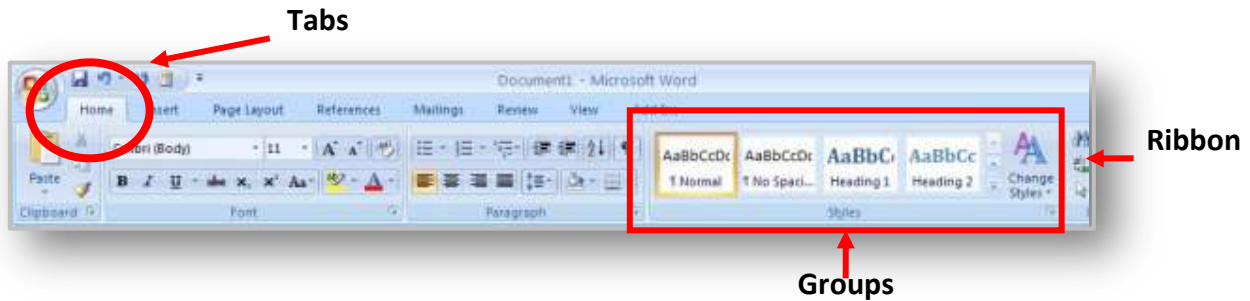


# What's New in Office 2007

## The Ribbon

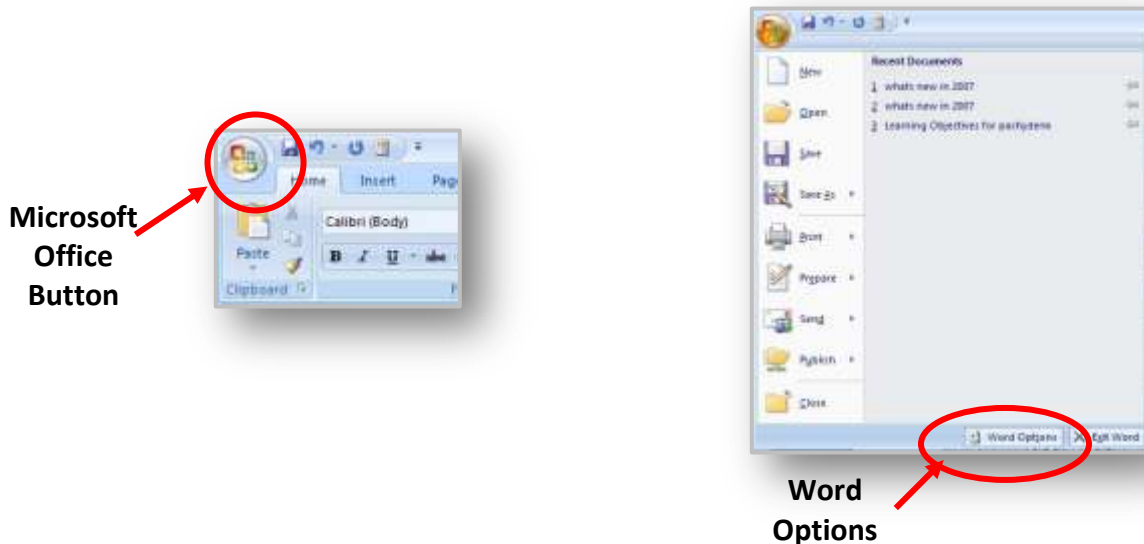
You will notice some obvious changes immediately after starting any of the Office 2007 applications. The top bar has a completely new look, consisting of new features, buttons and naming conventions. Don't be alarmed! Office 2007 applications have been redesigned with a fresh new look that offers a more efficient and straight forward approach.



## Microsoft Office Button

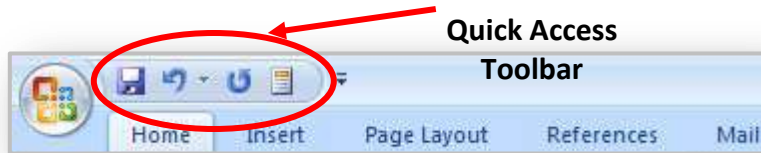
The File menu from Office 2003 has been replaced with the **Microsoft Office Button**. When you click on the Microsoft Office Button you see the same basic commands that were found under the File menu in previous versions of Office such as Open, Save and Print. However, in 2007, more commands are now available, such as Prepare and Publish.

The **Tools** options in Office 2003 have been relocated under the Microsoft Office Button.



