Introduction to Microsoft 2007 Office

The Microsoft Office Button

We'll use **Microsoft Word 2007** for our initial illustrations of Ribbon, Tab and Group examples.

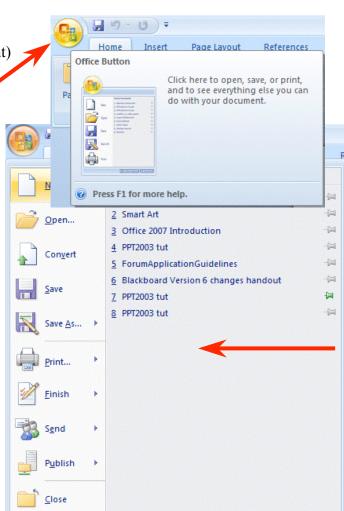


As you **move** your **cursor over** the **Microsoft Office Button** a **preview image** (image on right) **will appear**.

Click the Microsoft Office button.

When you click the Microsoft Office button, it will turn orange and a "File like" menu will appear (similar to the image on the right).

You'll notice that you now have little images for choices and that some of them have little arrows pointing to the right.



These arrows indicate that there are additional choices for a selection.

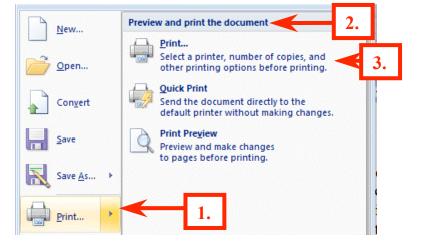
We'll show you one of these on the next page.

On the **right side of the Microsoft Office Button menu screen** you will see your most recently used files – **Recent Documents** (see arrow above on right).

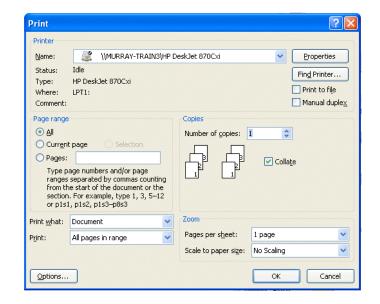
Each Microsoft Office Button menu is tailored to its Office application (Word, Excel, PowerPoint, etc).

Move your cursor over the arrow to the right of the Print button (1.), a menu of print choices will appear on the right – under Preview and print the document (2.) (image on right).

Click Print (3.) at the top of the Menu.



A standard **Print Menu** screen will appear.



It is suggested that you **spend a few minutes clicking the various choices** in the Microsoft Office Button menu screen to familiarize yourself with what they do.

If you look at the **bottom** of the **Microsoft Office Button menu screen** you will see two buttons. Since we're using Word, the buttons indicate **Word Options** and **Exit Word**.



The buttons change with each application (e.g. PowerPoint will indicate PowerPoint Options).

When you click the Word Options button the image below will appear. Notice, on the left side of the menu screen there are a number of choices (e.g. Personalize, Display, Proofing, etc.). when you click a choice on the left side of the screen, the options for that choice appear on the right. Take a few minutes and move through these choices to familiarize yourself with this menu screen. You will see that Microsoft has placed a lot of resources that were under File-Tools-Options, in previous versions of Office, in this menu.

Word Options		? 🔀
Personalize Display	Change the most popular options in Word.	
Proofing	Top options for working with Word	
Save	Show Mini Toolbar on selection i	
Advanced	ScreenTip Scheme: Show enhanced ScreenTips	
Customization	Enable Live Preview () Show Developer tab in the Ribbon ()	
Add-Ins	Always use ClearType	
Trust Center	Open e-mail attachments in Full Screen Reading view ①	
Resources	Color Scheme: Windows XP (blue)	
	Personalize your copy of Office	
	User name: Murray_T Initials: M	
	Choose the languages you want to use with Office Language Settings	

d Options		?
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isplay	Contact Microsoft, find online resources, and maintain relatin and reliability of y	our onice applications.
roofing	get updates	Check for Updates
ave	Get the latest updates available for Microsoft Office.	Record Control of Cont
dvanced	office diagnostics	<u>D</u> iagnose
ustomization	Diagnose and repair problems with your Office applications.	
dd-Ins	contact us	<u>C</u> ontact Us
ust Center	Let us know if you need help, or how we can make Office better.	
esources	activate Microsoft Office	<u>A</u> ctivate
	Activation is required to continue using all the features in this product.	
	register for online services	<u>R</u> egister
	Sign up for free online services on Microsoft Office Online.	
	about Microsoft Office Word 2007 (Beta)	About

Notice all of the useful online resources available to you.

