

preface

Microsoft Office 2007 Brief: A Professional Approach is written to help you master Microsoft Office. The text takes you step by step through the Office features that you are likely to use in both your personal and business life. In this brief edition, the lesson review materials have been relocated to the Professional Approach Web site in an effort to conserve paper and create a more streamlined text. You can find a full list of these online review materials below.

Case Studies

Learning the features of each application is one component of the text, and applying what you learn is another component. A case study was created for each application to offer the opportunity to learn in a realistic business context. Take the time to read the case studies. All the documents for this course relate to one of the case studies.

Organization of the Text

The text includes ten units, and each unit is divided into lessons. There are thirty-seven lessons, each self-contained but building on previously learned procedures. This building-block approach, together with the case studies and the following features, enables you to maximize the learning process.

Features of the Text

- Objectives are listed for each lesson.
- The estimated time required to complete each lesson up to the Lesson Summary section is stated.
- Within a lesson, each heading corresponds to an objective.
- Easy-to-follow exercises emphasize learning by doing.
- Key terms are italicized and defined as they are encountered.
- Extensive graphics display screen contents.
- Ribbon commands and keyboard keys are shown in the text when used.
- Large buttons in the margins provide easy-to-see references.
- Lessons contain important notes, useful tips, and helpful reviews.
- The Lesson Summary reviews the important concepts taught in the lesson.
- The Command Summary lists the commands taught in the lesson.

Professional Approach Web Site

Visit the Professional Approach Web site at www.mhhe.com/pas07 brief to access a wealth of additional materials, including:

- Concept Reviews
- True/False Questions
- Short Answer Questions
- Critical Thinking Questions
- Skill Reviews

- Lesson Applications
- On Your Own Exercises
- Unit Applications
- Appendices
- Glossary

Conventions Used in the Text

This text uses a number of conventions to help you learn the program and save your work.

- Text to be keyed appears either in **red** or as a separate figure.
- Filenames appear in **boldface**.
- Options that you choose from tabs and dialog boxes, but that aren't buttons, appear in green; for example, "Choose **Print** from the Office menu."
- You're asked to save each document with your initials followed by the exercise name. For example, an exercise might end with this instruction: "Save the document as *[your initials]5-12*." Documents are saved in folders for each lesson.

Screen Differences

As you practice each concept, illustrations of the screens help you follow the instructions. Don't worry if your screen is different from the illustration. These differences are due to variations in system and computer configurations.