## Quick Access Toolbar

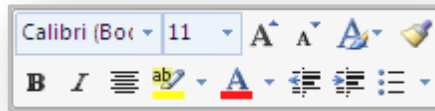
A customizable toolbar now contains the **Save** and **Undo** commands. This toolbar is used for easy access to frequently used commands and can be customized. To customize this toolbar, click on the **dropdown arrow** and select the commands you want to add.



## Mini Toolbar

The **Mini Toolbar** appears automatically when you select text and when you right-click text.

1. Select the text that you want to format.
2. Move your pointer to the **Mini Toolbar**, and click on the formatting choice.



## Saving Options

Office 2007 brings about a new naming convention to the Office products. Here are the changes in the file names:

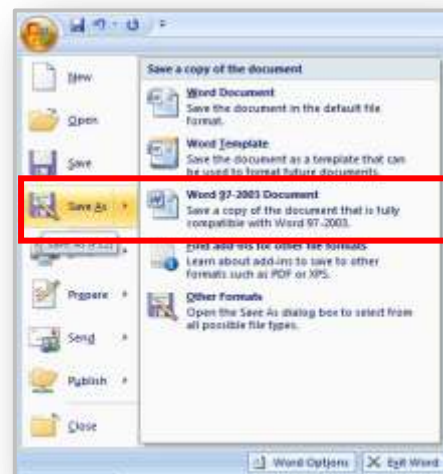
Office Product	2003	2007
Word	.doc	.docx
Excel	.xls	.xlsx
PowerPoint	.ppt	.pptx

## Save/Save As

2007 will have formatting and editing options that are not compatible with 2003. Because of this, it is important to remember who the recipient of the file will be and if they will have 2007 to open the file. If not, then you should consider saving the file that is compatible to the older version.

Click:

1. Microsoft Office Button
2. Save As
3. \_\_\_\_ 97-2003



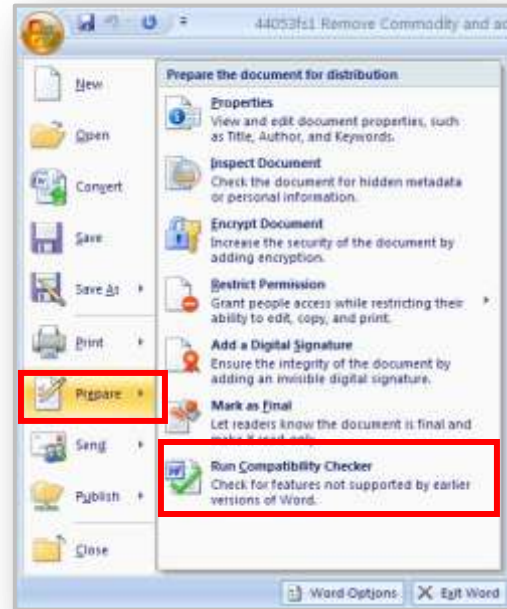
## Compatibility Checker

You may also check to see if any of the options that you have added in your file are compatible with the earlier 2003 version.

Click:

1. Microsoft Office Button
2. Prepare
3. Compatibility Checker

This will run a quick test to see if any graphics or features will not be compatible when opened up on a computer that has Office 2003.

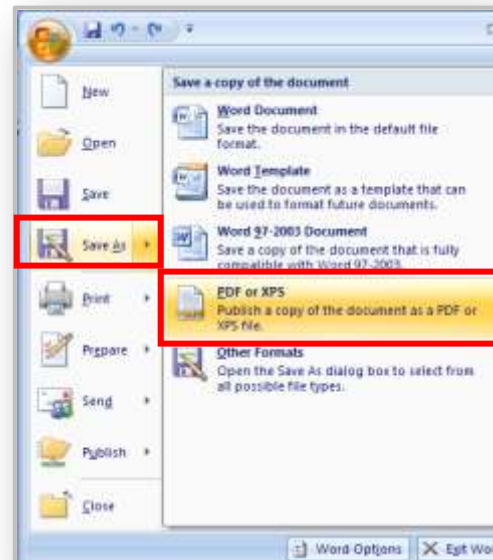


## Save As PDF (Add-In From Microsoft.com)

With Office 2007, you now have the option to save your file as a PDF file. This will allow your recipient to open the file in Adobe Reader. This will keep all of your intended formatting intact. (If it is not already installed on your computer, please submit a work request to have the add-in installed.)

