



“The New Look of Office 2007”

After completing this course you will be able to:

- Work with the Ribbon — the new feature that makes Word easier than ever before.
- Find everyday, common commands you need to do your job.
- Use the new file format for Word in the way that's best for you.

Office 2007

- Includes software like: Word, Outlook, Excel, and PowerPoint
- Does not have any compatibility issues
- CD has been distributed to county offices
- Your choice as to when you upgrade.

Windows Vista

- Is your computer’s operating system
- Compatibility issues have been discovered with FileMaker Pro, QuickBooks 98, and some audio/video functions.
- CD has NOT been distributed to county offices

Watch the [Up to speed with Word 2007 demo](http://office.microsoft.com/en-us/word/HA100484691033.aspx) for the essentials, then come back to the course when you are ready to practice hands-on.

This handout based on the one hour, interactive session “The New Look of Office 2007” <http://office.microsoft.com/training/Training.aspx?AssetID=RC100664431033&CTT=6&Origin=RC100664431033>

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Part 1: Get to Know the Ribbon

The new ribbon spans the top of Word

When you first open Word 2007, you may be surprised by its new look. Most of the changes are in the Ribbon, the area that spans the top of Word.

The Ribbon brings the most popular commands to the forefront, so you don't have to hunt in various parts of the program for things you do all the time.

Why the change? To make your work easier and faster. The Ribbon was thoroughly researched and designed from users' experiences so that commands are in the optimal position. This lesson will tell you more about the Ribbon and how to work with it.

The three parts of the ribbon are tabs, groups, and commands.

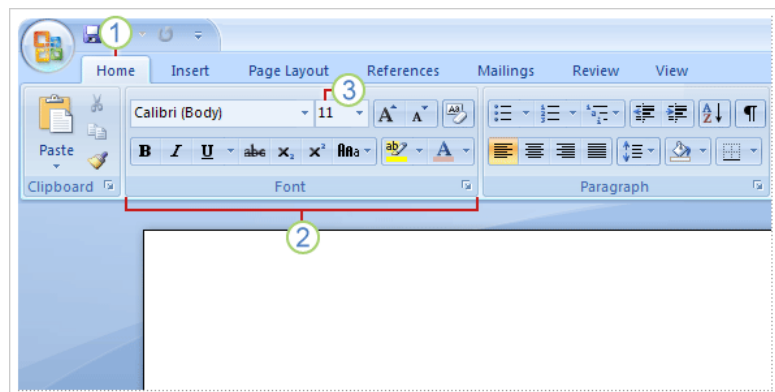
There are three basic components to the Ribbon. It's good to know what each one is called so that you understand how to use it.

1 Tabs. There are seven basic ones across the top. Each represents an activity area.


2 Groups. Each tab has several groups that show related items together.

3 Commands. A command is a button, a box to enter information, or a menu.

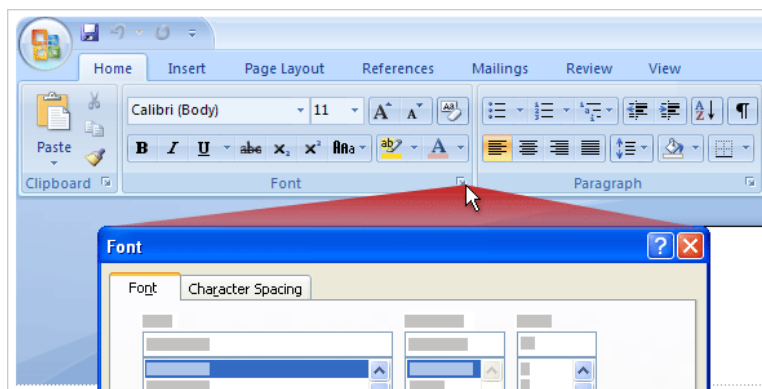
Everything on a tab has been carefully selected according to user activities. For example, the **Home** tab contains all the things you use most often, such as the commands in the **Font** group for changing text font: **Font**, **Font Size**, **Bold**, **Italic**, and so on.



Dialog box launchers in groups

At first glance, you may not see a certain command from a previous version of Word. Fret not. Some groups have a small diagonal arrow in the lower-right corner .

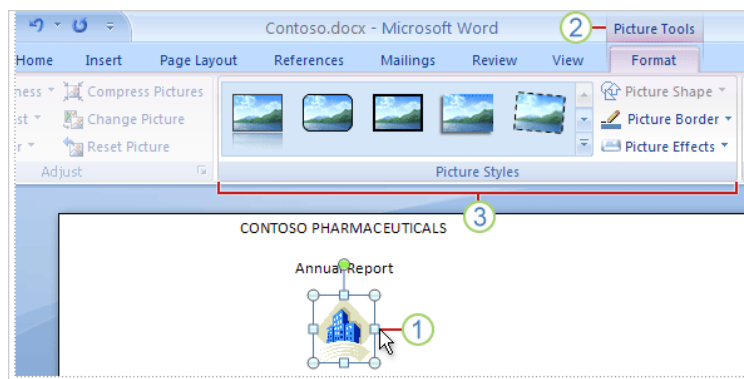
The arrow is called a **Dialog Box Launcher**. If you click it, you'll see more options related to that group. Those options will often appear in the form of a dialog box that you may recognize from a previous version of Word. Or they may appear in a familiar-looking task pane.



