

Getting Started

New Features in Microsoft Office 2007

Microsoft Office 2007 is a collection of software applications, including Word, Excel, Access, and PowerPoint. Like previous versions of Office, Microsoft Office 2007 allows you to create, communicate, and work in a productive manner. Office 2007 contains new features that allow users to create and format documents with greater ease and with a more professional look.

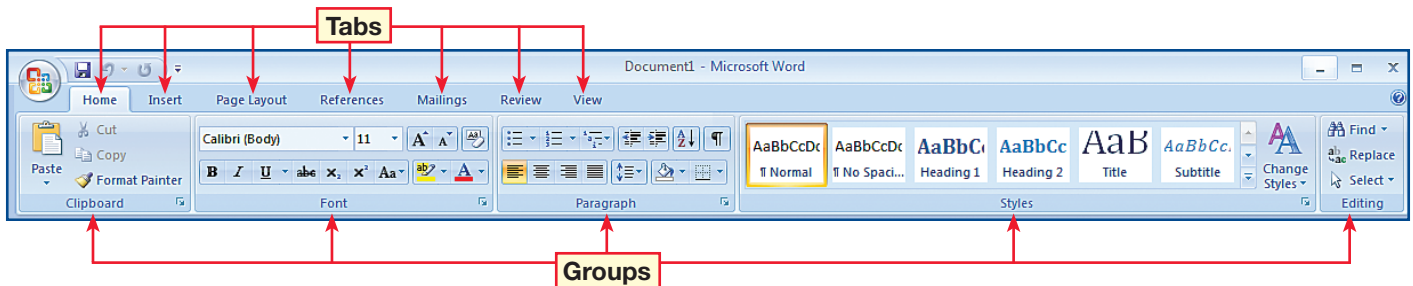
Interface Tools

The Office Ribbon

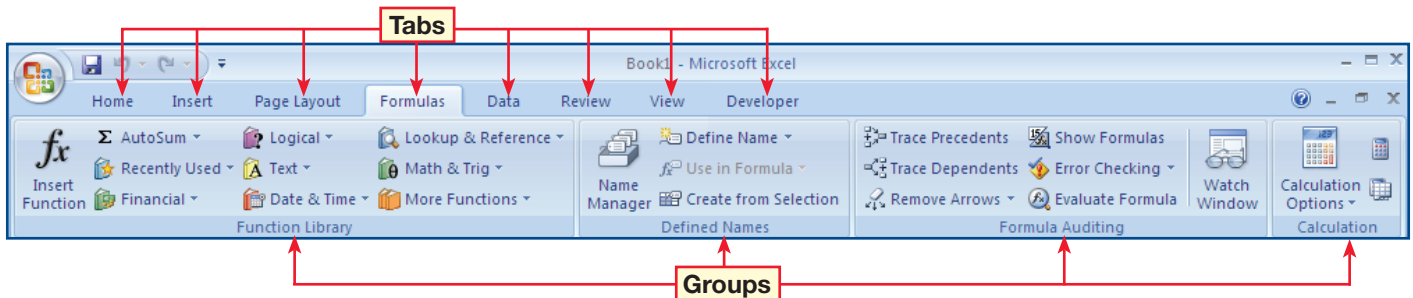
The Microsoft Office 2007 interface is based around a new tool called the **Ribbon**. The Ribbon groups tools by their functions. The Ribbon is broken into three different portions:

- The **tabs** are divided among the different tasks you can do in an application.
- The **groups** within each tab break the tasks into subtasks. The groups replace the menus used in previous versions of Office.
- The **buttons** within each group carry out commands or display menus of subcommands.

The **Word Ribbon** provides you with related tasks for formatting text. For example, on the Home tab, every task related to fonts is in the Font group. Next to the Font group is the Paragraph group, where you can format text. Other tabs, such as Page Layout and Review, contain tools for those areas.



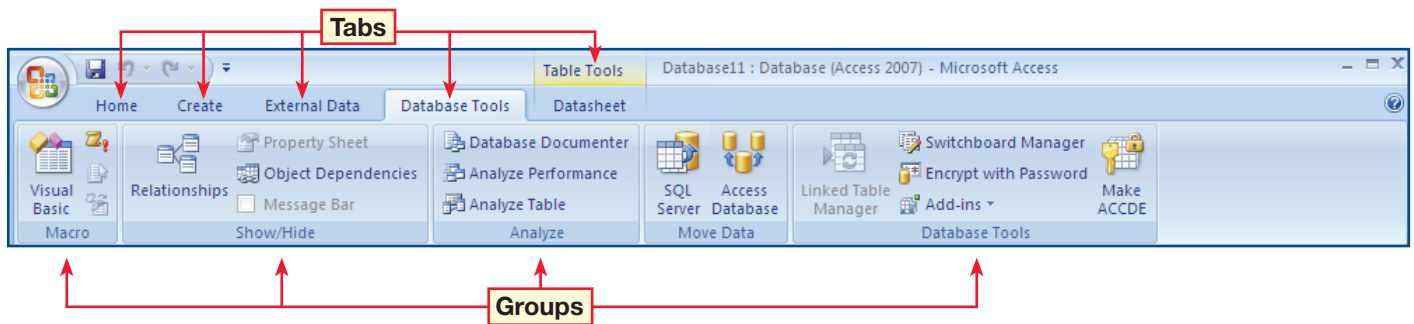
The **Excel Ribbon** allows you to find related tasks involving cell formatting. For example, on the Formulas tab, you can find all major commands involving functions in the Function Library group.