In order to save a file as a PDF, you should click:

1. Microsoft Office Button
2. Save As
3. PDF or XPS



## Suggestion for Office 2003 Users

In order to have the ability to open files that are created in Office 2007 products, your version of Office 2003 needs to have **Office 2003 to Office 2007 Compatibility Pack** installed. This will only need to be installed once. From that point on, if you receive a file that is created in Office 2007 (.docx, .pptx, or .xlsx), your software will know how to open and edit it. Remember that any new 2007 features that are used in a file that is opened in 2003 will not be able to be displayed or edited properly.

## Live Preview

**Live Preview** allows you to preview a formatting change before actually making the selection.

1. Select the text to be formatted
2. Click the **Home** tab on the Ribbon
3. Click the **drop-down arrow** for a formatting option in the **Font** group and watch the change as you move your mouse over the available options.

The text on the page will show you what your choice will look like before you actually choose it. If you like what you see, choose the formatting choice and the change will be made.

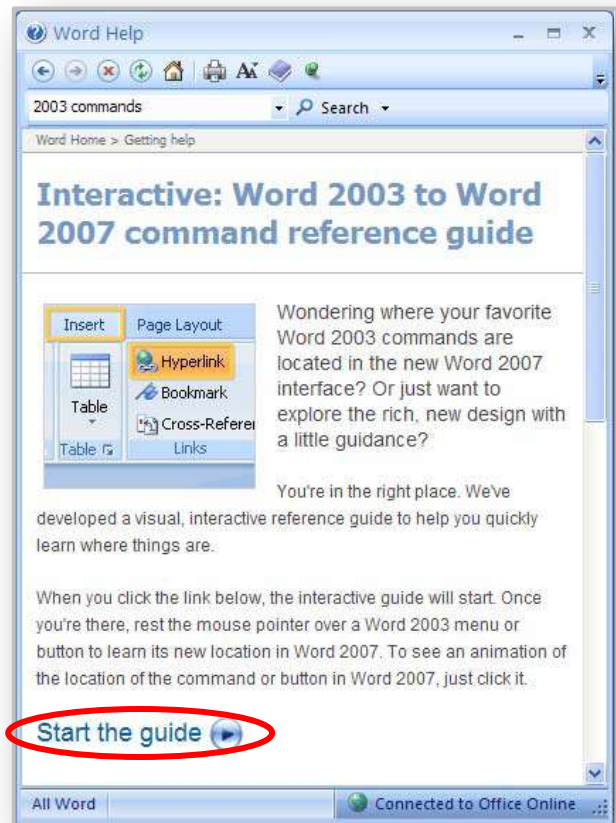
## Finding Things

Many things have moved in Office 2007, so you will need to figure out where all your favorite commands have gone. However, if you've learned all those shortcuts over the years you will be happy to know that most of them will still work.

### To Find where Microsoft Hid the Old 2003 Commands:

1. Press **F1** for Help.
2. Type **2003 commands**.
3. Click on **Interactive: \_\_\_\_\_ 2003 to \_\_\_\_\_ 2007 command reference guide** (*You must use Internet Explorer*).
4. Click on **Start the Guide**.

You can also just type in the function that you are looking for in the search box.

