ESSENTIAL
MICROSOFT *OFFICE 2007*™
Tutorials for Teachers

by

Bernard John Poole
University of Pittsburgh at Johnstown
Johnstown, PA

Dedicated to my mother

Winifred Lucy Poole
(1909-2007)

who passed away August 4, 2007
aged 98

"Life begets life.
Energy creates energy.
It is by spending oneself that one becomes rich."

Sarah Bernhardt (1844-1923)

Brief Table of Contents

	Table of Contents	i
	Introduction	1
Lesson 1	INTRODUCTION TO *WORD* Writing a Conference Call letter	5
Lesson 2	MORE ON WORD PROCESSING Working with larger documents	33
Lesson 3	THE *OFFICE* DRAWING TOOLS	72
Lesson 4	INTRODUCTION TO THE SPREADSHEET Preparing a gradebook	101
Lesson 5	MORE ON THE USE OF THE SPREADSHEET Making changes to existing spreadsheets	133
Lesson 6	MAIL MERGE AND RELATED OPERATIONS Form letters, data sources, and mailing labels	167
Lesson 7	INTRODUCTION TO THE *ACCESS* DATABASE Keeping student records	200
Lesson 8	MORE ON DATABASE USE Manipulating the data in the database	229
Lesson 9	*POWERPOINT* PRESENTATIONS Creating Slide Shows and related teaching materials	249
Lesson 10	*POWERPOINT* BEYOND THE BASICS Interactive, non-linear slide shows	281
	***Office* Shortcuts: Quick Keyboard Commands** (Inside back cover)	

CONTENTS **(Detail will change as the tutorials are developed)**

INTRODUCTION **1**

I.1 THE OBJECTIVES OF THIS TEXT 1

I.2 WHAT IS SPECIAL ABOUT THIS TEXT? 1

I.3 WHY MICROSOFT *OFFICE 2007?* 2

I.4 THE STATUS OF COMPUTING IN SCHOOLS 2

I.5 TEACHING IS A COOPERATIVE ENDEAVOR 3

I.6 ACKNOWLEDGMENTS 3

REFERENCES 4

Lesson 1 INTRODUCTION TO *WORD* **5**
Writing a Conference Call letter

BEFORE YOU BEGIN 5

LEARNING OUTCOMES 6

1.1 OPENING AND NAMING A NEW WORD PROCESSOR FILE 6
Showing the Full menus and organizing the Toolbars 7
Saving a new *Word* document 9
Creating a new folder on a disk 10

1.2 SOME HELPFUL HINTS WHILE USING *WORD* 11
Getting to know the tools in the Toolbars 11
Word processing is *not* the same as using a typewriter 12
There are two cursors you need to know about 12
Correcting errors while entering text 13
Removing unwanted Returns (using the Hide/Show option) 14
Undoing unintended actions 14
Scrolling through a document 15
Shortcuts or quick keyboard commands 17
Renaming a document 17

1.3 ENTERING AND SAVING A DOCUMENT 17
Entering the Conference Call letter 18

1.4 UPDATING AND SIMPLE FORMATTING OF A DOCUMENT 19
Inserting the date 19
Adding text 20
Removing text 20
Changing text 21
Selecting (highlighting) a block of text 21
Changing margins and using the *Word* Indent Markers 24

1.5 CHECKING THE DOCUMENT FOR SPELLING ERRORS 27
Accessing the spelling checker 27

1.6 PRINTING A FIRST DRAFT OF THE DOCUMENT 28
Print Preview-ing your work 28
Removing your document from the printer 29
Always proofread your writing 30

1.7 RUNNING OFF A FINAL COPY 30

1.8 MAKING A BACKUP COPY OF THE DOCUMENT 30

LOOKING BACK 31
LOOKING FORWARD 31
SKILL CONSOLIDATION 31

Lesson 2 MORE ON WORD PROCESSING 33
Working with larger documents

LEARNING OUTCOMES 33

2.1 GETTING STARTED 34
Showing the Full menus and organizing the Toolbars 34
Setting up for the tutorial 34
Inserting Page Numbers 35

2.2 MORE TOOLS FOR FORMATTING TEXT 36
A word about default settings 36
A word about WYSIWYG 36
Setting the margins 36
Aligning text 37
Choosing fonts 38
Changing the point size of text 39
Inserting page breaks 39
Spacing before and after paragraphs 41
Using tabs 41
Selecting the style of text 43
Setting the spacing between lines 44