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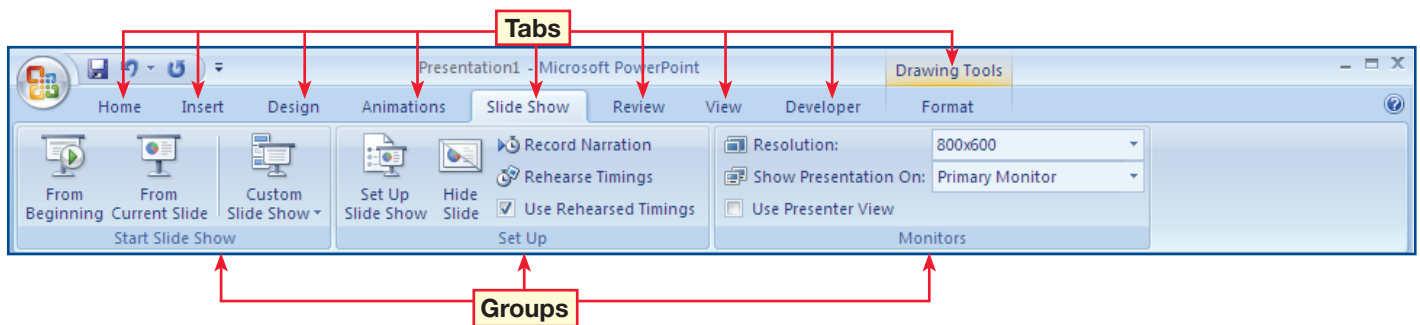
The **Access Ribbon** makes it easy to create and use a database:

- You can insert records into a datasheet with the Records group on the Home tab.
- You can then use the Database Tools tab to examine the records more closely.
- The Show/Hide group, located in the Database Tools tab, allows you to see relationships between multiple records as well as multiple databases.

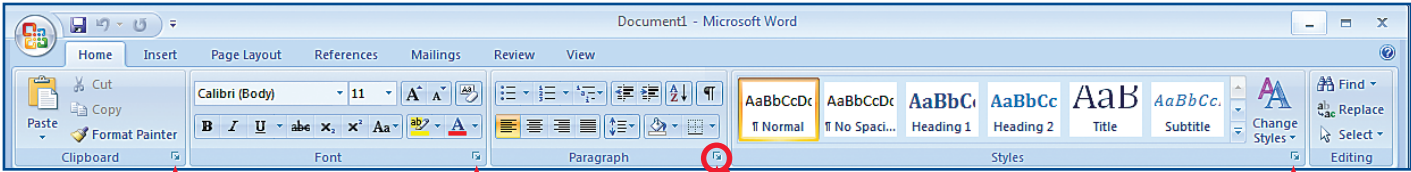


The **PowerPoint Ribbon** helps you to design and create presentations with ease:

- You can manage a presentation with the Slide Show tab, which includes the Set Up group and the Start Slide Show group.
- The other tabs separate the basic areas of presentations, such as design and animation, and enable you to create a visual and informative slide show.



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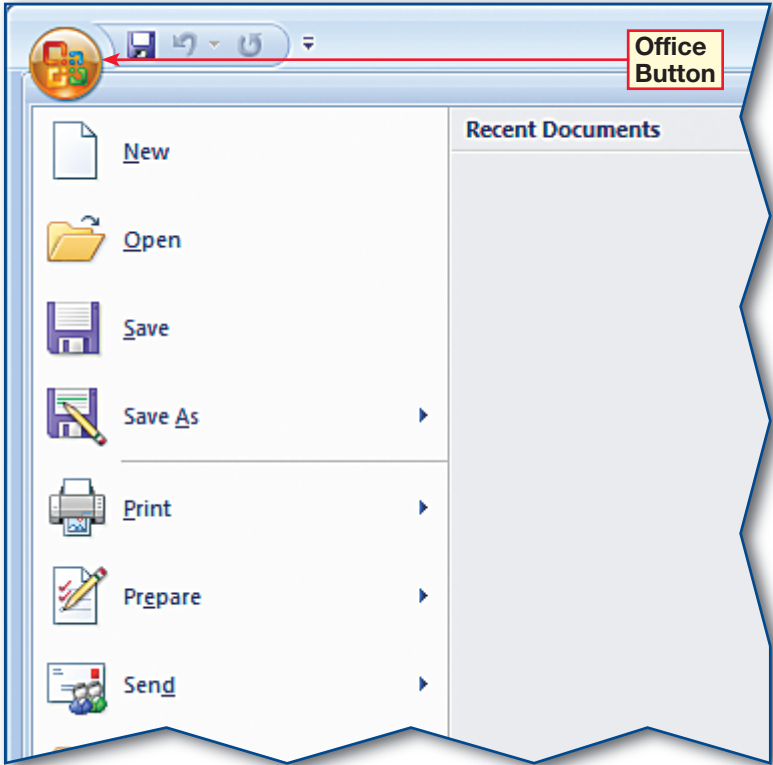
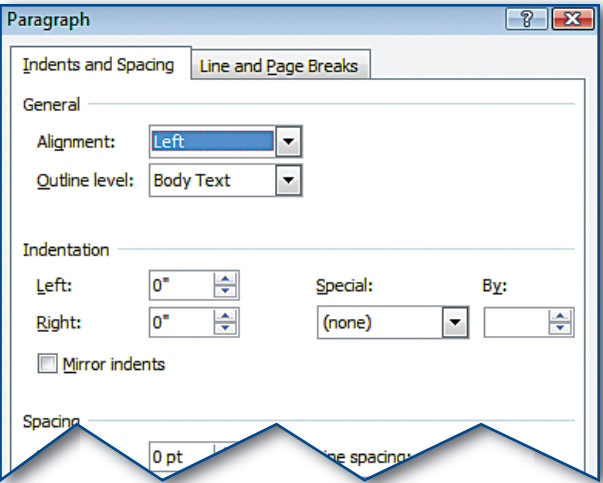


