

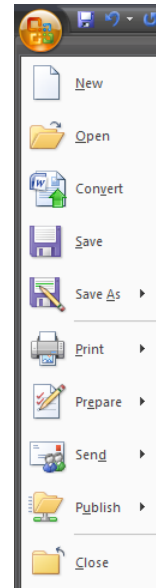
# New Features in Microsoft Office 2007

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## THE MICROSOFT OFFICE BUTTON

- The Microsoft Office Button is located in the upper left corner of the window.
- The Microsoft Office Button is similar to the File button in previous versions of Microsoft Word, i.e. it contains the options to Open, Save, Print, etc.
- The **Word Options** button at the bottom of the window allows the user to make adjustments to Word such as color scheme, page display options, AutoCorrect options, spelling, and grammar. This button is similar to clicking on “Tools-Options” in previous versions of Microsoft Office.



## THE QUICK ACCESS TOOLBAR

- The Quick Access Toolbar, by default, is located to the right of the Microsoft Office Button in the upper left corner of the window.
- The Quick Access Toolbar contains shortcuts for Save, Undo, and Repeat, however, the toolbar can be customized to meet one’s preferences.

## ADDING BUTTONS TO THE QUICK ACCESS TOOLBAR

- Click on the drop down arrow at the end of the Quick Access Toolbar and choose one of the items in the list. To see more options, click on **More Commands**.  
OR
- Right-click on a command button located on the Ribbon and choose **Add to Quick Access Toolbar**.

## REMOVING BUTTONS FROM THE QUICK ACCESS TOOLBAR

- **Right-click** on the button on the Quick Access toolbar that needs to be removed and choose **Remove from Quick Access Toolbar**.

## CHANGING THE ORDER OF BUTTONS ON THE QUICK ACCESS TOOLBAR

- Click on the drop down arrow at the end of the Quick Access Toolbar
- Choose **More Commands**.
- In the window on the right, click on the button that needs to be moved, then click on the **Move Up** or **Move Down** arrows.
- Click on the **OK** button when finished.

## MOVING THE QUICK ACCESS TOOLBAR ABOVE/BELOW THE RIBBON

- Click on the drop down arrow at the end of the Quick Access Toolbar and choose **Show Above/Below the Ribbon**.

## THE RIBBON



- The purpose of the Ribbon is to bring the most popular commands to the forefront.
- The Ribbon is divided into 3 sections: Tabs, Groups, and Commands.
  - *Tabs* - designed to be more task oriented
    - Home, Insert, Page Layout, References, Mailings, Review, View
  - *Groups* – each tab has several groups that show related items together
    - Groups can be hidden. To hide the groups double-click on one of the tabs OR
    - Dialog Box Launcher – shows more options related to a group
  - *Commands* – a command is a button, a box to enter information, or a menu
- The Ribbon can be hidden (or minimized) to make more room for working on the document. To hide the ribbon:
  - Click on the down arrow at the end of the Quick Access Toolbar and choose **Minimize the Ribbon**
  - OR
  - Double-click on the active tab on the Ribbon.
  - **Note:** To restore the Ribbon, repeat one of the above options.

## THE MINI TOOLBAR



- The mini toolbar contains shortcuts for formatting text, i.e. working with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features and is only available when text has been selected.
- When text has been selected, the mini toolbar shows above the text as a semi-transparent toolbar.
- To use one of the toolbar buttons, move the mouse pointer on top of the mini toolbar, and click on the desired command button.
- The mini toolbar cannot be customized.
- If desired, the mini toolbar can be turned off. To turn off the mini toolbar, click on the **Microsoft Office Button**, and then click on **Word Options**. Next, click on the **Popular** category and uncheck **Show mini toolbar on selection**.

## KEY TIPS – AKA SHORTCUTS ON THE RIBBON AND QUICK ACCESS TOOLBAR

- Control key shortcuts still work the same as in previous versions of Microsoft Office, i.e. Ctrl+C to copy, Ctrl+V to paste, Ctrl+A to select all text, etc.
- To find additional shortcuts, press the **Alt** key to turn on key tip “badges” then press the letter or number indicated for what you want to do.

## THE VIEW TOOLBAR

- The View Toolbar is located in the lower right corner of the window.
- To zoom in and take a closer look at a document, drag the slider to the right. To zoom out and look at the document full screen, drag the slider to the left.
- To specify a specific zoom percentage, click once on the percent number to the left of the slider to open the Zoom Dialog box.

## PREFORMATTED ELEMENTS

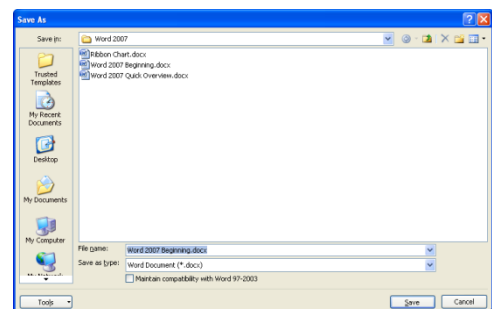
- In Microsoft Office 2007, one can add a variety of preformatted elements to a document with just a few clicks.
- On the Ribbon, click on the **Insert tab** to explore the various Groups/Commands.
  - *Pages* - Cover Pages
  - *Illustrations* – Picture, Clip Art, Shapes, SmartArt
  - *Header & Footer* – Header, Footer
  - *Text* - Text Box

## LIVE PREVIEW

- By pointing to various formatting choices, you can instantly see how those choices will appear on selected text and objects.

