



# Overview of Microsoft® Office 2007 Features



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## Introduction

Welcome Microsoft 2007 Office. If you have used previous versions this will come as quite a major change, however those who are new to Microsoft Office report finding it quite intuitive, as when you click on something, like an image, text, or spreadsheet area, special Ribbons will appear to assist with the specific item you have selected.



This document introduces you to some of the new features of several Office applications. First, we'll take you through the Microsoft Office Button, the Quick Access Toolbar, Ribbons, Tabs and Groups to familiarise you with these common features, then we'll show you some of the unique Ribbons, Tabs and Groups for each application.

## General Hints

To open an application, **Double click quickly** on the **application** icon (e.g. Word, PowerPoint, Excel, etc.) on the **Windows desktop**.

Or, **click** the **Start** button in the **bottom left corner** of the window, then **click All Programs**, choose **Microsoft Office** and select the application you desire.

The start button for Windows XP, looks like this:



The start button for Windows 7 looks like this:



## Mouse Buttons

In this manual when we say 'click the mouse', the assumption is that you will click the left mouse button. If we want you to use the right mouse button we will say 'click the right mouse button'. So always move the mouse pointer over 'the place' we indicated and click the left mouse button unless we say otherwise.

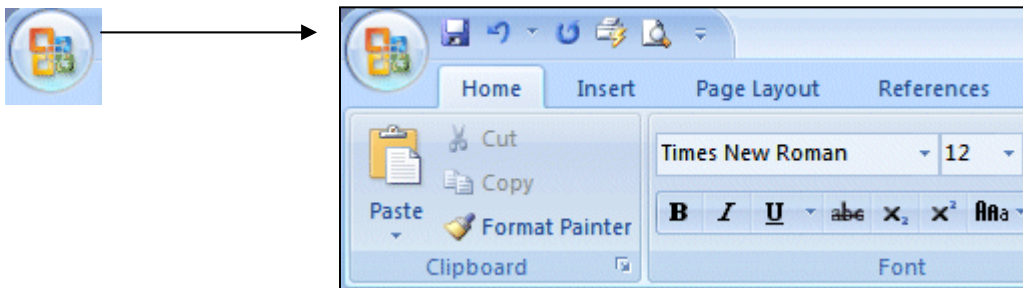
## The Microsoft Office Button

A major change in Office 2007 is the introduction of the Office button.



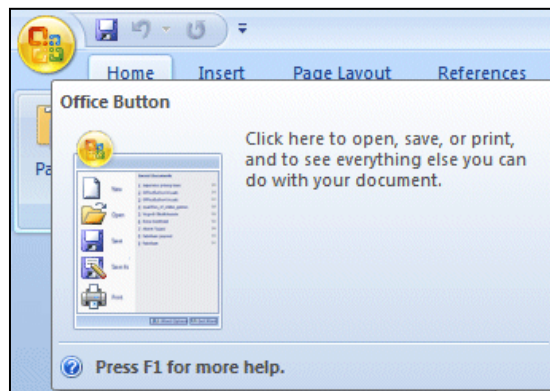
All applications now have this button and it appears at the top-left of any Office window. Each Microsoft Office Button menu is tailored to its Office application (e.g. Word, Excel, PowerPoint).

The Office Button replaces the **File** Menu as we knew it and it looks like this:

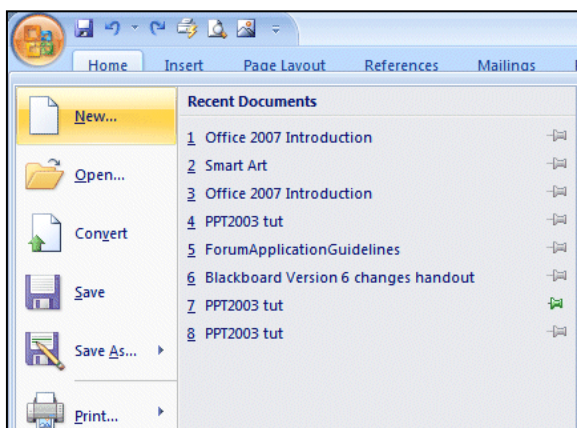


### The Office button in **Microsoft Word 2007**

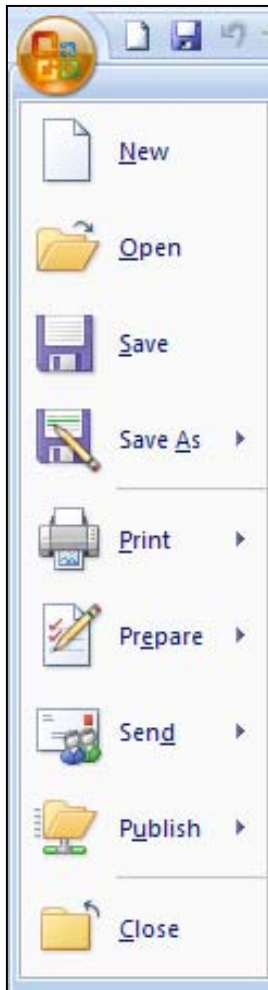
As you move your cursor over the Microsoft Office Button a preview image will appear which gives you some hints on what the button contains.



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



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 selection. These will be discussed over the page.



### The Microsoft Office Button continued....

To create a new Word document click [New](#).

To open an existing Word document click [Open](#).

To save a document you have typed, click [Save](#).

To save a second copy of an already saved document click [SaveAs](#).

To Print a document or use Print Preview click [Print](#).

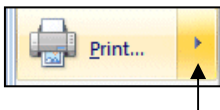
[Prepare](#) contains information on document properties and the ability to make the document read only.

[Send](#) is for sending your document via email or internet fax.

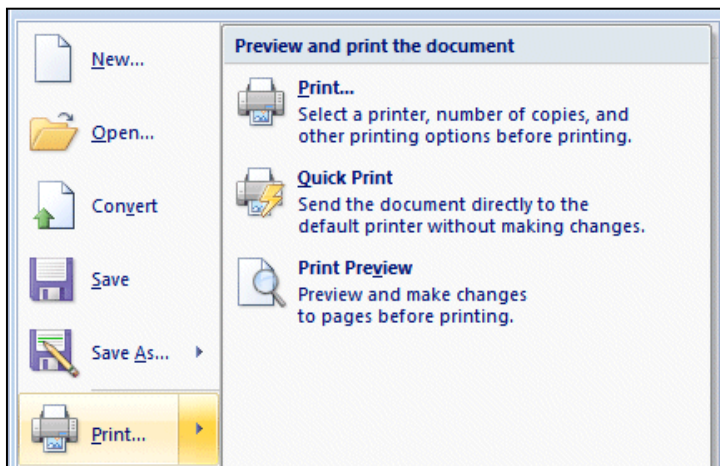
[Publish](#) is for those who have the authority to publish to a document management server or to a blog.

[Close](#) will close the document but not the program.

When a Menu option has a small triangle next to it, then clicking it will give you further choices related to that function. Using Print as an example:



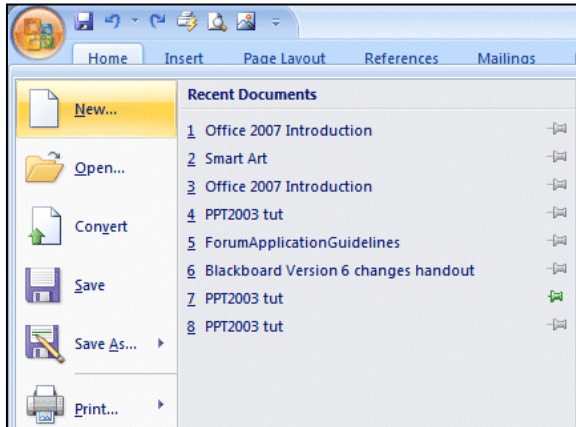
By clicking this you see the choices as below:



## Recent Documents

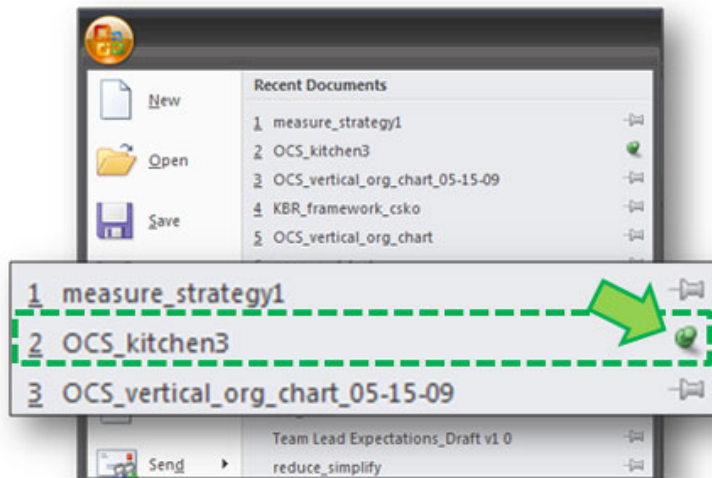
When the Office button has been clicked in any program (e.g. Word), it displays a list of Recent Documents that you have opened.