Dialog Box Launchers

The Dialog Box Launcher

In Office 2007, the dialog boxes have been moved to the appropriate groups in the Ribbon. If a dialog box is available, the **Dialog Box Launcher** will be in the bottom right corner of the group and will open a dialog box with the same name as the group. For example, the Paragraph group's Dialog Box Launcher opens the Paragraph dialog box.

Paragraph Dialog Box



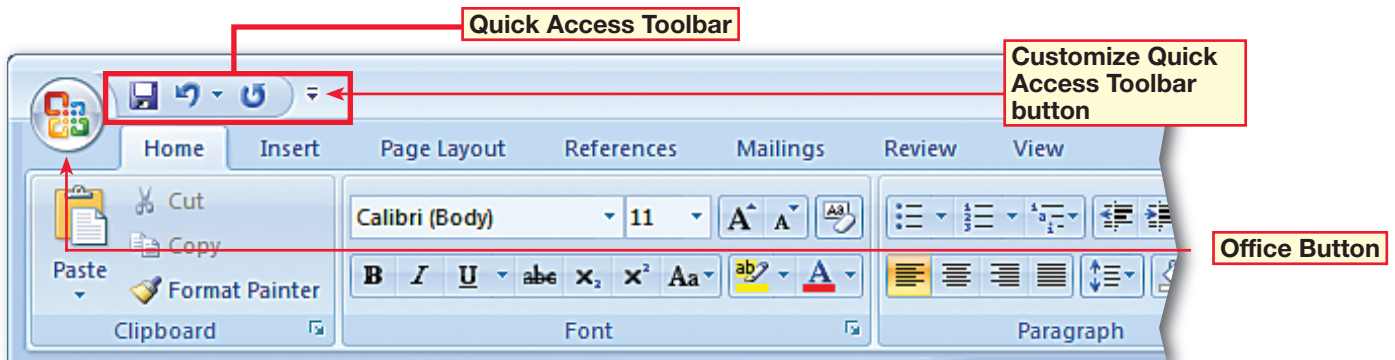
The Microsoft Office Button

The Microsoft Office Button, located in the upper-left corner of Microsoft Word, Excel, Access, and PowerPoint, replaces the File menu. You can use the Office Button to open, save, and print your files. The Publish command, new in Office 2007, also allows you to save your file to a server or to sign your document digitally.

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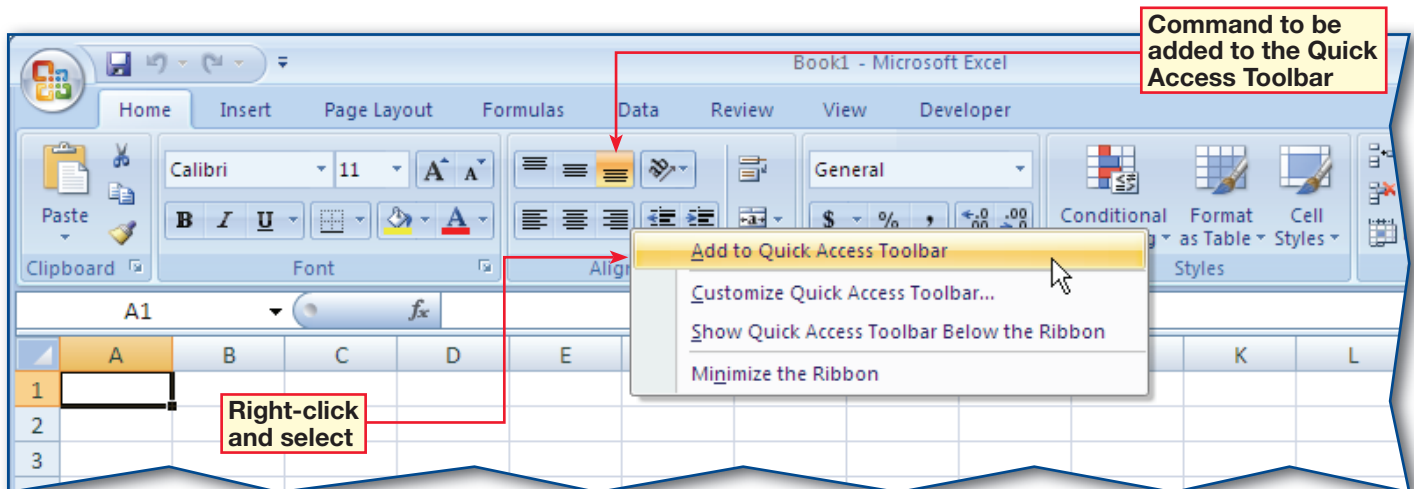
The Quick Access Toolbar

