



# Make Better Use of Your Time

Simple to learn and easy to use tools and strategies  
for working with Microsoft Office



## MARC Fall Meeting

Spend more time working with your data  
than struggling with your software!

Presented by Buzz Merrick, President, Right Click Learning

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### **Right Click Learning**

*"Let's Do Better What We Do Every Day"*

*Technology and Business Skills  
Training & Consulting*

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## You Don't Know What You Don't Know

We express ourselves in Word, analyze our information with Excel, store large quantities of data in Access, present our ideas with PowerPoint and communicate with each other using Outlook. Understanding the simple to learn and easy to use tools of Microsoft Office will enable you to spend more time analyzing (or arguing over) information important to you. People who spend more time analyzing data than struggling with it make better business decisions!



**People spend 90% of their time collecting and formatting their data, leaving only 10% of their time available to do their real job – understanding and interpreting the data.**

Most end users are simply *unaware* of the easy-to-learn (and use) tools each Microsoft product offers. They don't know these tools *even exist*, let alone know how to use them!

Many administrative professionals confess to knowing less than 35% of what their day-to-day software applications can do. Would you hire a carpenter to build your house if he said he knew less than 35% of the tools in his toolbox? We're not talking about using tools effectively, we're talking about *knowing they exist!* This isn't rocket science – it's *applied science*. You can't apply what you don't know. It's not a case of "what you don't know can *hurt* you". Rather, it's a case of "what you don't know can't possible *help* you".



For example, if a carpenter doesn't know about a pneumatic hammer in his toolbox, he can't put it to use. This a tool that dramatically increases a carpenter's productivity – the tedious, repetitive, labor intensive task of hammering nails can be done better, faster, easier. If he doesn't know he has it, how can he use it?

AutoFilter is like that! The Paintbrush is like that. What you don't know can't help you.

**Just because you didn't know about it, doesn't mean it's advanced!**

People spend an inordinate amount of time doing repetitive, tedious, and manual tasks that Microsoft could do in seconds. They think, "if only I had another software package that could do this or that, I'd be so much more efficient!" You don't need another gadget – you need to know how to use the tools you already have!

## Let's Do Better What We Do Every Day...



Identify ways to do better the things you do with the tools you already have by becoming aware of the simple to learn and easy to use tools that *already exist*. They may look easy, but they are **skills** nonetheless!

Take advantage *hundreds* of FREE 6 minute demos and 20-40 minute courses. There's also lots of Quick Reference Guides. All you need is an Internet connection – anywhere in the world! You can easily save 30 minutes a day or more.

**The ends don't justify the means, they determine them!** The goal isn't to do twice as many spreadsheets or reports. The goal is to spend more time doing your real job: analyzing, reporting on, or coming up with conclusions.

We'll take each package one at a time and show you time, labor, and aggravation saving techniques that are simple to learn and easy to use. That's what this training is all about.

## Buzz's Favorite Microsoft Tips and Tricks

- As a general rule: type it first, spell check, save it and *then* make it look pretty!
- Windows *loves* selections:  
When you select something in Microsoft, you tell the computer to ignore everything *except* that which is selected. You select something and do something **to that which is selected**. This is true in Word, Excel, PowerPoint, Outlook.
- So, *select* some information, **then** apply the trick/technique (copy, format, etc.)
- In Word, use the formatting toolbar, the ruler and the show/hide toolbar as a substitute for Reveal Codes (for those suffering from WordPerfect Withdrawal).

### Alternative Keyboard techniques

Control + C, X, V	Copy, Cut, Paste a selection
Control + A	Select All (in a document – Word, Excel, etc.)
F4 (Function Key)	Repeat last action
F11 (Function Key)	Insert a Chart in Excel (using cells you've selected)
Alt + [Enter]	To insert a line within a single cell (Excel)
Alt +Tab	Toggle between open applications (Word, Excel, Outlook)
Click + Shift/Click	To select a range (Excel, PowerPoint, Outlook & Word)
Control + Click	To select non-adjacent cells in Excel, or lines in Word/PPT
Shift + Arrow keys	To increase or decrease a selection and to “nudge” graphics
Control + F6	Toggle between open documents (in Word. Excel, etc.)
Control + F4	To close a document w/o closing the package
Control + Drag	Copy words, paragraphs, cells, and graphics
Control + P; Control + S	To open the print dialogue box; to do a Quick Save
Control + F	To open the Find dialogue box – works on the Internet as well
Control + “	Copies the data from the cell above (Excel and Access)
Control + Arrow Keys	Move a drawing object (nudge) like Clip Art, a circle, etc.
Control + Delete	To delete the word in front of the cursor
Control + Backspace	To delete the word in back of the cursor
Control + Home; End	Go to the top of the document; go to the end of a document
Control + TAB	Insert a TAB in a cell in a Word table
F7	Starts Spellchecker
Shift + F7	Open the Thesaurus
Double click gray area of ruler in Word	Opens Page Setup Dialogue box
File, Send To (Menu Bar)	Opens an Outlook email with document attached

