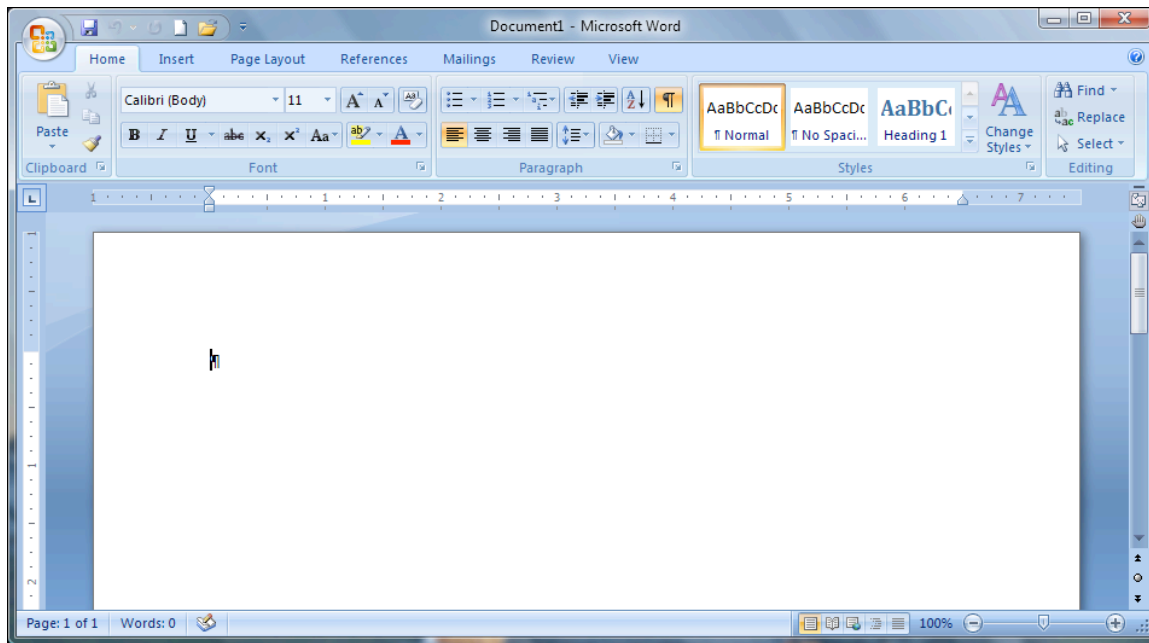


Office 2007 for Windows New Users Guide

Microsoft Office 2007 for Windows has been dramatically redesigned to make it easier to use. People who are accustomed to the older versions of Microsoft Office may find this new software to be a challenge to work with because it is so different. This document is intended to make the transition to the new version easier.

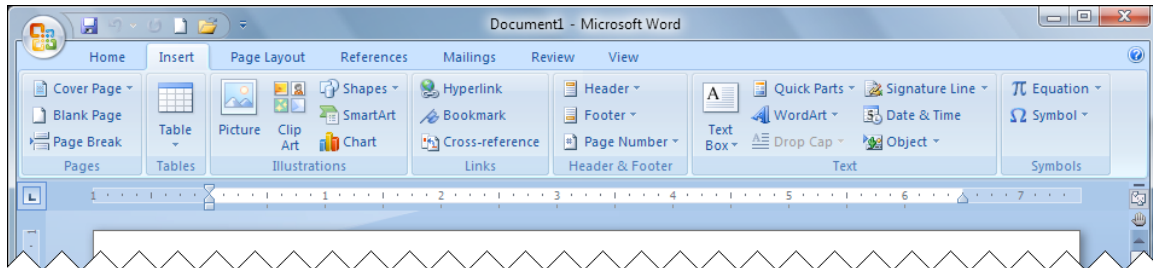
The first major change that you might notice is that the traditional menus and floating toolbars have been replaced with a series of tabbed toolbars across the top of the screen, called the **Ribbon**. A sample **Microsoft Word 2007** window is shown below.



