

# Get Acquainted with Microsoft<sup>®</sup> Office 2007



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# Overview: A new look to familiar programs



When you open a 2007 Microsoft Office system program, you'll see a lot that's familiar. But you'll also notice a new look at the top of the window.

Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.

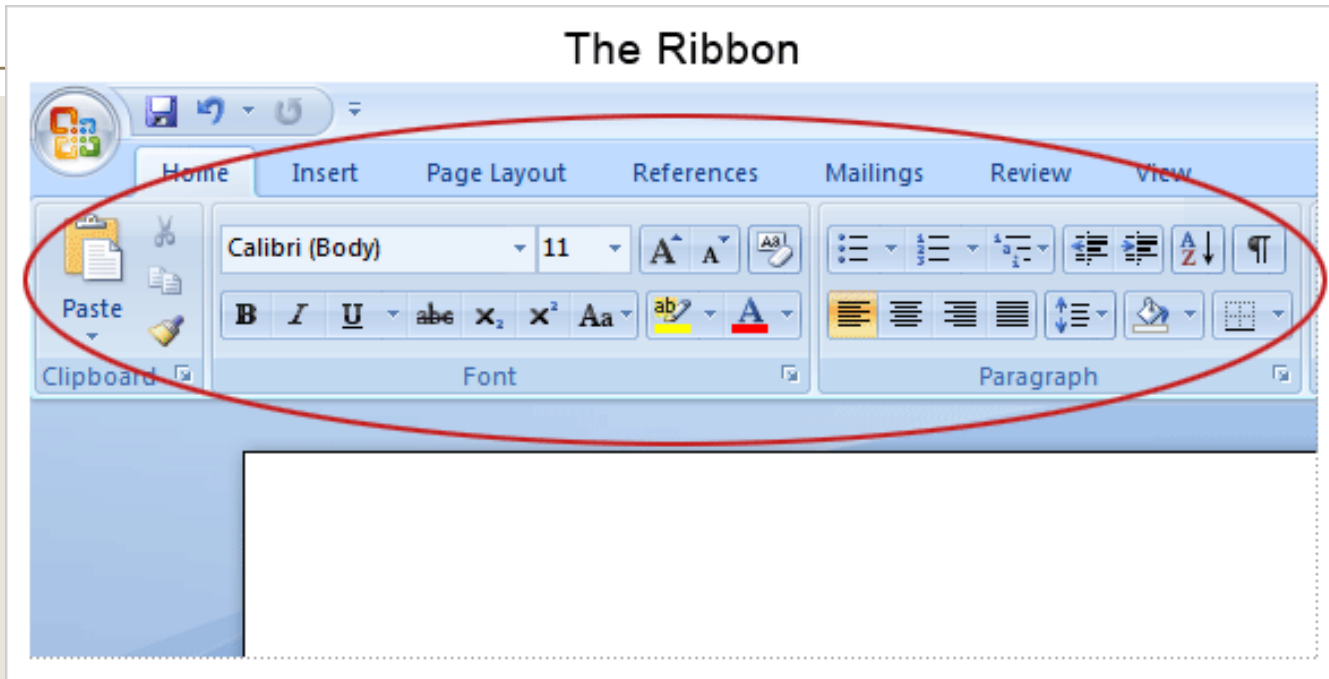
This presentation introduces you to the Ribbon and other new ways to make better documents, faster.

# Course goals



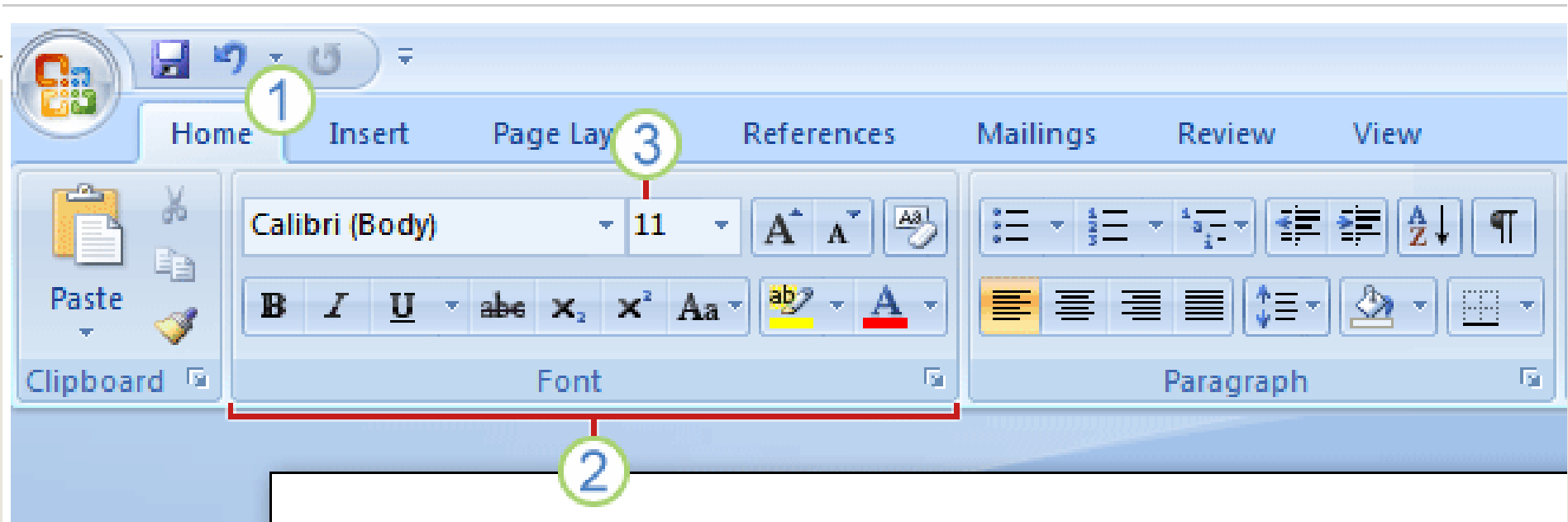
- See how the 2007 Office system has changed, and why.
- Use the Ribbon to do what you're used to doing.
- See what the new file formats mean to you.

