

Maria Oddo
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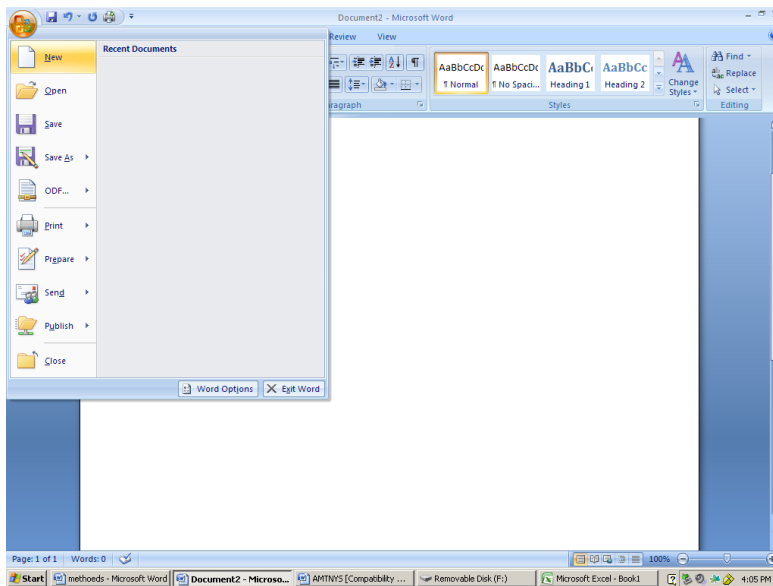
Julie Rotthoff
Robbie Morrell

A Guide to Microsoft Office 2007

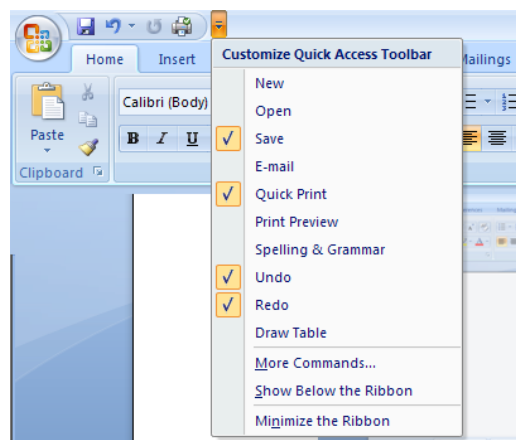
(A quick reference guide to useful applications in the new Microsoft Office)

Microsoft Word 2007:

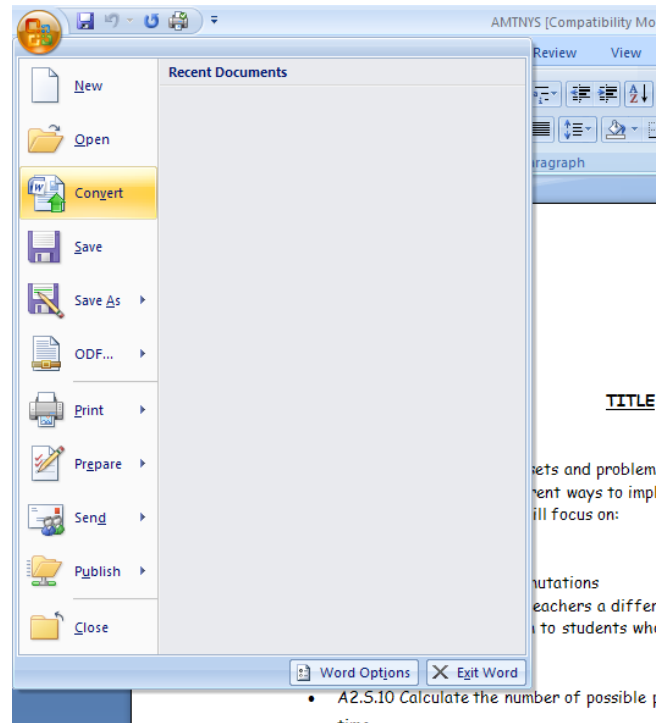
- When looking for File commands click on the Microsoft icon found in the upper left corner.