If you wanted to open one of your recently used documents you simply click on it.



## Pin to the List

If you want to keep one of these documents on the list, click on the **Pin icon** to its right. The Pin button icon will change to a pushed in green pin to signify the document must remain there



## UnPin:

No longer want the document on the list? Simply click the pin again to unpin it

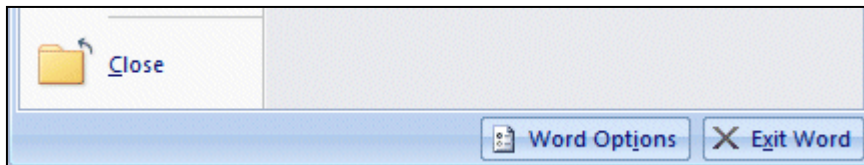
## Closing a Program

There are two ways:

Double click the **Office** button in the program you wish to close...or



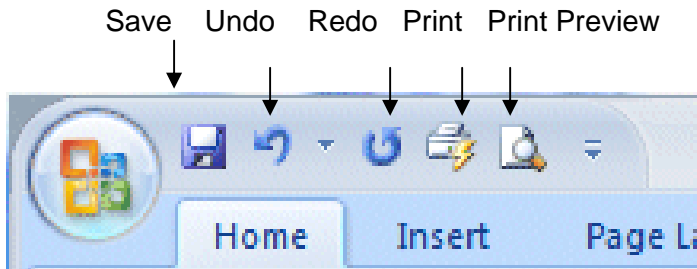
1. Click on the **Office** button.
2. At the bottom of the menu the button is **Exit Word**, as we are using Word as our example. If you were in Excel it would say **Exit Excel**, in PowerPoint it would say **Exit PowerPoint**, etc.



## Quick Access Toolbar

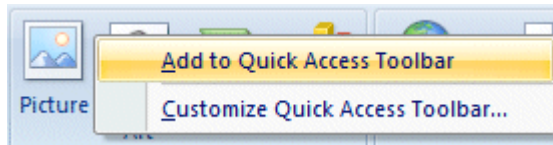
In the **upper left corner** to the right of the Microsoft Office Button you will see an area called the **Quick Access Toolbar** (image as below). This area is quite handy as it allows you to add several of your most used buttons in whatever Office program you are using) . You are able to customise this toolbar by adding and removing as many Quick Access buttons as you require.

This is the Quick Access Toolbar with my chosen buttons on it.



## Adding a Button to the Quick Access Toolbar (1)

1. Right click the button you want to add. One of the choices is **Add to Quick Access Toolbar**, click on it to add your chosen button to your toolbar.



2. The chosen button will now appear on the Quick Access Toolbar. You can add any button you choose by doing this.

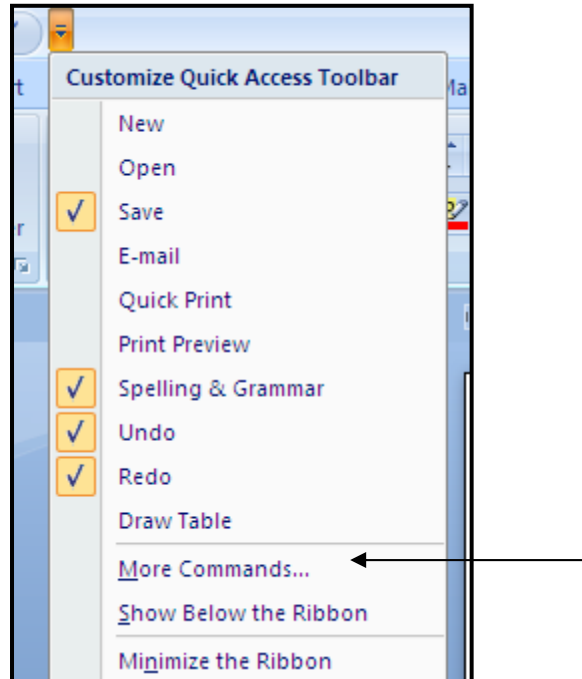
The second method of adding buttons to the Quick Access toolbar is detailed over the page.

