

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.

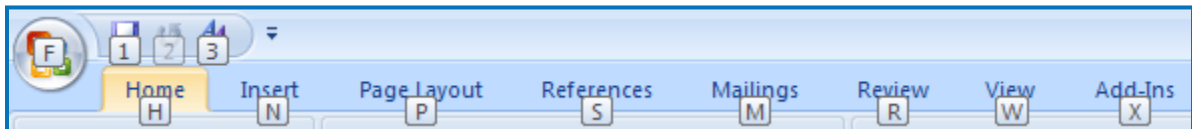
Ribbon Tabs - click on a tab to activate. In the screenshot of MS Excel 2007, the Insert tab is active.

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.

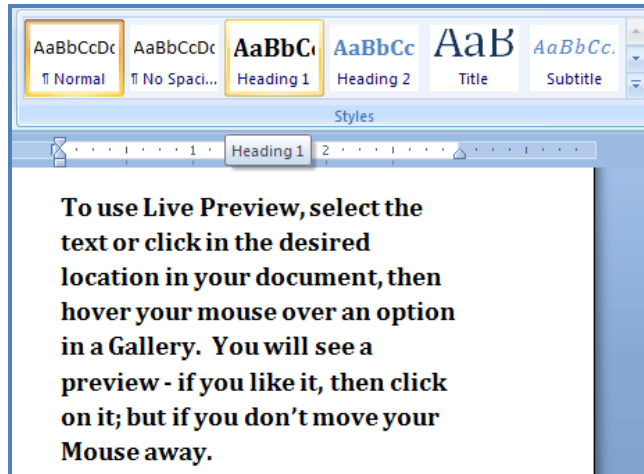


Quick Guide

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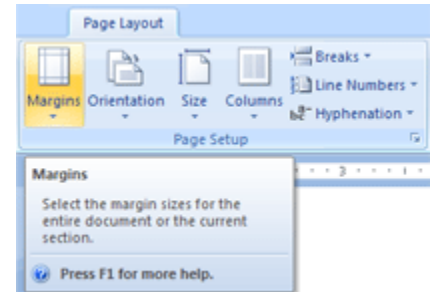
Live Preview

Live Preview gives you the opportunity to view the effects of text formatting such as applying a style or design elements such as table color. Live Preview saves you the time involved with applying changes only to undo changes.



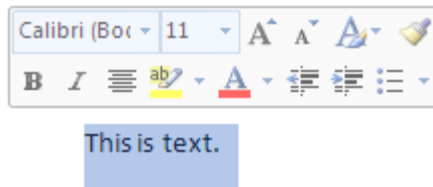
Screen Tips

Screen Tips appear as you roll over each button in the Ribbon. These tips often provide access to the Help menu for additional information.



The Mini Toolbar

The Mini Toolbar appears as you highlight text, allowing easy access to commonly used formatting commands.



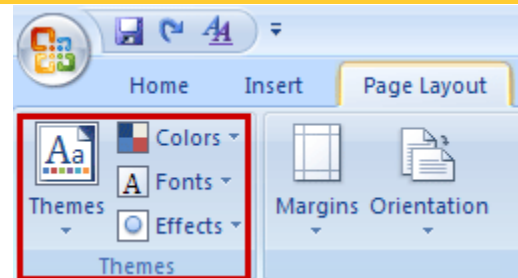
The Mini Toolbar will appear faded at first - - simply move your mouse to a command on the toolbar to view all commands.

Galleries

Galleries are a preview of formatting options that can be applied with a single click. Some examples of galleries include the Style Gallery in Word, the Chart Gallery in Excel, and the Background Gallery in PowerPoint.

Themes

Themes allow you to apply the same look and feel to an entire document. Themes specify the fonts to be used, color palette and effects. Additional Themes can be downloaded from Microsoft Office Online.



XML-Based File Format

XML-Based File Format reduces file sizes and helps to ensure that damaged or corrupted files can be easily recovered. With this new version comes new file extensions:

- ❖ Word: .docx
- ❖ Excel: .xlsx
- ❖ PowerPoint: .pptx

You are able to open older Office documents in Office 2007. A compatibility pack is needed to open Office 2007 documents in older versions of Office. To install the compatibility pack, go to <https://www.ithaca.edu/computing/support/software.php> and click the Microsoft Office 2007 Compatibility Pack link. There you can find the download link and installation instructions.

PDF Add-In

The PDF Add-In allows you to save and export documents to the PDF format.



For more information on Office 2007, go to the ITS Support Site at <https://www.ithaca.edu/computing/support>. For additional help, contact the ITS Helpdesk at helpdesk@ithaca.edu or 4-3282.

References: Microsoft Office Online at <http://office.microsoft.com/en-us/default.aspx>