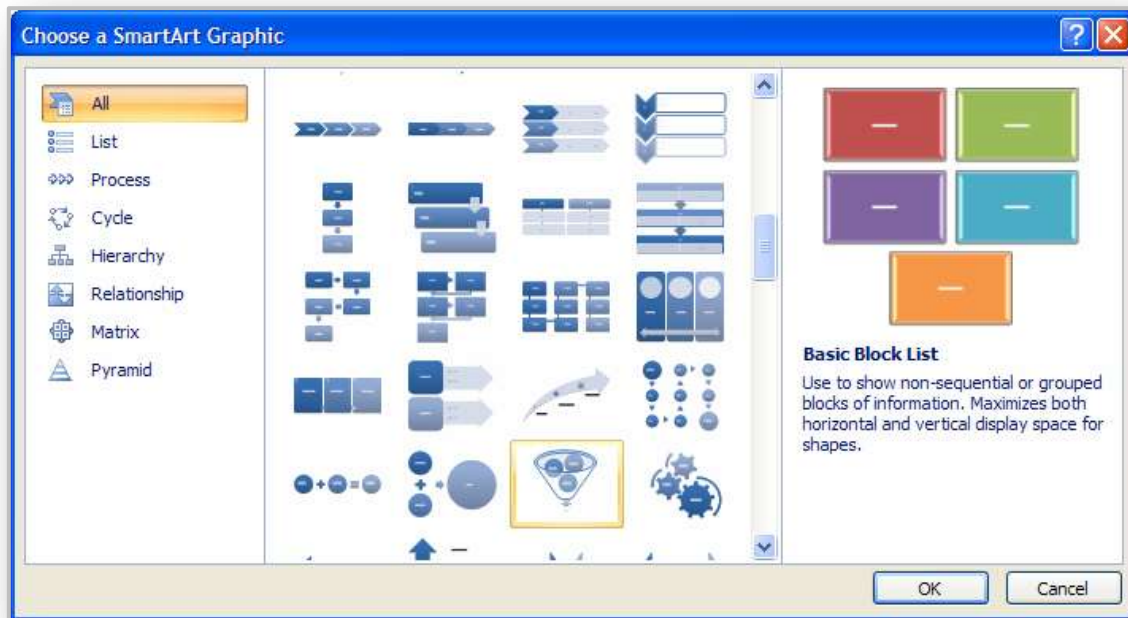


## SmartArt

**SmartArt Graphics** allow you to create designer-quality illustrations with only a few clicks of your mouse. In previous versions of Office your selection of diagrams was limited. Office 2007 offers a large variety of different layouts to help add a designer-quality look to your document. To access the SmartArt Graphics, click

1. **Insert** tab
2. **SmartArt** (located within the **Illustrations** group).

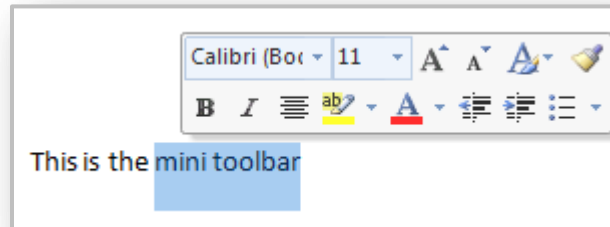
**Note:** This feature is only available in Office 2007. If you create a file with SmartArt and open it in Office 2003, you will no longer be able to edit the SmartArt graphic.





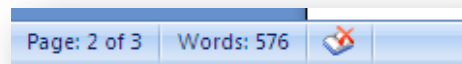
## Accessing the Mini Toolbar

When text is selected, a semitransparent toolbar will display directly above the text. This provides quick access to text formatting options (bold, italics, size, font, and more). **Note:** If you slide your mouse away from the text, it will increase the transparency of the toolbar and eventually the toolbar will disappear.



## Word Count

When you type in a document, Office Word 2007 automatically counts the number of pages and words in your document and displays them on the status bar at the bottom left of the workspace.



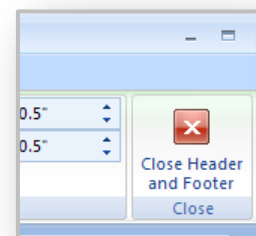
## Inserting a Cover Page

Word 2007 includes a number of fully formatted cover pages that you can insert in your document.

1. Click the **Insert** tab.
2. In the **Pages** group, click **Cover Page**.
3. In the **Cover Page** gallery, select a design that you like. The cover page will be inserted at the beginning of your document.
4. To remove the cover page, click the **Cover Page** button and select the last option, **Remove Current Cover Page**.

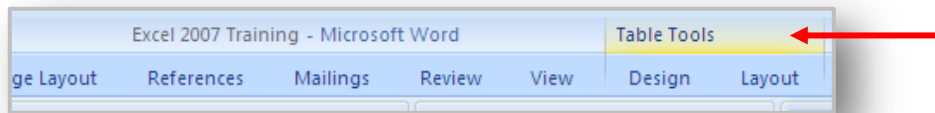
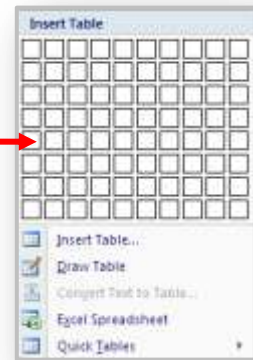
## Inserting Headers and Footers

1. Click the **Insert** tab.
2. In the **Header & Footer** group select **Header** or **Footer**.
3. Choose one of the preformatted options.
4. Type your text in the header/footer location on the page.
5. When finished, click **Close Header and Footer** button in the top right corner of the screen.
6. To remove a header or footer, select the **Header** or **Footer** button and select the last option, **Remove Header/Footer**.



