

Microsoft Office 2007 Quick Resource Guide

Overview

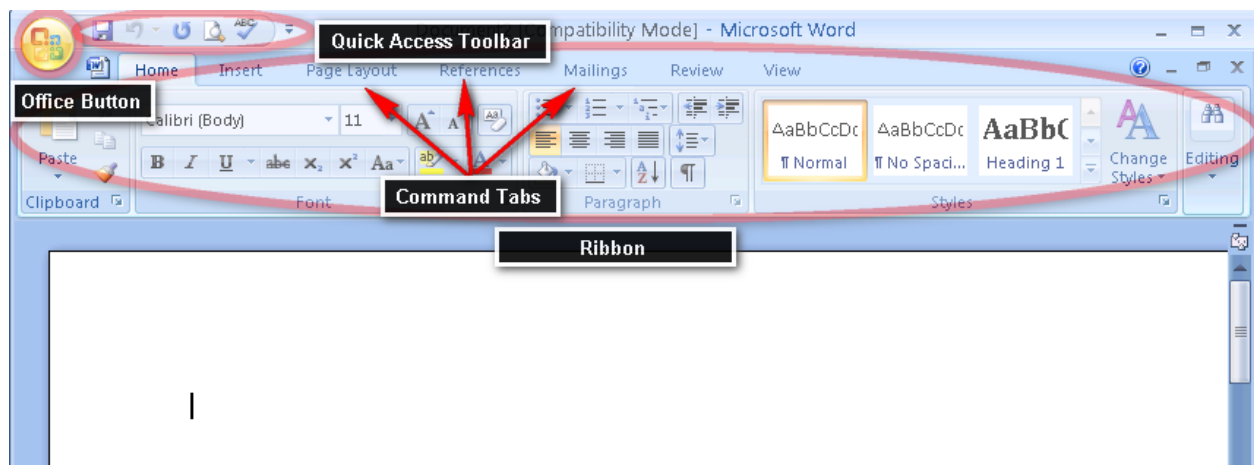
This guide will give you a brief glimpse at some of the new looks and features of Office 2007. At the end of the guide, you will find a list of additional resources which will help you explore Office 2007 in depth.

Vocabulary

The Ribbon and Command Tabs - The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed.

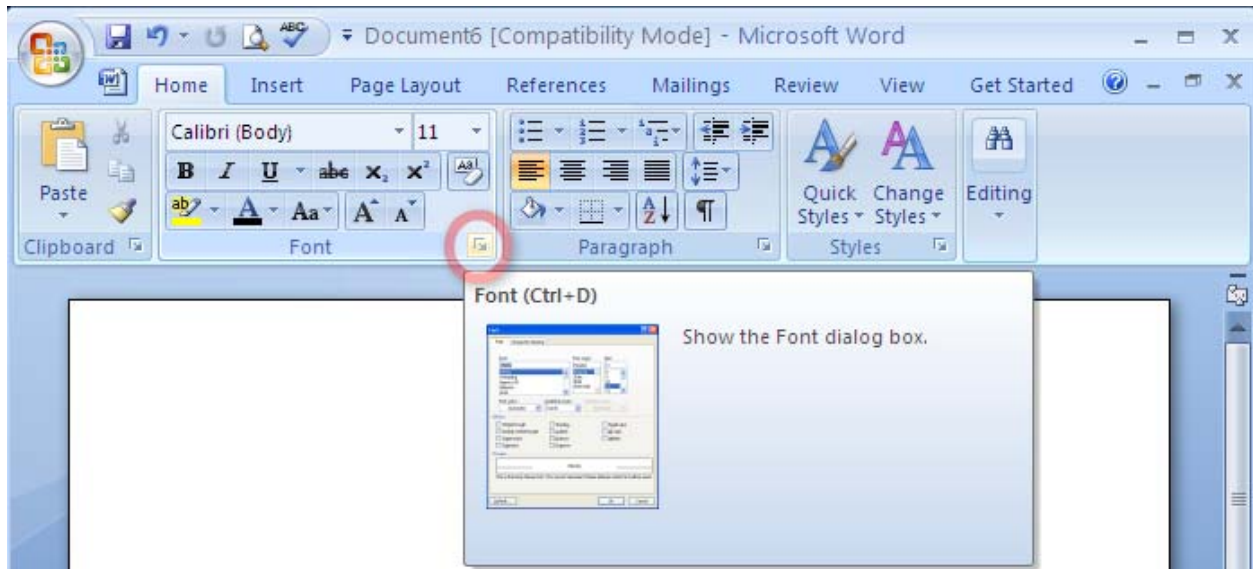
Office Button – The Office Button has replaced the “File” menu of Office 2003. When you click on the Office Button, you will find New, Open, Save, Save As, Print, Close, and a few new options as well.

