

Getting Started with Office 2007

Software: Office 2007 (Word, Excel & Powerpoint)

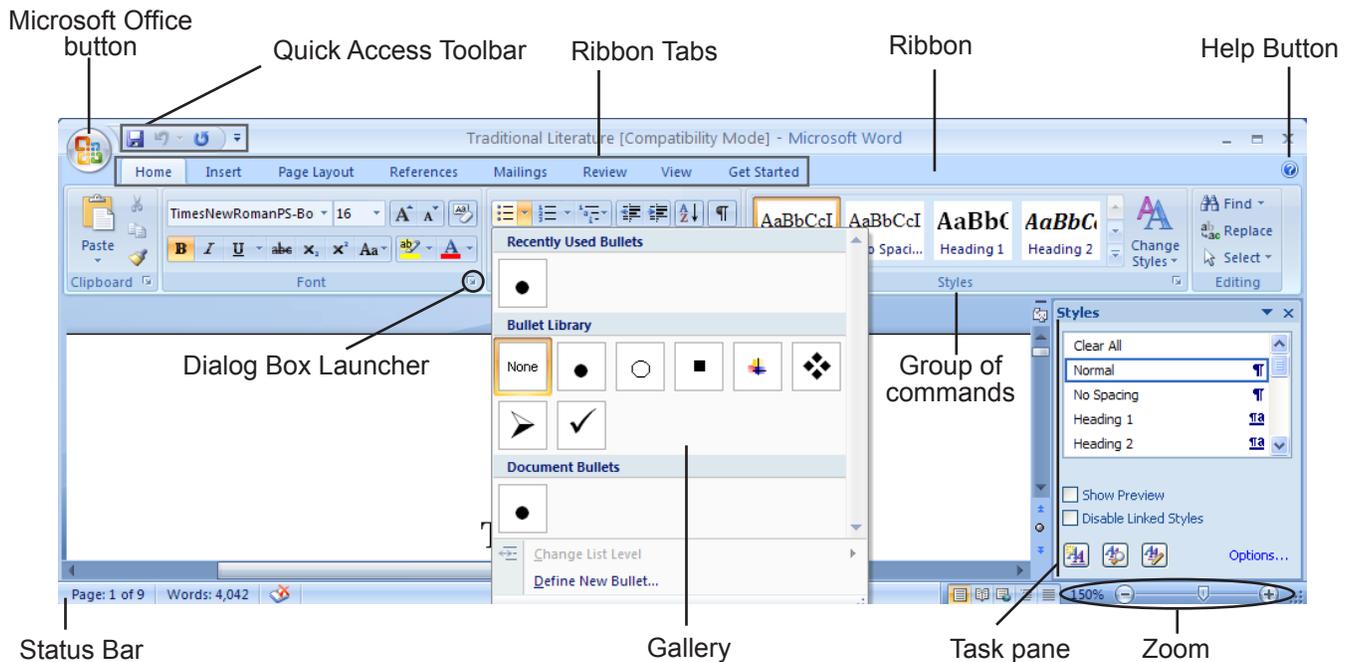
Platform: Win



With the 2007 release, Office receives an interface overhaul similar to those of other Microsoft products such as Internet Explorer 7 and Windows Vista and a brand new file format. Many of the changes in form and function are quite dramatic. In this Helpsheet we'll first discuss the new user interface and then describe how to work with the new file format. We'll end by telling you about a great new place to find further information and help as you transition to Office 2007 — the Office Online web site.

The Main Window

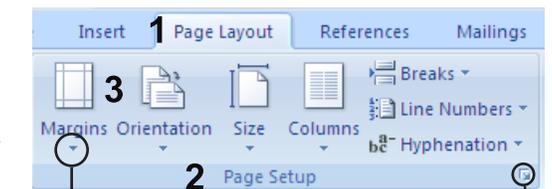
When you first open an Office 2007 application you might feel lost without familiar Menus and Toolbars. They're gone, replaced by the Ribbon, Office Button, Contextual Tabs and the Quick Access Toolbar. Together, these new elements make up the *Microsoft Office Fluent* interface. Below is an overview of the new Main Window from Microsoft Word. While each program has a few unique tabs such as Review in Word, Formulas in Excel and Slide Show in PowerPoint, the interface layout is the same across all programs. We'll go into each area in more depth starting with the Ribbon.