Speaking of previous versions, if you're wondering whether you can get the same look and feel of a previous version of Word, the simple answer is, you can't. But after playing around with the Ribbon a little, you'll get used to where things are and will like how easy it makes getting your work done.

Additional tabs appear ("On-Demand" tabs)

In this new version of Word, certain tabs appear only when you need them. For example, let's say you've inserted a picture. But now you want to do more with it. Maybe you want to change how text wraps around it or you want to crop it. Where are those commands found? When you select a picture, the additional **Picture Tools** tab appears, showing groups of commands for working with pictures.



- 1 Select the picture.
- 2 The **Picture Tools** tab appears. Click that tab.
- 3 Additional groups and commands appear for working with pictures; like the **Picture Styles** group.

When you click away from the picture, the **Picture Tools** tab disappears, and the other groups come back.

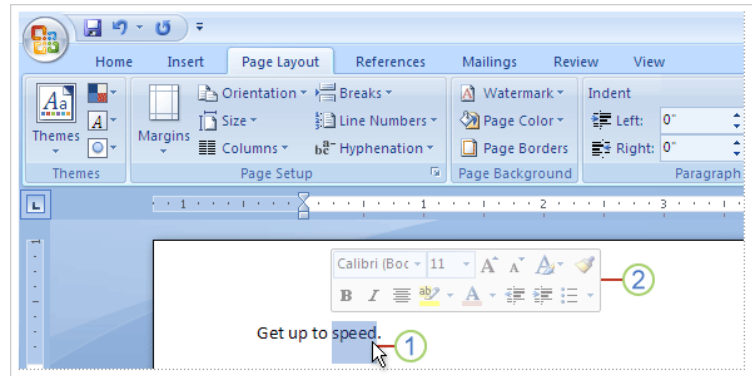
Note On-demand tabs appear for other activity areas, like tables, drawings, diagrams, and charts.

The Mini Toolbar

Some formatting commands are so useful that you want to have them available whatever you are doing.

Let's say you want to quickly format some text, but you're working on the **Page Layout** tab. You could click the **Home** tab to see the formatting options, but here's a faster way:

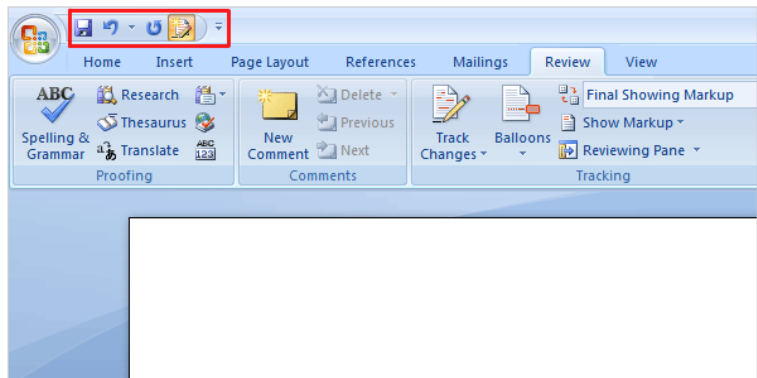
- 1 Select your text by dragging with your mouse, and then point at the selection.
- 2 The Mini toolbar will appear in a faded fashion. If you point to the Mini toolbar, it will become solid, and you can click a formatting option there.



The Mini toolbar is great for formatting options, but what if you want other types of commands to *always* be available? Use the **Quick Access Toolbar**.

The Quick Access Toolbar

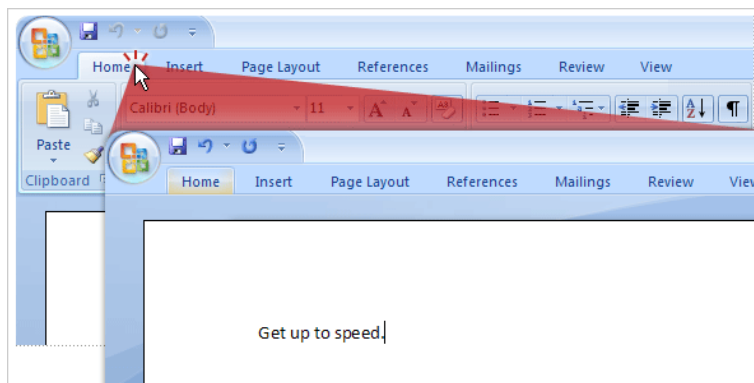
The Quick Access Toolbar is the small area to the upper right of the Ribbon. It contains the things that you use over and over every day: **Save**, **Undo**, and **Repeat**. You can add your favorite commands to it so that they are available no matter which tab you are on.



Temporarily Hide the Ribbon

The Ribbon makes everything in Word 2007 nicely centralized and easy to find. Sometimes, however, you don't need to find things. You just want to work on your document, and you'd like more space to do that. So it's just as easy to hide the Ribbon temporarily as it is to use it.

Here's how: Double-click the active tab. The groups disappear, so that you have more room.



