Getting Started with Office 2008

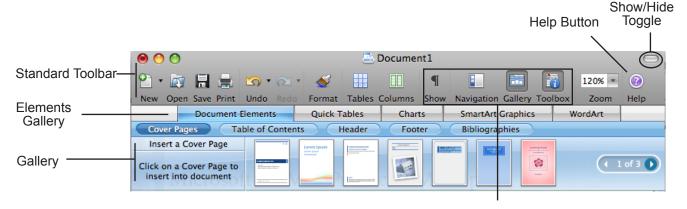
Software: Office 2008 (Word, Excel & Powerpoint) Platform: Mac OS 10.4 or higher



With the 2008 release for newer versions of OS X, Office receives modern user interface designed to reduce clutter and make advanced features more accessible. Quick styles, document themes, and the new Elements Gallery will help you apply professional-looking documents formats with a click of a button. Other exciting improvements include a new file format and powerful new graphics capabilities. In this helpsheet we'll provide a brief overview of what's new across the Office suite.

The Standard Toolbar and Elements Gallery

Below is an overview of the top portion of the workspace from Microsoft Word. While the specific commands for each program differ, Word, Excel and PowerPoint all share this new look. The standard toolbar has been redesigned to have fewer icons. Note that the icons are larger and also display text labels. The result is a less cluttered and easier to understand toolbar. Customize this toolbar or choose to display your favorite toolbars from earlier versions of Office by selecting the appropriate option from the View menu.



Show/Hide Toggles for paragraph codes, Navigation, Gallery and Toolbox

Underneath the standard toolbar, you'll find the Elements Gallery. This new feature provides quick access to frequently used design elements, templates and sophisticated graphics. Click the appropriate button in the Elements Gallery to add SmartArt graphics, WordArt, charts, tables, and templates to your documents and presentations. Gallery Templates are application specific. For example, in PowerPoint, you can quickly access slide layouts and themes from the Elements Gallery while in Excel this is where you can access preformatted ledger sheets.



Toolbox

♠ ○ ♠ Formatting Palette Click the Toolbox icon on the standard toolbar to open the redesigned Office A Aô Toolbox. Here you can access the Formatting Palette, Object Palette, **▼** Font Compatibility Report, Scrapbook, Reference Tools, and other application-specific Name: Cambria tools in one location. You can customize Toolbox settings, such as which palettes Size: to show and how the Toolbox should appear when it's not in use. New is the object В palette which provides quick access to all of your shapes, Clip Art, symbols, and photos (including iPhoto). ABC aA Alignment and Spacing Formatting Palette Customize button -Bullets and Numbering Borders and Shading Document Margins Compatibility Document Theme Reference Formatting Object Palette Scrapbook Palette Tools Report

Document Themes

You don't have to use the Elements Gallery to use quick formatting in Office 2008. Use the Document Themes area of the Formatting Palette to choose a collection of style and formatting options to apply with the click of a button. These themes are consistent across Office 2007 and 2008 to allow you to create a unified look for documents, presentations, and workbooks. Adding colored elements to your document? The color picker is theme-aware and will suggest colors that match the palette for the selected theme. Finally, if you don't like the built-in themes you can create your own.



Document Themes

Improved Graphics

The flexibility, quality and range of graphic effects you can now find across the entire Office system is one of the most impressive features in Office 2008. Use SmartArt to quickly create designer-quality graphics to visually represent lists, hierarchies, and other relationships. Word Art has been updated and there are several new Chart



Smart Art Gallery

templates including special effects such as 3D, transparency and shadows.

Finally, you can customize all these graphic shapes, including text effects, with 3-D effects, shading, reflections, glows and more.

New File Format & File Extensions

Word, Excel, and PowerPoint all have new file formats based on XML (Extensible Markup Language). This new file format is represented by a "x" on the end of the default file extension. For example, a Word 2008 document will have the extension .docx. Macro-enabled files have a different file format and extension that uses a "m" instead of the "x". Technical details are available in Help and Office Online. This is the same format used by Office 2007 for Windows.

Why did Microsoft make the switch?

- · Smaller files size
- Reduced chances of file corruption
- New features
- · Increased security

Sharing Documents with People Using Older Versions of Word, Excel and PowerPoint

Chances are you share documents with people using previous versions of Office. The easiest way to do so is to save your documents in the 97-2003 file format. This is the initial default file format for computers imaged by Information Technology. This is a setting you can change in Word Preferences.

If your document will lose functionality as you save in the 97-2003 format, you will see a compatibility issue warning in the Save dialog box as below.



When you open a 97-2003 format document in Office 2008, you automatically enter compatibility mode. Compatibility mode limits some features of Office 2008 to allow interoperability with previous versions of Office. Visual cues are provided such as the words "Compatibility Mode" in the title bar. If you wish to return to full Office 2008 functionality, you will need to re-save your document in the "x" file format.