Quick Access Toolbar - The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can add buttons that represent commands to the Quick Access Toolbar, and you can move the Quick Access Toolbar from one of the two possible locations.



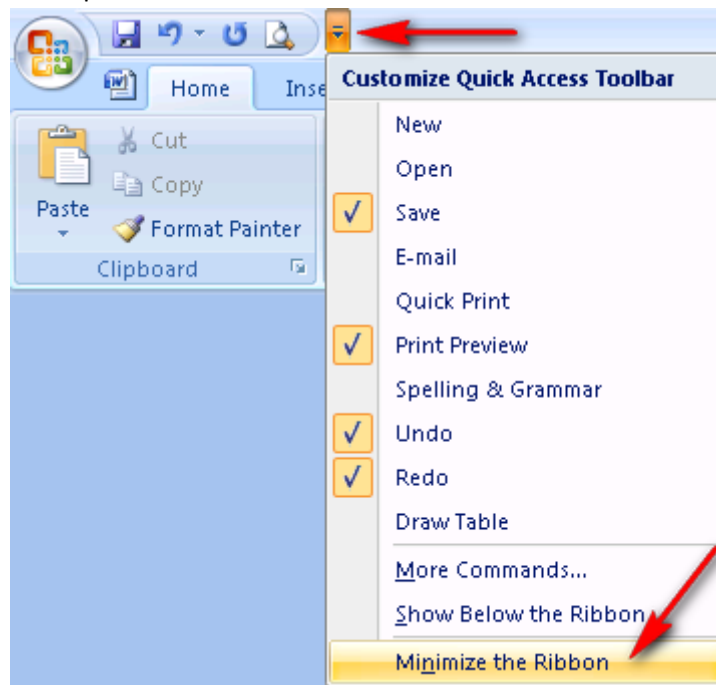
Finding More Options

Many of the groups will have additional commands. To see more commands, click on the arrow of a group.



