

Technology Webinar

Creating PDF Files

using

Office 2007

Online Workshop

- **Adobe Connect overview**
- **Pin to Start Menu**
- **Create PDF files using template**
 - Word 2007
 - PowerPoint 2007
 - Excel 2007
- **No spaces in PDF file names**

Online Handouts

<http://webclass.org>

Webclass
web-based tutorials

Google™ Custom Search

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

TEAMS for Teachers

Attendance

Gradebook

1 Gradebook Options

2 Category Setup

3 Copying Categories

4 Adding Assignments

5 Entering Grades

6 Copying Assignments

Parent Portal

Progress Report

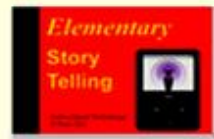
Report Card

Transfer Grade

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[Customizing Quick-Access Toolbar in Office 2007](#)

[Using Paint for Math-Science-Lang Arts](#)

[Using HP webcam for Digital Storytelling](#)

[Windows 7 Features](#)



Login

Adobe® Acrobat® Connect™ Professional

Creating PDF Files using Office 2007

Enter as a Guest

Type your name:

First and Last name

Enter Room

Enter with your login and password

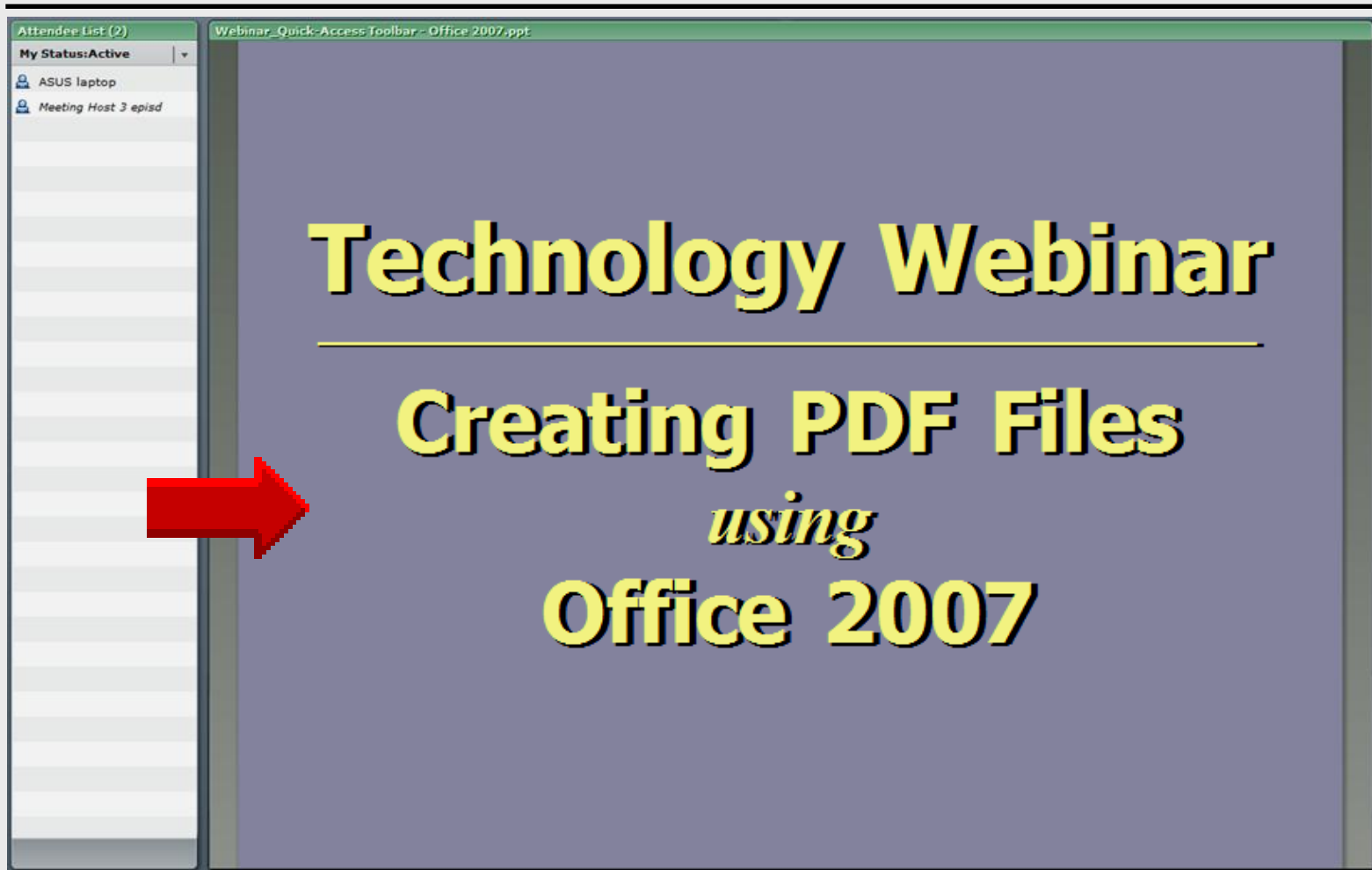


Attendee List



The screenshot displays a webinar interface. On the left, there is a sidebar titled "Attendee List (2)" with a dropdown menu showing "My Status:Active". Below this, two attendees are listed: "ASUS laptop" and "Meeting Host 3 episd". The main area on the right shows a presentation slide with a purple background and yellow text. The slide title is "Technology Webinar", followed by a horizontal line, and the main content is "Creating PDF Files using Office 2007". A large red arrow points from the attendee list area towards the slide content.

Presentation Area



The screenshot shows a webinar interface. On the left, there is an 'Attendee List (2)' panel with the following details:

- My Status: Active
- ASUS laptop
- Meeting Host 3 episod

The main presentation area displays a slide with the following text:

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A red arrow points from the left side of the slide towards the text.

Chat

The screenshot displays a webinar interface. On the left, an 'Attendee List (2)' panel shows 'My Status: Active' and two participants: 'ASUS laptop' and 'Meeting Host 3 episod'. The main area shows a presentation slide with the title 'Technology Webinar' and the subtitle 'Creating PDF Files using Office 2007'. A red arrow points to the 'Chat' input field at the bottom of the slide area. The chat input field is currently empty, and the recipient is set to 'Everyone'.

Recording Attendance

Creating PDF files using Office 2007

**Complete form
at session end**

Items 1 – 2 – 3
required

Comments always
optional

Thank you for attending this online workshop. Complete this sign-in form to record your attendance. Email if you encounter any problems.

Larry Nelson
Instructional Technology
El Paso Independent School District
LNELSON@episd.org

* Required

FIRST name *

LAST name *

School *

Comments (optional)

Submit

Powered by [Google Docs](#)



