

Office 2007: Quickstart Guide

Office 2007 includes the latest versions of **Word**, **Excel**, **PowerPoint** and **Access**. Although most things work in just the same way, it looks very different from previous versions.

Online documentation

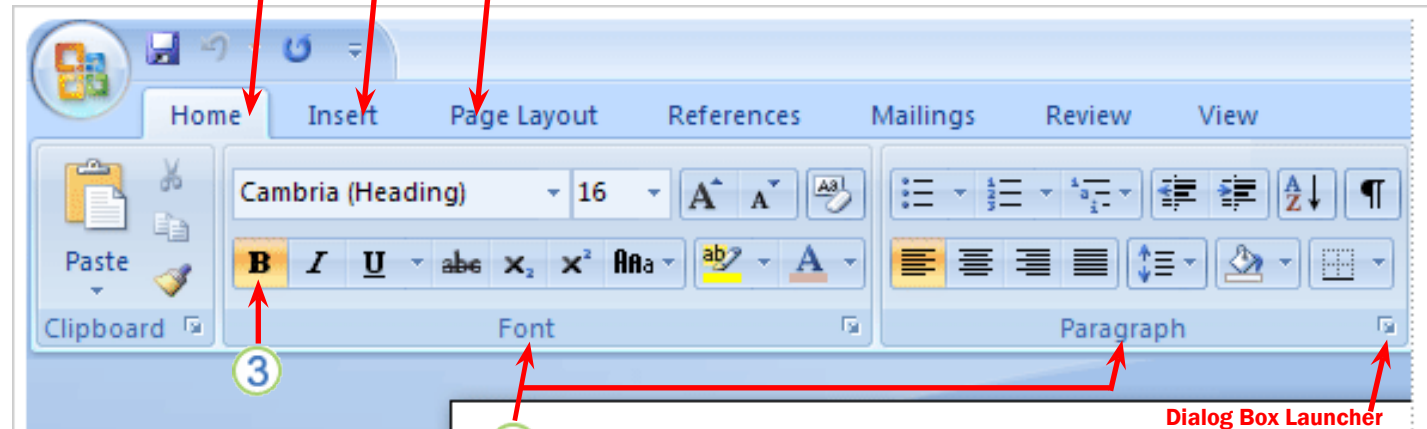
If you are wondering where your favourite 2003 command is located in 2007 or need to convert a file between one version of office and another, or if you are just looking for guidance and training, there are links to useful information from our website:

sussex.ac.uk/its/office



Menus out - Ribbons and Tabs in

When you first open Word, Excel or PowerPoint 2007, you will notice that the menu bar has been replaced by what is known as a **Ribbon**.



The **Ribbon** has three basic components:

- 1. Tabs**
There are seven basic task-oriented tabs
- 2. Groups**
Each tab has groups that show related items together
- 3. Commands**
A button, a box to enter information, or a menu

Tabs

There are three types of tab:

- **Standard**
For example **Home** which contains the items you use frequently, such as the commands in the **Font** group for changing text: **Font**, **Size**, **Bold**, **Italic** etc
- **Contextual**
Certain tabs appear only when you need them, for example **Tables**, **Drawings** or **Charts**
- **Program**
These replace the standard tabs when you switch to certain views, for example **Print Preview**

Dialog Box Launcher

Click the **Dialog Box Launcher** to see more options for that particular group. Those options will often appear in the form of a dialog box that you may recognize from an earlier version.



Office Button

There is no File menu!

On clicking this button a menu appears similar to the **File** menu from earlier versions of Office. This button is its equivalent.

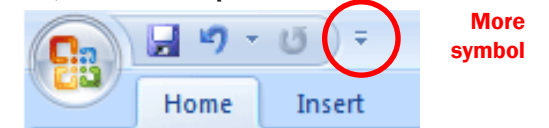


Slowly move your mouse over the standard commands for working with files (e.g. **Print**, **Save** and **Save as...**) for a description.

Recently opened documents are listed on the right of the menu. To keep or pin a file in the **Recent Documents** list, click **Pin this document to the Recent Documents list:** When a document is pinned to the **Recent Documents** list, the pin button looks like this:

Quick Access Toolbar

The **Quick Access Toolbar** is a small area to the upper left of the **Ribbon** containing options that you use frequently including **Save**, **Undo** and **Repeat**.



