

MS Office 2007

IN A NUTSHELL

Sanjay Saxena

MS Office 2007 in a Nutshell



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Introduction

A computer system needs both hardware devices and software to control its operations. Common operating systems used today are Microsoft Windows, Mac OS X and Linux. Microsoft's Windows currently dominates the market. The function of the operating system is to control the functions of the hardware components of a computer system. Microsoft developed the graphic user interface on which the Windows operating system is based. Many versions of Windows have been launched from time to time, each being an improvement over the previous one, such as Windows 3.x, Windows 95, Windows 98, Windows 2000, Windows XP, and now Windows Vista – the latest version. Today a PC finds use at home as well as in offices, big or small. PCs may also be connected to local area networks (LAN), providing a multi-user environment that was earlier possible only with expensive mainframes or mini computers. Earlier, PC owners had to write their own programs to perform various tasks but today users can choose from a wide range of software, commercial as well as non-commercial, in ready-to-run form.

This book, *MS Office 2007 in a Nutshell*, provides in-depth knowledge of fundamental principles, methods and applications of Microsoft Office 2007, Windows Vista, the Internet and viruses. PC users today need a word processor for preparing textual matter, a spreadsheet for working with numerical data, a database for storing information and retrieving these data to prepare customized reports. The latest application package, MS Office 2007 provides MS Word 2007, MS Excel 2007, MS Access 2007 and MS PowerPoint 2007 for these purposes. Graphics and images may also be pasted in a Word document or spreadsheet using OLE (Object Linking and Embedding) features. The use of PCs has been further fuelled by Web browsers, e-mail clients and many other products using special-purpose software. Connectivity to the Internet using dial-up connections has widened their access to the World Wide Web, providing opportunities for using a wide range of other resources. Computers today occupy a central position in business, defense and research activities and contain valuable information and critical data. A virus is a malicious program designed to destroy data, and infect or erase files from disks. A virus copies itself again and again thereby reducing disk space and erasing files when it infects a computer. Viruses spread by copying data from one storage medium to another or while sending these over a network. The menace of viruses can be controlled by installing anti-virus software.

The text is organized into eight chapters wherein each chapter begins with an Introduction to the chapter followed by the Learning Objectives. The detailed content is then presented in a simple and organized manner. A Summary along with a set of Questions and Exercises is provided at the end of each chapter for effective recapitulation.

CHAPTER

1

Windows Vista

INTRODUCTION

In this chapter, you will learn that Windows Vista is an Operating System. An operating system belongs to a special category of software called System Software and performs three major functions: it acts as a resource manager of the computer, acts as an interpreter between other software and hardware, and manages all your files and folders allowing you to do various file/disk management tasks. Launched worldwide in February 2007, Windows Vista is presently being touted as the next revolution in desktop operating systems.

Windows Vista comes in multiple editions, each oriented toward the needs of specific types of customers. Windows Vista features include graphical user interface and a visual style termed as Windows Aero. From the Start Menu to the files in your Explorers, you can easily access what you need and complete tasks more directly. The primary tools you use to navigate and work in Windows Vista are all part of the basic as well as higher-level user interfaces. It includes Start Menu, Explorers, Dialog Boxes and Wizards, Programs Explorer and Control Panel. The Windows Vista Start Menu has been streamlined to help make tasks faster and easier, such as looking for a specific application, file, e-mail, Control Panel applet or Internet favourite and browsing through All Programs.

LEARNING OBJECTIVES

After going through this chapter, you will be able to:

- Describe the significant features of Windows Vista
- Describe the desktop features of Windows Vista
- Describe the features of taskbar and quick launch toolbar
- Describe the notification area icons
- Differentiate between shut down, sleep and hibernate
- Start any program from the Start menu
- Modify any option using control panel
- Install or uninstall any program
- Change desktop background, screensaver and themes

WHAT IS WINDOWS VISTA?

Windows Vista is an Operating System. Now what is an Operating System? An operating system belongs to a special category of software called System Software and performs three major functions:

1. It acts like the resource manager of the computer, i.e., it controls and coordinates the various resources of the computer, like memory (RAM), storage devices (floppy disk and hard disk drives), input and output devices (keyboard, mouse, monitor, printer etc.).
2. It acts as an interpreter between other software and hardware.
3. It manages all your files and folders allowing you to do various file/disk management tasks.

There are many operating systems in the market but MS Windows with its various versions like Windows 95, Windows 98, Windows NT, Windows XP, WCE, etc. is most widely used and has a phenomenal and near monopolistic market share. Microsoft has the largest share of the operating systems market in the world. A journey which started in the 1990s with the introduction of Windows 3.x has now witnessed its sixth major class of operating system in the form of Windows Vista. Launched worldwide in February 2007, Windows Vista is presently being touted as the next revolution in desktop operating systems.


Windows Vista can be installed on personal computers, including home and business desktops, laptops, tablet PCs and media centre PCs. It was released after five years of its predecessor, Windows XP. It was followed by Windows 7, which was released on 22 July 2009 and will be available to users by 22 October 2009. Windows Vista's characteristic can be defined as a set of specific programs for the operating system which can be started or stopped by an administrator. The important feature of Windows Vista is that when any file is removed or disabled by any command, the files are not actually removed from the hard drive, but are only deactivated. Hence, this feature cannot be used to free up hard disk space for further storage.

Windows Vista has many alterations and new features, which include an updated graphical user interface and a visual style called Windows Aero, a redesigned search function, multimedia tools with Windows DVD Maker, redesigned networking, audio, print and display sub-systems. The availability of features depends on the version of Windows Vista installed on the system. The aim of this OS is to raise the communication level between the machines of a home network which use a peer-to-peer technology for sharing files and digital media between the computers and devices.

HOW TO ENABLE OR DISABLE WINDOWS VISTA FEATURES

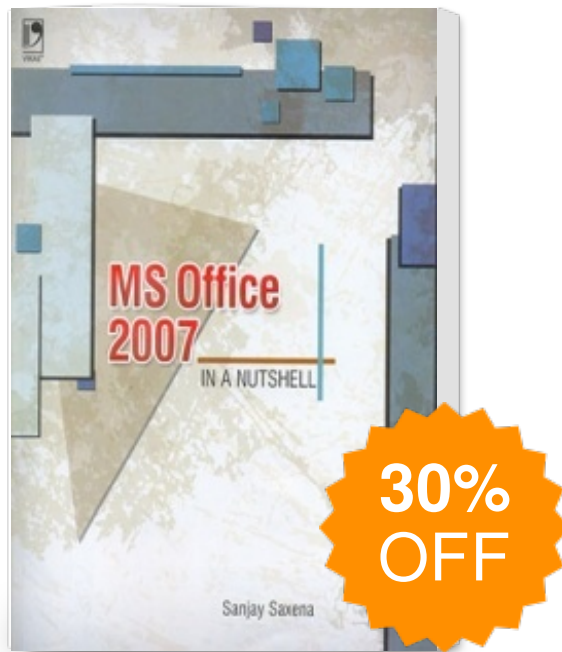
To access the Windows Vista features screen, follow the given steps:

1. Click on the **Start** button to open your Start Menu.

The Start button looks like this: 

2. In the Start Menu click, on the **Control Panel** menu option.

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