



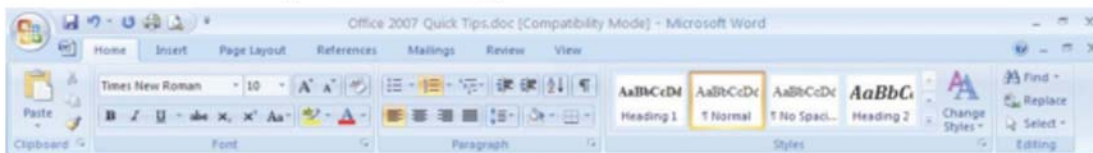
## OFFICE 2007 OVERVIEW


### OVERVIEW

With the release of Office 2007, Microsoft has made several improvements to the Office suite that includes Word, Excel, PowerPoint, Access, and Outlook. The biggest changes to the software have been in the graphical interface. The menu and toolbars have been replaced by the "Ribbon". Office 2007 is for computers with the Windows operating system.

### USER INTERFACE

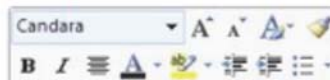
1. The Ribbon replaces the menus and toolbars in the core applications: Word, Excel, PowerPoint, Access, and the mail editor of Outlook. The other applications will be updated in later versions. Items are grouped together based on usage and context. For example, all editing commands are together on the Home Ribbon tab, which is the default tab that appears when an application is launched.



2. The Office Button , found in the top left corner of the application window, replaces the File menu and provides access to functions that are common in all Office applications. Examples are opening, saving, and printing a file.
3. Live Preview temporarily applies formatting on selected text or objects whenever a formatting button is moused over. The formatting changes from button to button and is only applied if the button is clicked. This allows the user to preview any format changes before applying them.
4. The Quick Access toolbar is located next to the Office Button and gives quick links to commonly used commands, such as Save, Undo, and Search. The Quick Access toolbar can be customized to add such commands as print and spell check.

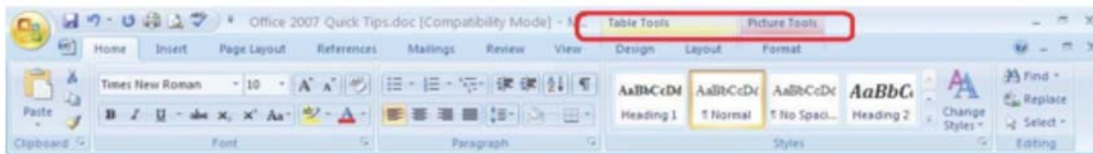


5. The Mini Toolbar provides easy access to the most commonly used formatting commands. It appears as a ghost image beside any text or object that you select. As you mouse over the toolbar, it becomes solid and can be used to apply formatting. You cannot customize the Mini Toolbar.



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- Contextual Tabs appear on the Ribbon when certain objects are selected. These tabs provide easy access to options specific to the selected text or object.



## FILE FORMATS

Office 2007 offers a new file format for all applications in the suite. The new default file format is OpenXML and is based on XML. This file format is 75% smaller than current Microsoft Office formats. Documents are now saved with a different extension. For example, Word documents will be saved as filename.docx.

**NOTE:** The new file format is not compatible with older versions of Office. To save documents in a compatible format, select the **Save As** option and choose the **Office 2003** format.

## HELP

The Office Assistant is no longer available in Office 2007. Office 2007 now has Super Tooltips, which are popups that explain a function in just a few lines of text. Diagrams and pictures may also appear if they apply.

## APPLICATION SPECIFIC CHANGES

Several improvements have been made to the applications that make up the Office suite. The following list is not an all inclusive list of changes, but provides highlights of some of the more commonly used functions.

## WORD

- Citations and bibliographies can be generated automatically for a variety of style rules, including APA, Chicago, and MLA. All references are updated when styles are changed.  
*References tab > Citations & Bibliography group*
- Building Blocks are pre-formatted elements such as cover pages, pull quotes, headers, footers, text boxes, Quick Parts and other items that can be inserted into a document.  
*Insert tab > Quick Parts > Building Blocks Organizer*
- Full screen reading layout can show two pages at a time. The view fills the screen and provides access to tools that can be used in the review process.  
*View tab > Document Views group > Full Screen Reading*
- Bloggers can now use Word to write and upload their content. Supported blogging sites include Windows Live Spaces, SharePoint, and Blogger.  
*Office Button > Publish > Blog (Note: A block account must be registered).*

1. Outlook includes a reader for RSS feeds. RSS feeds are used to distribute frequently updated web or digital content. Examples are blogs, news feeds, or podcasts. A separate client no longer needs to be installed to read RSS feeds.
2. Assigning Color Categories to items  
*Select an item > Select Categorize on the Standard toolbar*
3. You can now work with multiple calendars simultaneously. Side-by-side views of the calendars are available to help the user in making comparisons between the calendars.  
*In Calendar view, check the calendars to be displayed > View in Overlay Mode button.*
4. Attachment preview lets you view email attachments without opening another program.  
*Select the message > Select the attachment > Select Preview file*
5. Outlook also contains a To-Do Bar, which displays calendar and task items that have been flagged for follow-up.

## EXCEL

1. Function library for commonly used functions.  
*Formulas tab > Function Library group.*
2. Data can now be imported from external sources, such as databases, formatted tables, and reports.
3. The Compatibility Checker checks the workbook for features that are not supported by earlier versions of Excel.  
*Office Button > Prepare > Run Compatibility Checker.*

## POWERPOINT

1. Themes can be applied and customized.  
*Select the Design tab > Select a theme to apply*
2. Quickly customize page elements with Text Effects, Word Art, Smart Art, and QuickStyles.  
*Home tab > Format tab > Select appropriate Style group.*
3. Support for tables now allows the user to paste Excel tables into PowerPoint.