

Microsoft® Office 2007 Orientation

Get up to speed with the
2007 system

Division of Information Technology

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Overview: A new look to familiar programs



When you open a 2007 Microsoft Office system program, you'll see a lot that's familiar. But you'll also notice a new look at the top of the window.

Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.

This presentation introduces you to the Ribbon and other new ways to make better documents, faster.

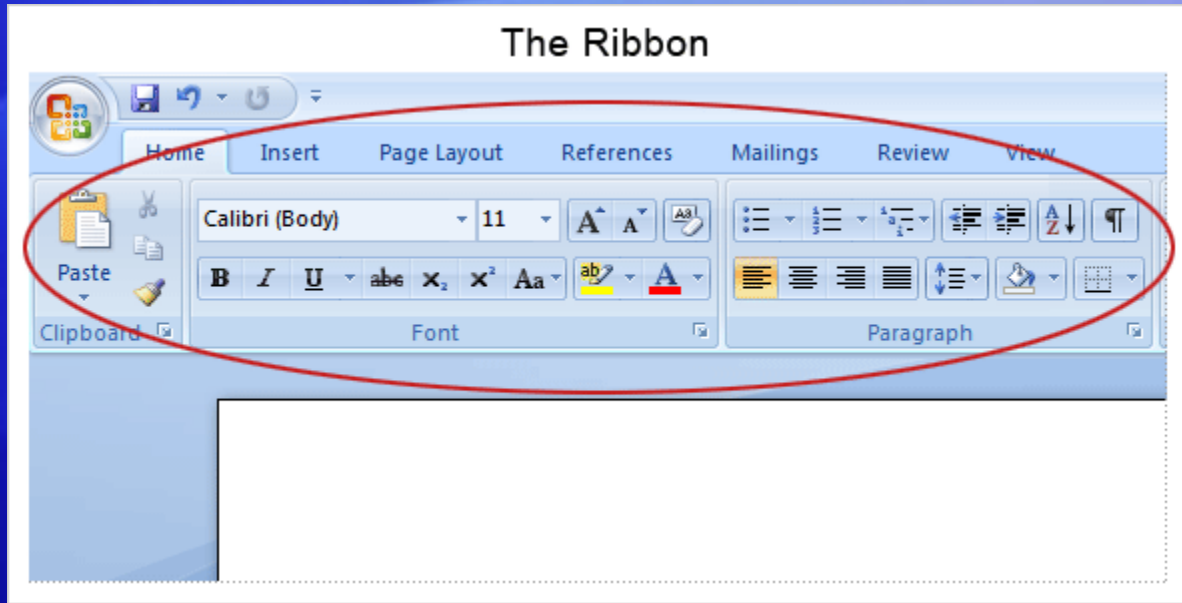
Course goals

- See how the 2007 Office system has changed, and why.
- Use the Ribbon to do what you're used to doing.
- See what the new file formats mean to you.

Lesson 1

The new Office: Made for you

The new Office: Made for you

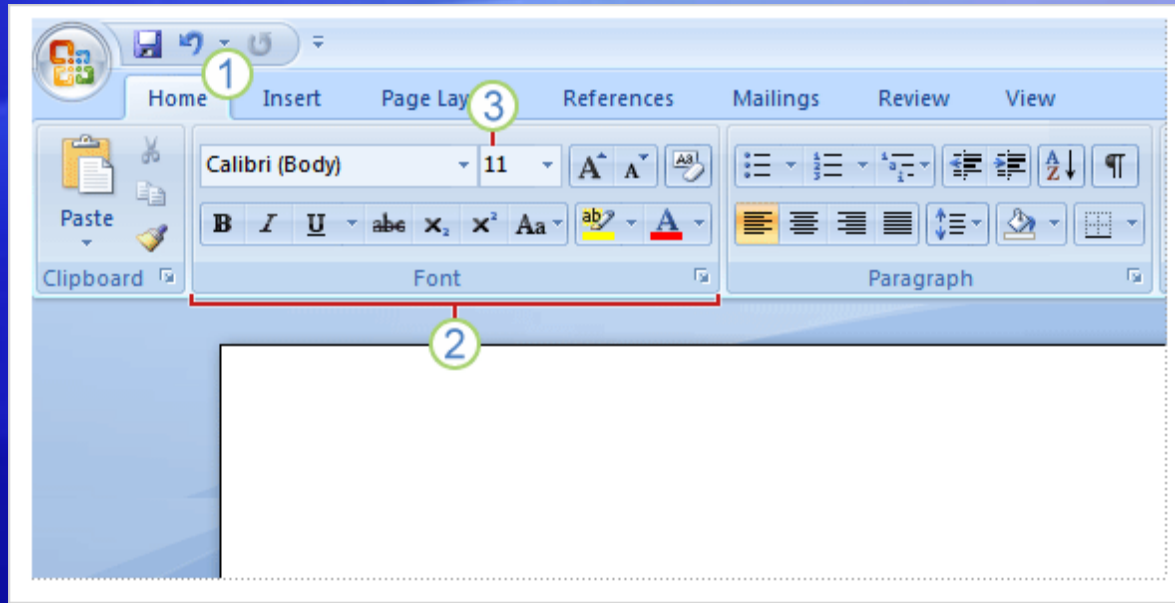


Yes, there's a lot of change to familiar Microsoft Office programs.

With the Ribbon, commands and other tools you need are now exposed and more readily available.

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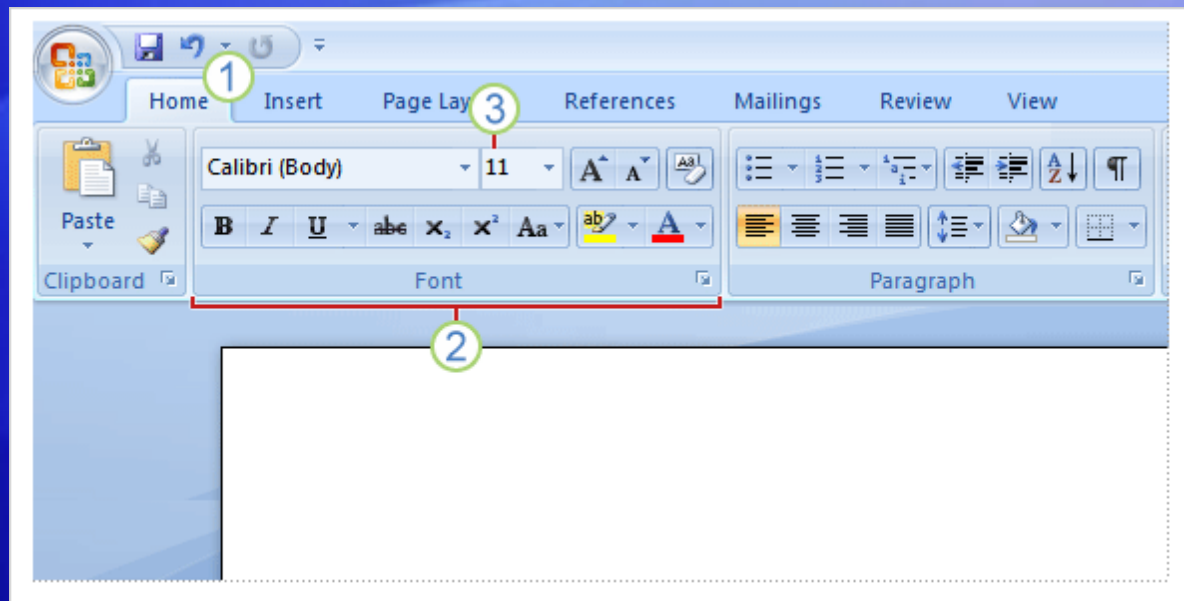
What's on the Ribbon?