Quick Access Toolbar



In the **upper left corner** – to the right of the Microsoft Office Button - you will see an area called the **Quick Access Toolbar** (image on left). This area is quite handy as it currently contains several of the most used buttons in Office applications – Save, Undo, Redo,

Print and Print Preview. You can customize this toolbar by adding and removing as many Quick Access button choices as you desire.



In the Quick Access Toolbar (on the left) you can see we added the Insert Picture button – since we are using it a lot for this tutorial.

To add this button to the toolbar we first clicked the Insert Tab and then RIGHT clicked the Insert Picture button. One of the choices was Add to Quick Access Toolbar. When we clicked this choice the Insert Picture button was added. You can add any button you choose by doing this.



 Image: Second second

To remove buttons from the Quick Access Toolbar just **RIGHT click** on the button you desire to remove and **choose Remove from Quick Access Toolbar.**

Ribbons

This is the new term you hear a lot about in 2007 Office. Ribbons stretch across the top of your application screen with features to assist you as you click the Ribbon Tabs. To us, Tabs and Ribbons are the same. It like unreeling holiday ribbon from a spool and seeing new images on the ribbon – very cool! So, we'll cover Tabs/Ribbons in great detail.

Tabs



Below the **Microsoft Office Button** and **Quick Access Toolbar** we **see** a series of **Tabs/Ribbons**.

Tabs are similar to the Drop Down Menu choices in previous versions of Office. The Tabs are, logically, a bit different for each 2007 Office application to assist you with the most common features of that application. All the 2007 Office applications begin with the Home tab.



The Home Tab/Ribbon for PowerPoint 2007 looks like the image below.

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Clipboard 🕞 S	Slides For	t 🕞	Paragraph G	WordA	Art Styles	Editing

The Home Tab/Ribbon for Excel 2007 looks like the Image below.

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Clipboard 🕼	Font 🔽	Alignment 🕞	Number 😼	Styles	Cells	Editing

The Home Tab/Ribbon for Access 2007 looks like the Image below.

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Views	Clipboard 🕞	Font	Rich Text	Records	Sort & Filter	Window	Find

You'll quickly notice that the **Home Tab/Ribbon** for each application shows the **Clipboard** as the **left "Group**" (except in Access) In Word and Excel, the Font Tab/Ribbon is to the right, but in PowerPoint, because working with slides is paramount, the Slides Tab/Ribbon comes next. If you have 2007 Office installed on your computer, **open these four applications** and **take a few minutes looking at each application's Home Tab/Ribbon**.

Notice, the Tabs to the right of the Home Tab/Ribbon are tailored to each application. We'll work a bit with this in a little while.

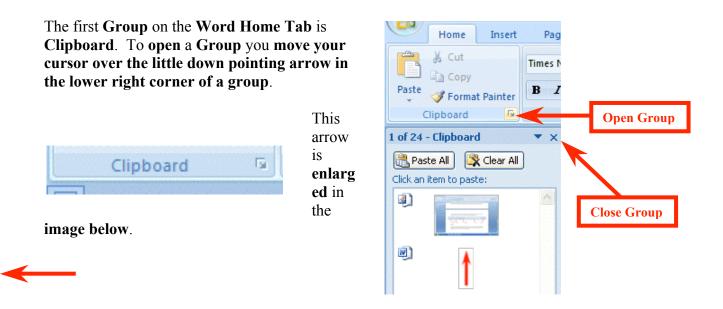
Groups

In the image below, the arrows point to a new topic – Groups.



Clipboard Group

The Tab/Ribbon bar images (in this tutorial) are hard to read, so we've placed **arrows** (in the **image above**) for the **Groups** in the **Word Home Tab/Ribbon**. Again, the Tabs/Ribbons, and Groups, will vary depending on the application you're using. Let's look a bit at the **Groups in Word**.