The Quick Access Toolbar (or QAT) contains frequently used commands. The default location of the QAT is in the upper-left corner of the screen, next to the Microsoft Office Button. To maximize the work area on your screen, keep the Quick Access Toolbar in its default location.



The **Quick Access Toolbar is customizable**, which means that you can add any command to it. To add a command to the Quick Access Toolbar:

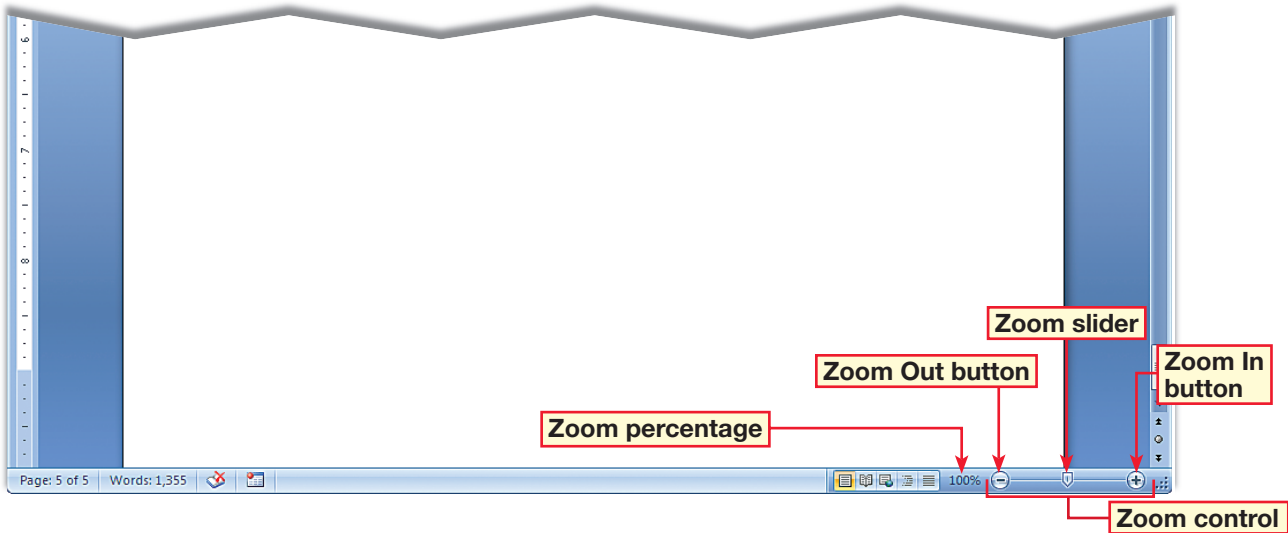
- Click the appropriate tab
- Locate the command you want to add
- Right-click the command
- Select Add to Quick Access Toolbar from the shortcut menu



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Zoom Settings

The zoom level of the screen increases or reduces the size of objects within the window. When proofreading a Word document, you might want a higher zoom level in order to see the text more clearly. When working in a large Excel worksheet, you might want a lower zoom level to see all of the data at once.



To adjust the zoom level of a program window, use the **Zoom control** at the lower-right corner of the window.

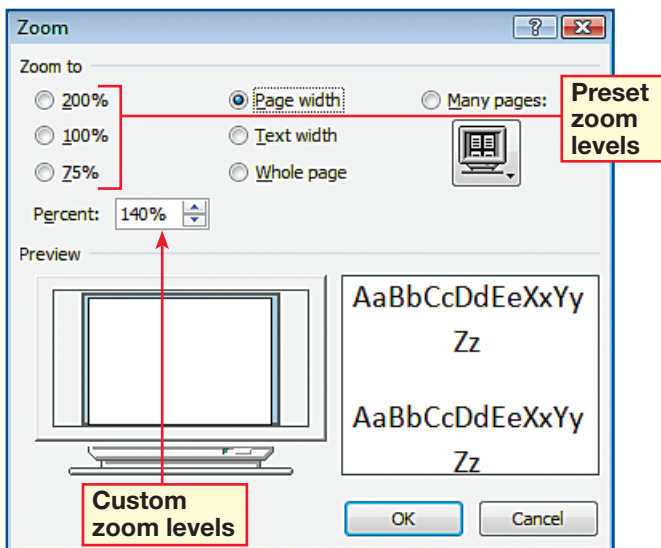
- Click the Zoom In or Zoom Out button to increase or decrease the size of the items on screen by 10 percent increments.
- You can also use the slider to select a specific zoom amount.