# The new Office: Made for you



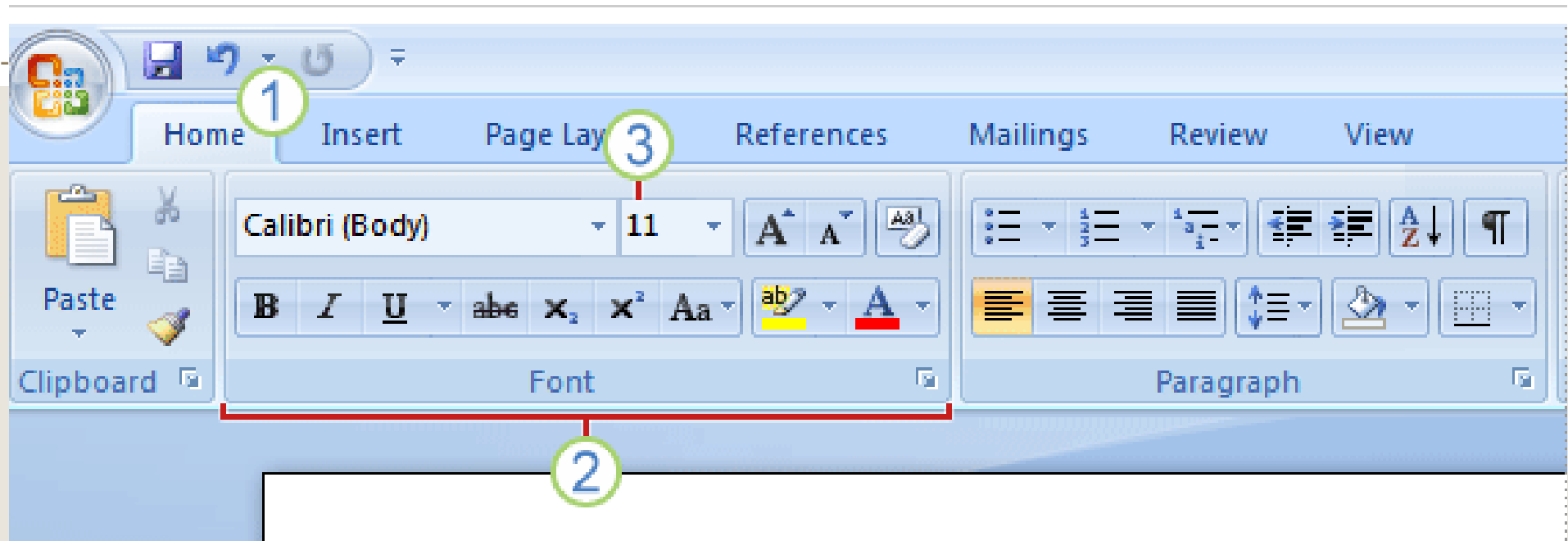
With the Ribbon, commands and other tools you need are now exposed and more readily available.

# What's on the Ribbon?



- ① **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- ② **Groups** are sets of related commands. They remain on display and readily available, giving you rich visual aids.
- ③ **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.

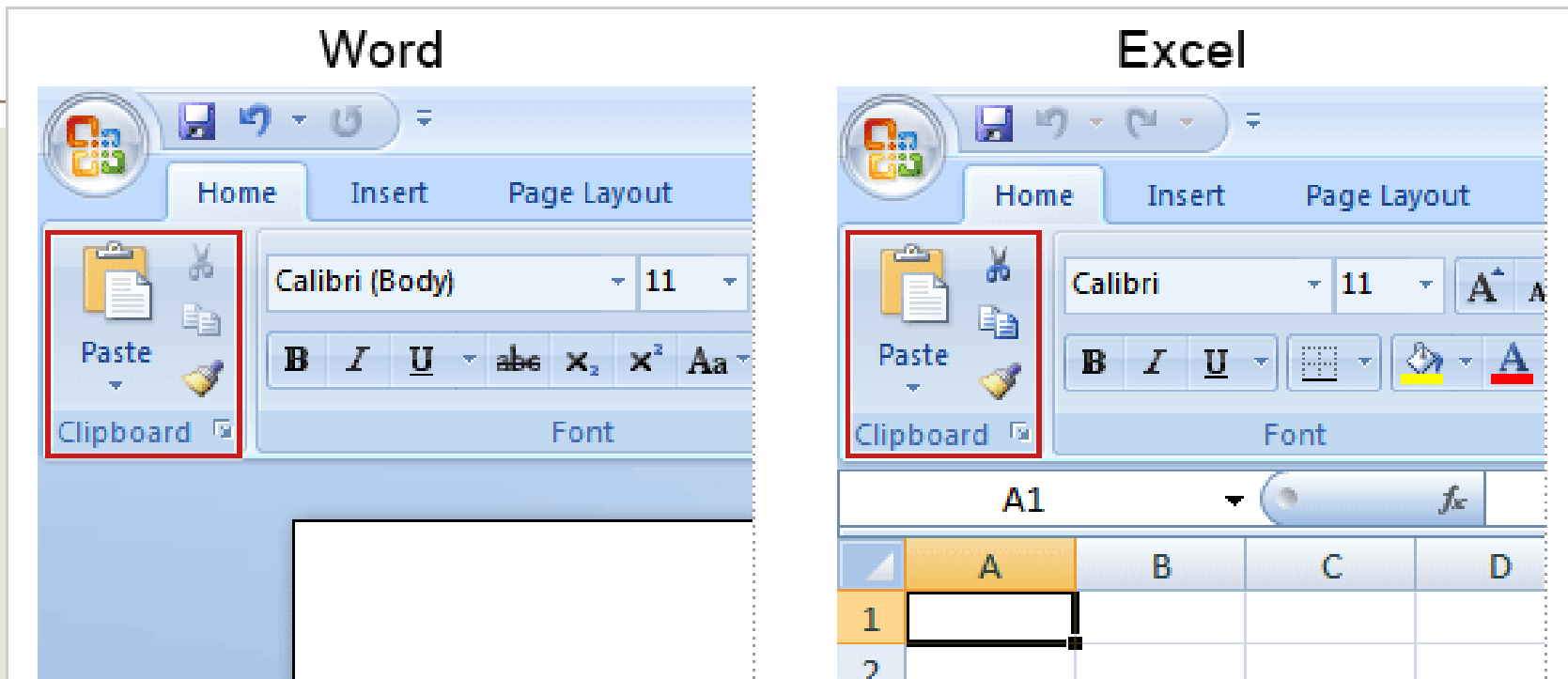
# What's on the Ribbon?



In Word 2007, for example, that's the **Home** tab.

It's got the commands that people use most commonly when they write documents: font formatting commands (**Font** group), paragraph options (**Paragraph** group), and text styles (**Styles** group).