When you **click** this **arrow** the **image** on the **right** appears. Notice that the Clipboard appears on the left side of your screen and shows any text or images you've copied. To close this group, click the "X" in the upper right corner of the Group.

Font



Notice, in the Font Group area (above), you have the most used Font features. However, if you desire all of the font features, just click the Open Group arrow to the right of Font.

An old friend – the **Font menu screen appears** (when you click the Open Group arrow). You'll see this a lot as your learn more about 2007 Office. Many of the "tried and true" menu screens will appear in logical places.

Eont:		Font style:	<u>S</u> ize:
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Sylfaen	~	Regular	8 9
Symbol Taboma		Italic Bold	10
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ects			
	—		
Strikethrough	Shado <u>w</u>	A CONTRACTOR OF	l caps
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Su <u>b</u> script	Engrave		
view			
view			
eview	Times New F	Roman	

Select Text Mini Toolbar

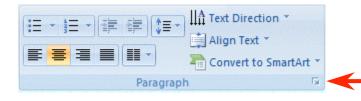
When you're working with text and fonts a really ingenious "**new thing**" occurs as you **highlight text -** a **Select Text Mini Toolbar appears!**

In the **image** on the **right** we **highlighted** - Highlight Text. When we **paused the cursor over the highlight, a "shadow like" toolbar appeared**. When we **move** our **cursor over the toolbar**, it is ready for us to use it to modify our text.



This is really handy as many of text formatting features are in the Mini Toolbar. The first time you try this, be patient, it sometimes takes a few tries.

Paragraph



Notice in the **Paragraph Group** area (left) you again have the most used Paragraph features. However, if you desire all of the paragraph features, just click the Open Group arrow to the right of Paragraph. The **Paragraph menu screen appears** when you **click** the **Open Group arrow** to the right of the Paragraph Group. You should now have a "feel" for how the Tabs/Ribbons and Groups work together to assist you.

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Styles

Hang on! The next Group on the Word Home Tab/Ribbon is Styles. If you go back to Page 6 and glance at the Word, PowerPoint and Excel Home Tabs, you'll see that the right portion of a Tab is where the application selections change to fit the application. In **Word** you **can now select** a **style** from the **Styles Group** (image below). If you **click** the **More arrow** in the lower right corner of the **Styles group**, you will see additional choices.

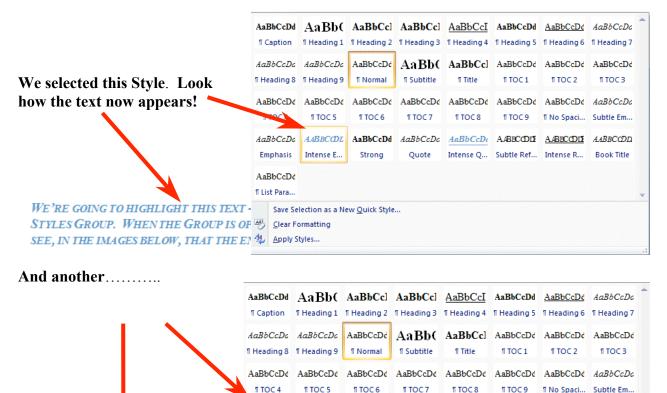


When you **click** the **More arrow** you will see an image similar to the one below. Notice that we are in **Times New Roman – Normal.** On the **next page** we'll show you one of the really, really neat new features in 2007 Office.

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¶ Caption	¶ Heading 1	¶ Heating 2	¶ Heading 3	¶ Heading 4	¶ Heading 5	။ Heading 6	¶ Heading 7
AaBbCcDc	AaBbCcDc	AaBbCcDć	AaBb(AaBbCc]	AaBbCcDć	AaBbCcDć	AaBbCcDć
1 Heading 8	¶ Heading 9	¶ Normal	¶ Subtitle	¶ Title	¶ TOC 1	11 TOC 2	11 TOC 3
AaBbCcDd	AaBbCcDd	AaBbCcDć	AaBbCcDć	AaBbCcDc	AaBbCcDć	AaBbCcDć	AaBbCcDa
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AaBbCcDd							
¶ List Para							

Fasten your seatbelts!