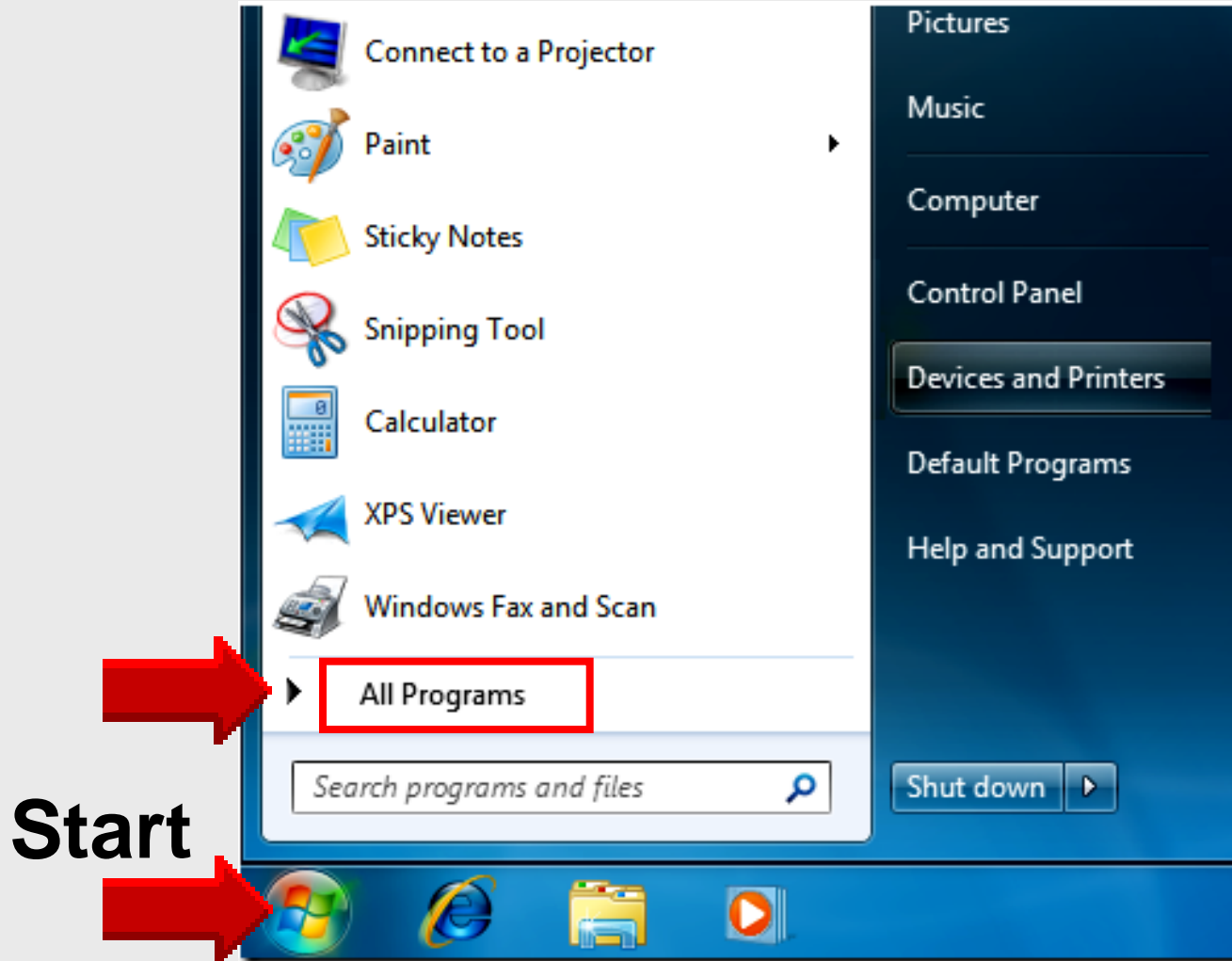
Technology Webinar

Creating PDF Files

using

Word 2007

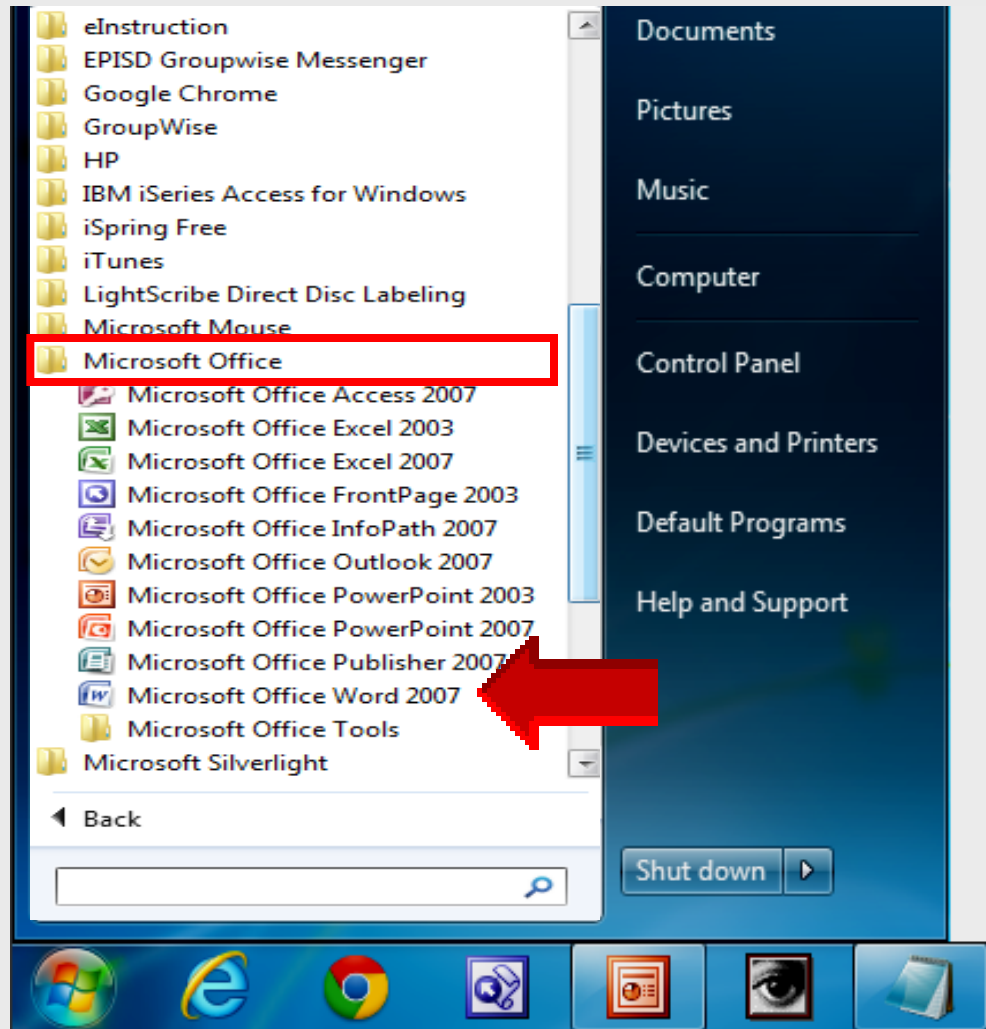
Start – All Programs



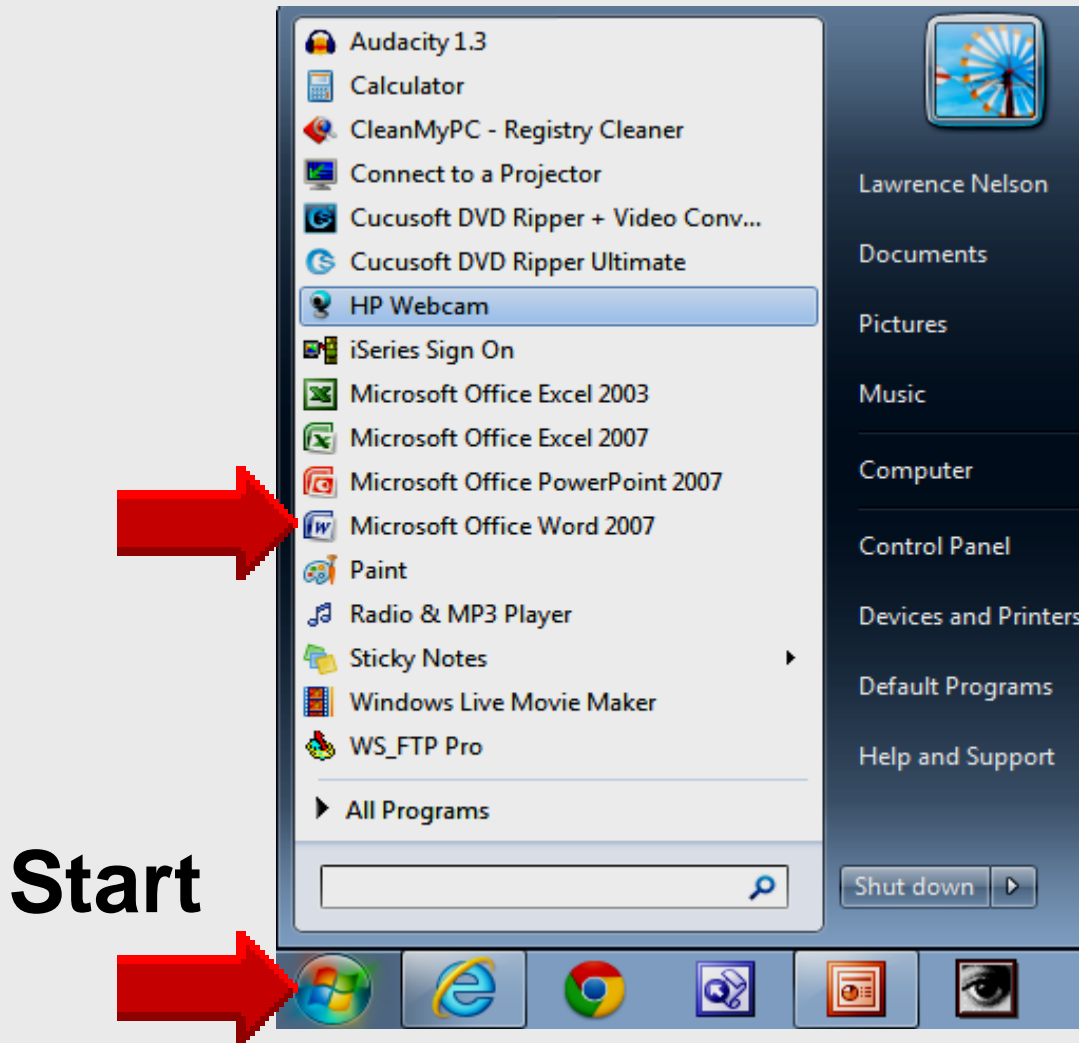
Pin *Microsoft* Word

Left-click
MS Office

Right-click
Word 2007
