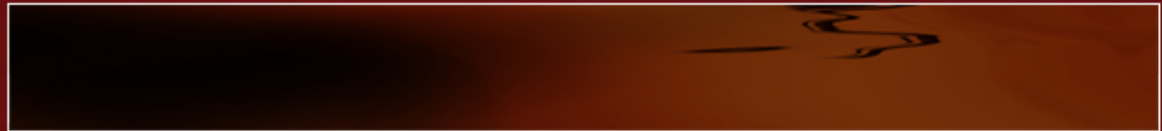


cogentes

business results first



Unraveling What's New with MS Office Excel and Word 2007

Elizabeth Vancil, Consultant

Agenda

- Opening
- Unraveling What's New with
MS Office MS Excel/Word 2007
 - Tour
 - Tips/Tricks
 - How To
 - Links
- Q & A
- About Cogentes



**Just when you think
you had the last
version of Microsoft
products down!**



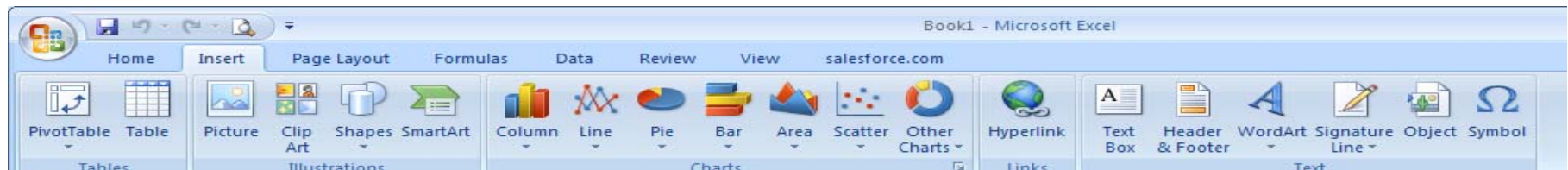
Terms

- Microsoft Office Fluent User Interface
- Ribbon
- Compatibility Mode
- Screen Tips
- Galleries
- Dialogue Launchers
- Fly Preview – Live Preview
- Auto Save
- Help

Microsoft Fluent User Interface (UI)

Fluent User Interface

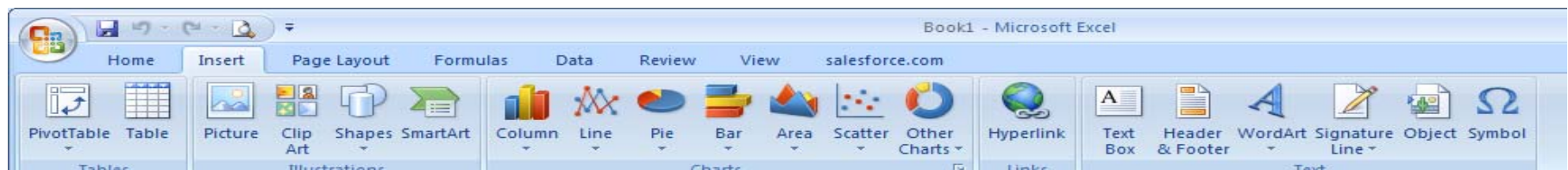
Microsoft redesigned the traditional user interface to make it easier for people to get more out of the applications and navigate faster.



Ribbons

Ribbons

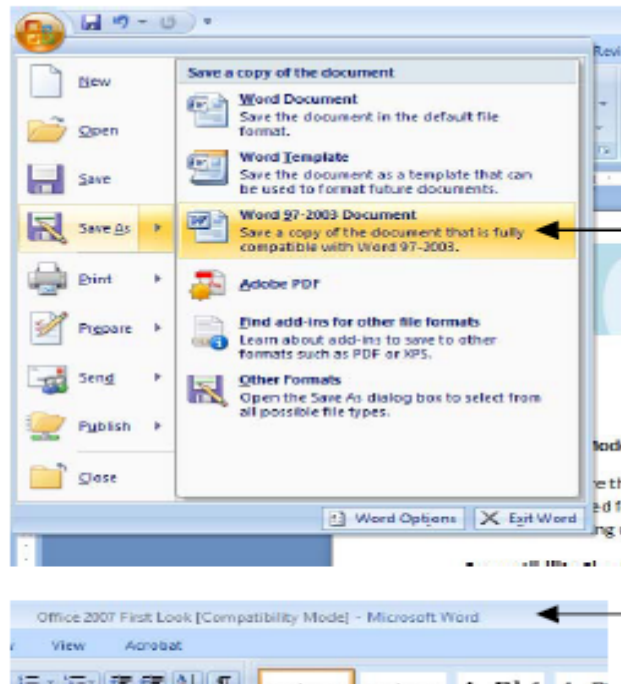
Traditional menus & toolbars have been replaced by the Ribbon — a device that presents commands organized into a set of tabs and commands that are most relevant for each of the task areas in the applications.



Compatibility Mode

Compatibility Mode

A feature that allows you to create documents in Office 2007 that do not contain new or enhanced features unique to Office 2007, so others using previous versions of Office will have full editing capabilities. In other words, the ability to save in Office 2003 or earlier versions.



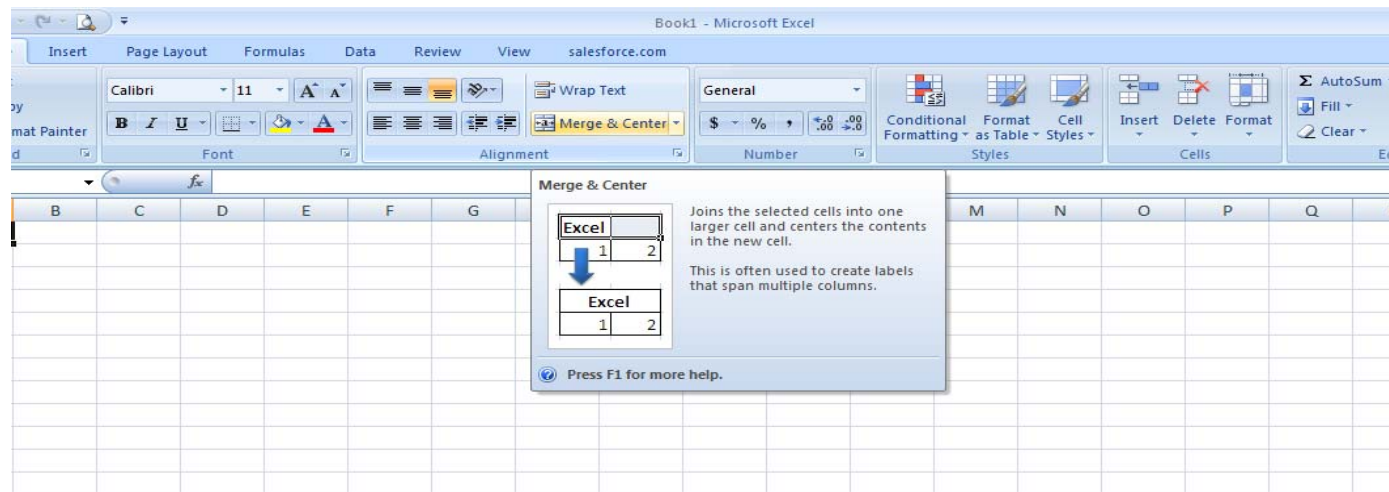
Saving a document in an earlier versioned format automatically launches Compatibility Mode.