Ribbon

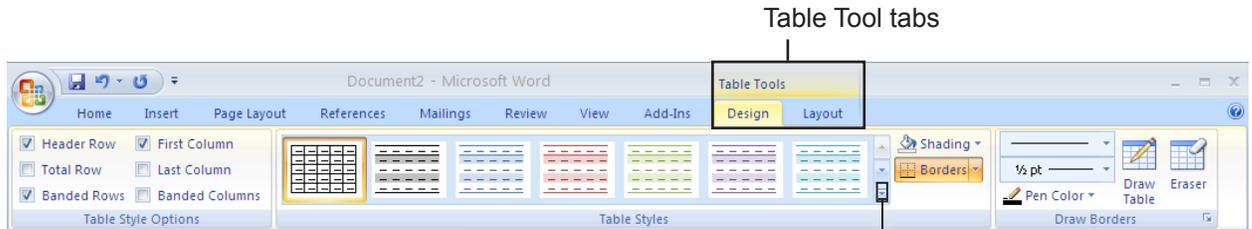
The goal of the Ribbon is to reduce clutter as well as bring popular commands to the forefront. There are three main areas in the Ribbon: Tabs, Groups and Commands. The Home tab displays the most popular commands.

1. **Tabs:** Each tab shows groups of commands for a task.
2. **Groups:** Within a Ribbon tab, individual commands are collected into subtask groups such as Styles or Fonts. Some groups have a Dialog Box Launcher icon in the lower right corner.
3. **Command buttons** can carry out a single command, display a gallery, or lead to another group of single commands. Click the arrow underneath a command icon to access galleries or underlying commands.



Contextual Tabs Replace Toolbars

One strategy for reducing clutter is to minimize the number of permanent tabs on the Ribbon. Tabs containing infrequently used commands appear only in response to an action such as inserting a table or a picture. These contextual tabs are highlighted on the Ribbon by a colored drop shadow, see the Table Tools tabs below. As soon as you click away from the object, the contextual tab(s) disappear. Simply click an object and the tab(s) will reappear.



Galleries and Live Preview

Galleries make formatting easy by presenting pictures of results rather than a grayish dialog box that provides little visual feedback for selections. Combined with Live Preview, this is a powerful new tool. Live Preview allows you to see exactly what a choice will look like in your document without exiting the gallery.

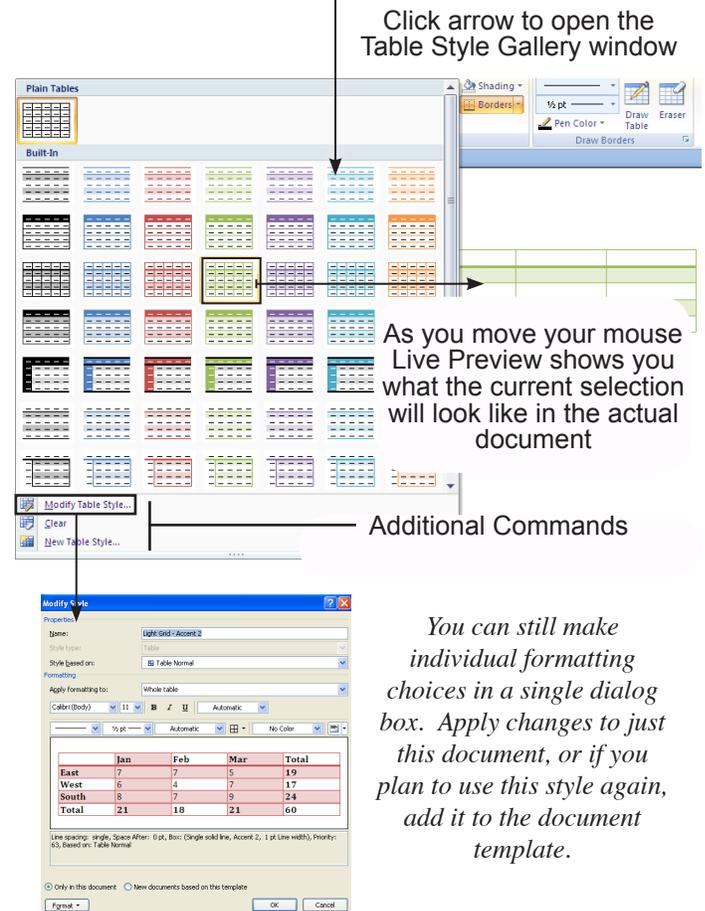
Don't like what you see in your document?

