Office 2007/2010 Conversion

In general, the existing directions related to Microsoft Office products contain specific information on how to find the feature. In Office 2007/2010, these features are in obvious locations, like the Home tab on the ribbon instead of the Drawing toolbar. Additionally, in Office 2010, some features have been discontinued. The conversion provides updated instructions for Office 2007/2010.

Activity 6-1
3. Click Insert>Text>Text Box on the ribbon.

6. Change the list to a numbered format by highlighting the text and clicking Home>Paragraph>Numbering on the ribbon.
7. Right-click on the first word in the second column and select Numbering>Bullets and Numbering… from the shortcut menu.

9. Click Home>Slides>New Slide on the ribbon. Add a new slide for each term.
10. Click Insert>Illustrations>Shapes on the ribbon to display a menu.

Activity 6-2
39. Office 2007: Click Insert>Illustrations>Clip Art to display the clipart gallery.
   Office 2010: Click Insert>Images>Clip Art to display the clipart gallery.

Activity 6-4
Alternative to Editing in Windows Sound Recorder
2. Office 2007: Click Insert>Illustrations>Clip Art in the ribbon.
   Office 2010: Click Insert>Images>Clip Art in the ribbon.