Compatibility Mode is indicated in the title bar of the Office application being used.

Screen Tips

Screen Tips

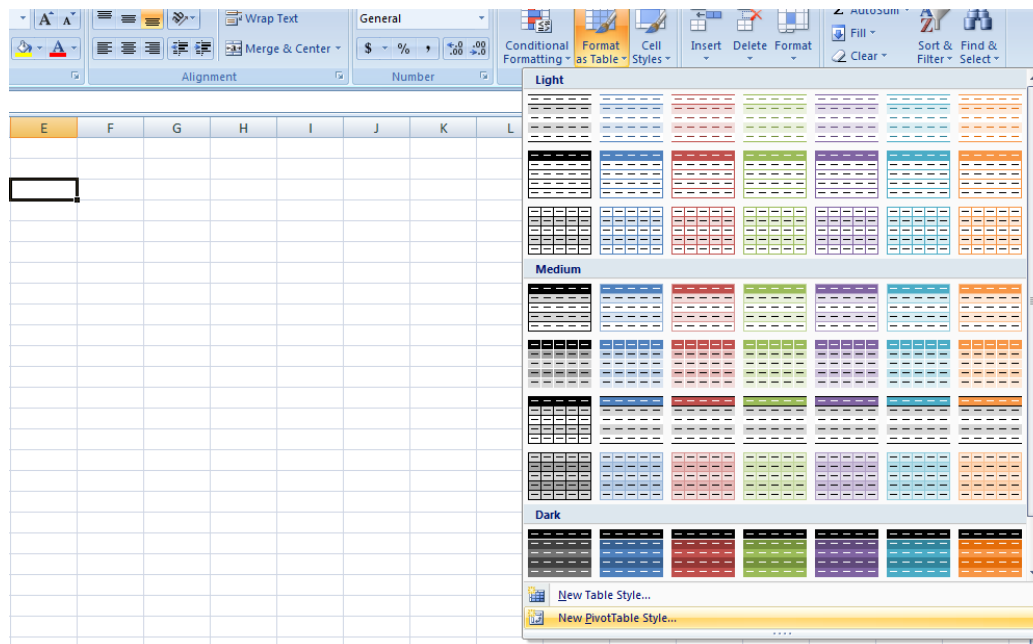
By rolling a mouse on an item on the ribbon, instantly a screen tip launches explaining options and usage of the feature.



Formatting Gallery

Formatting Gallery

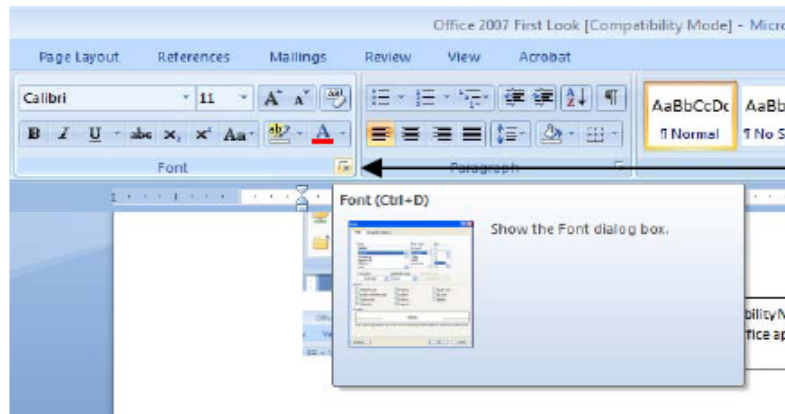
Collections of preformatted content you can choose from when working on a document belonging to a particular template type.



Dialog Box Launchers

Dialog Box Launchers

Small icons that appear in some groups on the Ribbon, which can be clicked to open a dialog box or task pane and provide more options related to the group. The Launchers can be found in the lower-right corner of a ribbon section, and are indicated by a very small icon. Some ribbon sections do not have a dialog box launcher, indicated by the absence of the small icon.

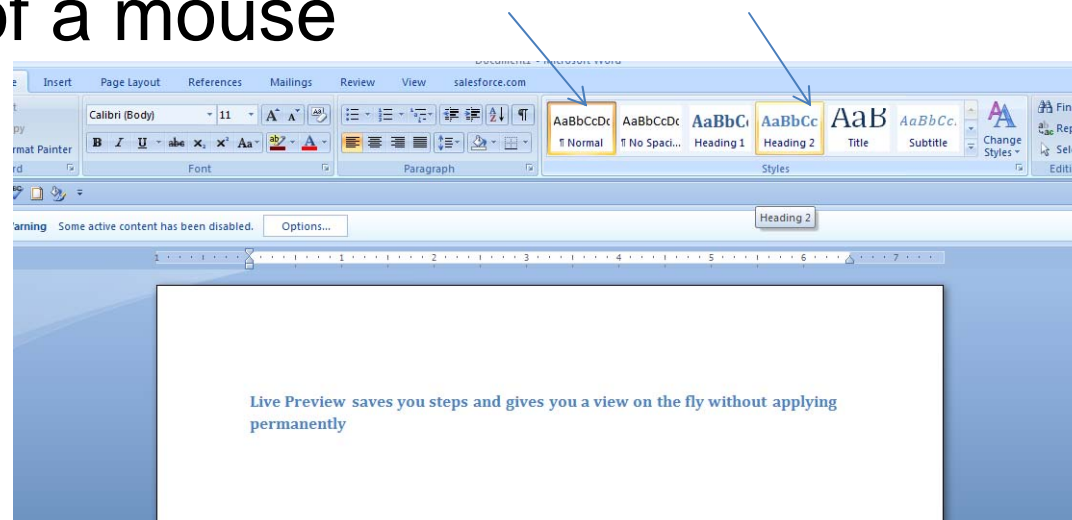


Hovering your mouse over a Dialog Box Launcher icon will give a preview of the dialog box. To bring the box up, click the icon once.

