

If you attended the “Office 2007, Who moved my Toolbar?” workshop, you are already a member of this Community and do not need to enroll, but be sure to check out the new pages!

To access the free “Microsoft Office 2007 Users” Blackboard Community and Quick Reference Cards:

1. Log into DORI www.dori.duq.edu
2. Click the “**Blackboard**” icon
3. Click “**Courses and Communities**” tab
4. In the Organization Catalog section, click “**Duquesne Training**”
5. Look for “**Microsoft Office 2007 Users Documentation**” and click “**Enroll**” on the right side
6. Click “**Submit**” then “**OK**”. You will now be in the Blackboard community home page
7. In the left side menu, click the **button** (*Word, Excel, etc.*) of your choice
8. Click “**Microsoft Functional Quick Reference Cards**” folder to see all the user guides

To learn more about the Office 2007 interface, attend the full “Office 2007, Who Moved My Toolbar” workshop. Check the DU [Training Tracker](#) for the schedule of workshops to attend.

Email dutraining@duq.edu with any questions or feedback.