### Adding a Button to the Quick Access Toolbar (2)

1. Click the drop arrow at the end of the Quick Access Toolbar.



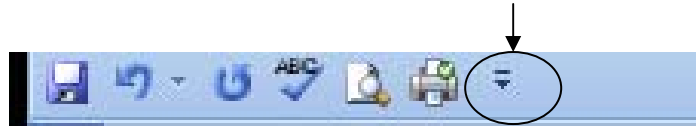
2. Click the names of the functions you need to add.



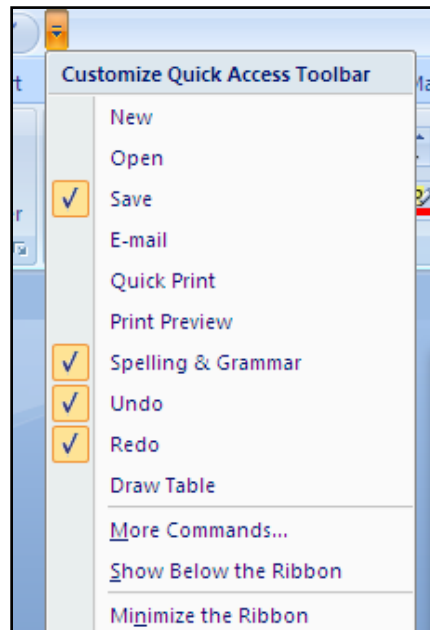
3. If the one you want is not listed, click on the **More Commands** link to see a full list of all commands you can add to the Quick Access Toolbar.

## Moving the Quick Access Toolbar

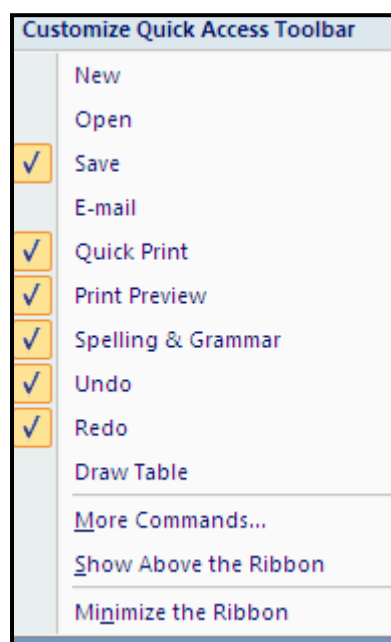
1. Click the drop arrow at the end of the Quick Access Toolbar.



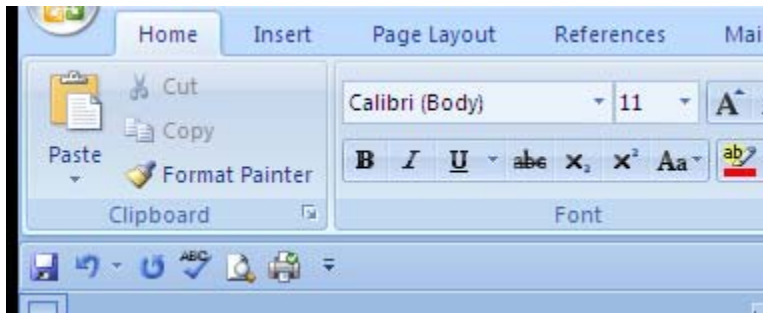
2. Click on **Show Below Ribbon** link and the Quick Access Toolbar now shows below the Ribbon.



3. The reverse of that (if you want to return it to its previous position) is to choose **Show Above Ribbon**, which only appears if you had changed it to **Show Below the Ribbon**.

