

Wolf Law Tech Topics Brown Bag: Get Ahead of the Curve with Windows 7 and Office 2010



S LAWRENCE-SIMON
TIM COWAN

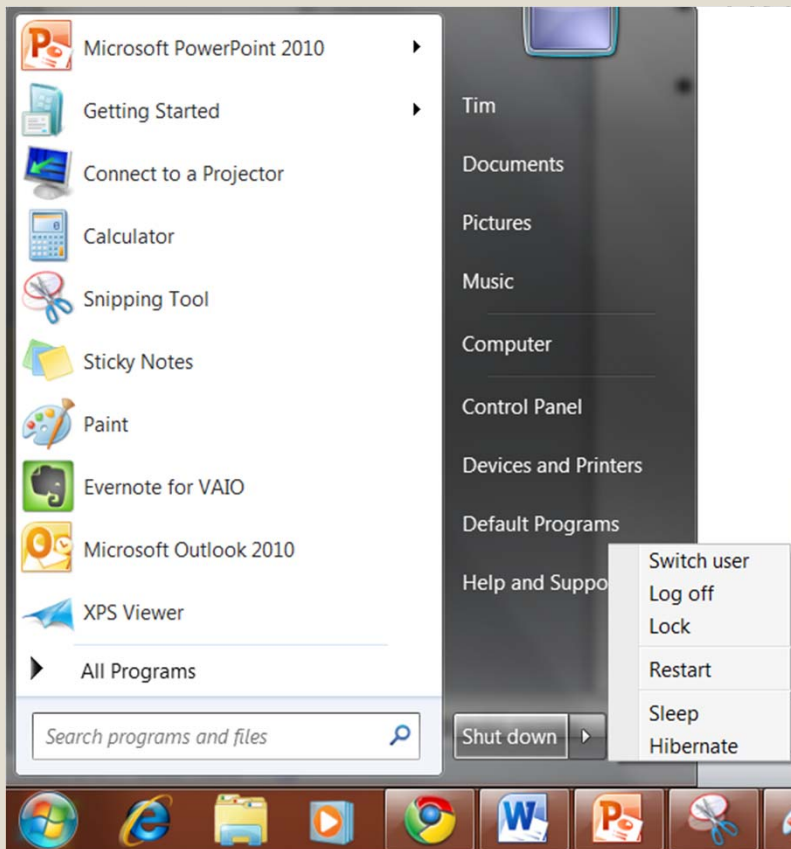
Overview



- **Windows 7**
 - Tips and Tricks
 - Cool Shortcuts
- **Office 2010**
 - New to Office
 - Look and Feel



