



Microsoft Office 2007 Overview

LC Notebook Tab VII: Computer Skills

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The *Office 2007* interface has many differences from the 2003 version, with the main functional differences outlined in this packet. Individual packets for *Office 2007* programs including *Excel*, *PowerPoint* and *Word 2007* are available from the Staff Learning Computer Training Handouts page (<http://www.lib.umd.edu/groups/learning/handouts.html>). For a comparison of commands between *Office 2003* and *Office 2007*, see the "Office 2007 Guide to Frequently Used Commands" available in the *Office 2007* section of the Computer Training Handouts page.

Helpful Office Keyboard Shortcuts

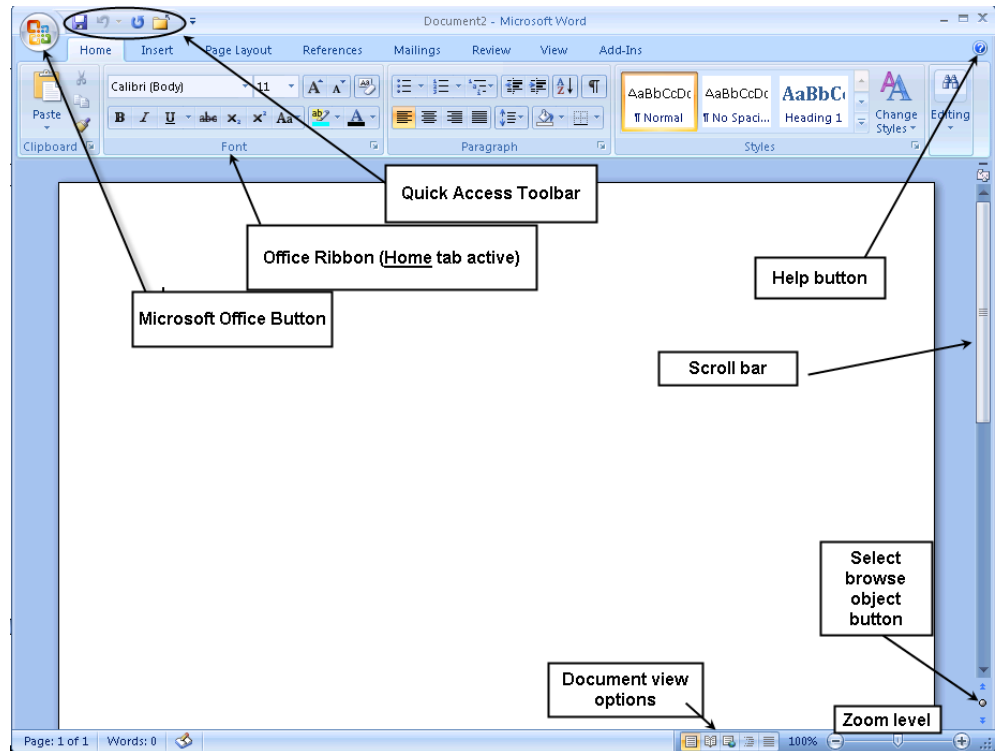
As you become more familiar with *Office 2007*, you will use the Microsoft Office Ribbon as you work with your files. However, a number of keyboard shortcuts continue to work in *Office 2007* that can save you time:

CTRL+O	Open
CTRL+Z	Undo
CTRL+Y	Redo. In some cases, if there is nothing to redo, this repeats the last action.
CTRL+S	Save
CTRL+P	Activates the Print menu.
ALT+F4	Closes the active window. You will be prompted to save your document before closing if necessary.
CTRL+B	Bolds highlighted text
CTRL+I	Italicizes highlighted text
CTRL+U	Underlines highlighted text
CTRL+R	Align text right
CTRL+E	Align text center
CTRL+L	Align text left
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+F	Find
CTRL+H	Replace


The Office 2007 Environment

The best way to start learning the new features of *Office 2007* is by starting each of the programs and examining them. A majority of this packet is based upon *Word 2007*, although examples for other *Office* programs have also been incorporated.

The graphic to the right highlights some of the major changes in the new *Word* interface:








Title Bar









At the top of the window is a blue bar called the **title bar**. The title bar contains the name of the application (Microsoft Excel, Word, etc.) and the name of the file in which you are working. (**NOTE:** Files are automatically titled "Book 1" in *Excel*, "Presentation1" in *PowerPoint*, or "Document 1" in *Word* until they are renamed). The title bar also includes the **minimize/maximize, restore, and close** buttons . Near the title bar are the Office Button, Quick Access Toolbar, and the Office Ribbon, all of which are new to *Office 2007*.