With Live Preview, there's no need to undo. Simply move your mouse to another choice. When you find the best option, click to make a permanent change.

Need to fine tune a gallery choice?

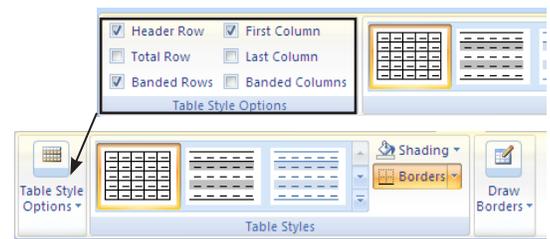
Click on the commands at the bottom of the gallery to launch dialog boxes and refine your selection. Many galleries allow you to permanently add your modified choice to the associated new document template.

While Galleries and Live Preview are a bit distracting at first, we think you'll soon find you don't miss those old gray dialog boxes much at all. Visit Office Online to learn more about how to create custom formatting themes and styles to use across all your Office 2007 applications.



Ribbon Layout Adapts to Match Display Area

Just when you think you've figured out the Ribbon, you resize the window and discover the Ribbon has changed. The Ribbon dynamically consolidates commands to fit in smaller windows and display on low screen resolutions. As the display area gets smaller, the Ribbon will shrink galleries and individual commands. For example, if your screen is set to a low resolution such as 800 by 600 pixels, some groups will display only a group button. You will need to click on the group button arrow to access individual commands.



In this example, the Table Style Options group shrinks along with the display area

Your Piece of Office 2007 — the Quick Access Toolbar

A common frustration for experienced Office users is the inability to customize the Ribbon. While Microsoft tells us that the Home tab contains the overall most popular commands in Office, chances are it doesn't contain everyone's favorite commands. The Quick Access Toolbar is the one area you can customize to suit your needs and work style. As you familiarize yourself with the Office Fluent interface, add frequently used commands to this toolbar. Some of my favorites are New and Open.

Quick Access Toolbar



1. Easily add any command by right-clicking and selecting **Add to Quick Access Toolbar**
2. You can also add and remove popular commands by clicking the dialog box launcher on the Quick Access Toolbar to open the Customize Menu. Check and uncheck commands as desired.
3. Add any command through the Customize dialog box. Access this dialog box by clicking **Customize the Quick Access Toolbar** (right-click menu) or **More Commands** (customize menu)
4. Use the Quick Access Bar frequently? Move it below the Ribbon for easy access.
5. Find the Ribbon distracting? Minimize it. It will reappear when you click a tab.

Command right-click options

1	Add to Quick Access Toolbar	
	Customize Quick Access Toolbar...	3
4	Show Quick Access Toolbar Below the Ribbon	
	Minimize the Ribbon	5



Other places to customize Office include the Status Bar (right-click for options), View tab, and Options located in the Office Button menu.

