

# Office 2007 Documentation and Self-Paced Training Resources



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# Welcome to Office 2007

This document has been created to show our customers a few of the differences between Microsoft Office 2003 and Microsoft Office 2007. This is a very broad overview of some of the changes you will encounter when looking at documents and email through this new version of Office. This document also includes multiple links to Microsoft resources for self-paced training. To adequately address a broad range of product familiarity, some of the links are designed for novice level users while others target more proficient users.

If you've never used the Microsoft Suite of software before, please click the link below to view a beginner's tutorial online.

<http://office.microsoft.com/en-gb/products/FX102704851033.aspx>

If you already have a general understanding of the Office Suite but would like to view a specific video tutorial, please click the link below. After pulling up the Microsoft website, click on a link within the Office 2007 section.

<http://office.microsoft.com/en-us/training/default.aspx>

## “Where did \_\_\_\_\_ move to in Office 2007?”

For those of us that are used to using Office 2003, Microsoft has an interactive tool that helps you locate where all the commands have moved to in Office 2007. Please follow the links below for each Office product and then click “Start the Guide” to begin.

**Outlook 2007** <http://office.microsoft.com/en-us/outlook/HA102221621033.aspx>

**Word 2007** <http://office.microsoft.com/en-us/word/HA100744321033.aspx>

**Excel 2007** <http://office.microsoft.com/en-us/excel/HA101491511033.aspx>

**PowerPoint 2007** <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

## Different means better

It might take a little time to get used to the Office 2007 interface, but everything really has been redesigned to make life easier by bringing Office's menu options out from hiding and placing them in full view, while simultaneously increasing the quality of the documents and presentations that you can achieve.

Complete integration throughout the Office System also means that sharing documents with colleagues securely, in real-time and with a natural audit trail becomes intuitive.

## Introducing the Ribbon

The key to using Office 2007 is the Ribbon. In previous versions of Office, you got access to most of its functions through drop-down menus across the top of the screen. This meant it could take several clicks to get where you wanted or perform a task.

In Office 2007, all the tools you need at any one moment - such as the typesetting functions in Word - appear in the Ribbon at the top of the screen. Basically, all the options that were hidden within the menus are now visible on the ribbon.

With the old style menus, every function was in the *same* place all the time. With the Ribbon, every function is in the *most useful* place all the time making editing and tweaking documents much more intuitive.

## Saving Files

While KDE the Agency is standardizing on the Office 2007 platform, we need to remember that some of our K-12 school districts and some of our other business partners have not. **This means that documents will need to be saved in the Office 97-2003 file type format.** New to Office 2007, the default file format has changed. For example, a Word 2007 file will have a default file extension name of .docx (YourDocument.docx) and Excel 2007 will have a default file extension of .xlsx (YourDocument.xlsx). When documents are saved in the new 2007 format and then e-mailed or shared with another user that doesn't have Office 2007, they will

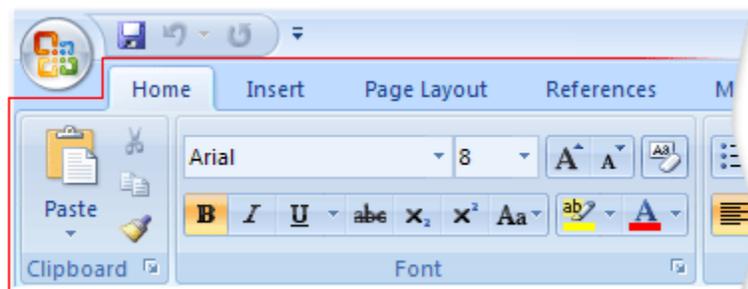
not be able to read the file. **Please note that your Office 2007 install has been configured to save documents in the 97-2003 file formats. However, this setting can be changed manually each time you save a document so please keep this in mind as you save files.**

## Live Preview

With tools grouped together on the Ribbon, you'll also soon discover Live Preview. Live Preview allows you to see what effect a change will have before you commit to it. To see this in action, highlight a piece of text and hover over different fonts in the font list without clicking on them. You will notice that the text in the document will change the text accordingly allowing you to preview the change before selecting it. This makes editing, particularly in presentation documents, much simpler and more natural.

## More about the Ribbon

When you first start some of the programs in 2007 Microsoft Office system, you may be surprised by what you see. The menus and toolbars in some programs have been replaced with the Ribbon, which is part of the Microsoft Office Fluent user interface.



The Ribbon as it appears in Microsoft Office Word 2007

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected.