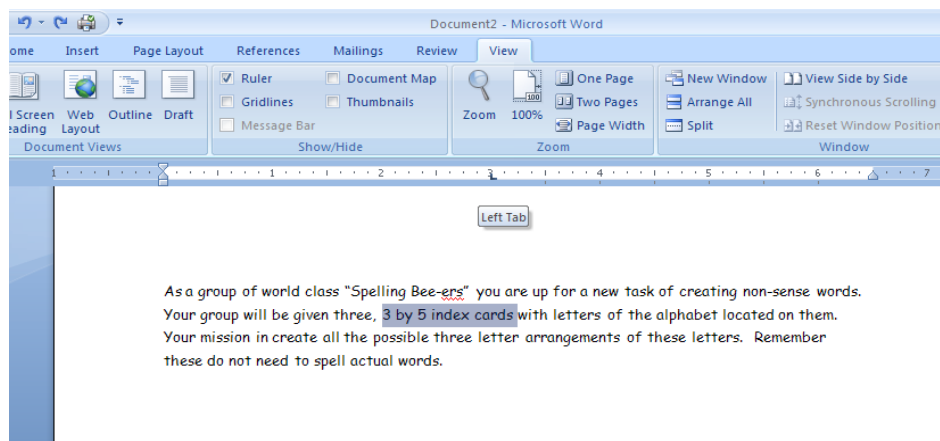
- To add new icons to your toolbar click on downward arrow icon, and select new icon.



- To insert equation editor into a document that was previously worked on in an older version of Microsoft office you must convert the document. To do this you would click on Microsoft icon and press convert.



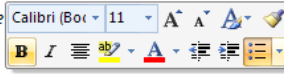
- To use equation editor click on the *Insert* tab and select *Equation*
- The document is automatically double spaced. To single space the document click on the *Home* tab and click on *No Spacing*.
- To change the spacing go to *Paragraph* arrow. Select *single line spacing* and *0 pt.* spacing for *before* and *after*. Then click on *default* and *yes*.
- To change the default font go to the *Font* arrow. Select font choice and press *default*.
- To place custom tabs, go to the *View* tab and select ruler. Highlight text where tab will be affected. Then place cursor on ruler where tab will be located.



- For *Spell Check* go to the *Review* tab and click on *ABC*. You can also add Spell Check to the toolbar.
- To bold, italicize, change color etc. of wording from a different tab other than home place cursor over highlighted area and options will appear.

