

# Microsoft Office 2007 Video Demos

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Benefits of a video demo really broaden your experience with a visual understanding by an “expert” or “avid user” of Office 2007 who can quickly show you around. The following videos do just that, and quite well. The demos are roughly between 5 to 10 minutes long and are a quicker introduction to the Office 2007 Applications rather than the Tutorials below. I would highly recommend watching the Demo first and then follow the Tutorial since they provide a better interactive, hands-on experience.

[‘Up to speed’ Video Demo of Word 2007](#) which includes the following topics:

- [Use the Ribbon](#)
- [Customize the Quick Access Toolbar](#)
- [Create a new Quick Style](#)
- [Add and remove styles from the Styles gallery](#)
- [Insert headers and footers](#)
- [Zoom in or out of a document](#)
- [What happened to the File menu?](#)
- [Introduction to new file name extensions and Office XML Formats](#)

[‘Up to speed’ Video Demo of Outlook 2007](#) which includes the following topics:

- [Change the size or contents of the To-Do Bar](#)
- [Customize the Navigation Pane](#)
- [Use the Ribbon](#)
- [Customize the Quick Access Toolbar](#)
- [Attach a file or other item to an e-mail message](#)

[‘Up to speed’ Video Demo of Excel 2007](#) which includes the following topics:

- [Use the Ribbon](#)
- [Customize the Quick Access Toolbar](#)
- [Use Page Layout view to fine-tune pages before printing](#)
- [Apply, create, or remove a cell style](#)
- [Add or change page headers and footers](#)
- [What happened to the File menu?](#)
- [Introduction to new file name extensions and Office XML Formats](#)

[‘Up to speed’ Video Demo of PowerPoint 2007](#) which includes the following topics:

- [Use the Ribbon](#)
- [Customize the Quick Access Toolbar](#)
- [What’s new in Microsoft Office PowerPoint 2007](#)
- [Overview of layouts](#)
- [Create a SmartArt graphic](#)
- [What happened to the File menu?](#)
- [Introduction to new file name extensions and Office XML Formats](#)