

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.)

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](#)