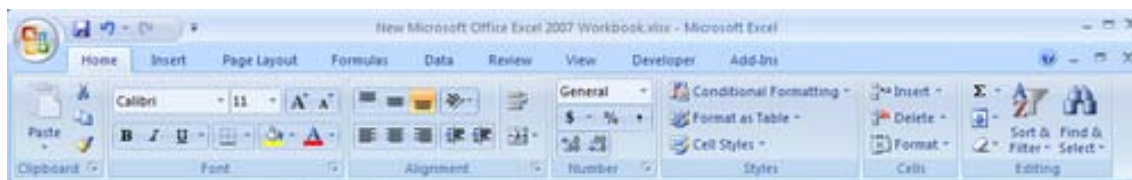


# SMOOTH MOVE TO OFFICE 2007

## OFFICE 2007 COMMON FEATURES

### THE RIBBON



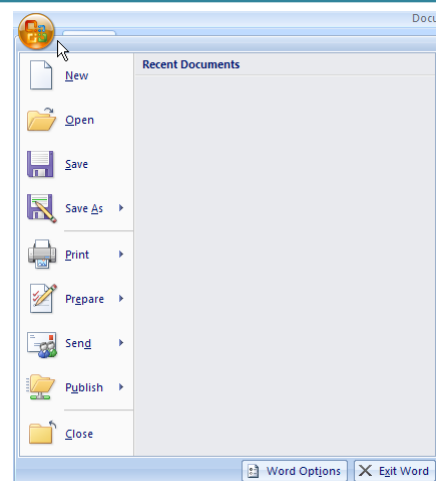
If you've seen Office 2007 (Word, Excel, PowerPoint, Access, or Outlook items such as messages), you know about the Ribbon. It houses tabs with functional groupings of buttons and drop-down lists that are supposed to be relevant to particular tasks. Some icons are bigger than others, engineered that way to add prominence to the most commonly used items. Below is the Ribbon that appears when you're in an Excel worksheet cell.

If you find the Ribbon distracting or too space-consuming, toggle it out of sight using one of these methods:

- Press CTRL-F1.
- Double-click on any of the tab labels.
- Right-click on the row of tab labels or any item within a tab and choose Minimize The Ribbon from the shortcut menu.
- Click on the drop-down arrow at the end of the Quick Access toolbar and choose Minimize The Ribbon.

### THE OFFICE BUTTON

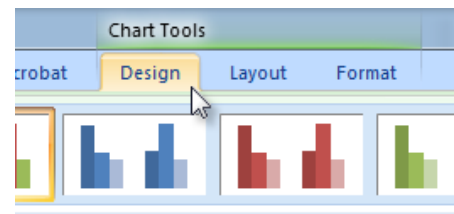
Many of the most valuable features in previous versions of Microsoft Office were not about the document authoring experience at all. Instead, they were about all the things you can do with a document: share it, protect it, print it, publish it, and send it. Previous releases lacked a single central location where a user can see all of these capabilities in one place. File-level features were also in multiple locations. The Office Fluent user interface brings together the capabilities of the Microsoft Office system into a single entry point in the UI: the Microsoft Office Button. This offers two major advantages. First, it helps users find these valuable features. Second, it simplifies the core authoring scenarios by allowing the Ribbon to focus on creating great documents.



### TABS, CONTEXTUAL TABS, PROGRAM TABS

One of the key concepts in the Office 2007 user interface is Contextual Tabs. Whenever an object is selected, the Contextual Tabs for that item is available.

- Whenever you insert an object, you are brought to the first tab of the Contextual Tab set for that object.
- Whenever you double-click an object, you are brought to the first tab of the Contextual Tab set for that object.
- If you deselect a selected object and then click right back on it without performing any other commands in-between, you are back in the Contextual Tabs where you were before you deselected the object.
- If you deselect a selected object and then click right back on it without performing any other commands in-between, you are back in the Contextual Tabs where you were before you deselected the object.