## Programs that use the Ribbon

The Ribbon is featured in the following 2007 Microsoft Office system programs:

- ↓ Office Access 2007
- ↓ Office Excel 2007
- ↓ Office PowerPoint 2007
- ↓ Office Word 2007
- ↓ Office Outlook 2007 (in open items such as Mail, Contacts, and Appointments)

## Minimize the Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups that are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from the earlier versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on your screen.

Always keep the Ribbon minimized

1. Click **Customize Quick Access Toolbar** .
2. In the list, click **Minimize the Ribbon**.
3. To use the Ribbon while it is minimized, click the tab you want to use, and then click the option or command you want to use.

For example, with the Ribbon minimized, you can select text in your Microsoft Office Word document, click the **Home** tab, and then in the **Font** group, click the size of the text you want. After you click the text size you want, the Ribbon goes back to being minimized.

## Restore the Ribbon

1. Click **Customize Quick Access Toolbar** .
2. In the list, click **Minimize the Ribbon**.

**Keyboard shortcut** To minimize or restore the Ribbon, press CTRL+F1.

Keep the Ribbon minimized for a short time

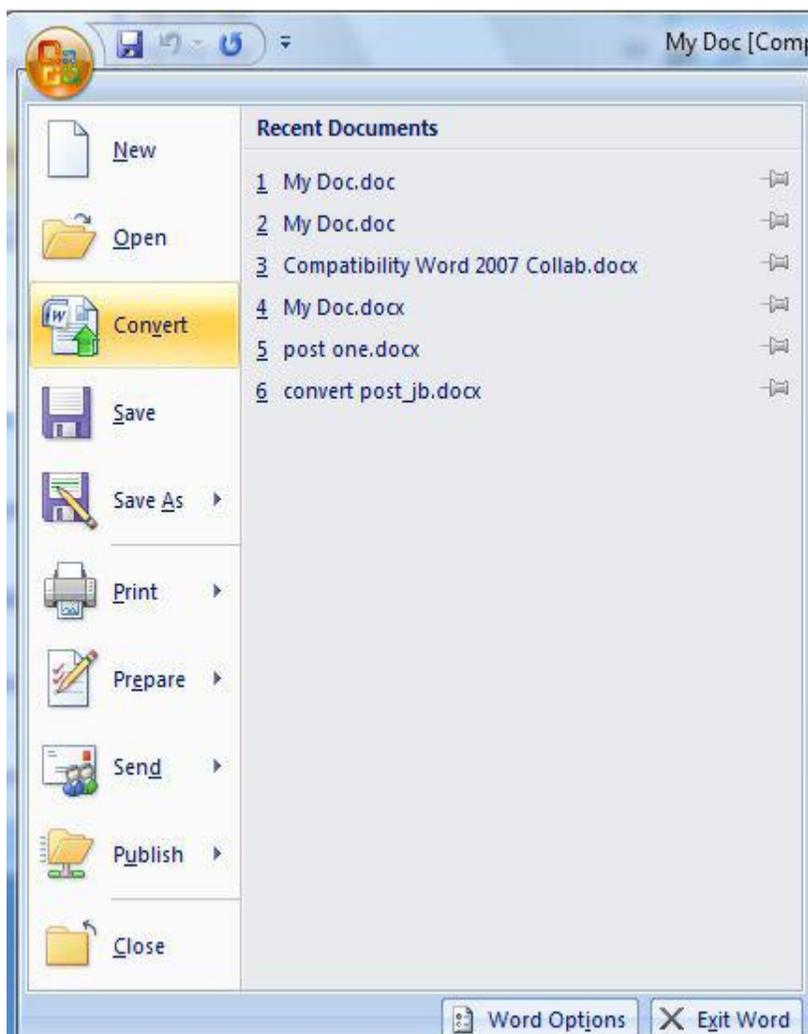
To quickly minimize the Ribbon, double-click the name of the active tab. Double-click a tab again to restore the Ribbon. **Keyboard shortcut** - To minimize or restore the Ribbon, press CTRL+F1.

**TIP** You can still use the keyboard shortcuts while the Ribbon is minimized. For more information about keyboard shortcuts, see [Use the keyboard to work with Ribbon programs](#). If the link does not open or you're reading this from a printed document, please type the following address in your Internet Explorer web browser.

<http://office.microsoft.com/en-us/help/HA100919081033.aspx>

## Microsoft Office Button

The **Office Button** is located in the left top corner of the Ribbon, which replaces the 2003 File Menu and contains most of the same commands.