Microsoft Office Button






The **Microsoft Office Button** groups together commands that are related to managing the *Office* program and the file with which you are working. The Office Button replaces the File menu found in previous versions of Microsoft Office. When you select the Office Button, you will see a listing of basic options on the left-hand side of the menu. In *Word*, these options are:




 New	Create a new document.
 Open	Open an existing document.
 Convert	Convert your document to a Microsoft XML file, or convert a document in an earlier version of <i>Word</i> to <i>Word 2007</i> format.
 Save	Save your file in the default (Microsoft 2007) format.
 Save As ▶	Provides options to save your file in the standard (default) format, or as a template or Office 97-2003 document.

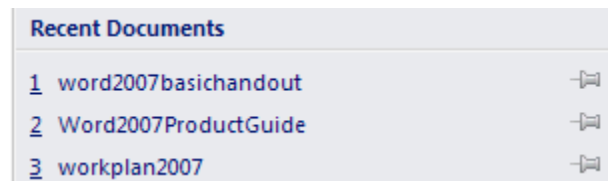
 Print ▶	Provides print options – including print preview.
 Prepare ▶	Provides options to allow you to prepare a document for distribution, including checking for compatibility with earlier versions of Word or restricting access to a document.
 Send ▶	Allows documents to be e-mailed or faxed online.
 Publish ▶	Provides advanced options for distributing documents via a blog or shared workspace.
 C lose	Closes the current open document. If changes have been made prior to closing – you will be prompted to save your document before closing.
 Word Options	Displays the Word Options menu, allowing you to customize Word features such as autocorrect or document display options.
 X it Word	Closes Microsoft <i>Word</i> . (NOTE: The close button  on the title bar can also be used to close your <i>Word</i> session.)

Note: The Office Button menus for *Access*, *Excel* and *PowerPoint* have slightly different options on their Office Button lists. These include:



<i>Access</i>	<i>Excel</i>	<i>PowerPoint</i>
 M anage ▶ Allows you to perform routine maintenance on your database and set basic properties for your database.	 S ave As ▶ Allows you to save a file in Macro-enabled, Binary, Office 97-2003 formats or in the default Office 2007 format.	 P ublish ▶ Provides advanced options for distribution including packaging a presentation for CD or creating handouts in Microsoft <i>Word</i> .

On the right hand side of the Office Button menu you will see a list of Recent Documents. After you have created, viewed or edited a document in *Office 2007*, its name will appear in the Recent Documents list for easy access. A document can be permanently listed in Recent Documents

by selecting the pushpin icon  next to the filename. Once selected, the pushpin icon will change to a “pinned” position . “Pinned” documents may be unselected by clicking on the  pushpin icon.



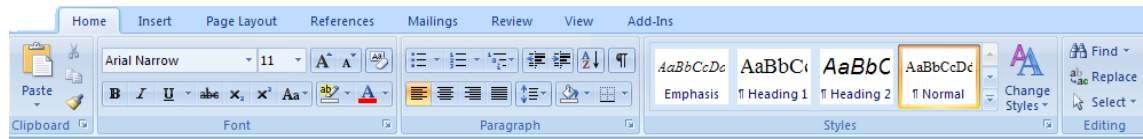
Quick Access Toolbar

The **Quick Access Toolbar**  appears next to the Office Button and initially contains the save, redo and undo functions. As you work with *Office 2007*, you may find that you use certain commands more frequently than others. You can customize the toolbar by selecting the  icon to add additional functions (such as close file). You can also choose to minimize the Office Ribbon.

(NOTE: Minimizing the Office Ribbon is not recommended unless you are extremely familiar with Office keyboard commands.)

Microsoft Office Ribbon

The **Microsoft Office Ribbon** replaces the Menu bar/tool bar from earlier editions of Microsoft Office, and is another one of the major design changes in *Office 2007*. The Office Ribbon contains commands you will use with various Office products, personalized for each program. On the Ribbon, you will find commands grouped by function. When you open an existing document or create a new document – the Office Ribbon will appear with the **Home** tab active:



On the **Home** tab in Word, you will find commands arranged in five “groups”: Clipboard, Font, Paragraph, Styles, and Editing. To see what a particular Ribbon button does, pause your mouse pointer over the button and a brief description will appear.



