

Handouts: Smarter, Better, Faster

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Use a Template

When connected to the Internet, click the Office button and choose the New menu.

- Scroll down on the left through Office Online and identify the type of template you're looking for, then browse to find a style or design you like best.
- Try newsletters, calendars, forms (academic) and awards/certificates for some really time-saving options!

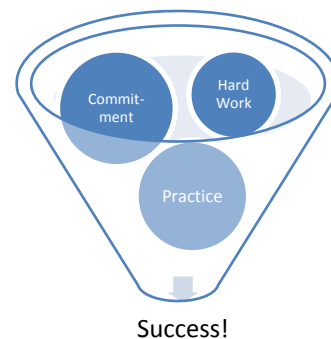
Insert Menu

SmartArt: On the Insert tab, Illustrations group, click the SmartArt button.

Choose a design and type your text as indicated to produce professional graphic elements.

Quick Parts and Building Blocks: On the Insert tab, Text group, click the QuickParts button.

- Document Property allows you to insert a common author, title, date, etc.
- Building Blocks Organizer... allows you to choose pre-formatted text boxes, cover pages, watermarks and others.
- Save Selection to Quick Parts Gallery... allows you to save what you have currently selected into the gallery for future use. Your selection can include text, font size/style, images and graphic elements like lines. Very convenient!



Themes: On the Page Layout tab, Themes group, click the Themes button.

- Note that this will influence the colors and font styles for the entire publication.
- When you insert text boxes and other elements, they will be inserted with the theme's attributes already applied.
- While you are mousing over or floating over the themes, note how the document reflects your choice in a "quick preview" mode.
- After a Theme has been selected, use the Colors, Fonts and Effects menus to change the color or font without changing the design theme.

Column-type Page Layouts

Tables: On the *Insert tab*, Table group, click the Tables button. Drag the mouse over the number of rows and columns OR choose Insert Table from the menu to type dimensions in a dialog box OR choose Quick Tables from the bottom of the menu and select a preformatted table design.

*Use tables and selectively erase the borders of some cells to create a "fill in the blank" effect – your blanks won't move, they will always underline what they should, and the text which comes after won't move when people type in the "blanks" either. Great for forms and certificates.

Tab sets: On the *Home* tab, Paragraph group, click the Launch button. Click the Tabs button in the lower left corner of the Paragraph dialog box. Clear all, then set new tabs of any type one at a time by entering the inches where it should be located.

*Use a dot leader and right aligned tab for Table of Contents or other layouts where the item on the left needs to “lead to” and match up with an item on the right.

*A using left, center and right aligned tabs is one way to get some items left aligned, centered and right aligned on the same line of text as you might wish to do in a header or footer (name on the left, page number centered, date on the right).

Columns: On the *Page Layout* tab, Page Setup group, click the Columns button. Choose the number of columns, OR to set columns of unequal width or change the measurement of the “gutter”, click the last menu choice for “More Columns”.

*Try a landscape page orientation and two-column layout if you wish to fold a paper in half like a card or brochure.

Resources

1. Victoria’s my.uen page for other Office 2007 handouts:

<http://my.uen.org/64513>

2. UEN Professional Development Faculty Lounge webcast archive for video training on specific projects using Office 2007:

<http://www.uen.org/facultyounge>

3. Microsoft Office tutorials from Microsoft:

<http://www.microsoft.com/education/tutorials.msp>

5. Free, 2-page printable “quick reference” guides for Office products.

<http://qr.customguide.com/>