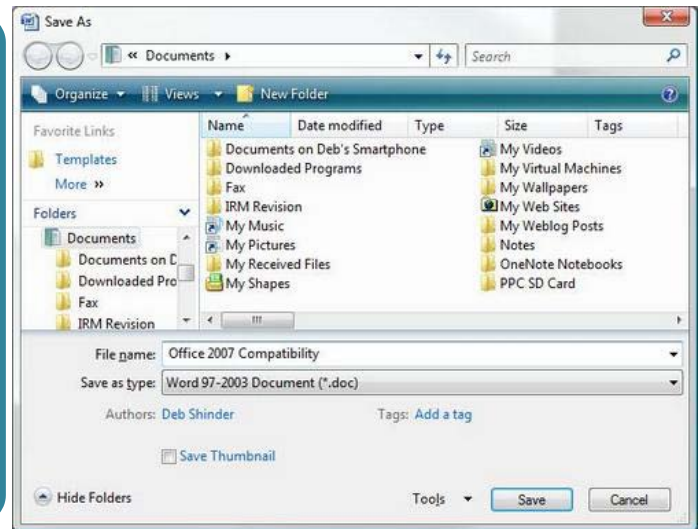
## UNDERSTANDING AND USING NEW FILE FORMATS

All the Office 2007 programs use new default file formats based on the Extensible Markup Language (XML). The new formats are indicated by an “x” in the file extension. For example:

- Word documents: .docx
- Excel workbooks: .xlsx
- PowerPoint presentations: .pptx

XML is an open standard, and the change makes it easier to move files between different applications. It also makes file sizes smaller than those saved in the old binary formats. However, some users with previous versions of Office may not be able to open files in the new formats.

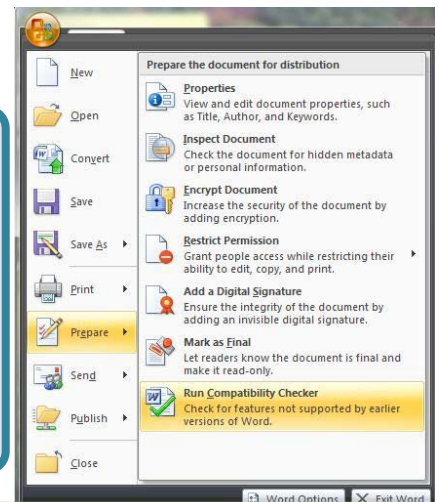
You can still save files in Office 2007 programs in Office 2003 file formats. Just select Word 97-2003 Document (\*.doc) from the Save As Type drop-down list in the Save As dialog box.



## USING THE COMPATIBILITY CHECKER

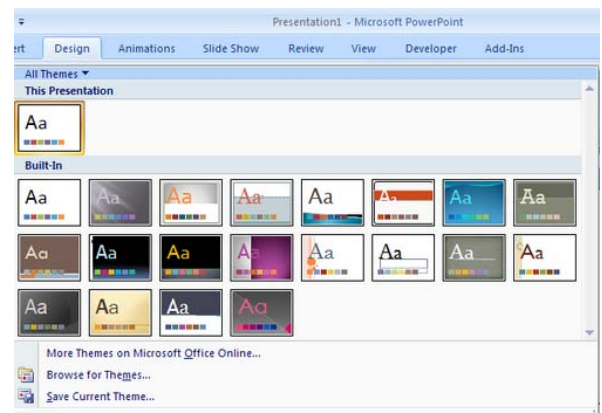
Before you send a document that was created with an Office 2007 program to someone who's using a previous version of Office, you can run the Compatibility Checker, which is built into Word, Excel, and PowerPoint 2007. It will identify any features or formatting you've used that won't be recognized by older versions of Office.

A list of the incompatible content will be displayed, and you'll be advised that such content may not be fully editable in the previous version. The Compatibility Checker runs automatically when you save a file in the old format. You can also run it manually from the Office | Prepare menu.



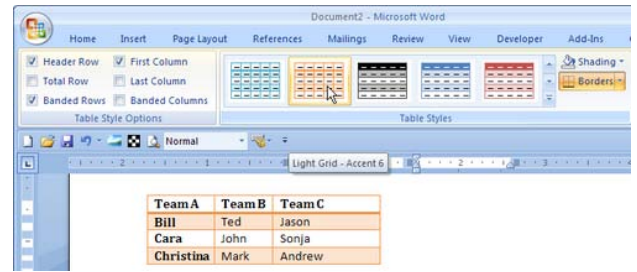
## GALLERIES

Galleries are at the heart of the redesigned user interface. Galleries provide users with a set of clear results to choose from when working on their document, spreadsheet, presentation, or Access database. By presenting a simple set of potential results, rather than a complex dialog box with numerous options, Galleries simplify the process of producing professional looking work. The traditional dialog box interfaces are still available for those wishing a greater degree of control over the result of the operation. Designed to work together with the ribbon Galleries Provide a visual way of browsing functionality. People can be successful using galleries without understanding what they're doing behind the scenes.



