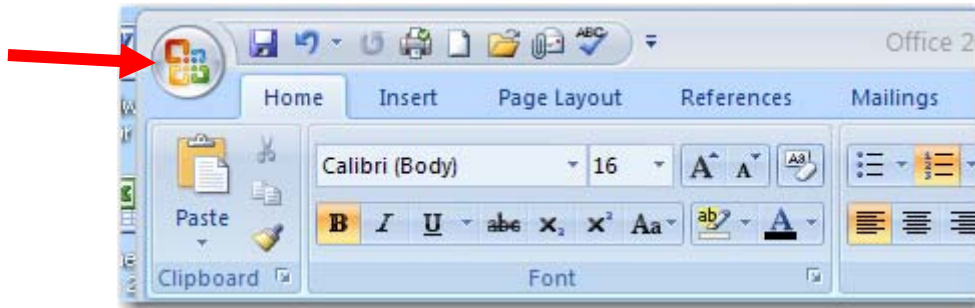




# What's New In Office 2007?

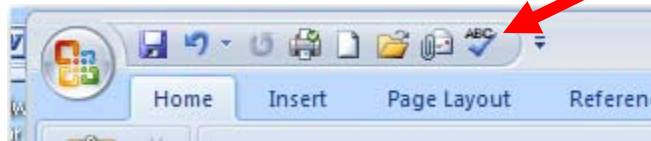
ITC, Fall 2007

## 1. The Office Button




**Microsoft Office Button**  replaces the **File** menu and is located in the upper-left corner of these Microsoft Office programs. When you click the **Microsoft Office Button** , you see the same basic commands available in earlier releases of Microsoft Office to **open**, **save**, **save as**, and **print** your file.

## 2. The Quick Access Toolbar



The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can add buttons that represent commands to the Quick Access Toolbar by .

- i. Click the **Customize Quick Access Toolbar button** located at the end of the icons currently on the toolbar. The button looks like this: .
- ii. In the list, click on the commands you would like to add. A checkmark will appear beside the command in the list and a new icon will appear on your Quick Access Toolbar.

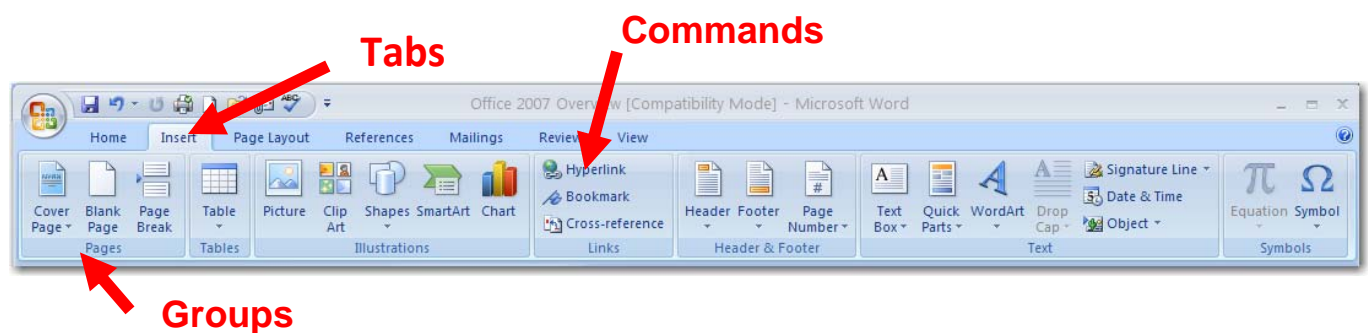
## 3. Ribbons

Rather than menus, Office 2007 has Ribbons. 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

editing text, inserting something, etc. 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.


Example: The Insert Ribbon:



There are three basic components to the Ribbon. It's good to know what each one is called so that you understand how to use it.

- 1) **Tabs.** There are seven basic ones across the top. Each represents an activity area: **Home, Insert, Page Layout, References, Mailings, Review, and View.**
- 2) **Groups.** Each tab has several groups that show related items together. In this example the groups are, **Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.**
- 3) **Commands.** A command is a button, a box to enter information, or a menu.

