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video instruction from technology experts

## Microsoft® Office 2007

### Maximizing Your Office 2007 Productivity

J. Peter Bruzzese

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## **Microsoft® Office 2007**

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# lesson 8

## Using Word as a Blog Editor

This lesson explains the use of Word 2007 as your very own blog-editing tool. A blog, as you probably already know, is short for *weblog* (which is like a public diary or journal for most people, although it is being used by true journalists to take the place of the personal opinion columns from times past).

Before you can blog, you need an account. There are tons of ways to accomplish this. You can sign up with Blogger ([www.blogger.com](http://www.blogger.com)) or some other interesting blog service of your choice.

Blog services you might consider, being that they work with Word 2007 (not all blog service work with it), include the following:

- Windows Live Spaces ([spaces.live.com](http://spaces.live.com))
- Microsoft Windows SharePoint Services (for in-house blogging)
- Community Server ([www.communityserver.com](http://www.communityserver.com))
- WordPress ([www.wordpress.com](http://www.wordpress.com))
- Blogger ([www.blogger.com](http://www.blogger.com))
- TypePad ([www.typepad.com](http://www.typepad.com))

If you already have a blog account, you can begin using it right away. Click the Office button, choose New, and choose New Blog Post. When the Register Blog Account dialog box displays, click Register Now to register your account with Word 2007. If you have more than one blog account, you can register as many of them as you have and can then choose whichever account you want for your posting.

If you already have a document you want to add to your blog site, click the Office button and choose Publish, Blog. Again, you must register your site.

When you begin the process, notice that you have only two ribbons at your disposal. The Blog Post and Insert ribbons are all you need.

If you are wondering why you might use Word for blogging rather than your standard blog interface, there are some benefits to doing so. For one, you can use spell checker and translation tools to make sure your spelling is correct, or to blog in another language, respectively. So, don't scoff at the idea just yet. Give it a try first.

Microsoft Office 2007 (codenamed Office 12) is a version of Microsoft Office, a family of office suites and productivity software for Windows, developed and published by Microsoft. It was released to manufacturing on November 3, 2006; it was subsequently made available to volume license customers on November 30, 2006, and later to retail on January 30, 2007, the same respective release dates of Windows Vista. It was preceded by Office 2003 and succeeded by Office 2010.

45) Using Microsoft Office On-line (02:07)  
Accessing the Support Knowledge Base (01:48) Working with Worksheets and Workbooks Launching Excel (03:29) Planning a Project (02:59) Creating a New Workbook (05:18) Adding and Deleting Data (04:58) Importing Data into Excel (06:30) Naming and Saving a Workbook (03:31) Managing Multiple Worksheets (06:04) Printing a Worksheet pt.Â

Microsoft Access 2007 helps you effectively track, report, and share information in a manageable environment. Microsoft Office 2007 features a completely redesigned interface that features the so-called "Ribbon", a quick access bar that includes buttons to the most frequently used functions. While this new design is aimed at making workflow quicker and smoother, it also takes a while to get used to (especially after spending so many years with the same design). The Microsoft Office 2007 programs, which share a new graphics engine, strongly stress ways to enhance papers. Pull-down Style Galleries allow you sneak peek exactly how brand-new fonts, color styles, graph designs, images and also such appear before you apply the modification. This is excellent for choosing from food selections of fonts or page layouts.