## LIVE PREVIEW

Along with the gallery feature comes Live Preview, which is aptly named. When you move the mouse over the various selections in a gallery, your document takes on the formatting attributes of the current selection — just as a preview. So you can flit from one choice to another and try on the various sets of formatting without committing to anything until you're ready. In the image below, I was spinning through the offerings in the gallery of table styles.

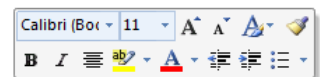


## THE MINI TOOLBAR

The Mini Toolbar is a ghost toolbar that appears when you select text. It hovers there in the ether unless you move the mouse pointer over it, when it materializes with several buttons for common text formatting tasks. Move off it or click somewhere else, and it disappears.

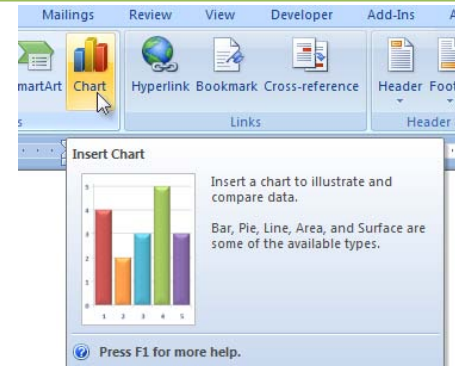
### The Mini Toolbar

The Mini Toolbar is a ghost toolbar that appears when you select text. It hovers you move the mouse pointer over it, when it materializes with several buttons



## ENHANCED SCREENTIPS

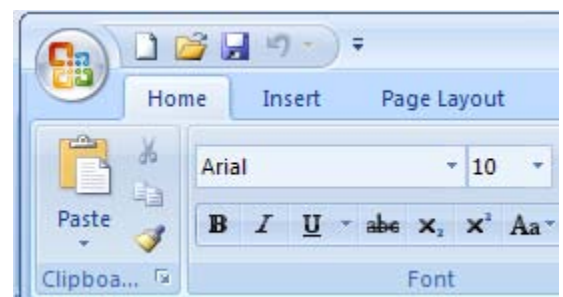
When you move the mouse pointer over items in the Ribbon, you'll see Enhanced ScreenTips. If you forget you're working on a document in Compatibility Mode, the ScreenTip shown here serves as a useful reminder. Not all ScreenTips are this colorful or verbose. Some offer the feature name and a simple description and possibly a keyboard shortcut. If you don't like the ScreenTips, you can suppress them or eliminate the "Enhanced" characteristics. Choose Options from the Office menu and under the Popular settings, choose either Don't Show Feature Descriptions In ScreenTips or Don't Show ScreenTips.



## THE QUICK ACCESS TOOLBAR

The quick access toolbar is always on the screen in the upper left hand corner. This is a great place to access your most used commands. You can customize this toolbar with all your favorite commands for easy access.

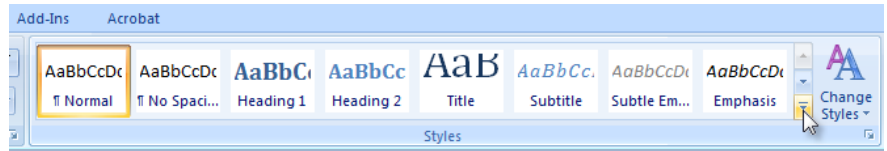
- Use the drop down arrow to the right of the toolbar for a list of additional commands to add to the toolbar.
- Right click on any command you use often and choose Add to Quick Access Toolbar.
- For a more extensive add/remove menu select more commands from the drop down arrow. In this options menu you can add, remove and reposition commands to further customize the Quick Access Toolbar.



