

Resources To Help You Use Microsoft Office 2007

Office 2007 includes several new applications as well as the familiar office products such as Access, Excel, Outlook, PowerPoint, and Word.

This tip sheet will help you find books and other resources about Office 2007.

Books and Online Resources

We have some books related to Office 2007 (use the library catalog to locate books, ask at the reference desk if you need help finding books).

Since patrons can check out books for an extended time **it is difficult to ensure enough books are available for everyone at all times.**

To address this situation, patrons should take advantage of the online resources and e-books available via **Navy Knowledge Online (NKO)**. The two most helpful Office 2007 resources in Navy Knowledge Online are **MyiLibrary** and **Safari Tech Books**.

Why Use NKO, MyiLibrary and Safari?

Thanks to Navy Knowledge Online, we have UNLIMITED access to MyiLibrary and Safari Tech Books.

- MyiLibrary includes the popular Dummies® series and other titles.
- Safari Tech Books includes books from O'Reilly Press, Que, Sams "teach yourself" series, Microsoft Press "step by step" series, and other prominent technology publishers.

Restrictions to NKO

Nimitz Library does not control or administer Navy Knowledge Online (NKO). NKO is not open to the general public. **Please visit NKO at <https://www.nko.navy.mil/> for access restrictions and other details.**

Questions? Please Contact:

Nimitz Library Reference Desk
Ext. 3-2420
Email askref@usna.edu

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Nimitz Library Quick Tips: Resources for Microsoft Office 2007

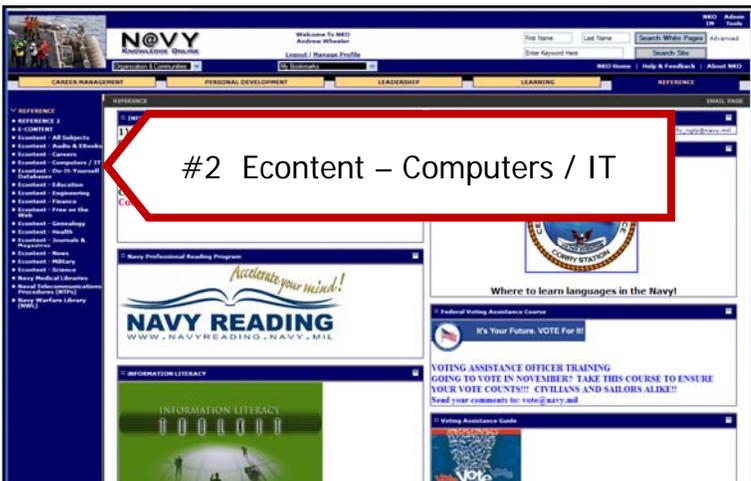


Getting To Online Resources

Login to NKO
<https://www.nko.navy.mil/>

(step not shown – login requires a user name and password or CAC – see the NKO site for more details)

- #1 Click REFERENCE
- #2 Click Econtent – Computers / IT
- #3 Click Safari or MyLibrary



Safari Registration

The first time you try to use Safari you will have to register - registration is a free, one-time requirement.

After you register, you will have to sign in any time you want to use Safari, and you will be able to access Safari directly (you will not have to login to Navy Knowledge Online each time to use Safari).