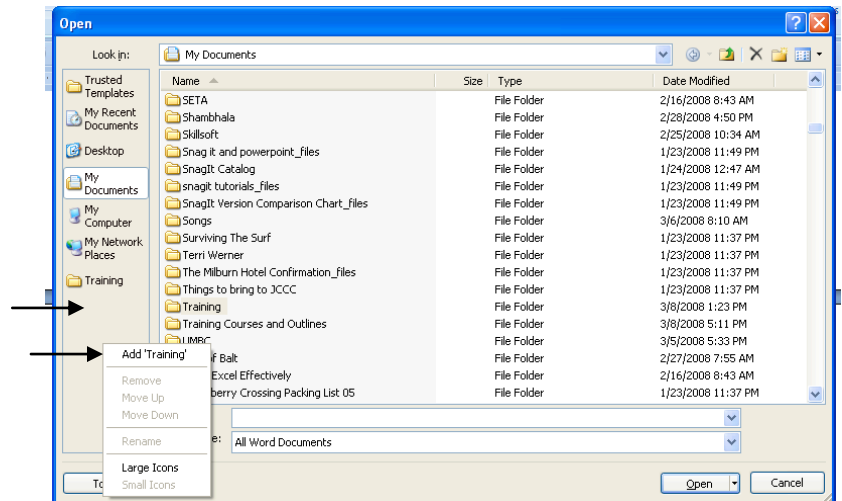
## Here's a Buzz Favorite Office Tip: For MS Office 2007

### Add your favorite folders to the "Folder Short Cut" pane in Open or Save As

To quickly and easily access folders you open or "save to" on a regular basis:

- 1) **Navigate** to and highlight the folder (click once on it).
- 2) **Right click** in the blank area of the Folder Short Cut pane (in either the Open or Save As dialog box).
- 3) **Select** "Add " and the Folder Name.

You can right click to move folders up and down, *and* change the size of the icons representing them.



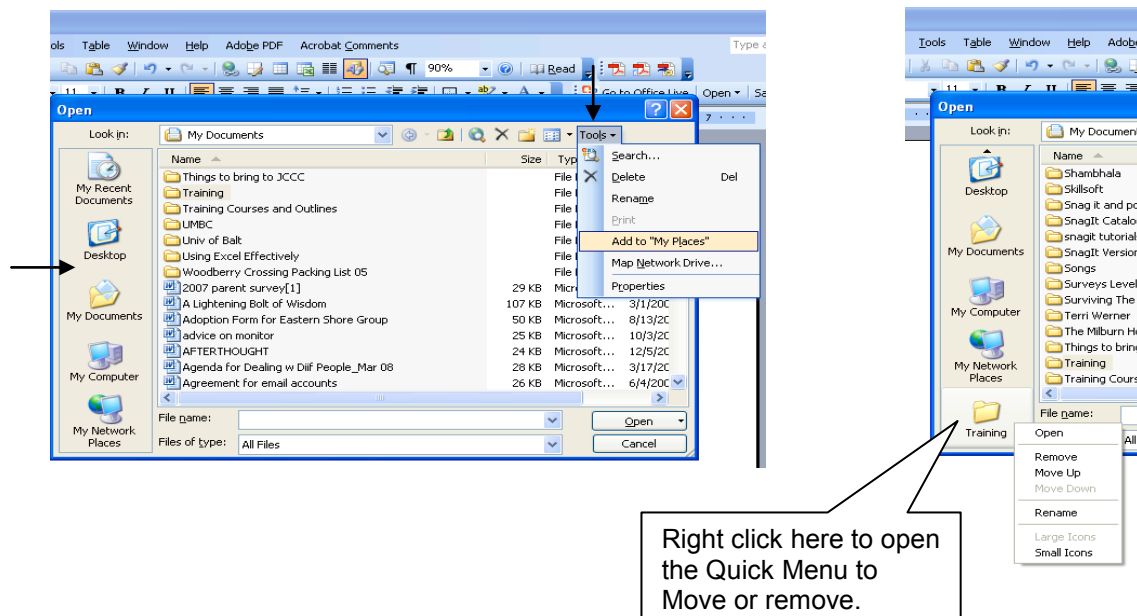
These folders will now be visible in Word, Excel, and PowerPoint.

These techniques are ideally suited for a network environment.

## For MS Office 2003

### To do the same thing in 2003 Open or Save As Dialog boxes...

- 1) Navigate to **File, Open** or **File, Save As** (in Word, Excel or PowerPoint).
- 2) Navigate, as you normally do, to the folder and **single click it** (don't double click it), to select it.
- 3) Click the down arrow next to **Tools** and select **Add to My Places**.
- 4) A shortcut to the folder will now be located at the bottom of the folder navigation pane on the left side of Open or Save As. You may see a **black down pointing arrow** (at the bottom of the pane) used to bring the folder into view.
- 5) Once you can see the folder, **right click** it to move it up or down. You can Move Up or Move Down any of the other folders such as My Computer or My Network Places to get them out of the way. You can also remove folder shortcuts from this list.