# WORD 2007 NEW FEATURES

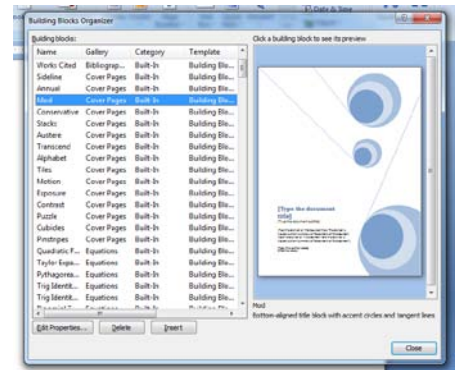
## NEW STYLE GALLERY

In Microsoft Office Word 2007, you can apply a specific style quickly and easily on the Home tab in the Styles group. You can also choose a set of styles that work together to create a cohesive and attractive document designed for a specific purpose.



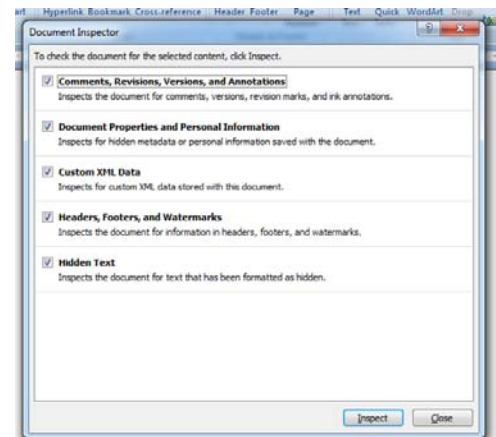
## QUICK PARTS & BUILDING BLOCKS

Building blocks are reusable pieces of content or other document parts, such as watermarks, headers or footers, or tables, that are stored in galleries. You can access and reuse the building blocks at any time. You can also save building blocks and distribute them with templates.



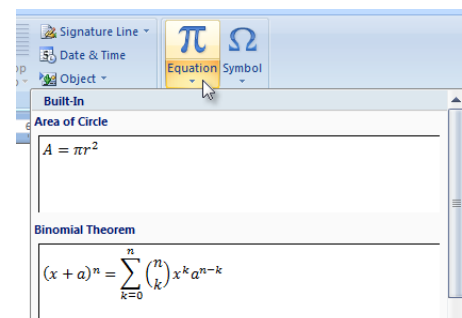
## INSPECTING THE DOCUMENT

If you plan to share an electronic copy of a Microsoft Office Word document with clients or colleagues, it is a good idea to review the document for hidden data or personal information that might be stored in the document itself or in the document properties. Because this hidden information can reveal details about your organization or about the document itself that you might not want to share publicly, you might want to remove this hidden information before you share the document with other people.



## ADDING EQUATIONS, SYMBOLS AND FORMULAS

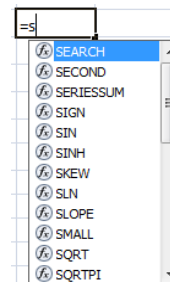
Microsoft Office Word 2007 includes built-in support for writing and editing equations. Previous versions used the Microsoft Equation 3.0 add-in or the Math Type add-in. Equation 3.0 was included in previous versions of Word and is available in Office Word 2007. Math Type was not included in previous versions of Word but was available for purchase.



# EXCEL 2007 NEW FEATURES

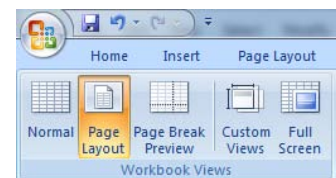
## COMPLETE MY FORMULA

To make it easier to create and edit formulas and minimize typing and syntax errors, use Formula AutoComplete. After you type an = (equal sign) and beginning letters or a display trigger, Microsoft Office Excel displays below the cell a dynamic drop-down list of valid functions, names, and text strings that match the letters or trigger. You can then insert an item in the drop-down list into the formula by using an insert trigger.