More symbol

Adding Useful Icons

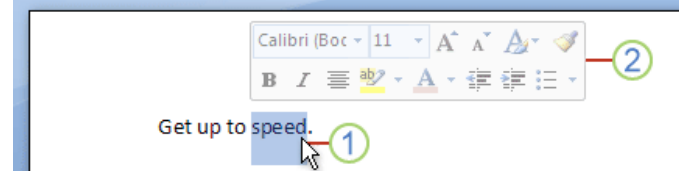
You can customise this toolbar to show useful commands such as **Open**, **Print** or **Spelling**. Click on the **More** symbol and select the required commands.

Temporarily hide part of the Ribbon

If you need additional space to work on your document double-click on the active tab, which hides part of the Ribbon. To restore it, double-click the active tab again.

The Mini Toolbar

When you select text and point at it, the **Mini toolbar** will appear.



1. Select your text and then point at the selection
2. A transparent **Mini toolbar** will appear. Pointing at it causes it to become opaque - you will then be able to click on one of the formatting options upon it

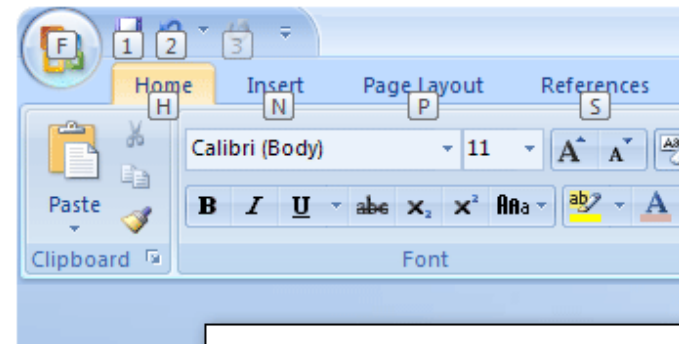
Short-Cut Menu

You can still right-click on selected text or an object and the **Short-Cut menu** will be displayed as well as the **Mini toolbar**.

Keyboard Shortcuts

These shortcuts have a new name: **Key Tips**.

Press **[ALT]** to display the Key Tip badges for the **Ribbon** tabs, for the **Microsoft Office Button** and for the **Quick Access Toolbar**.



Press the **Key Tip** indicated (for example **H** for the **Home** tab). The **Key Tips** for that tab's commands appear - press the Key Tip for the required command.

NB: You can still use the keyboard shortcuts from previous versions.


Live Preview

This feature allows you to see formatting changes without applying them.

Try this: Select some text and hover the mouse pointer over various font names in the drop-down list to preview the selected text in those fonts. Click to choose a font or move the mouse away from the list to leave the text unchanged.

Top Tips

• To close files without closing the application:

Don't use the  icon to close a file instead use one of the following methods:

- From the **Office Button**, choose the **Close** command
 - Use the keyboard command **Ctrl + W**
 - Add the **Close** command to the **Quick Access Toolbar**
- **Page Setup** has been replaced by the **Page Layout Tab**
- **Spellcheck** is now on the **Review Tab** (or can be added to the **Quick Access Toolbar**)
- **PDF** files can be created using the **Save as** command from the **Office** menu

Useful FAQs:

- How can I save a document in PDF format on my own PC?
sussex.ac.uk/its/help/faq1525
- How can I set single line spacing as standard in Word?
sussex.ac.uk/its/help/faq1624
- How can I change the default font for all new Word documents?
sussex.ac.uk/its/help/faq1639
- How can I set a different default working folder in Excel 2007?
sussex.ac.uk/its/help/faq1640

New and Different File Types

Office 2007 uses a new file format known as XML which produces smaller, more efficiently organised files. All *Office 2007* file extensions have an x added to the end, e.g. **.docx** instead of **.doc**

Converting files from previous versions

If you open a file in *Word*, *Excel* or *PowerPoint* which was created in a previous version, the file will open in *Compatibility Mode*.

From the **Office Button** the **Convert** command will be available. This will convert the file to the newest format, and reduce the size of the file. Because of a *Microsoft* bug each application behaves differently. In *Excel* the original **.xls** file is replaced by the converted **.xlsx** file, whereas in *Word* and *PowerPoint* the original **.doc** and **.ppt** files remain, with the converted files saved as new files with the extensions **.docx** and **.pptx**.

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IT Services September 2010