You can also adjust the zoom level in the **Zoom dialog box**. To access the Zoom dialog box:

- Click the View tab.
- In the Zoom group, select the Zoom button.

The Zoom dialog box allows you to select a preset zoom level or to enter a specific custom zoom level.

Zoom dialog box

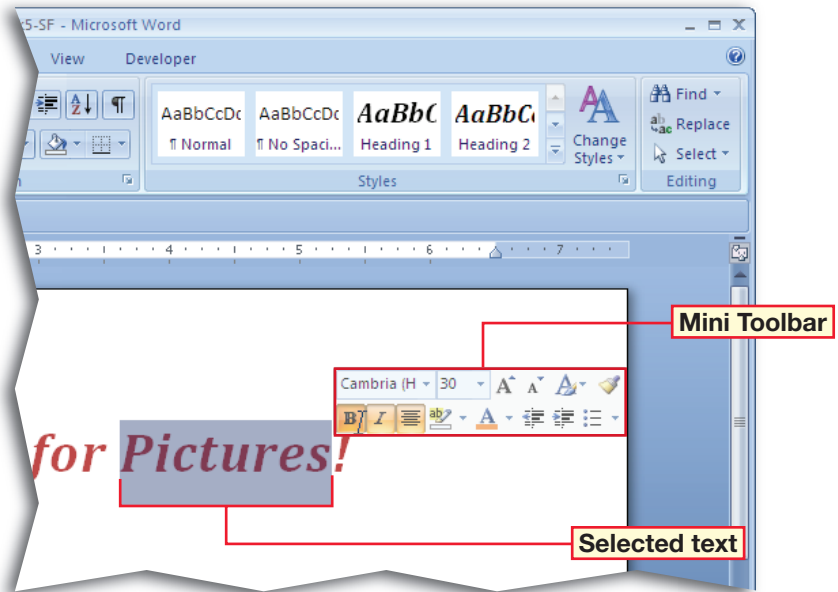


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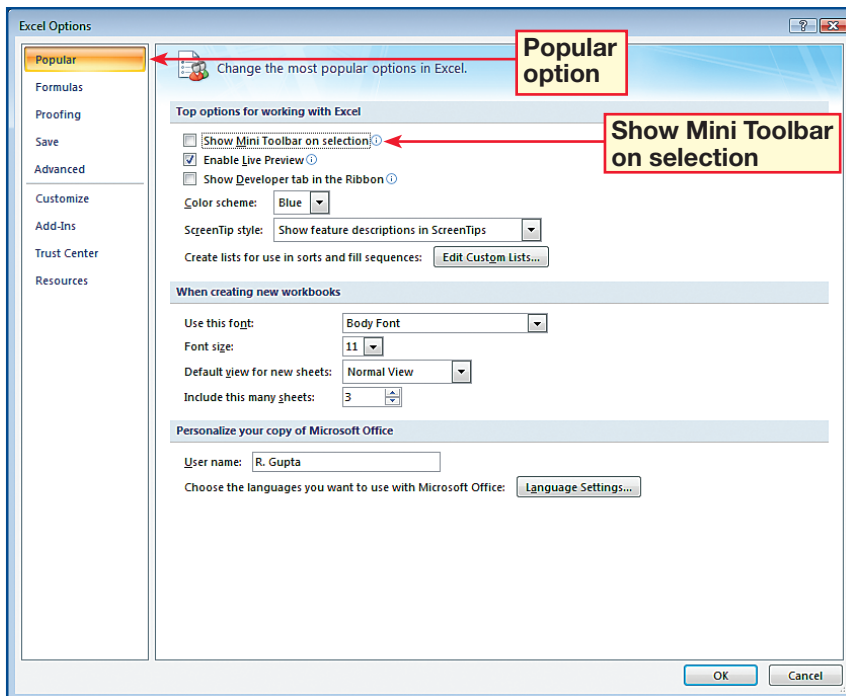
The Mini Toolbar

The Mini Toolbar appears when you select text and enables you to format the text at the point of use in the document instead of with the Ribbon. The Mini Toolbar includes fonts, font styles, font size, alignment, indentation, bullets, and text color.

When text is selected, the Mini Toolbar is semitransparent until you roll your pointer over it. When the pointer rests on the toolbar, it becomes opaque.



Options Dialog box



To turn off the Mini Toolbar:

- Click the Microsoft Office Button
- Select the application's Options button in the lower-right corner
- Select Popular from the listing of options
- Clear the Show Mini Toolbar on selection check box.

To turn the Mini Toolbar back on:

- Click the Microsoft Office Button
- Select the application's Options button in the lower-right corner
- Select Popular from the listing of options
- Select the Show Mini Toolbar on selection check box

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Contextual Tabs

Contextual tabs appear only when you work with certain objects. Contextual tabs are available with objects such as charts, tables, and pictures.