## Working with Tables

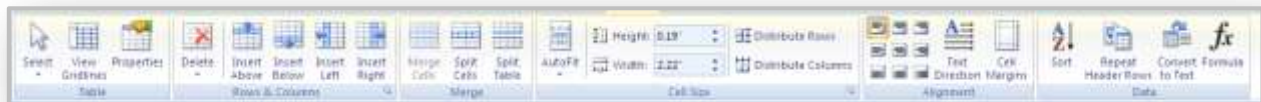
1. To insert a table click on the **Insert** tab. Click on the **Table** button.
2. Select the number of cells (both rows and columns) you want to use in your table. As you do so, Live Preview will show how your table will appear in your document. **Note:** Use the **Quick Tables** option to access a host of predefined and preformatted tables.
3. Once the table is created, the **Table Tools contextual tab** will show, which provides access to table design and layout options. The **Design** tab displays a gallery of table styles. The **Layout** tab displays the tools you will need to adjust columns, rows and cells. In order to access these options in the future you need to click in a cell in the table.



### Table design tab options



### Table layout tab options

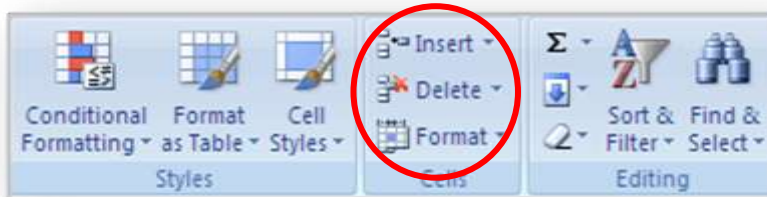


4. To delete a table, click inside the table. Click the **Layout** tab. In the **Rows & Columns** group, click **Delete** → **Delete Table**.

# What's New in Excel 2007

## Features on the Home Ribbon

Some basic features have been placed on the **Home** ribbon for ease of use. Two frequently used features are the **Inserting** and **Deleting** of rows and columns.



### To Add a Row:

1. On the **Home** tab.
2. In the **Cells** group click on **Insert→Row**.

**Note:** Rows are added above the cell that is selected.

### To Add a Column:

1. On the **Home** tab.
2. In the **Cells** group click on **Insert→Column**.

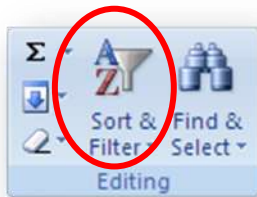
**Note:** Columns are added to the left of the cell that is selected.

### To Delete a Row or Column:

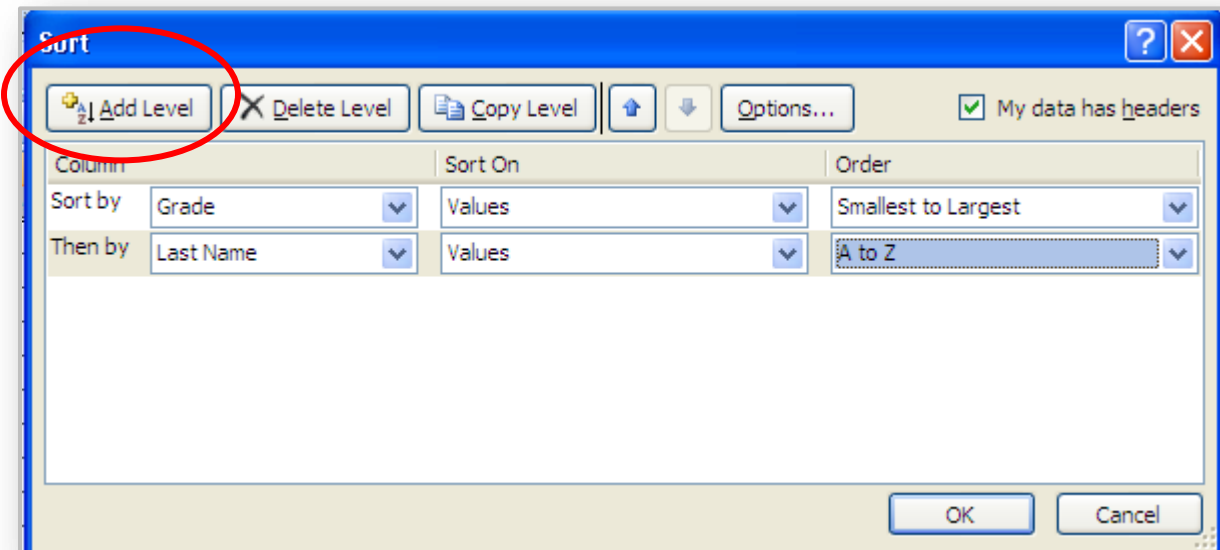
1. Select the row or column that you want to delete.
2. On the **Home** tab, in the **Cells** group, do one of the following:
  - To delete selected cells, click the arrow next to **Delete**, and then click **Delete Cells**.
  - To delete selected rows, click the arrow next to **Delete**, and then click **Delete Sheet Rows**.
  - To delete selected columns, click the arrow next to **Delete**, and then click **Delete Sheet Columns**.