The three parts of the Ribbon are **tabs**, **groups**, and **commands**.

- 1 **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- 2 **Groups** are sets of related commands. They remain on display and readily available, giving you rich visual aids.
- 3 **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.

What's on the Ribbon?



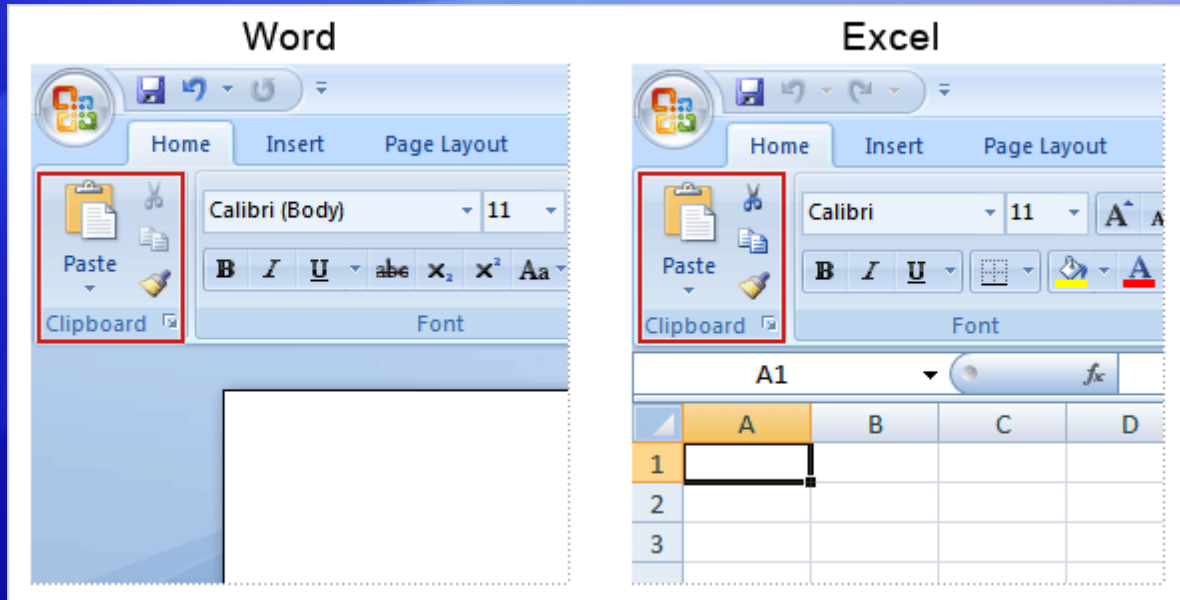
How do you get started?

Begin with the first tab.

In Word 2007, for example, that's the **Home** tab.

It's got the commands that people use most commonly when they write documents: font formatting commands (**Font** group), paragraph options (**Paragraph** group), and text styles (**Styles** group).

How commands are organized

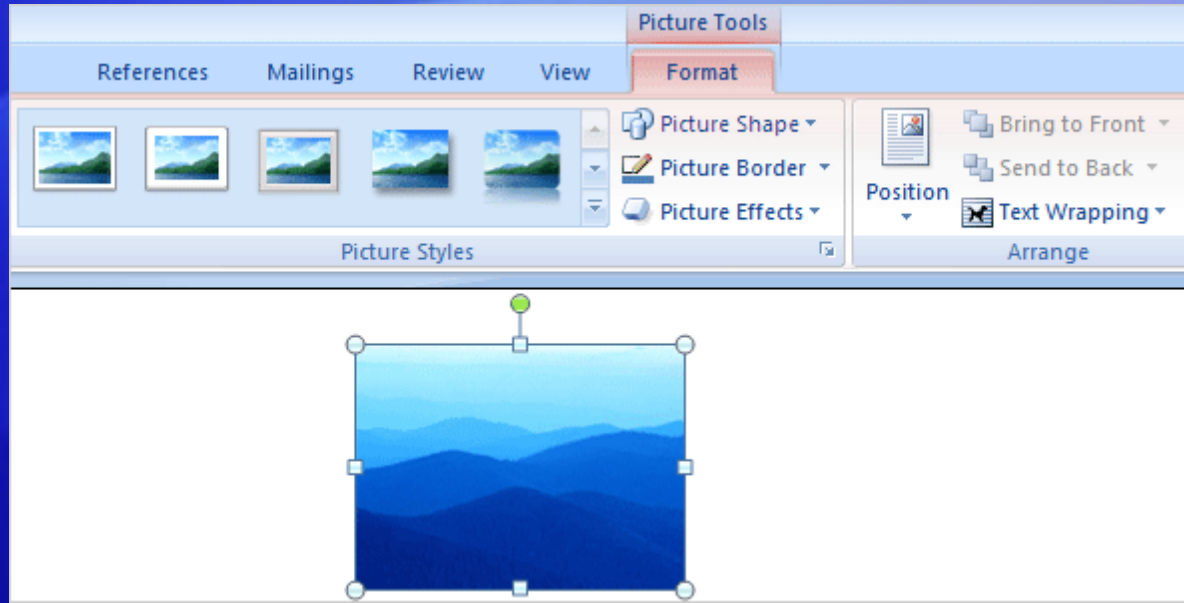


Commands are organized by how they're used.

Frequently used core commands no longer have to share space with a range of remotely related commands on a menu or toolbar.

They're the ones that get used, and so now they're the ones most prominently featured.

More commands, but only when you need them



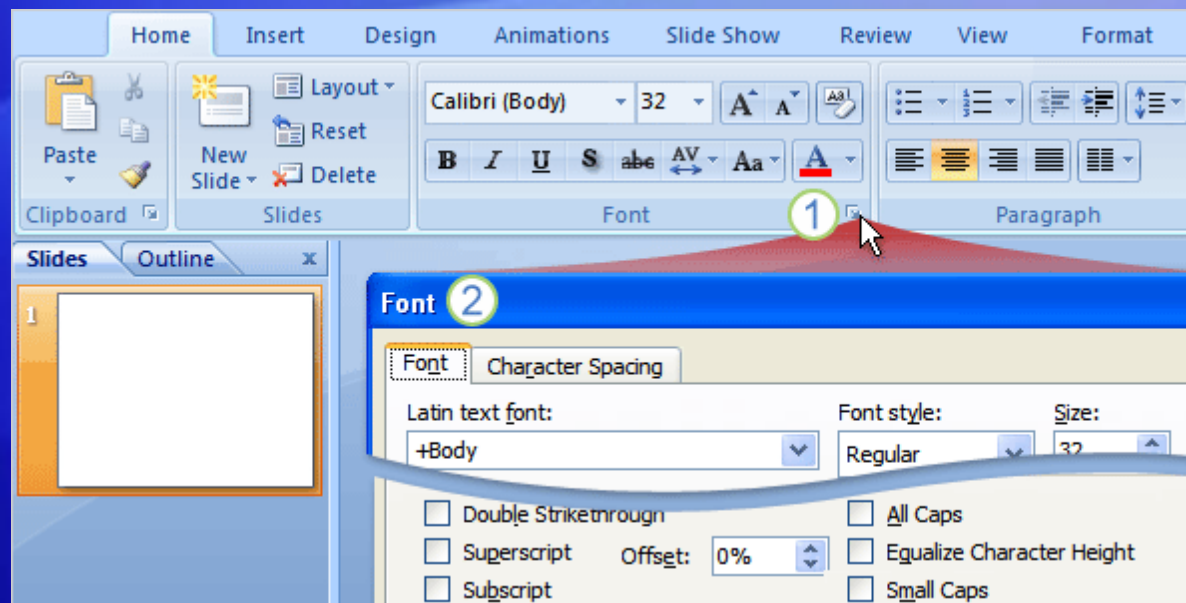
Commands you use most are available on the Ribbon all the time.