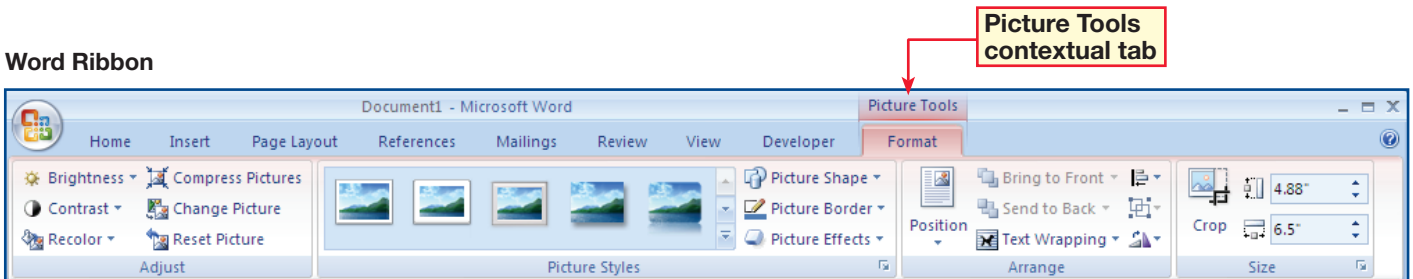
In Microsoft Word 2007 and Microsoft PowerPoint 2007, the Picture Tools contextual tab appears when you insert a picture into a document or slide. Included in the Picture Tools tab is the Format tab, which contains groups to help you adjust, place, and style the picture.

When you have finished working with the picture, select an area outside of the picture's boundaries. The Picture Tools tab disappears.

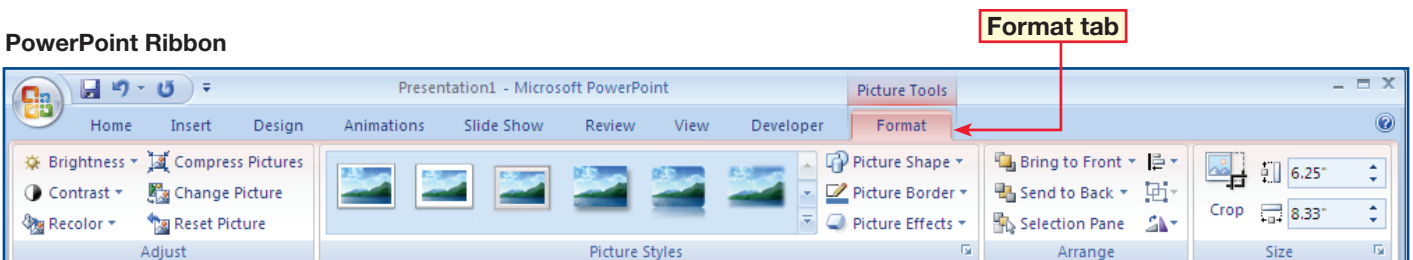
In Microsoft Excel 2007, the Chart Tools contextual tab appears when you want to insert a chart into a worksheet. Included in the Chart Tools tab are the Design, Layout, and Format tabs, which all contain groups to help you insert a chart.

When you have finished working on the chart and select an area outside of the chart's boundaries, the Chart Tools tab disappears.

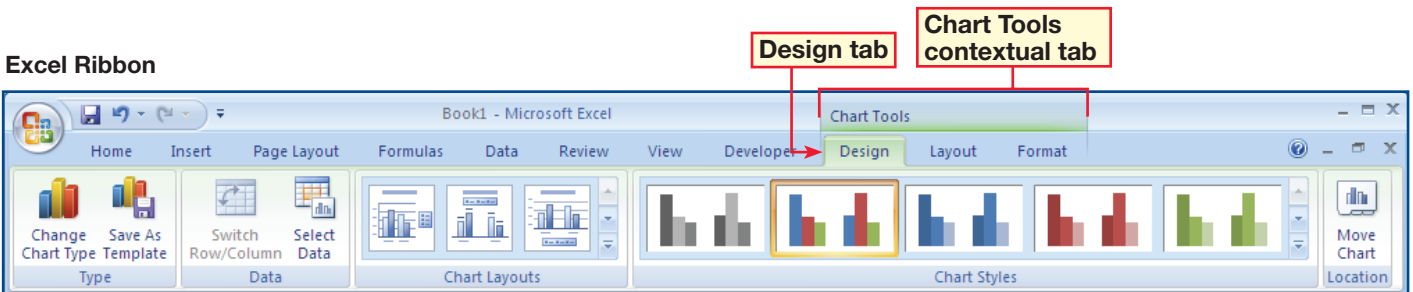
Word Ribbon



PowerPoint Ribbon



Excel Ribbon



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Design and Layout Tools

The enhanced design and layout functions in Microsoft Office 2007 allow you to produce professional-looking documents quickly and easily.

Themes

Themes can be applied with one click to provide consistent fonts, charts, shapes, tables, and so on throughout an entire document.

