

The 2007 Microsoft Office System Step by Step

by Joyce Coxet al.

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With coverage of core Office programs and highlights of new ones, this indispensable guide will show you how to create high quality documents, powerful spreadsheets, compelling slide presentations, and so much more.

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## Back Cover

The smart way to learn the latest version of Microsoft Office—one step at a time! Work at your own pace through the easy numbered steps, practice files, helpful hints, and troubleshooting help to master the fundamentals of working with Office 2007, including how to navigate the new user interface. With coverage of core Office programs, and highlights of new programs, you will learn how to create professional-quality documents, powerful spreadsheets, and compelling slide presentations. You will also discover how to get your Web site up and running, how to take notes electronically, and how to manage your e-mail communications and workday. You'll even step through the fundamentals of working with Microsoft InfoPath forms and collaborating with Microsoft Office SharePoint, Microsoft Office LiveMeeting, and Microsoft Office Groove.

### About the Authors

Joyce Cox has 25 years' experience in the development of training materials about technical subjects for non-technical audiences, and is the author of dozens of books about Office and Windows technologies. She is the Vice President of Online Training Solutions, Inc. (OTSI). She was President of and principal author for Online Press, where she developed the *Quick Course* series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California.

Curtis Frye is a freelance writer and Microsoft Most Valuable Professional for Microsoft Office Excel. He lives in Portland, Oregon, and is the author of eight books from Microsoft Press, including *Microsoft Office Excel 2007 Step by Step*, *Microsoft Office Access 2007 Plain & Simple*, *Microsoft Office Excel 2007 Plain & Simple*, and *Microsoft Office Small Business Accounting 2006 Step By Step*. He has also written numerous articles for the Microsoft Work Essentials web site. Before beginning his writing career in June 1995, Curt spent four years with The MITRE Corporation as a defense trade analyst and one year as Director of Sales and Marketing for Digital Gateway Systems, an Internet service provider. Curt graduated from Syracuse University in 1990 with an honors degree in political science.

Steve Lambert has written 18 books, most of which are about Microsoft applications. As President of Online Publishing and Programming Solutions, Inc. (OP2S), he has managed the development of many tools for creating and viewing training material.

During 20 years in academia, M. Dow Lambert III authored or co-authored 19 social science research publications, developed curriculum and training programs for social services professionals, and managed longitudinal studies of human behavior. In 1995, he moved from academia to the private sector, where he worked for a small company that developed and maintained reservation systems for the travel industry. Here he learned the difference between writing research reports for scientific journals, writing technical specifications for programmers, and writing user guides for the people who actually needed to understand and use the software that his company produced.

Katherine Murray is the author of many books on technology, with a special emphasis on Microsoft Office. Her most recent book, *First Look 2007 Microsoft Office System* (Microsoft Press, 2006) is available as a free downloadable PDF on the 2007 Microsoft Office download site. Katherine is also the coauthor of *Microsoft Word 2007 Inside Out* and *MSN Spaces: Share Your Story*. Katherine is a regular contributor to a number of Microsoft sites and publishes a blog called BlogOffice, offering tips, updates, news, and resources related to a variety of Microsoft Office versions and events.

Joan Lambert Preppernau is the author of more than a dozen books about Windows and Office, including the popular *Microsoft Windows XP Step by Step*, and a contributor to the development of the Microsoft certification exams for the 2007 Office system and Windows Vista. Having learned about computers literally

at her father's knee, Joan's wide-ranging experiences in various facets of the computer industry contribute to her enthusiasm for producing interesting, useful, and reader-friendly training materials. Joan is the President of Online Training Solutions, Inc. (OTSI) and an avid telecommuter. The power of the Internet and an obsession with technology have made it possible for Joan to live and work in New Zealand, Sweden, Denmark, and various locations in the U.S. during the past 15 years.

## The 2007 Microsoft Office System Step by Step

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### Curtis Frye

Curt Frye is a freelance writer and Microsoft Most Valuable Professional for Microsoft Office Excel. He lives in Portland, Oregon, and is the author of eight books from Microsoft Press, including *Microsoft Office Excel 2007 Step by Step*, *Microsoft Office Access 2007 Plain & Simple*, *Microsoft Office Excel 2007 Plain & Simple*, and *Microsoft Office Small Business Accounting 2006 Step By Step*. He has also written numerous articles for the Microsoft Work Essentials web site. Before beginning his writing career in June 1995, Curt spent four years with The MITRE Corporation as a defense trade analyst and one year as Director of Sales and Marketing for Digital Gateway Systems, an Internet service provider. Curt graduated from Syracuse University in 1990 with an honors degree in political science. When he's not writing, Curt is a professional improvisational comedian with ComedySportz Portland.

