



Advanced Microsoft® Office Documents 2007 Edition Inside Out

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9780735622852
Publication Date: March 2007

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Introduction

Each time a new version of Microsoft Office is released, a flurry of books, training courses, and other resources quickly follow. Almost always—whether those resources are identified as being for beginner, intermediate, or advanced users—they expect that you need to learn everything again from the ground up. But, just because there’s a new version of Microsoft Office, doesn’t mean that Microsoft Office is new to you.

As a trainer and document consultant, I’ve often been frustrated by the lack of available resources that move beyond ‘click here’ or ‘point there’ to explain *why* things work the way they do, which best practices can make a real difference to your work, and what tools you may be missing that could simplify your work and expand your possibilities. So, I decided that was exactly the book I wanted to write for the 2007 Microsoft Office system.

With the release of the 2007 Office system, the programs you know have become more powerful, more flexible, and easier to use than ever before. If ever there was a time for experienced Microsoft Office users to take their work to a new level and learn to get more out of these incredible programs, this is it.

Throughout this book, you’ll learn about new features across the 2007 release. You’ll also learn how to put what you already know together with both new and existing methods and concepts to work the way the experts do, how to create the kind of documents and templates you’ve always wanted, and how to take full advantage of the capabilities in these programs to find the simple solutions you’ve often wondered about. It’s all about doing less work, getting better results, and expanding your possibilities.

Who Will Benefit Most from This Book

You’re an experienced Microsoft Office user and you don’t need to start from scratch. This book takes you at your word, so the basics you already know are not repeated here. Though a few chapters that are specific to advanced tasks (such as Microsoft Office Excel 2007 PivotTables) do start from the beginning and move at an advanced pace, you’ll find far more lists of key tips, hands-on concepts, and advanced timesaving or troubleshooting methods in most chapters than step-by-step instructions for using the basics of a feature. Following are just a few examples of what you’ll find here.

- The Microsoft Office Word 2007 chapter on styles (Chapter 5, “Styles”) does not walk you through steps for how to use the New Style dialog box. Instead, the chapter addresses the way that styles are structured, how to create effective style sets, and how to manage styles in documents and templates. It introduces the new Themes feature with everything you need to make use of this powerful new formatting tool and provides guidance for more advanced tasks, such as how to simplify your work with the often overcomplicated list styles feature (outline numbered lists).

- The Office Excel 2007 chapter on charts (Chapter 15, “Charts”) does not step you through creating a basic chart or explain basics such as what an axis is. Instead, the chapter gives you the direction you need to use the new charting engine efficiently; timesaving tips for creating effective charts; help for more advanced tasks such as managing data, combining chart types, and working with secondary axes; and step by step instructions and troubleshooting for creating complex chart types such as price/volume charts and bubble charts.
- The Microsoft Office PowerPoint 2007 chapter on creating presentations (Chapter 19, “Slides and Presentations”) does not step you through the basics of applying a layout or explain the difference between adding your logo to a master or an individual slide. Instead, this chapter explains how to set up either a presentation or a slide show so that it will behave the way you want it to; how to work effectively with masters, layouts, and designs; how to manage various content types (such as charts or embedded Office Word 2007 tables) in your presentation; and how to take advantage of new features such as custom slide layouts and the unique benefits of Themes that you get when working in Office PowerPoint 2007.
- Assuming that you are an experienced Microsoft Office user looking for new ways to both simplify and expand on your use of Word, Excel, and PowerPoint, this book also provides extensive introductions to using Microsoft Visual Basic for Applications (VBA) (Chapter 21, “VBA Primer”) and the new Office Open XML Formats (Chapter 22, “Office Open XML Essentials”).

I strongly believe that the programming capabilities built-in to the 2007 Office release programs can greatly simplify your work and save you time. You absolutely don’t need to be a programmer to make use of this powerful functionality. That said, an understanding of core features and experience working with the 2007 release programs is essential to being able to capitalize on the available programmability and customization options in Word, Excel, and PowerPoint. So, those who have mastered the essentials of complex document production (covered in Parts 1 through 4 of this book) will get the most from Part 5 of this book, titled “Templates, Automation, and Customization.”

Additional Resources for Reviewing the Basics

At the beginning of most feature-specific chapters throughout this book, I’ve referenced this introduction as the place to find recommendations of additional resources for those who want more basic information on a given topic. The *Step by Step* book series is a good place to start for core basics.

- *Microsoft Office Word 2007 Step by Step*, by Joyce Cox and Joan Preppernau
- *Microsoft Office Excel 2007 Step by Step*, by Curtis D. Frye
- *Microsoft Office PowerPoint 2007 Step by Step*, by Joyce Cox and Joan Preppernau

For detailed coverage that starts from the beginning, you may also want to check out the program-specific books of the *Inside Out* series, including *Microsoft Office Excel 2007 Inside Out* and *Microsoft Office Word 2007 Inside Out*.



For additional resources at all levels, including links to blogs and other Web sites from some of the members of the 2007 Office release product team as well as several Microsoft MVPs, see the Expert Tips tab of this book's CD.

What You Can Expect from This Book

This book is a comprehensive guide to advanced document and template production, troubleshooting, and customization using Word, Excel, and PowerPoint.

Approximately 30 percent of this book's content covers Word topics, and about 15 percent each is devoted to topics within Excel, PowerPoint, and big-picture concepts that cross multiple programs (such as managing electronic documents or creating templates). Approximately 20 percent of this book's content is devoted to programmability topics (VBA and XML). And, the remaining 5 percent covers other programs in the 2007 Office system, including Microsoft Office Visio 2007, Microsoft Office OneNote 2007, Microsoft Office Groove 2007, and Microsoft Windows SharePoint Services, which are introduced where appropriate to complement the work you do with documents.

The most important distinction I want to make for those venturing into this book is that it's not a general guide to the 2007 Office system. For example, you will learn how to lay out complex pages, create professional graphics, customize the Ribbon, and troubleshoot documents more easily, but you won't learn how to configure email settings or create a database here.

So, if you're ready to take your work with Microsoft Office documents to the next level, read on, and welcome to the 2007 Office system.