Additional tabs that appear in the Word Ribbon are:


- ✓ **Insert** – commands for Pages, Tables, Illustrations, Links, Headers and Footers, Text and Symbols:
- ✓ **Page Layout** – commands grouped for Document Themes, Page Setup, Page Background, Paragraph Setup and Image Arrangement.
- ✓ **References** - items on this tab are designed to assist you in creating longer documents – and allow you to insert such items as endnotes, cross-references or an index.
- ✓ **Mailings** - commands are grouped on this tab to assist you in creating mass mailings, envelopes and labels.
- ✓ **Review** - provides options for proofing, commenting and comparing documents. You can also choose to password protect a document from this tab
- ✓ **View** - commands grouped on this tab allow you to select document views, show and hide gridlines or rulers, zoom text, arrange document windows or view and record macros.


If you have additional helper applications on your computer (such as Documents to Go for a Palm device) - you may access commands for those programs from the **Add-Ins** tab.

Additional tabs will appear as you work with files. Some will appear when you insert or select a table, chart, slide, picture or drawing. Others will appear when you select a command such as print preview.

Status Bar

At the bottom of the screen you will see the **status bar**, which displays information to keep you informed as to the current state of your Office file. For example, in Word, the status bar provides the page number and word count for your document, as well as the proofing indicator. If there are no grammatical or spelling errors in your document, the check  icon appears, whereas the error  icon will appear if proofing errors were found.

On the right corner of the status bar are icons associated with various views in which you can display your file. For example, in Word, there are five icons . Starting from the left to right, the icons are: print layout, full screen reading, web layout, outline view, and draft view.

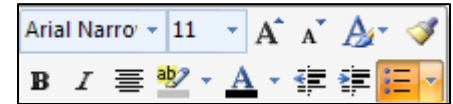
You can also zoom in and out of your file by selecting the **zoom indicator**  at the right end of the status bar.

To customize the status bar (to display such features as caps lock or remove features such as word count), right click on the status bar and select the option from the menu that appears.

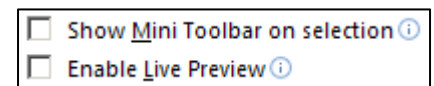
Office Live Preview and Mini Toolbar

Two of the newest features in *Office 2007* include live preview and the mini toolbar. Both of these are designed to assist you with document previewing and formatting. The **Live Preview** feature temporarily applies formatting on any text or object you have selected, when you hover your mouse over a formatting button. This allows you to have a "sneak peek" of how the option would affect the appearance of the object, without actually applying it. The temporary formatting is removed when the mouse pointer is moved from the button.

In addition to Live Preview, you will likely encounter the **Mini Toolbar** as you enter text in PowerPoint presentations and Word documents. When you highlight text you have typed in these applications, the Mini Toolbar will start to appear as a transparent box above the selected text. As you move your mouse toward the mini toolbar, it becomes more visible and can be used to select several common formatting options. (NOTE: You can also make formatting changes from the Ribbon options.) If you ignore the mini toolbar, it will disappear when you continue working.



HELPFUL HINT: If you do not wish to have the Live Preview and/or Mini Toolbar features active while you are working in Word or PowerPoint, you may turn off one or both of these features by going to the Office Button, and choosing Word (or PowerPoint) Options → Popular and unselecting the appropriate check box(es).



Compatibility Mode in Office 2007

When you open a document in *Office 2007* that was created in an earlier version of *Office*, a function called Compatibility Mode is activated. When this happens, the words [Compatibility Mode] will appear in the title bar of the document window, as in the example below:

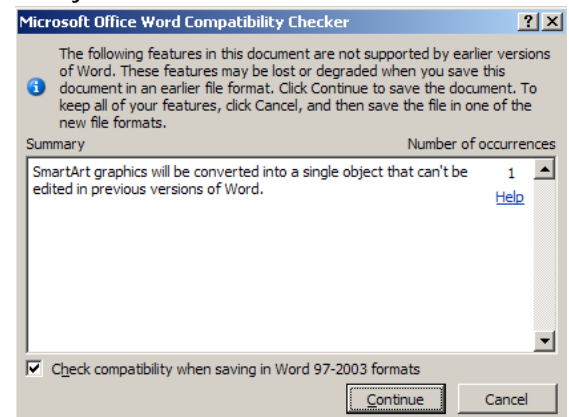
word2007basichandout [Compatibility Mode] - Microsoft Word

Compatibility Mode ensures that no new or enhanced features available in *Office 2007* are applied while you are working with a document, workbook, presentation or database, so that people who are using previous versions of *Office* will have full editing capabilities.