### Steve Lambert

Steve has written 18 books, most of which are about Microsoft applications. As President of Online Publishing and Programming Solutions, Inc. (OP<sup>2</sup>S), he has managed the development of many tools for creating and viewing training material. Steve takes advantage of the Internet and computer technology to work from home—a ten-acre horse ranch on the Olympic Peninsula. When not working on technology products, he and his wife Gale spend their time working on the property, training and riding horses, and picking up horse poop.

### M. Dow Lambert III

During 20 years in academia, Dow authored or co-authored 19 social science research publications, developed curriculum and training programs for social services professionals, and managed longitudinal studies of

human behavior. In 1995, he moved from academia to the private sector, where he worked for a small company that developed and maintained reservation systems for the travel industry. Here he learned the difference between writing research reports for scientific journals, writing technical specifications for programmers, and writing user guides for the people who actually needed to understand and use the software that his company produced. In his spare time, Dow and his wife Marlene enjoy birding and bird photography.

### **Katherine Murray**

Katherine Murray is the author of many books on technology, with a special emphasis on Microsoft Office. Her most recent book, *First Look 2007 Microsoft Office System* (Microsoft Press, 2006) is available as a free downloadable PDF on the 2007 Microsoft Office download site. Katherine is also the coauthor of *Microsoft Word 2007 Inside Out* and *MSN Spaces: Share Your Story*. Katherine is a regular contributor to a number of Microsoft sites and publishes a blog called BlogOffice, offering tips, updates, news, and resources related to a variety of Microsoft Office versions and events.

Katherine has been fascinated by computers since the early 80s when her husband brought home one of the first IBM PCs to arrive in the city of Indianapolis. She lives in the Midwest with her three children (one of whom is married and lives a mile away with her husband and newborn daughter, Ruby-Katherine's first grandbaby!) and enjoys many non-technical activities including gardening, cooking, reading, jazz, and playing Trivial Pursuit with the kids.

### **Joan Lambert Preppernau**

Joan is the author of more than a dozen books about Windows and Office, including the popular *Microsoft Windows XP Step by Step*, and a contributor to the development of the Microsoft certification exams for the 2007 Office system and Windows Vista. Having learned about computers literally at her father's knee, Joan's wide-ranging experiences in various facets of the computer industry contribute to her enthusiasm for producing interesting, useful, and reader-friendly training materials. Joan is the President of Online Training Solutions, Inc. (OTSI) and an avid telecommuter. The power of the Internet and an obsession with technology have made it possible for Joan to live and work in New Zealand, Sweden, Denmark, and various locations in the U.S. during the past 15 years. Having finally discovered the delights of a daily dose of sunshine, Joan has recently settled in San Diego, California, with her husband Barry and their daughter Trinity.

### **Online Training Solutions, Inc. (OTSI)**

OTSI specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. For more information about OTSI, visit [www.otsi.com](http://www.otsi.com)

## **A Tour of the Office 2007 User Interface**

From the moment you launch any of the applications in the 2007 Microsoft Office System, you will notice a dramatic difference: The entire user interface has been redesigned to be more intuitive, easier to navigate, and better suited to the task at hand. When the developers of Office 2007 began brainstorming about the new user interface, they decided to go back to the drawing board and create an interface based on the way people use their computers today. The result is a simplified, smart system that brings you just the tools you need, when you need them. No more clicking through menus, submenus, and nested dialog boxes. Now the commands you need come to you, depending on the type of object you select and the application you are using. This chapter introduces the new elements in the Office 2007 user interface so that you'll recognize the features as you begin to use the applications.

## Using the “Ribbon”

The Office 2007 Ribbon was in the news long before Office 2007 went public. Why? The Ribbon is the dramatic new replacement for the customary menu system in previous versions of Microsoft Office. The Ribbon stretches across the top of the work area in Word, Excel, PowerPoint, and Access, and it appears in selected windows in Outlook, giving you tabs, contextual commands, and more that are related to the current operation you are performing (see [Figure I-1](#)).

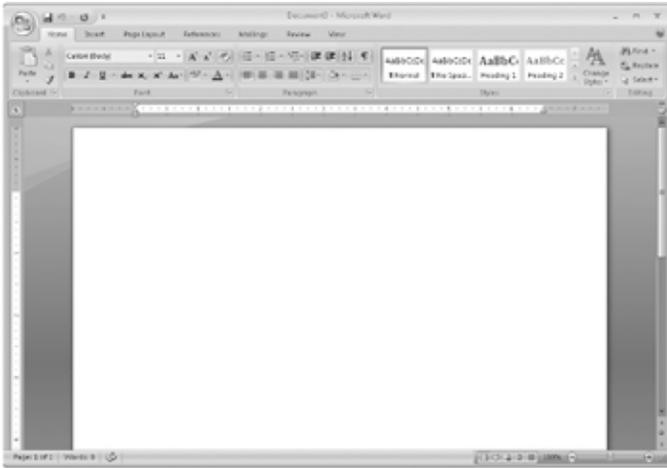


Figure I-1: When you click a command tab, the command sets that relate to that tab are displayed in the Ribbon.