Click on the Office Button to show the menu commands: **Save, Save as, Delete, Move, Permission, Print, Properties, and Close.**

## Easily avoid spelling errors

When you are writing a document for others to see, you certainly don't want spelling errors to detract from your message or to undermine your professionalism. New features of the spelling checker make it easier for you to distribute your work with confidence:

The spelling checker is now more consistent across the 2007 Microsoft Office system programs. Examples of this change include:

- Several spelling checker options are now global. If you change one of these options in one Office program, that option is also changed for all the other Office programs. For more information, see <http://office.microsoft.com/en-us/help/HP101194671033.aspx>
- In addition to sharing the same custom dictionaries, all programs can manage them by using the same dialog box. For more information, see <http://office.microsoft.com/en-us/help/HA101472981033.aspx>

An exclusion dictionary is automatically created for a language the first time that language is used. Exclusion dictionaries let you force the spelling checker to flag words that you want to avoid using. They are handy for avoiding words that are obscene or that don't match your style guide. For more information, see <http://office.microsoft.com/en-us/help/HA101473031033.aspx>

- The spelling checker can find and flag some contextual spelling errors. Have you ever typed a mistake similar to the following? **I will see you their.** In Office Word 2007, you can enable the **Use contextual spelling** option to get help with finding and fixing this type of mistake. This option is available when checking the spelling of documents in English, German, or Spanish.
- You can disable spelling and grammar checking for a document or for all documents that you create.

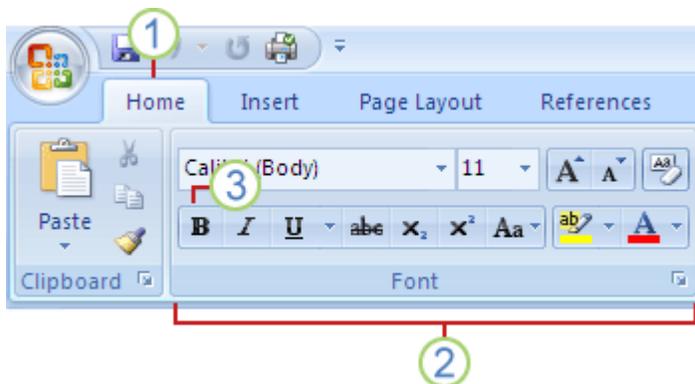
# Word 2007

## Create professional-looking documents

Office Word 2007 provides editing and reviewing tools for creating polished documents more easily than ever before.

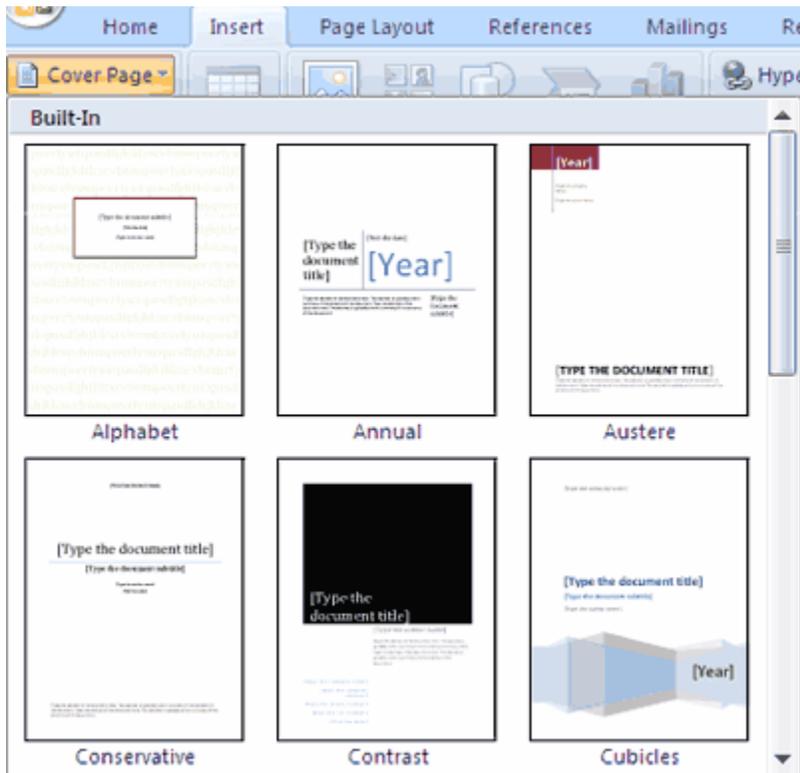
## Spend more time writing, less time formatting

The new Ribbon, a component of the Office Fluent user interface, groups your tools by task, and the commands you use most frequently are close at hand.



