

Learn to Excel with Word and Get the Word on Excel

Session Organizer and Co-presenter

Wilma M. Andrews, Virginia Commonwealth University, School of Business,
Richmond, VA. 23284-4000, 804-827-0956, wandrews@vcu.edu

Contributor and Co-presenter

Robert L. Andrews, Virginia Commonwealth University, Department of Management,
804-827-0956, randrews@vcu.edu

ABSTRACT

This will be an interactive session designed to be of value for those who are just making or considering making the transition to Word or Excel in Microsoft Office 2007 and for those who are using 2007 and want to learn more about its capabilities. Microsoft claims that 2007 was designed to help the user find everything without it being hidden at some level below the surface, but most of us have not always been able to find things so easily in the new version. This session will present some of the new features for Word and Excel in 2007 as well as demonstrate how to find and/or do some tasks of potential interest to business faculty.

SESSION OVERVIEW

Even though Office 2007 has been out a couple of years, many schools and businesses have not jumped to adopt it. Hence there are users who are just now in the process of making the transition. Also many of those who have adopted have merely learned how to do the things that they do on a regular basis and have not really learned how to take advantage of features that may be beneficial to them. The purpose of this session is to provide information that can be worthwhile for both groups.

The session will begin by asking each person in the audience to tell what they do professionally, how they are currently using Word and/or Excel, how they think they may be using either in the future, and what they would like to learn from the session. The audience feedback will allow the session leaders to adapt their presentation to best meet the needs of the audience and to ensure that the audience is engaged. Audience members will be encouraged to share their own tips or tricks with the others in attendance. The session leaders will share from their years of experience using and teaching Word and Excel in Office 2007.

A primary goal of the changes Microsoft has made in Office 2007 was to make the four Office programs (Word, Excel, Access and PowerPoint) have a more common look and functionality. Hence an overview will be given of the new Microsoft Office 2007 Ribbon user interface. The session will move to specific features of Word and Excel. This includes details of how to use the Office Button - pdf creation, blogging capabilities, properties, etc. The Options features, many of which were located at Tools in earlier versions, will also be discussed. Handouts will be provided summarizing the tasks at the Ribbon tabs and some of the application Options features. Handouts will also include some Internet URLs of sites that may prove helpful to those

transitioning from Office 2003 and new Office 2007 users. The presenters will be illustrating live in Office 2007.

This overview will hopefully broaden some audience member's awareness of the features or functionalities in Office 2007. The knowledge from this session will help users excel in using Word and get the word on how to better use Excel in the 2007 applications.