## CHOOSE YOUR VIEW

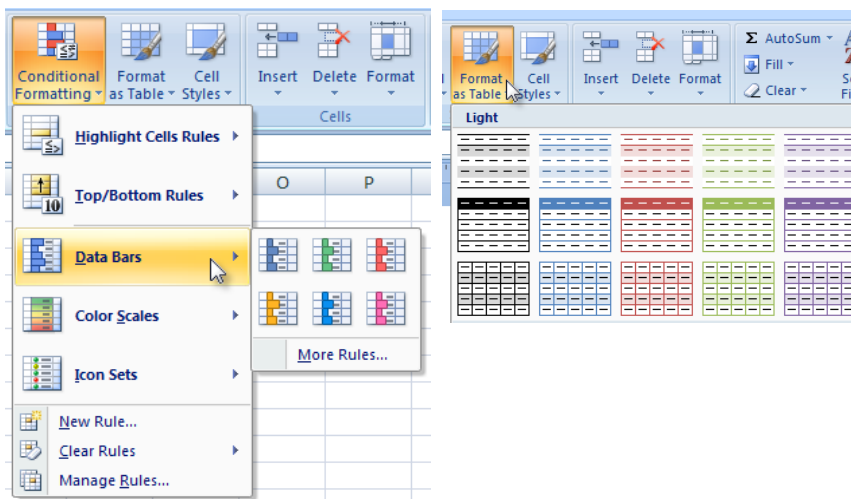
Before you print a Microsoft Office Excel worksheet that contains a large amount of data or multiple charts, you can quickly fine-tune it in the Page Layout view to achieve professional-looking results. As in Normal view, you can change the layout and format of data, but in addition, you can use the rulers to measure the width and height of the data, change the page orientation, add or change page headers and footers, set margins for printing, hide or display gridlines, row and column headings, and specify scaling options. When you finish working in Page Layout view, you can return to Normal view.



## CONDITIONAL FORMATTING & FORMAT TABLES FAST AND EASY

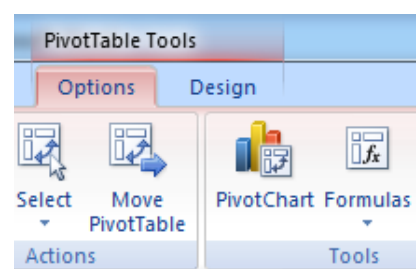
Enhancements to conditional formatting are a popular feature in Microsoft Office Excel 2007. Analyzing data has never been more interesting and colorful. Now, you can track trends, check status, spot data, and find top values like never before.

Microsoft Office Excel provides numerous predefined table styles (or quick styles) that you can use to quickly format a table. If the predefined table styles don't meet your needs, you can create and apply a custom table style. Although you can delete only a custom table style, you can remove any table style so that it is no longer applied to the data.



## PIVOT TABLES MADE EASY

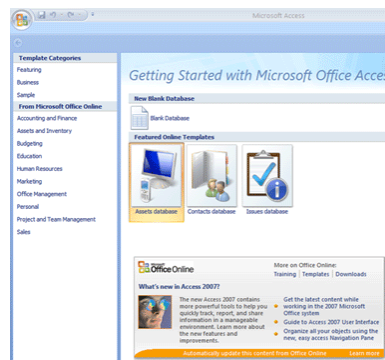
Use a PivotTable report to summarize, analyze, explore, and present summary data. Use a PivotChart report to visualize that summary data in a PivotTable report, and to easily see comparisons, patterns, and trends. Both a PivotTable report and a PivotChart report enable you to make informed decisions about critical data in your enterprise. The following sections provide an overview of PivotTable reports and PivotChart reports.



# ACCESS 2007 NEW FEATURES

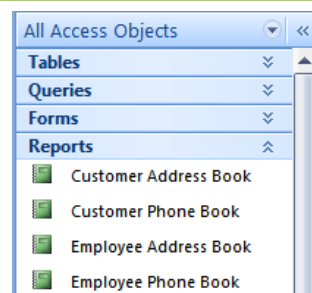
## MORE THAN JUST A FACELIFT

The new results-oriented user interface — the Microsoft Office Fluent user interface — makes it easy for you to work in Office Access 2007. Commands and features that were often buried in complex menus and toolbars are now easier to find on task-oriented tabs that contain logical groups of commands and features. Many dialog boxes are replaced with galleries that display the available options, and descriptive tooltips or sample previews are provided to help you choose the right option. No matter what activity that you are performing in the new user interface — whether it is creating a report or entering data — Access presents the tools that are most useful to successfully completing that task.



