



# Microsoft Office 2007

## Overview

### ***Target Audience***

This document is written for users upgrading from Microsoft Office 2003 to Microsoft Office 2007. It describes the new look of the Office 2007 interface (common to Word, Excel, PowerPoint and Access), and discusses file compatibility with Office 2003. It is intended to serve as an introduction to Office 2007 rather than a comprehensive user guide.

### ***Topics Covered***

- Office 2007 Interface
  - The Ribbon
  - Tabs
  - Groups
  - Commands
- File Format Changes
- New Features
  - Live Preview
  - Galleries
  - Mini Toolbar
- Help

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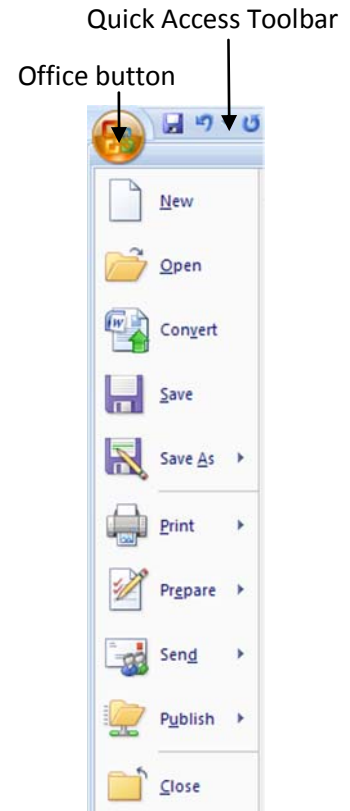
## A NEW LOOK

Office 2007 has a totally new look. The familiar menu structure is gone, replaced by a graphical interface designed to make application features more accessible, and thus, easier to use.

### The Office Button

Many of the commands that used to be in the **File** menu are now accessed by clicking on the **Office** button, located in the top left corner of your window.

**Note:** Many of the settings previously available in the **Tools - Options** menu are now accessible using the Office button.



### Quick Access Toolbar

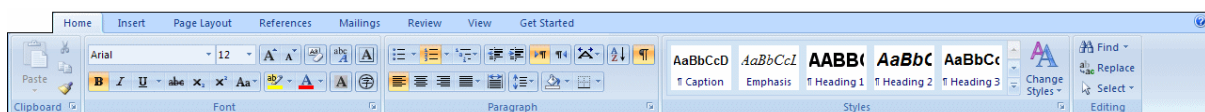
Next to the Office button is the Quick Access Toolbar. To start, the Office button will only display the Save, Undo, and Redo buttons. It can be customized, however, to include the tools that you commonly use.

*To add command/button to the Quick Access Toolbar:*

1. Right-click on the tool you wish to add.
2. Choose **Add to Quick Access Toolbar**.

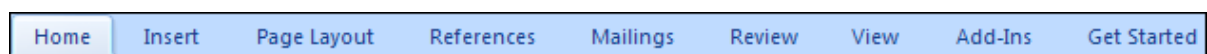
### The Ribbon

The Ribbon, located at the top of the screen, replaces the menus and toolbars previously found in Microsoft Office. The Ribbon is composed of tabs, groups and commands.



### Tabs


Tabs replace the Menus found in earlier versions and have been renamed to provide more meaning; they are located at the top of the Ribbon (e.g. Home, Insert, Page Layout, etc.).

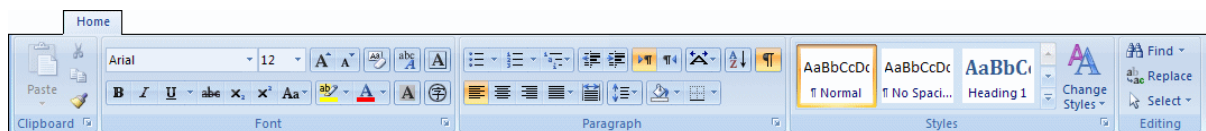


Additionally, some commands have been shifted around. To insert a header, for example, you now click on the Insert tab rather than the View menu. Clicking on a tab reveals a series of buttons or commands, which are organized into groups.

## Groups

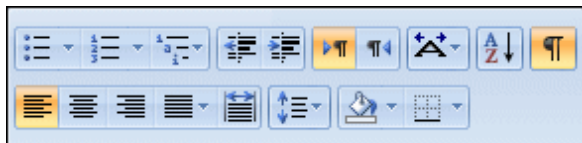
Each tab is organized into a series of groups. The Home tab, for example, includes the Clipboard, Font, Paragraph and Styles groups. When a different tab is selected, the groups change accordingly.

