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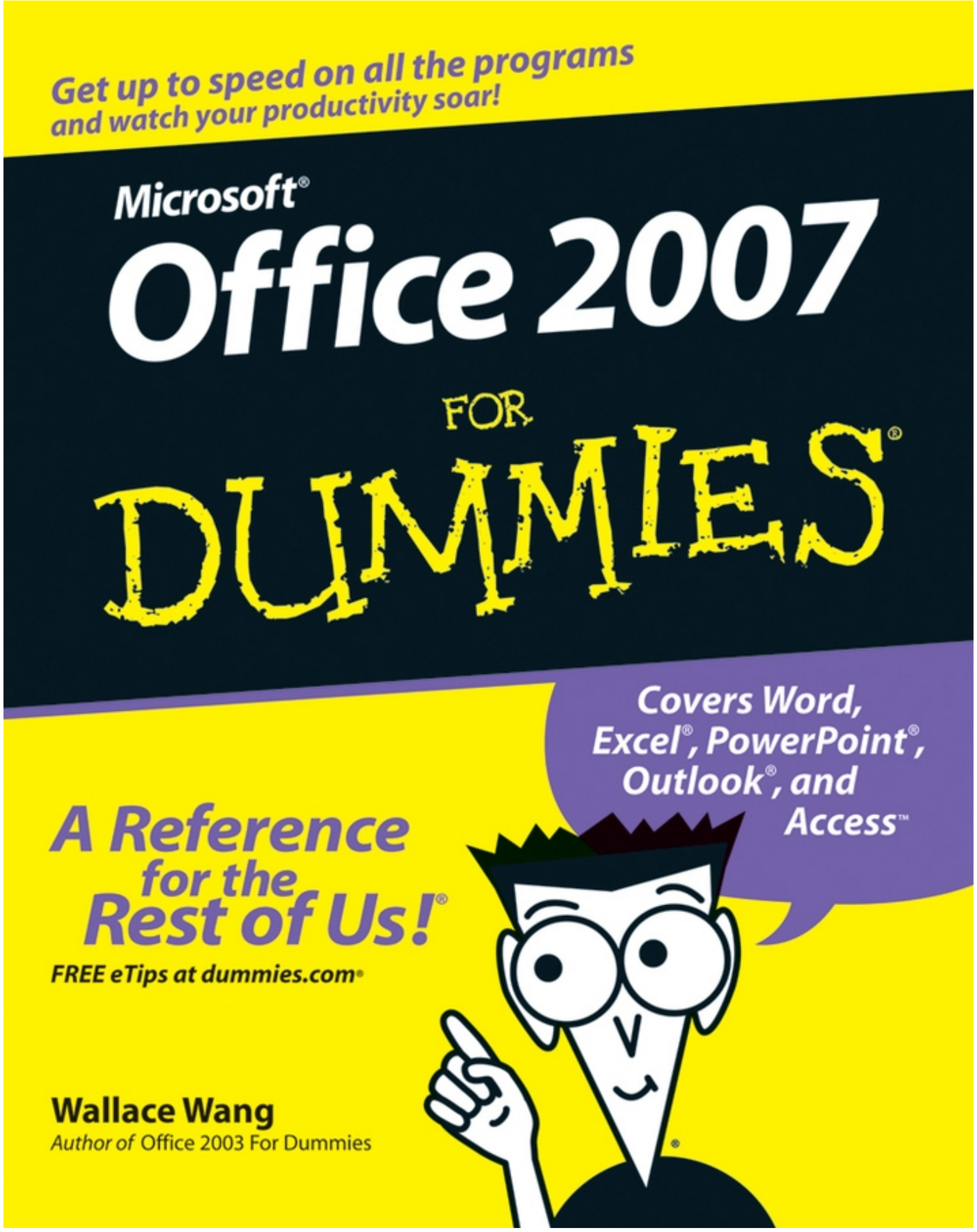

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About the Author

The author currently divides his time between writing computer books, writing articles for *CPU Magazine*, performing stand-up comedy, and writing and speaking on a weekly comedy radio show along with fellow comedians Rick Gene, Wes Sample, and Justin Davis. The show airs on 103.7 Free FM in San Diego (http://1037freefm.com).

He also spends much of his time trying to keep his various computers running properly using an odd mixture of Windows, Linux, and Mac OS X software. Eventually, he hopes to find the elusive combination of hardware and software that can create the mythical dream of a computer that actually works when you want it to.

Dedication

This book is dedicated to a variety of people, including the following:

All the long-suffering victims forced to learn the arcane features of Microsoft Office, which seem to change with every version, not always for the best. Take heart. You're not stupid — it's the people who write, sell, and encourage the clumsy and complicated computer programs on the market who are the really stupid ones.