Select Pin to
Start Menu

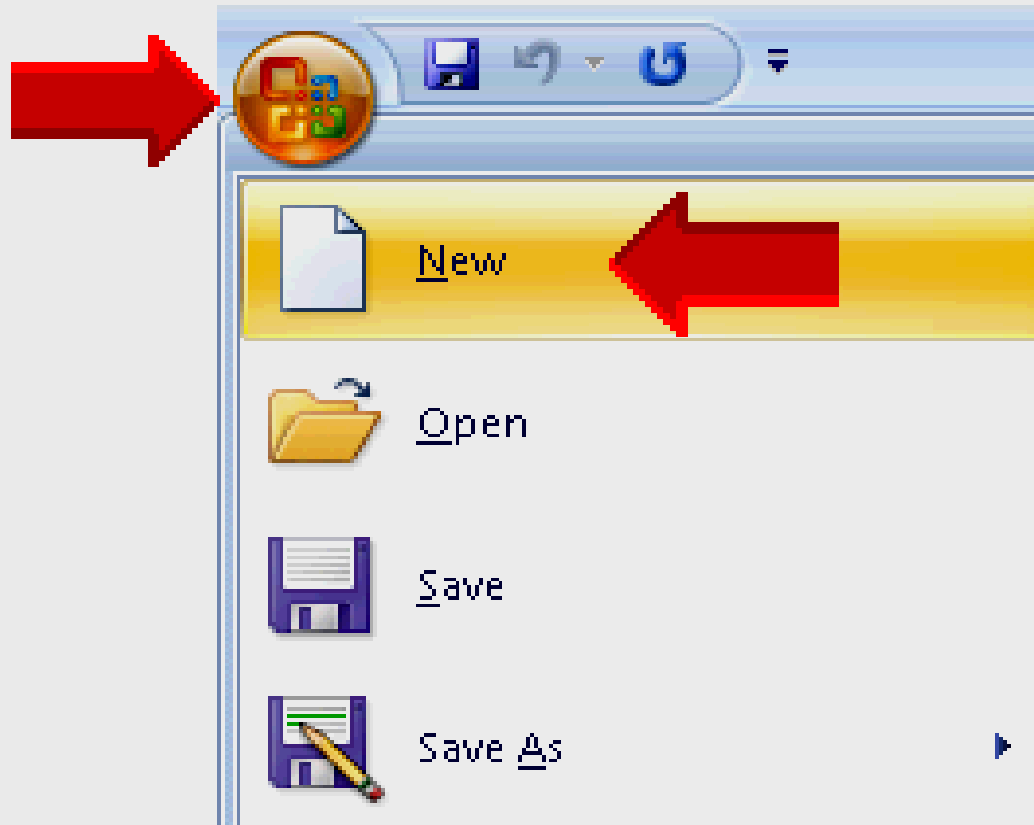


Open Word 2007

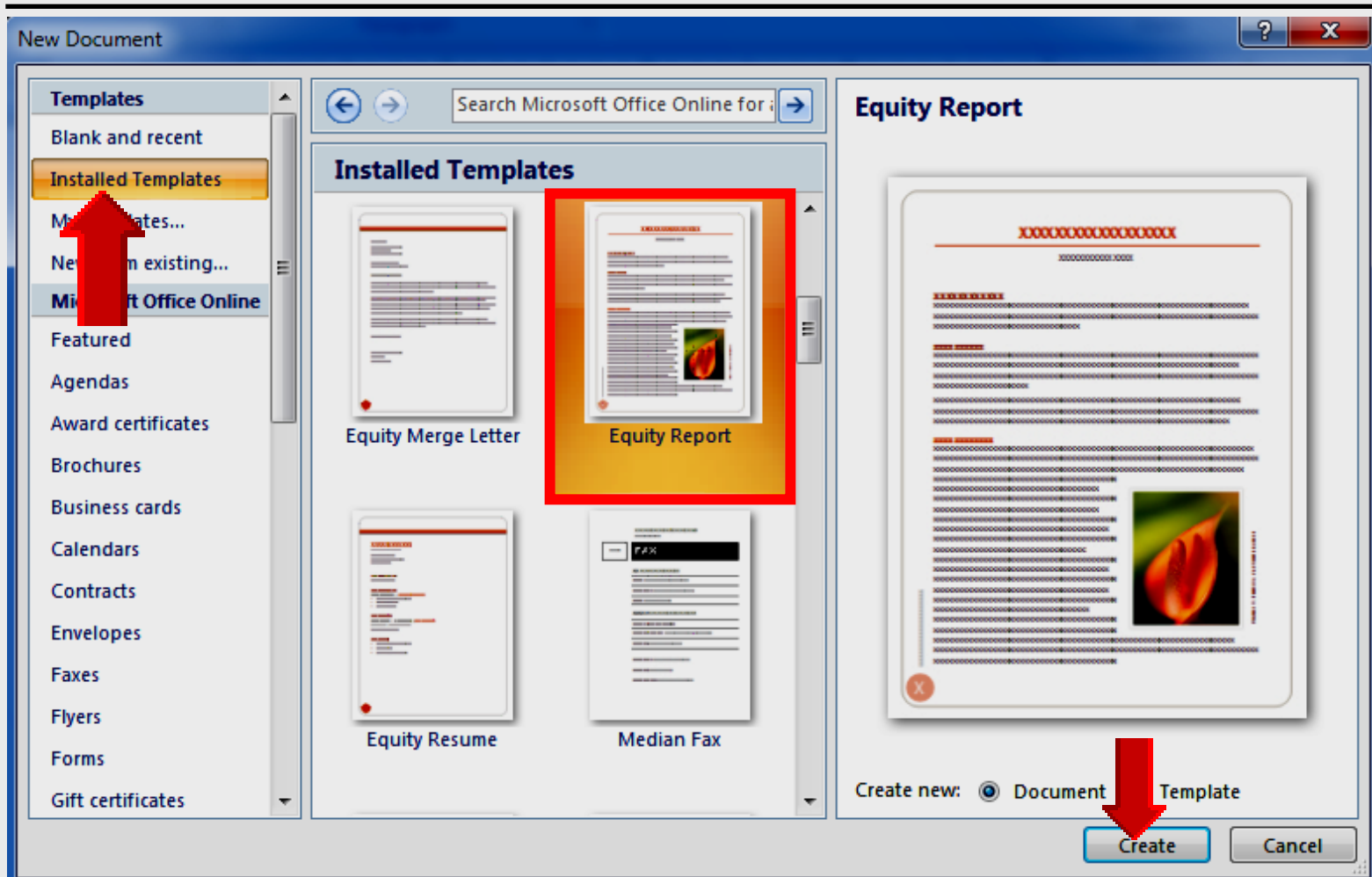


New Document

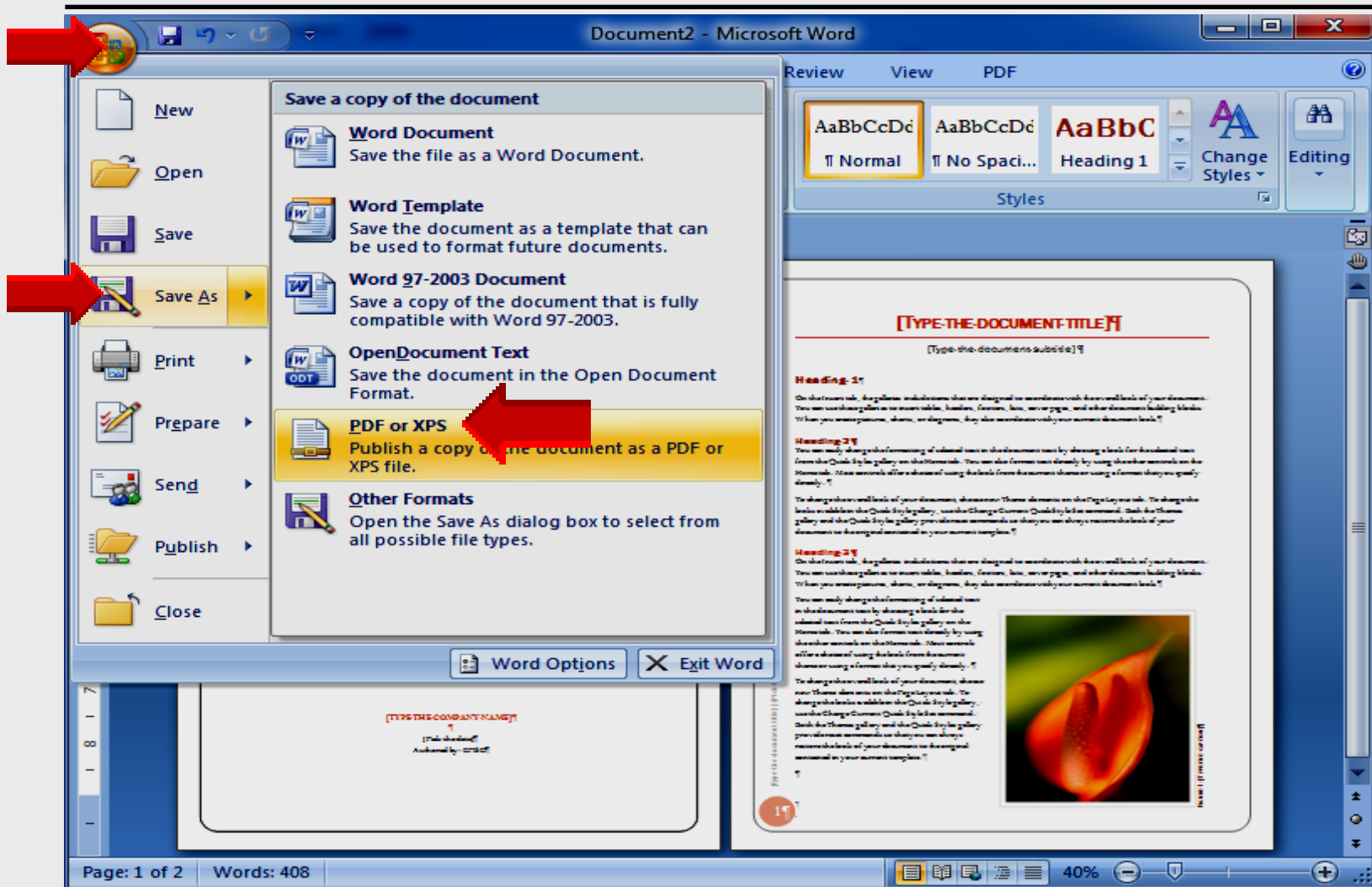
- Click **Home – New**



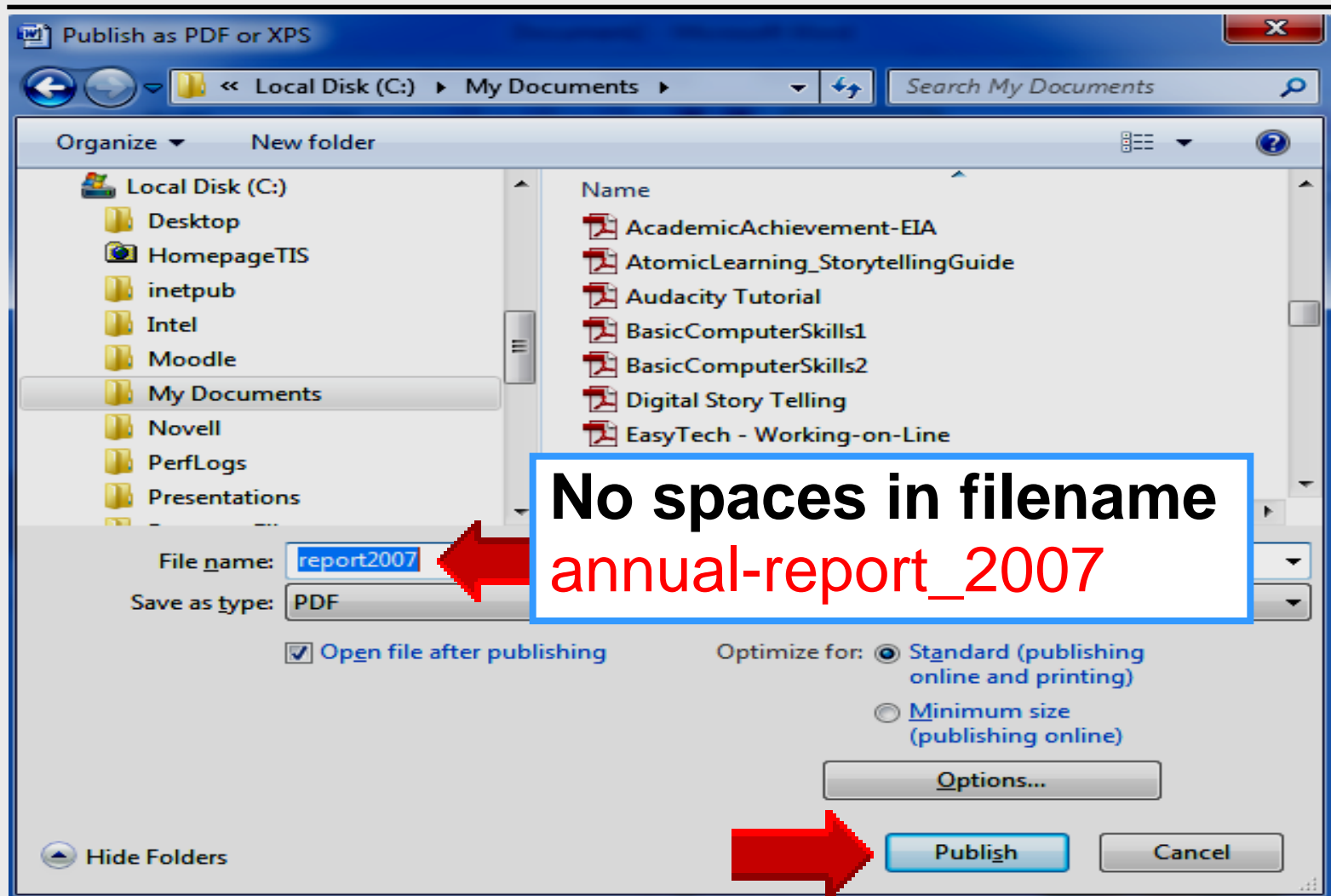
Installed Templates