Windows 7

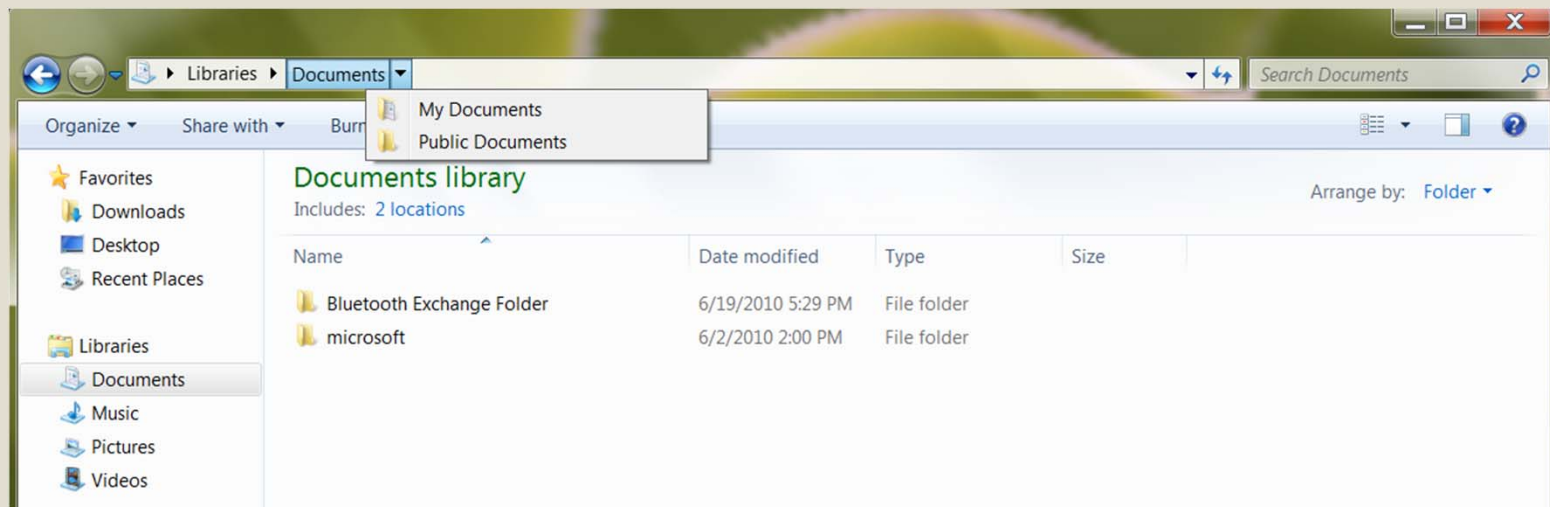


- Use the Search functionality
- Quick Launch Files
 - Pin to taskbar
- No more “My”

Libraries



- Documents, Pictures, Music, Videos
- All are Libraries
 - Can add many folder locations to a library
 - Quickly organize (take the time)
- Search



Desktop Customization

The screenshot displays the Windows 7 Personalization Control Panel window. The title bar shows the path: Control Panel > All Control Panel Items > Personalization. The main content area is titled "Change the visuals and sounds on your computer" and includes the instruction: "Click a theme to change the desktop background, window color, sounds, and screen saver all at once." Below this, there is a section for "Aero Themes (7)" with a "Get more themes online" link. The themes shown are: Windows 7, Architecture, Characters, Landscapes, Nature (which is selected), and Scenes. At the bottom of the window, there are four icons for "Desktop Background" (Slide Show), "Window Color" (Lavender), "Sounds" (Garden), and "Screen Saver" (None). A context menu is open over the desktop background, listing options such as View, Sort by, Refresh, Paste, Paste shortcut, Shared Folder Synchronization, Graphics Properties..., Next desktop background, New, Screen resolution, Gadgets, and Personalize. The taskbar at the bottom shows icons for Internet Explorer, File Explorer, Windows Media Center, Google Chrome, Microsoft Word, Microsoft PowerPoint, a utility icon, Paint, and Windows Defender. The desktop background is a green leaf image.

Shortcuts



- **Start-p**
 - projector
- **Start-d**
 - Desktop
- **Start-#**
 - Quick launch pinned program

SkillSoft Training: Windows 7

Goal: To use the new Windows 7 desktop, libraries, and HomeGroup

Current Course Score: ---
Completion Status: Started

Table of Contents | **Course Menu**

To start the course from the beginning, select the Begin Course button.
To begin a topic or test, select any active topic or test link.

	Type	Status	Current Score	
The Taskbar, Aero, and the New Desktop				Take Course Pre-test
Lesson Pre-test		<input type="radio"/>	---	Take Test
Gadgets and the New Desktop in Windows 7	Instruction	<input type="radio"/>	---	
The Taskbar in Windows 7	Instruction	<input type="radio"/>	---	
Built-in Programs and Aero in Windows 7	Instruction	<input type="radio"/>	---	
Using the Windows 7 Desktop	Simulation	<input type="radio"/>	N/A	
Lesson Post-test		<input type="radio"/>		
Sharing and Home Networking Made Easy				Take Test
Lesson Pre-test		<input type="radio"/>	---	
Windows Live Essentials in Windows 7	Instruction	<input type="radio"/>	---	
Libraries and HomeGroup in Windows 7	Instruction	<input type="radio"/>	---	
Windows Touch and Windows Media Center in Windows 7	Instruction	<input type="radio"/>	---	
Using Libraries and HomeGroup in Windows 7	Simulation	<input type="radio"/>	N/A	
Lesson Post-test		<input type="radio"/>		

