

What's New in Office 2007?

Why upgrade?

The upgrade to Office 2007 will take advantage of a richer feature set and added functionality. For example, the traditional menus and toolbars have been replaced with the Ribbon, which is a highly visual layout of commands. All commands are logically grouped into tabs and organized around a particular set of activities.

Added features such as galleries, live preview and the mini toolbar make Office 2007 easier and more efficient to use.

The upgrade is also important to complete since Microsoft has announced it will discontinue support of Office 2003.

Now PeopleSoft and many other applications used at TCU support Office 2007.

Office 2007 applications include: Access 2007, Excel 2007, OneNote 2007, Outlook 2007, PowerPoint 2007, Publisher 2007, and Word 2007.

New Elements in Office 2007

To master the newest version of Office, you will need to become familiar with three new elements:

- The Office Button
- The Ribbon
- The Quick Access Toolbar

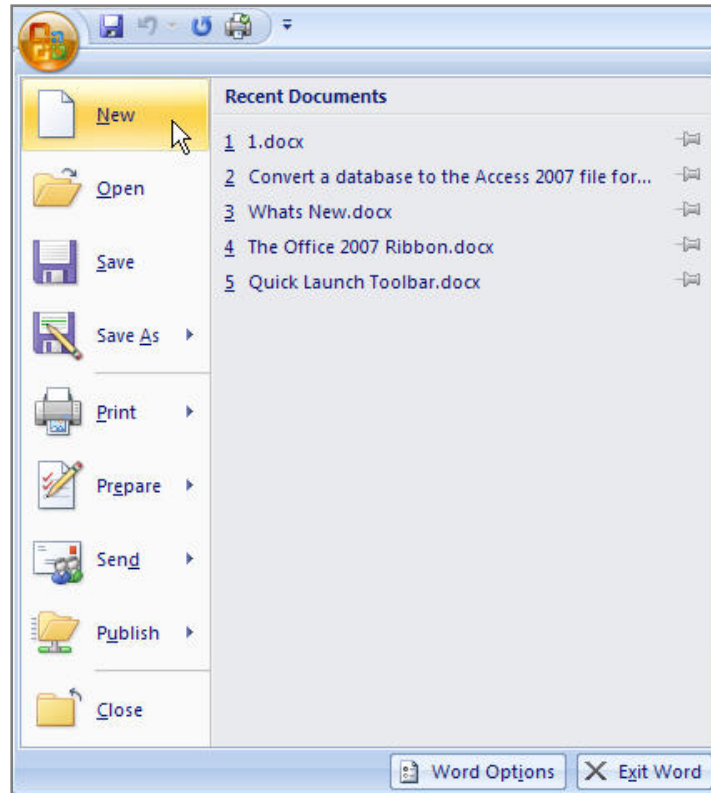
The Office Button



A significant change in Office 2007 is the addition of the Office button. The Office button is located in the top left corner of the window. It replaces the File menu option in the previous versions of Office.

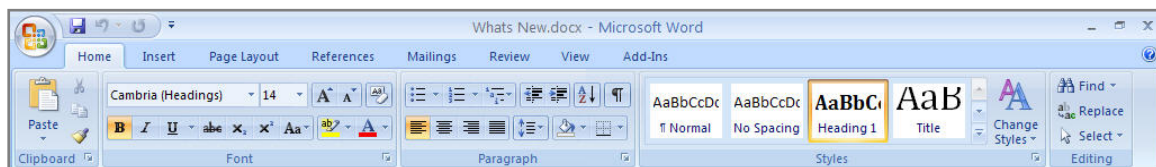
Use the Office button to to:

- Create a new file
- Open a file
- Save a file
- Print
- Send file
- Close
- Open recent documents
- Edit Word default options
- Exit Word