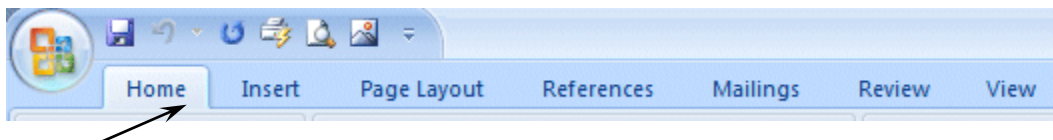


## The Quick Access Toolbar shown as Below Ribbon



## The Ribbon

Office 2007 brings together its previous menu and toolbars into one control area they have called the Ribbon. It is a band that runs across the top of the window and it contains commands that are divided into sets of commonly used features. They are in little groups, or sets, which are called 'tabs'. The tab with the most commonly used features is called **Home** and is the default for all programs.

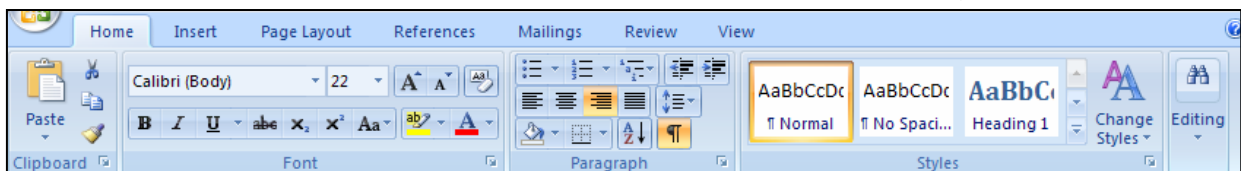


## Tabs

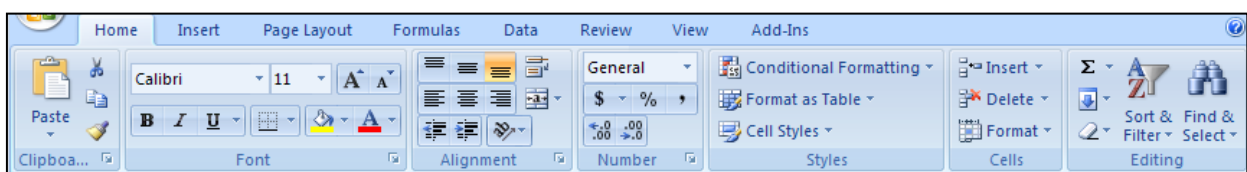
Below the Microsoft Office Button and Quick Access Toolbar we see a series of Tabs which give you access to more Ribbons. Tabs are similar to the 'drop down' menu choices in previous versions of Office. Each tab represents a different set of commands that people use frequently. For example, when you are in Word, the Home Tab contains functions you would often do in Word, such as changing font and font size or paragraph alignment.

The tabs are of course a little bit different for each 2007 Office application in order to assist you with the most common features of that application. However all the 2007 Office applications begin with the **Home** tab.

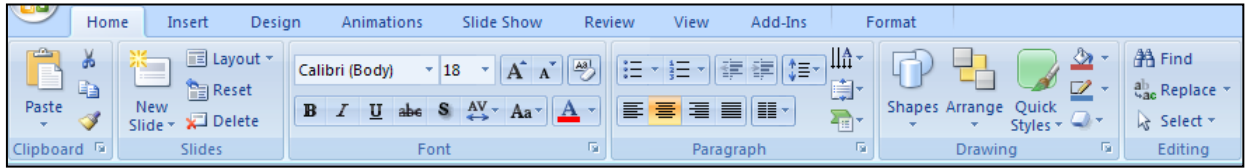
The **Home** Tab and its Ribbon for Word 2007 looks like the image below.



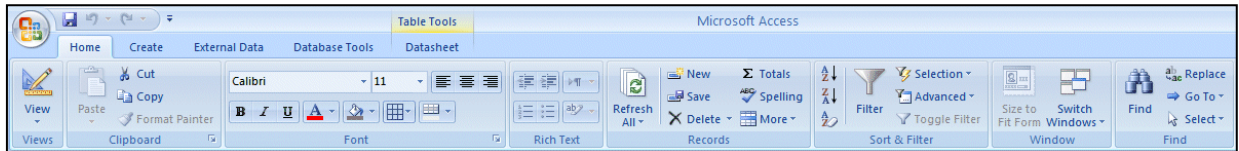
The **Home** Tab and its Ribbon for Excel 2007 looks like the image below.



The **Home** Tab and its Ribbon for PowerPoint 2007 looks like the image below.



The **Home** Tab and its Ribbon for Access 2007 looks like the Image below.