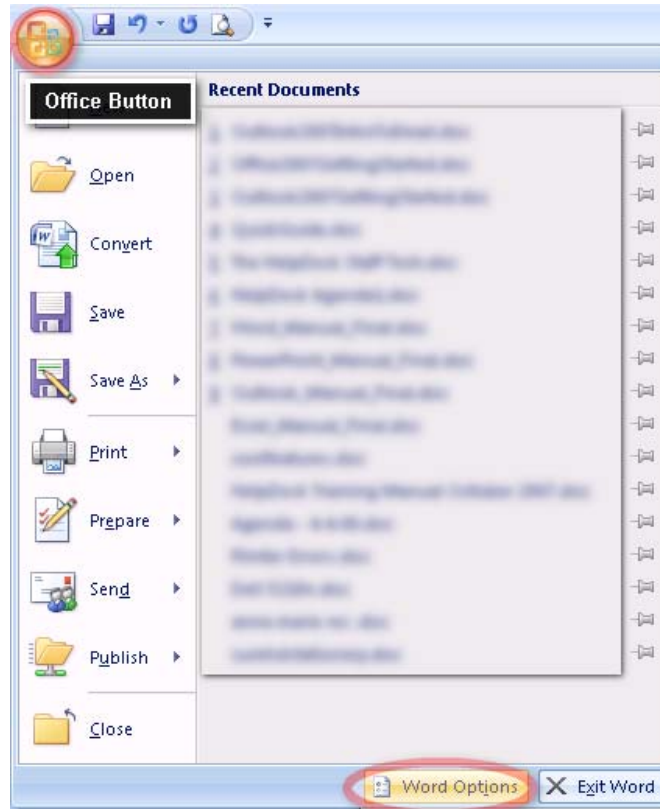
Minimizing the Ribbon

If you prefer access to more work space, you can minimize the Ribbon so only the Tab headings appear. To do this, click the down arrow on the Quick Access Toolbar and click Minimize Ribbon. With the Ribbon minimized, you need to click on the Tab headings to see the Groups and Commands.



How to Use the Office Button

The Office Button contains many of the tasks that used to be under the File menu in Office 2003. In addition to these common tasks, you'll also find Word Options (formally under Tools) and a list of recently opened documents.



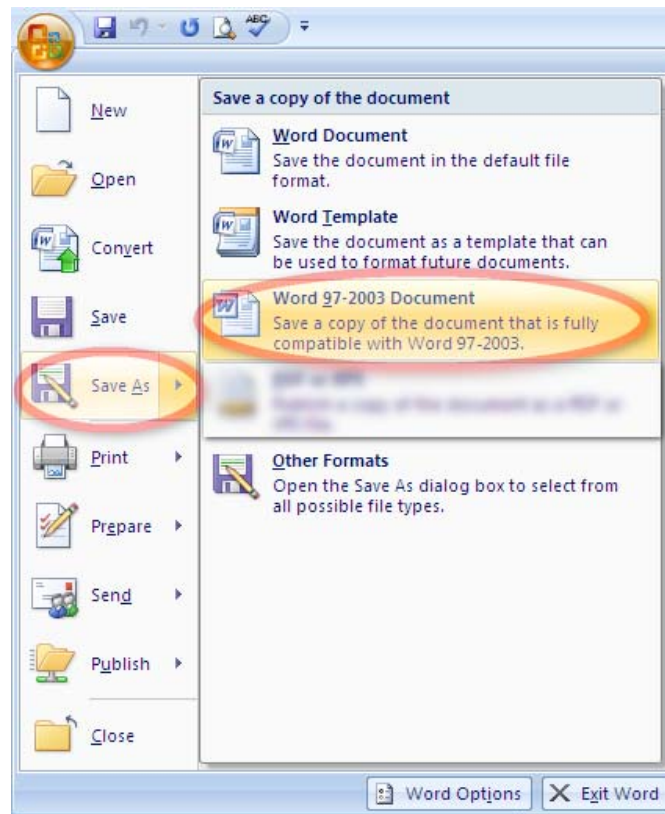
Saving Files

Saving files in Office 2007 is done through the Office Button by using one of the methods below.

Please note: When saving a document, it is strongly encouraged that the document be saved as an Office 97-2003 document. Doing so will ensure that even users who have not upgraded will be able to open the document.

Click on the Office Button and click Save As or click on Word 97-2003 Document under the Save As menu.

Alternatively, click Ctrl + S on your keyboard.



