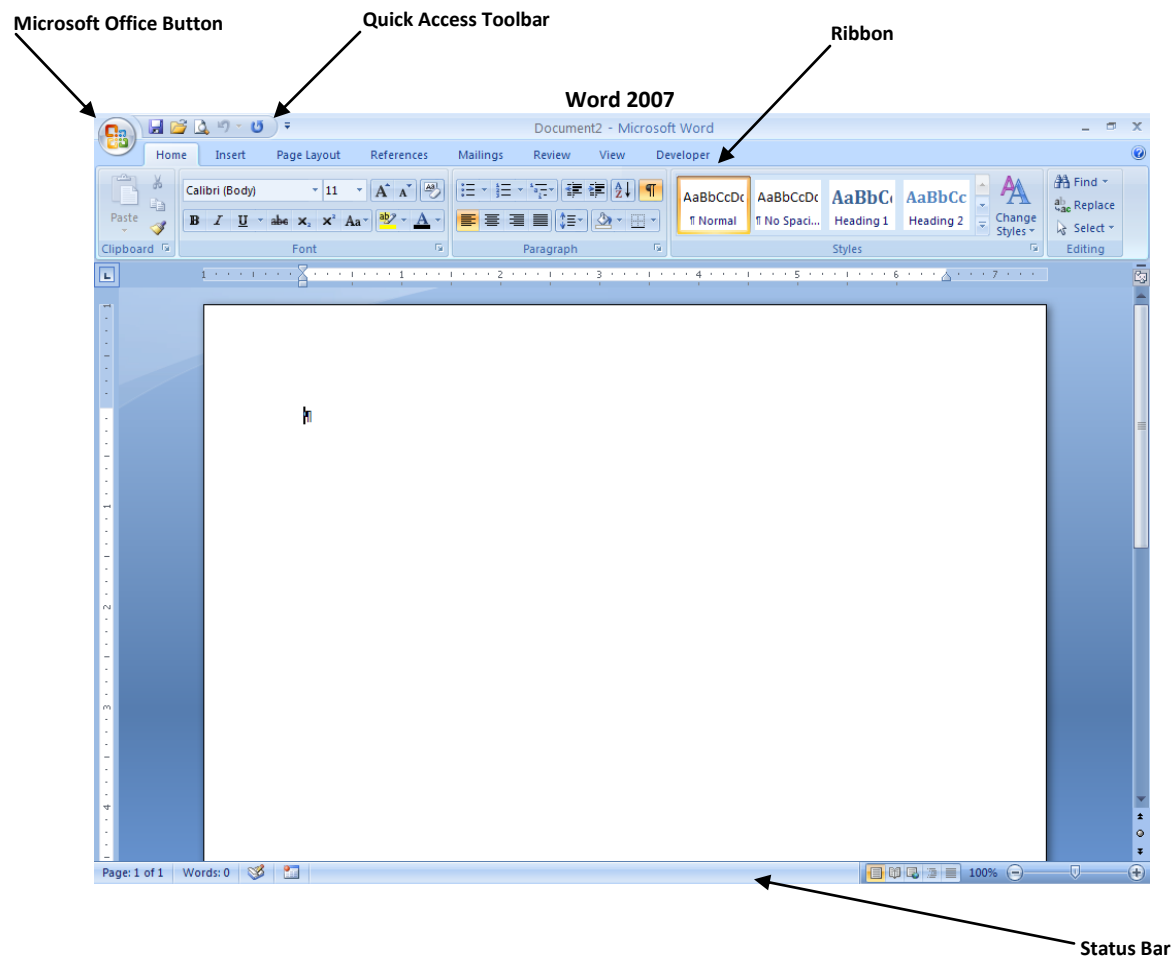



New/Enhanced Office 2007 Features

Microsoft Office 2007 has a new interface – the way you navigate through the various Office products. The following has some of the major changes for Office 2007. As there are differences between Excel and Word 2003, those similar differences exist within Excel and Word 2007. Navigation through the Office 2007 products changes from using menus and toolbars to a ribbon with tabs, toolbars and dialog box launchers.


- Microsoft Office Button
- Quick Access Toolbar
- Status Bar
- Mini toolbar
- Ribbon
- Live Preview
- File Format
- Compatibility
- Available help



Microsoft Office Button

- The Microsoft Office Button  is located in the upper left-hand corner.
- It replaces many of the commands previously located in File (Menu Bar).
- Commands that were available from the Tools (Menu Bar), Options are now accessed through the Options button located at the bottom of the Microsoft Office Button panel.
- Some dialog boxes have been replaced with a sub-menu in the right pane.
- There are also new commands; Quick Print, Convert, Publish.

Quick Access Toolbar

- The Quick Access Toolbar  is located next to the Microsoft Office Button.
 - The location can also be moved to below the ribbon (does take more work space).
- It displays the most commonly used commands.
 - Default toolbar contains Save, Undo and Redo.
- It can be customized to meet the needs of the user.
 - Select the pull-down next to the toolbar.
 - Check or uncheck commands to be visible.
 - To add commands not listed:
 - Select More Commands.
 - Add/remove commands.
 - Click Save.
- Toolbar cannot be deleted.