The Ribbon is actually a collection of several components:

- The Quick Access Toolbar (appears in the top left of the window and contains the Microsoft Office button, which opens the File menu), and the Save, Undo, and Redo icons. (You can customize the QAT to add tools you use frequently.)
- Command tabs (such as Home, Insert, Page Layout, References, Mailings, Review, and View in Word 2007) stretch across the screen just below the window title bar.
- Command sets are the commands available for the selected tab that relate to what you’re trying to do. The name of the command set appears below the commands (for example, Clipboard, Font, and Paragraph, in [Figure I-1](#)).
- Contextual commands appear only when an object (a table, chart, etc.) is selected.

## Command Tabs

The command tabs relate directly to the stages of the process you’re likely to follow as you create a project in an application. For example, in Office Excel 2007, the command tabs are Home, Insert, Page Layout, Formulas, Data, Review, and View. When you’re creating a worksheet, you first need commands related to data entry (Home), editing (Insert), and formatting (Page Layout). Later on in the process, you will want to work with the information on the worksheet by analyzing (Formulas), sorting, filtering, consolidating, and validating it (Data). If you’re working as part of a team, you’ll want to be able to review the worksheet and share it with others (Review). Along the way, you’ll need to be able to modify the ways in which the worksheet is displayed (View).

## Command Sets

Different commands appear in the Ribbon depending on the tab you’ve selected. If you click the Home tab in PowerPoint 2007, one set of commands appears in the Ribbon; if you click the Review tab, a different set is displayed. This approach cuts down on the number of menus, commands, and dialog boxes you have to sort through in order to find the items you want. Each command set is grouped according to its function. In [Figure I-2](#), the Page Setup, Themes, Background, and Arrange command sets appear when the Design tab is selected

in PowerPoint 2007.

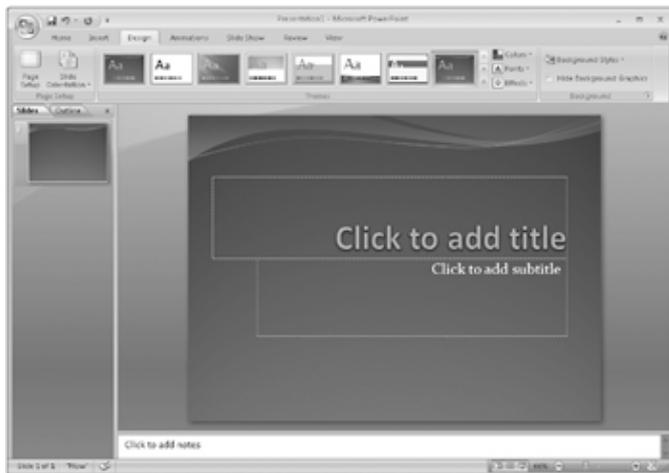


Figure I-2: The set of commands displayed in the Ribbon varies depending on the command tab you select.

## Contextual Tools

Contextual tools are different from command sets in that they appear only when you select a specific object in your document. For example, when you create a table in Word, the Table Tools contextual tools appear above the Ribbon. The tool set includes two tabs specific to the selected table: Design and Layout (see [Figure I-3](#)). The Design tab includes a variety of command sets that enable you to format a table the way you want it to appear. The Layout tab in the Table Tools contextual commands enables you to choose the way you want data to be positioned and organized in the cells.

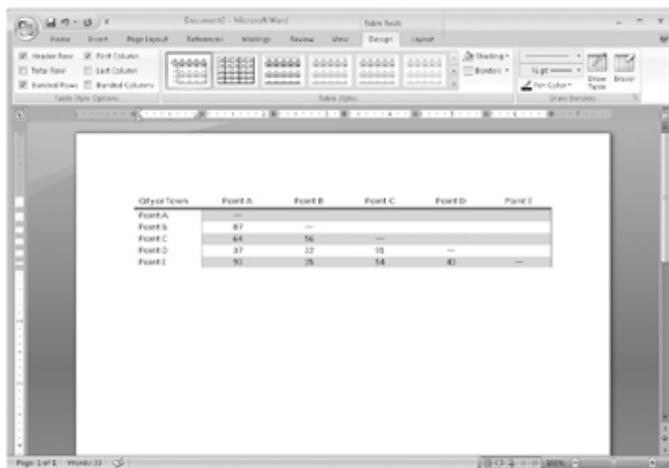


Figure I-3: Contextual tools provide you with additional options related to the selected object.

