

# Microsoft® Office 2007 Overview

---

*A Workshop for San Diego University Faculty and Staff*



**NOTE:**

This handout was not designed to be a standalone tool to teach the reader to do the task. It was designed as a review for the individual that has previously taken the applicable BATS workshop.

## Where to Find Help When You Need It

### Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

### Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://its.sdsu.edu/~bats/>

### Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

**Location:** Adams Humanities, 1109  
**Phone Number:** x45727  
**Semester Hours:** 7:30am – 6:00pm Monday -Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### Help from the Faculty Computing Help Line

**Phone Number:** x41348      **E-mail:** [helpline@mail.sdsu.edu](mailto:helpline@mail.sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### Help from the Staff Computing Help Line

**Phone Number:** x40824      **E-mail:** [staffhelp@sdsu.edu](mailto:staffhelp@sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

# TABLE OF CONTENTS

<b>THE NEW USER INTERFACE .....</b>	<b>1</b>
<b>Contextual Tabs .....</b>	<b>1</b>
<b>Live Preview .....</b>	<b>2</b>
<b>Quick Access Toolbar .....</b>	<b>2</b>
<b>Microsoft Office Button.....</b>	<b>2</b>
<b>Mini Toolbar.....</b>	<b>3</b>
<b>Customizing the Application.....</b>	<b>3</b>
<b>Zooming .....</b>	<b>4</b>
<b>Document Views.....</b>	<b>4</b>
<b>Document Formats.....</b>	<b>4</b>
<b>Compatibility Checker .....</b>	<b>5</b>
<b>Picture Effects &amp; Shapes .....</b>	<b>5</b>
<b>Status Bar .....</b>	<b>5</b>

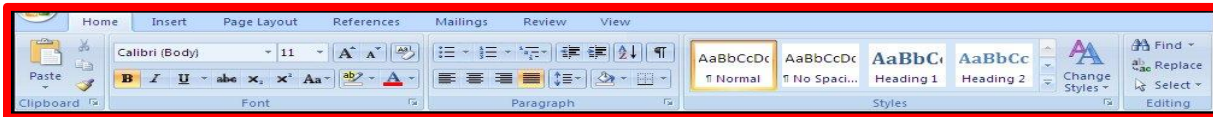
# Microsoft Office 2007: Overview

---

## THE NEW USER INTERFACE

In 2006 Microsoft announced the release of Office 2007 with the newly redesigned user interface. So they scrapped the Menu Bar and Toolbars and replaced these with “The Ribbon”.

The Ribbon is anchored at the top of the screen and it contains Tabs, Groups and Commands.



At the top of the ribbon you will find the Tabs.



Within each tab are a variety of Groups. Groups are identified at the bottom of the Ribbon.



Within each Group you will find a variety of Commands.

You access a Command by first clicking on the appropriate **Tab**, then by clicking on the applicable **Group** within the Tab, and finally by clicking on the desired **Command**.

The most commonly used features are generally found in the **Home** tab.

Items cannot be added to or removed from the Ribbon.

Press the “**Alt**” key to see shortcut keys displayed on the Tab Bar. Use one of the shortcut keys and your tab will open and you will see additional shortcuts for most of the options within the tab.

### Contextual Tabs

These tabs only appear when needed and they are designed to make it much easier to find and use commands for the operation at hand.

For example:

If you select an Image in your document, the Picture Tools tab appears with commands applicable to working with an image.

# Microsoft Office 2007: Overview

---

If you select a Table in your document, the Table Tools tab appears with commands applicable to working with a table.

If you select a Chart in your document, the Chart Tools tab appears with commands applicable to working with a chart.

## Live Preview

If you select a part of your document, you can see how your document would look if you selected various options without actually choosing the option.

For instance, if you scroll through Font Types while some of the text is selected, you will see how the text would look if you chose any of the Font Type selections.

Live Preview works with Font Types, Font Sizes, Font Colors, Shading and a variety of other options.

## Quick Access Toolbar



The Quick Access Toolbar is located at the top left of the screen above the Ribbon. This is the only toolbar that can be customized.

To customize the toolbar, click on the arrow on the right of the toolbar and select one of the available options. If you add multiple commands to this toolbar, it might be easier to see if you anchor it below the Ribbon.