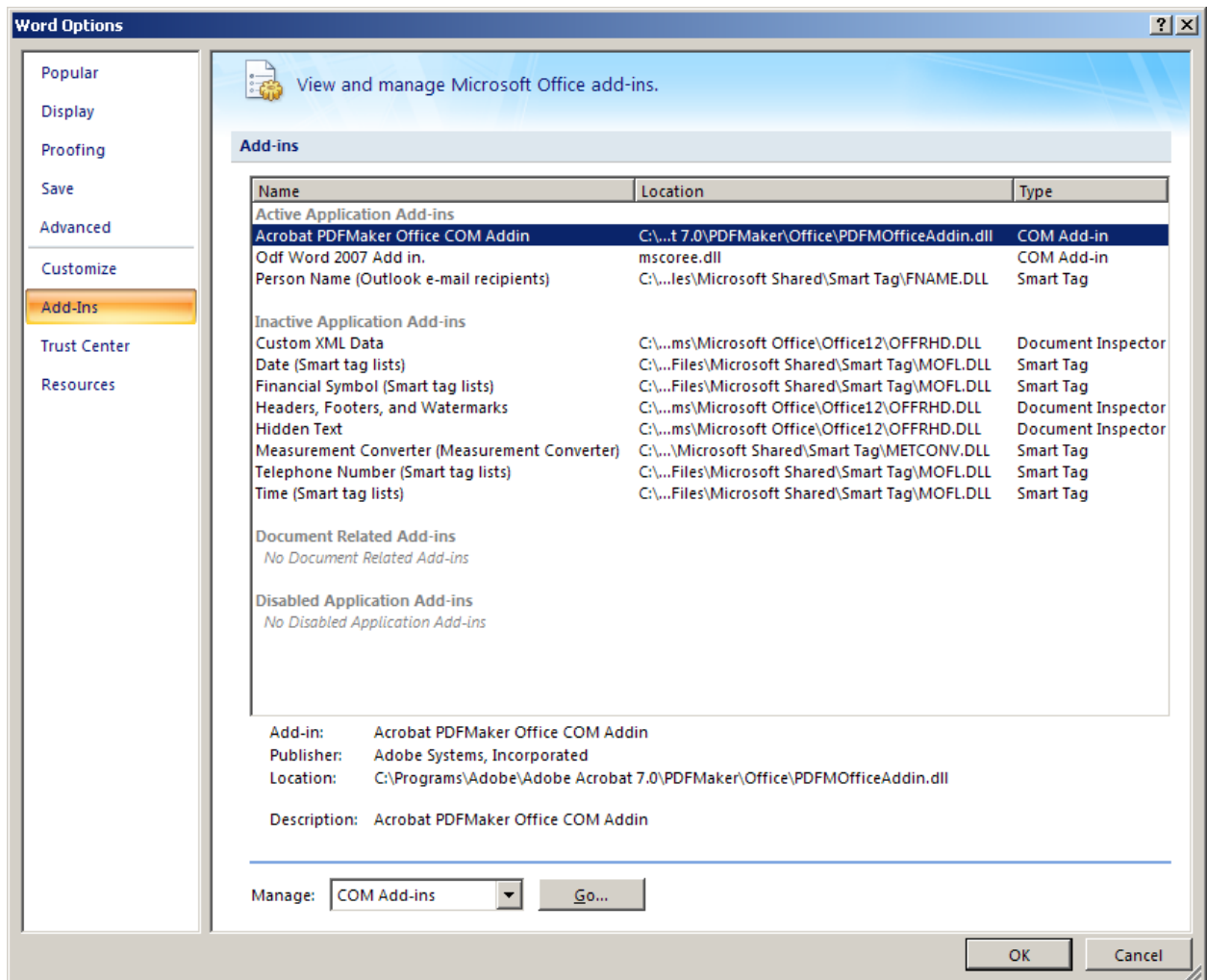
tab and click on *No Spacing*.

- For *Spell Check* go to the *Review* tab and click on *ABC*. You can also add Spell Check to the toolbar.



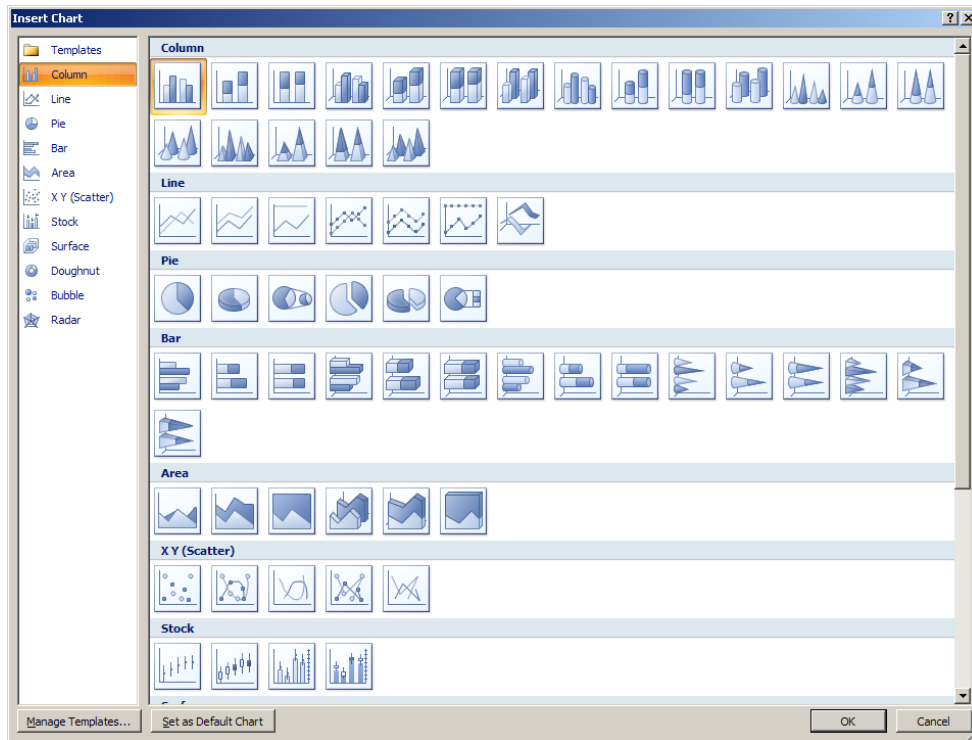
- To bold, italicize, change color, etc. of wording from a different tab other than home place cursor over highlighted area and options will appear.