## Changes to the Sorting Function

You are now able to sort up to 64 levels. Previous versions were only able to sort up to 3 levels deep. You are also able to sort data by color.

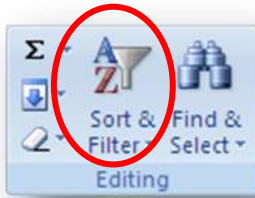


1. Select a column of data in a range of cells, or make sure that the active cell is in a table column.
2. On the **Home** tab, in the **Editing** group, click **Sort & Filter**, and then click **Custom Sort**.
3. The **Sort** dialog box is displayed.
4. Under **Column**, in the **Sort by** box, select the column that you want to sort.
5. Under **Sort On**, select the type of sort.
6. Under **Order**, click the arrow next to the button, and then, depending on the type of format, select a cell color, font color, or cell icon.
7. Click on the **Add Level** button to add an additional sort option.



## Changes to the Autofilter

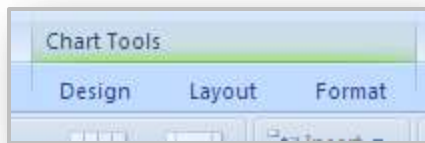
1. Click on the row that contains the header titles.
2. On the **Home** tab, in the **Editing** group, click **Sort & Filter**, and then click **Filter**.



3. Click the arrow  in the column header.
4. In the list of values, select or clear one or more values to filter.

## Creating Charts

1. On the worksheet, arrange the data that you want to plot in a chart.
2. Select the cells that contain the data that you want to use for the chart.
3. On the **Insert** tab, in the **Charts** group, click on a chart type.
4. You can edit the design, layout and format of the chart by clicking on the chart and selecting the **Chart Tools** contextual tab in the top right-hand corner.



# What's New in PowerPoint 2007

## Design Templates

You can use a built-in design template or select a template from Microsoft Office Online.

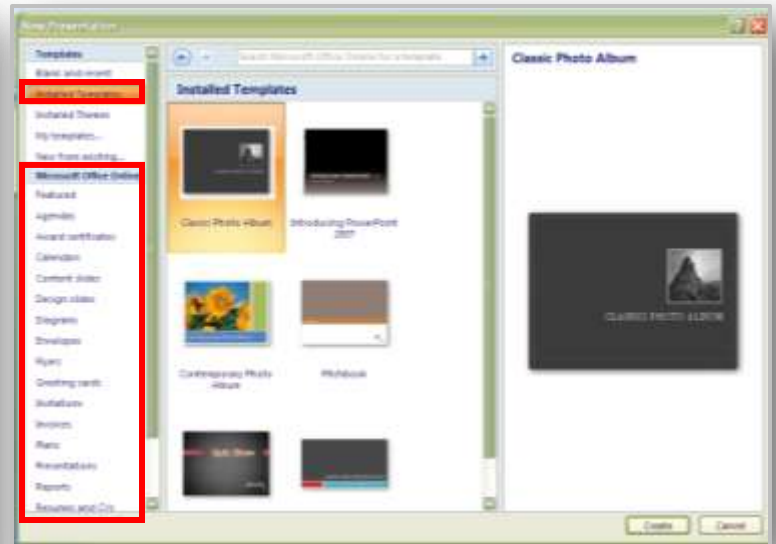
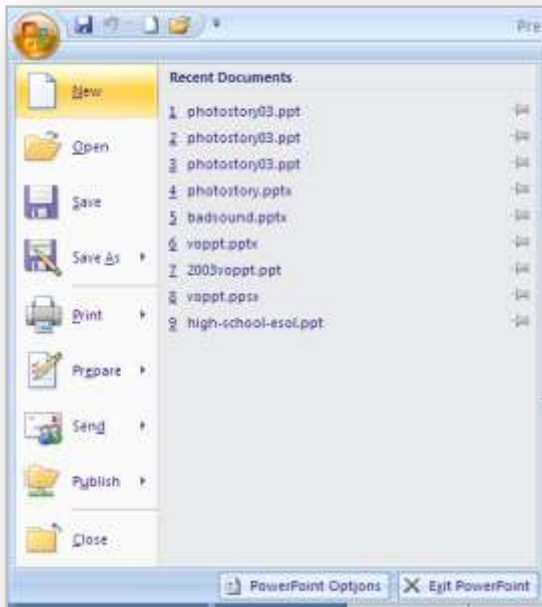
### Inserting a Installed Design Template

1. Open PowerPoint 2007
2. Click the **Office Button** and select **New**.
3. Click on **Installed Templates** to view available templates.
4. Select a template and click **Create**.

