

Microsoft Office 2007 Reference Manuals

Information Technology maintains a library of the following Office 2007 reference manuals which are available for check out to any VSU faculty/staff member or student:

- Microsoft Office 2007 Introduction – overview of all Office 2007 software packages. Includes content-based assessments, skills review, outcomes-based assessments, walkthroughs, CD and transition guide.
- Microsoft Office 2007 in Business – overview of all Office 2007 software packages from a business perspective. Includes review questions, exercises, system walkthroughs, sample videos, sample data files and sample instructor files.
- Microsoft Office Word 2007- The Professional Approach. Includes lesson summaries, exercises, concept reviews, critical thinking sections, skills reviews and lesson applications.
- Microsoft Office PowerPoint 2007 – The Professional Approach. Includes lesson summaries, exercises, concept reviews, critical thinking sections, skills reviews and lesson applications.
- How to Do Everything with Microsoft Office Excel 2007. Includes summaries, notes and tips.
- How to Do Everything with Microsoft Office Outlook 2007. Includes documentation on OneNote and Groove as well as summaries, notes and tips.

Also available is a Windows Vista manual:

- The Complete Reference Guide to Windows Vista. Includes notes and tips.

Please contact the Training and Communications Support Specialist at 229-333-7395 to reserve any of these manuals.