- To convert the document from a HTML to a PDF file, click on Microsoft icon. Next select word options, then add-ins from left column. From add-ins select Acrobat PDF files, which will convert your document.

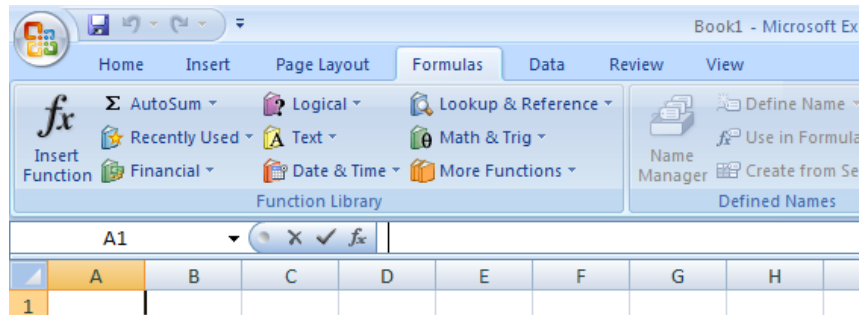


Microsoft Excel 2007:

- To insert graphs click on Insert tab and pick your choice of graph.



- To insert math terminology click on Formulas and use various options such as Math & Trig, Sum & functions.



- In updating formula with a reference cell constant, to continually multiply a cell by a given number while increasing its multipliers cell, place "\$" before the initial cell .

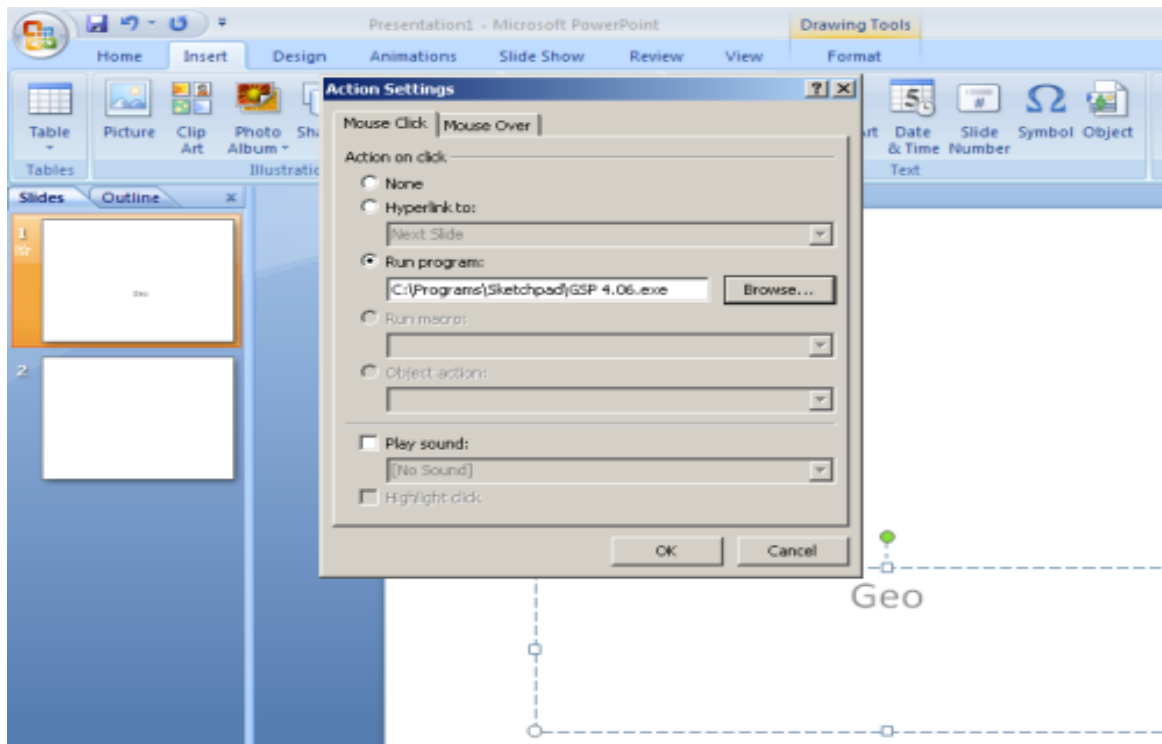
The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5		princ	int				
6		200	0.05				
7							
8	t						
9	1	200	10				
10	2	210	10.5				
11	3	220.5	11.025				
12	4	231.525	11.57625				
13	5	243.1013	12.15506				
14	6	255.2563	12.76282				
15	7	268.0191	13.40096				
16	8	281.4201	14.071				
17	9	295.4911	14.77455				
18	10	310.2656	15.51328				
19	11	325.7789	16.28895				
20	12	342.0679	17.10339				
21							
22							
23							
24							
25							