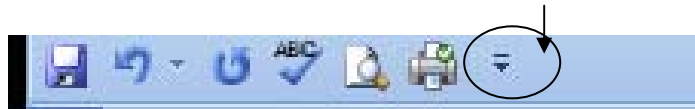


Aside from Access, they all have one thing in common, the Clipboard group which is located on the far left side. This is explained more fully over the page.

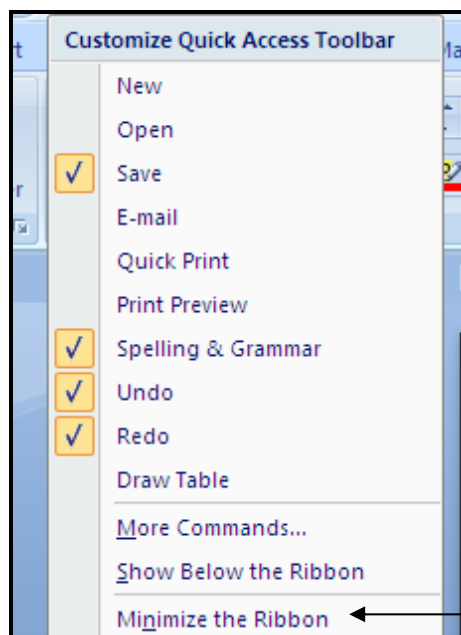
### Minimise the Ribbon

If you minimise the Ribbon you will only see the Ribbon when you click one of the Tabs, (e.g. Home or Insert, etc). Once you click back on the page of the document the Ribbon will disappear until you click another tab.

1. Click the drop arrow at the end of the Quick Access Toolbar.



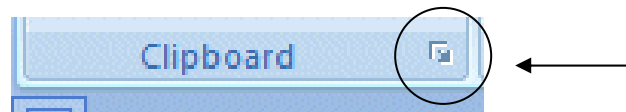
2. Click on **Show Below Ribbon** link and the Quick Access Toolbar now shows below the Ribbon.



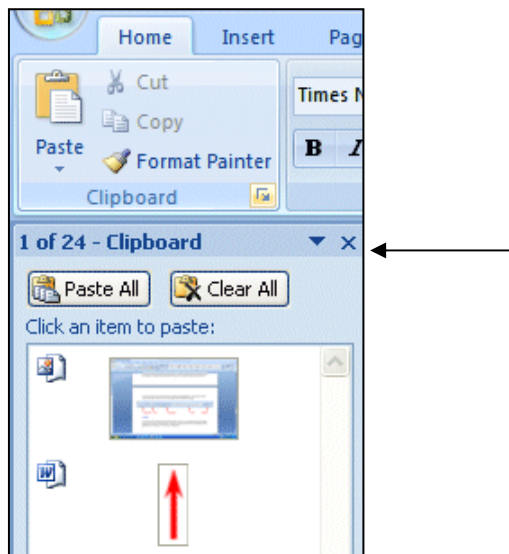
## The Clipboard Group



The first Group on the Word, Excel and PowerPoint **Home** Tab is called Clipboard. To open a this or any Group, move your cursor over the little down pointing arrow in the lower right corner of a group. This is called a dialog box launcher.



When you click the dialog box launcher arrow the area changes to show the contents of the Clipboard on the left side of your window. The Clipboard shows any text or images you've copied. To close this group, click the "X" in the upper right corner of the Group.

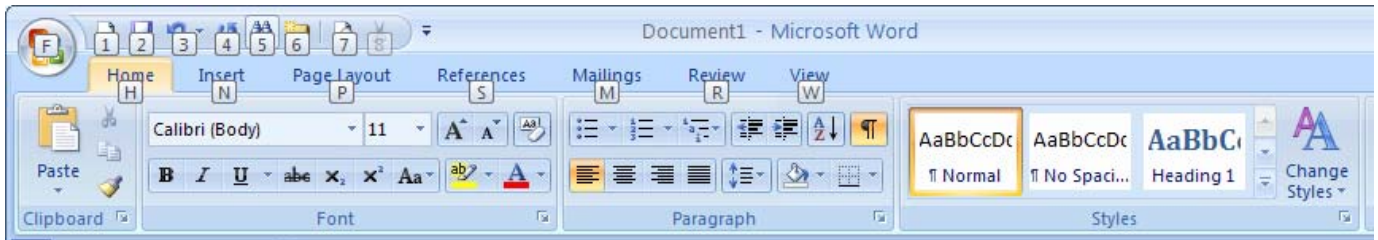


## Access Keys

Access keys appeal to those who enjoy working with keyboard shortcuts. You use the Access Keys by pressing the Alt key on the keyboard followed by a designated key.