We're going to **highlight this paragraph** (when we have finished typing it). Then we're going to **open** the **Styles Group**. When the Group is open we'll **move our cursor over the choices**, and as we do, you'll see, in the images below, that **the entire paragraph changes to that Style**!



We're going to highlight this text - when we have finished typing it. Then we're going to open the Styles Group. When the Group is open we'll move our cursor over the choices, and as we do, you'll see, in the images below, that the entire paragraph changes to that Style!

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Emphasis Intense E...

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Quote

Other Tabs/Ribbons -

When you move to the other Tabs/Ribbons, you'll notice that they contain their own Groups – associated with that Tab. The **Insert Tab/Ribbon** (below) has logical "things" that you would insert into a document – Shapes, Pages, Tables, Illustrations, Links, Headers/Footers, Text and Symbols. Again, depending on your choices, many selections allow you to "preview" what you've highlighted – similar to the two illustrations above.

Home Insert	Page Layout	References	Mailings	Review	View													
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Shapes	Pages	Tables	Illust	trations			Links		Hea	ader & F	ooter				Text		Symi	bols

It is **suggested** that you **click** the **Tabs/Ribbons** in **each application** you'll be using to get a "feel" for them.

The **Page Layout Tab/Ribbon** also has logical selections – Themes, Page Setup, Page Background, Paragraph and Arrange.

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The **References Tab/Ribbon** will really come in **handy** for those publishing **long documents**, **articles** or **books** – Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.

1 P124 /					
Home Insert	Page Layout References	Mailings Review View			
Add Text *	AB ¹ AB ¹ Next Footnote	Manage Sources	Dynamic and the second	📑 🚽 🚹 Insert Index	🔁 😓 Insert Table of Authorities
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Table of Contents	Footnotes 🕞	Citations & Bibliography	Captions	Index	Table of Authorities

The **Mailings Tab/Ribbon** lets you work with Envelops, Labels, Mail Merge, Fields and Preview. It includes Create, Start Mail Merge, Write and Insert Fields, Preview Results and Finish.

Home	Insert	Page Layout	Reference	s Mailing	gs k	wiew	View				
			2					Rules *		Find Recipient	Ę.
Envelopes Labels	Start Mail Merge *	Select Recipients * Re	Edit ecipient List			Greeting Line	Insert Merge Field *		Preview Results		Finish & Merge *
Create		Start Mail Merg	e			Write & Ir	nsert Fields			Preview Results	Finish

The **Review Tab/Ribbon** has the Proofing Tools, Comments, Tracking, Changes, Compare and Protect features.

1 D/101					
Home Insert Page Layout References M.	ailings Review View				
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Spelling & Research Thesaurus Translate	New Delete Previous Next	Track Balloons Changes * * 🔂 Reviewing Pane *	Accept Reject 🕎 Next	Compare Show Source Documents *	Protect Document
Proofing	Comments	Tracking	Changes	Compare	Protect

The **View Tab/Ribbon** allows you to change the document Views, do Show/Hide, Zoom and arrange your Windows.

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Full Screen Reading	Web Layout	Outline	Draft	Ruler Gridlines Message Bar	Document Document	. 4	One Page Two Pages Page Width	New Arrang Window All	ge Split	Synchronous Scrolling	Switch Windows *
Docum	nent Viev	V5		Sho	ow/Hide		Zoom			Window	

This gives you a "feel" for how the Tabs/Ribbons work in **Word 2007**. Again, it would be prudent to look at the other 2007 Office applications you will be using - to get a similar sense for these new features.

Now we'll look at several other neat features of 2007 Office.

Picture Tools

Currently, when you **click** an **image** in **Word 2007**, **PowerPoint 2007** or **Excel 2007**, a **Picture Tools Tab/Ribbon** will be **available** to you. We placed a Microsoft Clip Art frog on the left. When we **click the frog** a **Picture Tools Tab appears above** of the **other Tabs/Ribbons**.