## DialogLaunchers

Some command sets on the Ribbon are also available in traditional style dialog boxes. The presence of a small arrow in the lower right corner of a command set indicates that you can click that “launcher” to display a dialog box containing those commands. For example, if you click the dialog launcher in the Font command set in Excel’s Home tab, the Format Cells dialog box appears with the Font tab selected, as shown in [Figure I-4](#).

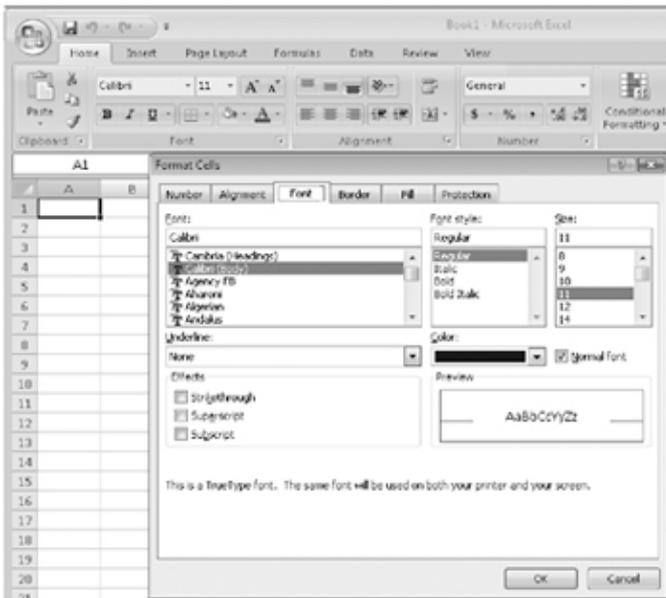


Figure I-4: Dialog launchers display some command sets in traditional dialog boxes.

Note You also will find a dialog launcher available at the bottom of any gallery that shows advanced options.

For example, in Word, when you choose the Page Layout command tab and click the Columns arrow in the Page Setup command set, a gallery of column settings appears. Click the More Columns option at the bottom of the gallery to launch the Columns dialog box (see [Figure I-5](#)).

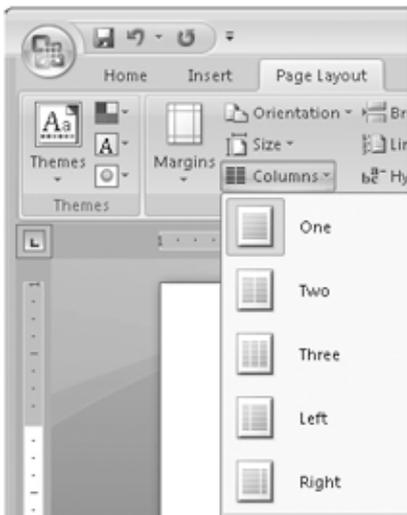


Figure I-5: Click the More Columns option at the bottom of a gallery to display a dialog box of additional options.

## Galleries

Galleries are one of the great additions to the design of the new user interface—they make finding the look you want as simple as point-and-click. Office 2007 includes two types of galleries. Galleries with only a few selections are typically shown as part of a command set in the Ribbon; but galleries with multiple selections (such as the Styles, Themes, and Margins in Word 2007) appear as drop-down galleries so that you can make your selection from the displayed group.

When you select a command that has an arrow next to it (which means additional choices are available), the gallery appears (see [Figure I-6](#)). You can see at a glance which color combination, format, color scheme, transition, or chart type you want. Just click your choice (or point to it, if you want to use the Live Preview feature) and the setting is applied to the current document or selected object.

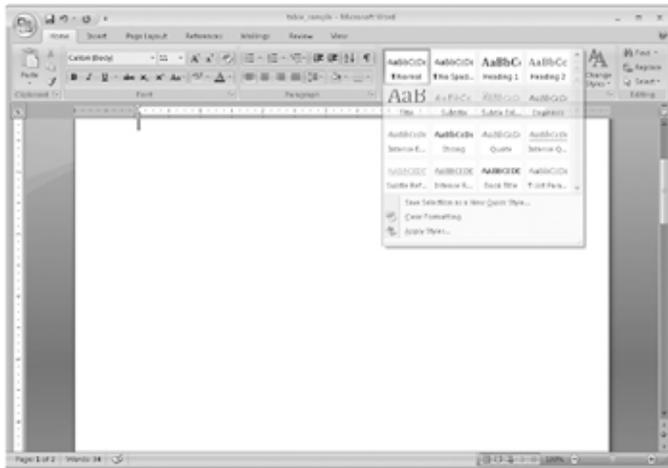


Figure I-6: Galleries enable you to easily find and select the choice that's right for your project.