Fly Preview – Live Preview

Fly Preview

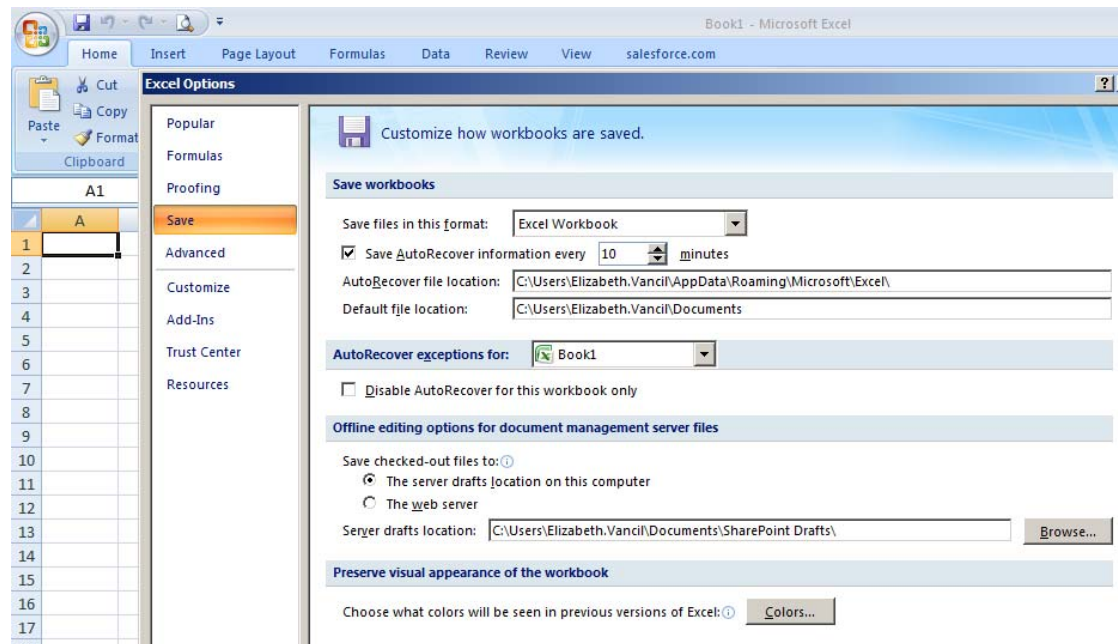
Applies different gallery affects to a document or spread sheet without permanently applying with a roll of a mouse



Auto Save

Auto Save

Set timed automatic save to back-up your work. Go to the Microsoft Button, Excel Options and select Save to configure.



Help



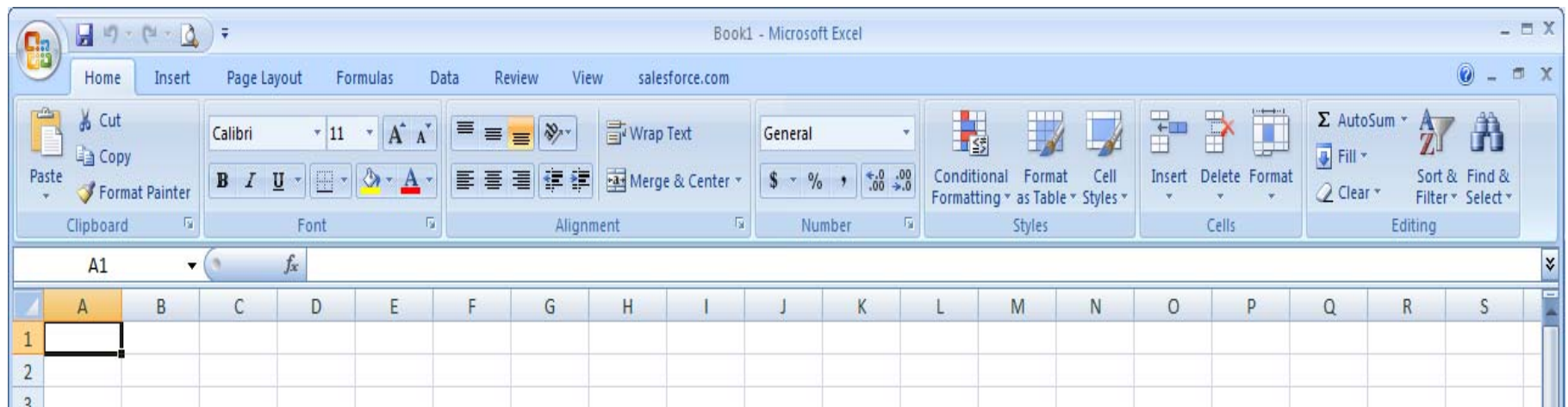
Help

Help is still help, but the access location has changed. To open Help, click the very tiny Help button, located in the upper right corner of Office applications.



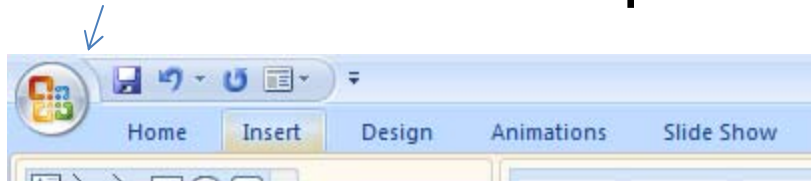
The Help button can be found in the upper right corner of the Office 2007 applications.