A group may also have a small button known as the Dialog Box Launcher  located to the right of the Group name. Click on the Dialog Box Launcher to view additional options.



## Commands

Commands are the specific options displayed within each group. Basic commands for writing and editing documents are on the Home tab ribbon. The design of the new interface means that most commands are no longer hidden within menus.



Using the Ribbon is easy. To make a change in your document, click the relevant tab, look in the correct group, and click the desired command.

## Hiding the Ribbon

The Ribbon can be hidden if it is taking up too much.

*To hide the Ribbon:*

- Double-click on any tab; only the tabs will show.
  - Click once on a tab will display that tab's Ribbon; clicking once again on the tab will make the Ribbon disappear.
  - Press the **Alt** key. Keyboard alternatives will display next to the tabs. Select the appropriate letter to view the tab's Ribbon.

- To show the hidden Ribbon, double-click on any tab again.

## Contextual Tabs

Some tabs only appear when needed, and then disappear when you have finished with them. For example, when you insert a picture, a Format tab appears on the Ribbon, providing all the commands you need for formatting your picture. Once you click off of the picture the Format tab disappears.

## NEW FILE FORMATS

Office 2007 file formats are now .XML based, resulting in smaller file sizes.

	Office 2007 File Formats	Office 2003 File Formats
WORD	.docx	.doc
EXCEL	.xlsx	.xls
POWERPOINT	.pptx	.ppt
ACCESS	.accdb	.mdb

## File Compatibility

Office 2007 users can open files created in earlier versions of Office. When you save the files, they remain in the earlier versions unless you choose to convert them to an Office 2007 file format.

All Office 2007 files are compatible with earlier versions of Microsoft Office. Anyone using an earlier version of Office will need to download the *Office 2007 File Compatibility Pack* in order to open Office 2007 files.

## Setting the Default File Format

The default file format (.docx) can be changed to .doc, so that all new documents are saved in this format.

*To change the default file format:*

1. Click the **Office** button.
2. Click the **Word Options** button, located at the bottom of the Window.
3. Click on **Save**. The first option listed under the **Save Documents** heading is **Save files in this format**. Click the arrow in the dialog box and then select the desired file format from the drop-down list.
4. Click the **OK** button.

## NEW FEATURES

### Live Preview

Live Preview lets you see what effect a formatting change will have before you make it. This saves time making changes and then having to redo them.

### Turning off Live Preview

You can turn off Live Preview if you find it distracting.

*To turn off Live Preview:*

5. Click on the **Office** button.
6. Select the **Word Options** button, located at the bottom of the Window.
7. Click on **Popular** and uncheck **Enable Live Preview**.

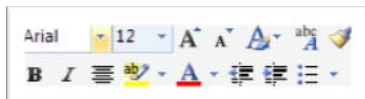
### Galleries

Office 2007 includes optional galleries to assist with document set-up and design. While these pre-set options are useful, you may still customize your document. Galleries are available for the following features and applications:

- Margins (Word 2007)
- Styles and Sets of Styles (Word 2007).
- Themes (Word, Excel, PowerPoint 2007).
- Headers and Footers (Word 2007).
- Quick Tables (Word 2007).
- Cover Pages (Word 2007).

### The Mini Toolbar

The Mini Toolbar contains a number of popular formatting options. When text is selected, the Mini toolbar displays (greyed out), next to where you are working.



Simply point at the toolbar (which will then become active) and then click the command required.



## The Status Bar

You can now choose which items display in the status bar at the bottom of the window. One useful item is the Zoom Slider, which allows you to view your document at different percentages.




*To customize the Status Bar:*

- Right-click on the Status bar and select the desired options.

## GETTING HELP

### The Help Button

Online help is now accessed by clicking the **Help** button  at the top right corner of the window. From here you can type in keywords to search for help.

### Tool Tips and Context-Sensitive Help

Place your mouse over a command to display more information about what that command does. The Tool Tip may say **Press F1 for more help**, which will take you to the help topic about that command.

### Interactive 2003 to 2007 Command Reference

As part of the online help resources, Microsoft has included the “Interactive 2003 to 2007 Command Reference” for Word, Excel and PowerPoint. This reference allows you to select the command you are looking for from the Office 2003 menu, and see where it is located on the Office 2007 Ribbon.