Preview Results** button. Fix any mistakes before you go on to the next step.

6. Complete the merge: In the Finish group on the Mailings tab, click the **Finish & Merge** button and select an option from the list.

Notes