### Inserting an Online Design Template

1. Open PowerPoint 2007
2. Click the **Office Button** and select **New**.
3. Click on the various category links located under **Microsoft Office Online**.
4. Select a template and click **Create**.

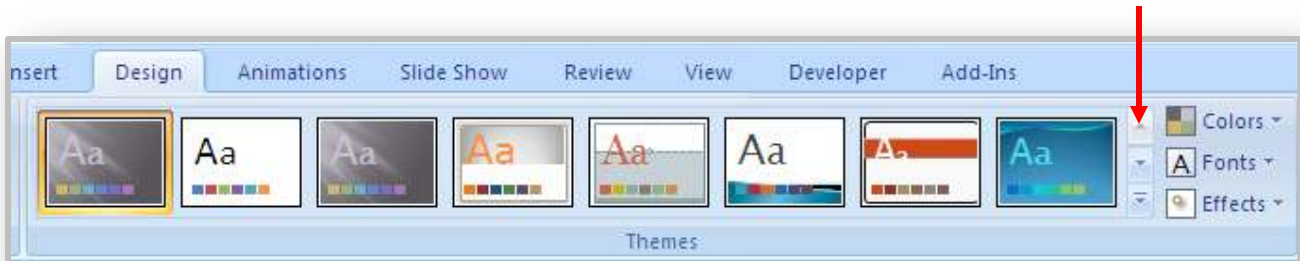
Note: You may need to allow Microsoft to verify that your version is genuine before it downloads.



## Using and Customizing a Theme

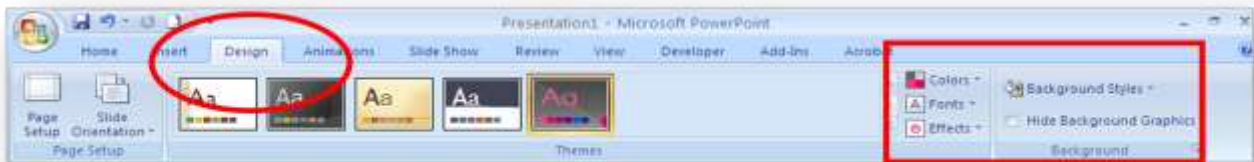
One of the biggest time-savers in Office 2007 is Themes. Themes allow you to apply a pre-scripted set of design elements to your presentation to give it a unified look and feel. You can create your own or use one of the many provided in the software and on Microsoft's site.

1. Open PowerPoint 2007 and create a new presentation.
2. Click the on the **Design** tab.
3. Select one of the pre-installed themes. Be sure to click the scroll bar to view all the themes.



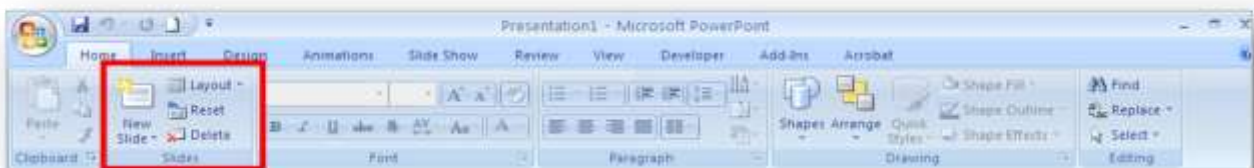
## Customizing a Theme

1. From the **Design Tab** select a theme.
2. To change the appearance of text within a theme, select the **Colors, Fonts, or Effects** buttons located in the Themes group.
3. Use the **Background Styles** button in the Background group to customize the design.



## New Slides

The **New Slide** button is now on the **Home** tab.



## Images

In PowerPoint 2007, you now have more design elements to create professional images.

1. Click on the **Insert** tab and then select **Clipart**.
2. Search and add a piece of clipart image.
3. Click on the image.
4. Click the **Picture Tools** contextual tab to format the image.

