

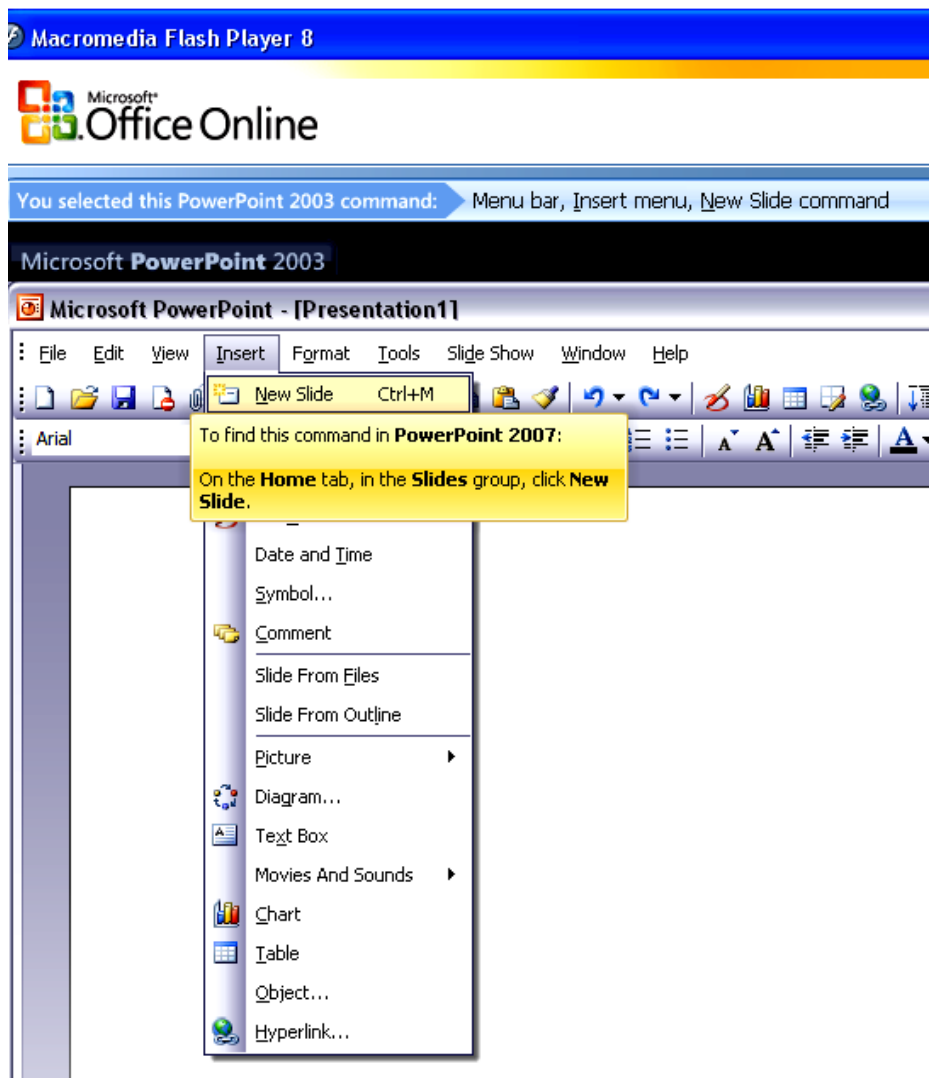
Microsoft Office 2007 – Interactive Command Reference Guides

There are some great “Interactive Command Reference Guides” that can be downloaded from the Microsoft Website. Eg: Go to the downloads page at: <http://office.microsoft.com/en-us/downloads/default.aspx> and type into the Search bar at the top of the page “Command Reference Guide” and it should bring up a list of various downloads.

In particular there is one for Word, one for Excel, and one for PowerPoint.

We can download the .exe files and save them to a folder on the C drive. These files are just the Cabinet / Installer files. Double Clicking and running each of these installer files, (and browsing to a folder for them to go into), creates a Flash8 executable in that folder.

Double click the Flash executable to run it, and it gives us the Office 2003 menus, and we can go to the command, and get instructions on how to do it in Office 2007. Eg. For Powerpoint 2003 Insert a New Slide we get:



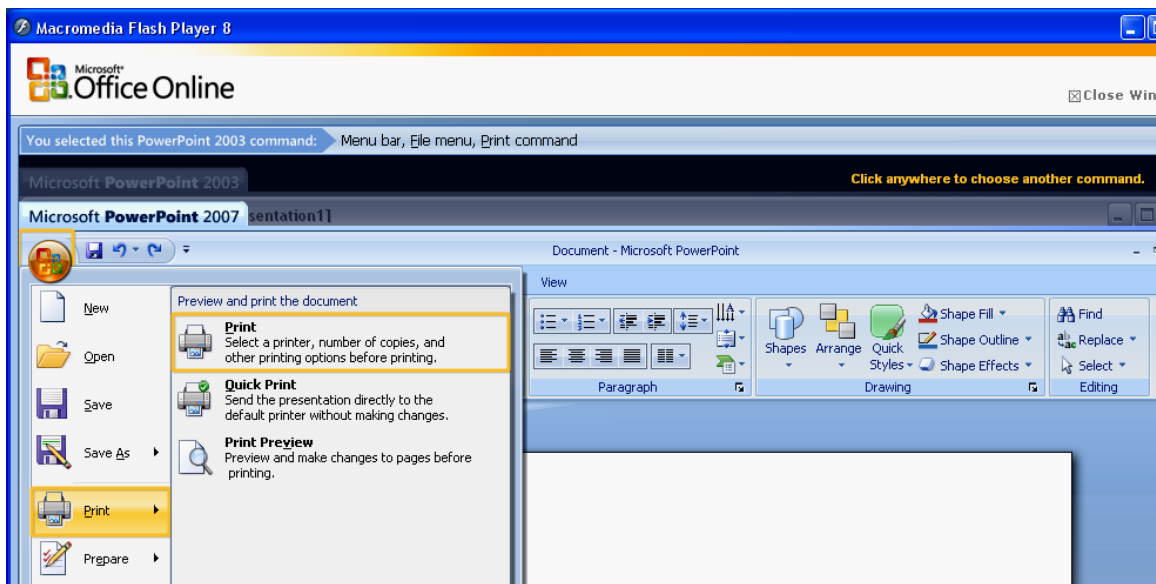
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It is highly recommended to copy the “f” Flash Guide executables to our desktop, so that they are readily available whenever we are using Office 2007.

If we then click on the item we are on in 2003, it also shows a little movie, of exactly what to click and do in the Office 2007 application.

Eg. To Print in PowerPoint:

Click the MS Office colored button in the top left hand corner, and then do this: (screen capture below is of the Movie that played):



The Flash Interactive Guide for Word and Excel are very similar to the above.

Eg. To do Headers and Footers in Word 2007: it is in the Insert menu, (not View menu):

