Microsoft® Office 2007 Training

Get up to speed with the 2007 system

Prepared by Client Support 632-9800
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.
The Ribbon

Menus and toolbars have been replaced by the **Ribbon**.

The three parts of the Ribbon are (1) **tabs**, (2) **groups**, and (3) **commands**.
Tabs sit across the top of the Ribbon. Each tab represents core tasks you do in a given program.

For instance, you’ll find the Mail Merge Wizard under the Mailings tab.

The Home tab has the commands that people use most often.
Groups

Groups are sets of related commands within a tab.

They remain on display and readily available, giving you rich visual aids.
Commands related to working with document content are arranged in the groups within a tab.

A command can be a button, a menu, or a box where you enter information.
Contextual Tabs

Commands you use most often 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** tab appears on the Ribbon in Word when you insert (or select) a picture. It goes away when the picture is unselected. 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 Word 2007 click the **Home** tab then click the arrow in the **Font** group.

The **Font** dialog box opens, with the full selection of font commands.
What happened to the **File** menu?

The **Microsoft Office Button** appears in the upper-left corner of the window.

It includes many of the commands that used to be under the **File** menu such as Save and Print. These commands are related to managing documents rather than document content.
Where is **Tools > Options**?

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

Now you access the **Options** dialog box by clicking the **Microsoft Office Button**.
Customize the Quick Access Toolbar

The Quick Access Toolbar is located to the right of the MS Office button.

This is where you’ll find Save and Undo.

You can customize this toolbar to include the commands that you use frequently or that aren’t as quickly available as you’d like. For instance, you might want to add the Print button to the Quick Access Toolbar.

Just right click a command and choose Add to Quick Access Toolbar. You can also do this in the Options dialog box.
What if I can’t find a command?

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

Press **F1** or click the **Help** button (the question mark”) at the end of the Ribbon.
Use the **Search** box in the Help window to search for specific topics.


This opens a separate Help window.

You can choose to view Help content **Offline** or **Online** by clicking the button in the lower right corner of the Help window.
What about the 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.
New File Extensions

- For documents, workbooks, and presentations, the default file format now has an “x” on the end, representing the XML format.
  - For a Word document is `.docx`
  - For Excel it is `.xlsx`
  - For PowerPoint it is `.pptx`

- If you save a file as a template, the same applies: You get the template extension with an “x” on the end; for example, `.dotx` in Word.

- If your file contains code or macros, you have to save it using the new macro-enabled file format which ends in “m”. For a Word document, that translates into `.docm`.

Get up to speed with the 2007 Office system
Working with files from earlier versions

You may be the first in your group to get the 2007 Office system.

Or you may work with departments that need to use Office documents saved in an earlier format.

Don’t worry, you can still share documents between the 2007 Office system and earlier versions of Office programs.
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.

If you want to save it in the new Office 2007 file format just click the **Microsoft Office button** and choose **Save As**.
Working with files from earlier versions

Colleagues who have Word, Excel, or PowerPoint versions 2000 through 2003 can open your 2007 files if they have the latest patches, service packs and the **Compatibility Tool** installed.

When they open your Office 2007 document, if the Compatibility Tool is not installed they will be asked to download the converter.

Documents opened with the **Compatiblility Tool** will have “**Compatibility Mode**” displayed in the title bar.

If you want to save it in the old 97-2003 format just click the **Microsoft Office button** and choose **Save As**.
What about the new file format in Access?

The new file format in Access 2007, .accdb, supports new product features.

For example, Access supports the attachment data type—which lets you store documents and files as compressed attachments in your database—and multivalued fields.
What about the new file format in Access?

Version compatibility

• When you create a new database in Access 2007, the database automatically uses the new .accdb format.
  
  
  – However, the new features in Access 2007 will not work for .mdb files. If you want to use the new features, use Save As to convert the database to the .accdb format.
• We can go on and on about the many new things that Office 2007 has to offer

• The following need honorable mention.....
Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

In this example you can point to an option in the Style Gallery and see it applied to the selected text.
Create a dynamic, visually appealing diagram to clearly illustrate a process, cycle hierarchy or relationship by adding SmartArt.

Click the **Insert** tab and you’ll find the **SmartArt** Command in the **Illustrations** group.
The default font in 2007 is **Calibri**.
You can change this in the **Font** dialog box (click the Dialog Box Launcher in the Font group).
You can do the same for the paragraph spacing if needed.
Where’s the Mail Merge Wizard in Word?

Go to the **Mailings** tab and click the drop down arrow next to **Start Mail Merge**

Select **Step by Step Mail Merge Wizard**

You will be happy to find that the steps are exactly the same as in Word 2003

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Questions?

If you still have questions about MS Office 2007 contact:
• The computer support tech in your department
• West Campus Client Support at 2-9800
• The UHMC Help Desk 4-HELP
• The Microsoft Office Help and How-to website at
  http://office.microsoft.com/help