

Microsoft Office 2007 on Windows

When you open the Office 2007 version of Word, Excel or Powerpoint, you will notice that the new interface looks quite different from Office 2000 and 2003. The same tools are all there, but they are arranged very differently and new features have been added.

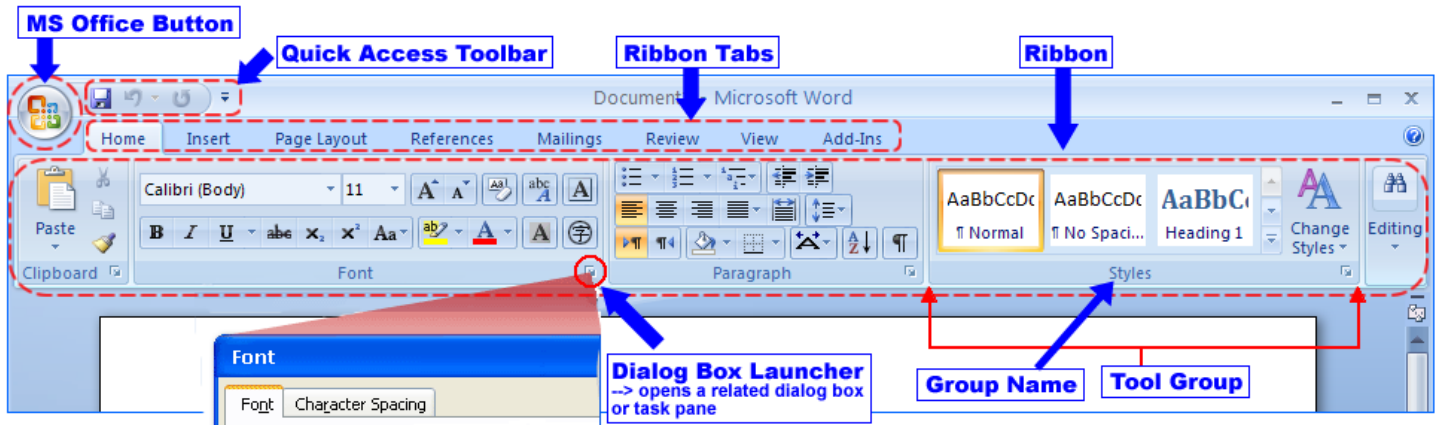
The focus of this tutorial is to familiarize you with the new Office 2007 workspace.

NOTE: It is very important to know which File Format to use when saving your work in Office 2007.

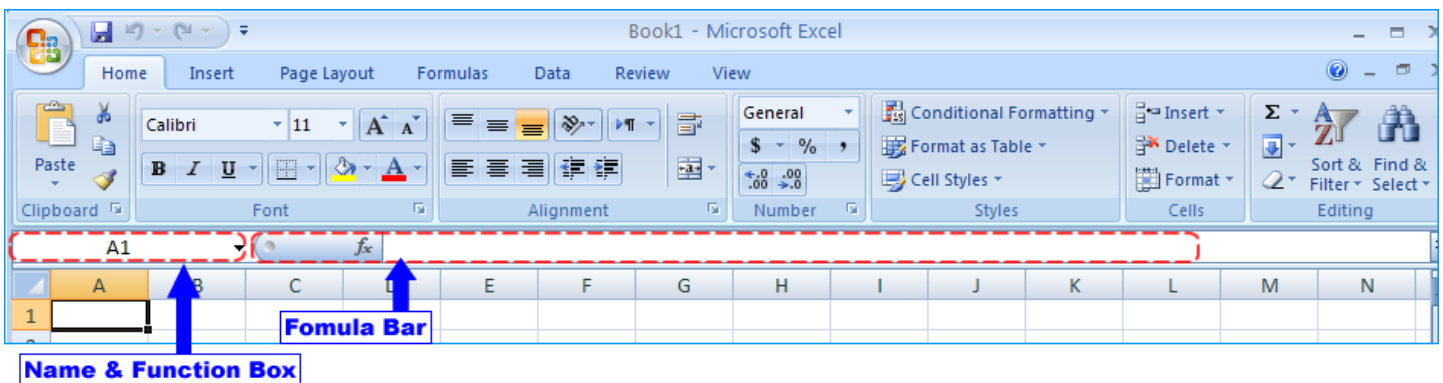
New Main Interfaces : Word, Excel and Powerpoint

NOTE - The Navigation Menus have new names and tools are arranged differently.

