

Microsoft® Office® 2007 Step-by-Step for Educators

The Microsoft Office suite can be one of the most useful tools both in and outside of the classroom. Whether a person is presenting with Microsoft® PowerPoint®, writing with Microsoft® Word®, or taking notes with Microsoft® OneNote®—Office is an essential part of teaching and learning. This document covers some helpful Microsoft Office 2007 tips and tricks for teachers.

The Office 2007 User Interface

In Office 2007, we dramatically improved the user interface after thousands of hours of customer research and hundreds of designs. Our goal was to make the programs easier to use, and help you discover new, more efficient ways to get your work done. The result is a very visual and more dynamic interface.

The Ribbon

The heart of this new interface is the ribbon. The ribbon replaces traditional menus and toolbars with a highly visual layout of commands that helps you find the features you need fast. All the tools for working in your documents have been logically grouped into tabs—each one, organized around a particular set of activities. To keep things simple, some tabs only appear when needed. For instance, the Table Tools tabs only appear when you insert or select a table. Just click on the object you want to edit, and the tools you need will be displayed.



The Home tab in the new Office 2007 ribbon: insert or select a table and the Table Tools tabs appear.

Galleries and Live Preview

Galleries present a selection of the results you can achieve with a feature, such as a selection of designs or formats. As you move your mouse over the options, Live Preview shows you exactly how they would look in your document. When you like what you see, just click on the results you want.



The SmartArt Gallery

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Table of Contents Stepbystep Microsoft Press Office 1

1. Understanding the eBook Stepbystep Microsoft Press Office 1
 - The Rise of Digital Reading Stepbystep Microsoft Press Office 1
 - Advantages of eBooks Over Traditional Books
2. Identifying Stepbystep Microsoft Press Office 1
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Stepbystep Microsoft Press Office 1
 - User-Friendly Interface
4. Exploring eBook Recommendations from Stepbystep Microsoft Press Office 1
 - Personalized Recommendations
 - Stepbystep Microsoft Press Office 1 User Reviews and Ratings
 - Stepbystep Microsoft Press Office 1 and Bestseller Lists
5. Accessing Stepbystep Microsoft Press Office 1 Free and Paid eBooks
 - Stepbystep Microsoft Press Office 1 Public Domain eBooks
 - Stepbystep Microsoft Press Office 1 eBook Subscription Services
 - Stepbystep Microsoft Press Office 1 Budget-Friendly Options

6. Navigating Stepbystep Microsoft Press Office 1 eBook Formats
 - ePub, PDF, MOBI, and More
 - Stepbystep Microsoft Press Office 1 Compatibility with Devices
 - Stepbystep Microsoft Press Office 1 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Stepbystep Microsoft Press Office 1
 - Highlighting and Note-Taking Stepbystep Microsoft Press Office 1
 - Interactive Elements Stepbystep Microsoft Press Office 1
8. Staying Engaged with Stepbystep Microsoft Press Office 1
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Stepbystep Microsoft Press Office 1
9. Balancing eBooks and Physical Books Stepbystep Microsoft Press Office 1
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Stepbystep Microsoft Press Office 1
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Stepbystep Microsoft Press Office 1
 - Setting Reading Goals Stepbystep Microsoft Press Office 1
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Stepbystep Microsoft Press Office 1
 - Fact-Checking eBook Content of Stepbystep Microsoft Press Office 1
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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