2.3 CUSTOMIZING BULLETS AND NUMBERED LISTS 45
Numbered lists 45
Bulleted lists 46

2.4 SETTING OFF A BLOCK OF TEXT WITH A BORDER 50

2.5 INDENTING TEXT 52
Adjusting (moving) the Indent Markers 52
Indenting the first line of paragraphs 53
Hanging indents 53

2.6 CREATING SECTIONS AND COLUMNS OF TEXT 55

2.7 FINDING AND REPLACING TEXT 56
Finding a text string 56
Replacing a single occurrence of a text string 59

2.8 MOVING AND COPYING TEXT WITHIN A DOCUMENT 61
Moving text within a document 61
Copying text within a document 62
Checking the document of spelling and other errors 63

2.9 WRAPPING TEXT AROUND A PICTURE OR IMAGE 64

2.10 MAKING A BACKUP COPY 64

LOOKING BACK 65
LOOKING FORWARD 65
SKILL CONSOLIDATION 66

Lesson 3 THE *OFFICE* DRAWING TOOLS 72

LEARNING OUTCOMES 72

3.1 GETTING STARTED 73
Showing the Full menus and organizing the Toolbars 73
Displaying the Drawing toolbar 74
Changing the Page Orientation 74

3.2 DRAWING, MOVING, ROTATING, RESIZING, AND OTHERWISE EDITING SIMPLE SHAPES AND LINES 75
Working with a drawing canvas 75
Drawing lines 76
Working with the lines and arrows 76
Working with rectangles and ovals 77
Rotating objects 78

Drawing a perfect square or circle 78
Moving drawing objects 78
Resizing drawing objects 79
Editing (changing) straight lines or arrows 79

3.3 AUTOSHAPES 80

3.4 USING COLORS, PATTERNS, AND OTHER VISUAL EFFECTS 81
Colors and transparencies 81
Fill Effects 83
Gradients 84
Textures 85
Patterns 86
Filling shapes with pictures 87

3.5 GROUPING, ORDERING, AND ALIGNING OBJECTS 88
Grouping the drawing objects 90
Ordering the drawing objects 91
Aligning the drawing objects 92

3.6 WORKING WITH TEXT AND WORD ART 94
Using the Text Box tool 94
Using the Word Art tool 94

3.7 WORKING WITH ORGANIZATION CHARTS AND DIAGRAMS 96
Discovery is a good way to learn 98

LOOKING BACK 98
LOOKING FORWARD 99
SKILL CONSOLIDATION 99

Lesson 4 INTRODUCTION TO THE SPREADSHEET 101
Preparing a Gradebook

LEARNING OUTCOMES 101

4.1 GETTING STARTED 66
Showing the Full menus and organizing the Toolbars 102
Some background 103

4.2 HELPFUL HINTS WHILE USING THE SPREADSHEET 105
A spreadsheet is a grid divided into rows and columns 105
Moving around in the spreadsheet 105
Identifying the active cell's coordinates 106
Selecting a range (group) of cells 107

Location of the active (selected) cell after entering data into a cell 107
Blanking out a cell or cells in the spreadsheet 108
Editing the data in the Entry bar.. 108
Editing data after they have been entered into a cell 108

4.3 SETTING UP LABELS FOR YOUR GRADESHEET TEMPLATE 109
Aligning data in spreadsheet cells 110
Entering the column and row labels 110
Entering "dummy" scores 111
Adjusting the width of columns 111
Changing the alignment of the column labels 113

4.4 CREATING AND COPYING FORMULAS 113
Creating the formula.. 114
Copying and pasting formulas 114
Relative references 116
Filling down (copying the formula into the rest of the TOTAL column) 116
Setting up the Percentage formula.. 117
Using logical functions... 117
Absolute references 121
Setting the Cell Attribute for the PCNT column 123
Checking out the formulas 123

4.5 ENTERING NAMES AND SCORES FOR EACH STUDENT 124
Changing the name of the template document 124
Entering the student names 125
Entering the scores for each student... 125

4.6 MAKING CHANGES TO YOUR GRADEBOOK 126
Adding a student to the roster (Inserting rows) 126
Inserting columns 127
Deleting (cutting) rows and columns 127

