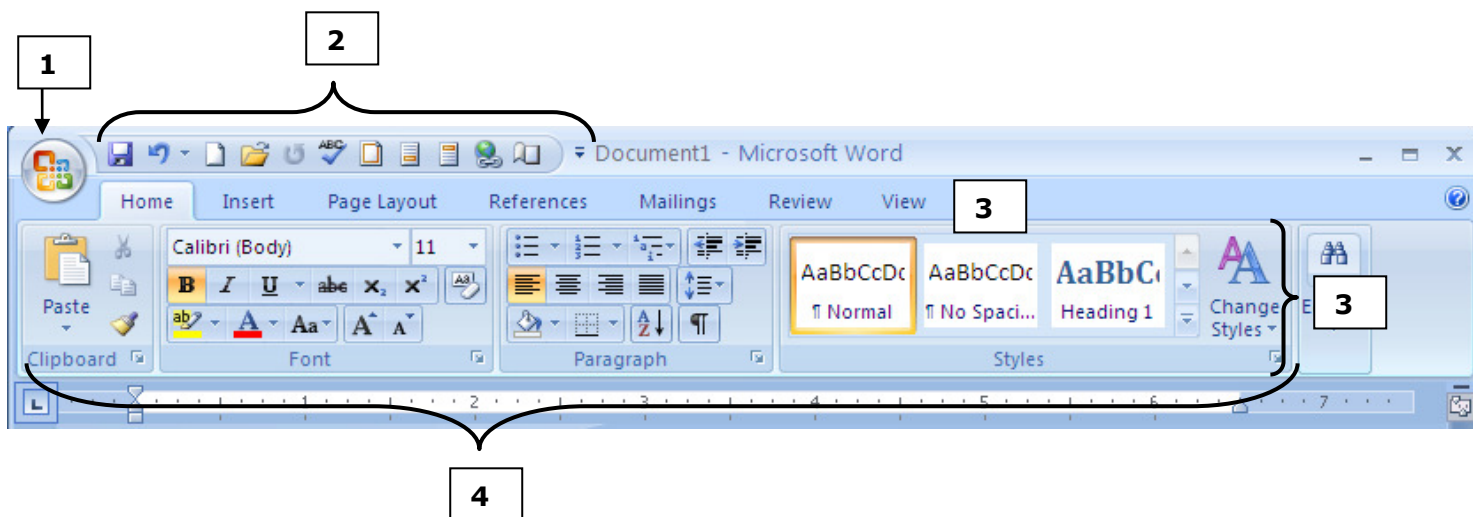


Office 2007 Quick Guide

Microsoft Office Applications have a new look which at first may surprise you. This is a guide to navigation through these new tools that are used in Word, Excel and PowerPoint. Once you have adjusted to the new look and its navigation in one application, the others will be easy to use. Using Word as the example for all three applications, here is what the new look is like.

Navigation: Start > All Programs > Microsoft Office > Microsoft Word - or Click on the Icon in the Taskbar at the bottom of your desktop

What are the New Features? – Office Button, Tabs, Ribbon, Groups and Quick Access Tool Bar



1. OFFICE BUTTON

A new feature in all of the applications which allows you to save, print, publish, open a new document, etc.

2. QUICK ACCESS TOOL BAR

Displays icons for tools most used in Word and the other applications. Click the arrow at the right of the bar to customize this feature for the tools you use the most.

3. TABS and RIBBON

Clicking on one of the Tabs displays the tools associated with that activity in a Ribbon under each tab. The *Home tab is the default and shows the features most people use when starting out with a document.* Placing your cursor over any of the menu items in the Ribbon will give you an information box that describes what the item is for.

