

**NJCU Academic Computing**  
**Microsoft's Free Online Office 2007 Training**

Office 2007 overview  
Word 2007  
PowerPoint 2007  
Excel 2007  
Access 2007  
Outlook 2007  
Others (Publisher, etc.)

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Resources available

*(you may need to refresh the Web page before running presentations. Problems? Call ext 2351 or 2572)*

**Basic**

Add-in a "get started" tab for Word, Excel and PowerPoint, which eases the transition to the 2007 version.  
*(you need to download and install a program that will add this tab. Follow online instructions.)*

[Excel 2007 add-in: Get Started tab for Excel 2007](#)

[PowerPoint 2007 add-in: Get Started tab for PowerPoint 2007](#)

[Word 2007 add-in: Get Started tab for Word 2007](#)

Excel workbooks – spreadsheet format (showing command changes from Office 2003 to 2007)

[Access](#) | [Excel](#) | [Outlook](#) | [PowerPoint](#) | [Word](#)

Basic level audio courses with graphics and tests (No speakers? Read text on each page) -

[Office 2007 Overview \(20 to 30 minutes\)](#) | [Access \(30-40 min.\)](#) | [Excel \(30-40 min.\)](#)

[Outlook \(45-55 min.\)](#) | [PowerPoint \(40-50 min.\)](#) | [Word \(30-40 min.\)](#)

Audio/video overview demos (not interactive; view only)

[Access](#) | [Excel](#) | [Outlook](#) | [PowerPoint](#) | [Word](#)

Quick Reference Guide to Office 2007:

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101482341033&CTT=6&Origin=RC101482291033>

*Note: to view some of these online resources you will need to install Silverlight from this page*

<http://www.microsoft.com/silverlight/resources/install.aspx>

**Basic and Advanced**

Main Microsoft Office Training page: <http://office.microsoft.com/en-us/training/default.aspx>

Command reference guides (gives you a 2003 view with popup explanations for the commands in 2007)

[Access](#) | [Excel](#) | [Outlook](#) | [PowerPoint](#) | [Word](#)