



User Guide

Windows 7 and

Microsoft Office 2007



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GLOSSARY OF WINDOWS 7 TERMS

Snap: Drag the window to top or left/right to snap window to that area.

Jump Lists: Fast way to switch or launch a file from the task bar.

Aero Flip: Fast way to switch between applications from the task bar.

Pinning: A way to anchor an application, file or website permanently to the Task Bar or Start Menu for easy access.

GLOSSARY OF MICROSOFT OFFICE 2007 TERMS

Interface: Overall look on the window of an application. Office 2007 has updated and dramatically changed its standard interface. You will not see traditional menus, toolbars, and most of the task panes of earlier versions.

Office Button: the Main button at top left corner of the window allows you to open, save, print, send, close and publish documents.

Ribbon: A new component of the Office 2007 interface which replaces the traditional interface of menus, toolbars, etc. The Ribbon consists of graphical tabs organized by tasks which are further organized into several groups. It includes command buttons, galleries and dialog box content.

Contextual Tools: Additional tabs which appear in an accent color above the Ribbon tabs only when useful. You will see these when you are creating tables, pictures, drawings, headers/footers, etc.

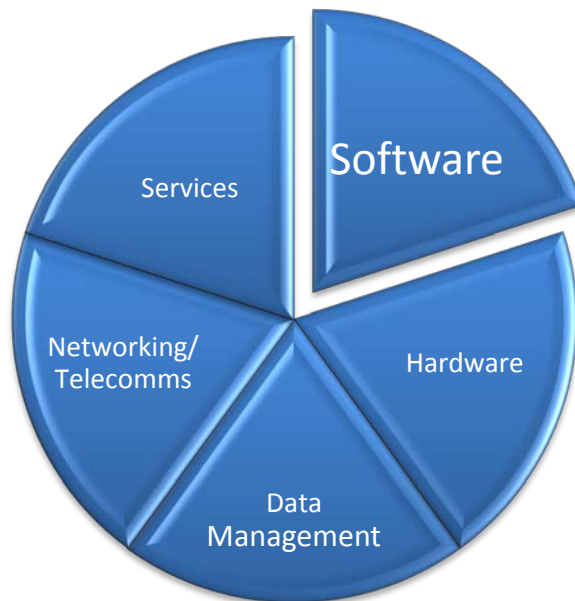
Quick Access Toolbar: This toolbar appears at the top of your screen by default. It is highly recommended that you customize this toolbar to add your frequently-used commands which may not be evident at first via the Ribbon. This will ease your transition to the new interface.

Dialog Box Launchers: These are small arrow-like icons which appear at the end of the group name on the Ribbon. They open a dialog box or task pane which provide for options for that group.

WINDOWS 7: (Enterprise Version) CLIENT¹ OPERATING SYSTEM

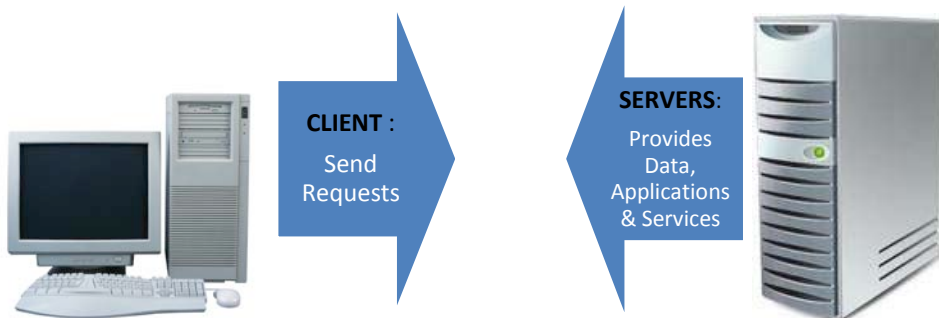
Background:

Software is only one component of an IT infrastructure which consists of computer hardware, data management technology, networking/telecommunications technology and technology services. Software provides instructions that direct the computer's work.



Computer software includes (1) **system software** (operating system) and (2) **application software** (programs like Word, PowerPoint, etc.) which are interrelated. **System software** or *operating systems manage the resources and activities of a computer*. **Application software** allows an end user to perform specific tasks such as send email, create a document or mail merge, play games, etc.

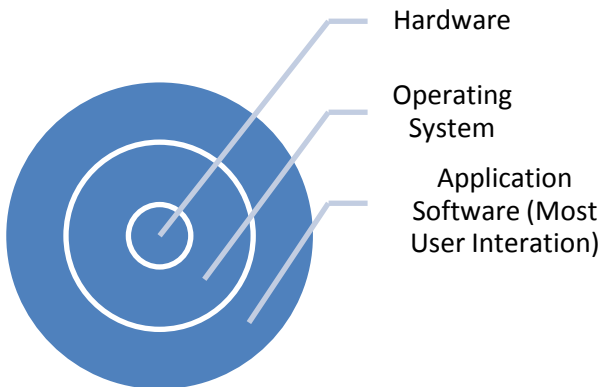
¹ Client refers to user's pc or laptop, not the server.



Client-Server technology is in-house systems, compared to a vendor hosted "cloud computing" environment also known as SaaS (software as a service.)

Process:

Upon booting your computer, the operating system loads first. Then the user opens application software on top of the operating system, such as Word, Outlook, etc.