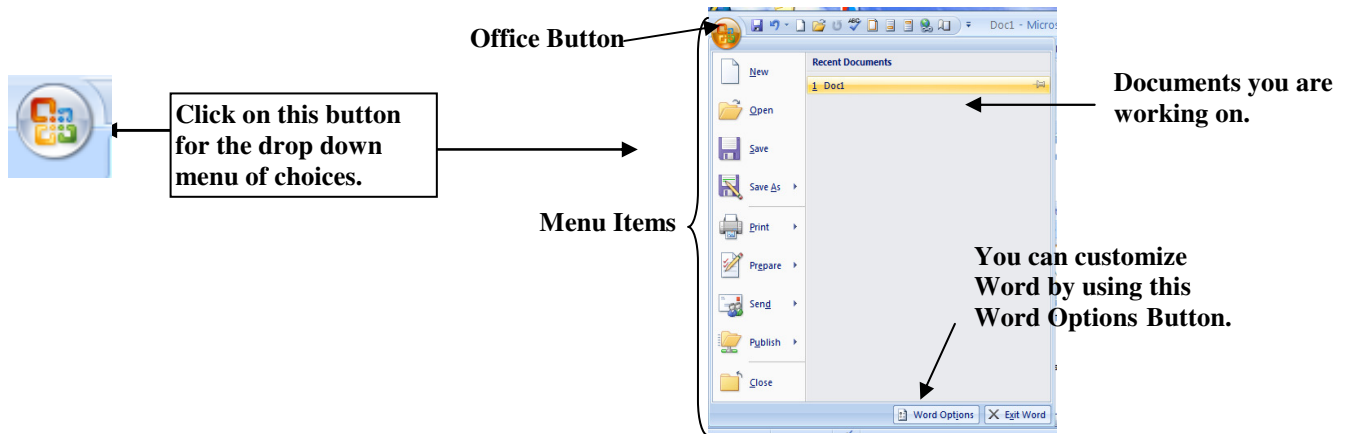
4. GROUPS

All of the items in the Ribbon are arranged in Groups that are named for their function. Clicking on the arrows to the right of each Group name gives you an additional drop down menu.

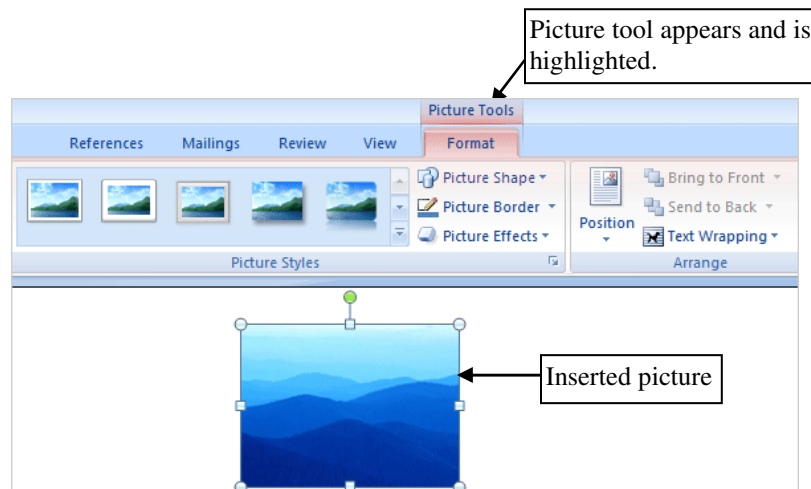
Important: The default Font has been set as Calibri. This is part of a *Theme* that is a feature new to Word 2007. If you do not want this to be your default go to the **Change Styles** menu under the **Home tab** and add the Font you want as your new default.

To explore the themes look under the Page Layout Tab for Themes group.

How do I print? - The Office Button



Tools as you need them. Commonly used tools appear in the Ribbon, but other tools appear when you need them. For example, when you insert a picture the Picture Formatting tools will appear on the Ribbon when you insert the picture and disappear when you deselect the picture.



Important: *The CWS used by the teacher is the only computer in the classroom with Office 2007 installed on it. In order for you to use documents produced on this computer outside of the school district, you will need to save so that they are viewable as an earlier version. (Office '97 – 2003) When you click Save As... you will see this option.*

Other Resource: From Florida Gulf Coast University

- Word: <http://www.fgc.edu/support/office2007/Word/index.asp>
- Excel: <http://www.fgc.edu/support/office2007/Excel/index.asp>
- PowerPoint: <http://www.fgc.edu/support/office2007/ppt/index.asp>