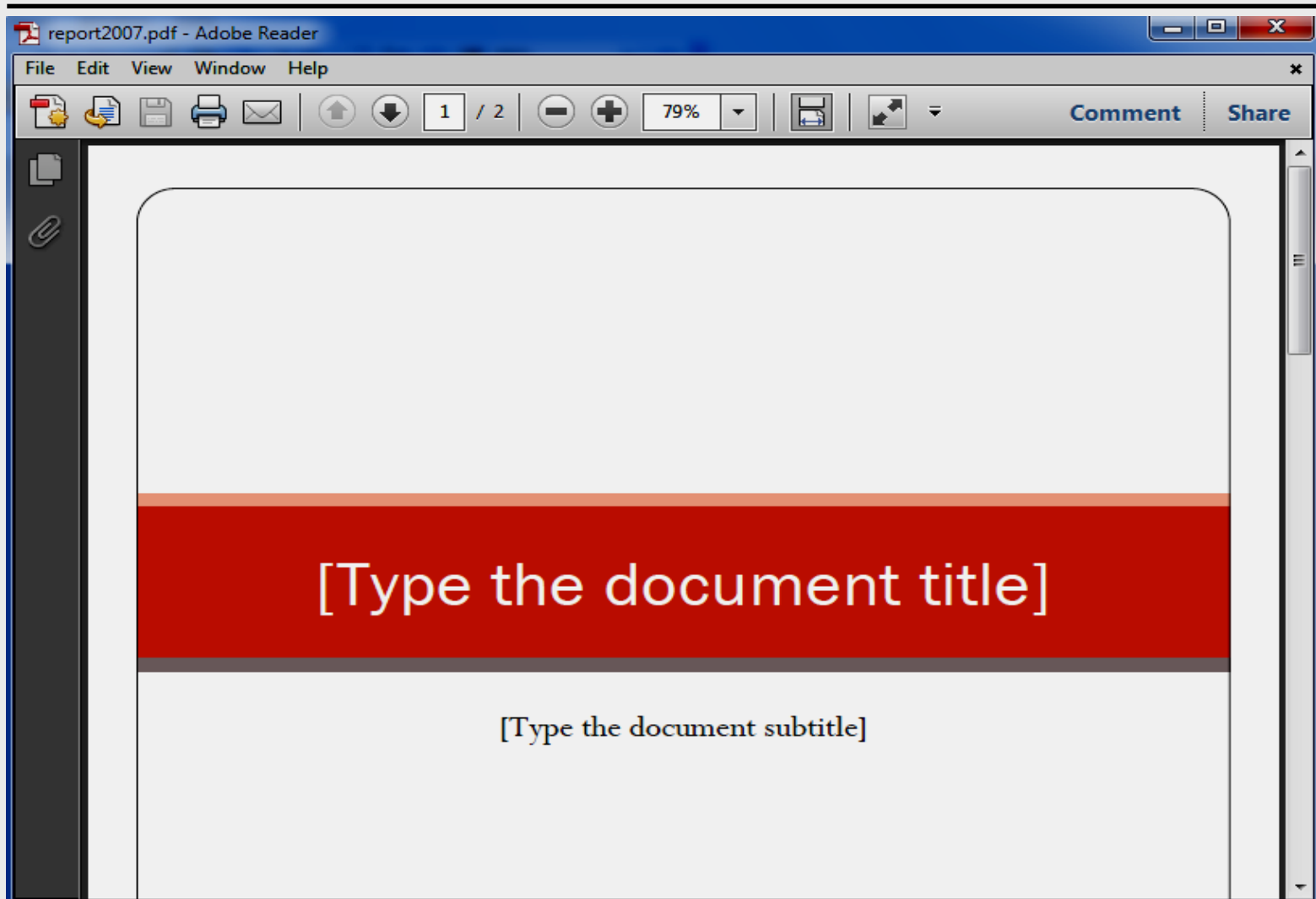
Create PDF File



Publish as PDF



PDF File – Not Word



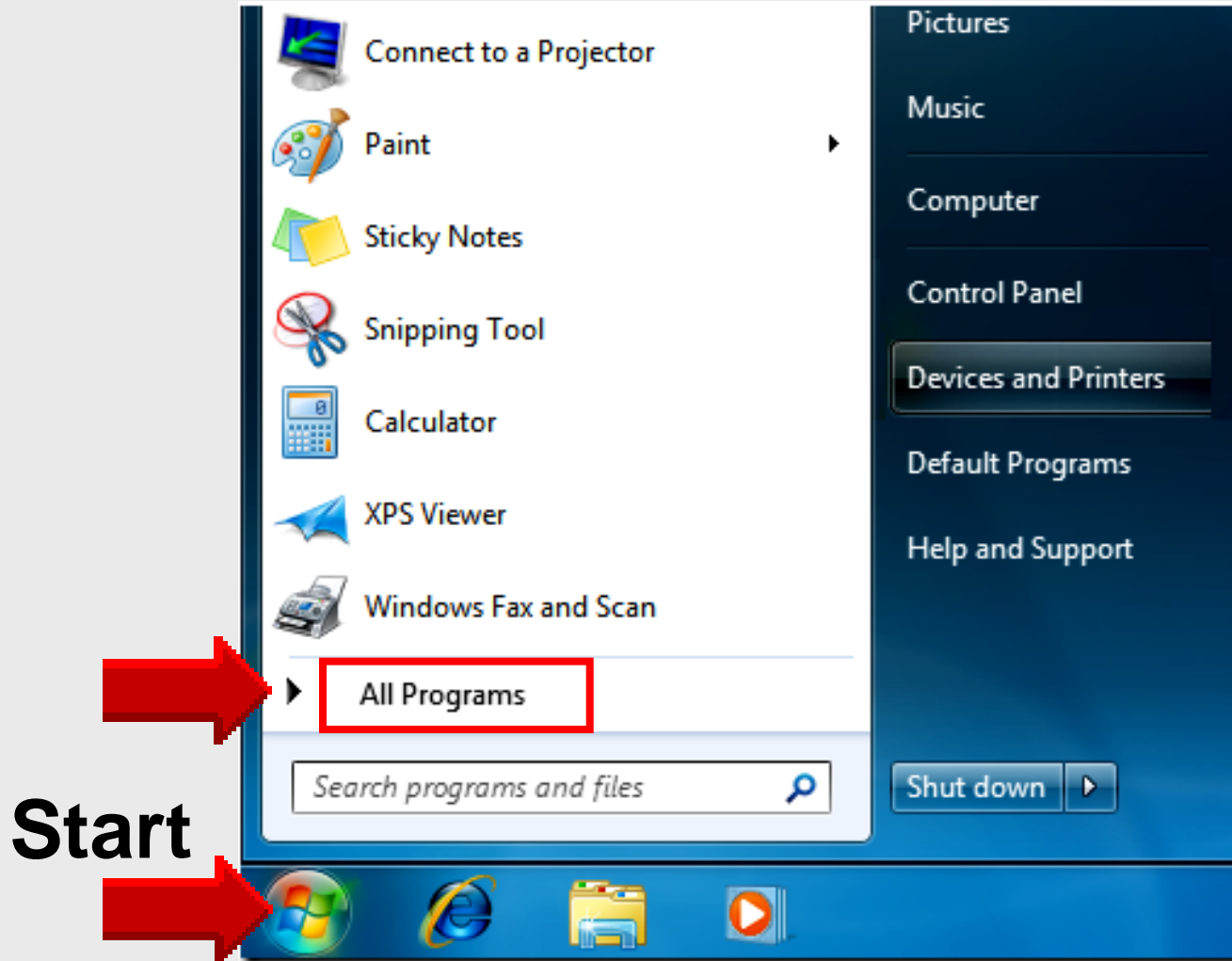
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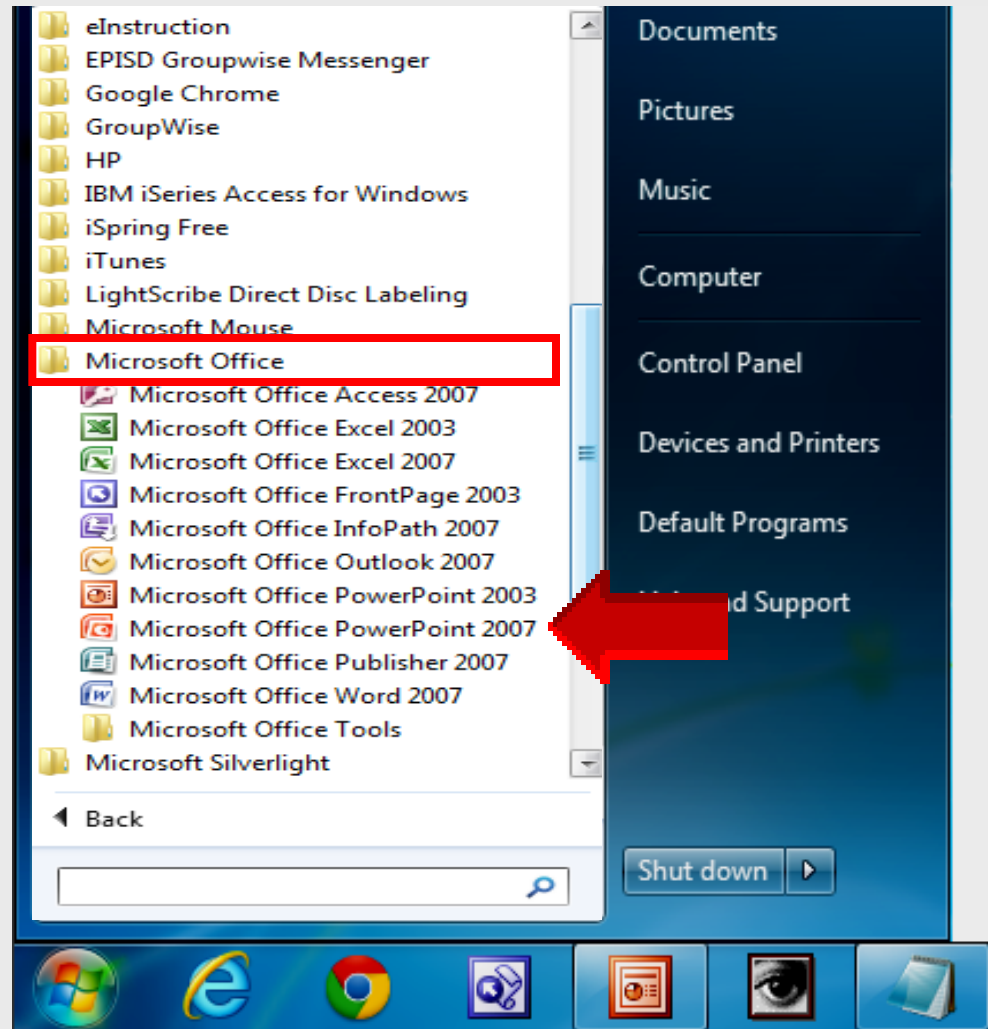
Start – All Programs