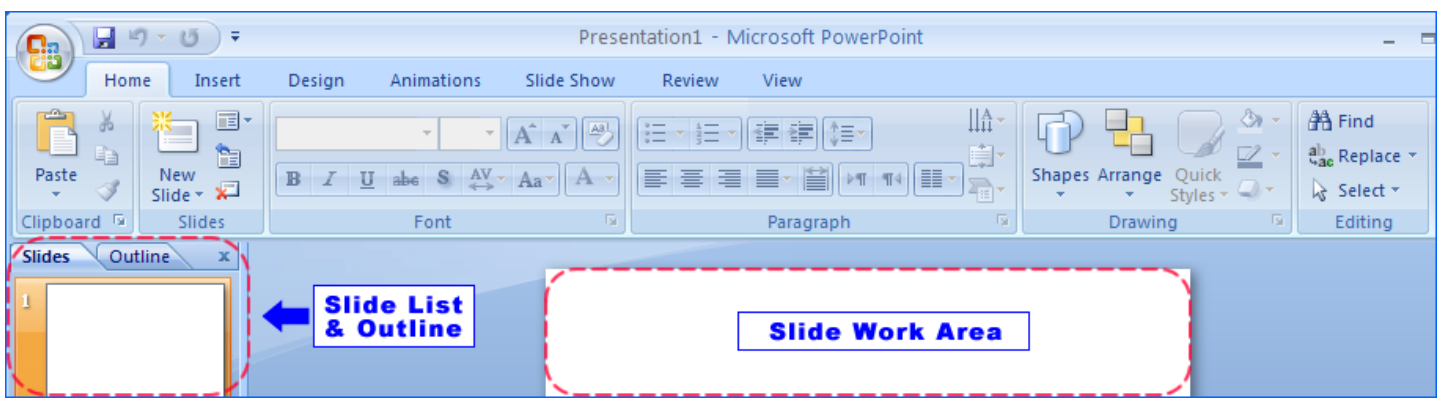
Word 2007



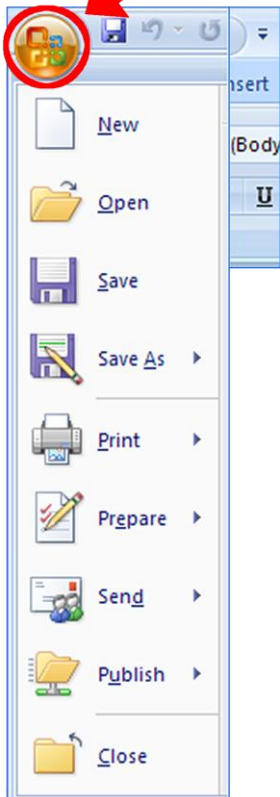
Excel 2007



PowerPoint 2007



Office Button



The **Office Button** is the round icon at the top left-hand corner. It includes the basic File Functions from the older version of Office

- **New, Open, Save, Save As, Print, etc.**

Click on the Office Button icon. You will see the main file functions in the pull-down menu.