# The “*Buzz*” on Microsoft Excel 2003




## “Auto” Excel

- ✧ Auto Filter – Organizes Excel data quickly and easily. Hides rows that do not have the information you desire. Displays drop-down arrows for each column, giving you a “pick list” of the values in that column. Choose a value and Excel will “filter” your sheet to show only the rows with that data. Can be done with multiple columns. (Under Data, Auto Filter in the Menu Bar). This is the simplest and easiest tool I’ve ever seen.
- ✧ Auto Calculate – Automatically calculates a formula and displays the results for a selected range of cells – Right Click anywhere on the status bar and choose from: SUM, Average, Min, Max, Count, Count Nums. The result will display in the Status Bar. Select another range of cells to see a new calculation automatically display. Change the Function by right clicking the formula result.
- ✧ Auto Sum – Automatically begins a formula and proposes a range to add (sum) cells. Can be done for columns and rows. This combined with Auto Fill, can cut down the time you spend creating totals. After entering the data that needs to be “summed”, click in the cell where the formula will live and click the Auto Sum button – it the one that looks like the Sigma symbol. Excel will propose a formula and allow you to select (or type) other cells if you wish. Press [Enter] to finish or click the check mark in the Formula Bar.
- ✧ Auto Fill – Used to copy formulas (=B4+C4) or “series” (Jan, Feb, or Mon, Tues, etc.). Enter a formula and then grab the Fill Handle (black dot on the bottom right corner of a cell) and drag the fill handle to the desired location. Fill Series automatically completes a list and can also be used for custom lists. Try it with days and months too!
- ✧ Auto Complete – Excel “remembers” the contents of cells you’ve already typed in a column, so once you’ve typed something, it will “complete” the entry after you type just a couple of keystrokes in a cell below. A “pick list” of previously typed entries is available by right clicking on a cell and choosing “Pick From List”.
- ✧ File, Send To – Use this to quickly send a document via Outlook. Automatically begins a new Outlook email with a Subject line already inserted and the document attached.
- ✧ F11 Function Key – Inserts a chart sheet based on a range of cells you’ve selected!
- ✧ F4 Function Key – use this to “repeat last action” – very useful for quick formatting and repetitive data entry in Word, Excel, and PowerPoint.
- ✧ Paintbrush – Similar to the F4 Function Key. Single click for one “brush stroke”, or double click to fill up a “bucket full” of that format. Click Paintbrush or press Esc to stop.
- ✧ Select All and Auto-Resize – The intersection of Column A and Row 1 is the Select All button (same as Control + A). Double click between columns or rows to auto-resize.
- ✧ Formatting Tip – Numbers right align and text left aligns by default!
- ✧ Data, Text to Columns – takes the contents of one cell and splits it into two (or more) e.g., Last Name, First Name. Insert a couple of blank columns first.
- ✧ 3-D Formulas – Incorporate data from multiple sheet tabs for running totals on one sheet (e.g., Jan-Dec on a year to date sheet tab).
- [Microsoft Demos](#) (choose Office 2003 tab, then choose Excel 2003)
- [Microsoft Courses](#) (scroll down to choose which 2003 application)
- [Roadmap to Excel Training](#) (Courses and descriptions by topic)

# The “*Buzz*” on Microsoft Word 2003



## Word Play

- ✧ Focus Your Formatting – Type it, spell check it, save it, *then* Format it! This will dramatically reduce the time you spend creating your document. You will focus more time on what you are saying than on how it looks.
- ✧ F4 Function Key – use this to “repeat last action” – very useful for quick formatting and repetitive data entry in a Word Table. Also works in Excel and PowerPoint. Use this to copy formatting throughout a document for consistency and ease of use.
- ✧ Paintbrush – Similar to the F4 Function Key. Single click the Paintbrush tool for one use, double click (and use scroll bar) for multiple format copying. If using the double click method, press the Escape key when finished (or click the Paintbrush again). Single click for one “brush stroke”, or double click to fill up a “bucket full” of that format.
- ✧ Combine Paintbrush and F4 – To quickly format a document. Select something and format it. Then, click Paintbrush and apply that to something else. Now, select something else and press F4. The formatting with by copied onto the selection. Repeat as needed. Very Cool!
- ✧ Auto Text – **Step 1:** type what you want to have automatically typed. **Step 2:** highlight the text and click **Insert, Autotext, Autotext** from the **Menu Bar**. **Step 3:** Type *at least* 4 characters to represent the new Autotext entry. **Step 4:** Click the Add button. Now, whenever you type those 4 characters, Word will offer to enter the entire Autotext reference, including pictures, logos, clip art, etc. if you press the Enter key.
- ✧ Favorite Places – See Page 4.
- ✧ File, Send To – Use this to quickly send a document via Outlook. Automatically begins a new Outlook email with a Subject line already inserted and the document attached.
- ✧ Reveal Formatting – (for those suffering from WordPerfect Withdrawal). Choose Format, Reveal Formatting from the Menu Bar. In addition, use the Ruler and the Formatting Toolbars as guides. Remember, you have to click on (or select) an area first. Word will “reveal” only on what it thinks you are currently residing on...
- ✧ Styles – Use styles to create consistency in the presentation of your document and to generate a Table of Contents. Change a Style and the document automatically updates.
- ✧ Formulas in Tables – Use this to Sum or Count rows above. (Replace count for Sum)
- ✧ Reveal Formatting – Use the  Show/Hide tool on the standard toolbar to view non-printing characters (paragraph marks, spaces, TABs. Use toolbars to show you what you’ve already done. Or, click **Format, Reveal Formatting** from the **Menu Bar**.
- ✧ Search and Replace Tip – Type zzzzz in place of a really long department or company name. Then use Search and Replace to find the zzzzz and replaces it with the name!
- [Microsoft Demos](#) (choose Office 2003 tab, then choose Word 2003)
- [Microsoft Courses](#) (scroll down to choose which 2003 application)
- [Microsoft Office Roadmaps](#) (Courses and descriptions by topic)

# The “*Buzz*” on Microsoft Outlook 2003

## *Improving Your Outlook*



### **Outlook Can Be a Drag**

- ✧ Drag a Contact to your Inbox to create an email message to that contact.
- ✧ Drag a Calendar Item to your Inbox to email the event to another person.
- ✧ Control + Drag to quick copy a calendar item from one day to another.
- ✧ Create folders below your Inbox so you can organize your email, like you do at your dining room table at home with snail mail. Then, when you are done with that topic or task, drag the folder to your archive!

### **Email efficiency**

- ✧ Shift + click to select a *range* of messages (to move, copy, or delete).
- ✧ Control + click to select *non-adjacent* messages.
- ✧ Right click a message to Mark as Unread – this will remind you to review it again.
- ✧ Add your signature to emails. Go to your inbox and Select Tools, Options from the Menu Bar. Click the Mail Format tab, then click Signatures and New. Type your name, title, address, etc. and format it anyway you like.
- ✧ Voting Buttons are very cool. Start an email and click the Options button in the toolbar to open the Message Options dialog box. Voting and tracking is there. As long as you separate choices with a semi colon (;) you can have lots of choices to “vote” on. As the “owner” of the vote, you will be able to track the votes. You could measure the culinary preferences for a party, e.g., Italian; Chinese; Tex Mex.
- ✧ Use *File, Send To, Mail Recipient (As Attached)* in Word, Excel, PowerPoint to attach a document in an Outlook message. Automatically creates a new Outlook message with a Subject Line and the document already attached. Only works with Outlook.
- ✧ Delete names from Auto Complete – when the list of suggestions appears, press the down arrow till you highlight the one you want to get rid of, then press the DELETE key.