## Turning on Access Keys

1. Press Alt on the keyboard once to display the Key Tip Badges. Instantly you see little badges on the ribbon like so.



2. If you type the badge letter, eg 'H' for **Home** ribbon, then you are taken into that specific tab and you will see more badges for the functions on that ribbon.

**Note** that you can still use the the old shortcut keys for the menu commands that were available in previous versions of Office, such as Ctrl and B for bold text.

## Live Preview

Another new Office 2007 feature is Live Preview. Live Preview allows you to see the effect of options before actually applying them. By pointing at various formatting choices, you can instantly see how those choices will affect your work.

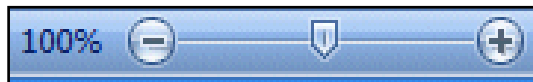
Using Word as an example, if you highlight some text and then move the mouse over different font colours, you will see a live preview of the colours on the text prior to actually making a selection.

### The Status Bar

The status bar is at the bottom of Microsoft Office programs. It is generally separated into two distinct areas. The left side shows options available for the current program—so for example for Word it may show number of pages, and number of words, while on the right side are viewing options.. When you open these applications you will see that a zoom feature is now available and common to all programs, as well as other logical “view” features relevant to each application.

### Using Zoom

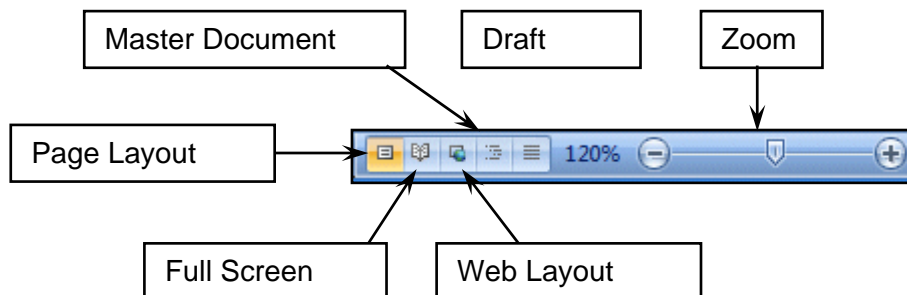
Clicking on the minus makes the document smaller as it zooms in.



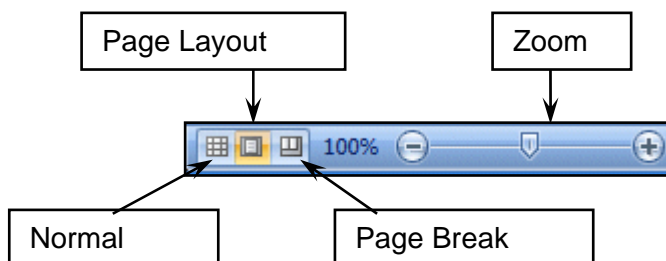
Clicking the plus makes it appear bigger as it zooms out.

Alternatively drag the little marker to the left or right. Leaving it exactly in the middle will leave the zoom at 100%, the default viewing setting.