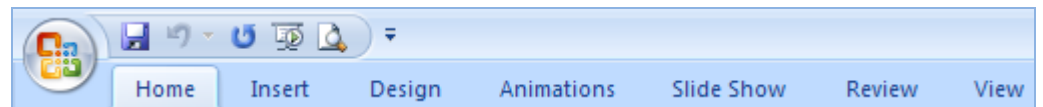
Quick Access Toolbar

The **Quick Access Toolbar** contains shortcuts to

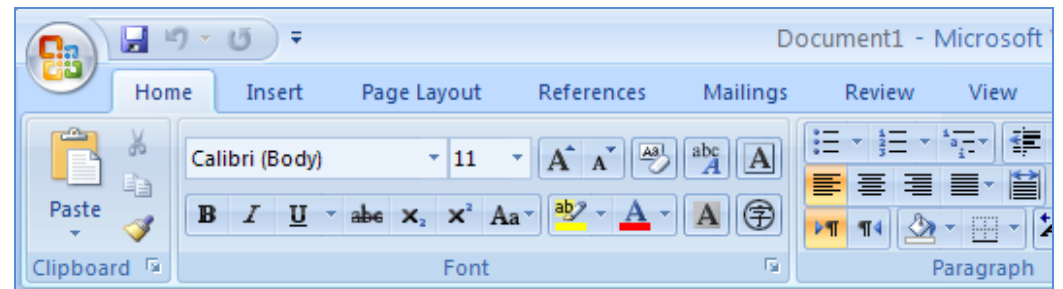
- **Save, Undo, and Repeat Tools**
- We recommend always using **MS Office Button >> Save As** to make sure your work is being saved properly
- See the **IMPORTANT NOTES** on **Saving Documents in Office 2007** at the end of this tutorial

Ribbon Tabs

The **Menu** or **Toolbar** from older versions of MS Office have been replaced with **Ribbon Tabs**.

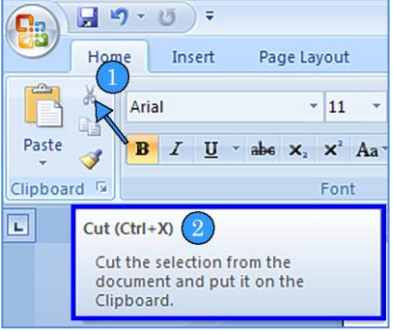
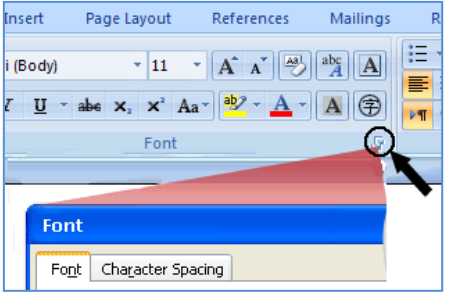
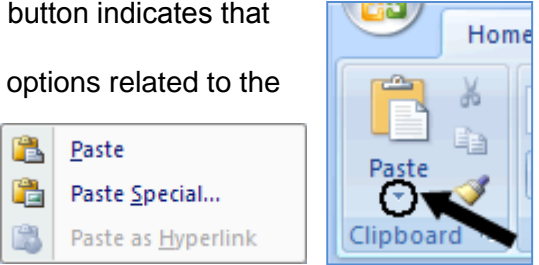
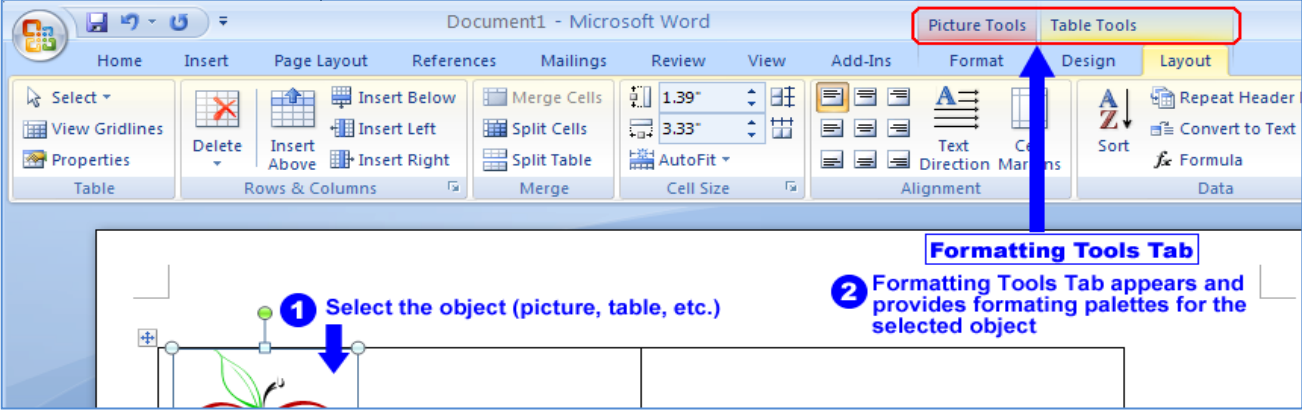