### **Calendar efficiency**

- ✧ Use meeting invitations to save time and effort – while increasing the chances of success! After you send the invite, Outlook will automatically add the meeting to the recipient’s calendar (if accepted). Tracks responses (RSVPs, so to speak). However, you have to open your RSVPs – just like you do for weddings...
  - ✧ Use categories with calendar events and you can track the duration of meetings and appointments. This is great for billing purposes or for identifying how much time you spend on a project or client. Can be used for emails and tasks. Located on bottom right.
  - ✧ Mark your appointments private – look at the lower right corner of an appointment or meeting.
- 
- [Microsoft Demos](#) (choose Office 2003 tab, then choose Outlook 2003)
  - [Microsoft Courses](#) (scroll down to choose which 2003 application)
  - [Microsoft Office Roadmaps](#) (Courses and descriptions by topic)

# The “*Buzz*” on MS PowerPoint 2003



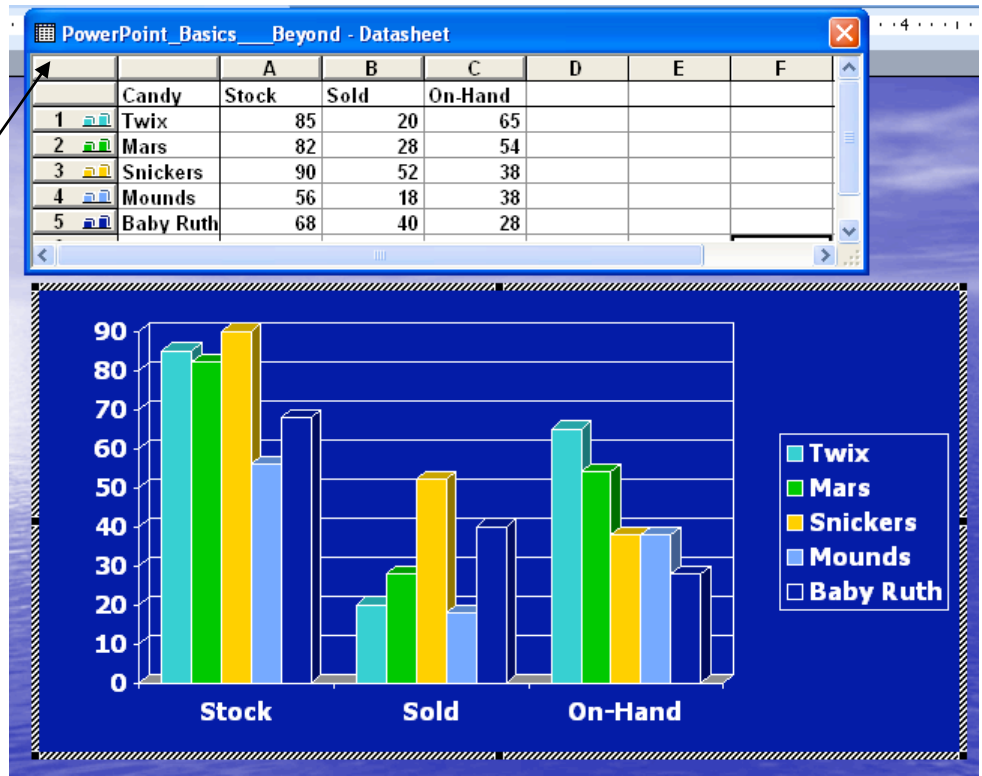
- ✧ Focus Your Formatting – Type it, spell check it, save it, *then* Format it! This will dramatically reduce the time you spend creating your document.
- ✧ Use the Thumbnail View to quickly copy/paste or move slides.
- ✧ View, Task Pane – quickly access Clip Art, Layouts, Custom Animation. Very nice...
- ✧ F4 Function Key – use this to “repeat last action” – very useful for quick formatting and repetitive data entry in a Word Table. Also works in Excel and PowerPoint. Use this to copy formatting to give consistency to your document.
- ✧ Paintbrush – Similar to the F4 Function Key. Single click the Paintbrush tool for one use, double click (and use scroll bar) for multiple format copying. If using the double click method, press the Escape key when finished (or click the Paintbrush again).
- ✧ The Ruler Rules – use the ruler to adjust bullets quickly and easily. Great for Word too!
- ✧ Notes Page View – Type your remarks and print the slide and your remarks for when you give your presentation. Click to advance a slide, and turn your page to match.

## Steal the Data Not the Chart!

Don't copy/paste your Excel Charts! Instead, copy the **data** from your Excel spreadsheet and paste it into the **datasheet** for your PowerPoint Chart!

Use the **Select All** button to highlight the default data, press delete, and then paste your data in its place. After deleting, click in the first cell (where “Candy” is), and paste.

By doing it this way, when you change the design scheme of your presentation, **all charts will automatically change colors** to compliment the new PowerPoint design scheme.