4.7 PRINTING YOUR GRADESHEET... 128

4.8 SAVING A BACKUP COPY OF YOUR WORK 130

4.9 A WORD ABOUT TEMPLATES AND STATIONERY DOCUMENTS 131

LOOKING BACK.. 131
LOOKING FORWARD... 131
SKILL CONSOLIDATION 132

Lesson 5 MORE ON THE USE OF THE SPREADSHEET 133
Making changes to existing spreadsheets

LEARNING OUTCOMES 133

5.1 GETTING STARTED 134
Showing the Full menus and organizing the Toolbars 134

5.2 RECAPITULATION AND REINFORCEMENT 135
Moving from cell to cell in the spreadsheet 135
More cell selection commands 136

5.3 UPDATING AN EXISTING SPREADSHEET 137
Dividing up the spreadsheet to make it easier to read 137
Adding formulas to the spreadsheet 139
Locking (protecting) important cells 144
Dividing the spreadsheet into panes 145

5.4 MAKING MORE CHANGES TO THE LOOK OF THE SPREADSHEET 146
Putting a border around a cell or set of cells 146
Removing grid lines and column and row headers 148

5.5 USING THE LOOKUP FUNCTION 151
The concept of the LOOKUP function 151
Building the LOOKUP Table 152
Using the clipboard to copy cells from one document to another 153
Entering the LOOKUP function into the spreadsheet 154
Copying the LOOKUP function into the rest of the GRADE column 157

5.5 CREATING CHARTS BASED ON THE SPREADSHEET DATA 159
The concept of using charts 159
The *Excel* charting capability 159

5.6 PRINTING THE UPDATED SPREADSHEET 163
Selecting a section of the spreadsheet for printing 163

5.7 MAKING A BACKUP COPY OF YOUR DOCUMENTS 164

LOOKING BACK 164
LOOKING FORWARD 165
SKILL CONSOLIDATION 165

Lesson 6 MAIL MERGE AND RELATED OPERATIONS 167
Form letters, data sources, and mailing labels

LEARNING OUTCOMES 167
Another word of warning 168

6.1 GETTING STARTED 168
Showing the Full menus and organizing the Toolbars 168

6.2 PREPARING THE ADDRESS BOOK DATA SOURCE DOCUMENT 169
Step 1: Select the document type 169
Step 2: Select the starting document 170
Step 3: Select the recipients of the form letter 171
Editing the Mail Merge recipients list 175
Entering the data for the remaining records in the Address Book document 175

6.3 CREATING THE FORM LETTER (THE FIELD TRIP REPORT) 176
Step 4: Write your letter 176
Inserting fields (placeholders) into your form letter 178
Step 5: Previewing your letters 179

6.4 PRINTING THE FIELD TRIP NOTICE 181
Step 6: Complete the Merge 181
A summary of the Microsoft *Word* Mail Merge features 182

6.5 PREPARING MAILING LABELS 182
Deciding on the data for the mailing label 182
Setting up the mailing labels 182

6.6 PREPARING A NEW FORM LETTER USING AN EXISTING DATA SOURCE DOCUMENT 188
Macros 189
Renaming the Letter template and creating the merge document 194
Using the Mail Merge toolbar 195
Pasting a chart into the letter 196

6.7 BACKING UP YOUR DATA 198

LOOKING BACK 198
LOOKING FORWARD 199
SKILL CONSOLIDATION 199

Lesson 7 INTRODUCTION TO THE *ACCESS* DATABASE **200**
Keeping student records

LEARNING OUTCOMES 200

7.1 AN OVERVIEW OF THE DATABASE CONCEPT 200
How is a database organized? 201
The general terminology used to describe data storage 202
Access database terminology 202
Showing the Full menus and organizing the Toolbars 203

7.2 PLANNING A NEW DATABASE 206
Points to ponder when planning a database 206
Design guidelines for a Student Roster database 207

7.3 SOME HINTS BEFORE CREATING THE DATABASE TEMPLATE 208

7.4 CREATING THE DATABASE TEMPLATE 211
Entering field names for the database 211
Checking or entering data automatically 212
Using an input mask to control the format for a field 214

7.5 COMPLETING PREPARATION OF THE DATABASE TEMPLATE 217
Creating a Form for the new database 217
Rearranging the layout of a record in the Form window 220