- 1 Tabs are designed to be task-oriented.
  - 2 Groups within each tab break a task into subtasks.
  - 3 Command buttons in each group carry out a command or display a menu of commands.
-

Add preformatted elements with just a few clicks



Office Word 2007 introduces building blocks for adding preformatted content to your documents:

- When you are working on a document from a particular template type, such as a report, you can select from a gallery of preformatted cover pages, pull quotes, and headers and footers to make your document look more polished.
- If you want to customize the preformatted content, or if your organization often uses the same piece of content, such as legal disclaimer text or customer contact information, you can create your own building blocks that you select from the gallery with a single click.

If you are having trouble finding a function you used to use in Word 2003 try this link:  
<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

# Excel 2007

## New User Interface

Microsoft Excel continues to grow in power, sophistication, and capability, but one thing that has changed very little since the early '90s is its user interface. The once-simple toolbar has been packed with so many features over the years that few users know where to find them all.

Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface. The time-honored menu-and-toolbar user interface has been scrapped and replaced with a new "tab-and-ribbon" interface that makes every feature easy to locate and use.

Other elements that comprise the new look include:

### **Six new modern-looking fonts:**

The default workbook font is now 11-point Calibri, which is much more readable than the old 10-point Arial, especially in smaller sizes.

### **Quick Access Toolbar:**

A personal toolbar, to which you can add commands that you use regularly. This toolbar is the only part of the Excel 2007 interface that the user can customize.

### **The Mini toolbar:**

A new addition to the right-click menu. This toolbar contains commonly-used formatting icons, displayed near your mouse pointer for quick access.

## **Get the lay of the land**

The Excel 2007 interface represents possibly the biggest change Microsoft has made to the look and feel of the program and to how you get at its myriad features. No matter what you do -- from opening files or adding formulas to creating charts or even just using a menu -- you'll find things have changed.

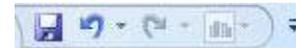
Here's a quick guided tour to the Excel 2007 interface:



**1. The Microsoft Office button.** The big button on the upper left-hand corner of the screen replaces the old File menu from previous versions of Excel.



**2. The Quick Access toolbar.** Just to the right of the Office button is the Quick Access toolbar, with buttons for using Excel's most common features, including Save, Undo, Redo, Sort, Print Preview and more, but you can add and remove buttons for any functions you please.



**3. The Ribbon.** Love it or hate it, the Ribbon is the main way you'll work with Excel. Instead of old-style menus, in which menus have submenus, submenus have sub-submenus and so on; the Ribbon groups small icons for common tasks together in tabs on a big, well, ribbon. So, for example, when you click the Insert tab, the Ribbon appears with buttons for items that you can insert into a spreadsheet, such as charts, tables, pivot tables, clip art or a hyperlink.



**4. The Scrollbar.** This is largely unchanged from previous versions of Excel; use it to scroll up and down. There are a couple of minor changes. At the top, there's a double arrow that when clicked upon, expands the area at the top of the worksheet that displays the contents of the current cell. Just below the double arrow is a tiny button that looks like a minus sign that lets you split your screen in two.

**5. The View toolbar.** There is now a View toolbar at the bottom right of the screen that lets you choose between Normal, Page Layout and Page Break Preview -- a view that will show you how your spreadsheet will look when it prints. There's also a slider that lets you zoom in or out of your document.

If you are having trouble finding a function you used to use in Excel 2003 try this link:

<http://office.microsoft.com/en-us/excel/HA101491511033.aspx>

# Outlook 2007

## New and improved features

Quickly find the information you need

- **Instant Search** Office Outlook 2007 provides a new fast way to find your information, no matter which folder it is in. Outlook now uses the same search technology that Microsoft Windows does, to deliver fast results regardless of mailbox size. In addition, an improved visual design displays each individual result of your search immediately, as soon as it is available, while the search is still running. Search now appears in the same place no matter where you are in Outlook. You can also forward your search query to Windows Desktop Search for a broader search of your entire computer. For more information, see <http://office.microsoft.com/en-us/outlook/HA012305851033.aspx>
- **Color Categories** New Color Categories give you a quick, visual way to customize items and to distinguish items from one another, making it easy to locate information. Suppose, for instance, that you want to assign a color category to all items related to a certain project. You can add the same color category to e-mail, calendar, and task items so that you can easily locate all items from that project at a glance. When you need to find the information later, you can search and sort by Color Categories to quickly and visually identify what you are looking for. For more information, see <http://office.microsoft.com/en-us/help/HA012309221033.aspx>
- **Attachment previewing** Using the new Attachment Previewer, you can view your attachments from within the Reading Pane by making only a single click. This improvement saves you time and allows you to view attachments in context with the e-mail message. For more information, see <http://office.microsoft.com/en-us/help/HA101185281033.aspx>
- **Minimized Navigation Pane** The Navigation Pane can now be minimized into a vertical button bar, to provide you with a larger work area while allowing quick access to Favorite Folders and other views. For more information, see <http://office.microsoft.com/en-us/outlook/HA012304281033.aspx>