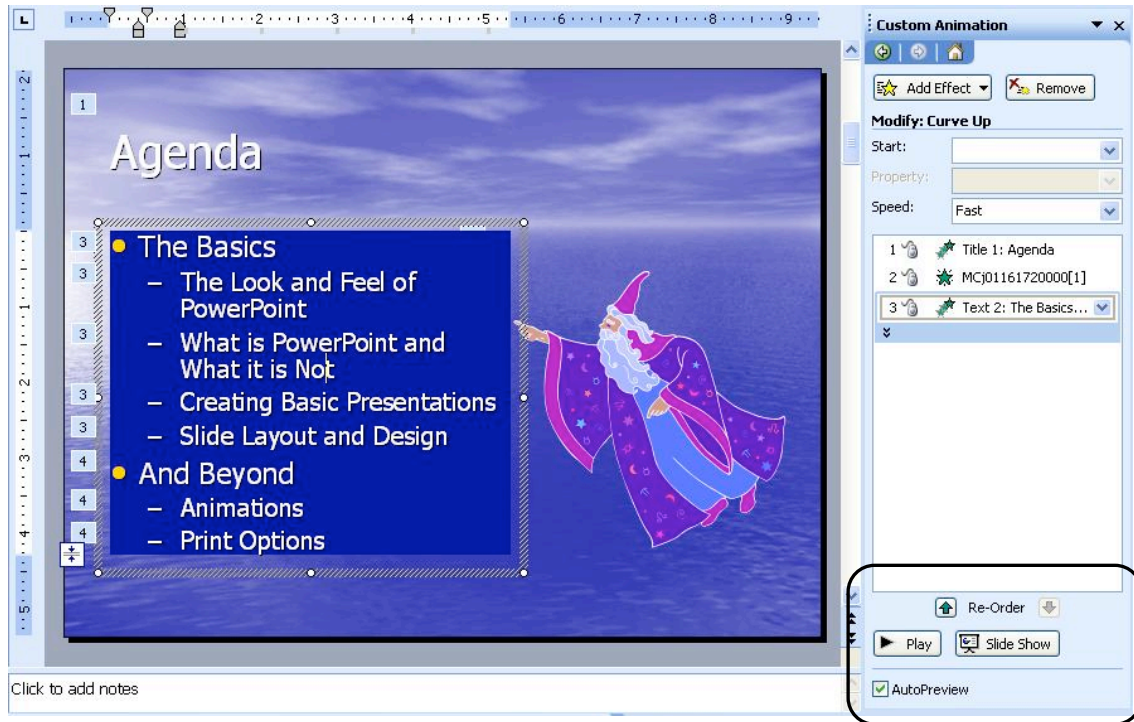
**Double clicking the column or row headers** (A,B,C, 1,2,3) allows you to easily “hide” or view different parts of your chart. This is a very nice feature that is unavailable in Excel!

- [Microsoft Demos](#) (choose Office 2003 tab, then choose PowerPoint 2003)
- [Microsoft Courses](#) (scroll down to choose which 2003 application)
- [Microsoft Office Roadmaps](#) (Courses and descriptions by topic)

## Animation

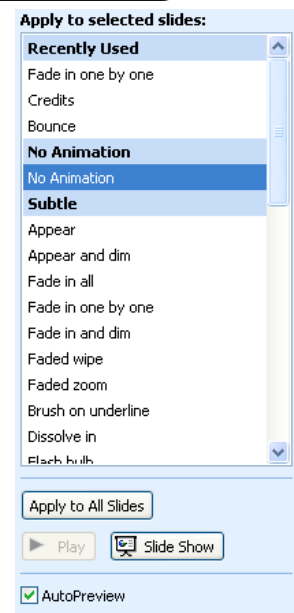
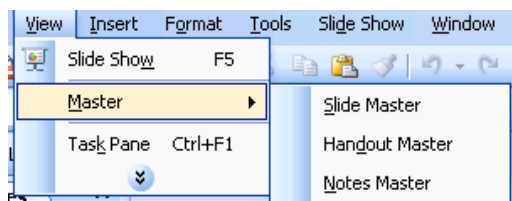
Both Animation Schemes and Custom Animation can give your presentation pizzazz. *Animation Schemes* apply animation settings to **one or all** slides, providing consistency and continuity to your show, without you having to do much work. Quick, easy, consistent.

*Custom animation* allows you to vary the types and styles of animation one slide at a time, and one “object” at a time. Click an object (text box, clip art) to add effects and timing. Right click the object to change or remove, or use the Task Pane. AutoPreview defaults so you can “try it before you buy it.” The Slide Show feature is great for “layered” animations.



**Animations Schemes** also default to Auto Preview so you can run through the list and see how the effects will be done before you apply.

**Understand Slide Master** – lets you set default attributes to text boxes, locations, fonts, bullets and numbering, headers and footers. Change how bullets look different or are spaced from text on every slide. Don't do it one slide at a time. Instead, click View, Master, Slide Master from the Menu Bar. Click on the bullet level you are interested in. Change the bullet style and use the Ruler to change the spacing. PowerPoint will adjust all existing slides and all new slides with these changes.



# The “*Buzz*” on Microsoft Office 2007

*The Glitz, the Gimmicks, and the Gotcha’s...*



Now that Office 07 is rolling out, it’s time to take a peek at it and let you know what’s going on - from the “Rollout-ee” perspective. I’ve been teaching what are called “Transition” or “New Features” workshops - 2 hour demo or hands-on. Rollout-ee’s (or as some call them, victims) are the office workers who come in on Monday morning and find that the *IT Keebler Elves* were busy over the weekend. Rolling out not cookie dough, but a new version of Microsoft Office.

No training is provided of course, as none is “needed” since past upgrades didn’t seem to warrant it. It is assumed, “there’ll be a small, or no learning curve, just like before, right?” “And besides, even if training (learning) is needed, *we don’t have time!*” “People will just have to buck up and deal with it like they did in 1997 when we implemented Office ’95!” “Or like what happened in 2001 when we implemented Office ’97, or in 2005 when we rolled out Office 2003.” Some may say, “It’s just the same old pig with a different color lipstick, right?” Wrong!!!