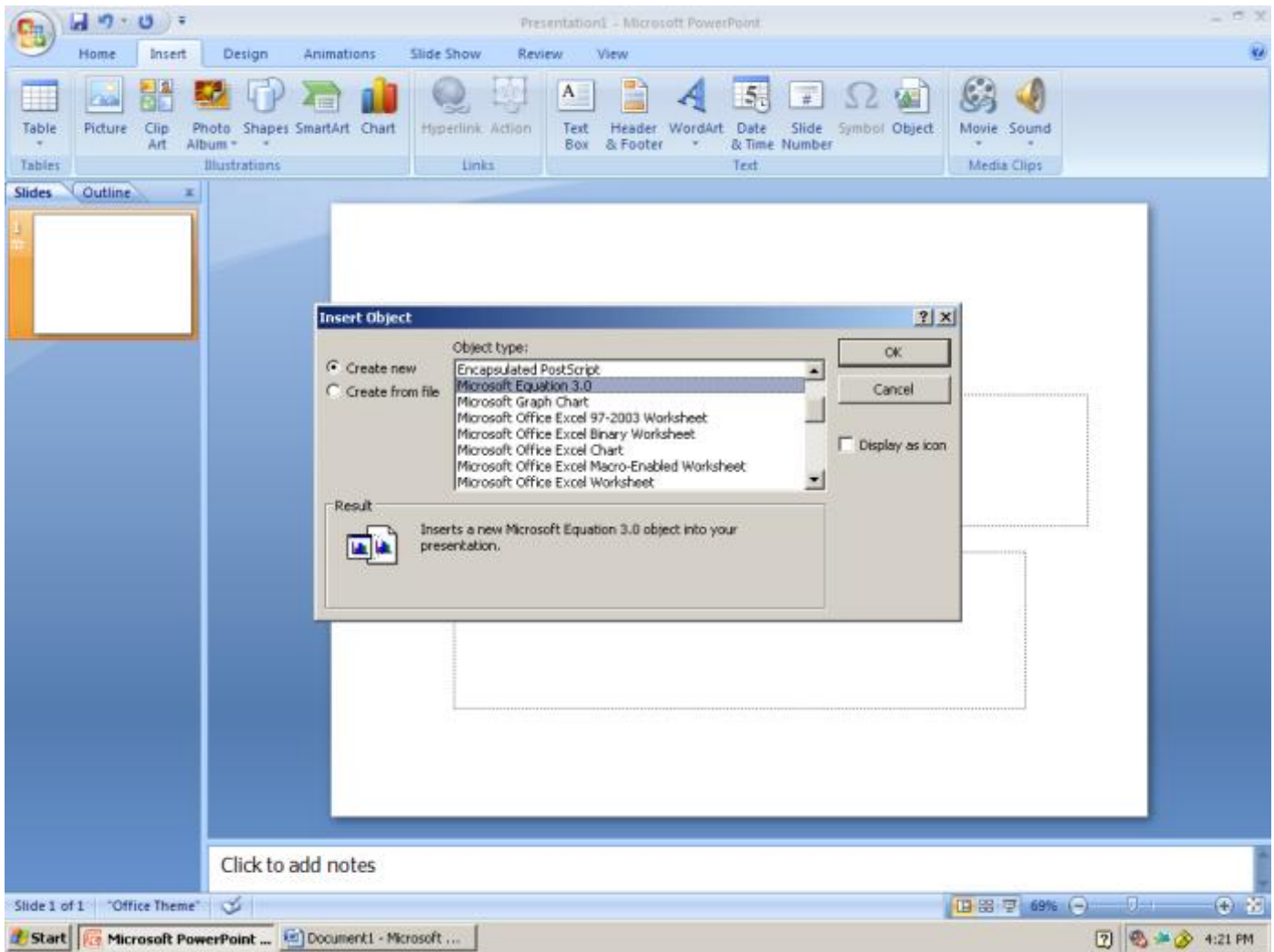
Microsoft PowerPoint 2007:

Insert Options:

- There are still the same insert options as before under the *Insert* tab. You can insert tables, clip art, pictures, charts, text boxes, symbols, etc. Or you have the option to insert tables, charts, SmartArt graphic, picture from file, clipart, or media file right from the slide.
- You can also create links to open other files or programs from your slide. Click the *Insert* tab and select *Action*. Browse for the file or program you want opened (for example, *Geometer's Sketchpad*). You also have the option to use *Mouse Click* (the program will open when you click on the link), or *Mouse Over* (the program will open when the mouse moves over the link).

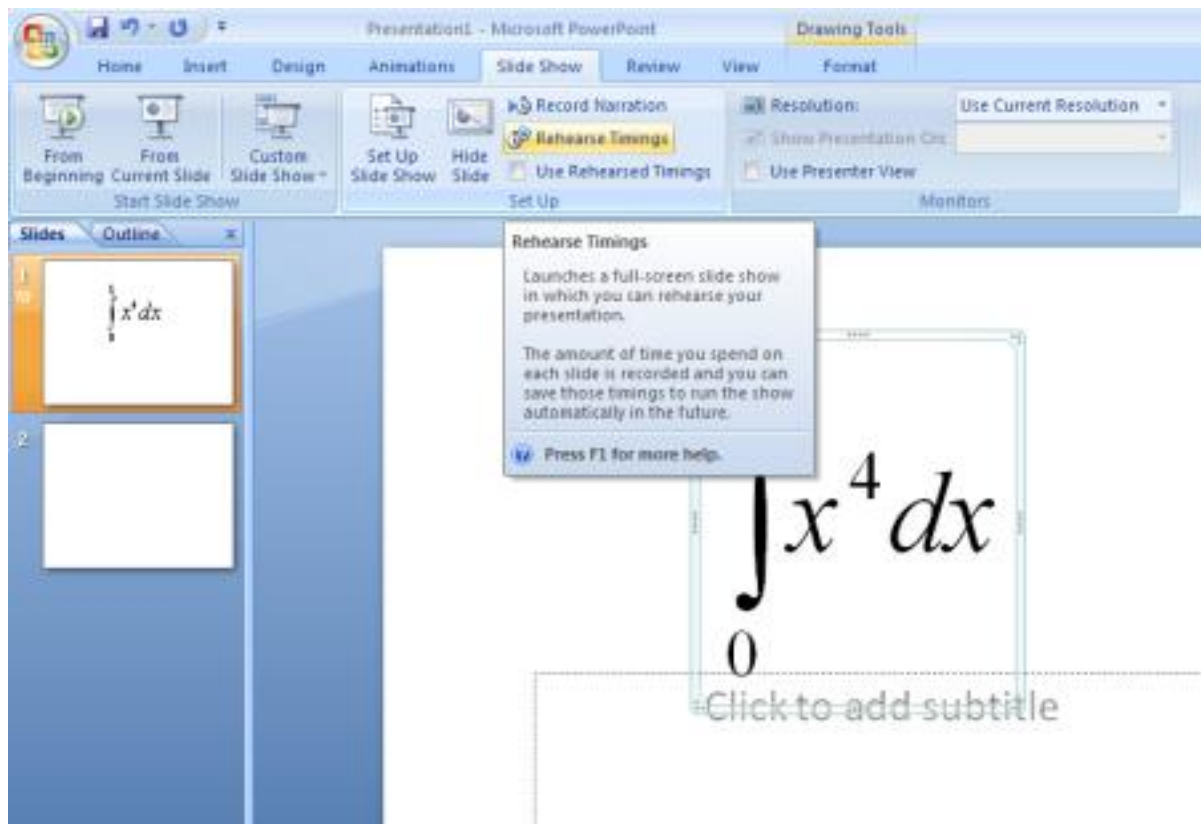


- Equation Editor, as well as other objects such as Adobe files and Microsoft 97-2003 files can be inserted to any slide. To do this, click the *Object* option under the *Insert* tab, and then select what you want inserted.



Applying Animation & Other Slide Show Options:

- Under the *Slide Show* tab there are various options for presenting your PowerPoint. For example, you can add narration to your slides by choosing the "Record Narration" option.
- You can also plan the timing of your slide show by choosing "Rehearse Timings" option. Clicking this will record your time through your practice presentation. It will remember at what time your animations occur, and when you move to the next slide. This allows you to time your presentation and not have to click through to next slides. To apply these specific timings, just check the box "Use Rehearsed Timings", which is located under "Rehearse Timings" option.



MathType:

If you are familiar with equation editor in Microsoft Office, this program will allow your documents the same professional status. MathType is available in the new Microsoft Office 2007 package.

There are many ways to use MathType in the classroom:

- You can use this to make your own worksheets instead of depending on a manufacturer to create your worksheets.
- Copy and paste are convenient.
- You can add the Math Type shortcut to your toolbar for easy access.
