

Tips and Tricks for using Office 2007

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ABSTRACT

This will be a panel discussion led by three faculty, but it will include a great deal of audience participation as each shares respective experiences of using and teaching students with the new versions of Word, Excel, PowerPoint and Access in Microsoft Office 2007 Suite. The intent is to provide useful information (tips and tricks) for those who are currently using these products, while at the same time providing information for those who are just making the transition as well as those who are deciding whether to make the transition or not.

SESSION DESCRIPTION

Many who have adopted the new Microsoft Office 2007 packages have initially found the transition to be difficult because so many things have changed in how the user gets to what he or she wants to do. Hence this has not been a pleasant experience for experienced Excel users. Also Office 2007 has new capabilities that were not in previous versions. The session will focus on providing information about how to perform tasks in Office 2007 along with its strengths and weaknesses. This will be an open forum led by individuals with experience using the 2007 versions of Word, Excel, PowerPoint and Access. The panelists will present their experiences and members of the audience will also be encouraged to ask questions and to contribute their experiences as well.

OFFICE 2007

Office 2007 has been redesigned. No more menus and submenus with hidden dialog boxes. Commands are now more visible on tabs and contextual tabs appear as needed. The tasks that existed in 2003 are still there, however learning the new navigation may take awhile causing frustration and limited productivity until the new ways are learned. The new features of Themes, SmartArt, and enhancement of other commands certainly will be beneficial to many but others feel former good features like the wizards are greatly missed. Microsoft Access is perhaps one of the most impacted components of Office 2007 both from an aesthetic and a functional point of view since not much in Access 2007 has remained the same. To some, it is the one application where 2007 is well worth the change from 2003.

The panelists will discuss features they have found to be useful and how to get to them. And discuss some of the frustrations of features that they feel do not function as well.