All the friendly folks at the Riviera Comedy Club, located at the Riviera Hotel & Casino (www.theriviera.com) in Las Vegas: Steve Schirripa (who appears in HBO's hit show, *The Sopranos*), Don Learned, Bob Zany (www.bobzany.com), Gerry Bednob, Russ Rivas, Bruce Clark, Darrell Joyce, and Kip Addotta.

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Continuing the theme of thanking people who had nothing to do with this book, the author would also like to dedicate this book to LeStat's, the best little coffeehouse in San Diego, for providing a warm, friendly environment to practice stand-up comedy in the safety and comfort of intelligent people who haven't drowned their inhibitions away in alcohol.

Final thanks go to Cassandra (my wife), Jordan (my son), and Bo, Scraps, Tasha, and Nuit (our cats) for making my life more interesting by the minute.

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: Further Reading

Introduction

Microsoft Office 2007 contains loads of new features. Unfortunately, finding — let alone using — these new features can be troublesome. So, with Office 2007, Microsoft added its most important feature ever — making the programs easier to use.

Office 2007's biggest change is its new user interface. If you're familiar with the more traditional pull-down menus and toolbar icons from previous editions of Microsoft Office, you'll soon find that this latest version of Microsoft Office is designed to help you make the most out of Word, Excel, PowerPoint, Access, and Outlook so you can find the features you need and use them right away.

Who Should Buy This Book

This book is targeted toward two distinct groups. First, there are the people already familiar with Microsoft Office who want to bone up on the new ways that Office 2007 works. For these people, this book can serve as a handy reference to finding where Microsoft put various commands in the new Office 2007 user interface.

Then there's a second group of people who may not be familiar with any Microsoft Office program at all. For these people, this book can serve as a guide through word processing (Microsoft Word), number calculations (Microsoft Excel), presentations (Microsoft PowerPoint), database management (Microsoft Access), and managing your personal resources like time, appointments, and e-mail (Microsoft Outlook).

No matter how much (or how little) you may know about Microsoft Office, this book introduces you to the most common features so you can start being productive with Office 2007 right away.

How This Book Is Organized

To help you find what you need, this book is organized into parts where each part covers a different program in Office 2007.

Part I: Getting to Know Microsoft Office 2007

Microsoft Office 2007 may look confusing at first glance, but after you understand how it works, you’ll find that it’s surprisingly easy to use. This part of the book explains the new Office menus and toolbars while also showing you common commands that you can use in any Office 2007 program. By the time you finish this part of the book, you’ll better understand how to use the individual programs that make up the rest of Office 2007.

Part II: Working with Word

Word processing is the most popular use for Office 2007, so this part of the book explains the basics to using Word. Not only does this part of the book explain how to create and save text, but it also covers different ways to alter text, such as using color, changing fonts, adding headers and footers, checking spelling and grammar, and printing your written masterpiece so it looks perfect.

Part III: Playing the Numbers with Excel

If you need to manipulate numbers, you need Microsoft Excel. This part of the book explains the three basic parts of any spreadsheet, how to format data, how to create formulas, and how to create different types of charts to help you visualize what your spreadsheet numbers really mean. Not only will this part of the book give you the lowdown on spreadsheets, but it shows you how Microsoft Excel can make creating, formatting, and displaying spreadsheets simple and easy — and most importantly, useful and fun.

Part IV: Making Presentations with PowerPoint

Throw away your overhead transparencies and clumsy whiteboard and pads of paper. If you need to give a presentation to a large group, you need to know how to create colorful and visually interesting presentations using PowerPoint instead. With PowerPoint, you can organize a presentation into slides that can display text, pictures, and even animation. By mastering PowerPoint, you can create presentations that grab an audience’s attention and emphasize the points you want to make.

Part V: Getting Organized with Outlook

Almost nobody feels like they have enough time to stay organized, so this part of the book explains why and how to use Microsoft Outlook. With Outlook, you can read, sort, and write e-mail, keep track of appointments, store names and addresses of your most important contacts, and even organize your daily to-do tasks. By reading about how to use Outlook in this part of the book, you can see how to turn your computer into a personal assistant to make you more productive.

Part VI: Storing Stuff in Access

If you need to store large amounts of information, such as tracking inventories, organizing customer orders, or tracking prospective customers, you may need to use a database program like Microsoft Access. In this part of the book, you’ll see how to use Access to store, retrieve, sort, and print your data in different ways. With Access able to slice and dice your information, you can better analyze your data to understand how your business really works.