MS Office 2007 Excel Tour

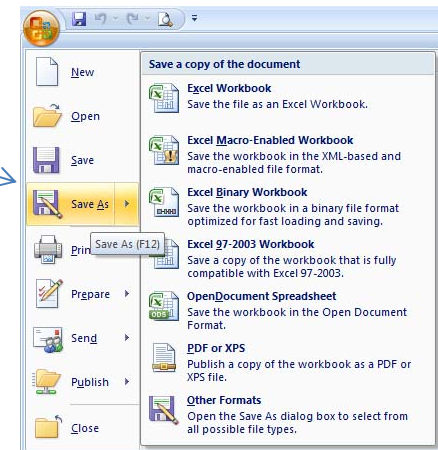
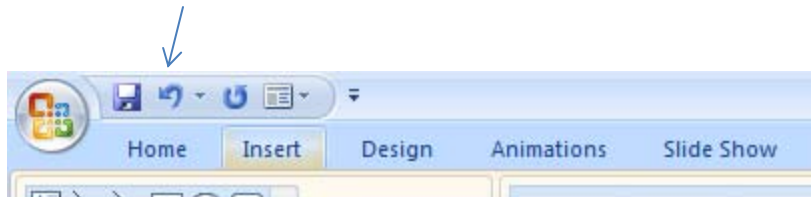


Tips / Tricks

- Office Button – opens more features



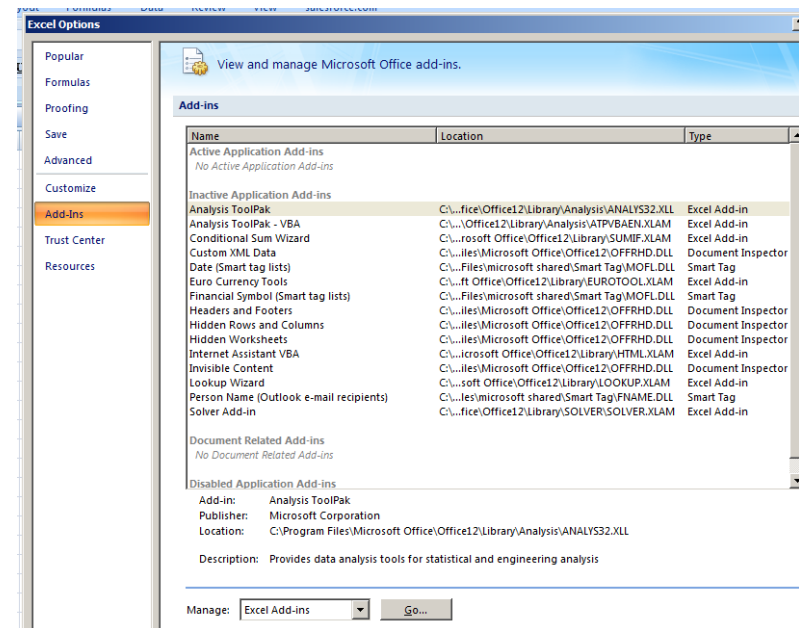
- Undo!!!!!!



- Short Cut Keys – List in Help
- Add-ins

Add-ins

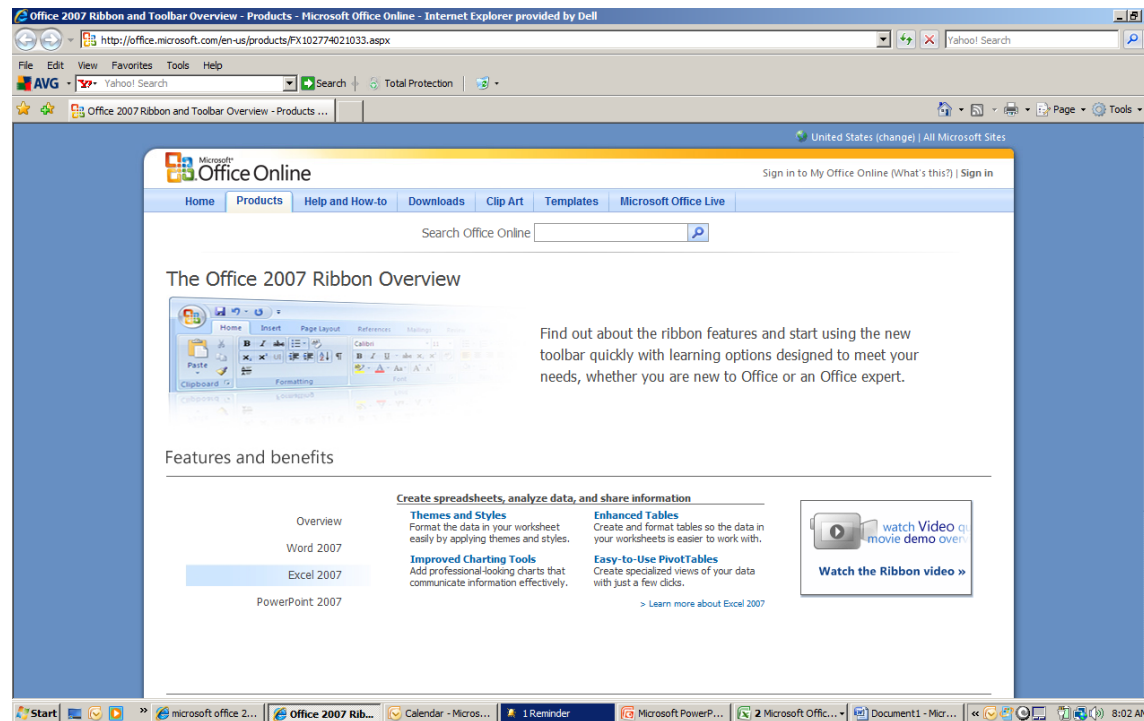
Allows applications to be added to MS Office Suite applications that are tightly integrated and designed to have an interface.



