

Introduction

Welcome to *Microsoft Office Word 2007 On Demand*, a visual quick reference book that shows you how to work efficiently with Microsoft Office Word. This book provides complete coverage of basic to advanced Word skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in Word 2007, just look for the icon: **New!**. The new icon appears in the table of contents and through out this book so you can quickly and easily identify a new or improved feature in Word 2007. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at www.perspection.com.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

Step-by-Step Instructions

Real World Examples

Workshop

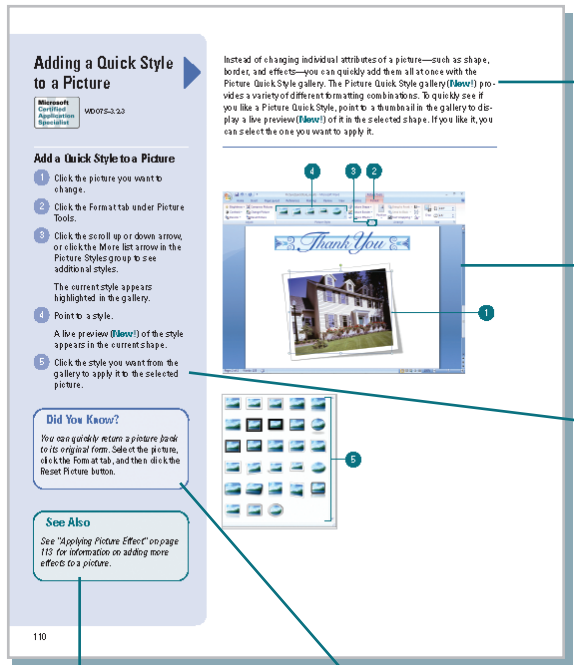
Microsoft Certified Applications Specialist

Get More on the Web



Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions include illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Adding a Quick Style to a Picture

Measurements: Width: 3.23, Height: 2.23

Instead of changing individual attributes of a picture—such as shape, border, and effects—you can quickly add them all at once with the Picture Quick Style gallery. The Picture Quick Style gallery (shown) provides a variety of different formatting combinations. To quickly see if you like a Picture Quick Style, point to a thumbnail in the gallery to display a live preview (shown) of it in the selected shape. If you like it, you can select the one you want to apply it.

1 Click the picture you want to change.

2 Click the Format tab under Picture Tools.

3 Click the scroll up or down arrow, or click the More list arrow in the Picture Styles group, to see additional styles.

The current style appears highlighted in the gallery.

4 Point to a style.

A live preview (shown) of the style appears in the current shape.

5 Click the style you want from the gallery to apply it to the selected picture.

Did You Know?
You can quickly return a picture back to its original form. Select the picture, click the Form tab, and then click the Reset Picture button.

See Also
See “Applying Picture Effects” on page 113 for information on adding more effects to a picture.

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Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

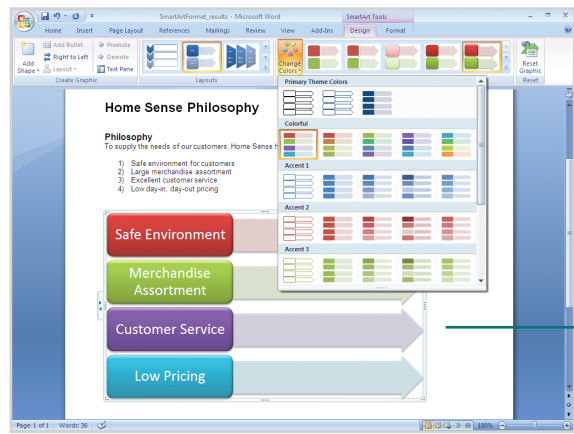
Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the Web at www.perspection.com.



Home Sense Philosophy

Philosophy
To supply the needs of our customers, Home Sense

- 1) Safe environment for customers
- 2) Large merchandise assortment
- 3) Excellent customer service
- 4) Low day-in, day-out pricing

Safe Environment

Merchandise Assortment

Customer Service

Low Pricing

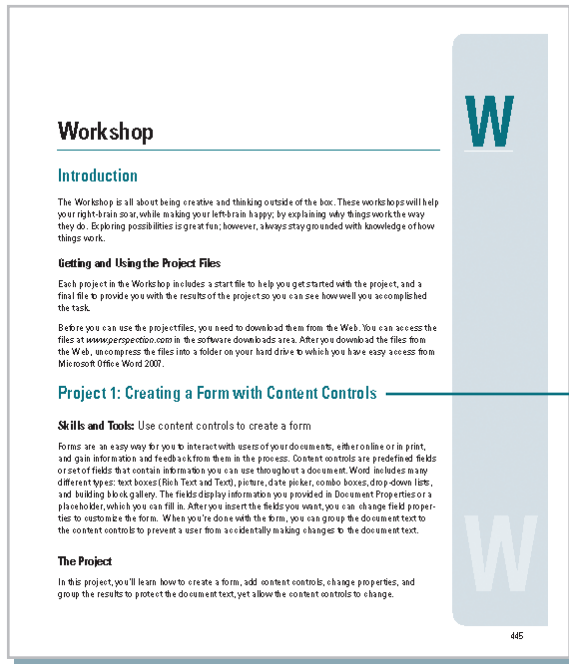
Real world examples help you apply what you've learned to other tasks.