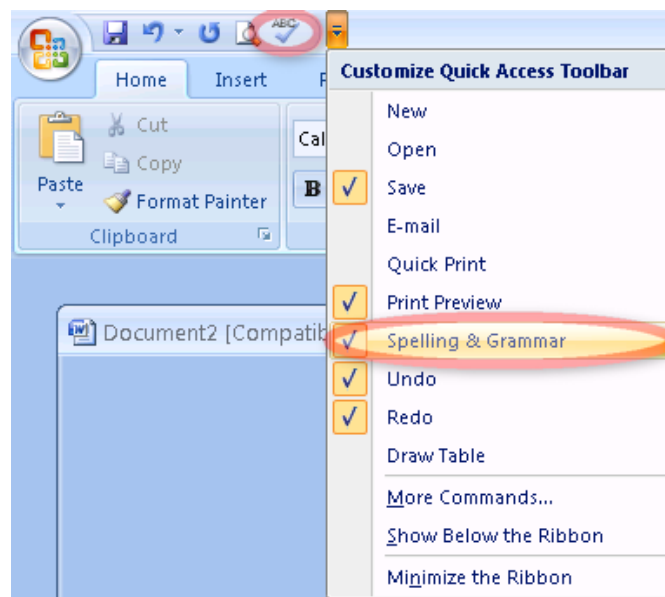
How to Use the Quick Access Toolbar

To Change the Location

The Quick Access Toolbar can be located in two places – above or below the Ribbon. To change the location of the Quick Access Toolbar, click on the down arrow (as shown in the above image) and choose Show Below the Ribbon.

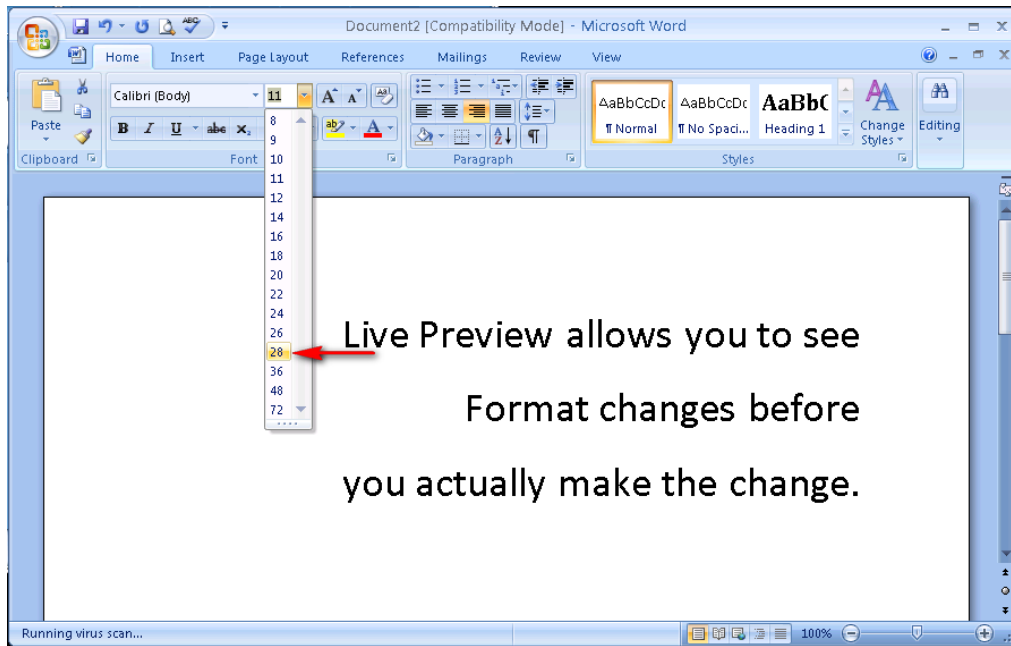
To Customize

The Quick Access Toolbar can be customized to include many of the most commonly used commands. To customize the Quick Access Toolbar, click on the down arrow, and check off additional commands. Once checked, the command icons will appear on the Quick Access Toolbar.