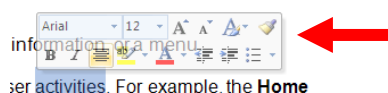
Everything on a tab has been carefully selected according to user activities. For example, the **Home** tab contains all the things you use most often, such as the commands in the **Font** group for changing text font: **Font, Font Size, Bold, Italic,** and so on.

At first glance, you may not see a certain command from a previous version of Word. Fret not. Some groups have a small diagonal arrow in the lower-right corner .

The arrow is called a **Dialog Box Launcher**. If you click it, you'll see more options related to that group. Those options will often appear in the form of a dialog box that you may recognize from a previous version of Word. Or they may appear in a familiar-looking task pane.

#### 4. The Quick Formatting Toolbar

A subtle new quick formatting toolbar in Word 2007 fades in and out near your cursor.



For example, the **Home**

## 5. Zoom

A new slider bar located in the in the lower right corner that lets you zoom in and out.

## 6. Word Count

Word count and number of pages is now displayed conveniently in the lower left hand corner.



## 7. Live Preview or Dynamic Preview– Selecting, Hovering

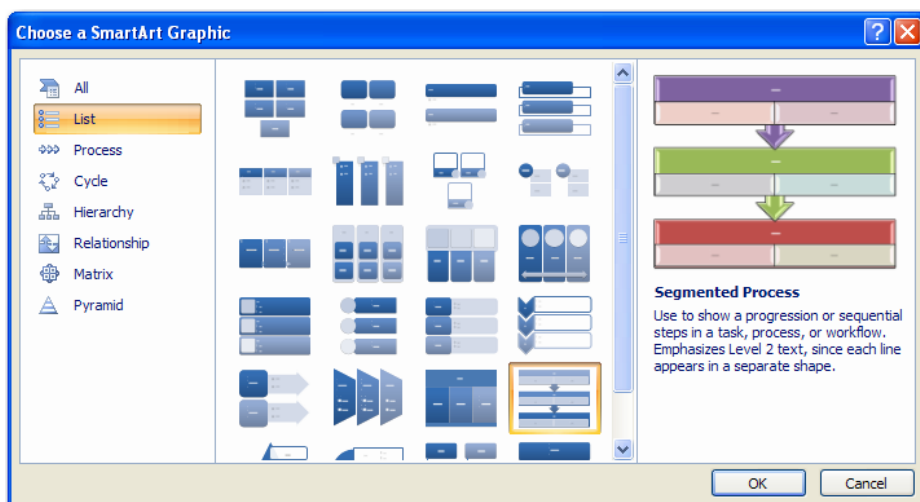
Office 2007 allows you to preview certain changes before you make the change permanent in your document. For example, you can select text in your document and then choose different fonts, sizes, colors, QuickStyles (see below), or alignments. Your document will dynamically display the changes as you select them so you can preview what it will look like. If you don't click your mouse, nothing will change. To make the change permanent, click on the color, font, etc. you wish to keep.

## 8. Where is select all?

Select All is on the Home ribbon. You can also Select All by moving the cursor to the left of any text until it changes to a right-pointing arrow, and then triple-click.

## 9. New SmartArt Graphics

Additional organizational charts, flow charts and other graphics have been added to Office 2007. To see what is available and to insert a SmartArt Element, click on the Insert tab and then on the SmartArt button. SmartArt is organized into categories. Click on the category on the left to see the available graphics displayed on the right.



## 10. QuickStyles

Quick Styles are sets of styles created to work together. Although a Quick Style set likely contains all of the styles that you need to build a document, you may want to add a brand new style. You can also create additional styles, such as a new table or list style.

1. Select the text that you want to create as a new style.

For example, perhaps you want the word NCATE always to appear as bold and red in your document. 😊

2. On the Mini toolbar that appears above your selection, click Bold and Red to format the text.
3. Right-click the selection, point to Styles, and then click Save Selection as a New Quick Style.
4. Give the style a name — for example, NCATE — and then click OK.

The style that you created appears in the Quick Styles gallery with the name you gave it, ready for you to use whenever you want text to be bold and red.

## 11. The Help Button is still your friend.

The help button is located in the upper right and corner. The help menu is useful for helping you find the right ribbon to click for a particular button you can't seem to locate.