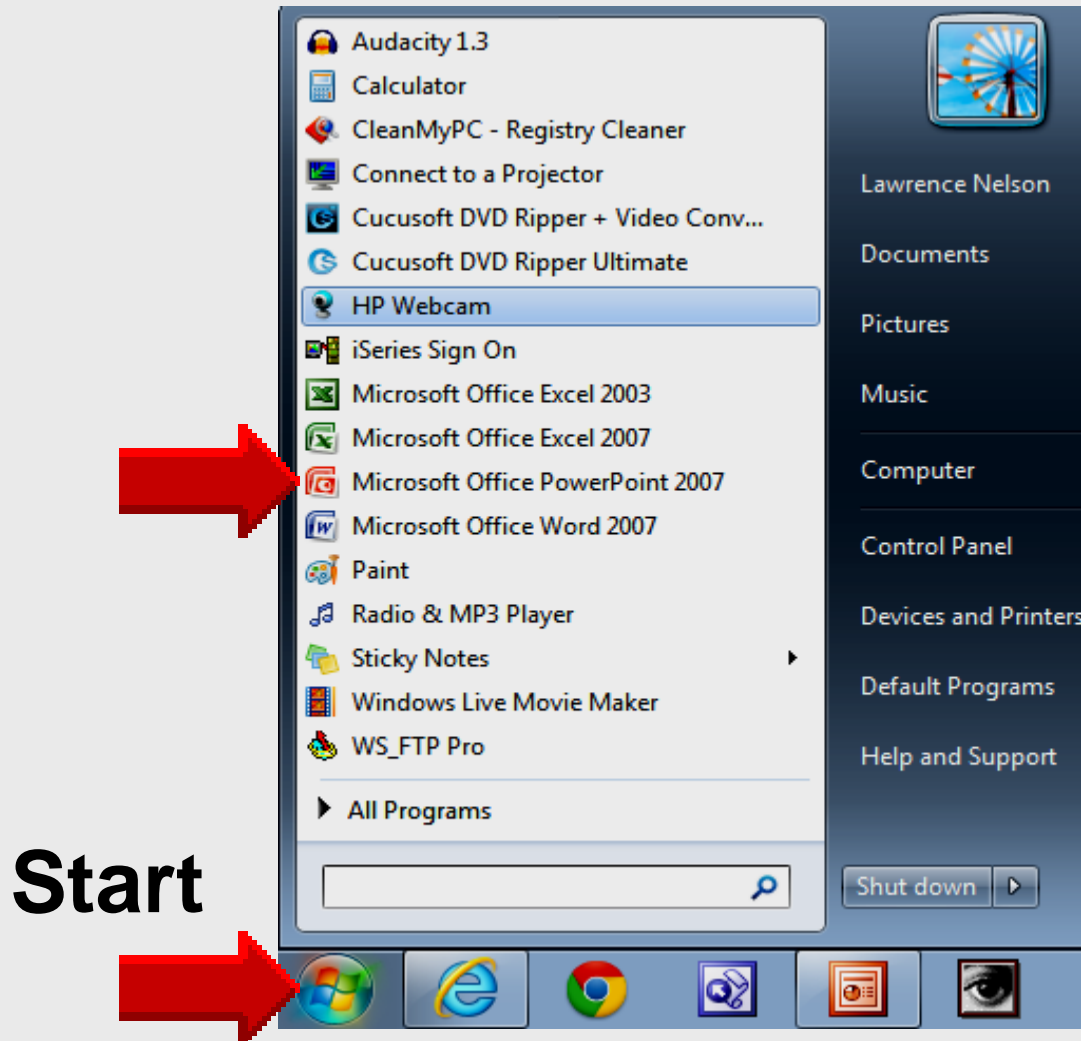
Pin *Microsoft* PowerPoint

Left-click
MS Office

Right-click
PowerPoint 2007
Select Pin to
Start Menu

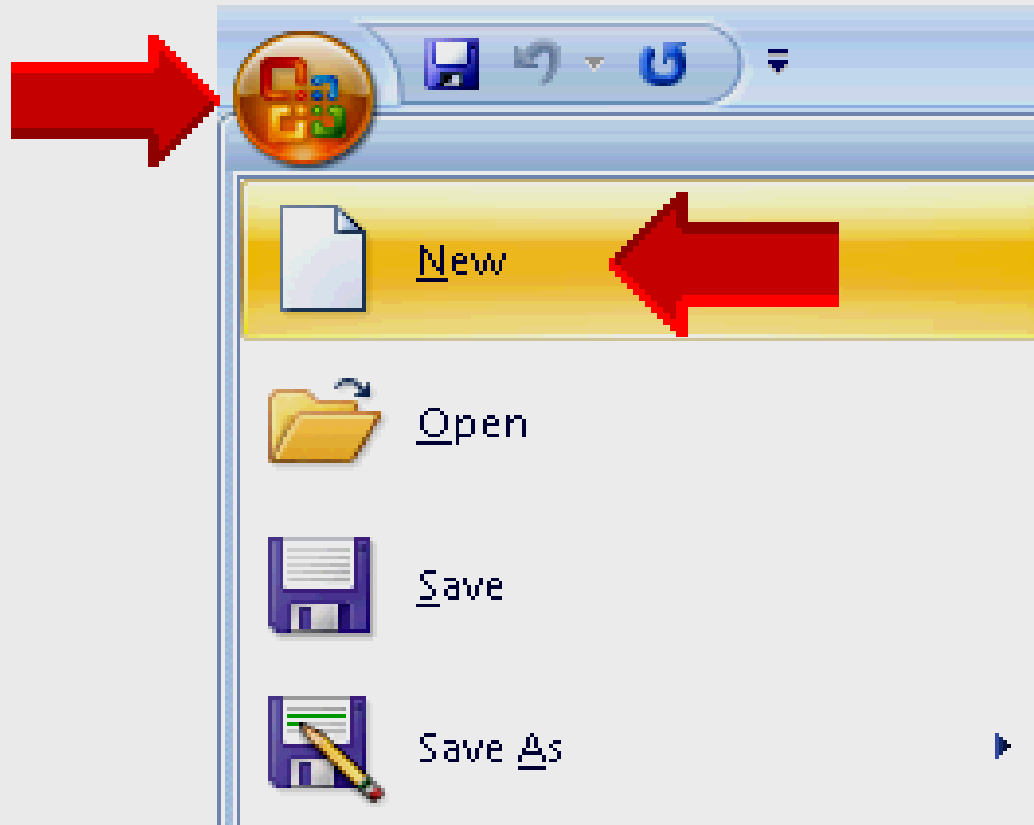


Open PowerPoint 2007

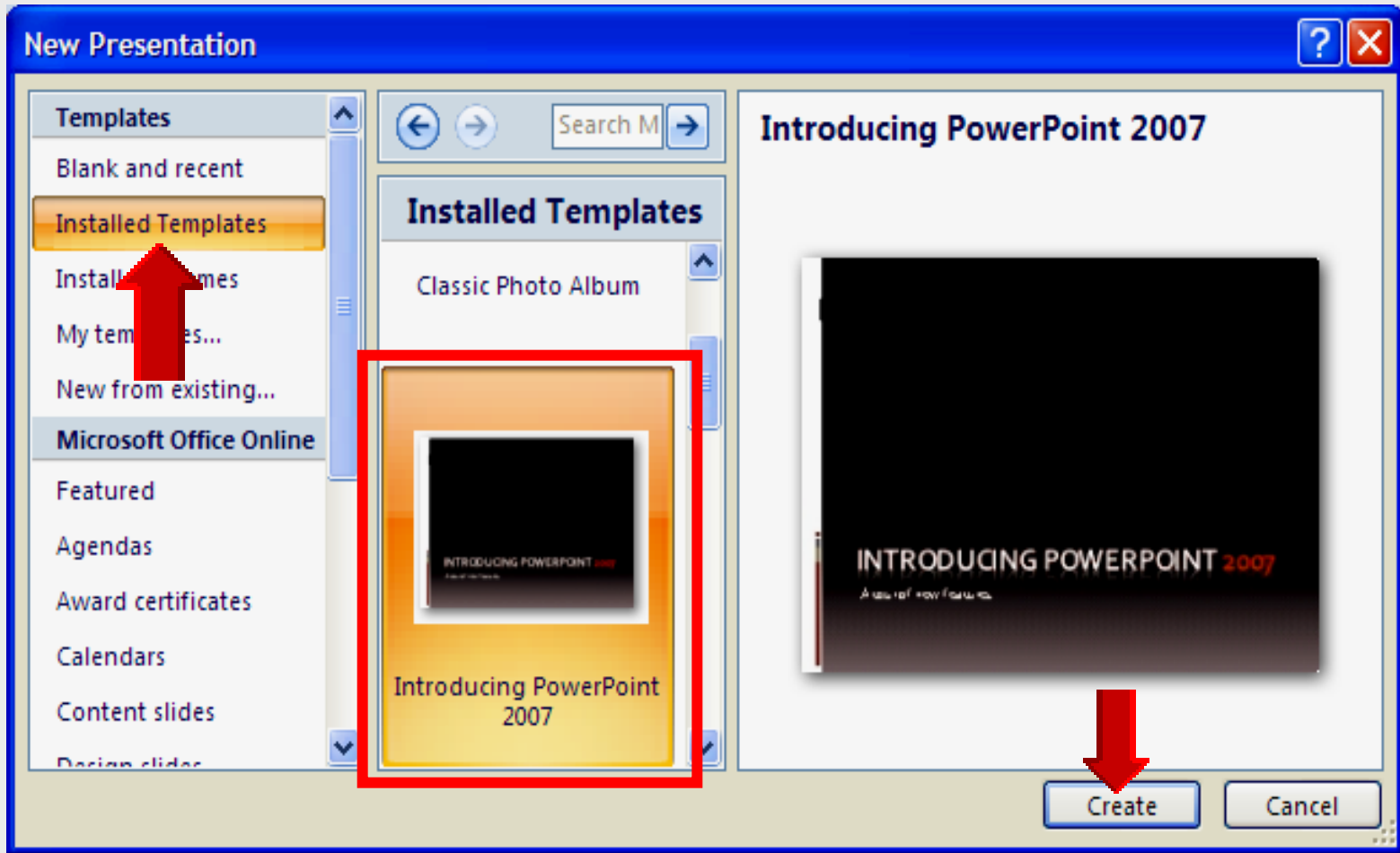


