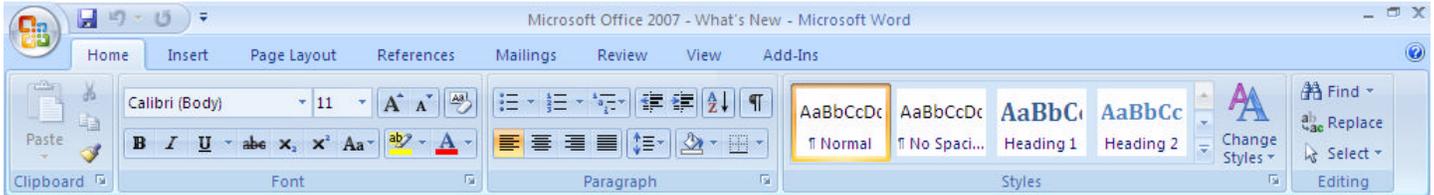


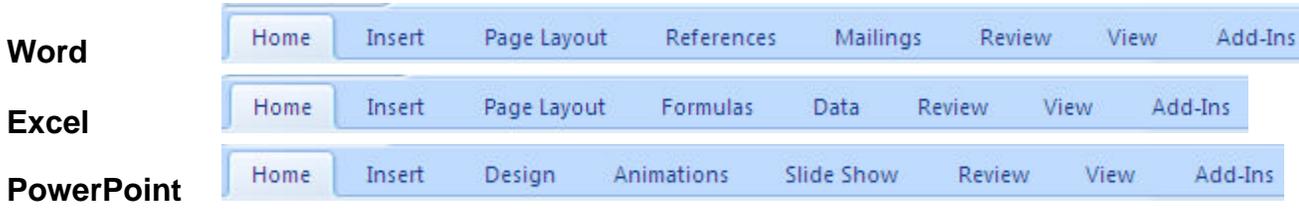


Microsoft Office 2007 – What’s New?

It’s all about the **Ribbon**. Office 2007 has completely revolutionized how you will “communicate” with your Office applications. Instead of the traditional drop-down menus and toolbars you now have an oversized strip of icons and commands called the Ribbon. It groups commands into a collection of tabs at the top of the screen¹. The Ribbon provides commands when you need them; unneeded commands and buttons are not displayed².

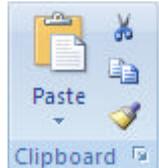


Some of the tab names are similar to the menus that you have been accustomed to using over the years however some of your familiar commands are now on new tabs. ex: Font commands are found on the Home tab, Headers and Footers have finally been located on the Insert tab. As you see below the names of the tabs vary slightly per Office application but the location of similar tabs are in the same positions and those that vary per application are located in the middle.



One old standby that is conspicuous by its absence is the File menu. Those commands are found on the *Office Button* found in the top left corner of the window. This is where your seventeen most recently used files will be listed. This is also where you find the *Options* command to customize.

Just to the right of the Office Button is the *Quick Access Toolbar* . By default it contains the Save, Undo and Redo commands. The drop-down arrow at the end allows you to quickly add other commands. I recommend adding *Print Preview*, as seen here. You can also change the location of the Quick Access toolbar to below the Ribbon.



Cut/Copy/Paste commands are now found at the far left of the *Home* tab. In addition you have the *Format Painter* command as well as access to the *Clipboard*. Notice the little arrow pointing downward. When you point to this *Dialog Box Launcher Arrow* a Screen Tip describes which Task Pane or Dialog box will be displayed when you click on it.

- *New File Formats* – are based on the Extensible Markup Language XML. Files are compressed, safer and have improved data recovery. You will need to Save As... to share files with users of older versions. The new extensions include: Word (*.docx), Excel (*.xlsx), PowerPoint (*.ppsx)

When you open an Office file created in a previous version, or when you save a file created in 2007 as a previous version, Compatibility Mode is automatically turned on.

¹ I recommend you use the Ribbon to save time however it can be minimized and only displayed when you click the name of the tab. Double clicking a tab will minimize the Ribbon until you double click the tab name again. Ctrl+F1 can also be used.
² Use a high screen resolution to see more on the Ribbon

Microsoft Word 2007 – What's New?

Many of the commands have not changed but have been re-organized onto Tabs on the Ribbon. In most cases you will find the commands on the tab of the same name as the former menu. In a few cases, the location of the command has changed, which I will document below (see p.**Error! Bookmark not defined.**) The following tabs have had new commands added to them.

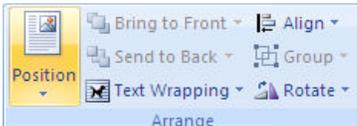
1. Home

- a. Grow/Shrink Font   - Increase and decrease the font size by one point.
- b. Clear Formatting  - Clear all the formatting from the selection leaving, only the plain text.
- c. Strikethrough, Subscript and Superscript   
- d. Change Case  - Change all the selected text to UPPERCASE, lowercase or other common capitalizations.
- e. Multilevel list 
- f. Live Preview: as you move your mouse over the various styles Word will show the result on selected text before you even click to apply.

2. Insert

- a.  Cover Page ▾ - choose from 15 different cover page styles
- b.  Shapes - replaces the Drawing Toolbar. Insert Textbox is found in Basic Shapes.
- c.  SmartArt - insert graphics to visual communicate information. Includes Lists, Pyramid, Cycle, and Organizational charts. [Replaces Insert Diagram command of previous versions].
- d.  Quick Parts ▾ - insert reusable pieces of content, including fields, document properties such as title and author and any pre-formatted snippets you create.
- e. By default 10 points of spacing has been added after every paragraph. This is part of the formatting of the paragraph and takes away the need to press ENTER twice after a paragraph to create a blank line.

3. Page Layout

- a.  Themes - change the overall design of the entire document including colors, font and effects.
- b.  - with an object selected these buttons give you access to commands previously found on the Drawing Toolbar to control objects.

4. Mini Toolbar

- Once text is selected a toolbar of common font commands displays.
- If you move your cursor away from the toolbar, it will fade away.
- This will save you many minutes of formatting time.

5. Tables

- Once a table has been created and selected two new tabs appear under the category **Table Tools**.
- The various commands that you found in the Table menu and on the Table Toolbar are found in either the **Design** tab or the **Layout** tab or by clicking the right mouse button on the table.



- These tabs disappear when you are not in a table.

6. Pictures

- Like Tables, once a picture is selected **Picture Tools** will appear at the top of the screen with a tab called **Format**.



- All the commands that you were used to finding on the Picture toolbar can be found here.
- Additionally, right clicking on a selected picture will give you a pop-up menu of other picture commands.

7. New Word Options

- Popular:** show Mini Toolbar on selection
- Display:** show specific formatting marks on screen instead of all
- Advanced:** contains Editing, Cut/Copy/Paste, Show Document Content, Display, Print and Save options

8. What Has Been Removed from Word?

- The File, Format, Tools, Table and Window menus have not been replaced by tabs of the same names but their commands have been incorporated into other tabs.
- Toolbars – replaced by the Ribbon
- Task Pane
- Document Map
- AutoFormat
- Office Assistant