
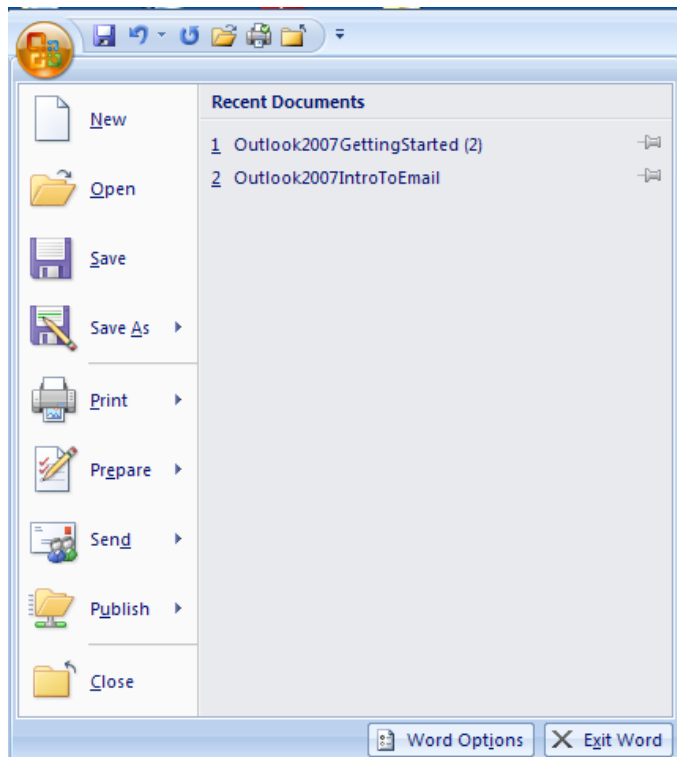



## What's New in Office 2007

### Microsoft Office Button

The Office button is located in the upper-left corner of the screen  replaces the File menu. You click on this button to open, save, print, etc. as well as a listing of your most recently opened documents for quick opening. At the bottom, right of this screen there are two buttons one for exiting Word, Excel and PowerPoint and the other for changing application options.



### Quick Access Toolbar

To the right of the logo you find the Quick Access toolbar. The Quick Access toolbar is a customizable toolbar which contains shortcut for commonly use commands. 

When Office 2007 is installed, only three commands appear on the Quick Access toolbar: Save, Undo, and Redo. You can add more commands to the toolbar by clicking on the down arrow to the right of the toolbar. You can select from any of the commands that appear or you can click More Commands if you do not see the one(s) you would like to add. (Note: changes made to the Quick Access Toolbar are specific to that toolbar. In other words, changes make to the Word Quick Access Toolbar will not appear in the Excel or PowerPoint Quick Access Toolbars.

## The Ribbon

The Ribbon replaces the standard menus along the top. The Ribbon is designed to help you quickly find the commands that you need to complete a task. The Ribbon has three components:

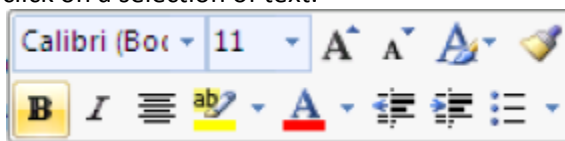
- Tabs relate to a type of activity such as writing or layout of a page. To reduce clutter some tabs show only when needed. For example, the Picture Tools tab appears only when a picture is selected.
- Groups are subtasks available within each tab
- Commands are organized in logical groups and are collected together under tabs.

The dialog box launcher is a small arrow in the lower-right corner of a group, it indicates that there are more advanced options available.



## Mini Toolbar

The mini-toolbar gives you quick access to formatting tools via a floating menu. This feature displays as a transparent menu whenever you highlight text but becomes solid when you move your cursor over the menu allowing you to make your choice(s). The toolbar will also appear when you right-click on a selection of text.



## Live Previews



When you select a formatting option, such as font, text size, color, layout, etc. you get an instant preview of how the selected item will change should you select that option.