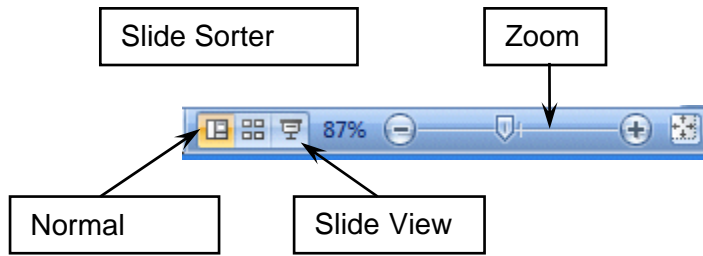
### Word’s View Options



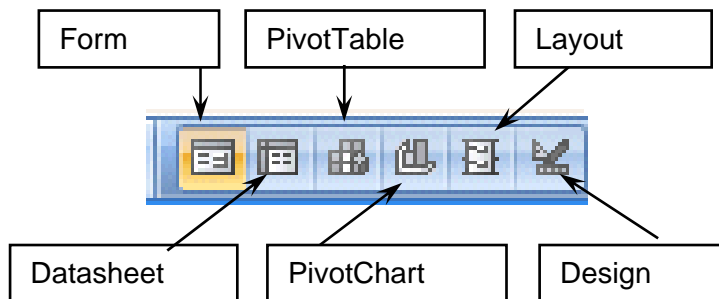
### Excel’s View Options



### PowerPoint's View Options



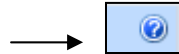
### Access View Options



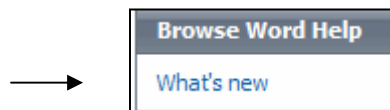
### Reference Guide Comparing Previous Versions with 2007

If you have come from a previous version of Word it may be a little disconcerting at first to look for a command in a V2007 program. Taking that on board, Microsoft has produced a reference guide for each program which lists the old commands in V2003 and then gives you the corresponding equivalent in 2007.

1. Click on the Help button to open a Help window in any of the Microsoft programs.



2. On the **Help and How to** page that first appears, click on the **What's new** link. We are using Word as the example here – if you were doing this in another program, say Excel or PowerPoint, then that's the program name you would see.



3. Next click on the **Reference: Locations of Word 2003 Commands in Word 2007**.



4. Next click on the **New locations or familiar commands** link.
5. Then click on the link called **Word Ribbon Mapping Document**. This opens up an Excel file that you can save and refer to any time you need to find where previous commands are located in 2007.

### Saving for Compatibility with Older Versions of Office

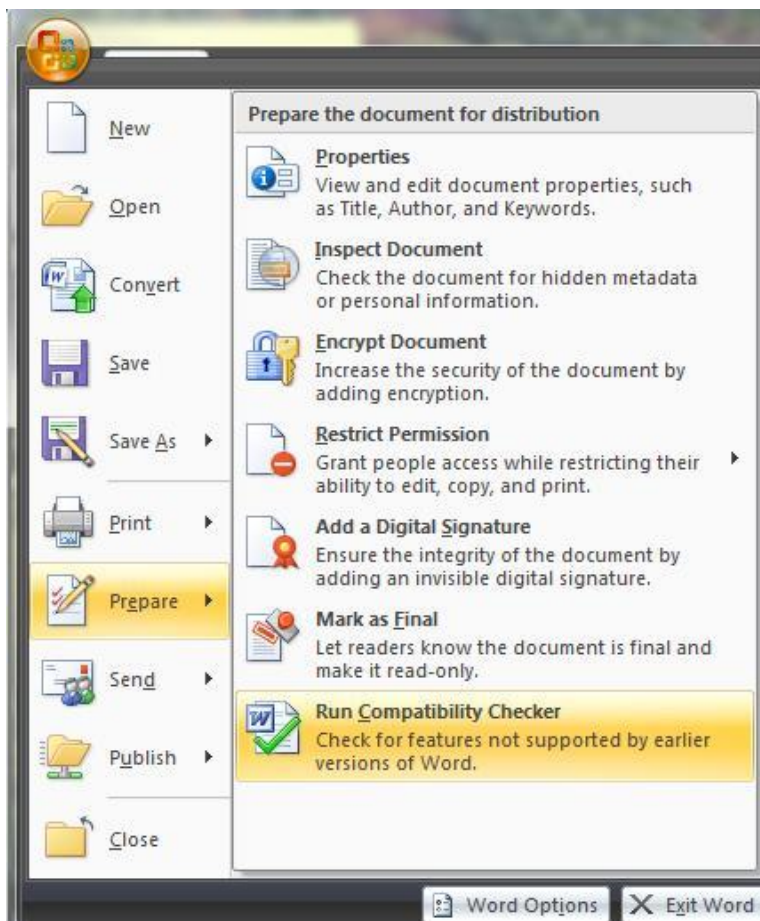
If you need to send a document created in a previous version of Office and you are of what version they are using, saving the document as a Word97-2003 Document version will ensure they are able to open it. Some of the features that are new in Office 2007 will not be available when opened in lower versions (see Compatibility Checker notes below).

### Using the Microsoft Office 2007 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

1. Click on the Office Button. →
2. Choose **Prepare** .
3. Click on **Run Compatibility Checker**.





This document has provided some general information on Office 2007.

For specific information on each program please consult the relevant manuals for Office Products.