When you click the Picture Tools Tab (we're still in Word) the Picture Tools Ribbon below appears.



Notice, like the other Ribbons, that Picture Tools also has its own Groups – Picture Tools, Shadow Effects, Border, Arrange, and Size.

You can click the Open Group arrow at the	Colors and Lines Size Layout Picture Text Box Web
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A	1
We clicked the Open Group arrow on the	
Size Group and the Format Picture Menu	
Screen appeared.	Compress Reset
	ОК Cancel

If we are in **PowerPoint** – and click an image – **Picture Tools** becomes available. The image below shows that there are different selections since we are now using PowerPoint.

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Picture Tools 🕞	Picture Styles Arrange	Size 😼

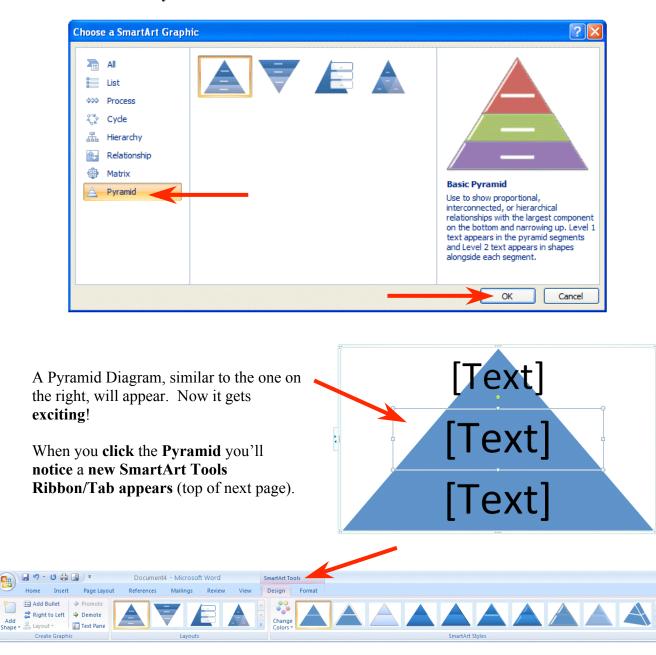
SmartArt

In the **Insert Ribbon/Tab** at the bottom of Page 10 there is a new selection that improves on the "old" Drawing Toolbar – especially **SmartArt**. SmartArt is a part of **Word**, **Excel and PowerPoint**.

We've enlarged the Word Insert Ribbon/Tab (right) to show the SmartArt selection. When you click SmartArt a Choose a SmartArt Graphic menu (image below) will appear.

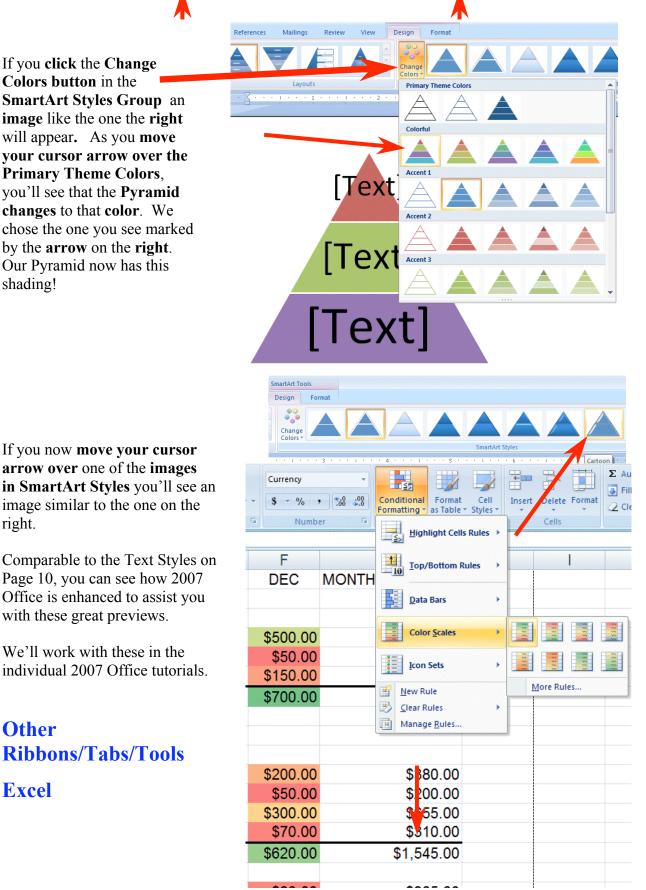
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If you have used SmartArt in the past, you'll quickly see that it has been greatly enhanced.



