

## PC Tip of the Week Office 2003 to 2007 Interactive Guide

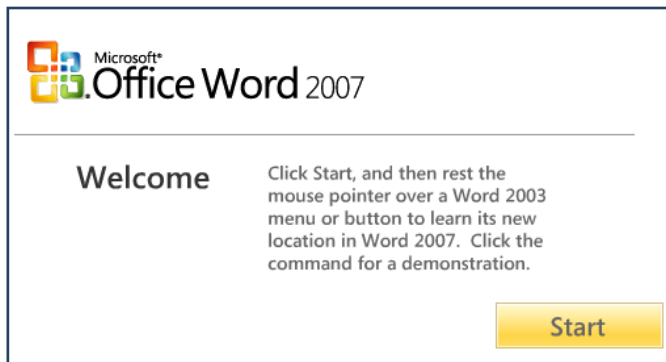
If you've recently upgraded from Office 2003 to Office 2007, take a look at these visual, interactive reference guides to help you quickly learn where commands are located.

### [Word 2003 to 2007](#)

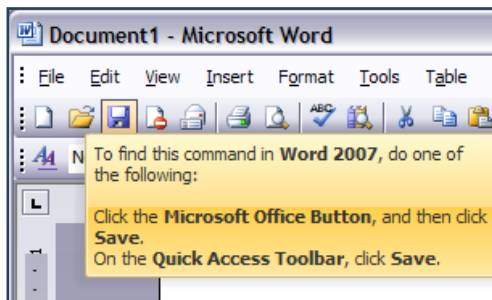
### [Excel 2003 to 2007](#)

### [PowerPoint 2003 to 2007](#)

- (1) Click one of the links above; when the guide opens, click **Start**.



- (2) Rest the mouse pointer over a 2003 menu or button to see where it is located in 2007.



- (3) Click a command to watch a demo.

### Computer Term of the Week

e-discovery (electronic discovery): any process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a legal case; can be carried out offline on a particular computer or done in a network; an example is court-ordered or government-sanctioned hacking for the purpose of obtaining critical evidence.

### Keyboard Shortcut of the Week

CTRL + F1 hides/displays the ribbon in Office 2007 applications.