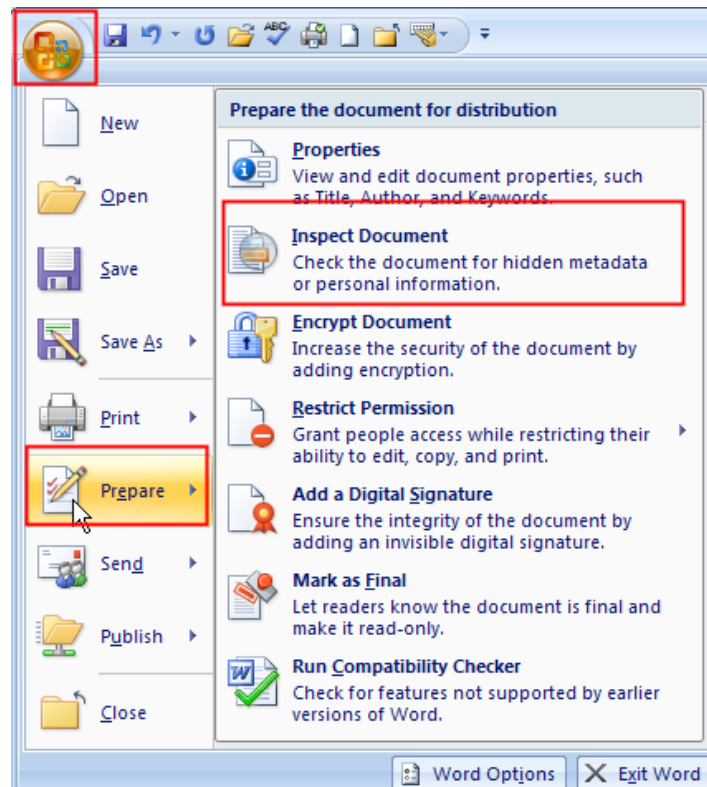
## Document Inspector

The Document Inspector includes several different Inspectors that you can use to find and remove different kinds of hidden data and personal information. Some of these Inspectors are specific to individual Office programs. The Document Inspector displays different sets of Inspectors in Office Word 2007, Office Excel 2007, and Office PowerPoint 2007 to enable you to find and remove hidden data and personal information that is specific to each of these programs.

It is a good idea to use the Document Inspector before you share an electronic copy of your Office document, such as in an e-mail attachment.

**To access the Document Inspector:**

- Open the Office document that you want to inspect for hidden data or personal information.
- Click the **Microsoft Office Button** , click **Save As**, and then type a name in the **File name** box to save a copy of your original document.
- It is a good idea to use the Document Inspector on a copy of your original document because it is not always possible to restore the data that the Document Inspector removes.
- In the copy of your original document, click the **Microsoft Office Button** , point to **Prepare**, and then click **Inspect Document**.
- In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected. For more information about the individual Inspectors, see [What information can the Document Inspector find and remove?](#)
- Click **Inspect**.
- Review the results of the inspection in the **Document Inspector** dialog box.
- Click **Remove All** next to the inspection results for the types of hidden content that you want to remove from your document.



## File Formats

Word, Excel, and Power Point save files with new extension formats based on XML. Files will have an X at the end or an M if the file has macros. If you save a file in the Office 2007 format, Word files will have a .docx, an Excel workbook is .xlsx, a PowerPoint presentation is pptx, and if the file contained a macro, the file extension would be .xlsm. These new file formats are backwards compatible with older versions of Office, specifically Office 2000, XP and 2003. Some features that are available only in 2007, will not be available in the older versions. However, the basic information and layout will be intact. The new file formats are less susceptible to corruption and are smaller.

When you try to open an Office 2007 document in Office 2003 for the first time, you will see a prompt that says, in effect -- this is a new file format, do you want to download a plug-in to enable office to read it? Once you have downloaded and installed the plug-in, you will be able to open Office 2007 XML files.

In Office 2007, you can save files as 97-2003 documents rather than in the newer format. The disadvantage of this solution is that you lose some of the new features of Office 2007.

## Default Margins and Font

The new default font is a new font call Calibri and the default size is now 11 rather than 12.

## Creating PDF Files

As a free add-in from Microsoft, you now have the ability to save files in PDF (portable document format) format or XPS (XML paper specification) format.


- The PDF format preserves document formatting and is useful for documents that will be accessed via the web, for example Pipeline, WebCT or the college's web site.
- The XPS format ensures that when the file is viewed, it retains exactly the format you intended and that the data in the file cannot be easily changed.


### *To download the free add-in from Microsoft:*

- Click on the **Microsoft Office button**
- Select **Save As**
- Click **Find add-ins for other file formats**
- Once the Help window opens, click the link to **Install and use the Save as PDF or XPS add-in from Microsoft**
- Click the link for **Microsoft Save as PDF or XPS Add-in for 2007**
- Follow the onscreen instructions

## Help

The Microsoft Office Help provides concise, printable descriptions and procedures for virtually any Office feature. The Help system is useful for troubleshooting problems and explaining specific subjects, making Microsoft Office a more accessible program to work with.

- To access the Help feature, click on the Help icon  in the upper right corner of the screen
- The Help dialog box will open

- In the **Search** text box, type a question, word, or phrase that describes your topic
- Press **Enter** or click **SEARCH**  **Search**
- From the list of topics, select the desired search result