Tip The new Live Preview feature in Office 2007 enables you to see how a style will look before you select it. Simply point to a selection you're considering, and the application will show the effect of the item in the work area. When you find the one you like, click to apply it to your document.

## The New File Menu

The File menu has had a major makeover—instead of the word “File,” the Microsoft Office button now marks the spot where the File menu resides. And the changes in the File menu aren't only cosmetic—functional changes help you focus on the file-related tasks you need. The new File menu includes two panels. On the left, you see the major file tasks; on the right, the choices related to those tasks appear when you point to one of the commands on the left. For example, when you position the mouse over Prepare, the options shown in [Figure I-7](#) appear.



Figure I-7: The new File menu includes a new design, new organization, and additional commands to expand the way you work with files.

## Quick Access Toolbar

To the right of the Microsoft Office button at the top of the Ribbon you see three familiar tools: Save, Undo, and Redo. These tools are part of the Quick Access Toolbar, which travels with you from application to application. These tools are available in the same spot in all the Office 2007 core applications that have the new user interface. You can customize the Quick Access Toolbar to add other tools you use regularly. For



## Information for Readers Running Windows XP

The graphics and the operating system–related instructions in this book reflect the Windows Vista user interface. However, Windows Vista is not required; you can also use a computer running Microsoft Windows XP.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP center around appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word *Start*; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

### Managing the Practice Files

The instructions given in the “[Using the Book’s CD](#)” section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is *Documents\MSP\SBS\_Office2007*. On a computer running Windows XP, the default installation location is *My Documents\MSP\SBS\_Office2007*. If your computer is running Windows XP, whenever an exercise tells you to navigate to your *Documents* folder, you should instead go to your *My Documents* folder.

To uninstall the practice files from a computer running Windows XP, follow this procedure using Outlook as an example:

On the Windows taskbar, click the **Start** button, and then click **Control Panel**.



In **Control Panel**, click (or in Classic view, double-click) **Add or Remove Programs**.

In the **Add or Remove Programs** window, click **Microsoft Office Outlook 2007 Step by Step**, and then click **Remove**.

In the **Add or Remove Programs** message box asking you to confirm the deletion, click **Yes**.

**Important** If you need help installing or uninstalling the practice files, please see the “[Getting Help](#)” section later in this book. Microsoft Product Support Services does not provide support for this book or its companion CD.

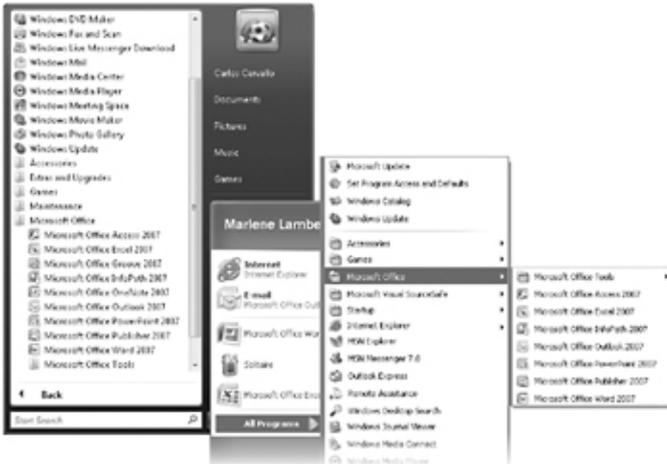
### Using the Start Menu

Follow this procedure to start a program, such as Outlook 2007, on a computer running Windows XP:

- → Click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office Outlook 2007**.

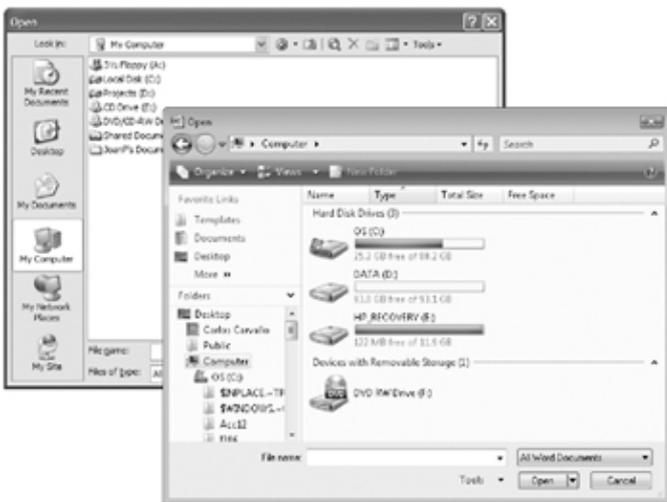


Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. You will notice this variation between the images shown in this book and your Start menu.



### Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between Office and the operating system, including any dialog box in which you navigate to a specific location. For example, here are the Insert File dialog boxes from Office 2007 running on Windows Vista and Windows XP and some examples of ways to navigate in them.



To navigate to the *Chapter01* folder in Windows Vista:

- → In the **Favorite Links** pane, click **Documents**. Then in the folder content pane, double-click **MSP**, **SBS\_Office2007**, and double-click **Chapter01**.

To move back to the *SBS\_Office2007* folder in Windows Vista:

- → In the upper-left corner of the dialog box, click the **Back** button.  **Back**

To navigate to the *Chapter01* folder in Windows XP:

- → On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click **MSP**, double-click **SBS\_Office2007**, and then double-click **Chapter01**.

To move back to the *SBS\_Office2007* folder in Windows XP:

-  → On the toolbar, click the **Up One Level** button. Up One Level

## Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its companion CD. If you do run into problems, please contact the sources listed below for assistance.

### Getting Help with This Book and Its Companion CD

If your question or issue concerns the content of this book or its companion CD, please first search the online Microsoft Press Knowledge Base, which provides support information for known errors in or corrections to this book, at the following Web site:

[www.microsoft.com/mspress/support/search.asp](http://www.microsoft.com/mspress/support/search.asp)

If you do not find your answer at the online Knowledge Base, send your comments or questions to Microsoft Press Technical Support at:

[mspinput@microsoft.com](mailto:mspinput@microsoft.com)

### Getting Help with an Office Program

If your question is about a specific program, your first recourse is the Help system in the application. For example, if you're working in PowerPoint 2007, follow the steps and examples here to get help. This system is a combination of tools and files stored on your computer when you installed the 2007 Microsoft Office system and, if your computer is connected to the Internet, information available from Microsoft Office Online. There are several ways to find general or specific Help information:

- To find out about an item on the screen, you can display a **ScreenTip**. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button's name, the associated keyboard shortcut if there is one, and unless you specify otherwise, a description of what the button does when you click it.
- In the PowerPoint program window, you can click the Microsoft Office PowerPoint Help button (a question mark in a blue circle) at the right end of the Ribbon to display the PowerPoint Help window.
- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the PowerPoint Help window with topics related to the functions of that dialog box already identified.

To practice getting help, you can work through the following exercise.

**Be Sure To** start PowerPoint before beginning this exercise.

At the right end of the Ribbon, click the **Microsoft Office PowerPoint Help** button.

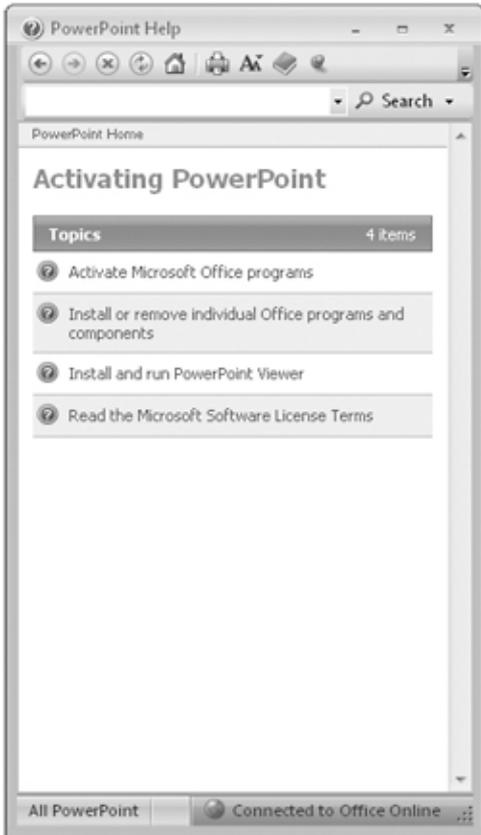


Microsoft Office  
PowerPoint Help

The PowerPoint Help window opens.

In the list of topics in the **PowerPoint Help** window, click **Activating PowerPoint**.

PowerPoint Help displays a list of topics related to activating Microsoft Office system programs.



You can click any topic to display the corresponding information.