You can choose to work in Compatibility Mode, or you can convert your document to *Office 2007* file format. To do this, select the **Convert** option from the Microsoft Office Button. Converting a document allows you to access *Office 2007* features. However, individuals who are using previous versions of *Office* may be prevented from or have difficulty editing certain portions of the document that were created by using new or enhanced features available in *Office 2007*.

If you think your file may be viewed by individuals who do not have access to *Office 2007*, you will want to save it in an earlier version. (**Important Note:** *PowerPoint 2007* does not support saving to *PowerPoint 95* or earlier file formats.) When you save an *Office 97–2003* file in *Office 2007* format, Compatibility Mode is automatically turned off (except in *Word* – which gives you the option to select the **Maintain compatibility with Word 97–2003** check box in the **Save As** dialog box).

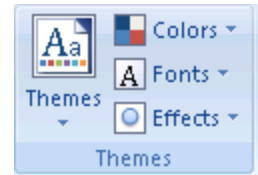
To determine whether or not features within a file you create in *Office 2007* are compatible with earlier versions, use the Compatibility Checker – available within the **Prepare** option in the Microsoft Office Button. If compatibility issues arise – you will receive an explanation of what they are and the potential impact, as seen in the image to the right:



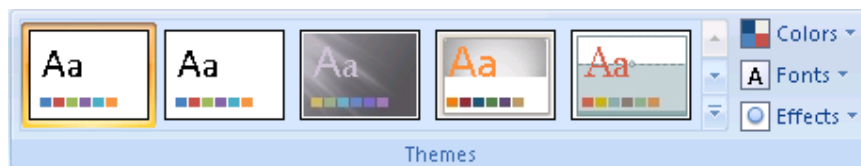
Themes

A theme is a set of unified design elements and color schemes. Every document that you create in *Excel*, *Word* or *PowerPoint 2007* has a theme inside it — even brand new documents. The themes in these three programs are the same – so you could create a *Word* file, *PowerPoint* presentation and *Excel* workbook using the same theme. The default theme is Office Theme, which appears as a white background and dark, subtle colors. When you apply a new theme, Office Theme is replaced by the new look. Themes themselves encompass such elements as fonts, font colors, background colors, body text and heading sizes and list formatting. All content (such as text, tables, and SmartArt graphics) is dynamically linked to the theme, so changing the theme automatically changes the look of your content.

In *Word* and *Excel*, the themes group of options is located in the **Page Layout Tab**, and appears as in the illustration to the right:



In *PowerPoint*, the themes options are accessible from the **Design Tab**, and appear as seen in the illustration below:





To apply a theme to your document, click the Themes icon. To try different themes, rest your pointer over a thumbnail in the Themes gallery. The theme will be temporarily applied to any text you already have in a document as a result of Live Preview. Once you find a theme you wish to apply, release the mouse button.


IMPORTANT NOTE: If you are working on a file and are in Compatibility Mode, you will not be able to access theme options.

If you do not find a theme that you wish to use amongst the preformatted options, you can either search for and download additional themes from Microsoft Office Online, or customize a theme to your liking. (NOTE: You can also save a custom theme for use in future documents.) To search for additional themes, select **Themes**, and then click **More Themes on Microsoft Office Online**.

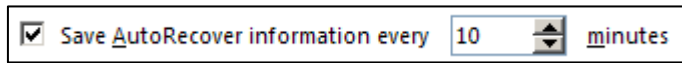
Saving Your Work

When you are creating and editing files – you will want to be sure to periodically save your work. To do this, you may either:

- Use the **Save**  option from the **Quick Access Toolbar** .
- Use the **Save** or **Save As** options accessible from the **Office Button**.
 - **NOTE:** The **Save As** feature includes options that will allow you to save your document as a document template or as an Office 97-2003 document.
- Use the **CTRL+S** keyboard shortcut.

If you have edited your document after saving it, you will also be prompted to save your document when you choose the **Exit** feature from the Office Button or select the close button  at the top of the title bar.