This screenshot shows the Themes task pane in Microsoft Office 2007. It is divided into two main sections: 'Built-In' and 'All Themes'. The 'Built-In' section displays a grid of 20 theme thumbnails, each with a preview of the 'Aa' font style and a color scheme. Callouts point to various elements: 'Built-in themes for Word and Excel' points to the top-left corner; 'Current theme of your presentation' points to the 'This Presentation' header; 'Built-in themes for PowerPoint' points to the right side of the 'Built-In' grid; 'Font style of theme' points to the 'Aa' preview in the 'Opulent' theme; 'Color scheme of theme' points to the color palette below the 'Opulent' theme; 'Name of theme' points to the 'Opulent' text label; 'Download more themes from Microsoft Office Online' points to the 'More Themes on Microsoft Office Online...' link; and 'Font style of theme' and 'Color scheme of theme' also point to the 'Opulent' theme's preview and palette respectively.

Preview of theme applied to document

This screenshot shows a Microsoft Word document titled 'Co Employee Newsletter'. The document content includes a header 'Co Employee Newsletter', a sub-header 'Use Your Head!', and two columns of text. The first column discusses 'May is Bike Safety Month' and 'PedalCo proudly designates May as Bike Safety Month'. The second column discusses 'New Market Prompts Reorganization' and 'A growing interest in hybrid bikes has led to increased sales in the coastal regions'. The document is styled with a theme, showing consistent fonts and colors. A callout from the 'Preview of theme applied to document' section points to the document's content.

The entire document is linked to a theme. If the theme is changed, new colors, fonts, and effects are applied to the entire document.

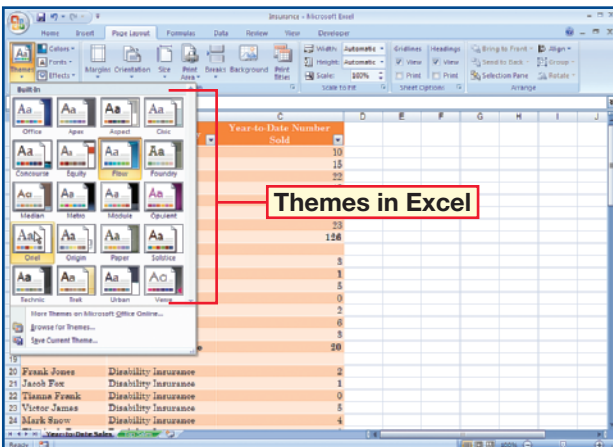
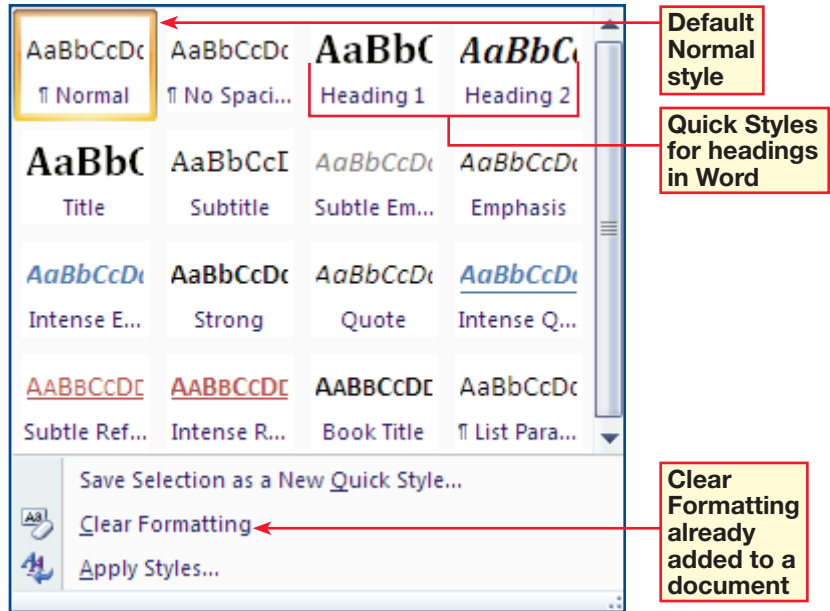
Microsoft Office 2007 also allows you to see how a theme would look in a document without applying the theme. As the pointer is rolled over each theme, the document changes to show a Live Preview of what it would look like with each theme. Additional themes are available through Microsoft Office Online.

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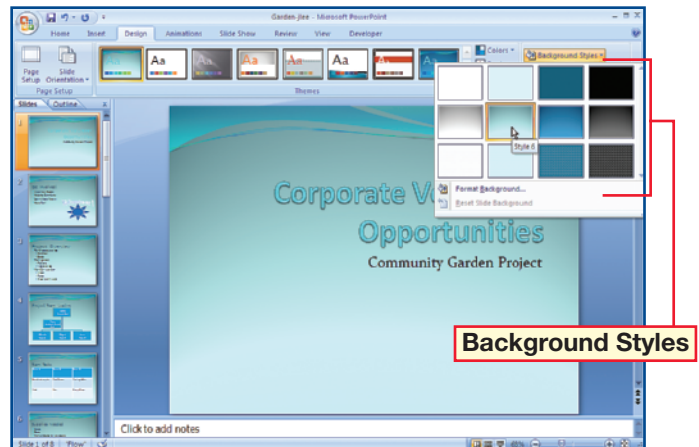
Quick Styles

While themes change the overall colors, fonts, and effects of a document, Quick Styles determine how those elements are combined and which color, font, and effect will be the dominant style. Roll your pointer over each Quick Style to get a Live Preview.