Others appear only when you need them, in response to an action you take.

For example, the **Picture Tools** in Word appear on the Ribbon when you insert a picture, and they go away when you're done. The Ribbon responds to your action.

So don't worry if you don't see *all* the commands at all times. Take the first steps, and what you need will appear.


More options if you need them



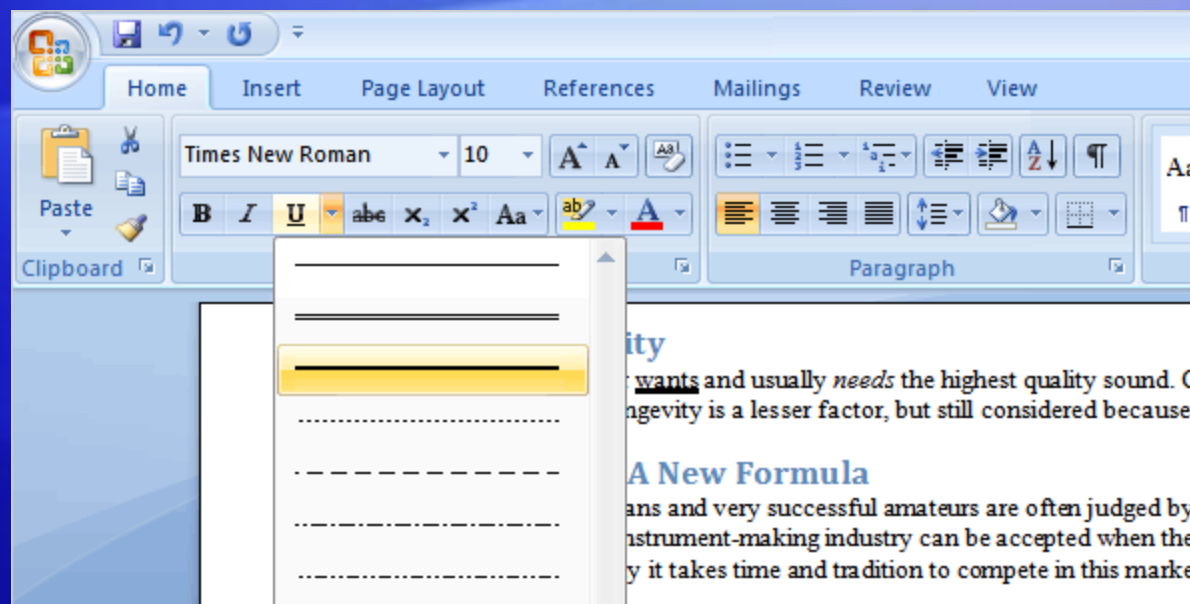
Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.

This means more options are available for the group.

For example, to get to a less commonly used font option in PowerPoint® 2007:

- ① On the **Home** tab, click the arrow  in the **Font** group.
- ② The **Font** dialog box opens, with the full selection of font commands.

Preview before you select



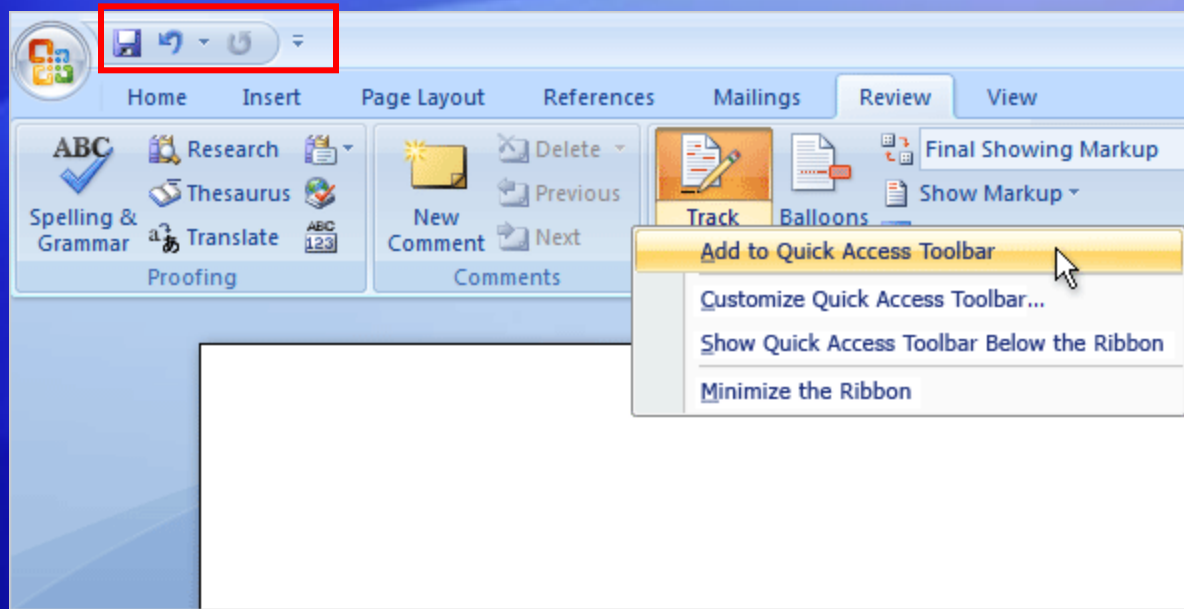
Are you familiar with the try-undo-try cycle?

You make a change, it's not what you want, and so you undo and keep trying until you get what you had in mind.

Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

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Put commands on your own toolbar

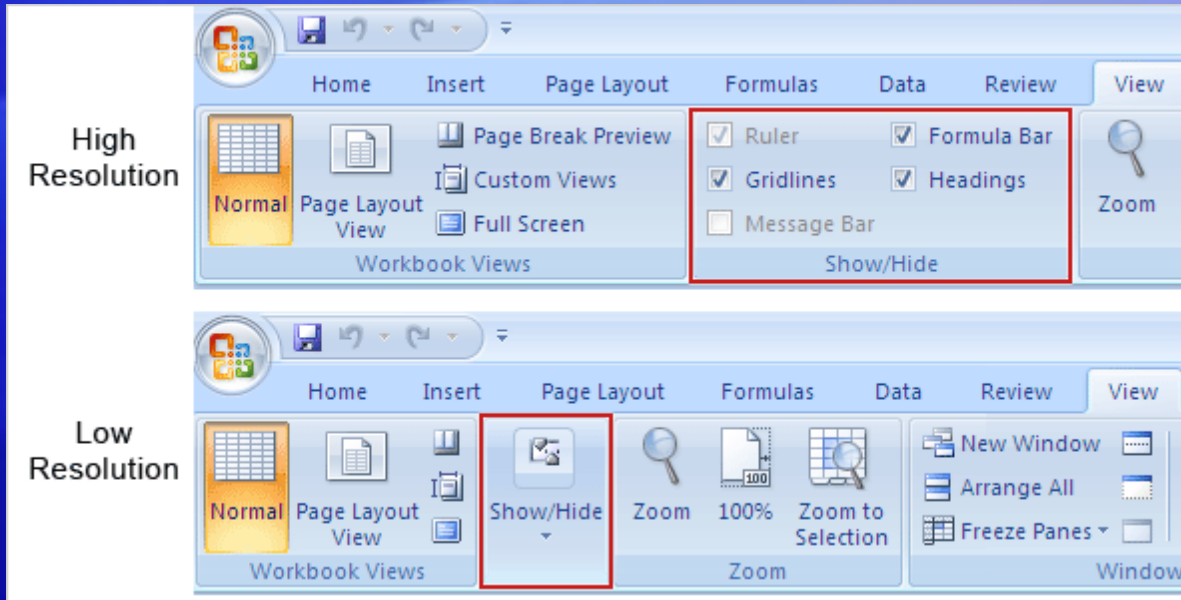


Do you often use commands that aren't as quickly available as you'd like?

You can easily add them to the **Quick Access Toolbar**.

Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

Working with different screen resolutions



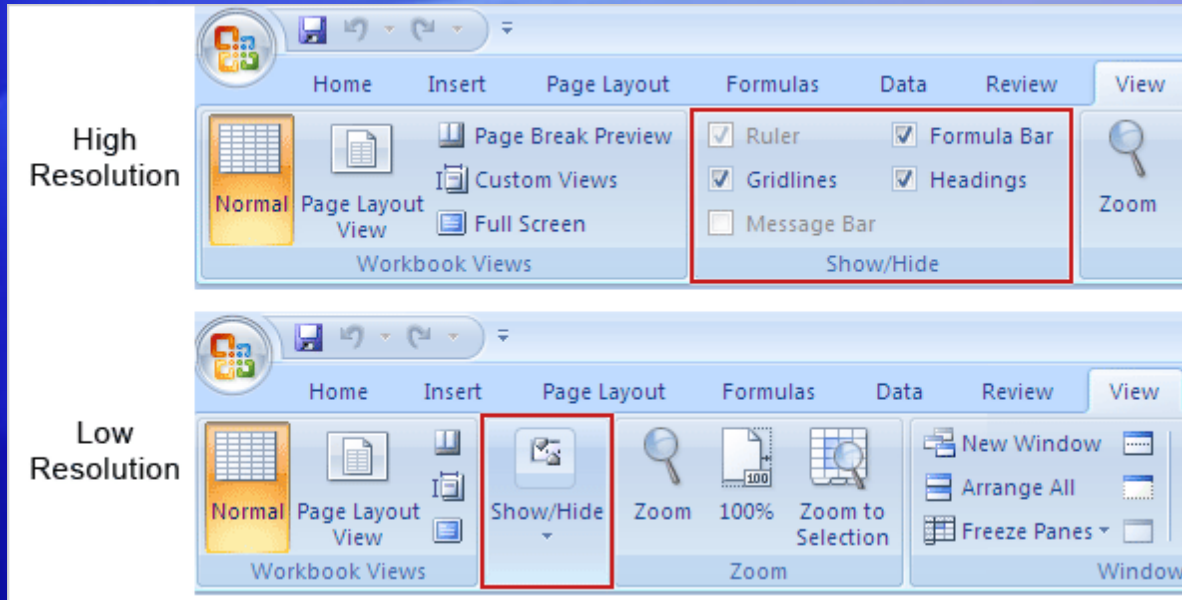
Everything described so far applies if your screen is set to high resolution and the program window is maximized.

If not, things look different.

How? Like this:

- **Low resolution:** If your screen is set to a low resolution, a few groups on the Ribbon will display the group name only, not the commands in the group. Click the arrow on the group button to display the commands.

Working with different screen resolutions



Everything described so far applies if your screen is set to high resolution and the program window is maximized.

If not, things look different.

How? Like this:

- **Screen not maximized:** Some groups will display only the group names.
- **Tablet PCs:** On those with smaller screens, the Ribbon adjusts to show smaller versions of tabs and groups.

Practice Handout

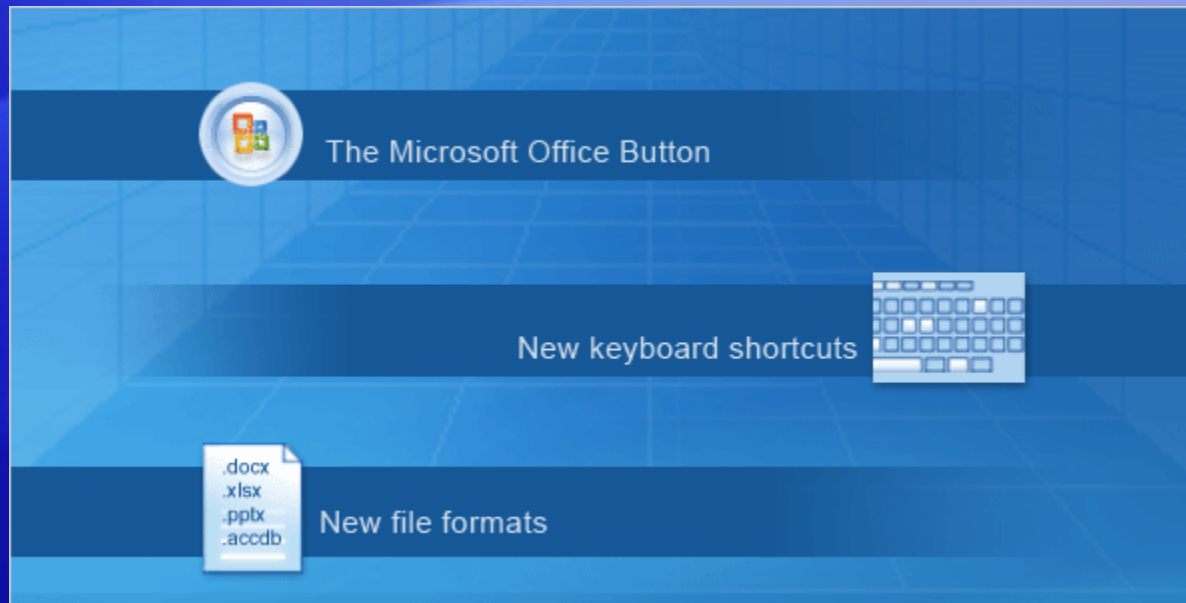
Handout # 1 -

- Exercise 1 – Practice with:
 - ✓ Quick Access Toolbar
 - ✓ Tab Bar
 - ✓ Ribbon
 - ✓ Mini Toolbar
 - ✓ Live Preview