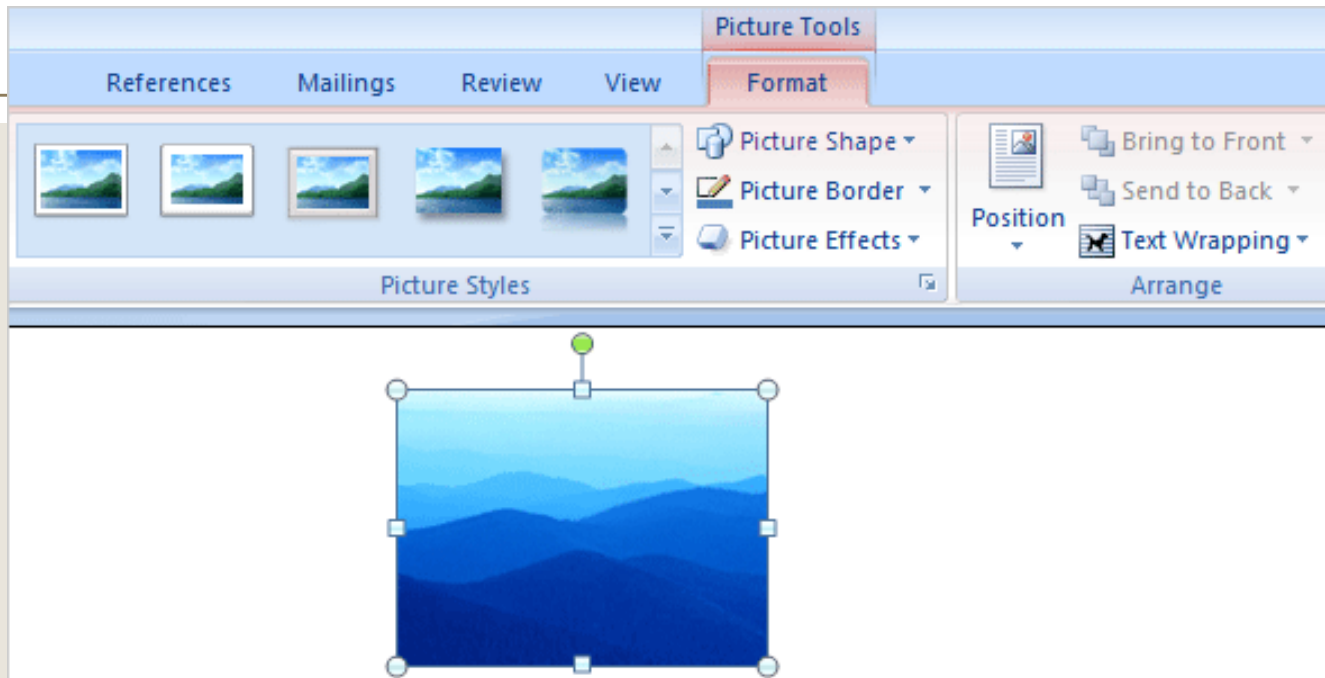
# How commands are organized



Frequently used core commands no longer have to share space with a range of remotely related commands on a menu or toolbar.

They're the ones that get used, and so now they're the ones most prominently featured.

# More commands, but only when you need them

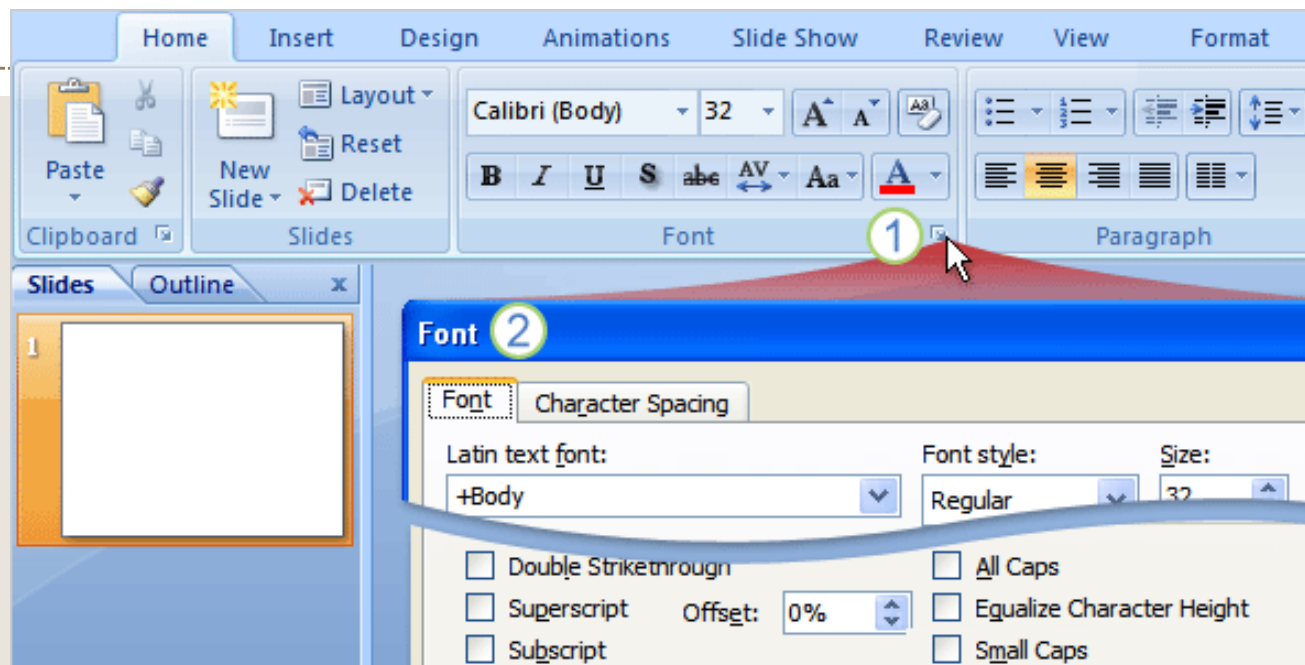


Commands you use most are available on the Ribbon all the time. Others appear only when you need them, in response to an action you take.

For example, the **Picture Tools** in Word appear on the Ribbon when you insert a picture, and they go away when you're done. The Ribbon responds to your action.


So don't worry if you don't see *all* the commands at all times. Take the first steps, and what you need will appear.