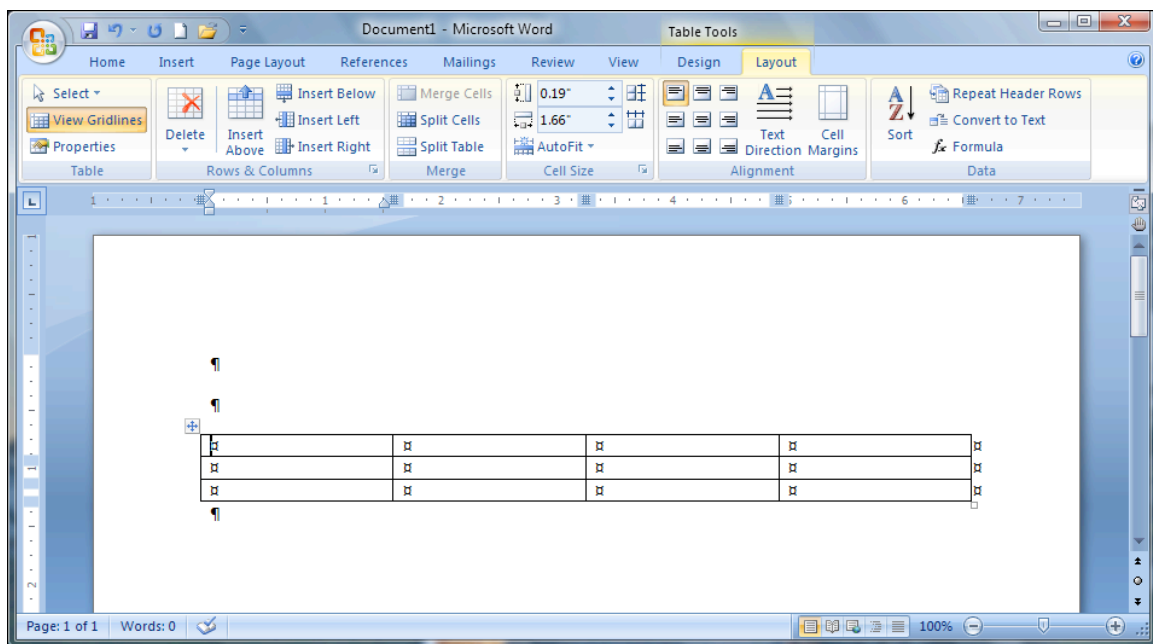
The first Tab on the Ribbon is the **Home** tab. It contains the most common commands for text formatting, and some editing commands such as Cut Copy and Paste, as well as Find and Replace. The toolbar buttons function as you would expect; click to apply the desired formatting. Some buttons have multiple options available. These are indicated by a down-pointing triangle to the right of the button. Click the triangle to display and select from the different options.

Note that the commands are grouped into sections, which are labeled at the bottom of the toolbar area. Character-based formatting commands such as Bold and Italic are in the **Font** section. Paragraph-based formatting commands for Bullets, Alignment and Line Spacing are in the **Paragraph** section.

The second Tab on the Word 2007 Ribbon is the **Insert** tab, shown below.

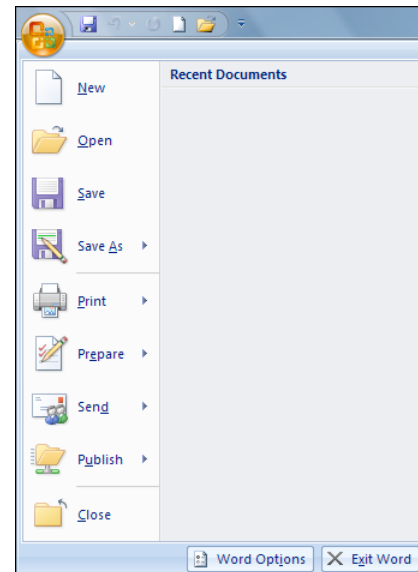


The Insert Tab is used to add special items to your document, such as Tables, Pictures, Equations, and Headers/Footers. Adding a special item to your document may make more toolbars available. For example, adding a Table makes the Table Layout and Table Design toolbars appear. This is shown below.