Word 2007 allows you to choose from specific styles for headings, quotations, and titles, or you can choose from a Style Set list to format your entire document. You can even choose a Style Set first and then apply Quick Styles to some elements.



Excel 2007 offers cell styles that work like Quick Styles. In the Themes group, click the Themes drop-down arrow to choose a theme.



PowerPoint 2007 uses Quick Styles with the Background Styles function, located on the Design tab. The background styles can be used with any of the themes in PowerPoint.

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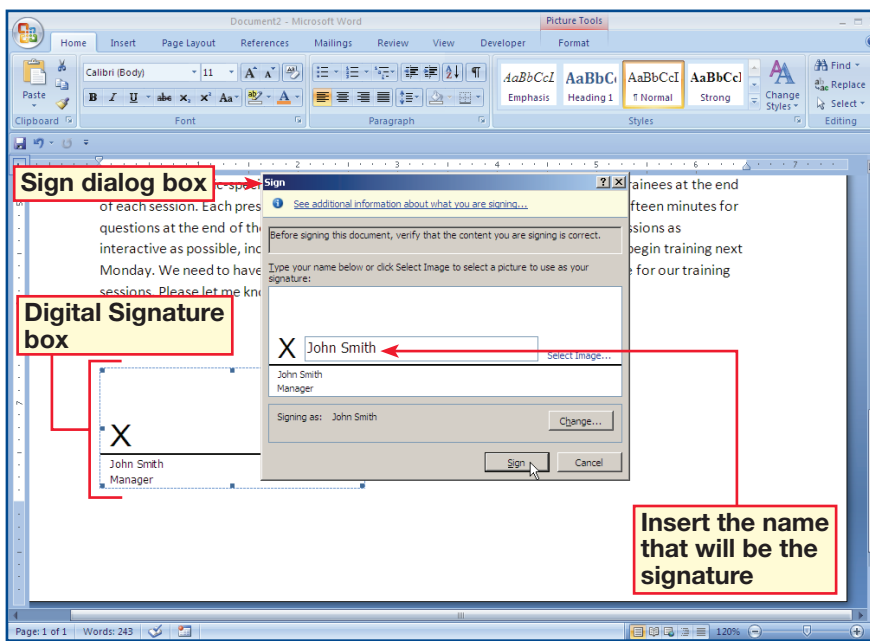
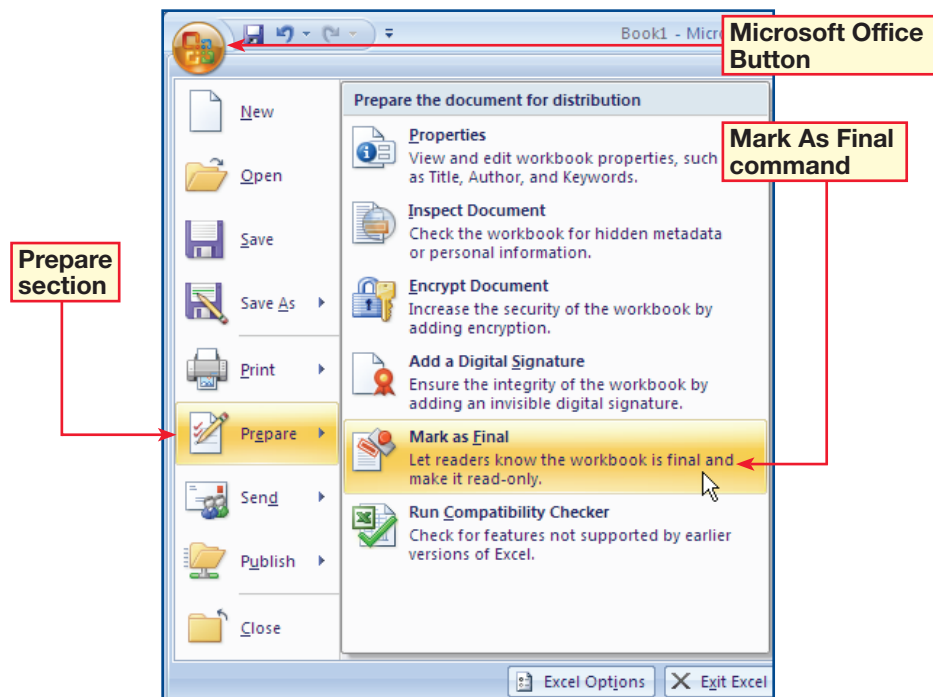
Security Tools

Microsoft Office 2007 includes new security features that protect your documents and computer from hacking and identity theft.

Mark as Final

After you have finished a document, you can use the Mark as Final command to make the document read-only, which prevents any changes from being made. This allows you to share the document with others without the fear of anything being lost or changed.

The Mark as Final command is located in the Microsoft Office Button menu, in the Prepare section.



Digital Signatures

You can also digitally sign a document to authenticate any digital information that you create, such as documents, e-mails, macros, and databases. Cryptography assures that the content has not been changed since the document was signed.