**Short Cut Keys
Access List in
Help...
good to keep
close at hand
to use the ones
you would
most likely use**

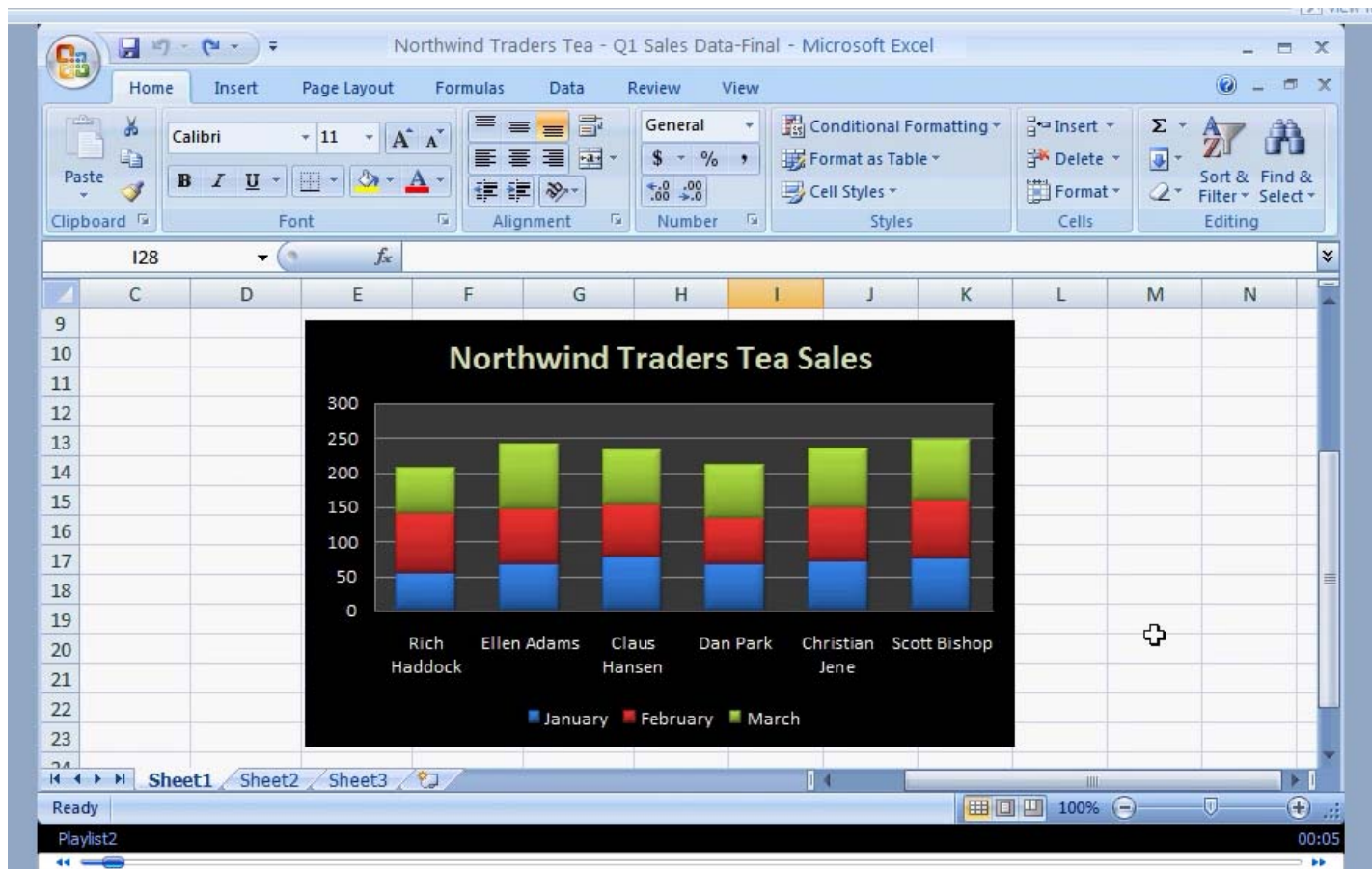
Ctrl+Z	Undo
Ctrl+C	Copy,
Enter, Ctrl+V	Paste,
Ctrl+X	Multiple Paste,
Ctrl+F,	Cut
Ctrl+H	Find,
Ctrl+P,	Find&Replace
Ctrl+S, Ctrl+F4, Alt+F4	Print, Save, Close, Close Excel
Ctrl+Arrow	Move to edge of region
Ctrl+*	Select current region
Ctrl+A	Select all cells
Ctrl+Home Ctrl+End	Select A1, Select last cell in used range
Ctrl+Shift+End	Select from active cell to last cell in used range.
Ctrl+Shift+Home	Select from active cell to A1
Ctrl+Page Down	Move to the next sheet,
Ctrl+Page Up	Move to the previous sheet
Ctrl+Tab	Move to next open workbook
Ctrl+N	Open new workbook
Shift+F11	Insert new worksheet
Shift+F3	Paste function window
#NAME?	Insert new function
Alt+F11	Open VBE
Ctrl+Shift+Enter	Array formula
Ctrl+F3, F3	Define name, Paste name
Ctrl+Spacebar Shift+Spacebar	Select columns, Select rows
Ctrl+1, Ctrl+B, Ctrl+U	Format cells, Bold, Underline
Ctrl+; , Ctrl+shift+:	Current date, Current time

Great Microsoft Mini Tutorials

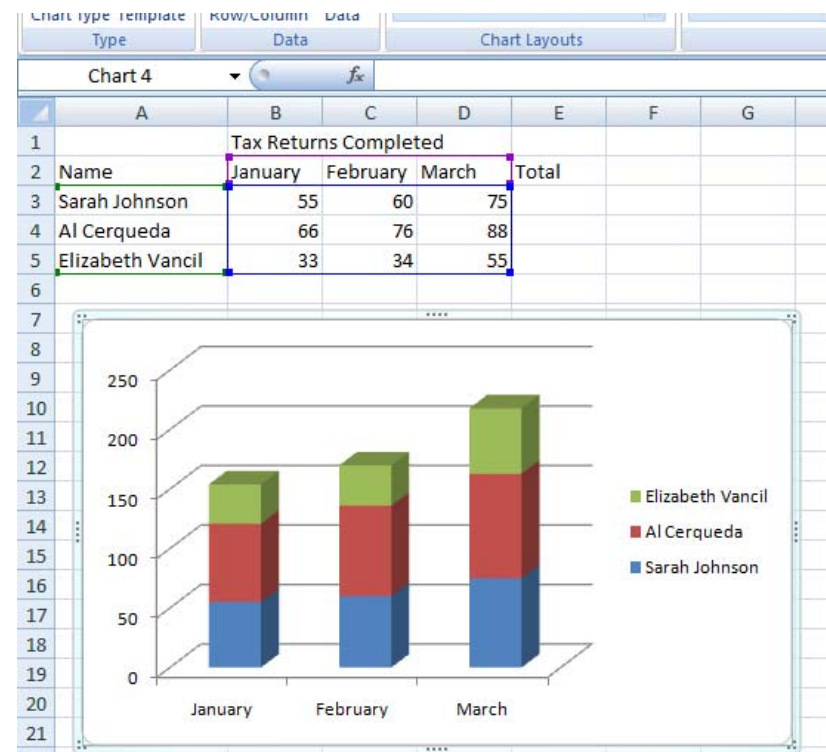
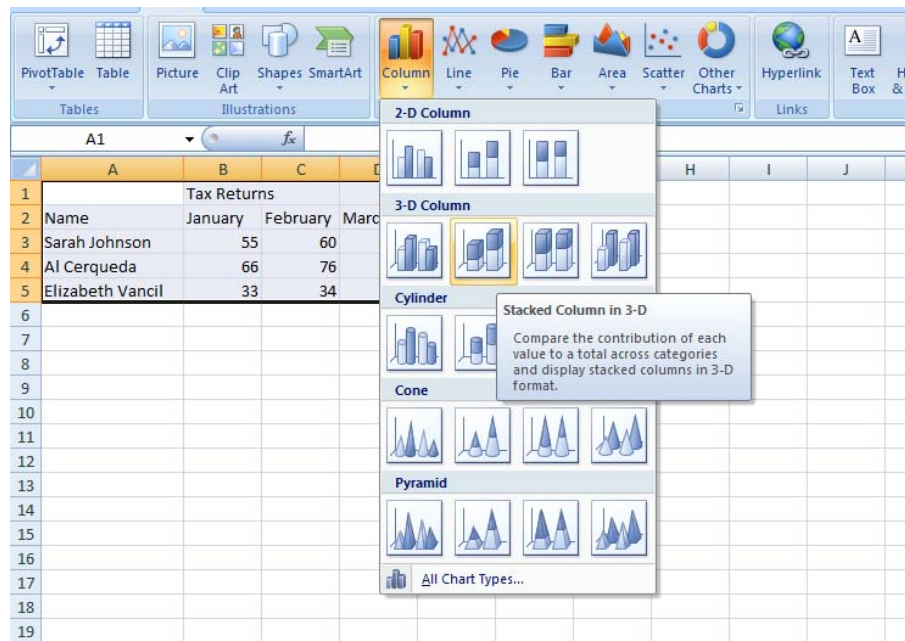


<http://office.microsoft.com/en-us/products/FX102774021033.aspx>

Tables and Charts



How To – Create Table/Charts



It's easy with a click of a mouse.
Highlight the spread sheet data
then select the chart style.

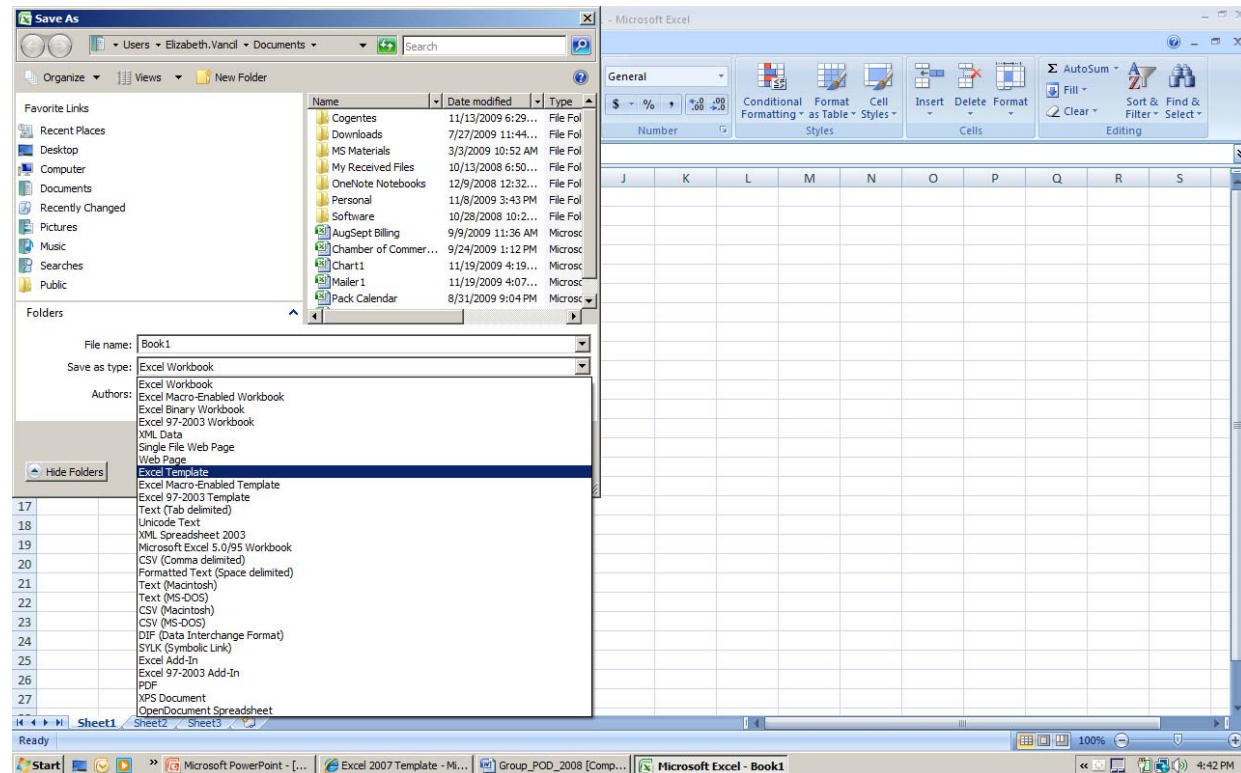
How To – Create Pivot Tables

The screenshot shows the Microsoft Excel interface with the 'Table Tools' ribbon active. The 'PivotTable' button is highlighted, and its dropdown menu is open, showing options for 'PivotTable' and 'PivotChart'. The background data table is as follows:

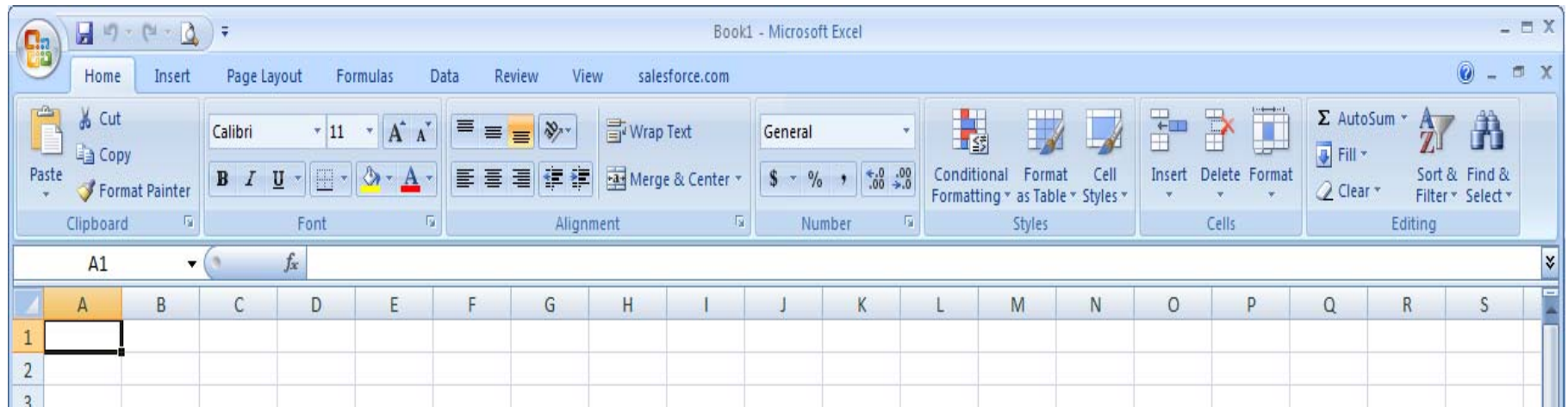
Category	Product	Sales	Quarter
Beverages	Chai	\$705.60	Qtr 1
Beverages	Chai	\$878.40	Qtr 2
Beverages	Chai	\$1,174.50	Qtr 3
Beverages	Chai	\$2,128.50	Qtr 4
Beverages	Chang	\$2,720.80	Qtr 1
Beverages	Chang	\$228.00	Qtr 2
Beverages	Chang	\$2,061.50	Qtr 3
Beverages	Chang	\$2,028.25	Qtr 4
Beverages	Chartreuse verte	\$590.40	Qtr 1
Beverages	Chartreuse verte	\$360.00	Qtr 2
Beverages	Chartreuse verte	\$1,100.70	Qtr 3
Beverages	Chartreuse verte	\$2,424.60	Qtr 4
Beverages	Côte de Blaye	\$25,127.36	Qtr 1
Beverages	Côte de Blaye	\$12,806.10	Qtr 2
Beverages	Côte de Blaye	\$7,312.12	Qtr 3
Beverages	Côte de Blaye	\$15,148.92	Qtr 4

How To - Create Templates

Create a format and save as a template option



MS Office 2007 Word Tour



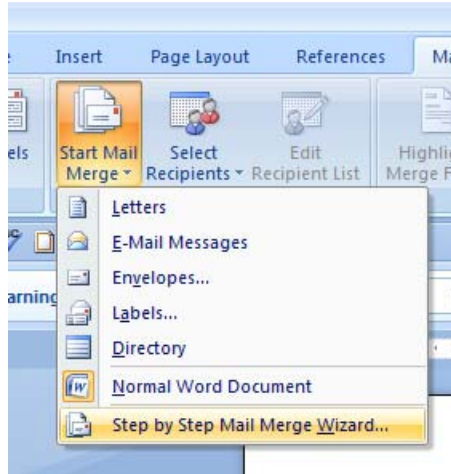
Mail Merge For Word

- Use the Wizard.....

(Merge from Excel, Outlook or other data sources)

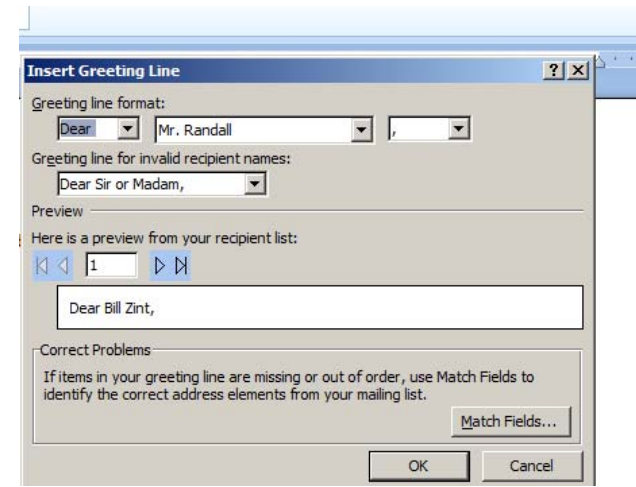
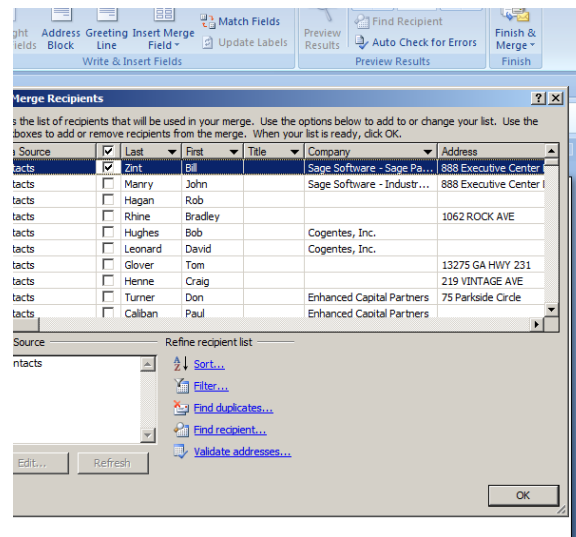
- Set up main document or use template then
- Select Data Source
- Connect to Data Source

Mail Merge



This is an outlook contact import view...the wizard guides how to use

Use the wizard and follow the steps create a use a document or template or create one