Workshop

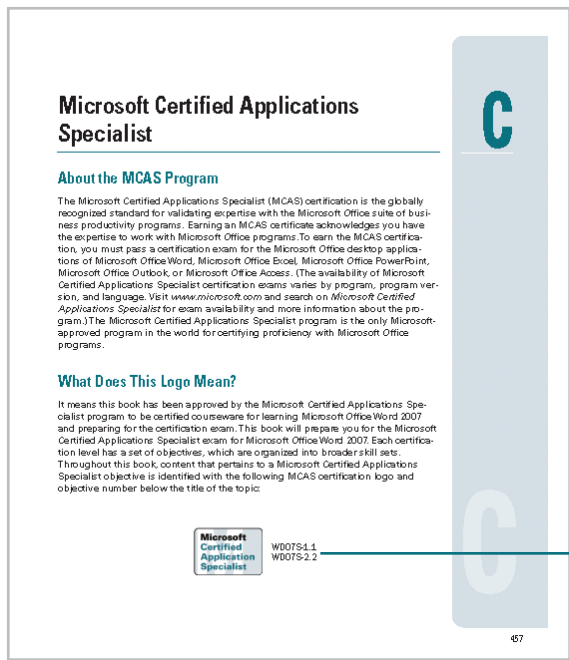
This book shows you how to put together the individual step-by-step tasks into indepth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The Workshop projects and associated files are available on the Web at www.perspection.com.

Microsoft Certified Applications Specialist

This book prepares you for the Microsoft Certified Applications Specialist (MCAS) exam for Microsoft Office Word 2007. Each MCAS certification exam has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with a MCAS objective to confirm that you can meet the requirements for the exam. Throughout this book, content that pertains to an objective is identified with the following MCAS logo and objective number next to it.



The **Workshop** walks you through indepth projects to help you put Word to work.



Logo indicates a task fulfills one or more MCAS certification objectives.

Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Word 2007. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Office documents.
- ◆ **More Content.** Download new content developed after publication. For example, you can download a complete chapter on Office SharePoint Server 2007.

You can access these additional resources on the Web at www.perspection.com.

Working Together on Office SharePoint Documents

Introduction

Microsoft Windows SharePoint Services is a collection of products and services which provide the ability for people to engage in communication, document and file sharing, calendar events, sending alerts, tasks planning, and collaborative discussions in a single community solution.

Office SharePoint Server 2007 is a product that uses Windows SharePoint Services 3.0 or later technology to work effectively with Microsoft Office 2007 programs. You can create a slide library on an Office SharePoint site in PowerPoint 2007 (New!), use Office SharePoint list data to create reports in Access 2007, create a meeting workspace and synchronize calendar and contacts in Outlook 2007, design browser form templates in InfoPath 2007 (New!), and save worksheets on an Office SharePoint site in Excel 2007. In many of the Office 2007 programs, you can update properties for a server document in a Document Information Panel (New!), and participate in workflows (New!), which is the automated movement of documents or items through a sequence of actions or tasks, such as document approval.

Office 2007 programs use the Document Management task pane to access many Office SharePoint Server 2007 features. The Document Management task pane allows you to see the list of team members collaborating on the current project, find out who is online, send an e-mail message, and review tasks and other resources. You can also use the Document Management task pane to create document workspaces where you can collect, organize, modify, share, and discuss Office documents.

Before you can use Office SharePoint Server 2007, the software needs to be set up and configured on a Windows 2003 Server or later by your network administrator. You can view Office SharePoint Server sites using a Web browser or a mobile device (New!) while you're on the road.

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What You'll Do

- View and Navigate Office SharePoint Sites
- Create a Document Workspace Site
- Create a Document Library Site
- Add and Upload Documents to a Site
- Add Pages to a Site
- Publish Slides to a Library
- Saving a File to a Document Management Server
- View Versions of Documents
- Check Documents In and Out to Edit
- Work with Shared Workspace
- View Team Members
- Create Lists
- Create Events
- Hold Web Discussions
- Set Up Alerts
- Customize Quick Launch or Top Link Bar

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Additional content is available on the Web. You can download a chapter on SharePoint.