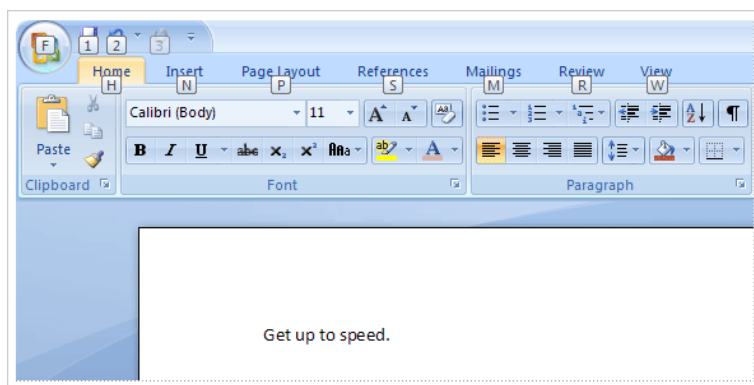
Whenever you want to see all of the commands again, double-click the active tab to bring back the groups.

From Shortcuts to Key Tips (and Key Tip Badges)

Shortcuts that start with the CTRL key (for example, CTRL+C for copy, or CTRL+ALT+1 for Heading 1), remain the same as in previous versions of Word.

But the Ribbon design comes with new shortcuts. Why? Because this change brings two big advantages over previous versions:

- Shortcuts for every single button on the Ribbon.
- Shortcuts that often require fewer keys.



The new shortcuts also have a new name: Key Tips. Press ALT to make the Key Tip **badges** appear for all Ribbon tabs, the Quick Access Toolbar commands, and the Microsoft Office Button.

Then you can press the Key Tip for the tab you want to display; for example, press H for the **Home** tab. This makes all the Key Tips for that tab's commands appear. Then you can press the Key Tip for the command you want.

Note You can still use the old ALT+ shortcuts that accessed menus and commands in previous versions of Word, but because the old menus are not available, you'll have no screen

reminders of what letters to press, so you need to know the full shortcut to use them.

For more information see the training course Keyboard shortcuts in the 2007 Office system.
<http://office.microsoft.com/training/training.aspx?AssetID=RC101562731033>

It's time to practice in Word 2007!! Complete section 1 of the practice exercises.

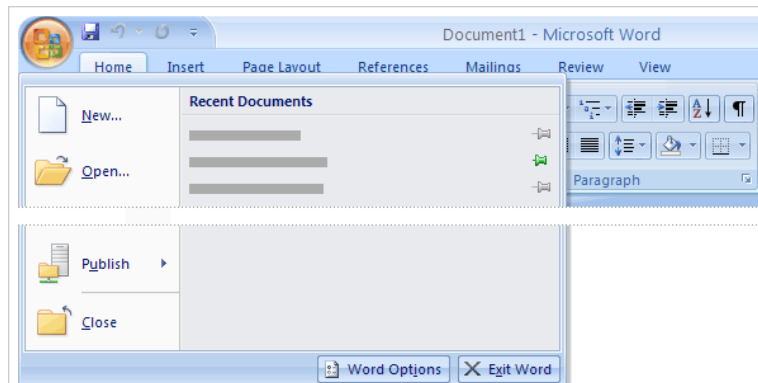
Part 2: Find Everyday Commands

Word 2007 is new, and that's exciting, but you have things to do. So now it's time to point out the exact locations of the most commonly used commands. You'll see that the new design of the program puts those commands right where you need them. Where do you create a document? Where are bullets, where are styles, and how can you check your spelling? What about printing? This lesson will answer those questions and more...

Start with the Microsoft Office Button

The place to start a Word document is the **Microsoft Office Button**.

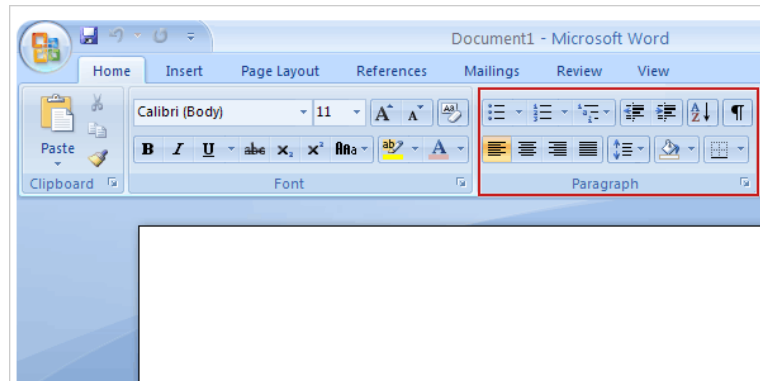
Once you press the button, a menu appears. You may notice that this menu, shown here, looks a bit similar to the **File** menus in previous versions of Word. On the left of the menu, you see all the commands to work with a file. Here's where to create a new document or open an existing one. You've got your **Save** and **Save as** commands here, too.




The right side of the menu lists your recently opened documents. These are always conveniently visible so that you don't have to search your computer for a document you frequently work on.

Bullets, Numbers and More

Once you have a document open and have typed your text, you'll no doubt want to format that text. Many familiar formatting commands are in view on the **Home** tab, in the **Font** group: **Bold**, **Italic**, **Font Size**, and so on. And there are several more you'll find useful here.