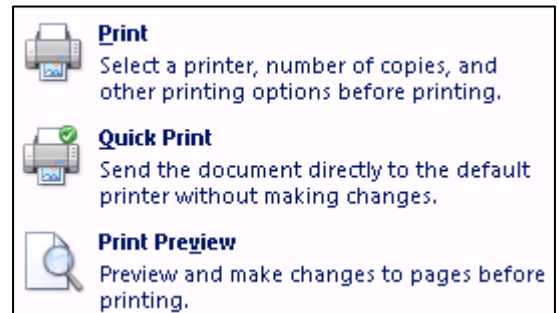
Helpful Hint: Word also has an autosave feature that will periodically back up your document in case the program stops responding. The default for autosave is 10 minutes. If you wish to change the autosave interval, you can do so by clicking on the Office Button, going to Word Options, and selecting the Save tab. Change the default setting as desired and click OK.




Printing

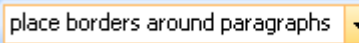
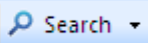
To print your document, choose the Office Button, and select **Print**. Three options will appear.




- To print a specified number of copies or to select a particular printer, choose the **Print** option.
- To send one copy of your document to the default printer – select **Quick Print**.
- To review your document prior to sending it to the printer, and make needed changes to margins and document layout, select **Print Preview**. When you are satisfied with the layout of your document – select **Print**, or if you wish to make changes to your document before printing – select **Close Print Preview** to return to your original document.





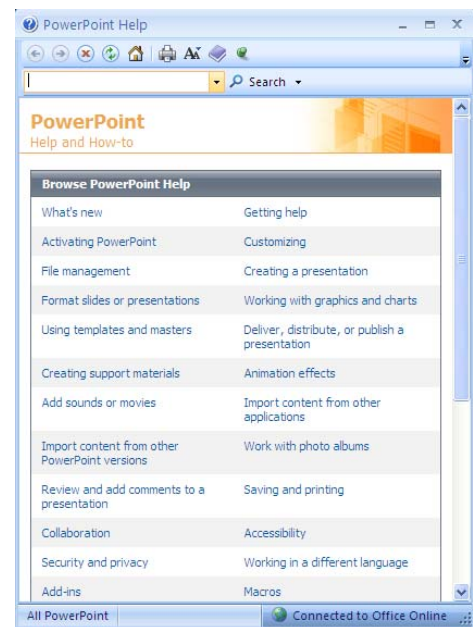
Accessing Help

To access help features within *Office 2007* programs, click on the **Help** button  at the upper-right corner of the Microsoft Ribbon, or press **F1**. The Help window will appear, customized for the program in which you are working. You can either browse the help menu for assistance with a topic, or type in a keyword or phrase in the **Search** box

 , located at the top of the Help box and click Search. Your search results will appear in the bottom half of the help box. Click on the appropriate link.

To print a help topic, click on the **Print** icon  in the Help window. The default setting for the Help window is to remain visible on top of other windows. To change this feature, click on the **Keep On Top** icon  so that it appears as a pushpin on its side . Click on the sideways icon (**Not On Top**) to return to the default “Keep on Top” setting.

Alternatively, you may select the minimize  icon from the top right corner of the help window. To close the help window – click on the Close  icon at the upper right-corner of the Help window.



Additional Resources

If you are interested in learning more about *Office 2007*, there are two titles available for you to check out from the Learning Curriculum Resource Library:

Cox, Joyce, et al. *Step by Step 2007 Microsoft Office System*. Redmond, WA: Microsoft, 2007.

Perry, Greg. *Microsoft Office 2007 All In One*. Indianapolis, IN: Sams, 2007.

A complete listing of titles in the Learning Curriculum Resource Library is available at:
<http://www.lib.umd.edu/groups/learning/lcrlibrary.html>

You may also wish to consult these online guides to *Office 2007*:

The Office 2007 Environment. University of Wisconsin – Eau Claire.
<http://www.uwec.edu/help/Office07/environment.htm>.

Microsoft Office 2007 Common Features. University of Wisconsin – Eau Claire.
<http://www.uwec.edu/help/office07.htm>

Microsoft Office Training Home Page. <http://office.microsoft.com/training>

As well as the **Staff Learning Computer Training Handouts Page**, available at:
<http://www.lib.umd.edu/groups/learning/handouts.html>.

Notes: