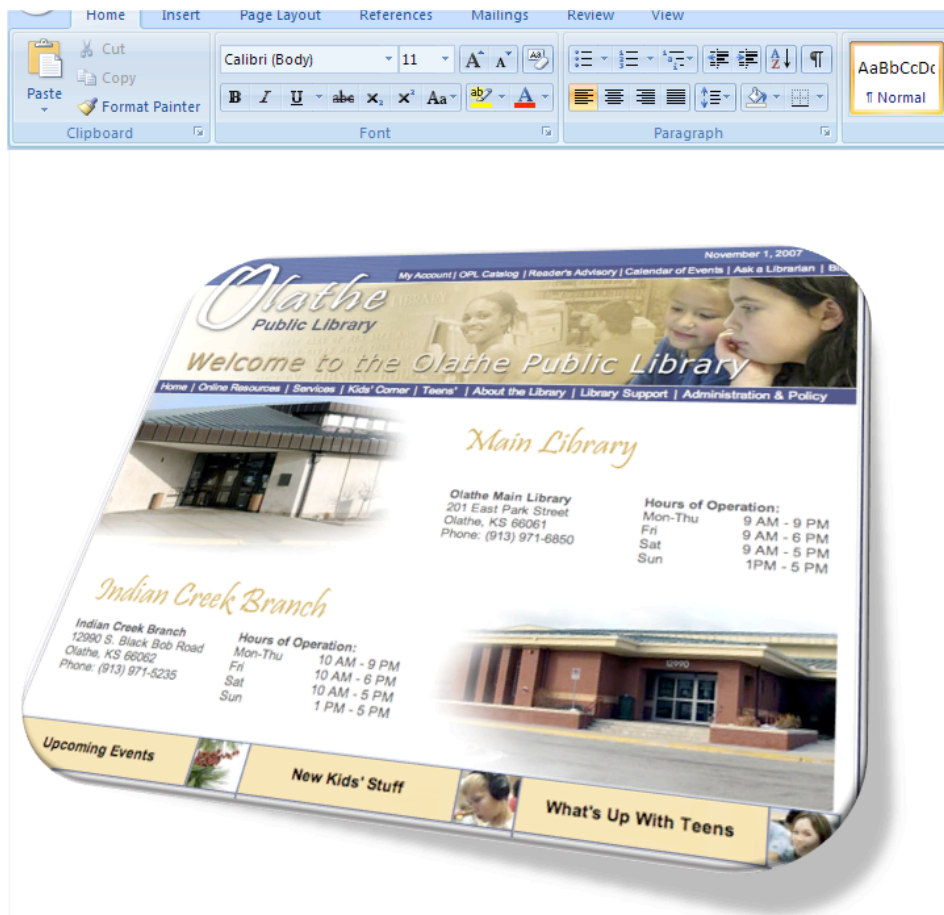


# Introducing

OFFICE  
2007



## Online Reference Guides for Office 2007

A lot has changed in this new version of Microsoft Office and you may need some help navigating all the changes! This handout will provide you with links to various helpful guides, demos, training sessions, and reference cards that Microsoft has created for new Office 2007 users. They are all great for staff or patron use.

### Office 2007 Overview

Up to Speed with the new Microsoft Office

<http://office.microsoft.com/en-us/excel/HA100666101033.aspx?mode=print>

Up to speed with the 2007 Microsoft Office System

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101482341033&CTT=6&Origin=RC101482291033>

Keyboard shortcuts in the 2007 Office system:

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101563801033&CTT=6&Origin=RC101562731033>

### Microsoft Word 2007

Up to speed with Word 2007

<http://office.microsoft.com/training/Training.aspx?AssetID=RP100664491033&CTT=6&Origin=RC100664431033>

What's new in Microsoft Word 2007

<http://office.microsoft.com/en-us/help/HA100742241033.aspx?mode=print>

Presented By:

Heather Braum,  
Technology Support Specialist  
Northeast Kansas Library System  
[hbraum@nekl.org](mailto:hbraum@nekl.org)

## Locations of Word 2003 commands in Word 2007

<http://office.microsoft.com/en-us/word/HA100625841033.aspx?mode=print>

### Demo: Up to Speed with Word 2007

<http://office.microsoft.com/en-us/word/HA100484691033.aspx>

### Flash Interactive:

#### Locating Word 2003 commands in Word 2007

<http://office.microsoft.com/en-us/word/HA100744321033.aspx?pid=CH100487431033>

## **Get to Know Word 2007:**

### Create your first document

<http://office.microsoft.com/training/Training.aspx?AssetID=RP102275031033&CTT=6&Origin=RC102275001033>

### Edit text and revise your documents

<http://office.microsoft.com/training/Training.aspx?AssetID=RP102276831033&CTT=6&Origin=RC102276801033>

### Make documents look great

<http://office.microsoft.com/training/Training.aspx?AssetID=RP102282911033&CTT=6&Origin=RC102282881033>

## **Microsoft Excel 2007**

### Up to speed with Excel 2007

<http://office.microsoft.com/training/Training.aspx?AssetID=RP100620801033&CTT=6&Origin=RC100620751033>

### What's new in Microsoft Excel 2007

<http://office.microsoft.com/en-us/excel/HA100738731033.aspx?mode=print>

### Locations of Excel 2003 commands in Excel 2007

<http://office.microsoft.com/en-us/excel/HA100860481033.aspx?mode=print>

### Demo: Up to Speed with Excel 2007

<http://office.microsoft.com/en-us/excel/HA100484501033.aspx>

### Flash Interactive:

#### Locating Excel 2003 commands in Excel 2007

<http://office.microsoft.com/en-us/excel/HA101491511033.aspx?pid=CH100648241033>

## **Microsoft PowerPoint 2007**

### Up to speed with PowerPoint 2007

<http://office.microsoft.com/training/Training.aspx?AssetID=RP100684731033&CTT=6&Origin=RC100687671033>

### What's new in Microsoft PowerPoint 2007

<http://office.microsoft.com/en-us/powerpoint/HA100742261033.aspx?mode=print>

### Locations of PowerPoint 2003 commands in PowerPoint 2007

<http://office.microsoft.com/en-us/powerpoint/HA100484621033.aspx?mode=print>

### Demo: Up to Speed with PowerPoint 2007

<http://office.microsoft.com/en-us/word/HA100484621033.aspx>

### Flash Interactive:

#### Locating PowerPoint 2003 commands in PowerPoint 2007

<http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx?pid=CH100668131033>

## **Microsoft Access 2007**

### Up to speed with Access 2007

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101933511033&CTT=6&Origin=RC101933201033>

### What's new in Microsoft Access 2007

<http://office.microsoft.com/en-us/getstarted/HA100241851033.aspx?mode=print>

## **Converting Office 2007 files to open in Office 2003 and earlier versions**

[Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 \(download information link\)](#)

<http://www.microsoft.com/downloads/details.aspx?familyid=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

[KB article about the Compatibility pack](#)

<http://support.microsoft.com/kb/924074>