Not this time. Ironically, Office 2007 *could be* God’s gift to trainers! It is so different, has so many new “things” to click on and get used to, and new locations for things we took years to master. Add to that a few stupid changes users will not expect, nor appreciate, and you’ve got a recipe for some home grown *workforce high anxiety* – right out of the box! Several hundred users at a time. “Oh well, it’s a *Help Desk* problem, right???”

From where I sit, there’s the **Glitz**, the **Gimmicks**, and the **Gotcha’s**. Here’s *some* of each.

## **The Glitz**

The biggest change is that Windows is no longer Menu Bar centric, but Tab centric. You don’t select from a drop-down lists. Rather, you select Tabs that have sets of toolbars, called Command Groups. Tabs allow for more and bigger toolbars to be displayed, making them easier to use. Special Tabs and Command Groups (toolbars) display only when needed (Contextual Tabs). The Recently Used File list now lists the last 17 files you’ve used! **And** you can now UNDO AFTER SAVE!!! Click the thumbtack to keep them on the list.

Excel has **1 million rows** and **64,384 columns**. Word has an **Insert Cover Page** feature that is excellent and easy to use, *and* expanded Smart Art and templates. All chart-making is now controlled by Excel (not Microsoft Graph). PowerPoint’s graphics and styles are wonderful. Office 2007 *has* lots of new graphics and galleries to work with. What I call “try it before you buy it” formatting. Office 2007 knows that when you save a document to an earlier version, to *disconnect* tools that can’t be used in that earlier version. SmartArt, for instance, goes from 24 choices to six! When you send an Office 2007 document to a 2003 or Office ’97 user, the new features will *display*, but won’t be able to be *edited* by the earlier version. No more big, empty boxes with a red x at the top left! However, recipients will have to have run the Compatibility Pack in order to get this functionality.

## **The Gimmicks**

Each package comes with its own “survival tool” that is quite beneficial – the Interactive Tool Guide – a very nice feature that displays Office 2003 commands and toolbars, and lets you click these to find how to do in Office 2007. It shows you by opening an image of Office 2007 (Excel, for instance) and highlights where you need to go. In addition, tool button “tooltips” display much more information as you rest over them than they did in 2003.

Each package comes with its own set of free on-line demonstrations and courses. For years Microsoft has made hundreds of courses and demos available to end users. The last few years they've done a better job of providing relevant and brief on-line learning to the general public – problem is, nobody knows about it!! (But that's another story.) The demos are all 6-8 minutes long and are well done. Courses are between 20-40 minutes. Free. 24/7/365.

### The Gotcha's

Word has a couple of gotcha's you need to know about. Word 2007 changed the way “new” documents are formatted. Now when you click New, the **paragraph formatting** default (for the document) is set to “add space between lines” (paragraphs) equal to an extra 10 pts. **As a default**, every time you press the Enter key your cursor goes down 11 (font size) +10, or 21pts. It looks like you double spaced every paragraph. The **default font** likely also changed. Word 2007 continues the madness of **1.25 inch left and right margins** default. It's *still* not easy to get the Reading Pane turned *Off* so that Outlook attachments stop opening in that annoying Reading Pane View. Also, Tools, Options in Word is now Office Button, Word Options!

Pivot Tables in Excel 2007 is visually different, but people like it, once they see how it works and play with it a bit. Having 64 levels of sorting is nice, but not as intuitive as 2003. And lastly, the whole conversion to and from Office 2003 situation... There is a “compatibility” file to execute, from Microsoft's Web site, which enables Office 07 documents to be opened by 03 and in 97. Attempting to open a 2007 document in 2003 triggers this. Takes about 40 seconds to run. While you are there, check out the really cool **Interactive Tool Guide**, and training resources. Press the F1 Function Key and click Training in the Task Pane.

In general, I find that after a short time, most people say they prefer Office 2007 to Office 2003.

### “Help” is now Helpful – Free Demos, Courses, and Tip Sheets

Microsoft Help now has 320 **demos** – 6-8 minute e-tutorials in it's on-line library. There are 24 demos for Word 2003 alone. Help has 164 **courses** for the 2003 Suite (Word, Excel, etc.) that are **free** and available 24 hours a day/7 days a week/365 days each year. There are 262 courses listed for Office 2003 and 2007 packages combined.

In addition, Help also offers **quick reference guides**. These are one or two page Tip Sheets. Demos, courses, and guides are well done. Best of all, they are available with little effort. Press F1 and click on training. From there, it's a piece of cake. Follow the links on the left side of the web page. *Granted, 20% or so of the courses and demos are cross listed*, but that's still a lot of learning available free, 24/7/365 anywhere you can get an Internet connection.

Package	2003 Demos	2003 Courses	2007 Demos	2007 Courses
Excel	35	38	24	20
Word	24	30	26	26
Outlook	35	29	30	17
PowerPoint	15	23	24	20
Access	11	18	22	14
Publisher	12	8	5	1
Visio	18	15	10	8
Project	4	3	25	2
<b>Totals</b>	154	164	166	108