New Presentation

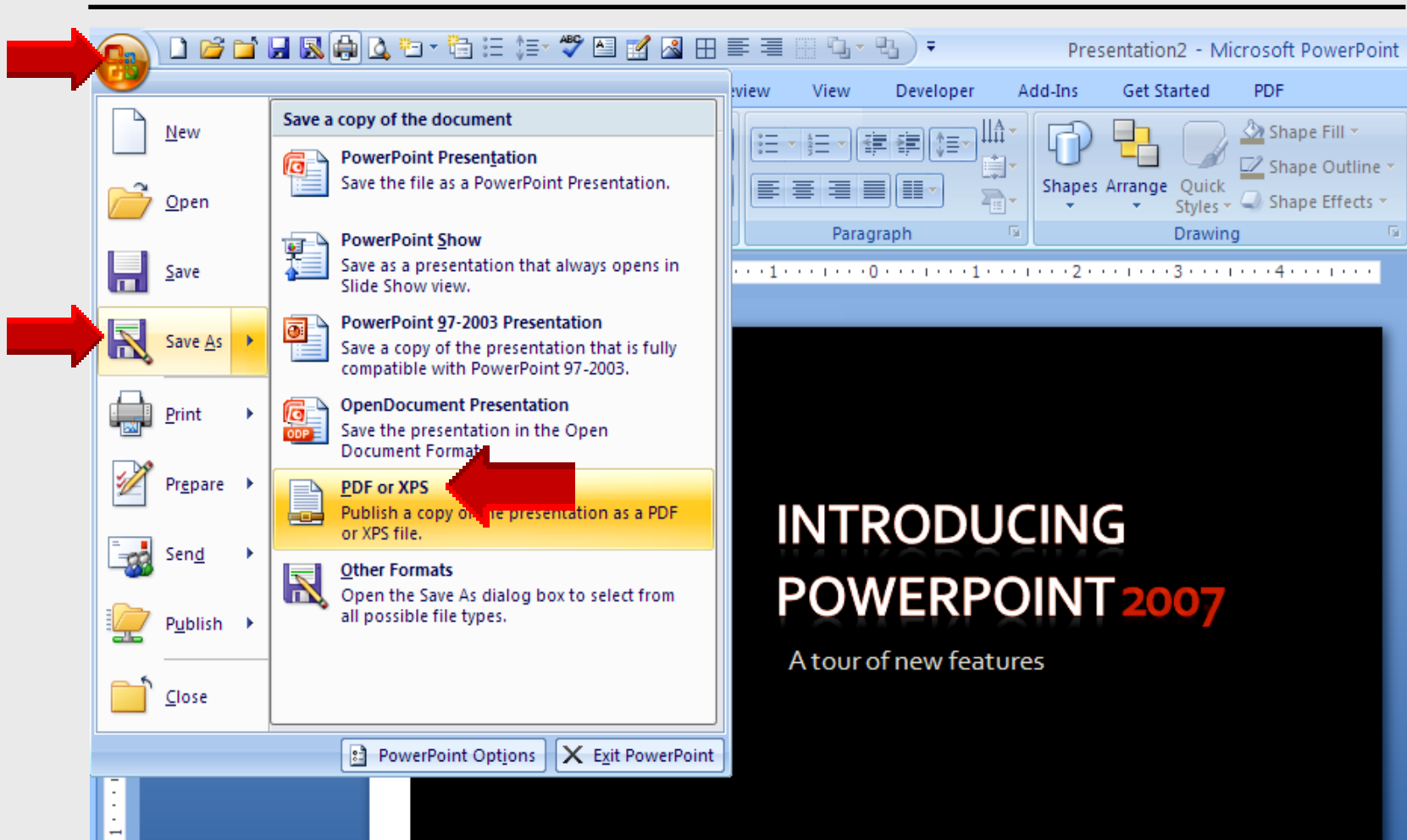
- Click **Home – New**



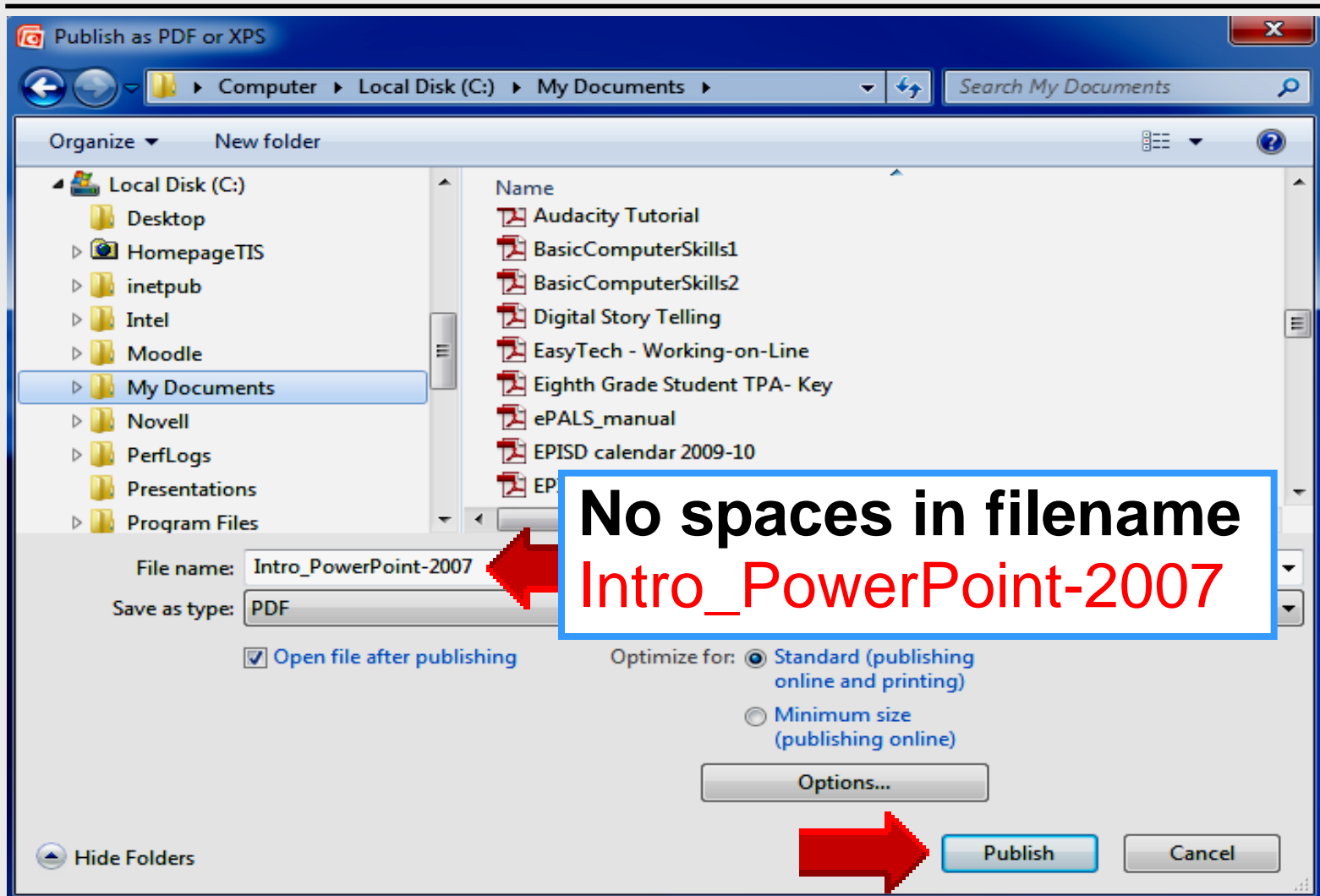
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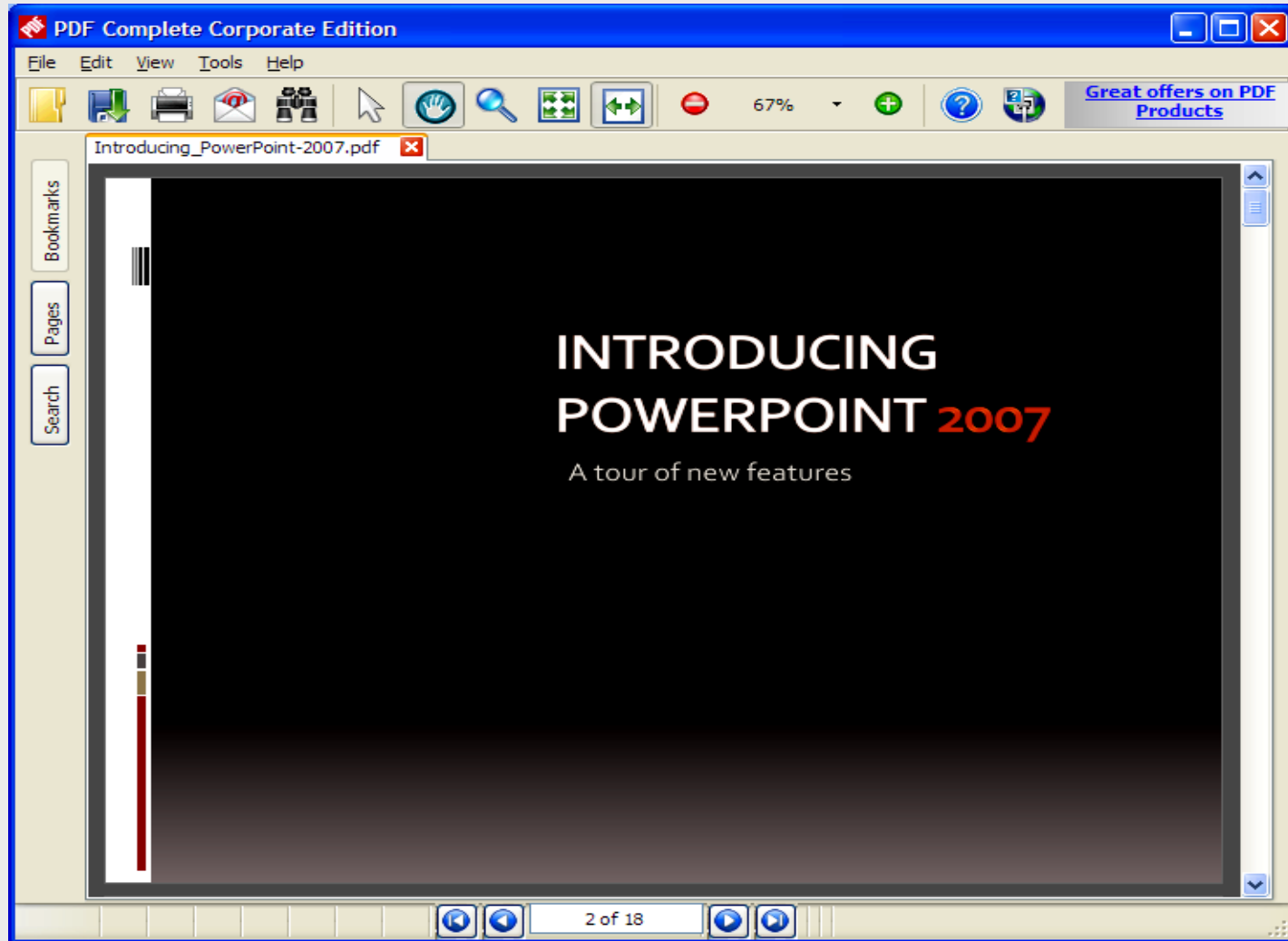
Create PDF File