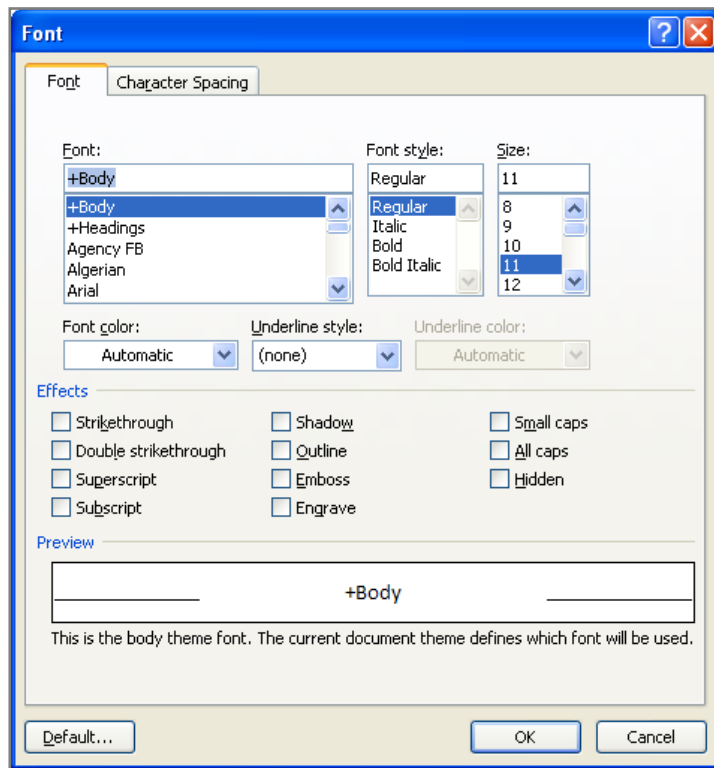
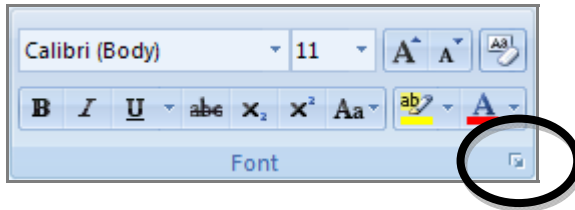
The Ribbon

You may be surprised to see that the menus and toolbars in most Office 2007 applications have been replaced with the Ribbon. The Ribbon is designed to help you quickly find the commands you need. Commands are organized into groups, and groups are placed logically under tabs.



For example, the **Home tab** contains the frequently-used commands such as copy, cut and paste, all located under the **Clipboard group**. The **Font group** is the next group in the Home tab and includes font face, font size, bold, italic, underline, and font color commands. The **Paragraph group** follows with commands for creating bullets and numbering, indentation, alignment and line spacing.

The ribbon may not show all commands in each group. To access commands not shown, you must click the **Launcher button** located at the bottom of the grouping. For example, to see other Font-related commands that are not shown, click the **Font dialog launcher button** at the bottom of the grouping and the **Font Dialog box** will open.



Some tabs are shown only when needed. The image below shows the **Picture Tools** tab, which is only available when a picture is selected.



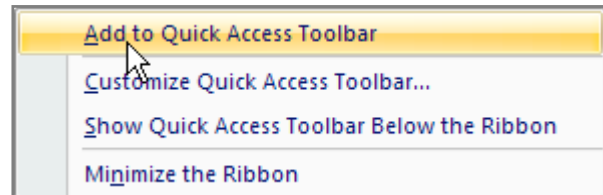
To quickly minimize the Ribbon, double-click the name of the active tab. Double-click the tab again to restore the Ribbon. The keyboard shortcut to minimize the ribbon and restore is **CTRL + F1**.

Quick Access Toolbar



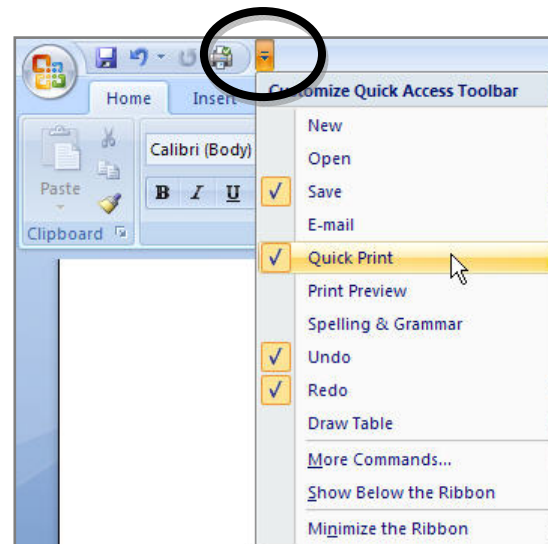
The **Quick Access Toolbar**, located to the right of the Office button, provides one-click access to the commonly used commands Save, Undo and Repeat. Office users will want to add other frequently-used commands to the toolbar since it is easily customized.

The quickest way to add a command to the Quick Access Toolbar is to find the command on the ribbon, right-click and select **Add to Quick Access Toolbar**.

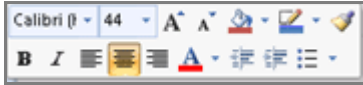


Other methods can be used to customize the Quick Access Toolbar:

- Click the **Customize Quick Access Toolbar** button to the right of the toolbar
- Select a command from the drop-down list
- For commands not listed, select **More Commands** from the drop-down list
- Choose a category and select the command you want
- Click the **Add** button
- Click **OK** when finished



Mini Toolbar



The Mini Toolbar, a new feature in Office 2007, contains buttons for the most commonly used formatting commands. When text is selected, the miniature toolbar fades into view just above the selection. Move your mouse pointer over the toolbar to select commands.

Help



The Microsoft Office 2007 Help interface has been completely revised. To ask for help, click the Help button located in the upper right corner of the window, at the far right of the Tab bar.