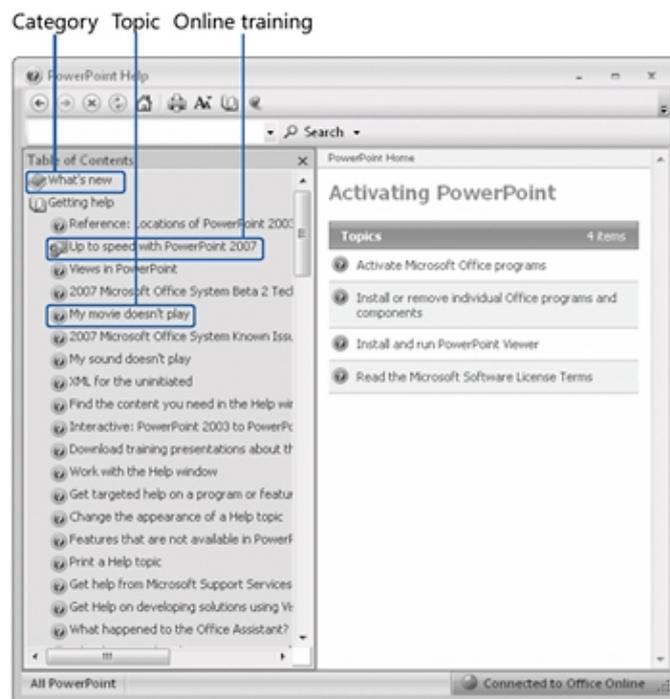


Show Table of Contents

On the toolbar, click the **Show Table of Contents** button.

The Table Of Contents appears in the left pane, organized by category, like the table of contents in a book.

Clicking any category (represented by a book icon) displays that category's topics (represented by help icons) as well as any available online training (represented by training icons).



If you're connected to the Internet, PowerPoint displays topics and training available from the Office Online Web site as well as topics stored on your computer.

In the **Table of Contents**, click a few categories and topics, then click the **Back** and **Forward** buttons to



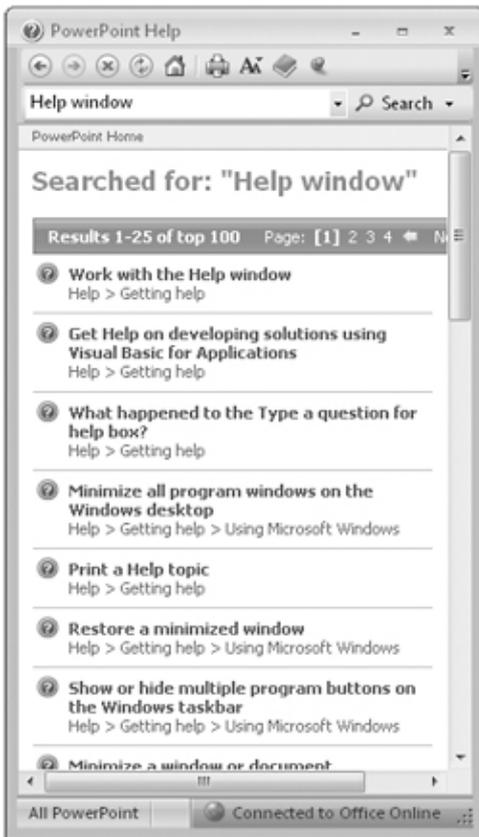
move among the topics you have already viewed. **Back** **Forward**



At the right end of the **Table of Contents** title bar, click the **Close** button. **Close**

At the top of the **PowerPoint Help** window, click the **Type word to search for** box, type **Help window**, and then press the  key.

The PowerPoint Help window displays topics related to the words you typed.



In the results list, click **Print a Help topic**.

The selected topic appears in the PowerPoint Help window, explaining that you can click the Print button on the toolbar to print any topic.

Below the title at the top of the topic, click **Show All**.

PowerPoint displays any hidden auxiliary information available in the topic and changes the Show All button to Hide All. You can display or hide an individual item by clicking it. When you click the Print button, PowerPoint will print all displayed information.

Close the PowerPoint Help window.

## More Information

If your question is about another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

[support.microsoft.com](http://support.microsoft.com)

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

[support.microsoft.com/gp/selfoverview/](http://support.microsoft.com/gp/selfoverview/)

## Using the Book's CD

### CD Content

The companion CD included with this book contains practice files you can use as you work through the book's exercises. By using practice files, you won't waste time creating samples and typing large amounts of data. Instead, you can jump right in and concentrate on learning how to use the programs.

### What's on the CD?

The following table lists the practice files supplied on the book's CD.