7.6 ADDING RECORDS TO A NEW OR EXISTING DATABASE 222
Creating a new database based on the Template database (Importing Objects) 222
Entering the data for the records in the database file 223
Adding a New Record to the database 224

7.7 VIEWING THE DATA IN THE DATABASE 225

7.8 UPDATING ENTRIES AND RECORDS IN THE DATABASE 226
Updating the contents of a field (one item of data in a student record) 226
Deleting (clearing) a record 226
Deleting several records at once 226

7.9 SAVING A BACKUP COPY OF YOUR WORK 227

LOOKING BACK 227
LOOKING FORWARD 227
SKILL CONSOLIDATION 227

Lesson 8 MORE ON DATABASE USE 229
Manipulating the data in the database

LEARNING OUTCOMES 229

8.1 GETTING STARTED 229
Showing the Full menus and organizing the Toolbars 230

8.2 REVIEWING THE BASICS 231
Viewing the data in the database 232
Adding a record to the database 232
Clearing a field in a record 233
Deleting (clearing) a record, or a set of records 233
Changing the data in a field 234

8.3 SEARCHING AND QUERYING A DATABASE 234
Finding a record using data from a specific field 234
Finding two or more records based on data from a single field 235
Filter by Selection 236
Filter by Form 237
Searching based on criteria from more than one field 239

8.4 SORTING RECORDS 239
Sorting on a single field 240

8.5 CREATING REPORTS 241
A word about the *Access* database reporting tool 241
Initial definition of the layout or report 241

8.6 IMPROVING THE REPORT (MAKING CHANGES) 244

8.7 PRINTING REPORTS 247

LOOKING BACK 247
LOOKING FORWARD 247
SKILL CONSOLIDATION 248

Lesson 9 *POWERPOINT* PRESENTATIONS 249
Creating Slide Shows and related teaching materials

LEARNING OUTCOMES 249

9.1 SOME INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS 250

9.2 *POWERPOINT* AT WORK 251
Showing the Full menus and organizing the Toolbars 251

Normal View 254
Slide Sorter view 254
Slide Show view 254
Features to look out for in the demonstration presentation 255

9.3 BUILDING THE PRESENTATION 258
Preparation of the outline 258
Typing the outline entries 259
Adding the pictures to the slides 263

9.4 ADDING BELLS AND WHISTLES TO THE PRESENTATION 265
Setting timings for the slides and adding transitions 265
Choosing slide designs 266
Making the Screenbean images transparent 270
Checking out the presentation 270
Hiding slides and using action buttons 228

9.5 ACTION BUTTONS AND HIDDEN SLIDES 271
Action buttons 271
Hidden slides 274
Changing an Action button's colors and effects 276

9.6 PRINTING PRESENTATION HANDOUTS 278

LOOKING BACK 279
LOOKING FORWARD 279
SKILL CONSOLIDATION 279

Lesson 10 *POWERPOINT* BEYOND THE BASICS 281
Interactive, non-linear slide shows

LEARNING OUTCOMES 281

10.1 INTERACTIVE *POWERPOINT* AT WORK 282
Showing the Full menus and organizing the Toolbars 282
Features to look out for in the demonstration presentation 284

10.2 BUILDING THE PRESENTATION 286
Preparation of the outline 286
Question and feedback slides 288

10.3 MAKING THE PRESENTATION INTERACTIVE 291
Duplicating and sorting the feedback slides 291
Hyperlinking the answers to the appropriate slides 292
Creating Action Buttons 293

10.4 FORMATTING YOUR PRESENTATION 296
Selecting a Design Template 296
Replacing fonts 297
Changing the color scheme 298
Tips on color choices for printing 301
Applying different design templates to certain slides in a show 301
Applying customized backgrounds to the slides 301

10.5 INSERTING CONTENT 302
Inserting clip art 304
Inserting (importing) other pictures or pictures of your own 305
Inserting sound 305
Inserting video 307
Inserting e-mail 308

10.6 SOME FINAL THOUGHTS ABOUT PRESENTATIONS 308

LOOKING BACK 309
LOOKING FORWARD 309
SKILL CONSOLIDATION 310

Microsoft *Office* Shortcuts: QUICK KEYBOARD COMMANDS
(inside back cover)