Status Bar

- The status bar in Office 2007 can be customized.
 - Right click on status bar to open menu.
 - Check item to appear on status bar.
 - Uncheck item to remove.
 - Click anywhere outside of menu.
- Zoom slider replaces zoom selection on the toolbar.

Mini toolbar

- The mini toolbar appears when text is selected.
- It appears semi-transparent until the mouse hovers over.
- Has the basic text formatting options available from the Home command on the ribbon.
- Mini toolbar can be turned off.
 - Click Microsoft Office button.
 - Click Options button.
 - Select Popular.
 - Uncheck 'Show mini toolbar...'

Ribbon

- The ribbon replaces much of the menu and toolbar.
- The ribbon is designed to group like functions together.
- The tabs describe the group of commands.
- Tabs may vary based upon the product.
 - Excel has a *Formula* group.
 - Word has a *Mailings* group.
- Not all tabs are displayed; these are Contextual tabs that appear based upon the content selection. Examples:
 - Picture selected a *Picture Tools/Format* tab is available.
 - Table selected a *Table Tools/Design* and *Layout* tabs are available.
- Within each tab there are subgroups. Examples:
 - Home tab: Clipboard, Font, Paragraph, Styles and Editing.
 - Insert tab: Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.
 - Page Layout tab: Themes, Page Setup, Page Background, Paragraph and Arrange.
- The ribbon is best viewed with the resolution set at 1024 x 768 and with the Office product maximized.
 - If the window is not maximized, the ribbon will start to compact.
- The ribbon can be minimized to allow more work space.
 - Double click on any of the tabs.
 - Ribbon is reduced to just show the tabs.
 - To view/use the commands, click on the desired tab once and make selection.
 - To restore ribbon, double click on any of the tabs.
- Submenus are accessible from the command.
 - The submenus show more commands than is shown on the ribbon.
 - The submenus are identified by the down arrow (next to or below the command) that opens the available menu. Examples:
 - Home/Clipboard Paste command: Options of Paste and Paste Special.
 - Home/Editing Find command: Options of Find and Go To.
- Dialog boxes are accessible for most of the groups and some commands.
 - Dialog boxes are accessed by selecting the dialog box launcher within a group or from a submenu command.
 - Dialog boxes are the same in Office 2007 as Office 2003.
 - Click the  (Dialog box launcher).
 - Located in the lower corner of most groups.
- Galleries are groups of formatting commands. i.e.; Styles, Table Styles, Themes.
 - Available galleries will vary between the Office products.
 - Many of the galleries support Live Preview; the document temporarily changes to reflect the formatting of the selected formatting.
 - Some gallery options require that the text/object that is to be formatted, be selected in order to view the changes.
 - Live Preview is also available with several of the formatting commands. i.e.; font, font size.

File Formats

- File formats for Office 2007 products have changed.
- The new format is XML.
- This allows for smaller files sizes, increased security and reduced risk of file becoming corrupt.
- New file extensions:
 - Word: .docx and .docm (if document has macros)
 - Excel: .xlsx and .xlsm (if workbook has macros)
 - PowerPoint: .pptx
 - Access: .accdb

Compatibility

- For users that have not upgraded to Office 2007:
 - Compatibility file is available for download from Microsoft.
 - Allows users of 2000, XP and 2003 to open, edit and save 2007 files (exception is Access).
 - All high priority updates for current version of Office products must be installed prior to downloading compatibility file.
 - When opening a 2007 file for the first time, should be prompted to download compatibility file.
 - If not prompted, can download file from <http://www.siue.edu/its/techtraining/office2007> and click on Microsoft Office Compatibility Pack for 2007 Files link.
- For users that have upgraded to Office 2007:
 - Compatibility Mode allows the user to save file in an earlier version.
 - Compatibility Checker automatically opens when a file is saved in an earlier version to identify formatting that is not recognized by the earlier version.

Help

- Help is available in several forms.
- Microsoft offers Interactive Guides that can be downloaded from <http://www.siue.edu/its/techtraining/office2007> and select the appropriate product.
 - There is an interactive guide for Word, Excel, PowerPoint and Access.
 - If you know how you performed a task in 2003, the interactive guide will show you how to do the same task in 2007.
 - Microsoft also offers several online resources; from www.office.microsoft.com select the Help and How-to tab.
- Open labs will be available as we upgrade to Office 2007 for Word and Excel.
 - Open lab times will be available from <http://www.siue.edu/its/techtraining/office2007>.
 - Additional dates and times will be added monthly until the upgrade is complete.
 - Not for new users of Word and Excel.
- Call Cindy Tate, x5473 or LaShonda Walker, x3748 or Help Desk, x5500.