# More options if you need them

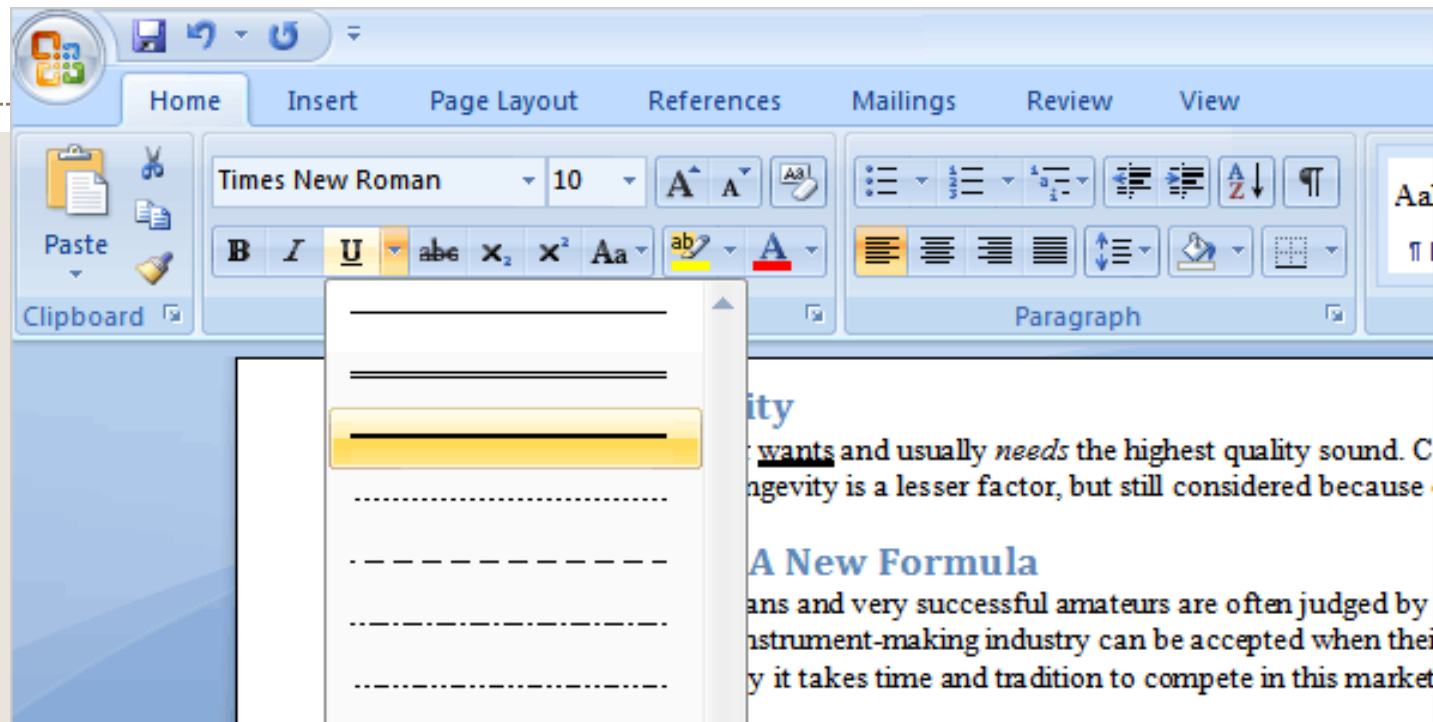


Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group. This means more options are available for the group.

For example, to get to a less commonly used font option in PowerPoint® 2007:

- ① On the **Home** tab, click the arrow  in the **Font** group.
- ② The **Font** dialog box opens, with the full selection of font commands.

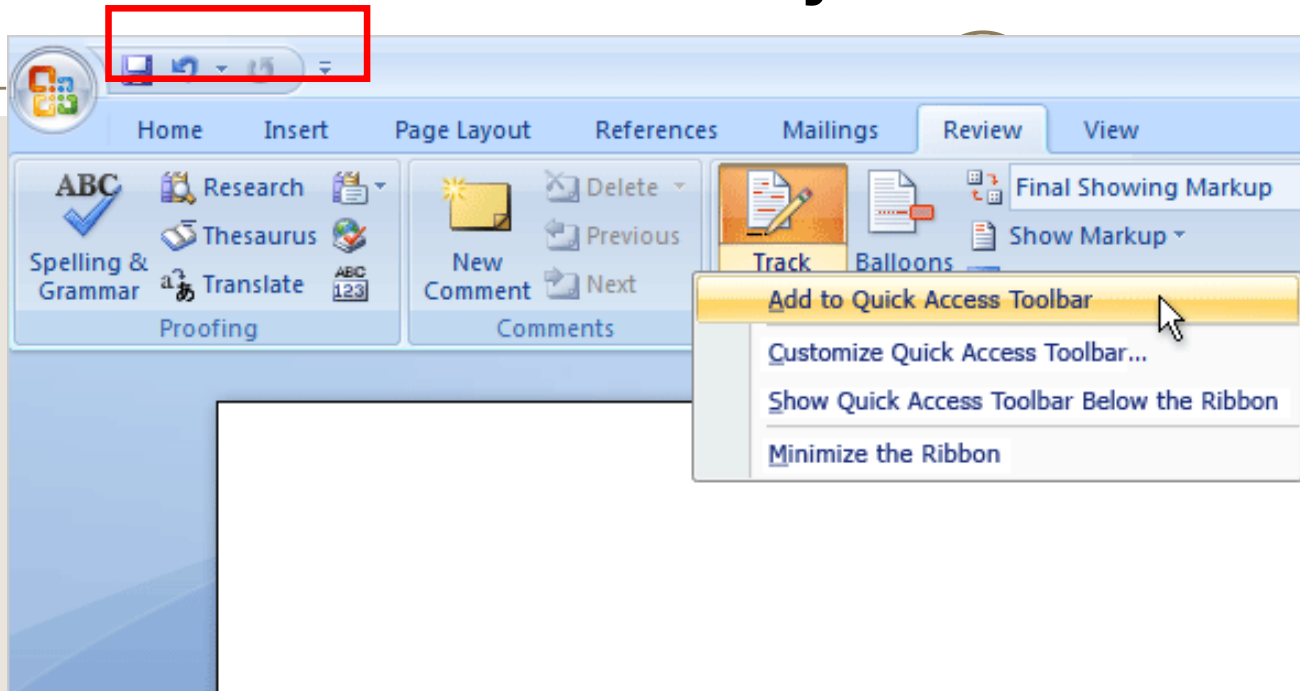
# Preview before you select



Are you familiar with the try-undo-try cycle? You make a change, it's not what you want, and so you undo and keep trying until you get what you had in mind.

Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

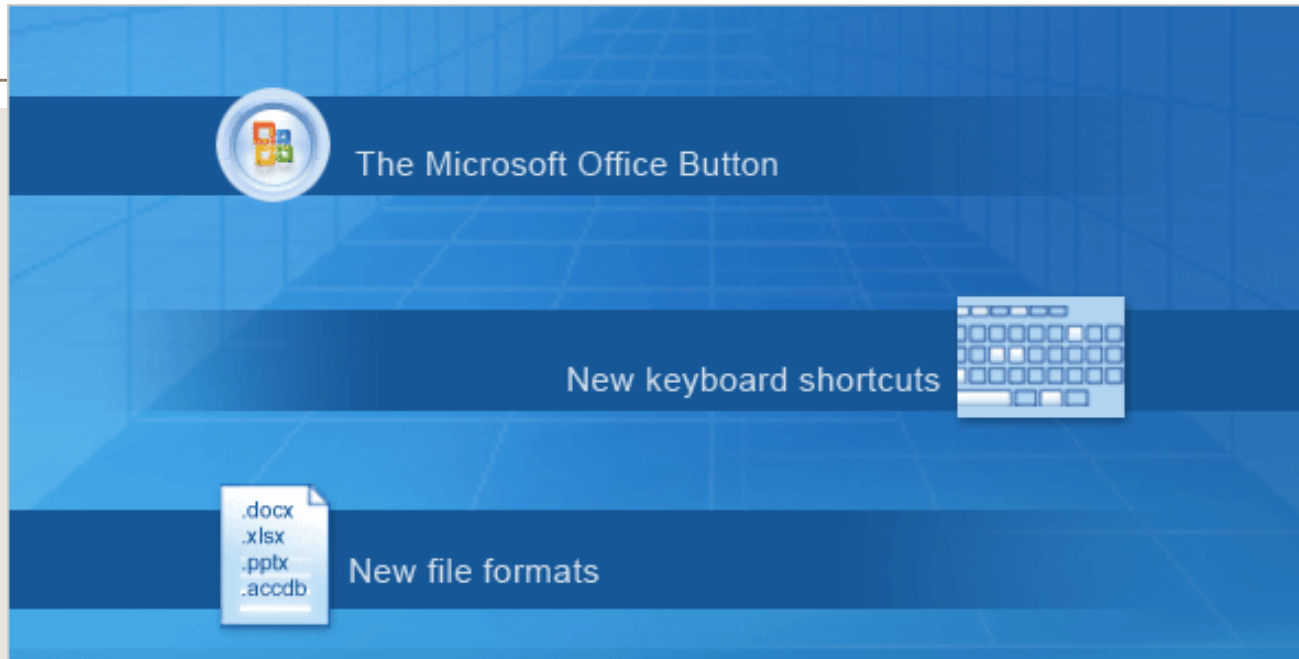
# Put commands on your own toolbar



Do you often use commands that aren't as quickly available as you'd like? You can easily add them to the **Quick Access Toolbar**.


Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

# Answers to critical questions



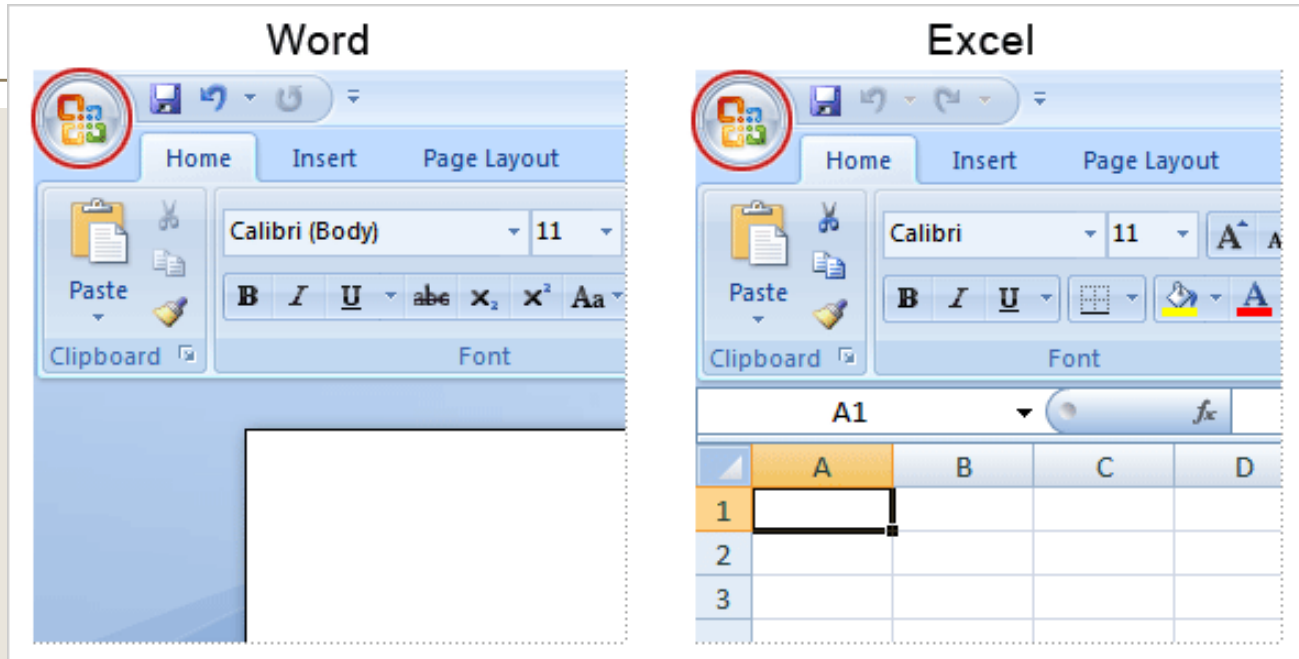
Now it's time to look beyond the Ribbon and see what else is new.


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The **Microsoft Office Button**  is new, as are new keyboard shortcuts and new file formats for Word, Excel, PowerPoint, and Access 2007.

In this lesson, you'll find out how to work with some of the new options.

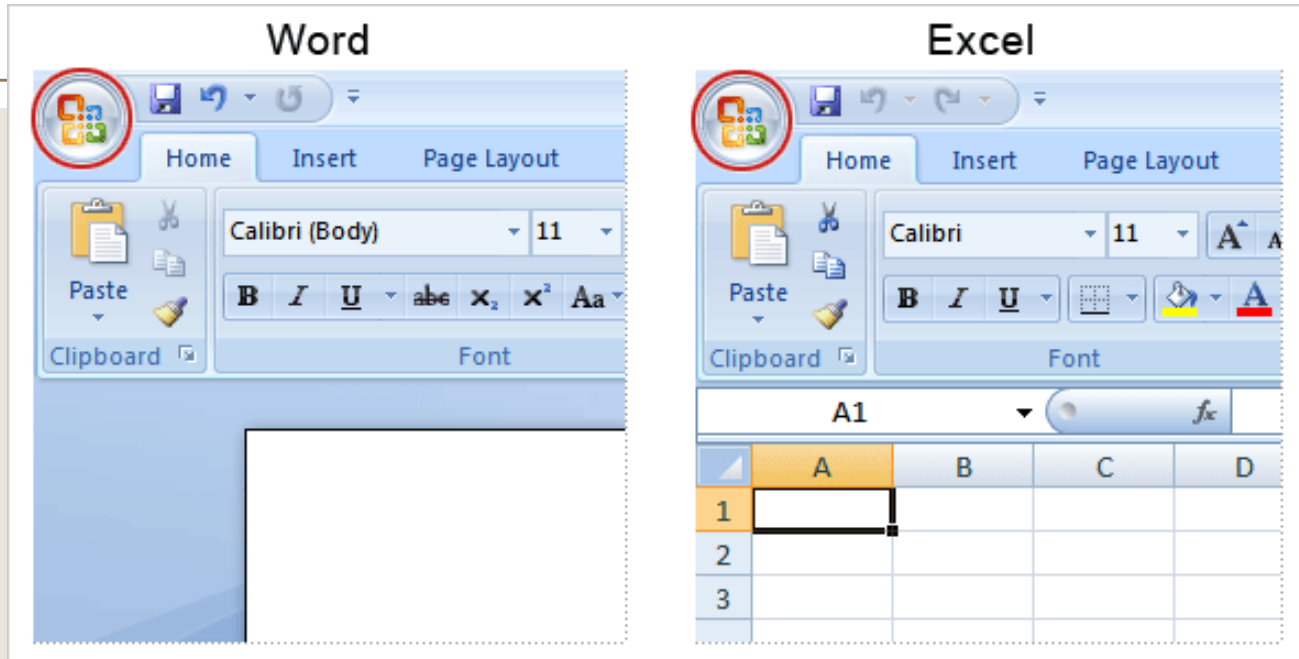
# What happened to the File menu?



The Microsoft **Office Button**  appears in the upper-left corner of the window in several Microsoft Office programs, such as Word and Excel.

But the button offers more commands than the **File** menu did.

# What happened to the File menu?

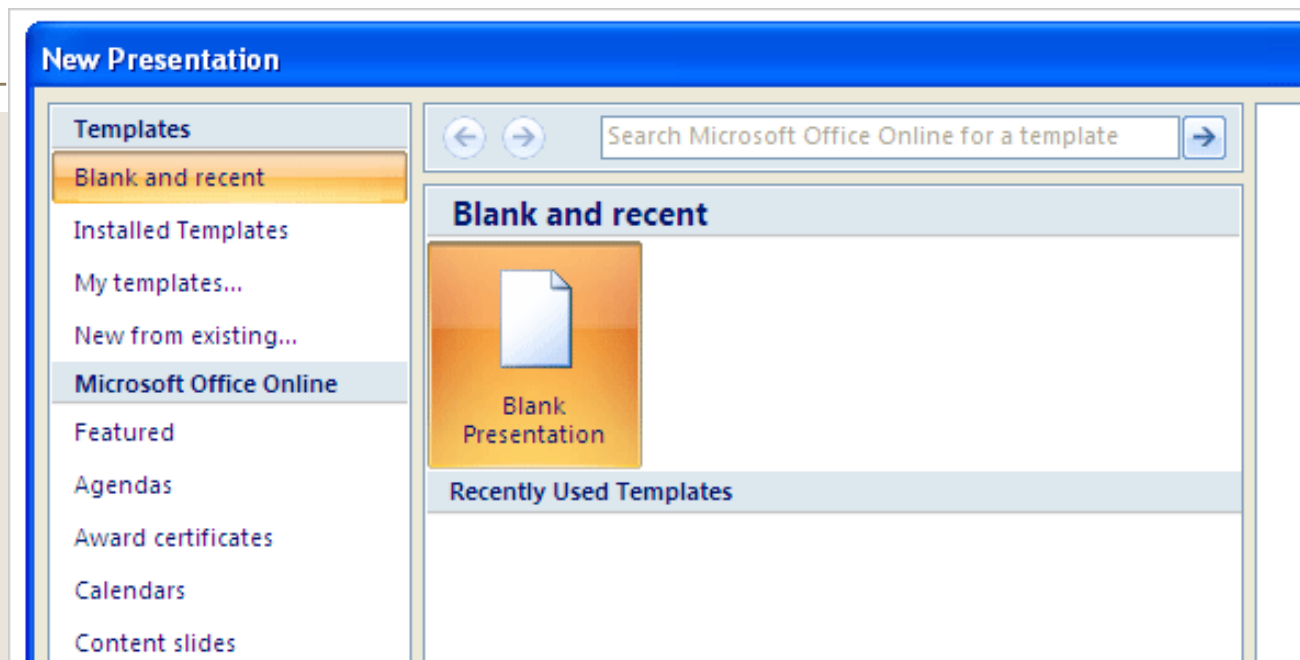


The **Microsoft Office Button** also leads you to the program settings that control things like your preferences for correcting spelling.

In previous versions of Office programs you could set options in the **Options** dialog box, which you opened through the **Tools** menu.

Many of those options can now be found when you click the **Microsoft Office Button**.

# Where do I start a blank document?

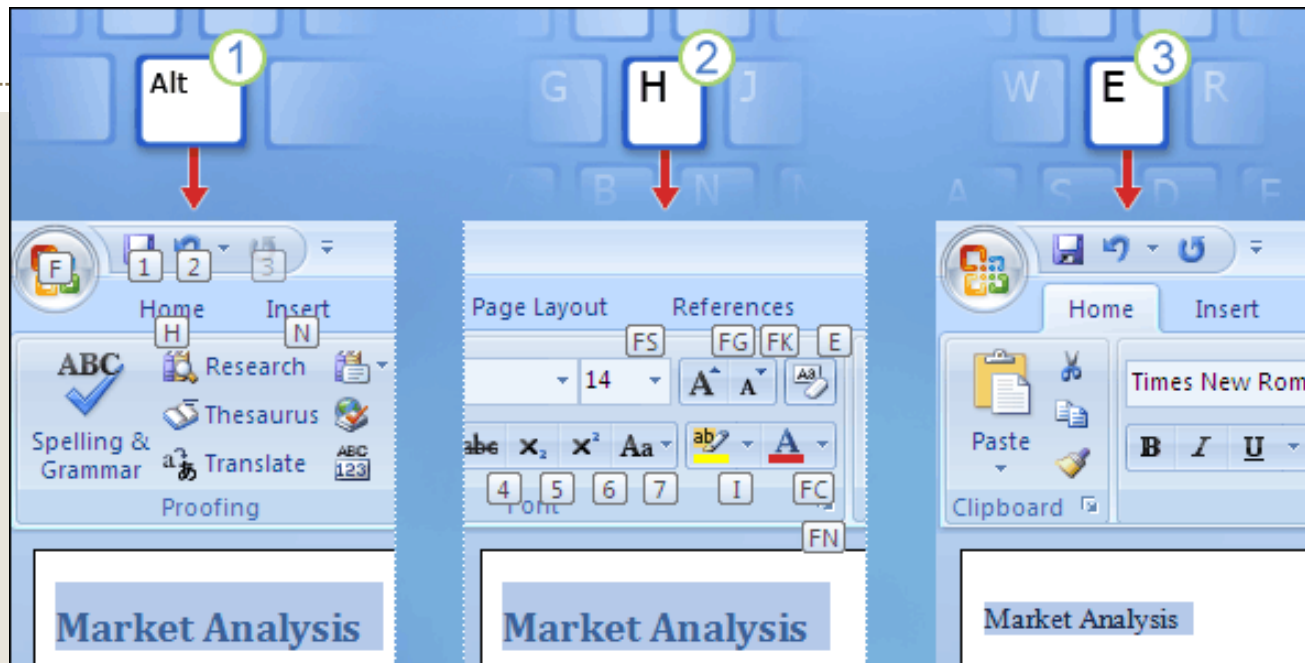


When you create a new document, workbook, presentation, or database, you'll get a full, colorful window to help you begin.

You can start with a blank or existing file, as you're accustomed to doing.

Or to jump-start your authoring work, look on the left. Under **Microsoft Office Online**, click **Featured**, and choose from the catalog of links to online templates and training courses.

# What about favorite keyboard shortcuts?

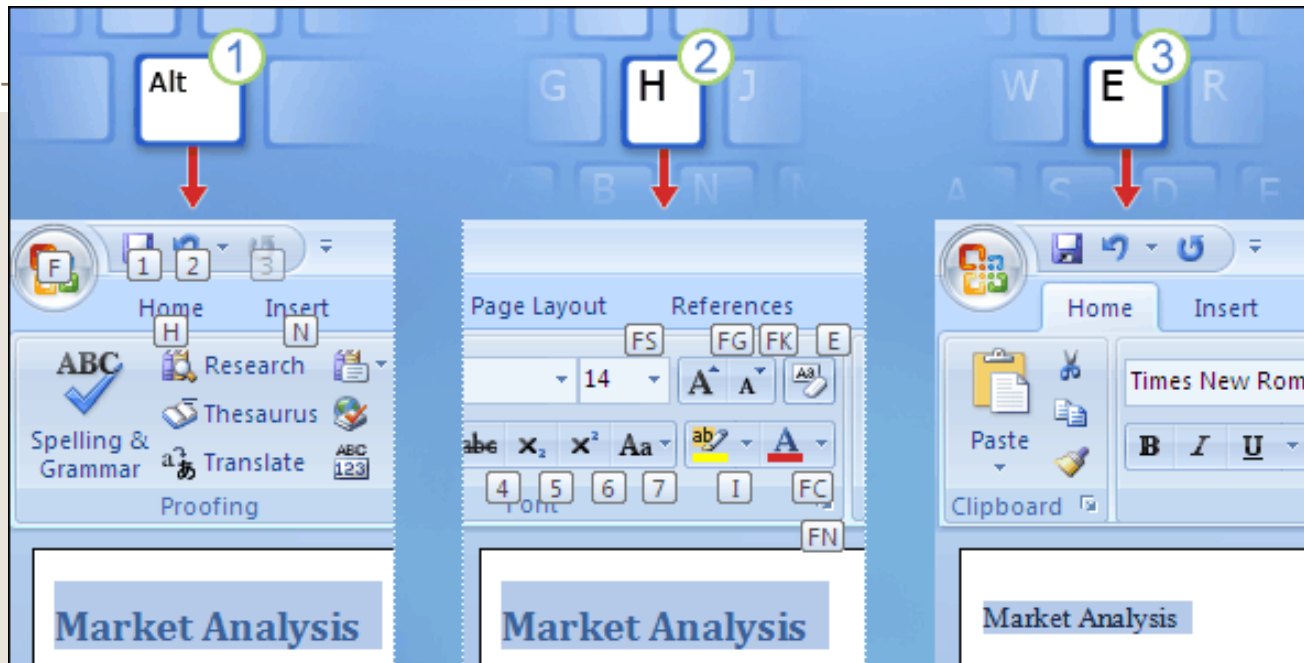


If you rely on the keyboard more than the mouse, you'll want to know that the Ribbon design comes with new shortcuts.

This change brings two big advantages over previous versions of Office programs:

- There are shortcuts for every single button on the Ribbon.
- Shortcuts often require fewer keys.

# What about favorite keyboard shortcuts?



The new shortcuts also have a new name: **Key Tips**.

The picture shows an example of using Key Tips to remove a heading style in Word.

- ① Press ALT to make the Key Tips appear.
- ② Press H to select the **Home** tab.
- ③ Press E to select the **Clear Formatting** button in the **Font** group to remove the heading style.

