

Microsoft Office 2007 The Basics – or --

(“What the heck is going on!”)

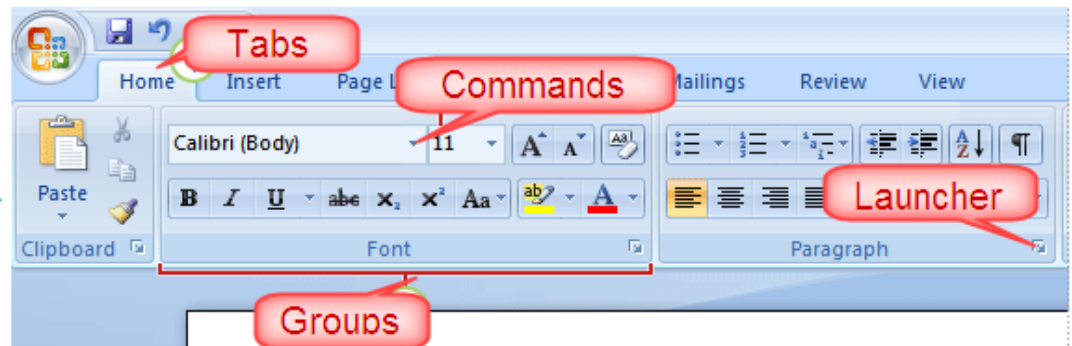
Redesigned Interface

- The standard menus along the top have been removed
- Replaced with a series of toolbars called “*The Ribbon.*”
- **Contextual** tabs – tabs that appear as needed; e.g., working with tables – the Table tab will become visible.
- Similar among all Office apps (Word Excel ..)


Ribbon

Common among each application

- Consist of:
 - **Tabs** (along top: *Home, Insert*)
 - **Groups** (related items within the group: *Clipboard, Font ..*)
 - **Commands** (button, box, menu)
 - **Launcher** (additional options)



Office Logo

- The Office logo  (the top left of the screen) replaced “*File, Menu*” option
- Contains commands for *New, Open, Save, Print, Preview, ..*, etc.
- In addition -- contains *Options* menu for changing options setup

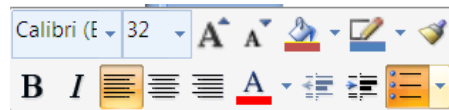
Other Changes

- **Quick Access**



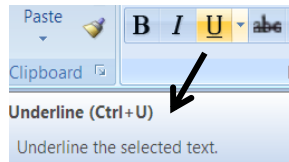
- Use certain commands a lot? Don't want to find?
Put them on *Quick Access bar*

- **Mini Toolbar**



- As you select text a “mini toolbar” appears with common commands (bold, font ..)

- **Screen Tips**



- Hover over a command area for “screen tip” appear

Other changes

- Status Bar (*bottom bar left-hand side*)
 - Spell checker option (red-check top of “book” indicates misspelled – double click to start)
- Status Bar (*bottom bar right-hand side*)
 - Views now located on the right-hand side of the status bar
 - Zoom feature now a “scrolling” +/_ tab

More Info

- Save as a PDF (plug in from Microsoft)
 - Download from Microsoft <http://tinyurl.com/v46jc>
 - Install/run
 - Access through *Office Logo*
 - Select **Save As** then select *PDF* or *XPS*
- Using Office 2003 but need to open Office 2007 document/file
 - Download converter from Microsoft <http://tinyurl.com/y5a879>
 - Ensure read requirements overview on page
 - Install/run to be able to open a 2007 document in Office 2003

Want to try?

- [Word Exercise](#)
- [Excel Exercise](#)
- [PowerPoint Exercise](#)