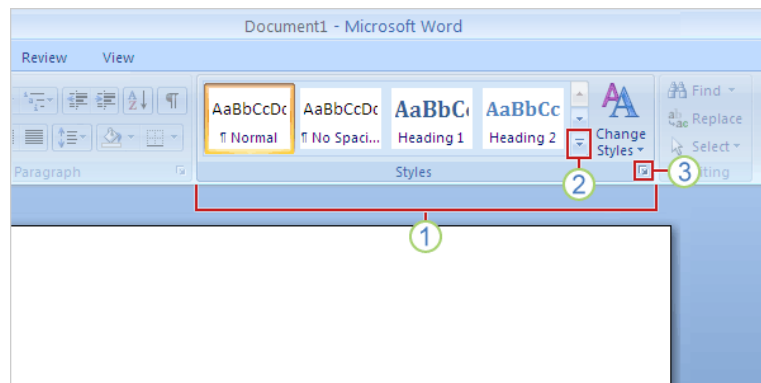


In the **Paragraph** group you have the ever-popular bulleted lists, numbered lists, and multilevel lists. You've also got your indentation and alignment commands here as well.

Remember to click that small diagonal arrow  in the lower-right corner of the group, the Dialog Box Launcher, if you don't see options that you are accustomed to using in Word. For example, clicking the arrow in the **Paragraph** group opens a familiar dialog box in which you can work with indentation, widow and orphan control, and much more.

What about Styles?

If you're interested in a more powerful and efficient approach to formatting than just the bold and italic commands, you'll want to know about styles in the new Word.



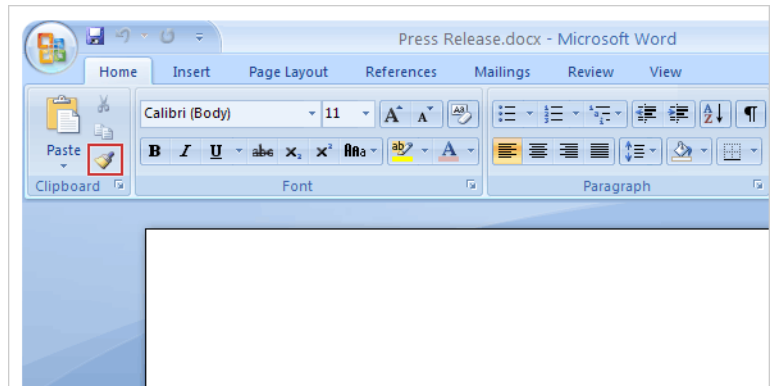
You work with styles on the **Home** tab, in the **Styles** group:

- 1** Quick styles, are ready-made, professional styles, quick and easy to apply; and they have a new look with this version of Word. The most frequently used Quick Styles will appear directly on the Ribbon.
- 2** Click this button to see several more ready to use Quick Styles.
- 3** Click the Dialog Box Launcher to open the **Styles** pane. This pane holds custom-made styles you might have made yourself in a previous version of Word, and it's where you go to create new or amend existing styles.

Quick styles are more than convenient, good-looking outfits for your document. Using these styles throughout your document gives you a great advantage: one-touch makeovers. We'll show you how in the practice session coming up.

The Format Painter

Another high-speed formatting command is **Format Painter**. It's on the very left of the **Home** tab, in the **Clipboard** group. In case you're not familiar with the Format Painter, it's a quick way of duplicating formatting from one section of text to another. To use the Format Painter, place the cursor in the text whose format you want to copy and then click the **Format Painter** button. If you have more than one place to paint your formatting, make sure you *double-click* the **Format Painter** to get it to stay on. Then select the text that you want to paint on the new format.

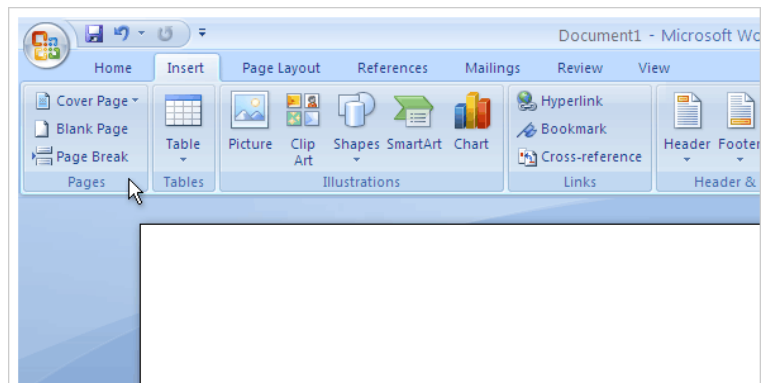


To turn it off, you click the button again, or press ESC. You'll get a chance to try this out in the practice session that's coming up.

Insert Pictures, Hyperlinks, Headers and Footers

To give your text power and punch, you may want pictures, clip art, charts, or shapes in your document. The place to add these is the **Insert** tab.

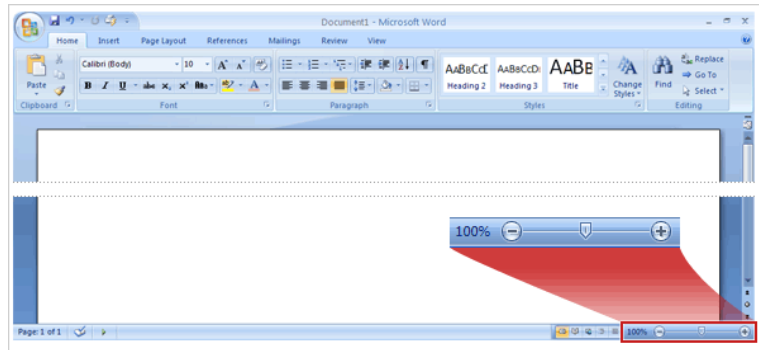
But those aren't the only commands on this tab. You've got **Tables** and **Hyperlink** here, as well. And that's not all — not pictured but ready to serve you are page numbers, text boxes, and WordArt.