Note the yellow highlighted words 'Table Tools' that appear in the document's Title bar. These toolbars are only accessible when the insertion point is inside of a table.

Another important change in the latest version of Word is the absence of the File menu for basic opening and saving functions. These commands are available from the **Office menu**, which is the round cloverleaf button in the upper left corner of Word (and other Office applications). The Office menu is shown to the right.



The Office menu also contains the **Print** command, the **Close** command and **Exit**, which are important commands for every computer user.

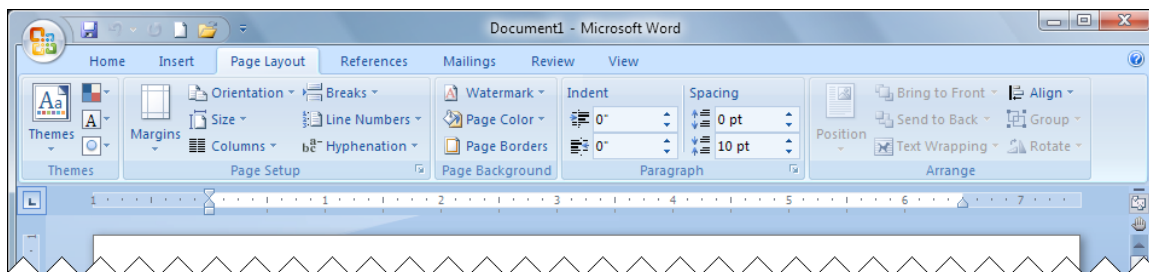
The **Word Options** button is located at the bottom of the Office menu. Use it to access the Options for Word, such as automatic spell checking.

There are shortcut buttons above and to the right of the Office button for **Save**, **Open** and **New**. The **Undo** and **Redo** buttons are also in this area.

Important note on File Formats

The new version of the Office application use new file formats, which are not compatible with older versions of Office. These are indicated by new file extensions, .docx instead of .doc for example. If you intend to exchange documents with your colleagues, you should Save As to the older file formats to insure compatibility!

The third Tab on the Word 2007 Ribbon is the **Page Layout** tab, shown below.

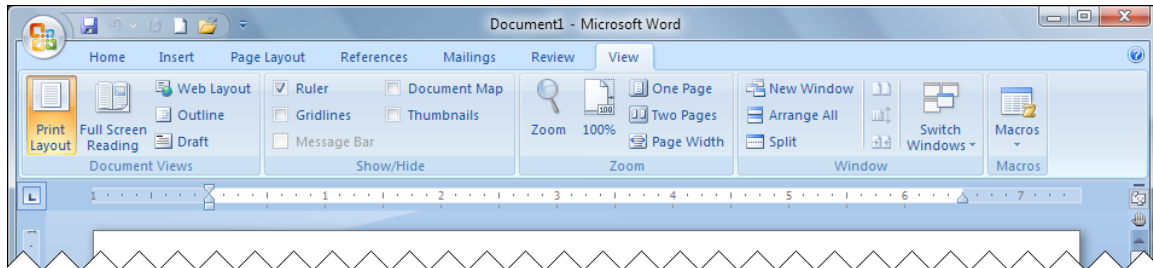


The Page Layout tab is used to select page size, select page orientation and set margins. Special types of Breaks, such as Section breaks are also available here.

This tab also contains some controls for paragraph-based formatting like indents and line spacing.

Photos and other graphic objects can be positioned and formatted with the Arrange commands on the right-most section.

The seventh Tab on the Word 2007 Ribbon is the **View** tab, shown below.