Chapter	Folder\File
<a href="#">Chapter 1: Exploring Word 2007</a>	02_Opening.docx 03_Viewing1.docx 03_Viewing2.docx 05_Printing.docx
<a href="#">Chapter 2: Editing and Proofreading Documents</a>	01_Changes.docx 02_SavedText.docx 03_FindingWord.docx 04_Outline.docx 05_FindingText.docx 06_Spelling.docx 07_Finalizing.docx
<a href="#">Chapter 3: Changing the Look of Text</a>	01_QuickFormatting.docx 02_Characters.docx 03_Paragraphs.docx 04_Lists.docx
<a href="#">Chapter 4: Presenting Information in Columns and Tables</a>	01_Columns.docx 02_TabularList.docx 03_Table.docx 05_Calculations.docx 05_LoanData.xlsx 06_Loan.xlsx

	06_Memo.docx
	06_TableAsLayout.docx
Chapter 5: Setting Up a Workbook	Creating\Exception Summary.xlsx Creating\Route Volume.xlsx
Chapter 6: Working with Data and Data Tables	Data and Data Tables\Series.xlsx Data and Data Tables\2007Q1ShipmentsByCategory.xlsx Data and Data Tables\Average Deliveries.xlsx Data and Data Tables\Service Levels.xlsx Data and Data Tables\Driver Sort Times.xlsx
Chapter 7: Performing Calculations on Data	Formulas\VehicleMiles.xlsx Formulas\ITExpenses.xlsx Formulas\PackagingCosts.xlsx Formulas\ConveyerBid.xlsx
Chapter 8: Changing Document Appearance	Appearance\VehicleMileSummary.xlsx Appearance\HourlyExceptions.xlsx Appearance\HourlyTracking.xlsx Appearance\ExecutiveSearch.xlsx Appearance\Dashboard.xlsx Appearance\CallCenter.xlsx
Chapter 9: Creating a Database	03_TableTemplate.accdb 04_Manipulating.accdb
Chapter 10: Simplifying Data Entry by Using Forms	01_CreateFormTool.accdb 02_RefneProperties.accdb 03_RefieLayout.accdb 04_AddControls.accdb 04_CustomersFormLogo.jpg 05_VBA.accdb 05_AftUpdate.txt 06_CreateWizard.accdb

	07_AddSubform.accdb
Chapter 11: Locating specific Information	01_SortTable.accdb 02_FilterTable.accdb 03_FilterForm.accdb 04_MultipleCriteria.accdb 05_QueryDesign.accdb 06_QueryWizard.accdb 07_Calculate.accdb
Chapter 12: Keeping Your Information Accurate	01_FieldTest.accdb 02_Size.accdb 03_Accurate.accdb 04_Validate.accdb 05_SimpleLookup.accdb 06_MulticolumnLookup.accdb 07_Update.accdb 08_Delete.accdb 09_Prevent.accdb
Chapter 13: Starting a New Presentation	01_Creating.pptx 03_Converting.docx 04_Reusing1.pptx 04_Reusing2.pptx
Chapter 14: Working with Slide Text	02_Editing.pptx 03_TextBoxes.pptx 04_Correcting.pptx 05_Spelling.pptx 06_Finding.pptx 07_Changing.pptx
Chapter 15: Adjusting the Layout, Order, and Look of Slides	01_Layout.pptx 02_Rearranging.pptx

	03_Theme1.pptx 03_Theme2.pptx 04_ColorScheme.pptx 05_OtherColors.pptx 06_Background.pptx
<a href="#">Chapter 16: Delivering a Presentation Electronically</a>	01_Adapting.pptx 02_Rehearsing.pptx 03_NotesHandouts.pptx 03_YinYang.png 04_Travel.pptx 05_Showing.pptx
<a href="#">Chapter 18: Sending E-Mail Messages</a>	03_Attaching.docx 03_Attaching.pptx

In addition to the practice files, the CD contains some exciting resources that will really enhance your ability to get the most out of using this book and Office System 2007, including the following:

- *Microsoft Office System 2007 Step by Step* in eBook format
- *Microsoft Computer Dictionary*, 5th ed. eBook
- *First Look 2007 Microsoft Office System* (Katherine Murray, 2006)
- Sample chapter and poster from *Look Both Ways: Help Protect Your Family on the Internet* (Linda Criddle, 2007)

**Important** The companion CD for this book does not contain the Office System 2007 software. You should purchase and install that program before using this book.

## Minimum System Requirements

The 2007 Microsoft Office system includes the following programs:

- Microsoft Office Access 2007
- Microsoft Office Communicator 2007
- Microsoft Office Excel 2007
- Microsoft Office Groove 2007
- Microsoft Office InfoPath 2007
- Microsoft Office Outlook 2007
- Microsoft Office Outlook 2007 with Business Contact Manager
- Microsoft Office Publisher 2007
- Microsoft Office Word 2007
- Microsoft Office PowerPoint 2007

No single edition of the 2007 Office system installs all of the above programs. Specialty programs available separately include Microsoft Office Project 2007, Microsoft Office SharePoint Designer 2007, and Microsoft Office Visio 2007.