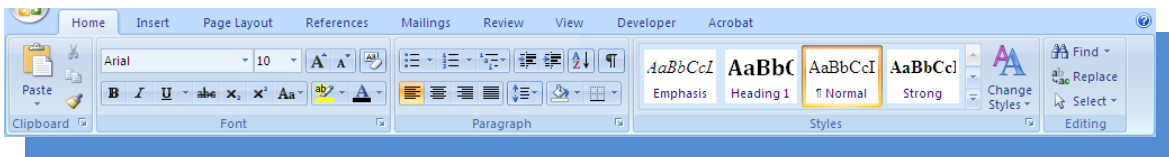


Office 2007 is a significant redesign from previous versions of Office. The new interface is called *The Fluent Interface*. We'll take a look at how this interface looks in Word 2007.

The Ribbon

The Menubar has been replaced by what's called **The Ribbon**:



Tabs, Groups, and Commands



The names at the top of the Ribbon aren't menus, they're **Tabs**. Each Tab you click has items placed together in related **Groups**.

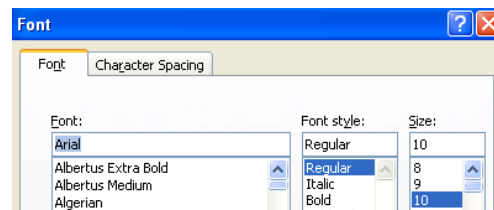
Each Group is labeled at the bottom. With the Home tab, there are five groups (Clipboard, Font, Paragraph, Styles and Editing).

As you move your cursor from one side to the other across the ribbon, you'll see that each of the groups highlight as your cursor moves above that group.

Each group is made up of Commands. A command is a button, a box to enter information, or a menu.

Dialog Box Launcher

At the bottom right of many group labels, there is a small arrow . This arrow is called the Dialog Box Launcher. When you click it , a dialog box displays; in many cases these are the same as in 2003.



Explore the Tabs

Try it: Take a few moments to click different Tabs to see what's there. Two examples are:

Home: a lot of the functions that were on format toolbar in 2003. The Clipboard group has some of what was on the Edit menu before, such as Cut, Paste, and Copy.

Insert: things that you add to a document, such as tables, pictures, headers and footers, and page numbers.

Tabs Change Depending on Task

Sometimes depending on what you're doing, a new tab will appear on the ribbon.

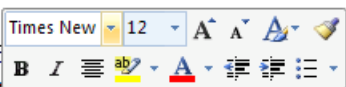
Try it: Click on a picture in a document such as this one, and you'll see the Picture Tools tab added. You have to double-click the Picture for all the groups to appear on the tab. The picture tools tab is an example of a good enhancement, all the options are right there, and it's easier to do something such as add a shadow to a picture than it was in 2003.

You can double-click on a tab to hide the ribbon to make more room on your page, then double click it again to hide it.

Mini Toolbar

Another new feature is the **Mini Toolbar**. This appears when you highlight some text. From here you can format the text.

Within the century ahead, we are will probably find out whether life meteors, say, or, conversely, whether life was transferred by "dust plumes" set off by an asteroid strike. Maybe 1 precursors, exists on multiple bodies in space that exchange componen




Quick Access Toolbar

Up above the top left of the ribbon is the Quick Access Toolbar



It includes Save, Undo, Repeat/Redo, Spell Check, and a welcome new feature, Save as PDF or XPS. This is an MS Add-On that we're installing along with Office 2007. (XPS is a "fixed-layout document format" much like PDF that Microsoft has developed.)

Click the arrow  the far right of the Quick Access Toolbar and you can add or remove commands from it.

Keyboard shortcuts and Alt + Shortcuts


Most of the keyboard shortcuts still work the same—Ctrl+S for Save, Ctrl+X for Cut, Ctrl+V for Paste, Ctrl+P for Print, etc. If there is a shortcut for the command, you'll see it when you position your cursor over that command on the toolbar.

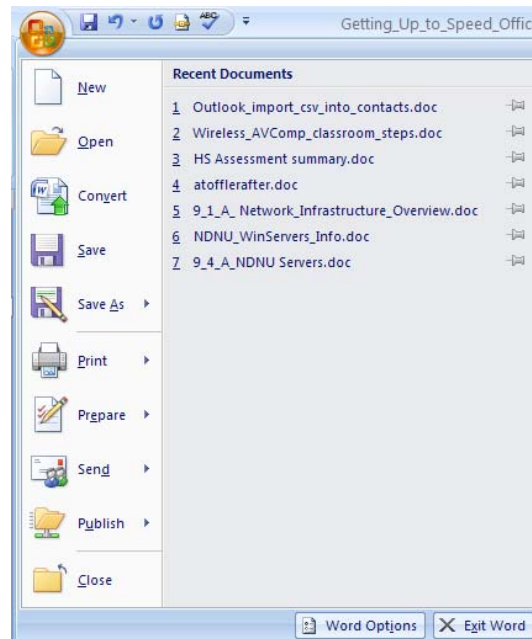
Right-click also still works so you can access commands and dialog boxes in many of the same ways as before.

Also, if you used Alt menu shortcuts, a lot of those still work.

Office Button

The Office Button  functions a lot like the File Menu used to. It has New, Open, Save, Print, etc.

 appears at the bottom of the Office menu. If you click that



Compatibility

One of the biggest issues with Office 2007 suite versus previous Office version applications is that 2007 saves in a different file format, with different respective file extensions than its predecessors. For example, Word documents used to be saved as a .doc extension; Word 2007 saves as a .docx file extension. The same goes for Excel (.xls is now .xlsx), PowerPoint (.ppt is now .pptx), etc.

OIT is taking two steps to lessen the effects of this backward compatibility issue:

- 1) We've configured the default Office 2007 installation so that files are saved in the previous file formats of .doc, .xls, and so forth.
- 2) We'll install the Office 2007 Compatibility Pack on any PCs that for whatever reason are not in the initial upgrade. This allows .docx, .xlsx, etc. to be opened in 2003 and earlier versions.

New Features

- *Save as PDF*: save documents in the Adobe PDF format so they can be opened in Acrobat Reader.
- *Preformatted Elements*: such as Headers & Footers, Cover Pages
- *SmartArt*: a new group of formatted editable diagrams. There are 115 preset SmartArt graphics layout templates in categories such as list, process, cycle, and hierarchy.
- *Document Inspector*: find and remove hidden metadata and personal information in documents.
- *Program recovery*: Office Word 2007 has improved capabilities to help avoid losing work when the program closes abnormally. Whenever possible, Word tries to recover some aspects of the state of the program after Word restarts.

Where's Help?

The Help Menu is accessed via the  icon at the far right of the ribbon.

MS Office 2007 Online Courses

<http://office.microsoft.com/en-us/training/HA102255331033.aspx>

Microsoft has many step-by-step online tutorials for Office 2007 applications at the URL above. Most take between 30-45 minutes if you listen to the narration, but if you just read it and view the animations and graphics, they go faster.

Interactive Guides

When we install Office 2007, we are also installing the Office 2007 Interactive Guides for Outlook, Word, Excel, and PowerPoint. After the installation, you'll find a shortcut on your desktop that points to a folder to where these guides are located.

We'll go through and try these out in Word, Excel, and Outlook.