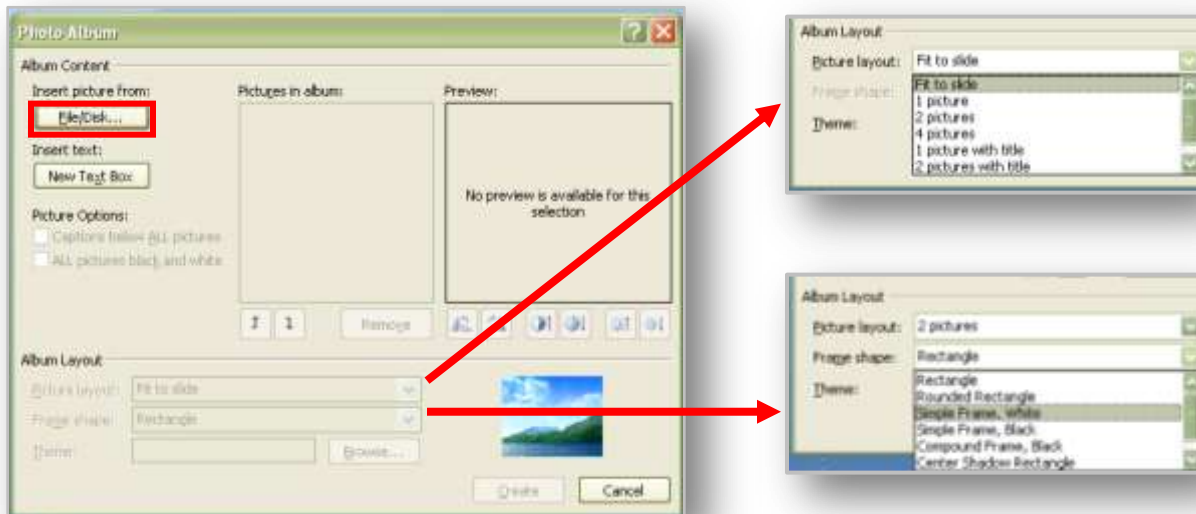


Note: You can view additional pictures styles by clicking on the up/down arrows in Picture Styles group.

## Photo Album

You can create a **Photo Album** with a few simple clicks.

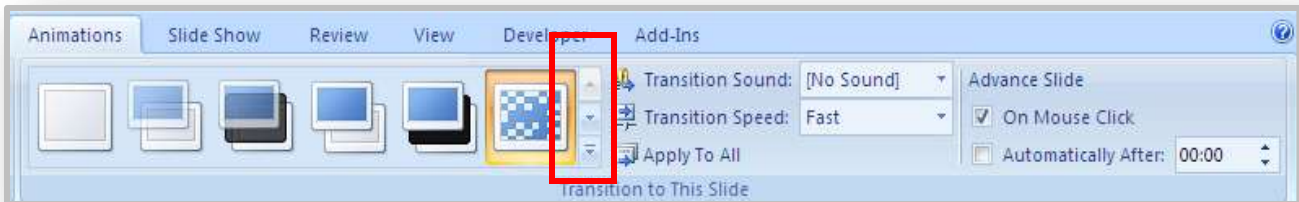
1. Click on the **Insert** tab→**Photo Album**→**New Photo Album**
2. Click the **File/Disk** button and select the pictures from their stored location.
3. In the **Album Layout** section, you can select the **Picture Layout** and the **Frame Shape**.
4. PowerPoint will create a slide show of your pictures.



## Transitions/Animations

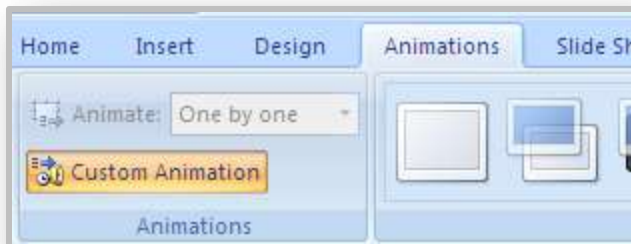
### Transitions

1. Click on the **Animations** Tab.
2. Everything to do about transitions is located in the **Transitions to This Slide** group.
3. You can view all the new transition options by clicking on the up/down arrows.



### Animations

1. Click on the **Animations** Tab.
2. Everything to do about animations is located in the **Animations** group.
3. Click on an object and then click the drop down to the right of **Animate** to apply basic animations.
4. Click **Custom Animation** for additional animations features. Custom animations work the same as in PowerPoint 2003.



### View Slide Show

The **View Slide Show** button has been relocated to the right side of the screen.