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PDF File – Not PowerPoint



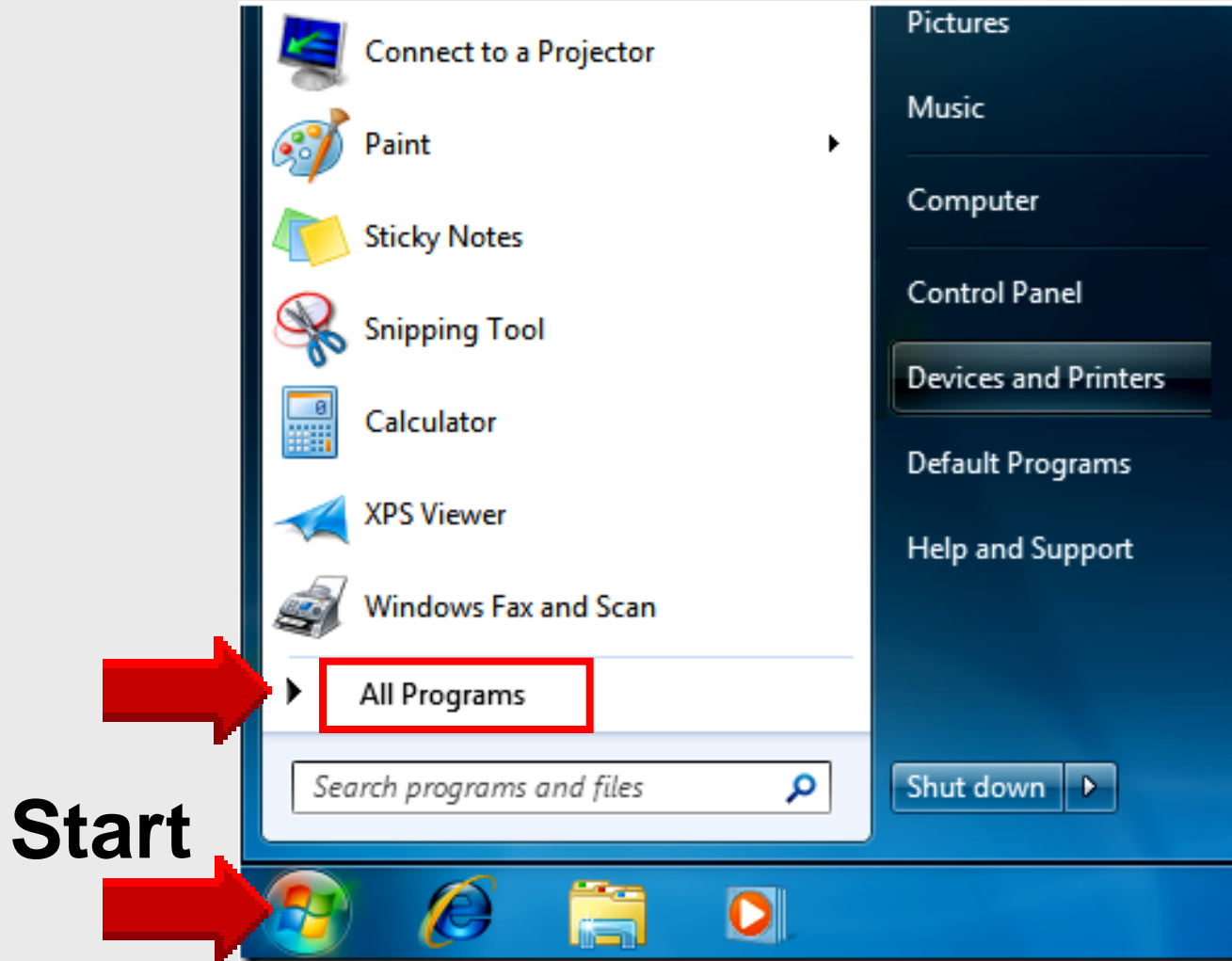
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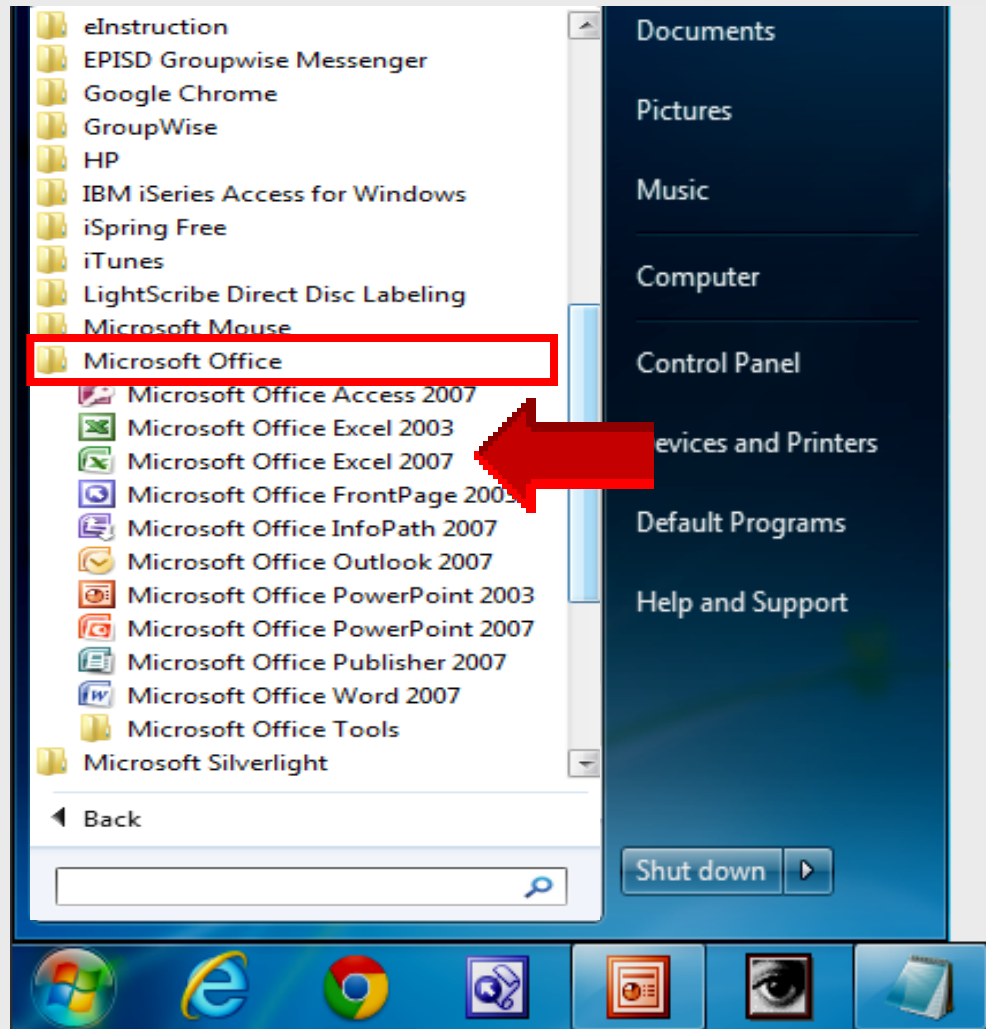
Start – All Programs