If you are having trouble finding a function you used to use in Outlook 2003 try this link:

<http://office.microsoft.com/en-us/outlook/HA102221621033.aspx>

## PowerPoint 2007

### Graphics and Galleries

If there is one, constant criticism of PowerPoint presentations, it is that they encourage people to use flashy graphics. Nothing irritates an audience more than text whooshing in with a fanfare pulled out of sound effects.

Office 2007 comes with new, advanced graphics, so you can use some very elegant “brochure-quality” effects to spice up your presentations instead of resorting to too much movement. The 3D effects for charts and graphs, for example, are extremely elegant and easier to edit than was the case in previous editions of Office.

All the major applications also include Smart Art, which makes it easy to create “house style” graphics that include effects like reflections and glows.

### Create and deliver dynamic presentations

A new and intuitive user interface

Office PowerPoint 2007 has a new, intuitive user interface called the Microsoft Office Fluent user interface, which helps you create better presentations much more quickly than you could in earlier versions of PowerPoint. Office PowerPoint 2007 offers new and improved effects, **themes**, layouts, **and** enhanced formatting options that you can use to create great-looking, dynamic presentations in a fraction of the time that you used to spend. You can:

- Find features and commands in intuitively categorized tabs and related groups.

- Save time and create better presentations when you select easily accessible formatting options from galleries of predefined **Quick Styles**, layouts, table formats, effects, and more.
- Take advantage of the live preview feature to review your formatting choices before you apply them.

## Protect and manage information

When sharing your presentation with others, you want to be confident that it cannot be accessed by people who should not see it. You also want to make sure that your presentation does not include unintentional content, private information, or editing marks that call out words that the recipient's dictionary does not recognize. Furthermore, you might want to restrict access to the content within your presentation so that potentially sensitive information is not publicly distributed.

Office PowerPoint 2007 offers many ways to help you protect and manage your information.

### Secure your presentations

With a number of new security features in Office PowerPoint 2007, you can help ensure that your presentation is safely managed after it leaves your hands by hiding the author's name, making sure that all comments have been deleted, and restricting who can make changes to it.

### Prevent changes to a final version of a document

Before you share a final version of your presentation with other people, you can use the **Mark As Final** command to make the presentation read-only and communicate to other people that you are sharing a final version of the presentation. When a presentation is marked as final, editing commands, proofing marks, and typing are disabled, and people who view the document cannot inadvertently change the document. The **Mark As Final** command is not a security feature. Anyone can edit a document that is marked as final by turning off **Mark As Final**.

### Find and remove hidden metadata and personal information in documents

Before you share your presentation with other people, you can use the Document Inspector to check the presentation for hidden metadata, personal information, and content that may be stored in the presentation. The Document Inspector can find and remove information like comments, ink annotations, document properties, document management server information, invisible objects, off-slide content, presentation notes, and custom XML data. The Document Inspector can help you ensure that the presentations you share with other people do not contain any hidden personal information or any hidden content that your organization might not want distributed. Additionally, your organization can customize the Document Inspector to add checks for additional types of hidden content.

For more information about the Document Inspector, see the article [Remove hidden data and personal information from Office documents](#).

## Add a digital signature to your presentation

You can help provide assurance as to the authenticity, integrity, and origin of your presentation by adding an invisible digital signature to the presentation. Digital signatures provide a record of exactly what was signed, and they allow a signature to be verified in the future.

**If you are having trouble finding a function you used to use in PowerPoint 2003 try this link:**

<http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

## Help and Support

If you encounter issues with the functionality of the Microsoft Office 2007 software, please contact the KETS Service Desk at: 866-538-7435 or locally at 502-564-2020. The KETS Service Desk can also be reached via email at: [kets servicedesk@education.ky.gov](mailto:kets servicedesk@education.ky.gov)