- The easiest way to maneuver when you are typing in MathType is to shift from Math style to Text style. This shortcut is ctrl shift + e.

Simple Functions:

- You can also add the common quadratic formula $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ without the inconvenience of typing all of those letters by going to the algebra tab and hitting that function.
- The functions $\cos^{-1} \theta$ and $\sin^{-1} \theta$ are much more professional looking because you can hit the trig tab and press $\cos^{-1} \theta$ and $\sin^{-1} \theta$.

Shortcuts to Greek Letters:

You press *Ctrl g* and press a certain letter. This letter system runs in alphabetical order. For example to get *alpha*, you press *Ctrl g* and a.

Shortcuts to Summation Symbols:

Summation with no limits (Ctrl+T,Shift+S)

Summation with under script limit (Ctrl+T,Alt+S)

Summation with under script and over script limits (Ctrl+T,S)

Algebra Keys:

To get $\sqrt{a^2 + b^2}$ you go to the algebra tab and click the $\sqrt{a^2 + b^2}$ tab.

To get $\lim_{x \rightarrow \infty}$ you press the algebra tab then you press $\lim_{x \rightarrow \infty}$ key.

To get $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ you press the algebra tab then you press $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ key.

To get $\frac{n!}{r! (n-r)!}$ you press the algebra tab and hit the $\frac{n!}{r! (n-r)!}$ button.

Derivative Keys:

To get $\frac{\Delta y}{\Delta x}$ you press the Derivs tab and press the $\frac{\Delta y}{\Delta x}$ button.

To get $\frac{dy}{dx}$ you press the Derivs tab and press the $\frac{dy}{dx}$ button.

Trigonometry Keys:

To get $\cos^{-1} \theta$ you press the Trig tab and press the $\cos^{-1} \theta$ button.

To get $\sin^{-1} \theta$ you press the Trig tab and press the $\sin^{-1} \theta$ button.

To get $\arcsin \theta$ you press the Trig tab and press the $\arcsin \theta$ button.

To get $\frac{\text{Opposite}}{\text{Hypotenuse}}$ you press the Trig tab and press the $\frac{\text{Opposite}}{\text{Hypotenuse}}$ button.

Switching Styles:

To go from Math style to Text style you press ctrl, shift + E.

To go from Text style to Math style you press ctrl, shift + =.