Begin Course

Done | Internet | Protected Mode: On | 100%

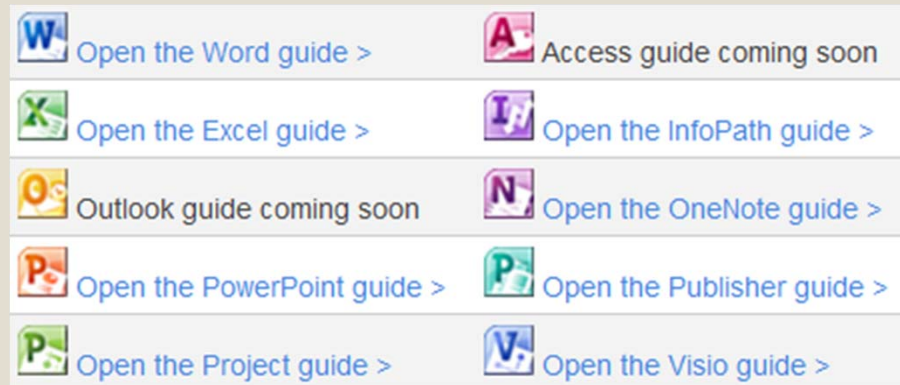
Office 2010



2003 to 2007/2010



- <http://bit.ly/InteractiveOffice>
 - Use IE7+

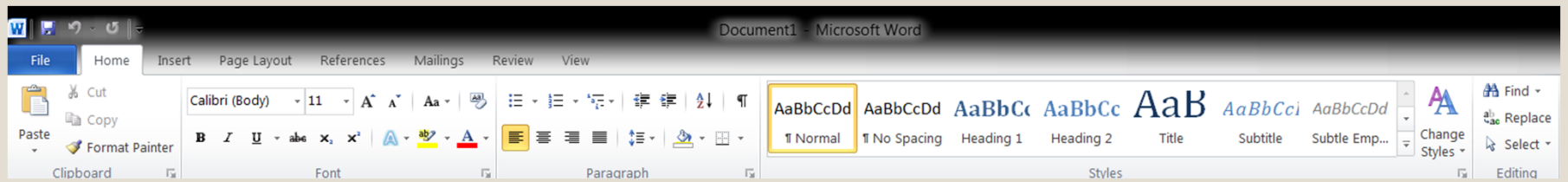


- <http://bit.ly/Office2010Train>

The Ribbon



- *Tabs* instead of *Menu's*
- Drop-down *Menu's*
- Section *Options*



New File Menu

- Info Menu
 - Protect Document
 - Prepare Documents

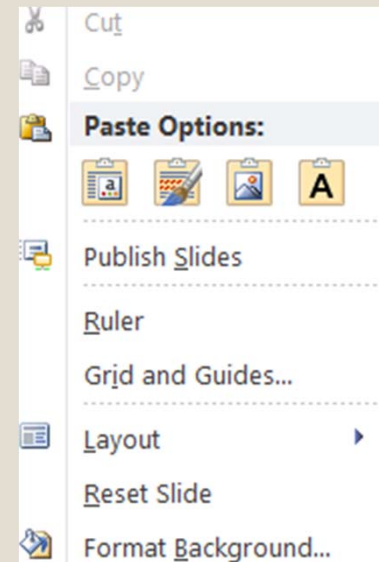
- Print Menu
 - Print Preview

The screenshot displays the Microsoft Word interface. The File menu is open, showing options: Save, Save As, Open, Close, Info (selected), Recent, New, and Print. The ribbon is set to the Info tab, showing the 'Information about Document1' section with options for Permissions, Prepare for Sharing, and Versions. The Print menu is also open, showing a Print button, a 'Copies' dropdown set to 1, a printer selection dropdown (Send To OneNote 2010, Ready), and a Settings section with options for Print All Pages, Pages, Print One Sided, Collated, Portrait Orientation, Letter, Normal Margins, and 1 Page Per Sheet.

New Paste



- **Destination Theme**
 - Mimics text theme by place inserted
- **Current Theme**
 - Copy's text as it appears originally
- **Text Only**
 - will insert in default program theme
 - Great Option for those that like to format



Security



- **Default Setting**
 - All downloaded files open in Protected View
 - Click “Enable Editing” to allow for changes

Office Products



- **Excel – Similar to 2007**
 - User Interface Updates
 - Few Button Re-Names
- **Powerpoint – Similar to 2007**
 - Insert Screenshot
 - Video's are much Easier now
- **Word – Similar to 2007**
 - Cooler, Newer Word Art
- **Outlook – NEW and Improved!!!**

Open Questions