Zoom

After you insert something, you may need a closer look at its details. So you'll definitely want to know where you zoom.

Look in the lower-right corner. Drag the slider to the right to zoom in, and drag it to the left to zoom out.



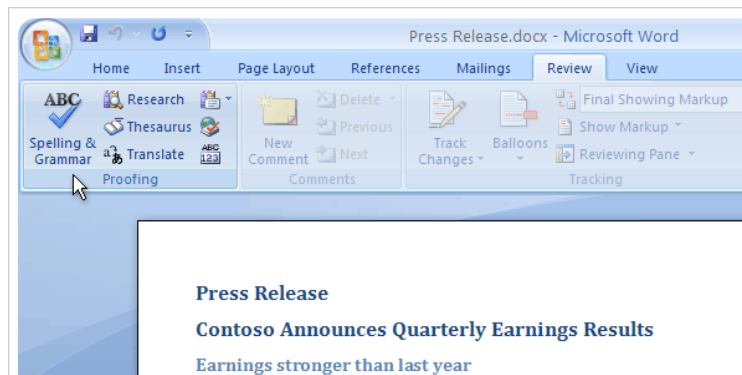
Tips

- Clicking the percent number to the left of the slider will open the **Zoom** dialog box, where you can specify a zoom percentage.
- If your mouse has a wheel, you can hold down the CTRL key and turn the wheel forward to zoom in, backward to zoom out.
- You can also find **Zoom** commands on the **View** tab.

Check Your Spelling and Grammar

Make no mistake — when you've done most of the work on your document, you'll want to check the spelling and the grammar before you print or e-mail it.

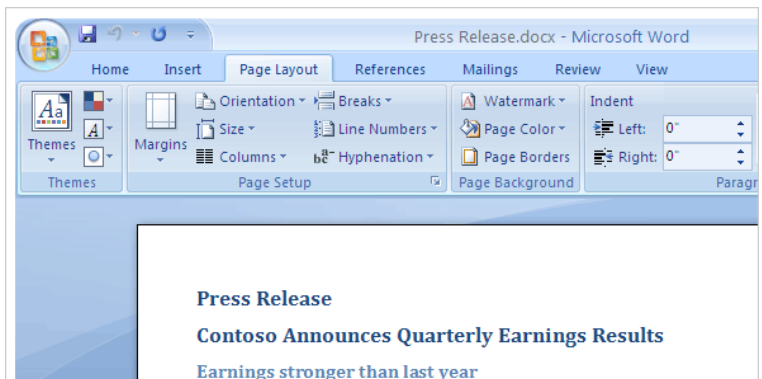
The **Spelling & Grammar** command is on the **Review** tab, because this is part of reviewing your work. Look toward the *far left*, in the **Proofing** group.



Ready to Print?

You're ready to print — but are you? First it's smart to check how your pages are laid out for the printer. Everything you need is on the **Page Layout** tab. The **Page Setup** group contains **Size** (8.5 x 11, A4, and so on), **Orientation** (landscape and portrait), and **Margins**.

That's right: Margin settings are easily accessible, on the same level as



other commands in this group. Remember how in earlier versions you had to dig deep, going to the **File** menu, **Page setup**, and so on? Not any more.

Yes, Ready to Print

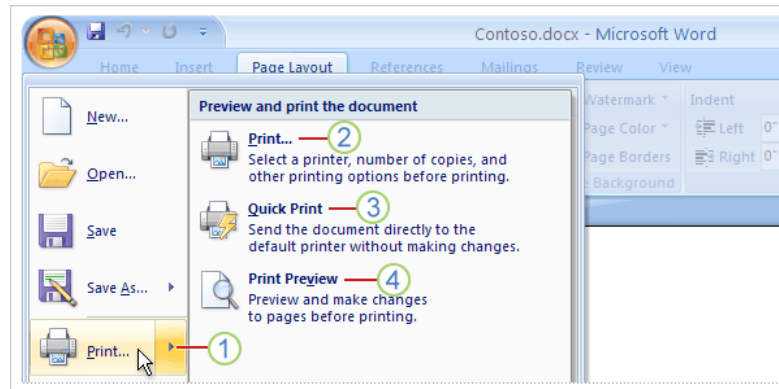
When you are truly ready to print, go back to the **Microsoft Office Button**. But keep in mind that now you've got options:

1 If you click the **Print** command, you'll get the **Print** dialog box. But point at the arrow on the right of the **Print** command instead, and you'll see three commands:

2 Print, which will open the old familiar **Print** dialog box.

3 Quick Print, which sends your document immediately to the printer.

4 Print Preview, which shows you how the printed document will look. If you use this command a lot you might like to add it to the Quick Access Toolbar.