## SAVING

- When a document is saved in Word 2007, it is typically going to be saved as a **.docx** file rather than a **.doc** file. (The “x” stands for “XML” which is a smaller, more secure file.) However, if a document contains macros or other codes, it will be saved as a **.docm** file. (The “m” stands for “Macros.”)
- To save a document:
  - Click on the **Microsoft Office Button** and then click on **Save As**.
  - Check the name of the document and make changes as needed.
  - Notice the file type of the document.
  - Check to see where the document is being saved.
  - If it is not saving it in **My Documents**, click on the **My Documents** button (left side of the **Save** window).
  - Click on the **Save** button.
  - **Note** - When saving an original document, **Word** uses the first line of the document as the title. Rename it as desired.



## SAVING A WORD 2007 DOCUMENT SO IT CAN BE OPENED IN A PREVIOUS VERSION OF WORD

- Click on the **Microsoft Office Button** and then click on **Save As**.
- Check the name of the document and make changes as needed.
- Below the **Save as type** box, click to choose **Maintain compatibility with Word 97-2003**.
- Click on the **Save** button.
- **Note:** Formatting options that are only available in Word 2007 will be lost or restricted when working on a document in a previous version of Word, i.e. positioning of text boxes, tabs, theme colors, fonts, and effects, SmartArt, equations, etc. To avoid these restrictions, create the document in “Compatibility Mode.” To create a document in Compatibility Mode, save the document following the steps above, **before** creating the actual document.

## OPENING A WORD 2007 DOCUMENT IN A PREVIOUS VERSION OF WORD

- Files created with **Word 2007** can be opened and worked on in some previous versions of Word, however, the older version of Word might need to download and install a “converter” before it can work with the document.
  - **Note:** The convertor works with Office 2000 with Service Pack 3, Office XP with Service Pack 3, and Microsoft Office 2003 with Service Pack 1. It also only works with the following Operating Systems: Windows 2000 with Service Pack 4 and Windows XP with Service Pack 1.
- To download the convertor:
  - Go to <http://www.microsoft.com>
  - Type **Office 2007 Converter** in the search box located in the upper right corner.
  - Click on the result that says **Microsoft Office Compatibility Pack for Word, Excel and PowerPoint**
  - Click on the **Download** button.
  - Click on **Run**.
  - Click on **Run**.
  - Check to **Accept the Microsoft Software License Terms**.
  - Click on **Continue**.
  - Click on **OK**.
- **Note:** Keep in mind that even though Word 2007 documents can be opened in previous versions of Word, it may not be possible to change some items that were created by using the new or enhanced features in Office Word 2007.

## WORKING WITH DOCUMENTS THAT HAVE BEEN CREATED IN A PREVIOUS VERSION OF WORD

- Microsoft Office 2007 can open documents created in all previous versions of Word. Previous versions will be opened in **compatibility mode**. (You will know if a document has been opened in compatibility mode because it will say “compatibility mode” next to the name of the file on the title bar.)
- Documents that have been opened in compatibility mode may not have the same features on the Ribbon as documents created in or converted to the Microsoft Office 2007 version, i.e. instead of SmartArt Graphics, it may be Design Gallery objects.
- Documents created in previous versions of Microsoft Office can be converted to the Microsoft Office 2007 version. An advantage for converting documents to the newest version is that it will give you access to all the new features. To convert a document:
  - Click on the **Microsoft Office Button** and choose **Convert**.
  - Click on **OK**.

## SAVING DOCUMENTS IN A PDF FORMAT

- To save or export a file to PDF, you must first install the **Save as PDF add-in** from the Microsoft Office website.
  - Go to <http://www.microsoft.com>
  - Type **PDF** in the search box located in the upper right corner.
  - Click on the result that says: **Download details: 2007 Microsoft Office Add-in:...**
  - Click on the **Continue** button next to “Validation required.”
  - After your computer has been validated, click on the **Download** button.
  - Click on **Run**.
  - Click on **Run**.
  - Check the box to **Accept the Microsoft Software License Terms**.
  - Click on **Continue**.
  - Click on **OK**.
- Once the PDF add-in has been installed to the computer, open the document that needs to be converted to PDF then click on the **Microsoft Office Button** and then click on **Save As...**
- Click on **PDF or XPS**.
- Navigate to the location where the PDF document will be saved.
- (Optional) Type in a file name.
- Click on the down arrow next to the **Save as Type** box and choose **PDF**.
- Click on **Save**.

## PRINTING

- To print a document, click on the **Microsoft Office** button.
  - If you click the **Print** command, the Print Dialog box will open where choices can be made about the printer the document will be printed on, the number of pages to be printed, etc.
  - If you click the arrow to the right of the Print command, there will be 3 choices:
    - *Print* – opens the Print Dialog box.
    - *Quick Print* – sends the document directly to the printer.
    - *Print Preview* – shows how the document will look before it is printed.