Mini Toolbar

Text editing is one of the most common tasks in Office and the Mini Toolbar helps you quickly format selected text without having to return to the Home tab or the Quick Access Toolbar. The Mini Toolbar is activated by selecting text with the mouse. It appears in a faded fashion and becomes solid as you mouse over it. Click to select formatting options. The Mini Toolbar disappears as you move away or deselect text. Find the Mini Toolbar distracting? Turn it off in Office Button >> Options (see below).



The Mini Toolbar puts popular formatting tools literally at your fingertips!

Meet the Office Button

The last part of the Office Fluent interface is the Office Button. This menu contains many commands previously found on the File Menu or Tools Menu. Just like the Ribbon, the Office Button Menu is organized by task. Some task buttons lead to subtasks. This is also where you set program preferences such as default save formats and spelling options.

Office Button

- Convert document to Office 2007 format
- Save uses default format set in Options
- Save As now includes PDF choice!
- Includes Quick Print and Print Preview
- Email and Fax commands
- New Blog Post command!

Click to pin document permanently to the recent list

Prepare Subtasks

Options dialog box

New File Format & File Extensions

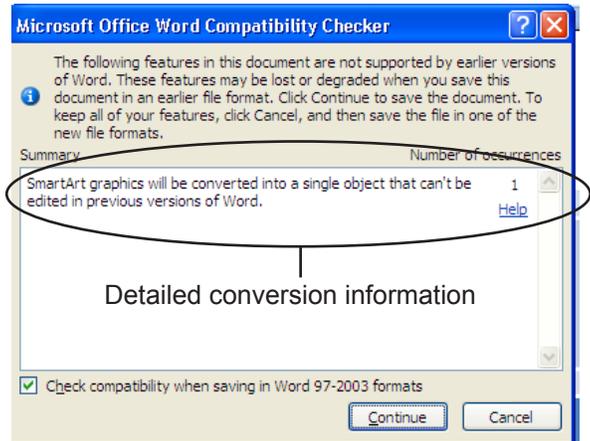
Word, Excel, and PowerPoint all have new file formats based on XML (Extensible Markup Language). This new file format is represented by a "x" on the end of the default file extension. For example, a Word 2007 document will have the extension .docx. Macro-enabled files have a different file format and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

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. As of June 2007 this is the initial default file format for L&C owned computers. If your document will lose functionality as you save in the 97-2003 format, the Compatibility Checker dialog box will automatically pop-up and summarize any changes.



If you accidentally send someone a "x" format document, they can open it using a free file converter from Microsoft. Converters work with Office 2000 and higher. On Windows, people will be prompted to download and install a converter. The Macintosh converter can be downloaded from the Microsoft web site.

Compatibility Mode Final Report [Compatibility Mode] - Microsoft Word

When you open a 97-2003 format document in Office 2007, you automatically enter compatibility mode. Compatibility mode limits some features of Office 2007 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 2007 functionality, use the Convert command in the Office Button menu.

Confused? Help and Where to Learn More

Surprisingly, the Help Button is easy to overlook, especially if you've been using Office programs for years. It's on the far right hand side of the Ribbon. Whenever you're feeling stuck, Help is a good place to search for solutions. Simply click to open Help for your Office application.



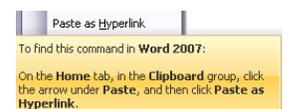
Office Online and the Get Started Tab

To support Office 2007, Microsoft has created a web site called Office Online. Links to many helpful Office Online web pages are available inside Office itself on the Get Started tab. The Get Started tab is included in the L&C standard install and can be downloaded for free from Office Online. Especially helpful for experienced Office users is the Interactive Tool Guide (details below).



Interactive Tool Guide

One of the most common complaints from people moving to Office 2007 is how hard it is to find commands. The Interactive Tool Guide can help and it's a click away on the Get Started tab. The Guide contains an interactive view of an Office 2003 application such as Word. Point to any command or menu choice in the 2003 version and the guide tells you exactly how to find the command in Office 2007.



*Interactive help for
Paste as Hyperlink
tool*