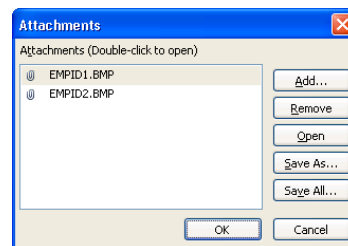
## THE PAINLESS NAVIGATION PANE

This pane lists and provides easy access to all of the objects in the currently open database. Use the Navigation Pane to organize your objects by object type, date created, date modified, related table (based on object dependencies), or in custom groups that you create. Need more space to work on your form design? You can easily collapse the Navigation Pane so that it takes up little space, but still remains available. The Navigation Pane replaces the Database window that was used in versions of Access earlier than Access 2007.



## ATTACHING FILES TO THE DATABASE

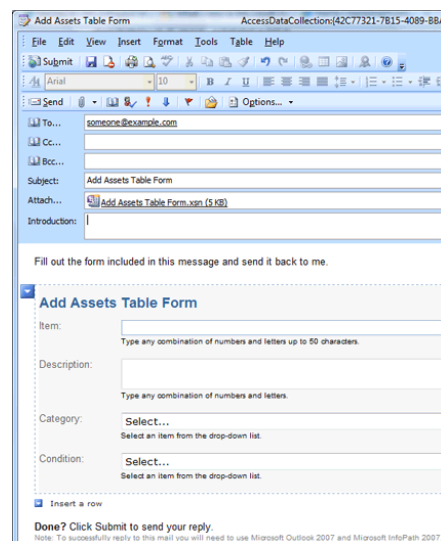
The new Attachment data type lets you easily store all types of documents and binary files in your database without any unnecessary growth in database size. Office Access 2007 automatically compresses attachments, when possible, to minimize space usage. Do you need to attach a Microsoft Office Word 2007 document to a record or save a series of digital pictures in your database? Using attachments make these tasks much easier. You can even add multiple attachments to a single record.



## COLLECTING DATA VIA E-MAIL

By using the new Data Collection feature, Office Access 2007 can automatically create a Microsoft Office InfoPath 2007 form or an HTML form and embed it in the body of an e-mail message. You can then send the form to recipients selected from your Outlook contacts, or to the names of recipients stored in a field in your Access database.

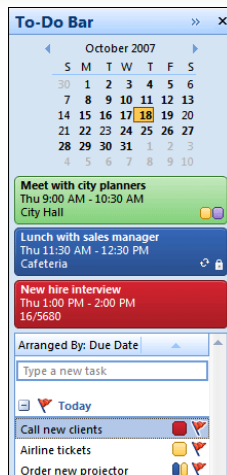
You choose whether to collect new information or update existing information. Recipients then complete the form and return it. Office Outlook 2007 recognizes the incoming forms and automatically saves the data in your Office Access 2007 database — no retyping required.



# OUTLOOK 2007 NEW FEATURES

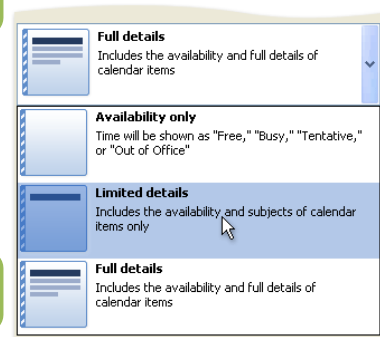
## THE NEW TO-DO BAR

The new To-Do Bar integrates your tasks, e-mail messages flagged for follow up, upcoming appointments, and calendar information in one convenient place. It also includes tasks from the Microsoft Office OneNote 2007 note-taking program, Microsoft Office Project 2007, and Windows SharePoint Services 3.0 Web sites. The To-Do Bar gives you a consolidated view of your priorities for the day.



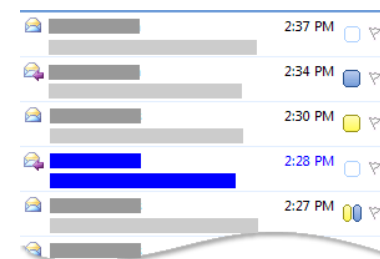
## SHARE YOUR CALENDAR

You can send your calendar to anyone in an e-mail message. The recipient can open the calendar either in their Web browser or in Outlook.