Ribbon



Ribbons have replaced the **Toolbar** from the older version of Office

- Each **Ribbon Tab** opens up a **Ribbon** full of **Tool Groups**

<p>Tool Group</p>	<p>Ribbon Tabs are broken into sub-sections called Tool Groups.</p> <p>Example</p> <ul style="list-style-type: none"> Here is the Clipboard Group under the Home Tab Basic functions such as Cut, Copy, and Paste are represented as icons When you hold the mouse over each icon, a small window will appear to show you <ul style="list-style-type: none"> The keyboard shortcut for that Tool A description of what that Tool does The image to the right shows the window that appears when you hold the mouse over the Cut Tool icon <p>Take some time to explore the Ribbon Tabs and Tool Groups and learn where to find the Tools you use most frequently.</p>	
<p>Dialog Box</p>	<p>When you click on the small arrow at the bottom right-hand corner of Tool Group box, a Dialog Box appears.</p> <p>The Dialog Box provides additional Formatting options related to the Tool Group that you chose.</p>	
<p>Context Menu</p>	<p>The arrow at the bottom of the “Paste” button indicates that you can drop down a Context Menu.</p> <ul style="list-style-type: none"> The Context Menu provides more options related to the function you are working with. 	
<p>Formatting Tools Tab</p>	<p>In order to format or edit any inserted object (ex. images, tables, etc.)</p> <ol style="list-style-type: none"> You must first select the object by clicking on the image or bring the cursor inside the table. Then the Formatting Tools Tab appears at the right-hand end of the Ribbon Tabs. It provides the formatting palettes for the selected object. 	

Automatic Previewing

One of the most convenient features in Office 2007 is automatic previewing.

- When you want to change the Formatting of Text or apply a new Template to a Slide, you can see what the change will look like by highlighting the option with the mouse.
- If you accidentally choose an option that you simply meant to Preview, you can always press the Escape key to leave Preview
- If you make a mistake, you can use the **Undo Tool** in the **Quick Access Toolbar** or **Undo** using the **Ctrl-Z** keys

IMPORTANT NOTES: SAVING DOCUMENTS in Office 2007

1. In the Computing Facilities, files on the **Desktop** are **NOT SAVED** when you log off.
 - **ALWAYS** use **Save As...** to save your file to a USB Flash Drive, or personal drive (H:\)
 - You can also save a file to the Desktop and then send an email to yourself with the file as an attachment
2. If you are **NOT** running Office 2007 at home and you save a document as 2007 format (**.docx**, **.xlsx**, **.pptx**), **YOU WILL NOT BE ABLE TO OPEN IT AT HOME!** (see step 3 below)
3. If you have **Office 2000 or 2003** or you use a **Mac** at home
 - You will have to save your document as an **older version**
 - Go to **MS Office Button >> Save As**
 - At the bottom, there is a bar that asks you to "Save as Type:"
 - Choose the format for the older version (ex. "Word 97-2003 Document (*.doc) ")
 - **DO NOT CHOOSE** the 2007 format: "Word Document (*.docx)" "Excel Document (*.xlsx)" or "Powerpoint Document (*.pptx)"
4. If you are using a PC at home running **Office 2000 or 2003**
 - You can download the **MS Office 2007 to Office 2003 Compatibility Pack** from Microsoft's website
 - <http://www.microsoft.com/downloads/>
 - Under **New Downloads**, choose "**Microsoft Office Compatibility Pack for Word...**"
 - Even with the Compatibility Pack, you might **lose data / formatting** when you save as an older version
 - There is no Compatibility Pack available for **Mac** yet.

Microsoft Interactive Online Demos

Microsoft has developed a series of online demo programs to assist people with the transition to Office 2007.

- **Start the Guide** for a program by clicking on that phrase on the webpages listed below
- A new window will open in your web browser showing Office 2003
- Use the familiar Toolbar from Office 2003 to find a Tool
- A second window will appear to show you how to use the same Tool in Office 2007

Word • <http://office.microsoft.com/en-us/word/HA100744321033.aspx>

PowerPoint • <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

Excel • <http://office.microsoft.com/en-us/excel/HA101491511033.aspx>

More detailed help files for Microsoft Word, PowerPoint and Excel 2007 are available on the Blackwood High School website - <http://www.bhs.sa.edu.au/its.htm> - for download and viewing.