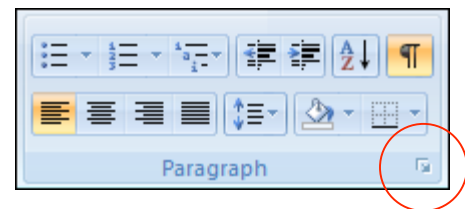
The View tab is used to control the appearance of the document on the screen. These settings generally do not affect the way a document prints.

The Document Views section is used to switch between Print Layout, Full Screen and other viewing modes.

The Show/Hide section is used to display or hide different interface elements, such as the Ruler.

More Options

You may discover that a useful or necessary option is not available from the Ribbon tabs. In that case, look for a small arrow button in the lower right corner of the relevant Ribbon section. The Paragraph section of the Home tab is shown to the right.



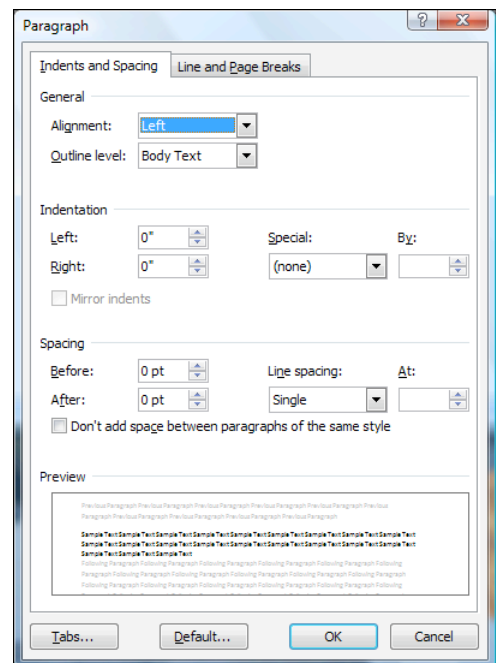
Click this button to open a dialog box of Paragraph-related controls and options. The Paragraph dialog box is shown to the right.

The full range of available Paragraph formatting options are shown in this dialog box. These include paragraph alignment, indentation with left, right and first line indents, line spacing, and spacing before and after a paragraph. There is also a separate tab with Line and Page break controls.

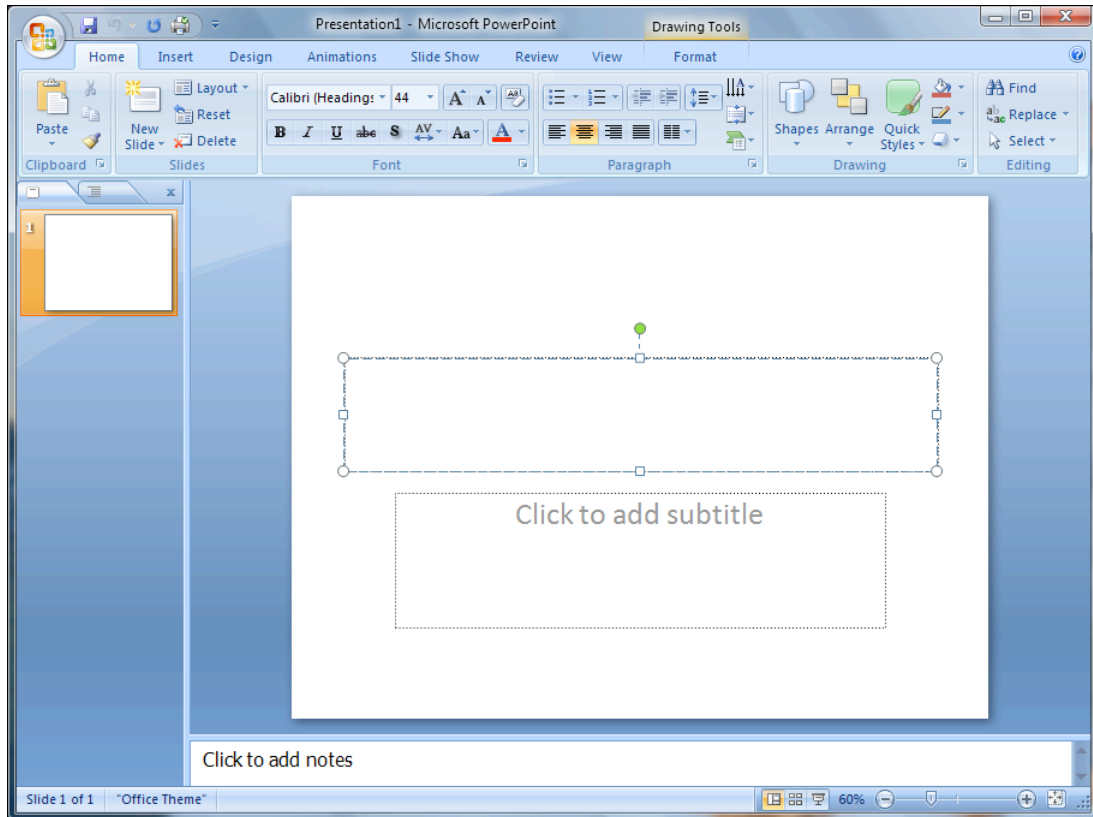
Advanced Tab settings such as tab leaders can be accessed using the **Tabs** button in this dialog box.