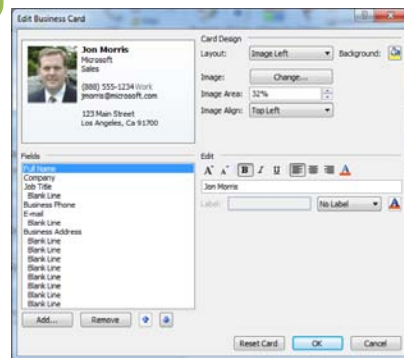
## ORGANIZE WITH COLOR CATEGORIES

New Color Categories give you a quick, visual way to customize items and to distinguish items from one another, making it easy to locate information. Suppose, for instance, that you want to assign a color category to all items related to a certain project. You can add the same color category to e-mail, calendar, and task items so that you can easily locate all items from that project at a glance. When you need to find the information later, you can search and sort by Color Categories to quickly and visually identify what you are looking for.



## BUILD A BUSINESS CARD

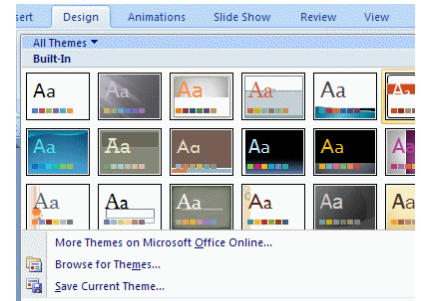
You can create and share customized Electronic Business Cards, which provide a personalized way to communicate your information. You can share your card either as an attachment or as part of your e-mail signature. Electronic Business Cards allow you to customize your contact information, and also to add logos and photos, making contacts more personally relevant and easier to locate. Electronic Business Cards can be exchanged easily through e-mail messages, and can be saved to your Contacts folder



# POWERPOINT 2007 NEW FEATURES

## THEMES, LAYOUTS, AND QUICK STYLES

Office PowerPoint 2007 comes with new themes, layouts, and Quick Styles that offer you a wide range of options when you are formatting your presentations. In the past, formatting a presentation took more time because you had to choose the color and style options individually for your tables, charts, and graphics and make sure that they matched one another. Themes simplify the process of creating professional presentations. Just select the theme that you want, and PowerPoint 2007 does the rest. With one click, the background, text, graphics, charts, and tables all change to reflect the theme that you select, ensuring that all elements in your presentation complement one another. And best of all, you can apply the same theme to a Microsoft Office Word 2007 document or Microsoft Office Excel 2007 worksheet that you apply to your presentation.



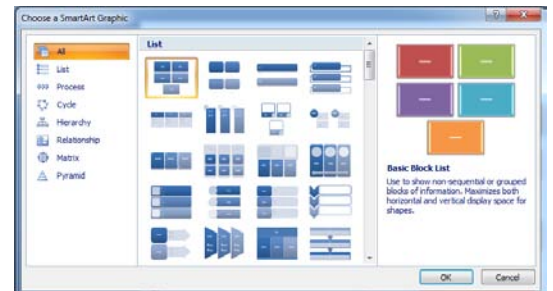
## NEW TEXT TOOLS

You can create professional-looking presentations with a wide range of text formatting features, including text wrapping within a shape, text in columns or running vertically down a slide, and paragraph-level rulers. You can also now select discontinuous text. New character styles provide you with more text choices. In addition to all of the standard styles of previous versions of PowerPoint, in Office PowerPoint 2007 you can choose all caps or small caps, strikethrough or double strikethrough, and double or color underline. You can add fills, lines, shadows, glow, kerning, and 3-D effects to your text.



## SMART ART

In the past, you may have had to hire a professional designer to create designer-quality diagrams and charts. The diagrams that you received from the designer, however, were saved as images that you could not edit. Now, with SmartArt graphics, you can create editable illustrations of your information in an Office PowerPoint 2007 presentation simply and without the aid of a professional designer. You can add stunning visual effects to your SmartArt graphics, shapes, WordArt, and charts, including three-dimensional (3-D) effects, shading, reflections, glows, and more.



## THE PRESENTER GETS A VIEW

By using two monitors, you can run your Office PowerPoint 2007 presentation from one monitor (at a podium, for example) while your audience views it on the second monitor. Presenter view offers the following tools to make it easier for you to present information.