We'll click on the Pyramid and then click the OK button.

Similar to Picture Tools, you'll **notice** several **Layout** and **SmartArt Styles Groups** designed for enhancing the Pyramid on which you're working.



If you are in Excel, you can now highlight a row, column or entire spreadsheet with really eye-opening effects.

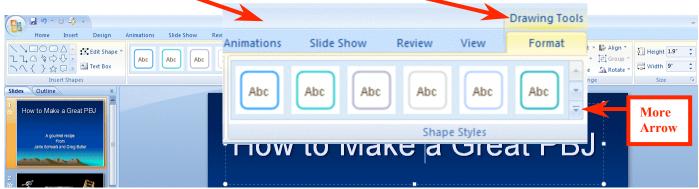
In the **image** on the **right** we **opened** the **spreadsheet** developed with the Excel 2007 tutorial. We **highlighted** the **December** column and then **clicked Conditional Formatting**. The **drop down menu** you see on the right **appeared**. We then **clicked Color Scales** and, when the **area** to the **right of Color Scales appeared**, we **moved our cursor over the selections**. As with other 2007 applications, when you move your cursor over the choices **you will get a temporary preview of how your selection will appear**.

Notice, in Conditional Formatting, there are also Data Bars and Icon Sets selections. If you were to choose these you would see small bar charts or little flags, smiley faces, etc. appear in the area you highlighted. And the list goes on and on. Really awesome!

PowerPoint



You saw on Page 12 that **Picture Tools** is a significant part of PowerPoint 2007. **Text** and **titles** are **also very important**. If you **click** a **Text Box** an image (similar to the one below) will appear. Notice that a **Drawing Tools Tab/Ribbon is available**.



We clicked the **Drawing Tools Tab** then clicked the **More arrow** to the **lower right** of the **Shape Styles Group**. An image similar to the one below appeared.

As with other Tools Tabs/Ribbons, when you **move your cursor arrow over a selection** in the Format area – **a preview of how your text will look with that selection appears**. We **chose** the one marked by the **arrow below** and our **title looks like** the one on the **right** of the image.

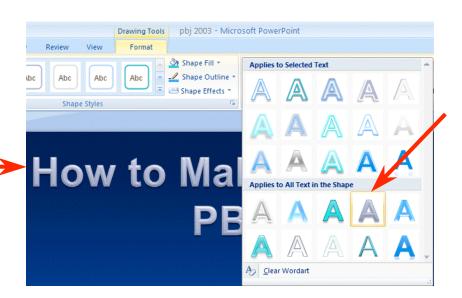
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Insert Shapes Slides Outline x	Abc	Abc	Abc	Abc	Abc	To WordArt Styles To Arrange
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A gournet recipe From Janie Schwart and Greg Butler	Abc	Abc Abc	Abc	Abc	Abc	to Make a Great PBJ
	Abc	Abc Abc	Abc	Abc	Abc	
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	Othe	r Theme Fills			+	

Also, in the Drawing Tools Tab/Ribbon, is the Group – **WordArt Styles**.



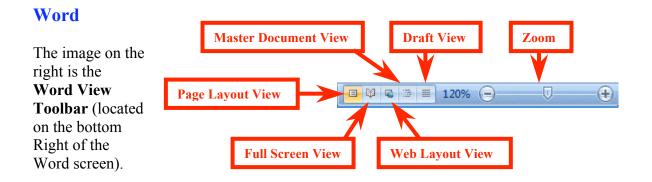
We clicked the More arrow to the right of WordArt Styles and the image on the right appeared. Once again, as we moved our cursor over the choices, a preview of our title appeared in that WordArt Style.

We'll work with these Styles, and more, in the PowerPoint tutorial.

