### MICROSOFT OFFICE 2007
### AUGUST DROP IN COMPUTER WORKSHOPS

**Get the skills you need to succeed!**

#### MONDAY, AUGUST 17
- 12 PM - 1 PM: MS Word I: Word Processing Basics
- 5 PM – 6 PM: MS Word II: The Insert Tab

#### TUESDAY, AUGUST 18
- 12 PM - 1 PM: MS PowerPoint I: Presentation Basics
- 5 PM – 6:30 PM: MS PowerPoint II: Smart Art

#### WEDNESDAY, AUGUST 19
- 12 PM - 1:30 PM: MS Excel I: Spreadsheet Basics
- 5 PM – 6:30 PM: MS Excel II: Advanced Features

#### THURSDAY, AUGUST 20
- 5 PM - 6:30 PM: MS Access I: Creating Databases

**ALL SESSIONS ARE IN LAB B, SECOND FLOOR, UGL**

Sessions are FREE and open to everyone unless otherwise noted. No registration is required.
For more information call 313-577-8852. The calendar is also available on our Web site. Bookmark it!

[www.lib.wayne.edu/services/instruction/workshops/](http://www.lib.wayne.edu/services/instruction/workshops/)
AUGUST DROP IN COMPUTER WORKSHOP DESCRIPTIONS

Microsoft Office 2007

MS Word I: Word Processing Basics
This session includes an overview of the MS Office 2007 interface, including the Ribbon, Tabs, the Office Button and more. In addition you’ll receive a hands on introduction to word processing using Word 2007. If you aren’t familiar with the 2007 release, this is the workshop for you! Requires basic computer skills.

MS Word II: The Insert Tab
Learn to create more complex documents by adding customized lists, tables and charts. Use powerful new features to make documents stand out, including the newest tools to add photographs and graphics. Also learn to work with styles to make your documents more consistent, and completed faster! Requires basic Word 2007 proficiency.

MS PowerPoint I: Presentation Basics
Learn the basics of setting up a PowerPoint presentation with the 2007 release: become familiar with the PowerPoint work area; adding text and graphics to slides; using themes; and creating basic slide show transitions. Requires basic Word 2007 proficiency.

MS PowerPoint II: Smart Art
This session covers the overhaul of PowerPoint’s diagramming features as well as improvements made to the software. Collectively, all the diagrams available in PowerPoint 2007 are called Smart Art. These features let you add detailed diagrams and organization charts to presentations. Requires basic PowerPoint 2007 proficiency.

MS Excel I: Spreadsheet Basics
Learn to construct a simple spreadsheet, add formulas and formatting, create a chart and print, using MS Excel 2007. Requires basic Word 2007 proficiency.

MS Excel II: Advanced Features
Explore the advanced features of Excel 2007, including using templates, advanced formatting, filtering data and constructing Pivot Tables. Requires basic Excel 2007 proficiency.

MS Access I: Creating Databases
Learn the basics of Microsoft Access 2007: create databases; design tables and basic queries; create forms and reports using wizards; input and use data. Requires basic Word 2007 proficiency.