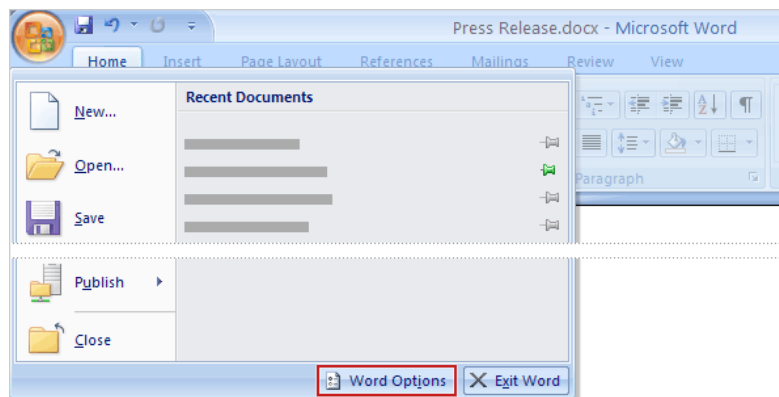


Behind the Scenes

Program options are no longer available from the **Tools** menu.

Instead, you'll find them by clicking the **Microsoft Office Button**.

All the features you are accustomed to using every day in Word are on the "Ribbon," and much easier to find than ever before. But where are the behind-the-scenes settings that aren't about producing documents but that control how Word works? Settings like security and user information, spelling dictionaries and AutoCorrection?



In previous versions of Word, you clicked **Options** on the **Tools** menu. Now, all these settings are part of **Word Options**, which you open when you click the **Word Options** button on the menu that opens when you click the **Microsoft Office Button**.

It's time to practice in Word 2007!! Complete section 2 of the practice exercises.

Part 3: A New File Format

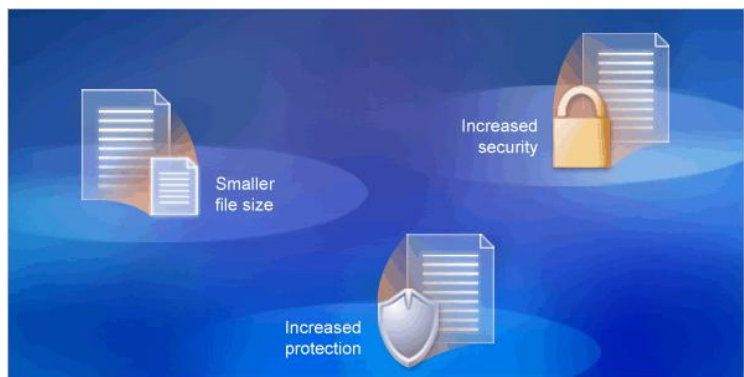
One more big change in the new version of Word: an improved **file format**. What does that mean to you?

The new file format helps keep your file sizes smaller, and it helps keep them safer. There are other advantages too.

In this lesson you'll also learn what happens when you open files that don't have the new format.

Why the Change? XML

The new Word document file format is based on the new Office Open XML Formats (XML is short for Extensible Markup Language). Don't worry, you don't have to understand XML; it's all behind the scenes. Just keep in mind that the new XML-based format:

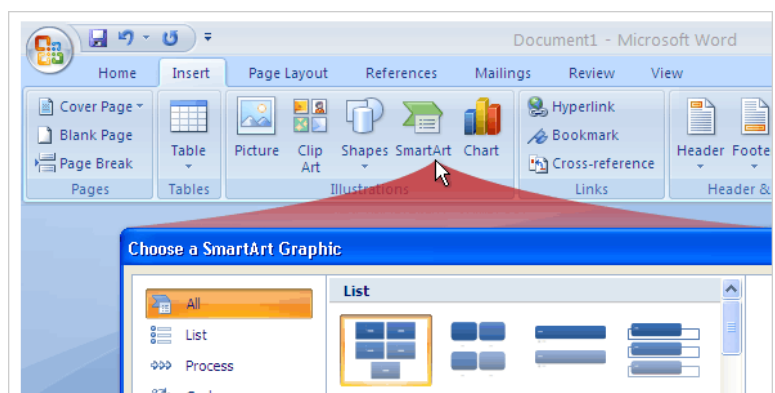


- Helps make your documents safer by separating files that contain scripts or macros, making it easier to identify and block unwanted code or macros.
- Helps make your document file sizes smaller
- Helps make your documents less susceptible to damage

New Features

The new file format also gives you the ability to use features that are available only in Word 2007. One example of such a feature is the new SmartArt Graphics. The illustration here shows you how to start such a graphic in Word. Notice how many SmartArt Graphic designs are available to choose from.

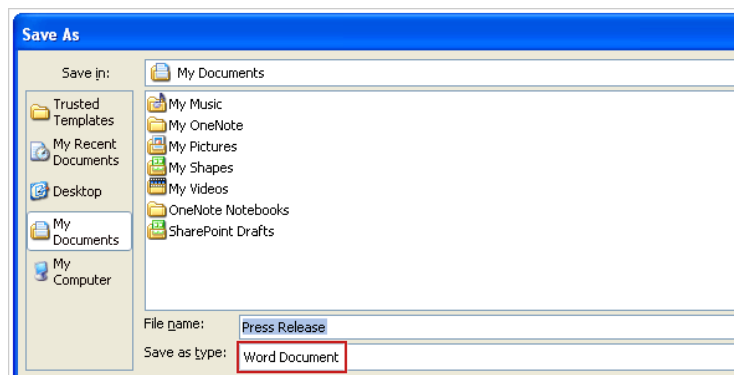
The new file format supports plenty of other new features, such as math equations, themes, and content controls.



How Do I Know I'm Using the New Format?