Lesson 2

Answers to critical questions

Answers to critical questions



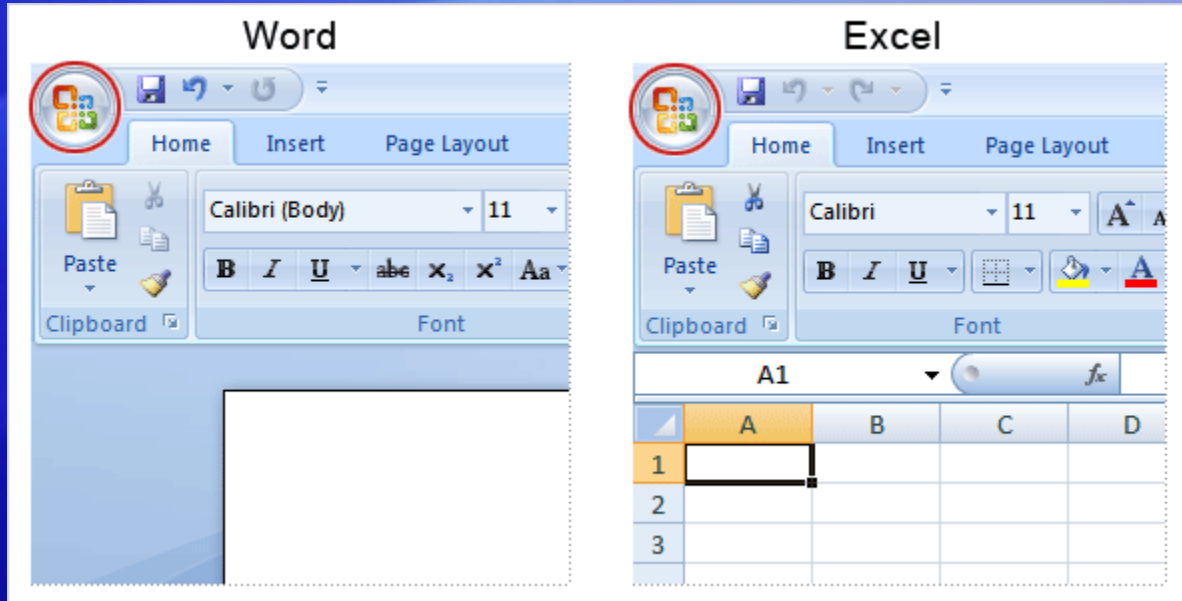
Now it's time to look beyond the Ribbon and see what else is new.


The **Microsoft Office Button**  is new, as are new keyboard shortcuts and new file formats for Word, Excel, PowerPoint, and Access 2007.

In this lesson, you'll find out how to work with some of the new options.

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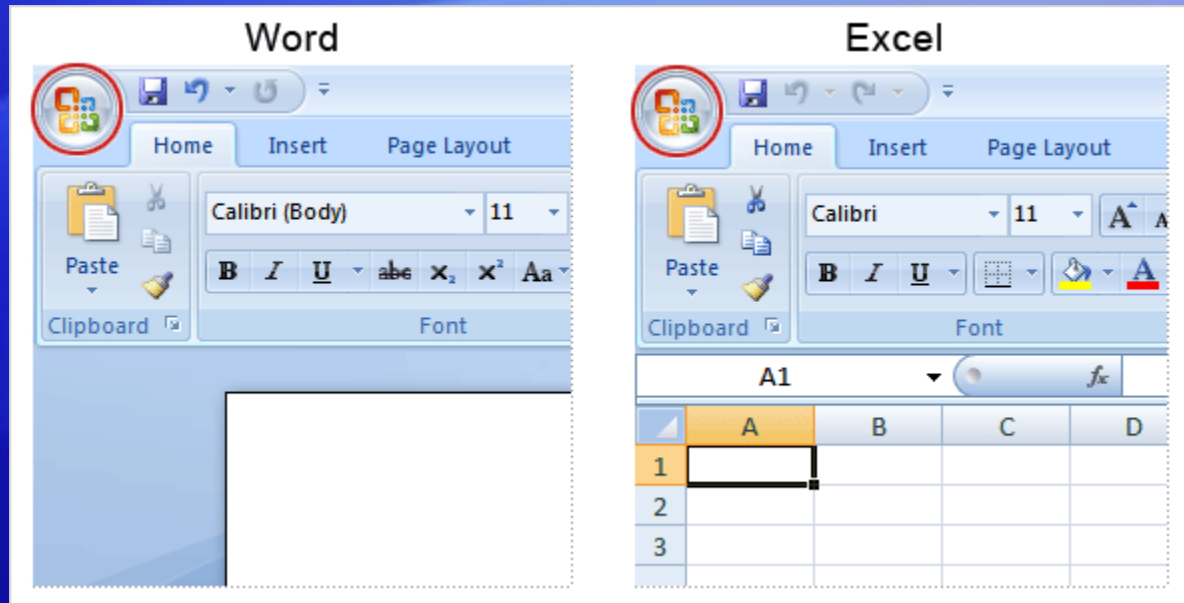
What happened to the **File** menu?



The Microsoft **Office Button**  appears in the upper-left corner of the window in several Microsoft Office programs, such as Word and Excel.

But the button offers more commands than the **File** menu did.

What happened to the **File** menu?



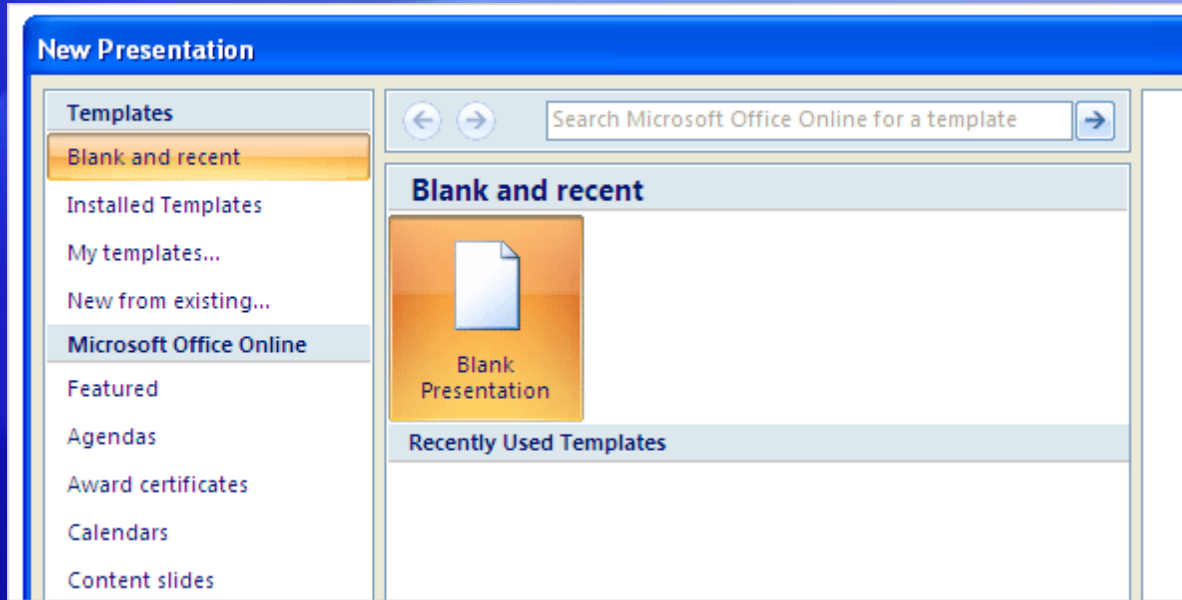
The **Microsoft Office Button** also leads you to the program settings that control things like your preferences for correcting spelling.