# What about favorite keyboard shortcuts?

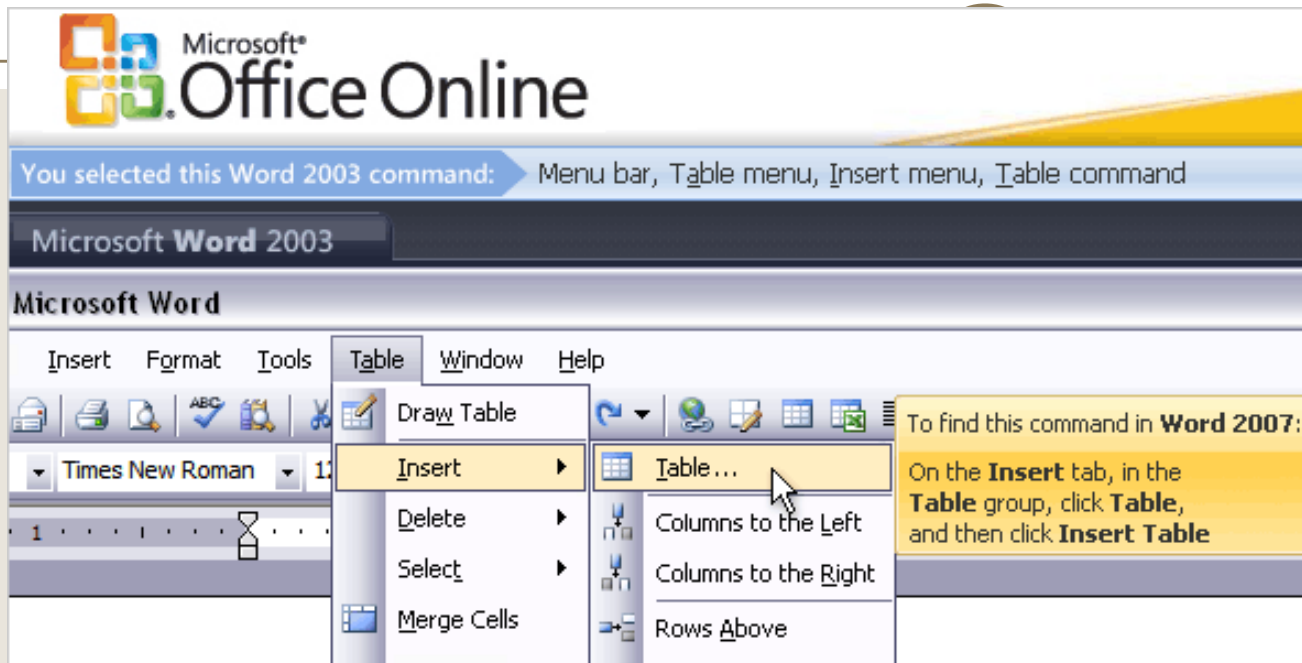


## What about the old keyboard shortcuts?

Keyboard shortcuts of old that begin with CTRL are still intact, and you can use them as you always have.

For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.

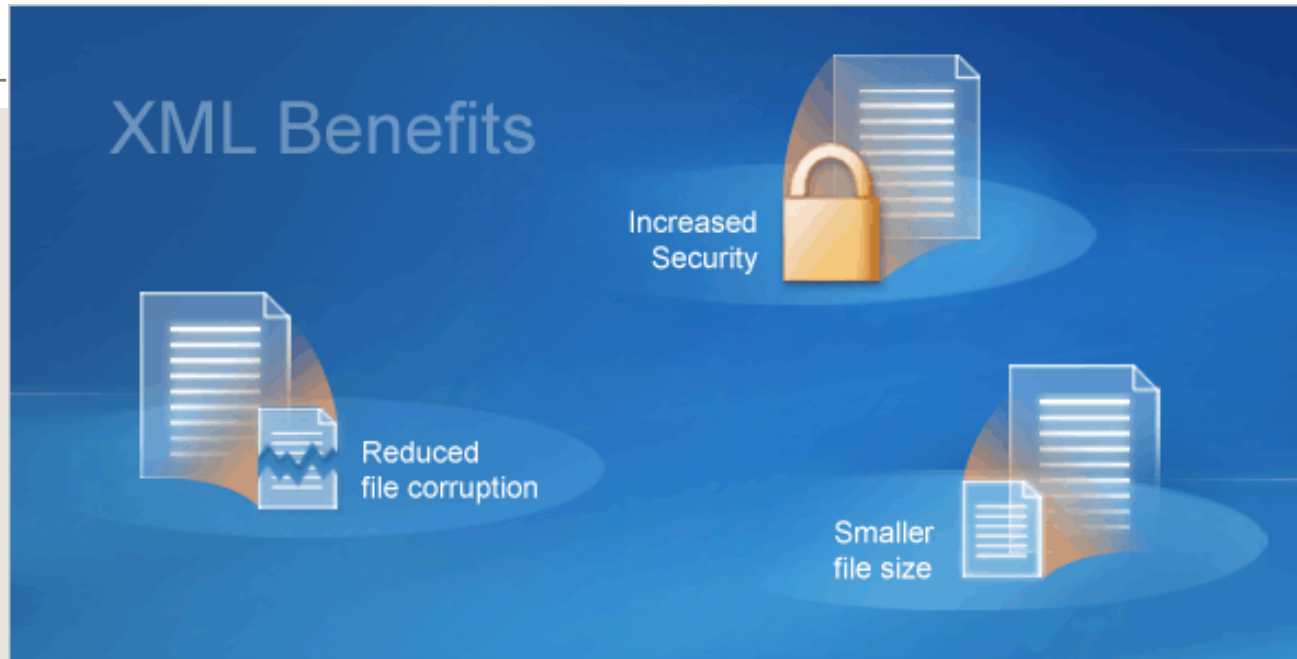
# What if I can't find a command?



If you can't find the command you're looking for, there's help.

For Word 2007, Excel 2007, and PowerPoint 2007, there's a visual, interactive reference guide to help you quickly learn where things are.

# What about the new file formats?



Word 2007, Excel 2007, and PowerPoint 2007 use new file formats.

There are lots of great reasons for the change:

- Increased security for your files and reduced chances of file corruption.
- Reduced file size.
- New features.

# Working with files from earlier versions



You can open a file created in previous versions of Office programs, from 95 through 2003. Just open the file as usual.

- After working with it in the 2007 version, you may want to save the file. By default, the **Save As** dialog box saves a file created in a previous version as that same version.
- As you save, a Compatibility Checker will let you know of any new features added to the file that may be disabled, or matched as closely as possible.

Colleagues who have Word, Excel, or PowerPoint versions 2000 through 2003 (and the latest patches and service packs) can open 2007 files.

- When they open your document, they will be asked if they want to download a converter that will let them open your document.

# Features Shared by Word, Excel, PowerPoint



- Quick Zoom - drag the slider to the right to zoom in, and drag it to the left to zoom out.
- PDF - Free Acrobat add-in to create PDF files; download add-in from Microsoft at:  
<http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&DisplayLang=en>
- Live Preview – displays formatting for selection temporarily
- Mini Toolbar – formatting menu which appears when text is selected
- SmartArt – preformatted graphics found on the Insert tab

# Selected Features in Word 2007



- Document Design – galleries of pre-formatted styles
  - Cover Page
  - Style Sets
  - Document Themes
  - Quick Styles
- References and citations
  - Build and manage sources
  - Select style guide
- Mathematical equations
- Compare and combine document versions
- What's New page at microsoft.com:
  - <http://office.microsoft.com/en-us/word/HA100742241033.aspx>

# Selected Features in Excel 2007



- Themes - predefined set of colors, fonts, lines, and effects
- Increased worksheet size
- Page Layout view
- Resizable formula bar
- Improved sorting and filtering
- Format as table
- Calculated columns
- What's New page at microsoft.com:
  - <http://office.microsoft.com/en-us/excel/HA100738731033.aspx>

# Selected Features in PowerPoint 2007



- Add your own placeholders
- Customized slide layouts
- Selection pane
- Photo edges
- Kerning text
- Presenter View
- What's New page at microsoft.com:
  - <http://office.microsoft.com/en-us/powerpoint/HA100742261033.aspx>

# Learn More



- Microsoft Office Training page online  
<http://office.microsoft.com/en-us/training/FX100565001033.aspx>
- Microsoft Office training roadmaps  
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