

# What's New in Microsoft Office 2007

## Introducing Office 2007

The new and improved version of Office is filled with new features to help you work smarter, not harder! ITS plans to make Office 2007 available to faculty and staff in the spring 2008 semester.



## The Office Button

The user interface has been significantly redesigned in Word, Excel, and PowerPoint.

The Office Button, found in the upper left-hand corner, replaces the file menu found in older versions of Office. It contains common file commands such as New, Open, Save, Print and more. It also contains the Options button used to customize the Office application.



## The Quick Access Toolbar

The Quick Access Toolbar is used to put the commands and buttons you use most often within easy reach. The toolbar, by default, contains several buttons but you can add new commands. Click on the Customize button and select a command from the list or simply right-click any command and click on "Add to Quick Access Toolbar."



Customize using the pull-down button.

## The Ribbon

The Ribbon replaces the menu bar and toolbars found in older versions of Office. It is built using tabs that group commands together by task. Each Group on the Ribbon has a Dialog Box Launcher that opens more commands for that group. For example, the Dialog Box for Charts in Excel, contains a list of various types of charts.

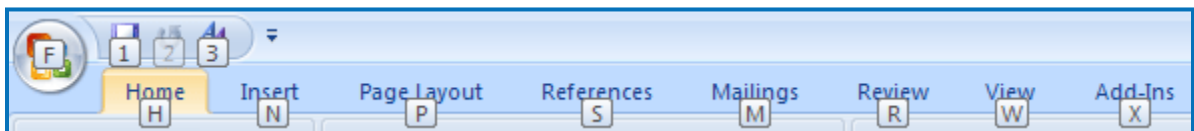
**Ribbon Tabs** - click on a tab to activate. In the screenshot of MS Excel 2007, the Insert tab is active.

**Group** - related commands for a tool. In Office 2003, a group was called a toolbar.

**Dialog Box Launcher** - opens a dialog box with commands for a group. In the screenshot to the right the Insert Chart Dialog Box is open.

## Keyboard Shortcuts

Keyboard shortcuts or Key Tips appear when you press the Alt key on your keyboard. They display the keyboard shortcuts to access the tables and commands on the screen.



## Quick Guide