A preview area is shown at the bottom of the dialog box.

Click **OK** to apply any settings changes to the selected paragraphs, or **Cancel** to discard them.



A sample **Microsoft PowerPoint 2007** window is shown below.

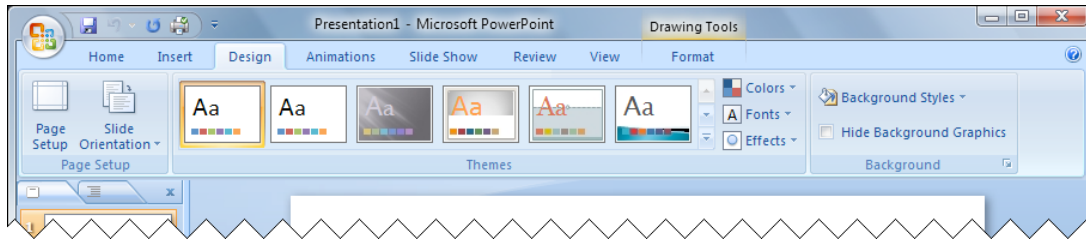


The **Home** tab of the Ribbon in PowerPoint contains many of the same commands as Word does in the Font and Paragraph sections. On the right side, PowerPoint has a Drawing section for adding basic shapes to your presentation.

Some of the tabs on the PowerPoint 2007 toolbar are similar to those in Word and Excel. In particular, the Insert tab is used to add pictures, tables, hyperlinks and other special items to your slides.

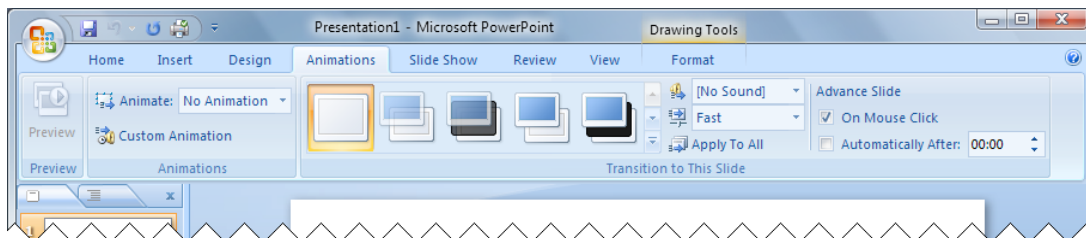
In the lower-right corner of the PowerPoint window, there is a magnification slider, which allows you to zoom in and out to any magnification you wish. This new feature is available in Word and Excel too.

The third Tab on the PowerPoint 2007 Ribbon is the **Design** tab, shown below.