When you create a new document in Word 2007, and then save the document, the new file format will automatically be chosen for you.

You can make sure of this by looking closely at the **Save As** dialog box. Notice that the **Save as type** box says **Word Document**. This means the new file format is being used.



There's More Than One File Format?

File extension	What it's used for
.docx	A standard Word document with no macros or code
.dotx	A Word template with no macros or code
.docm	A Word document that could contain macros or code
.dotm	A Word template that could contain macros or code

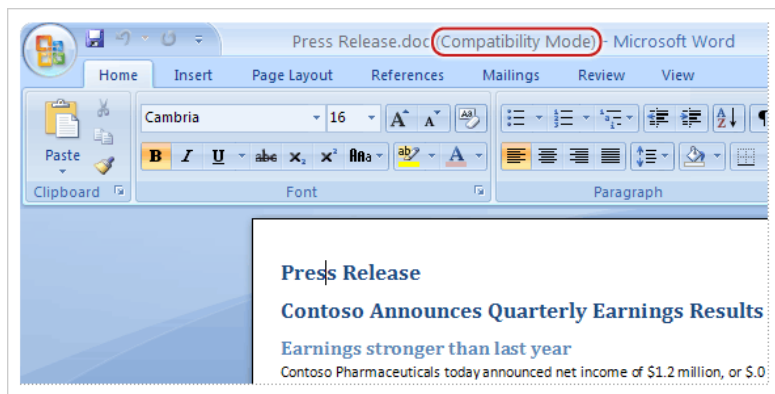
The only outward difference you are likely to see with new Word file formats is if you use macros or code. Previously, there were just two types of Word file types: documents and templates (.doc and .dot). With Word 2007 there are four file types: .docx, .dotx, .docm and .dotm (the "x" stands for XML and the "m" for macro).

Basic documents and templates (.docx and .dotx) can no longer contain macros or code, which is how they are made safer for everyday use — no-one can slip hidden code into a document. But because macros are useful things to have, there are two additional file types to support documents and templates which contain code: .docm and .dotm.

What About the Documents I Already Have?

You're probably wondering, "what happens when I open my older documents in the new version of Word?"

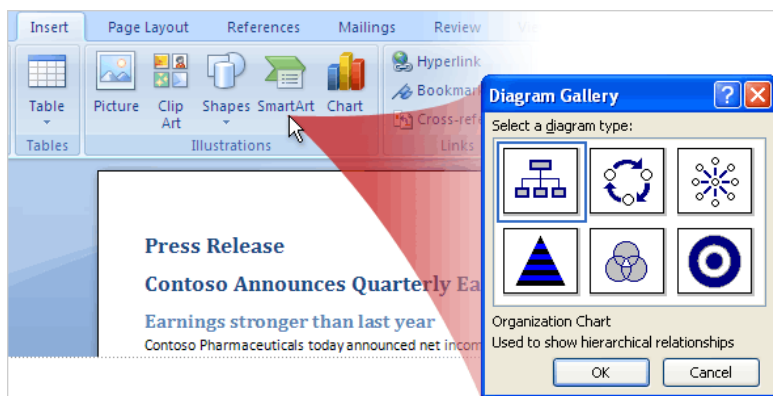
Word 2007 can open files created in all previous versions of Word, 1.0 through 2003. Word will open older documents in **compatibility mode**. You know this because at the top of the document "**(Compatibility Mode)**" appears next to the name of the file.



Compatibility Mode

What's compatibility mode all about? In short, Word is telling you that the document uses an older file format. Because that file format doesn't understand some of the new features in the new version of Word, those features are either turned off or modified so that they approximate an older version of Word.

In the example shown here, an older Word 2003 document was opened in the new version of Word. Notice that the title bar includes **(Compatibility Mode)**. And as you can see, the **Choose a SmartArt Graphic** dialog box doesn't appear at all — the **Diagram Gallery** appears instead. In fact, this **Diagram Gallery** is just like the one in Word 2003 and has the same range of functions.

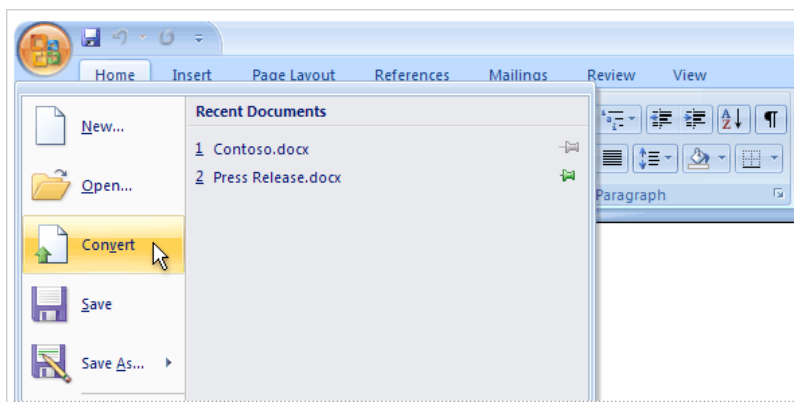


It's a good idea to stay in compatibility mode if you know you'll be sharing your documents with a lot of people who are using older versions of Word. That way, what you see is what they see. And you will be able to anticipate what they can and can't do in their version of Word.