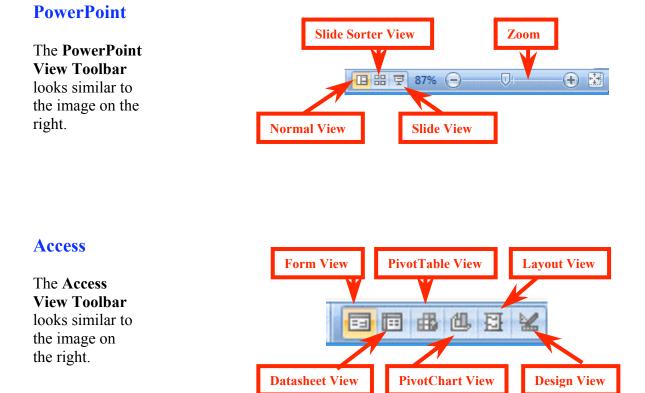


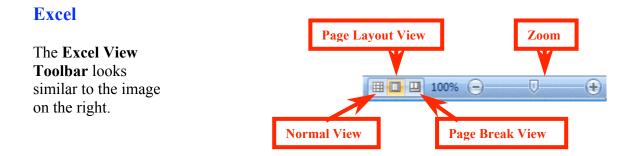
The Lower Right Corner

Another efficient feature of 2007 Office is in the lower right corner of Word, Excel, PowerPoint and Access. When you open these applications you will see that the "**zoom**" feature is now available, as well as other logical "view" features for each application.



You'll notice that normal Word document views and zoom features are available.

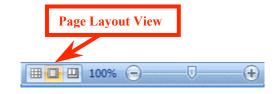




We have found these View toolbars to be very handy as we've worked in these applications.

More Excel

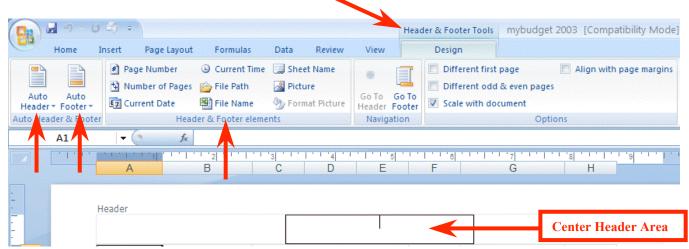
While we're in the Excel View Toolbar we'll mention the **new Page Layout View**.



When you click the Page Layout View button, an image similar to the one below will appear. This view is similar to Print Layout View in Word. Now you have it in Excel! It's really great as it not only gives you a "mini" print preview of your spreadsheet, it also allows you to work with your Headers and Footers "interactively" by clicking the Header or Footer area!

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-	4				ULI I	001		DEC				
	5		INCOME									
-	6			Parents	\$400.00	\$300.00	\$300.00	\$500.00	\$1,500.00			
·	7			Job	\$50.00	\$50.00	\$50.00	\$50.00	\$200.00			
·	8			Investments	\$150.00	\$150.00	\$300.00	\$150.00	\$750.00			
-	9			Income	\$600.00	\$500.00	\$650.00	\$700.00	\$2,450.00			

We clicked in the center Header area and the image below appeared. Notice that a Header and Footers Tools Tab/Ribbon is available – with all of the Header and Footer Groups – and easy to use buttons.



Notice the Auto Header and Auto Footer buttons to the left of the Ribbon. You can use these, or the Header & Footer elements, or simply type your header. This is really flexible and you see your choices instantly.

You can see that 2007 Office is working with you more than ever. As we create the 2007 Office tutorials, we'll introduce you to, and show you how to use these Ribbons, Tabs, Groups, and Toolbars unique to each application.

At the moment Word, Excel, PowerPoint, Access and creating messages in Outlook Mail contain these new features. 2007 Publisher is fairly similar to Publisher 2003 – but has Publisher Tasks to assist you in creating Publications. FrontPage has changed its name and moved to a new family called Expression – with a new name – Microsoft Expression Web Designer

This has been an introduction to several features of 2007 Office. If you have any questions about 2007 Office, or comments on this tutorial, please contact:

cburton2@nmh.org

Thank you for your patience and good luck.