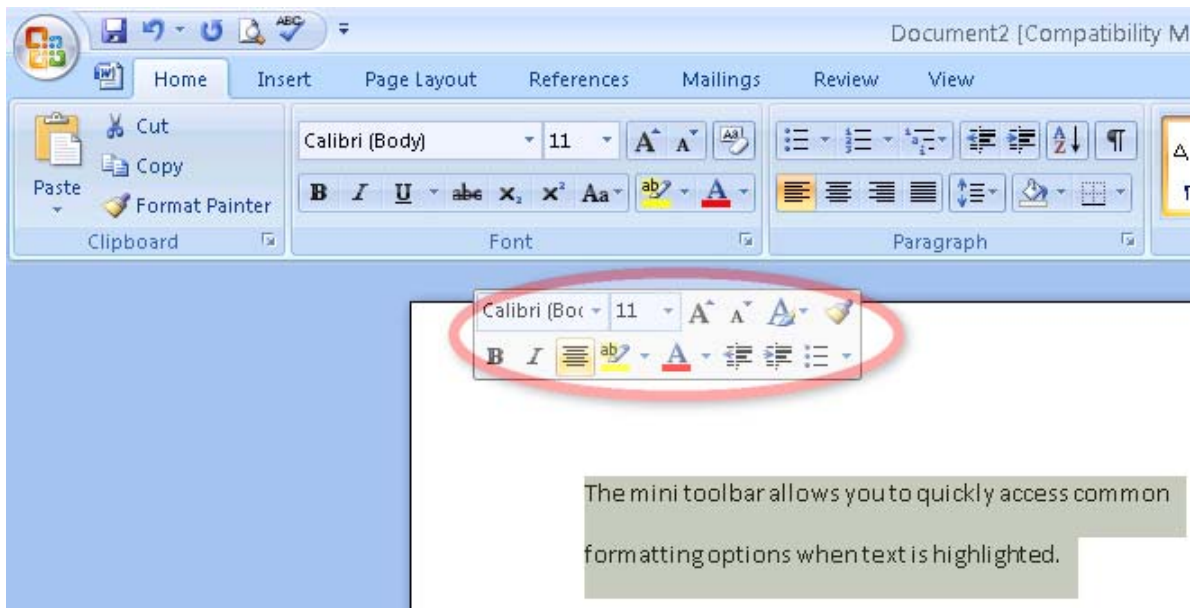
How to Use Live Preview

To use Live Preview, highlight the text you would like to format, and put your mouse over the command you would like to preview. Left click on the command to accept the change.



How to Use the Mini Toolbar

When text is highlighted, the mini toolbar will appear, making it easier for you to make a quick change to the text if you know what you would like. Keep in mind that the Live Preview is unavailable when using the mini toolbar.



Compare Word 2003 to Word 2007

Task	Word 2003	Word 2007
Change the document view:	<ol style="list-style-type: none">1. Click View on the tool bar.2. Select preferred view from the result menu	<ol style="list-style-type: none">1. Select the View tab2. Select preferred view from Document Views group
Create a new blank document:	<ol style="list-style-type: none">1. Click File from the toolbar.2. Select New from the resulting window	<ol style="list-style-type: none">1. Click the MS Office Button and select New2. Select New from the resulting menu and click the Create button
Open a existing document:	<ol style="list-style-type: none">1. Select File from the Menu Bar2. Select Save from the resulting menu	<ol style="list-style-type: none">1. Click the MS Office Button and select Open.2. Navigate to existing document and click the Open button
Format font:	<ol style="list-style-type: none">1. Select the appropriate formatting option from the Formatting toolbar	<ol style="list-style-type: none">1. Select the Home tab.2. Select the appropriate formatting option from the Font group
Insert a bulleted or numbered list	<ol style="list-style-type: none">1. Select the Bullets or Numbering buttons from the Formatting toolbar	<ol style="list-style-type: none">1. Select the Home tab and select one of the following options from the Paragraph group: Click the arrow on the Bullets button to select your bulleted list style, or click the arrow on the Numbering button to select your number list

Where to Get More Help

This guide has given you a brief glimpse at some of the new features in Office 2007. There is plenty of information available to help you explore Office 2007 in more depth. Here are some available options for more help.

The KSC IT Web Page

We're constantly trying to provide you with access to information to help you with new technologies on campus. Please visit our website – we'll be updating it regularly to reflect your needs as we transition to Office 2007.

<http://www.keene.edu/it/helpdesk/office2007.cfm>

The Get Started Tab

On your installation of Office 2007, you'll find a Get Started tab providing you with a direct link to some of Microsoft's most commonly accessed tools for getting acquainted with Office 2007.



The Help Menu

The Help menu is located in the upper right hand corner of the program window. If you're having trouble finding a command, just type it into the Help menu's search feature.



Microsoft's Website

Here, you'll find plenty of training, demos, and how-to's to help you use Office 2007 to fullest.

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