Types of Operating Systems:

There are many operating systems (OS, O/S) available (Microsoft Windows, Ubuntu, Unix, Linux, Mac OS X, etc.) They have 7 main functions, among others:

1. Manages hardware resources (printers, monitors, audio output)
2. Provides environment and interface for application programs to run
3. Coordinates memory allocation for data and applications to run
4. Controls input and output device distribution (keyboard, mouse, printers, scanners, audio input, telecomm links, etc.)
5. Manages security
6. Provides for networking capability
7. Manages data file storage and devices

Windows 7 Operating System:

Windows 7 graphical user interface (GUI) consists of icons, buttons, bars, lists and boxes which perform tasks, e.g., change background, launch applications/files, assign mouse controls, play sounds on events, display date and time, shut down/restart, etc.



Windows 7's New Interface:

- Upon booting your PC, Press **Ctrl+Alt+Delete** to obtain a network (LDAP) login prompt.
- Windows 7 can remember your login name so you only need to type in the password the next time you boot. It will prompt you to remember other application login information if you like.
- The “Show Desktop” button moved to extreme right side of bottom Task Bar after the time icon.
- Windows 7 is easier to customize. Personalizing Windows 7 is just a right click on the desktop, task bar and/or task bar software icon.
- Users can display IE Links or other toolbars on the Taskbar via a right-click.
- Quick access to application-specific documents and history via a right-click on the application icon on the task bar.
- Libraries extending the scope of access beyond the computer and out to the network
- Themes allow you to customize your desktop background, etc. via a right-click on the desktop.
- There are additional options under the Start/Shutdown

New/Updated Features:

- Overall performance improvement and speed
- Ability to “pin” applications and files to the task bar for easy access
- Shake window’s title bar to minimize open applications
- Move window title bar to top center to maximize
- Move two windows to each side to view side by side applications
- Getting Started Tutorial from the Start menu
- You can search for programs and files from the Start button
- Sticky Notes you can attach to your desktop as reminders, etc.-similar to Notes in Outlook, but on the desktop.

- Downloadable Desktop Gadgets
- Onscreen magnifier-not application specific
- More “green” initiative type features-sleep mode--no screensavers (which were only for CRTs)
- Libraries allow you to be more organized by topic or project

WINDOWS 7 RESOURCES



Problem Steps Recorder Instructions

Villanova’s UNIT PC Refresh Site: <http://www.villanova.edu/unit/support/pcrefresh/>

Villanova’s Online Learning with ElementK - contact the Help Desk x97777 for an account.

Microsoft’s Productivity Hub: <http://vsites.villanova.edu/sites/msprohub/>

Microsoft’s Website: www.microsoft.com

MICROSOFT OFFICE 2007 SUITE RESOURCES

Villanova’s Online Learning with ElementK - contact the Help Desk x97777 for an account.

Villanova’s UNIT PC Refresh Site: <http://www.villanova.edu/unit/support/pcrefresh/>

Villanova’s UNIT Manuals Site: <http://www.villanova.edu/unit/training/manuals.htm>

Microsoft’s Productivity Hub: <http://vsites.villanova.edu/sites/msprohub/>

Microsoft’s Website: www.microsoft.com

About.com Website: www.about.com

Microsoft’s Ribbon Mapping Workbook: See UNIT Manuals site above or Help.

Microsoft Ribbon Blog: <http://blogs.msdn.com/jensenh/archive/2005/09/14/467126.aspx>

Simon Hurst's top efficiency tips for Microsoft Office: <http://www.accountingweb.co.uk/cgi-bin/item.cgi?id=196839&d=1025&h=1021&f=1026>CIO.com Article: Six Timesaving Tips for Word 2007:

http://www.cio.com/article/482490/Six_Timesaving_Tips_for_Word

Microsoft Office 2007 Tips & Tricks:

<http://www.deca.uwstout.edu/training/office07/tipsntricks/index.html>

MAC MS OFFICE 2008 USERS:

<http://www.microsoft.com/mac/default.msp>

<http://www.apple.com>

<http://www.macworld.com/>

<http://its.fandm.edu/node/688>

http://www.ithaca.edu/computing/quickguides/pdfs/offc_whatsNewIn2008.pdf

WORD 2007 RESOURCES

Microsoft's Interactive Toolbar Converter:

<http://www.microsoft.com/downloads/en/confirmation.aspx?familyId=9044790b-4e24-4277-b714-66d7b18d0aa1&displayLang=en>

5 Time-Saving Tips For Quickly Harnessing The Power Of Word: <http://office.microsoft.com/en-us/word/HA101154421033.aspx>

Mail Merge in Word 2007: <http://www.uwstout.edu/training/office07/tipsntricks/word4.html#outlook>

POWERPOINT 2007 REFERENCE MATERIALS

Exploring Office 2007: PowerPoint 2007 Tips and Tricks PowerPoint 2007: Get Started with New Templates: <http://www.winplanet.com/article/3692-.htm>

15 Tips to increase your productivity with Power Point 2007: <http://www.technospot.net/blogs/15-tips-to-increase-your-productivity-with-power-point-2007/>

URL Site List for PowerPoint Tips:

<http://www.logicaltips.com/LPMFrame.asp?CMD=DeptArticles&ID=10&AS=l>

EXCEL 2007 REFERENCE MATERIALS

Excel Tips Website: <http://www.ExcelTip.com>

My 3 Favorite Timesaving Tips For Excel: <http://blogs.msdn.com/tiptalk/archive/2006/04/24/582438.aspx>

Excel 2007 Tips and Tricks:

<http://www.flls.org/cns/training/Microsoft%20Office%202007/excel2007tipstricks.pdf>

OUTLOOK 2007 REFERENCE MATERIALS

Outlook 2007 Tips & Tricks: <http://www.winplanet.com/article/3668-.htm>

QUICK REFERENCE CARDS TO KEEP AT YOUR DESK

You can separate the following Quick Reference Cards which contain step-by-step instructions for the commonly used features for Windows 7 and the Microsoft Office Suite 2007.