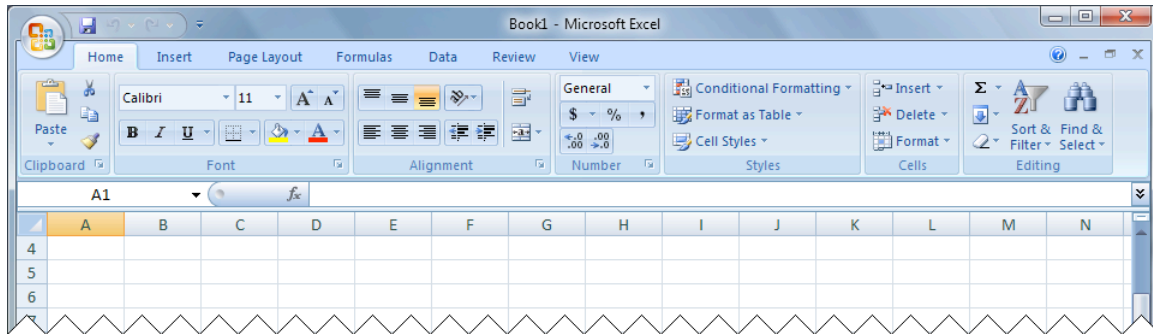
The Design tab is used to select slide designs, background images, color themes and change the overall appearance of your presentation. **Page Setup** and **Slide Orientation** are also selected here.

The fourth Tab on the PowerPoint 2007 Ribbon is the **Animations** tab, shown below.



The Animations tab is used to select the slide **Transitions**, which determine how one slide changes into the next. Custom and pre-made Animations, as well as sound effects can also be applied to each slide.

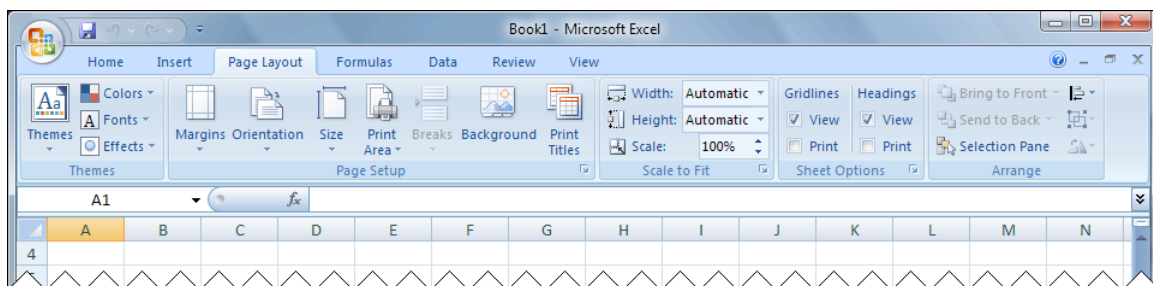
A sample **Microsoft Excel 2007** window is shown below.



The commands available in the Font and Alignment sections are similar to those in Word and PowerPoint.

Note that there is a **Number** formatting section of the Excel 2007 Home tab that is not present in Word or PowerPoint. Also note that commands for Inserting and Deleting rows and columns are on the Home tab, as they are popular.

The third Tab on the Excel 2007 Ribbon is the **Page Layout** tab, shown below.



The Page Layout Tab is used to select page size, select page orientation and set margins, like it is in Word.

Other useful controls in this toolbar include the selection of a **Print Area**, to print only part of a spreadsheet, addition of manual page **Breaks**, and **Print Titles**, which repeat rows or columns at the top or left of each printed page. The **Scale to Fit** controls (formerly in the Page Setup dialog box) are also available here.

If you have difficulty locating any commands in the new Microsoft Office 2007 applications, try using the help system. To access this system, click the blue question mark icon in the upper right corner of any Office window. A Help window opens, which has a list of help topics and a searchable index. You can also call the IT Service Center at 508-999-8790, and we will be happy to help you.