In previous versions of Office programs you could set options in the **Options** dialog box, which you opened through the **Tools** menu.

Many of those options can now be found when you click the **Microsoft Office Button**.

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Where do I start a blank document?

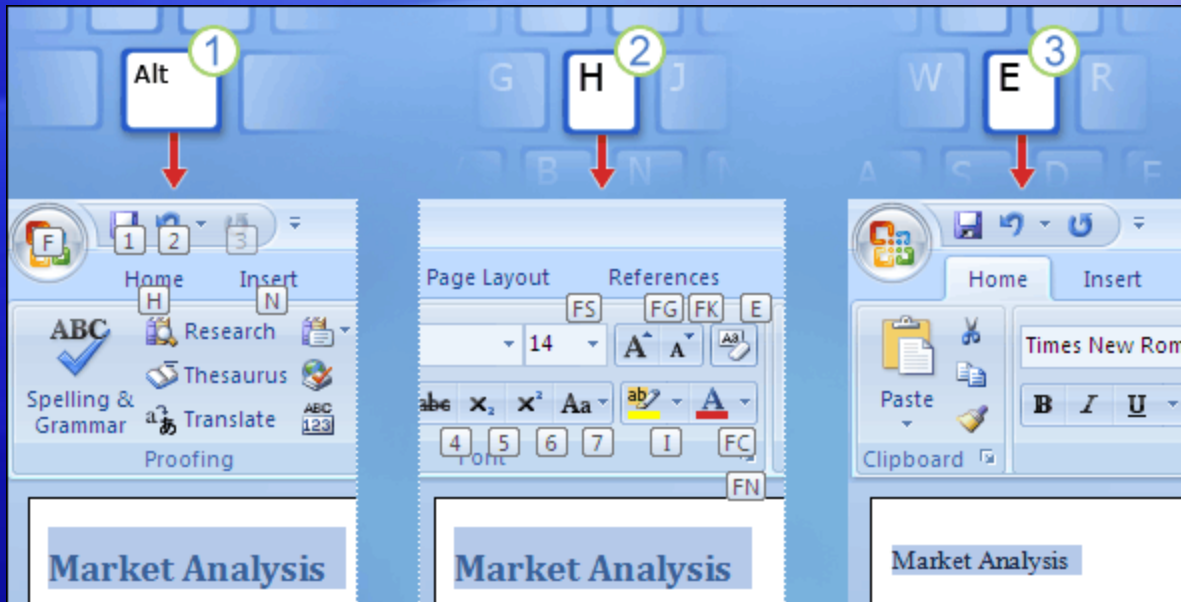


When you create a new document, workbook, presentation, or database, you'll get a full, colorful window to help you begin.

You can start with a blank or existing file, as you're accustomed to doing.

Or to jump-start your authoring work, look on the left. Under **Microsoft Office Online**, click **Featured**, and choose from the catalog of links to online templates and training courses.

What about favorite keyboard shortcuts?



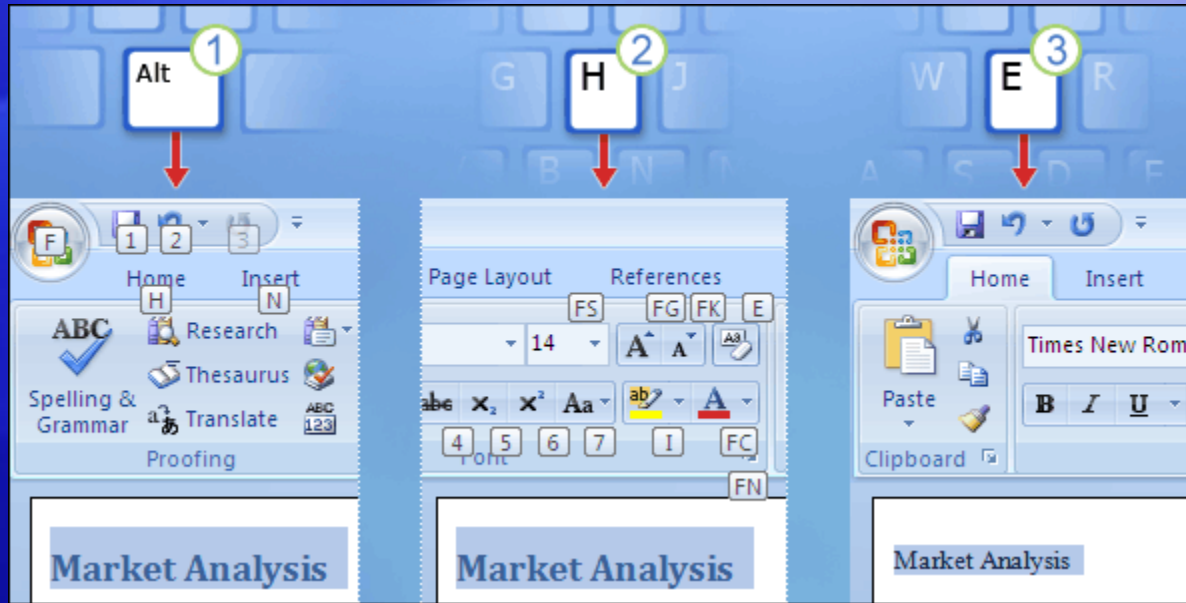
If you rely on the keyboard more than the mouse, you'll want to know that the Ribbon design comes with new shortcuts.

This change brings two big advantages over previous versions of Office programs:

- There are shortcuts for every single button on the Ribbon.
- Shortcuts often require fewer keys.

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What about favorite keyboard shortcuts?



The new shortcuts also have a new name: **Key Tips**.

The picture shows an example of using Key Tips to remove a heading style in Word.

- ① Press ALT to make the Key Tips appear.
- ② Press H to select the **Home** tab.
- ③ Press E to select the **Clear Formatting** button in the **Font** group to remove the heading style.