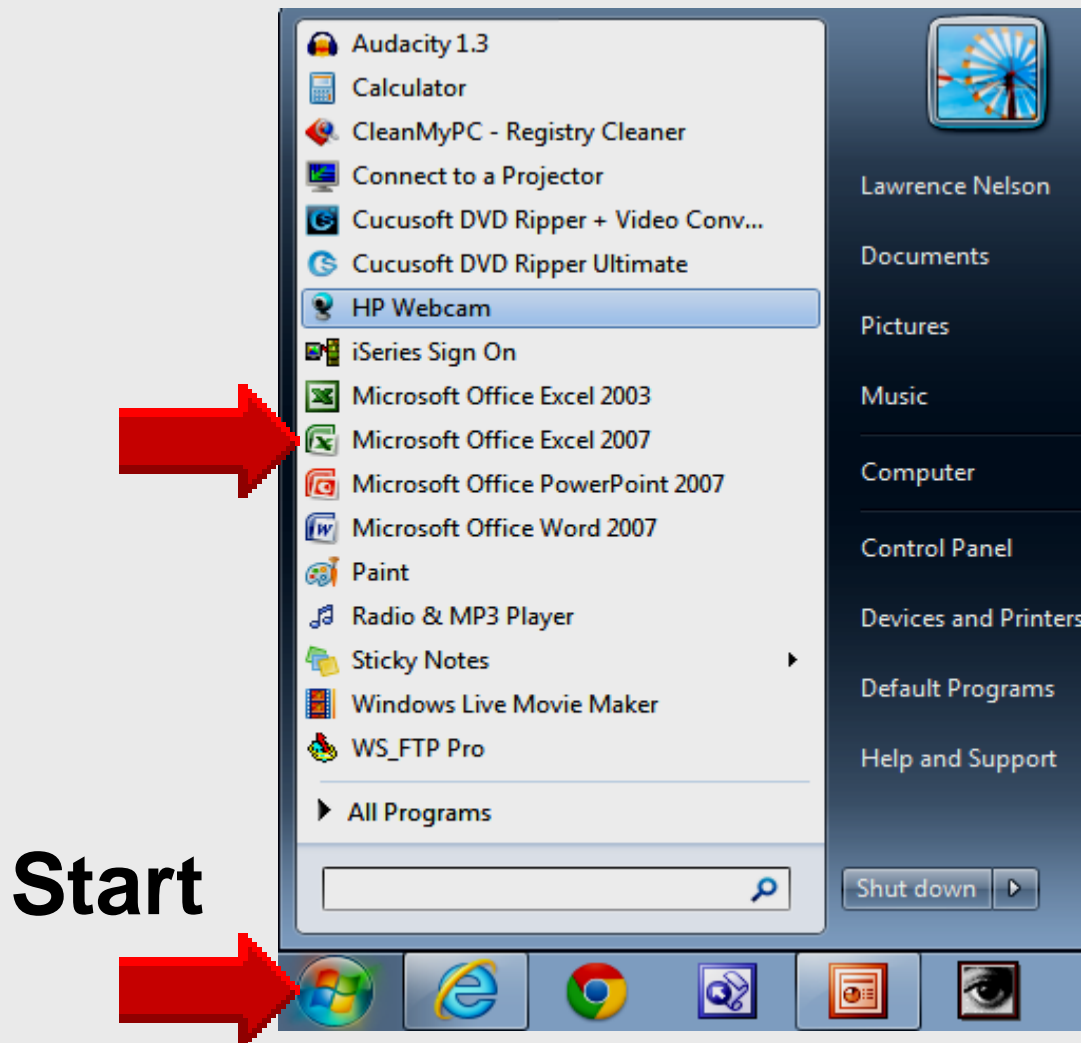
Pin *Microsoft* Excel

Left-click
MS Office

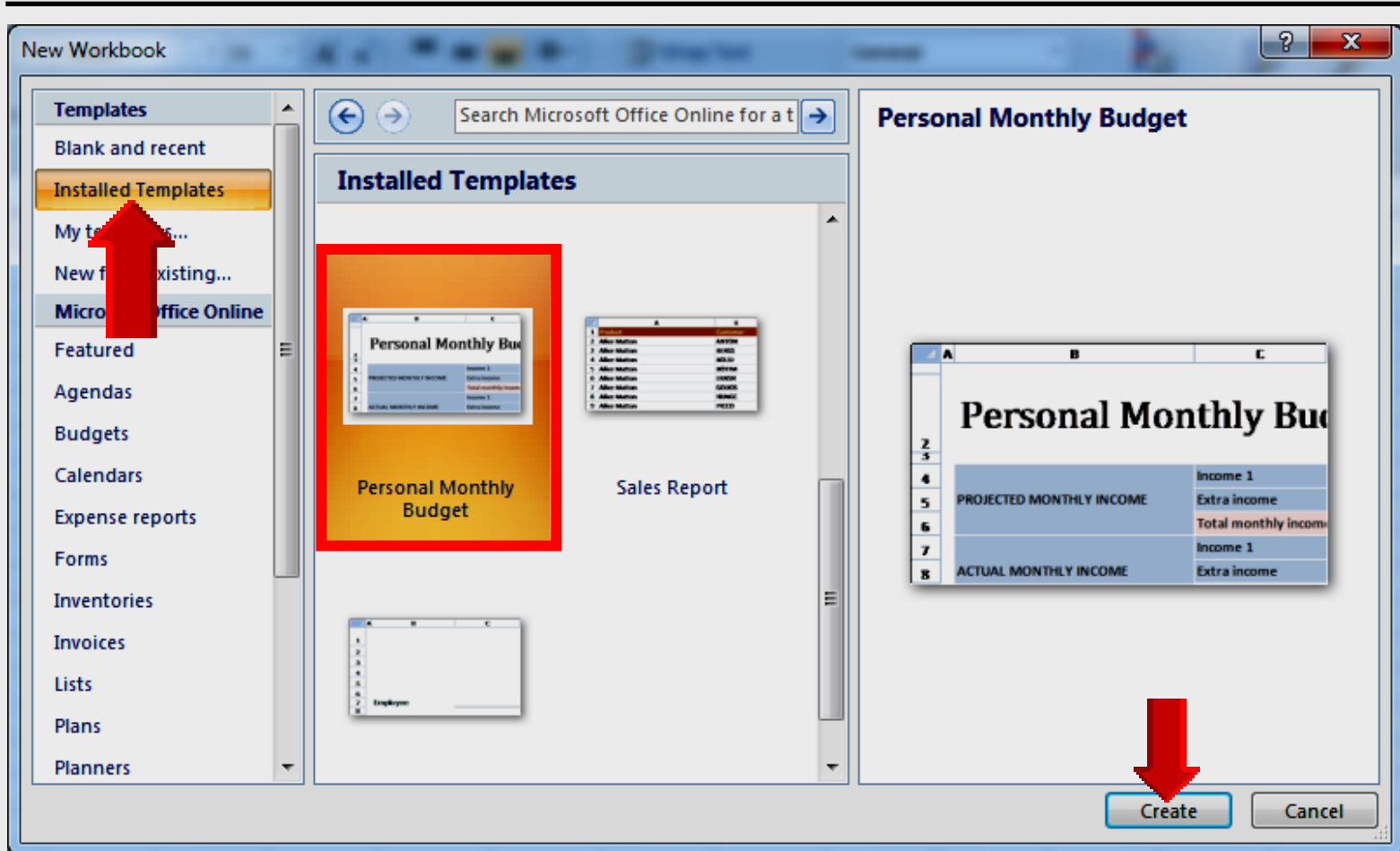
Right-click
Excel 2007
Select Pin to
Start Menu



Open Excel 2007



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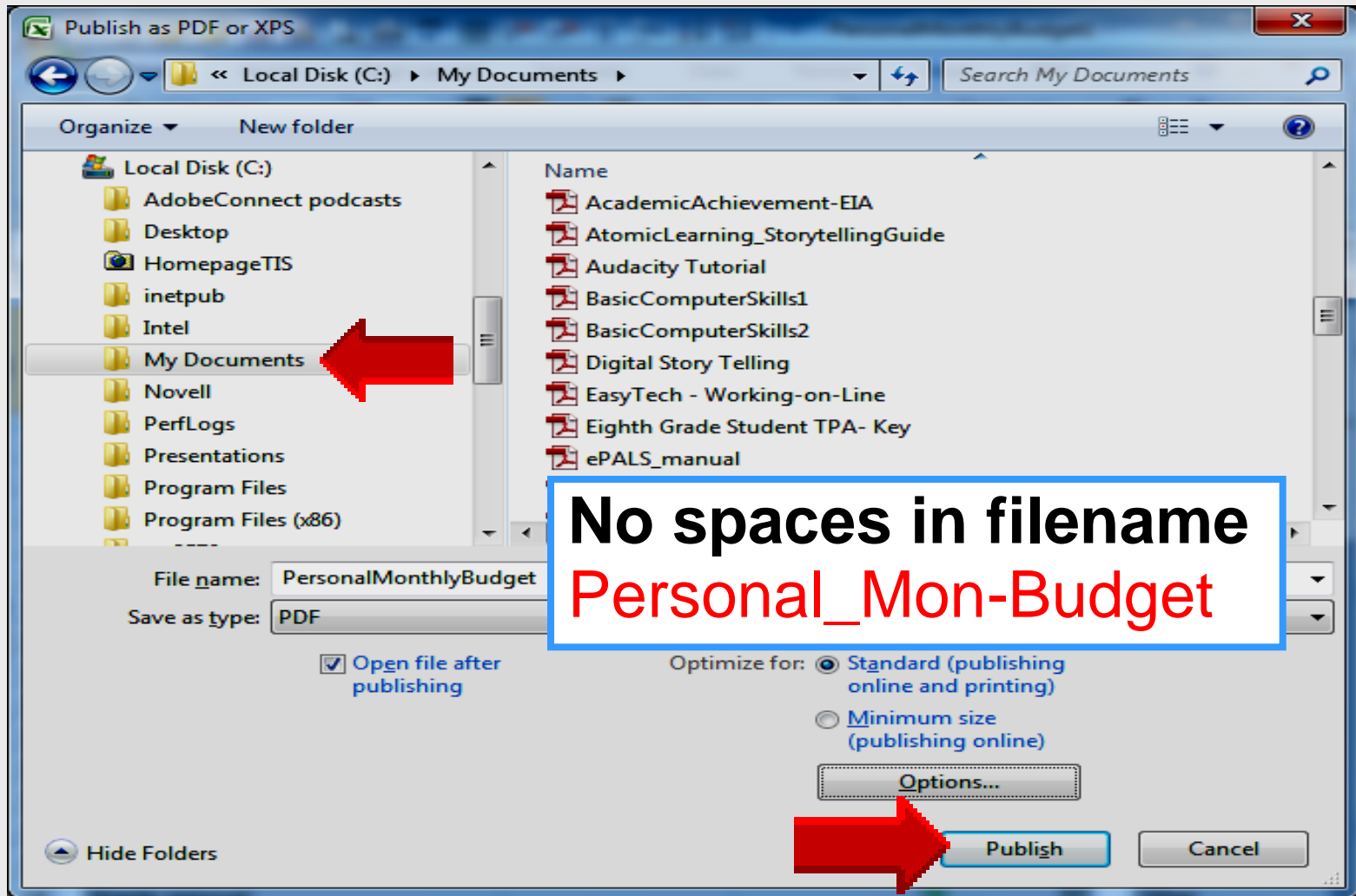


Create PDF File

The screenshot shows the Microsoft Excel 2010 interface. The title bar reads 'PersonalMonthlyBudget1'. The ribbon is set to 'View' and 'PDF'. The 'Save As' dialog box is open, displaying various file formats. The 'PDF or XPS' option is highlighted in yellow, and a red arrow points to it. Another red arrow points to the 'Save As' button in the left sidebar. The background shows a budget spreadsheet with columns for 'Difference' and 'ENTERTAINMENT'.

	Difference	
	\$2,500	PROJECTED BALANCE
	\$500	
	\$3,000	ACTUAL BALANCE
	\$2,500	
	\$500	DIFFERENCE (Actual - Projected)
	\$3,000	
		ENTERTAINMENT
		Video/DVD
		CDs

Publish as PDF



PDF File – Not Excel

PersonalMonthlyBudget.pdf - Adobe Reader

File Edit View Window Help

1 / 1 82% Comment Share

Personal Monthly Budget

PROJECTED MONTHLY INCOME			PROJECTED BALANCE (Projected income minus expenses)	
Income 1		\$2,500		\$940
Extra income		\$500		
Total monthly income		\$3,000		
ACTUAL MONTHLY INCOME			ACTUAL BALANCE (Actual income minus expenses)	
Income 1		\$2,500		\$960
Extra income		\$500		
Total monthly income		\$3,000		\$20

HOUSING	Projected Cost	Actual Cost	Difference
Mortgage or rent	\$1,500	\$1,400	\$100
Phone	\$60	\$100	-\$40
Electricity	\$50	\$60	-\$10
Gas	\$200	\$180	\$20
Water and sewer			\$0
Cable			\$0
Waste removal			\$0
Maintenance or repairs			\$0
Supplies			\$0
Other			\$0
Total	\$1,810	\$1,740	\$70

ENTERTAINMENT	Projected Cost	Actual Cost	Difference
Video/DVD	\$0	\$50	-\$50
CDs			\$0
Movies			\$0
Concerts			\$0
Sporting events			\$0
Live theater			\$0
Other			\$0
Other			\$0
Other			\$0
Total	\$0	\$50	-\$50

TRANSPORTATION	Projected Cost	Actual Cost	Difference
Vehicle payment	\$250	\$250	\$0
Bus/taxi fare			\$0
Insurance			\$0
Licensing			\$0
Fuel			\$0
Maintenance			\$0

LOANS	Projected Cost	Actual Cost	Difference
Personal			\$0
Student			\$0
Credit card			\$0
Credit card			\$0
Credit card			\$0
Other			\$0
Total	\$0	\$0	\$0

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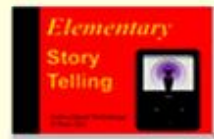
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