

Office 2007 Training Website

Learning Objective: This tutorial is meant to help you with navigating the Office 2007 training website so that the transition to the upgrade is easier.

NYCC is rapidly migrating from Office XP (2002) to Office 2007. There are some major changes which are significant with regards to as the menus and toolbars. At first glance, the change is evident and may be somewhat concerning. For example, there is no longer the word file in the upper right hand corner!

Interactive Tutorials

1. Using Internet Explorer go to :

<http://office.microsoft.com/en-us/training/default.aspx>

(you may want to set a favorite or bookmark for this site)

The following screen will appear:

The screenshot shows the Microsoft Office Online Training website. The page is titled "Office Online" and includes a navigation menu with options like Home, Products, Help and How-to, Downloads, Clip Art, Templates, and Microsoft Office Live. A search bar is located at the top left. The main content area is divided into several sections:

- Training Courses by Version:** Lists Office 2007 and Office 2003 courses.
- Other Training Resources:** Includes Office Training Roadmaps, Office 2007 User Interface Guides, Downloadable training presentations, Office Demos, Office Webcasts and Podcasts, and Training Site Help.
- Other Learning Resources:** Lists Microsoft Learning, Microsoft Office Certification, and Third-Party Courses.
- Support and Feedback:** Includes Product Support, Send Us Your Comments, and Additional Resources.
- Try or Buy Office:** Options to Try Office or Buy Office.

A callout box points to the "Office 2007 training courses" section, which lists various programs for both Office 2007 and Office 2003. The callout text reads: "This is the section with the tutorials for the various programs in Office 2007".

Office 2007 training courses
Browse by program

- Access 2007
- Communicator 2007
- Excel 2007
- Live Meeting 2007
- OneNote 2007
- Outlook 2007
- PowerPoint 2007
- Project 2007
- Publisher 2007
- SharePoint Server 2007
- Visio 2007
- Word 2007

Office 2003 training courses
Browse by program

- Access 2003
- Excel 2003
- FrontPage 2003
- InfoPath 2003
- OneNote 2003
- Outlook 2003
- PowerPoint 2003
- Project 2003
- Publisher 2003
- Visio 2003
- Word 2003

More Office training resources
More ways to learn to use Office programs

- Office Training Roadmaps
- Office 2007 User Interface Guides
- Office Demos
- Downloadable "Get Started" training
- Downloadable training presentations about Office programs

2. Click on Word 2007 and the following screen will appear

Note: from this point forward Word 2007 will be used as the example but you will see the same type of navigation strategies to be used for other programs listed (ie. Excel 2007, Outlook 2007, etc.)

Word 2007 training courses

Applies to: Microsoft Office Word 2007

A roadmap to Word 2007 training:

1. Get familiar with Word

Course	What you'll learn
Get to know Word 2007 I: Create your first document	How to do the basics: type where you want to on a page, fix spelling errors, change spacing and page margins, and save your work
Get to know Word 2007 II: Edit text and revise your documents	How to get from one place to another in a document so that you can make changes anywhere on the page, how to add and delete text, and move text around
Get to know Word 2007 III: Make documents look great	Emphasize text, make lists, and use style, a tool that helps you format a document

2. Get up to speed with the new version

Course	What you'll learn
Up to speed with Word 2007	The layout of the new design, how to accomplish everyday tasks in Word 2007, and a bit about the new XML file formats
Up to speed with the 2007 Office system	How to work with the new look of familiar programs in the 2007 Microsoft Office system

3. Let Word do the work with templates

3. Click on “Get familiar with Word” (or any other topic of interest) – the following screen will appear

Microsoft Office Online

Home > Products > Help and How-to > Training > Word 2007

Overview

New to Microsoft Office Word 2007? This course, the first in a three-part series, shows how to create your first document in Word.

Don't have the 2007 Office release? You can [download a free 60-day trial](#) or [buy it now](#).

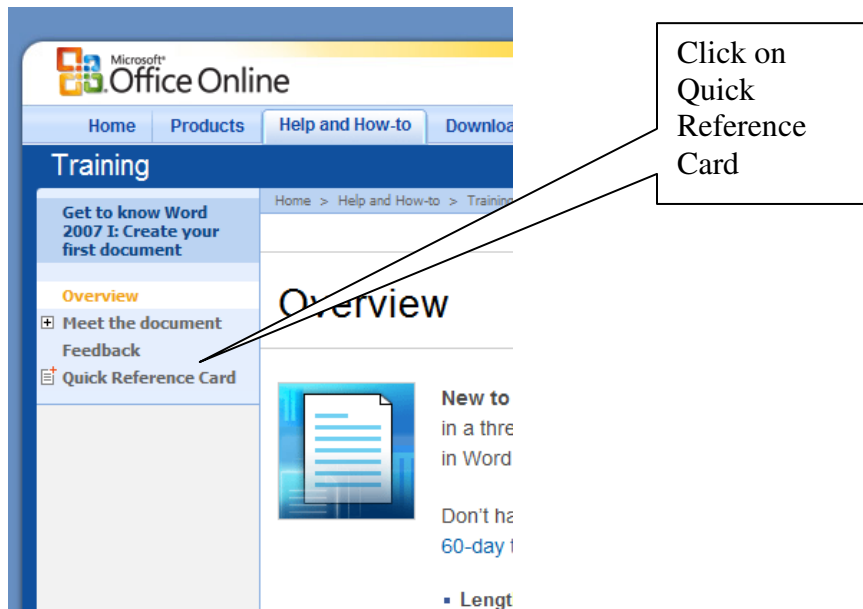
- Length: 20–30 minutes
- Rating: ★★★★★ (18832 votes)
- Applies to: Microsoft Office Word 2007

Click next to start the interactive tutorial

5. Navigate through the tutorials to learn how to use the selected program features.
Towards the end of the lesson, there is a section where you can practice what you learned about and be tested online to see if you grasped the concepts in the module.

Quick Reference Cards

If you would like to print a Quick Reference Card for a particular topic follow steps 1 and 2.
2. Click on Quick Reference Card on the left hand frame of the screen



A corresponding Quick Reference Card will display on the screen. Use the File – Print command to print a paper copy of the reference card for the particular topic.