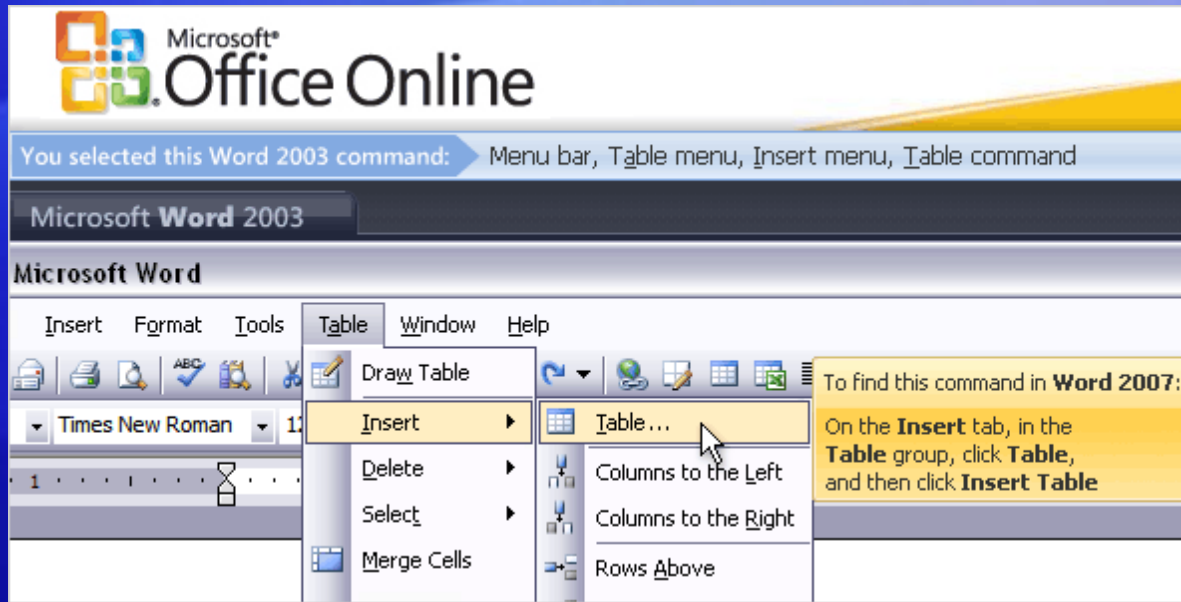
What about favorite keyboard shortcuts?

What about the old keyboard shortcuts?

Previous keyboard shortcuts, that begin with CTRL are still intact, and you can use them as you always have.

For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.

What if I can't find a command?

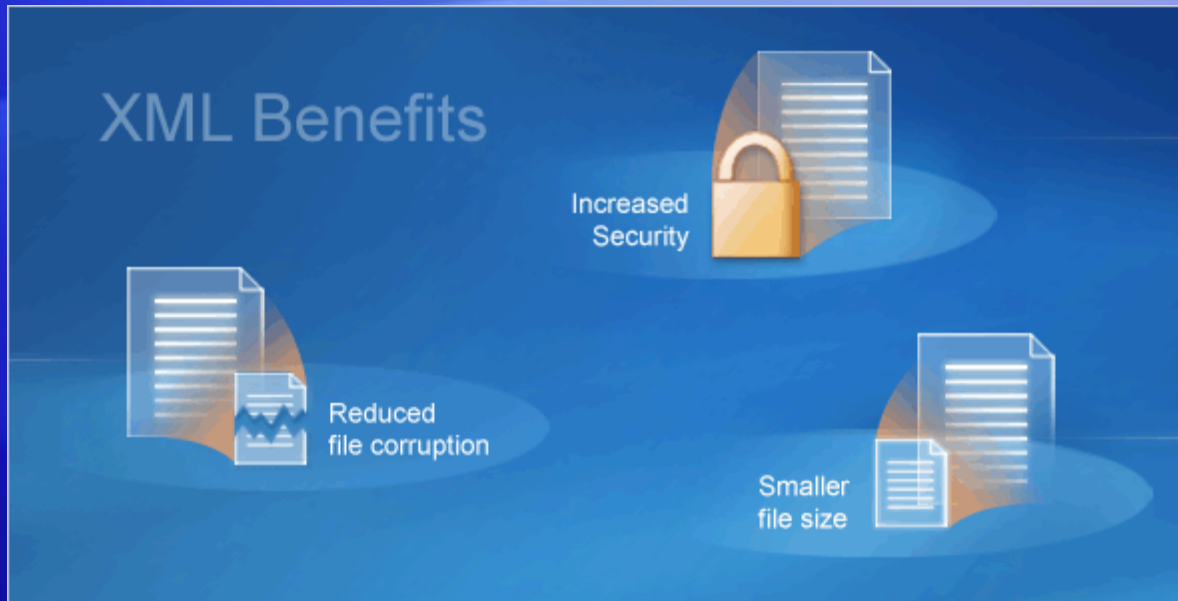


If you can't find the command you're looking for, there's help.

For Word 2007, Excel 2007, and PowerPoint 2007, there's a visual, interactive reference guide to help you quickly learn where things are.

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What about the new file formats?



Word 2007, Excel 2007, and PowerPoint 2007 use new file formats.

The top reasons for these changes are:

- Increased security for your files and reduced chances of file corruption.
- Reduced file size.
- New features.

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What are the new file formats?

Listed below are the new formats in Word, Excel, and PowerPoint:

- 2007 standard files: .docx – Word standard file (2003 - .doc)
 .xlsx – Excel standard workbook (2003 - .xls)
 .pptx – PowerPoint file (2003 - .ppt)
- 2007 template files: .dotx – Word template file (2003 - .dot)
 .xltx – Excel template workbook (2003 - .xlt)
- 2007 macro files: .docm – Word document with macros
 .dotm – Word template with macros
 .xlsm – Excel workbook with macros
 .xltn – Excel template with macros

Working with files from earlier versions



You may be the first in your group to get the 2007 Office system.

Or you may work with departments that need to use Office documents saved in an earlier format.

Don't worry, you can still share documents between the 2007 Office system and earlier versions of Office programs.

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Working with files from earlier versions

Here's how:

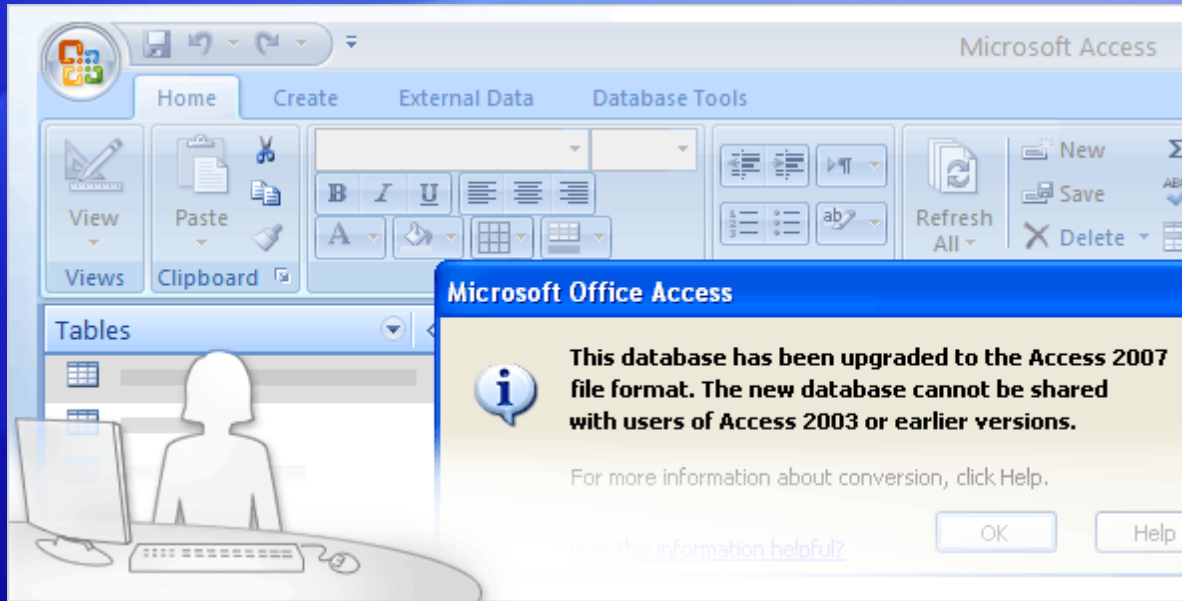
- You can open a file created in previous versions of Office programs, from 95 through 2003. Just open the file as usual.
 - After working with it in the 2007 version, you may want to save the file. By default, the **Save As** dialog box saves a file created in a previous version as that same version.
 - As you save, a Compatibility Checker will let you know of any new features added to the file that may be disabled, or matched as closely as possible.