# Making the Jump

Moving from Microsoft 2003 to 2007

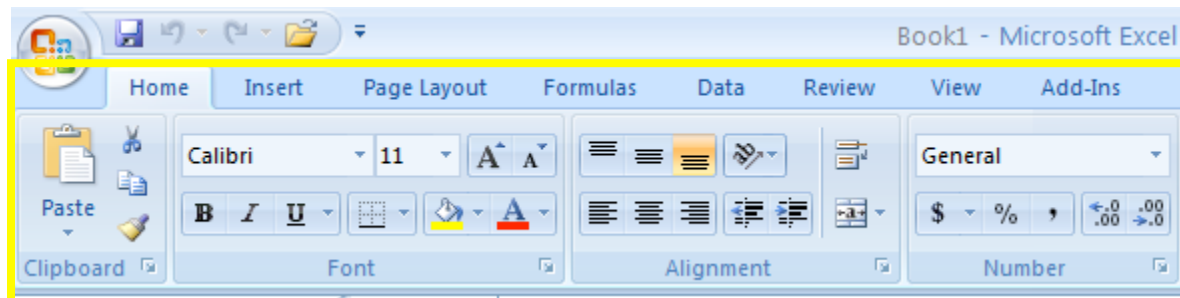


## What's New? *In an answer – a lot!*

- The Ribbon (hint: use Control +F1 to toggle on/off)
- The Office Toolbutton
- Quick Access Toolbar
- Mini Toolbar (shows up ghost-like when you select text)
- Tabs & Command Groups
- Contextual Tabs
- Formatting (Mouse-over technology – font changes have auto-preview)
- Style Sets for quick & consistent formatting
- Better and more graphics using Smart Art
- New “Insert Cover Page” Feature with many formats
- Improved and expanded Templates library
- Uses Excel as default chart maker
- File Name Extensions
- What happens if you send an Office 2007 document to an Excel 2003 user
- Right Click a tool button to add it to your Toolbar



**The Ribbon** replaces the Menu Bar and the old toolbars at the top of your document.



## The Office Toolbutton

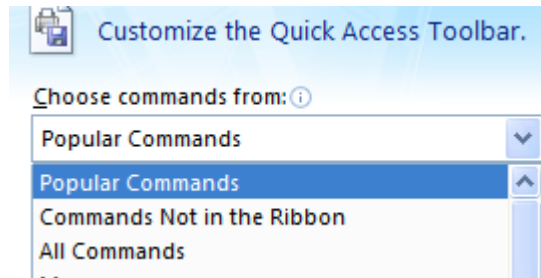
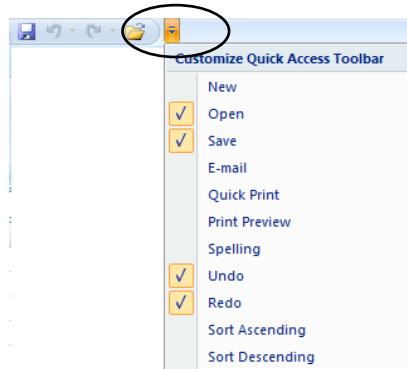


This button replaces the File Menu. Provides access to: New, Open, Save, Save As, Print, Send To, Close.

## Quick Access Toolbar

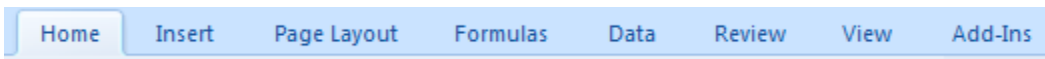


Contains the common commands from your old toolbar. Allows you to customize your toolbar for quick access to toolbar buttons you use frequently. Use the drop down arrow to turn on or off toolbar buttons you like to use. Check marks indicate whether or not a toolbar is in view.

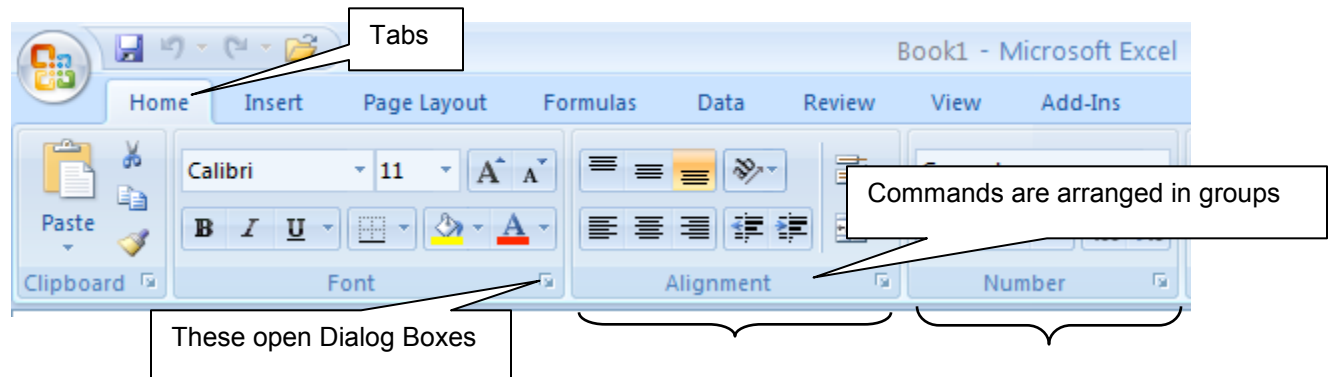


## Tabs & Command Groups

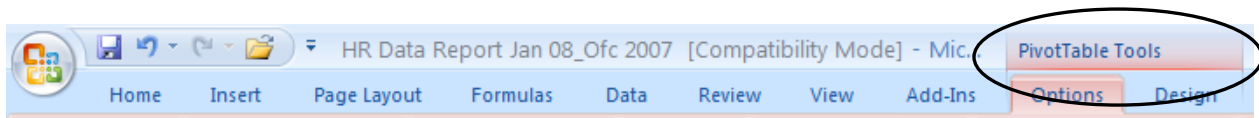
Commands you used in the past, that were accessible via toolbars, are now assembled in groups that are better organized and have a bigger look and feel. They are easier to read – but it will take time to remember where commands now live.



When you click Home, Insert, etc. the ribbon changes to display “groups” of toolbars.