Converting Your Old Files

Can you convert an older document to the new file format? Naturally. With the document open in Word 2007, you just click the **Microsoft Office Button**, then click the **Convert** command on the menu.

This conversion gives you the benefits of the new format (helps make files smaller, more secure, and so on) and *also* the new features in their full, undiminished fashion. For example, you will have all of those choices that you saw in the **Choose a SmartArt Graphic** box, not the smaller set.

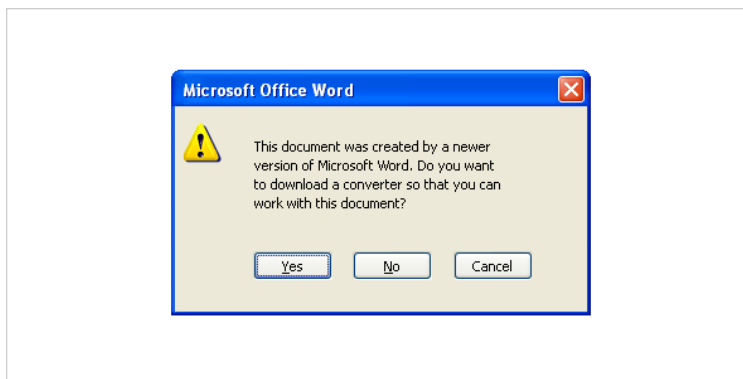


Note If you have Windows configured to show file extensions, the file name changes from My Document.doc to My Document.docx. The "x" stands for XML.

Share Documents Between Versions by Using a Converter

If you will be sharing documents with a lot of people, there are methods you'll want to know about. Let's go through a few scenarios that you may find yourself in as you use the new version of Word.

Suppose you are using the new file format, either by creating new documents and saving them, or by upgrading them using the **Convert** command on the menu that opens from the **Microsoft Office Button**.



Suppose your friend, John, has an older version of Word that came with Office 2000. You want to e-mail him your latest document. Will he be able to open it?

Yes, he will. When John clicks the document, if his Office 2000 installation is updated with the latest patches and service packs, he will be asked if he wants to download a converter that will let him open your document.

Now, the document John opens won't look *exactly* the same as the one you made, because there are many features in your new version of Word that don't exist in his version. Still, he can open it, and will be able to work with it and send it back to you.

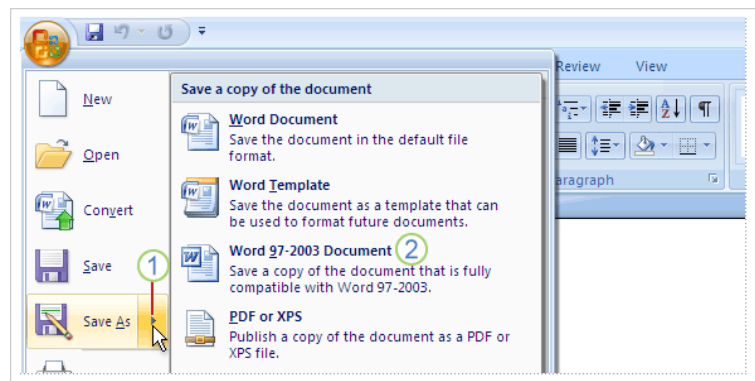
Note The converter works only with Office 2000 SP3, Office XP SP3, and Office 2003 SP1. It works only on the following operating systems: Windows 2000 SP4, Windows XP SP1, and Windows Server 2003.

Sharing documents between versions by saving with an older format

If you're concerned that John doesn't have his installation of Office 2000 fully updated, then you'll want to save your document with an older file format before e-mailing it to him. Here's how:

1 Click the **Microsoft Office Button**, and on the menu, point to the arrow at the end of the **Save as** command.

2 Click **Word 97-2003 format** on the list of options.



You may get a warning that saving in the older file format will cause certain features to be lost or modified. For example, if your document contains a new diagram, Word will notify you that the diagram will be combined into a single, uneditable object. That way John can at least see the diagram. But John won't be able to edit it, because his version of Word doesn't understand how to work with this new feature.

Converting Office 2007 Files to PDF Formats

As a free add-in from Microsoft, you will have the ability to save files in PDF format in Office 2007. This means that you can create a Word document and then save it to PDF format to send to people or put up on a web page. You will not need an additional program (for example, Adobe Acrobat) to create PDF files anymore. You will still need Adobe Acrobat if you want to edit PDF files or convert a file that's currently PDF to a Word document.

Some important notes:

- --This feature is not available 'out of the box' in Office 2007. If you've just installed Office 2007, you will not see 'PDF or XPS' as an option under 'Save as.'
- --The ability to save Office documents as PDF files is a free add-in from Microsoft.
-

To install the PDF add-in to Office 2007:

1. Login as 'Administrator' (if you're still on Windows XP)
2. Enter Word (or Excel or Powerpoint--you only need to add this feature once and it will be available in all Office applications).
3. Click on the Office button and select 'Save As.'
4. Select 'Find add-ins for other file formats' (If you already have the add-in installed, the menu will not contain this option but will have 'PDF or XPS' instead).
5. Click on 'Install and use the Save as PDF or XPS add-in...'
6. Click on 'Microsoft Save as PDF or XPS Add-in...'
7. Follow the instructions at the Microsoft Download Center for installing the PDF or XPS add-in

You can also access the add-in by going to Office Help and typing 'add pdf' in the search box.