Working with files from earlier versions

Here's how:

- Staff/Faculty/Students who have Word, Excel, or PowerPoint versions 2000 through 2003 (and the latest patches and service packs) can open 2007 files.
 - When they open your document, they will be asked if they want to download a converter that will let them open your document.
 - **IMPORTANT NOTE:** save all 2007 files to 95 through 2003 or to .pdf if the file is going to be accessed from WebCT or a public Internet WebSite.

What about the new file format in Access?



The new file format in Access 2007, .accdb, supports new product features.

Examples of new features:

- support of compressed attachments, and
- multi-valued fields

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What about the new file format in Access?

Version compatibility

- When you create a new database in Access 2007, the database automatically uses the new .accdb format.
 - Earlier versions of Access use the .mdb file format. You can open and work with .mdb files in Access 2007, if those files were saved in Access 2003, Access 2002, or Access 2000.
 - However, the new features in Access 2007 will not work for .mdb files. If you want to use the new features, use **Save As** to convert the database to the .accdb format.

What about the new file format in Access?

Version compatibility

- When you use Access 2007 to open a database saved in Access 95 or Access 97, Access 2007 offers to upgrade it to the .accdb format.
 - If you don't plan to use the database with earlier versions of Access (and you do not use replication or user level security), you should upgrade the database.
 - **Important:** You cannot open a database in .accdb file format with any version of Access but Access 2007.

NOTE:

- IT will be identifying and assisting any faculty or staff member who currently has an Access database in the upgrade process. Each conversion will be handled on a case-by-case basis to ensure users data is protected before upgrading.

Practice Handout

Handout # 1 –

- Exercise 2 - Practice with:
 - ✓ New Features
 - ✓ Compatibility Issues

New/Improved Features - Word

• New

- Streamlined user interface
- XML Formats
- Building Blocks
- Quick Styles
- Document Themes
- SmartArt
- Blog composition
- Equation Builder
- Live Word Count
- Tri-pane Review Panel
- Document Inspector
- Document Info. Panel
- Content Controls

• Improved

- Typographic Capabilities
- Citation Manager and Reference Builder
- Contextual Spelling Checker
- Simplified Document Review
- Digital Signatures
- Reading Mode
- Custom-defined Schema
- Data Bindings

See Handout #2 for specific feature explanations

New/Improved Features - Excel

• New

- Results-oriented User Interface
- XML Formats
- Fast Formatting
- Chart Formatting Tools
- Chart Visual Effects
- Spreadsheet Rendering in HTML
- Data Connection Library
- Report Management Features
- Permissions-based Control

• Improved

- Increased Row/Column Capacity
- Styles Gallery
- Formula Authoring
- Page Layout
- Conditional Formatting
- Sorting and Filtering
- PivotTables/PivotCharts

See Handout #2 for specific feature explanations

New Features - PowerPoint

- New
 - Results-oriented User Interface
 - XML Formats
 - Custom Layouts
 - SmartArt
 - Rich Text and Typography Effects
 - Themes
 - Office Styles
 - Digital Signatures
 - Document Inspector

See Handout #2 for specific feature explanations

New/Improved Features - Outlook

• New

- Results-oriented User Interface
- Instant Search
- To-Do Bar
- Color Categories
- Flagging Mail as Tasks
- Task Integration on Calendar
- Attachment Preview
- Calendar Snapshots
- Calendar Overlay Mode
- Mobile Service
- Electronic Business Cards
- Auto Account Set-up
- E-mail Postmark

• Improved

- Scheduling Capabilities
- Calendar Publishing
- Anti-phishing and Junk E-mail Technologies
- Out-of-Office Capabilities

See Handout #2 for specific feature explanations

Handouts

- Handout #1 - Exercises
- Handout # 2 - Office 2007 New Features/
Tips
- Handout # 3 - Office 2007 Screen Layouts
- Handout # 4 - Screen Variation Samples
between running Office 2007 under
Windows Vista vs. Windows XP

Instructional Links

The following link provides access to the IT Communications and Training web page where the Office 2007 demo and test drive links are available:

<http://www.valdosta.edu/it/css/wks/>

This web page also contains an FAQ section for future reference.

Informational Resources Available

Improved Help :

- Brings you automatically to the Microsoft on-line help screen with improved explanations and added walk-through demos

Office 2003 to Office 2007 Upgrade Changes:

- <http://technet2.microsoft.com/Office/en-us/library/a9189734-e303-4d7d-93eb-3584c358d1c91033.mspx>

Select: Appropriate Package

What's new in Office 2007:

- <http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx>

Select: Appropriate Package

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Informational Resources Available – Pg. 2

Overview, Top Ten Benefits, Comparison Features, Help, Templates, Product Support, Product Guide and more:

- www.microsoft.com/office/word
- www.microsoft.com/office/excel
- www.microsoft.com/office/powerpoint
- www.microsoft.com/office/outlook
- www.microsoft.com/office/access

Training Resources Available

VSU Continuing Education classes:

- <http://www.valdosta.edu/conted/>

Scroll down & select: Computer Programs

Select: On-site then Appropriate Package – or –

Select: On-line then Software Applications

ValTech Continuing Education classes:

- www.ed2go.com/valtech

Select: More....

Select: Computer Applications

Training Resources Available – Pg. 2

Third Party Instructor-led & On-line Classes: Element K – self-paced computer modules

- www.elementk.com

Select: On-line courses then view on-line course catalog

Type: Appropriate info. In search field and expand

Trainup Computer Trng. – on-line and classes in Valdosta

- <http://www.trainup.com/MicrosoftOfficeTraining.htm>

CompuMaster Training – on-line and classes in Tallahassee, FL

- <http://www.compumaster.net>

New Horizons Computer Learning Center – on-line and classes in Jacksonville, FL

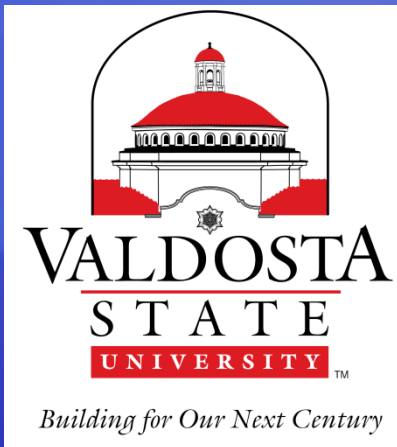
- <http://www.computertrainingschools.com/newhorizons/index.php?schoolID=13>

How Do I Get Help?

Contact the IT Helpdesk with any problems or questions –

- **online at:** www.valdosta.edu/help
then click: Online Help Request
- **by telephone:** (229) 245-HELP (4357)
- **in person:** at the VSU Information Technology Helpdesk located in Odum Library
- **by e-mail:** helpdesk@valdosta.edu

A work order will be issued to the appropriate Office 2007 task team member



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