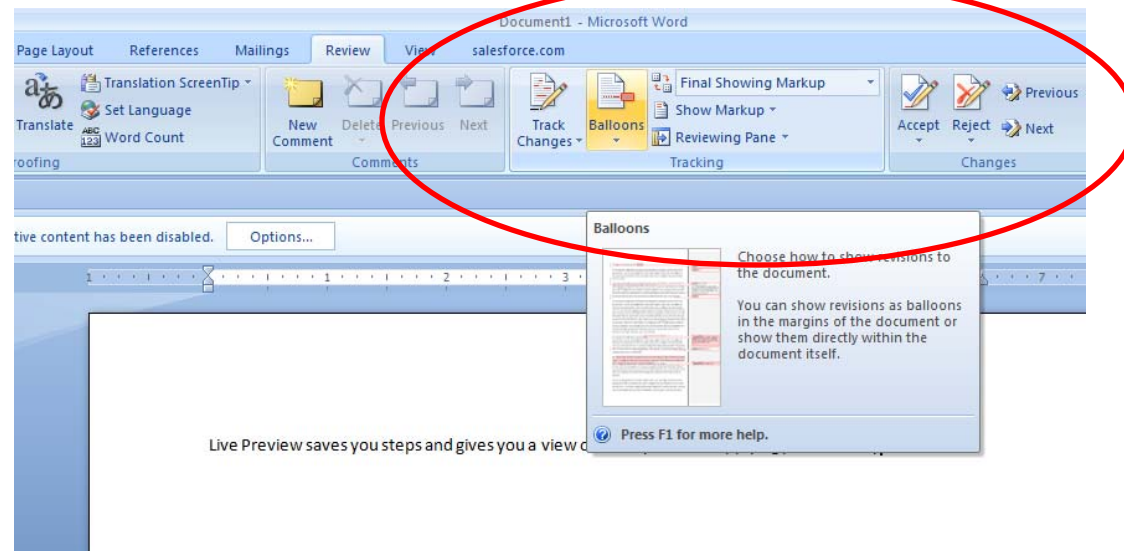


Produce personalized professional documents in minutes



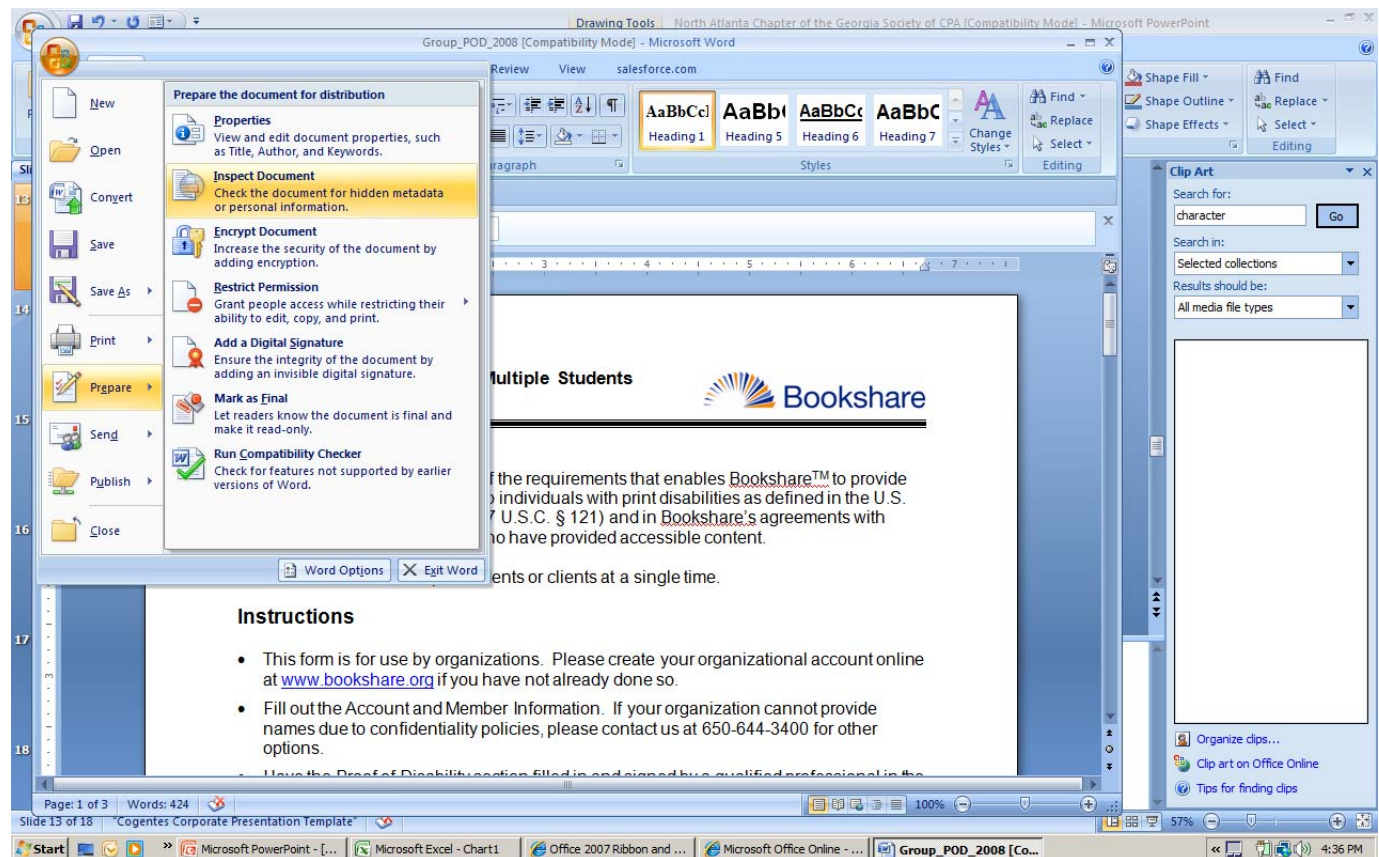
Document Collaboration Tools

- Turn on tracking and editing
- Use Call out balloons for notes
- Accept changes



Document Inspector

Review Document in the End before sending printing or publishing



Links

- <http://office.microsoft.com/en-us/products/FX102774021033.aspx>
- http://spreadsheets.about.com/od/exceltips/tp/090531_tips_excel_2007.htm
- <http://www.mstipsandtricks.com/tips-and-tricks/ms-office-tips-and-tricks/ms-excel/creating-excel-2007-files.html>

Links

- <http://office.microsoft.com/en-us/word/ha102065941033.aspx>
- http://wordprocessing.about.com/od/microsoftword2007/Microsoft_Word_2007_Tips_Tricks_and_Tutorials.htm

About Cogentes

Cogentes is an IT service and support company that helps small to mid-size businesses get the most out of their IT investments. We provide the skill and strategic guidance to help turn company's IT systems into strategic assets rather than liabilities. Cogentes works with company stockholders to understand their strategic business goals and objectives, then build a technology strategy that supports and enhances those goals.

Cogentes leadership has extensive experience providing IT strategic and operational support to large Fortune 500 companies. They have taken this enterprise experience, along with over 20 years experience in working with small businesses to build a product offering that is unparalleled in this space and at a price point that any business can afford.

Contact : Cogentes www.cogentes.com 404-424-8585

Elizabeth Vancil
elizabeth.vancil@cogentes.com

Tom Glover
tom.glover@cogentes.com

Cogentes Services

- PC and Server Support
- Web Design
- Managed IT Services
- IT Projects
- Voice Over Internet Protocol (VOIP) (Phones)
- Email, Security, Virus Protection and Clean-up
- Application Development
- Technology Advisory

cogentes

business results first



**Helping Business And Technology
Leaders Chart A Course To
Business Strategy Realization™**