## Contextual Tabs and Toolbars



When you use certain tools or features, additional tabs will appear giving you an increased “ribbon” of choices for commands for that feature. Charts are a good example too.

## Formatting (new “mouse-over” technology – this is cool!)

Microsoft use a new “mouse-over” technology that enables you to “try it before you buy it.” When you go to format something using styles, you will see several choices – placing your mouse over an choice (don’t click it!) will apply that style on your document on a temporary basis, so you can see if that is the style you want.

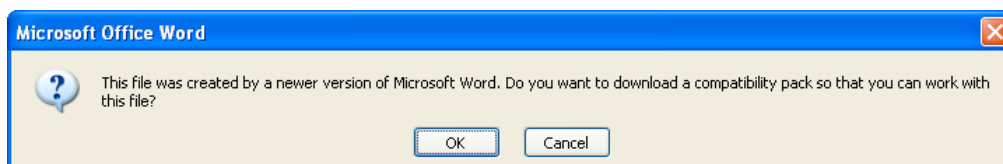
## Can different versions of Office share the same files?

You can open and work on a file that was created in an earlier version of Office, and then save it in its *existing* format. Because you might be working on a document with someone who uses an earlier version of Office, you don't want to introduce any features supported only by the 2007 Office release. The 2007 Office release uses a compatibility checker that checks to make sure that you have not added a feature that an earlier version of Office does not support. When you save the file, the compatibility checker reports those features to you and then removes them before continuing with the save.

## Opening the 2007 Office release files in earlier versions of Office.

You can open and edit a 2007 Office file in an earlier version of Word, Excel, or PowerPoint by downloading the necessary file converters. *On the computer with an earlier version of Office*, go to and download the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#).

If you are using Office 2003 (or earlier), the following prompt will appear when you attempt to open a Microsoft Office 2007 document.



The first step is to download the Compatibility Pack from Microsoft. You can do this by clicking OK when the prompt opens, or by going to the [Download Center](#). It takes less than a minute and then all Word, Excel and PowerPoint documents will automatically be converted upon opening. An added bonus is that you will not get any more box, empty boxes with red x's like earlier version upgrades delivered!

## Right Click Learning

*“Let’s Do Better What We Do Every Day”*

*Technology and Business Skills  
Training & Consulting*

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## Learning Resources Available

Click to go to [Microsoft Office Online Demos Showcase](#) – choose 2007 or 2003 Office products – over 150 6 minute demos to choose from.

Click to use the Microsoft [Interactive Guide](#) (toolbars and commands interactive aid)  
Run or download to your desktop – preferred!

[Microsoft Office Roadmaps](#) show you what courses are available for these programs, and what they cover.

### Word Example:

Click to go to [Microsoft Training Courses \(choose Word 2007\)](#)

Up to speed with Word 2007	40 min
Header and footer basics	50 min
Headers and footers for document sections	50 min
Reuse text and other document parts: Introducing building blocks	50 min
Table of Contents I: Create an automatic TOC New!	20 min
Table of Contents II: Customize your TOC New!	40 min

From Microsoft.com: You can also download shorter [PowerPoint versions](#) of some PowerPoint 2007 training courses and use them as training for yourself or a group. For Microsoft Office 2007 programs, get free training that you can download — in the form of PowerPoint presentations. Customize these presentations for group training, or view them on your desktop. They are listed by program, below. More training presentations about the Office 2007 programs are added regularly. All presentations are compatible with PowerPoint 2000-2007.

### [2007 Office System](#)

[Access 2007](#)

[Excel 2007](#)

[Outlook 2007](#)

[PowerPoint 2007](#)

[Project 2007](#)

[SharePoint Server 2007](#)

[Visio 2007](#)

[Word 2007](#)

# Buzz Merrick, President *Right Click Learning*



Buzz Merrick is Founder and President of Right Click Learning, a computer application and business skills training, consulting, and e-Learning company. Buzz specializes in putting complex computer concepts and applications into “plain English,” encouraging end users with his motto, “let’s do better what we do every day”. Buzz has taught over 22,000 users since 1993. His MS Excel presentation at Sungard Higher Education International Users Conferences between 2002 and 2006 was voted a top five conference “Favorite” each year. His workshops consistently receive the highest in content and instructor evaluations from attendees.

Buzz has extensive experience in enhancing professional skills through business and technology courses, and facilitating organizational discussions. From 2000-2007 he developed and delivered training programs at the University of Maryland, Baltimore for their Student (Banner) and HR, Payroll, and Financials & Grants (PeopleSoft) enterprise systems. Most recently he managed their e-Learning (Skillsoft) program. He teaches Microsoft Access, Excel, Outlook, PowerPoint, and Word, as well as PeopleSoft and Banner. He has experience teaching Business Objects and Crystal Reports. He designs and records web based e-Learning modules. In addition, he teaches “business skills” workshops such as Sexual Harassment Awareness and Survival Skills for Service Professionals.

A native of Wisconsin, Buzz has lived in Maryland since 1988. He and his family live in Lauraville.

Some of the companies and organizations Buzz has provided training for include:

Black & Decker	Baltimore Gas & Electric	The Park School
Johns Hopkins University	University of Baltimore	Medstar Health
P.W. Feats	Maryland State Bar Association	UMBC
Baltimore Bar Association	Montgomery Co Community College	UMB Dental School
Glenwood Life Counseling	Society of Research Administrators	UMB School of Medicine
UMB School of Law	UMB School of Nursing	UMB School of Pharmacy
UMB School of Social Work	Baltimore County Community College	MARC

*“I feel that Buzz Merrick is a great presenter and has the ability to draw his audience into each aspect of the presentation. I have attended this session the last 2 years and have learned from each presentation” – SunGard Higher Education International Users Conference participant.*