To anchor the toolbar below the Ribbon, click on the arrow on the right of the toolbar and select **Show Below the Ribbon**.

If you need to see more of your screen you can minimize the Ribbon. To do this, click on the arrow on the right of the toolbar and select **Minimize the Ribbon**.

## Microsoft Office Button



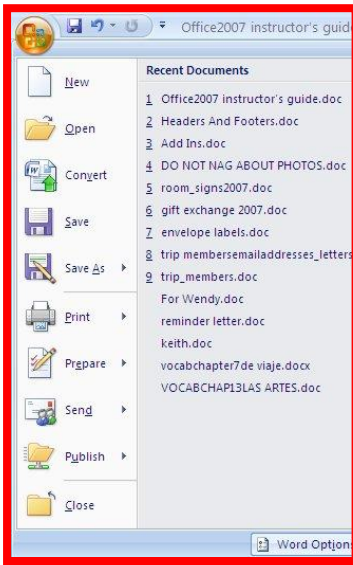
AKA The Office Icon Menu.

Here you will find a variety of often used commands. Click on the button to see a drop down list of commands.

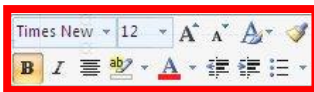
Some of the most recently used commands are:

**Recent Documents** – You can show up to 50 of the most recently used documents. To the right of each listed document is a thumbtack. If you want the document to always appear in this list click on the **thumbtack**.

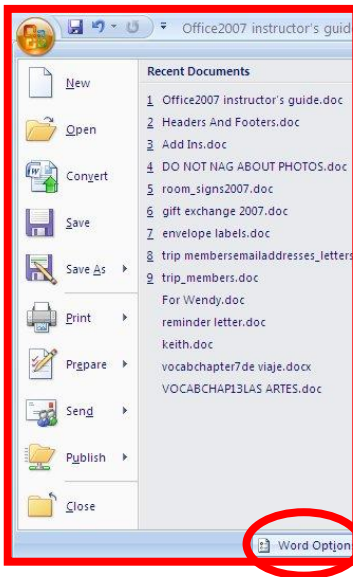
# Microsoft Office 2007: Overview



## Mini Toolbar



## Customizing the Application



**New** - Opens a new blank document.

**Open** - Opens a window that allows you to navigate through your computer or network to open a saved document.

**Save** - Saves the document in the existing location with the current name. If the document is a new document, a window will open asking for a save location and a document name.

**Save As** – Allows you to choose a location to save the document and to name the document.

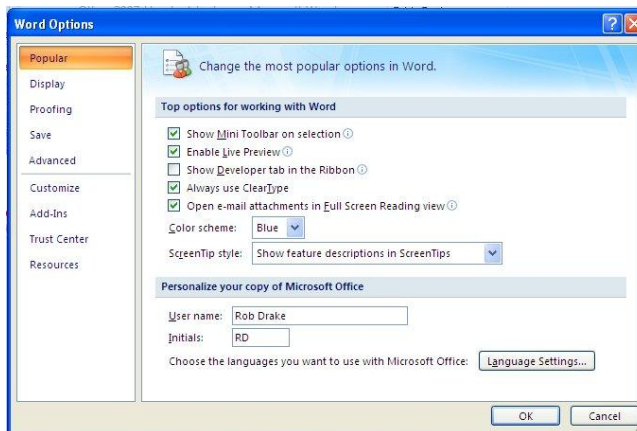
**Print** – Allows you to preview the document, choose a printer, number of copies and other options, and allows you to print your document to the default printer with the default settings.

Often referred to as the “shy toolbar”.

If you select some text in the document the Mini Toolbar will appear faintly. If you move the mouse toward the toolbar it solidifies. If you move the mouse away from the toolbar it fades.

The toolbar contains frequently used commands to help you format the text.

Each application can be customized so that it works the way you want to work. More than 100 settings can be changed.



# Microsoft Office 2007: Overview

---

## Zooming

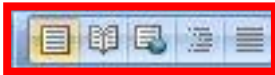


Use the zoom bar at the lower right-hand corner of your screen to quickly zoom in or out on your document.

To zoom, drag the zoom slider to the left or right or click on either the “+” or “-” buttons on either end of the zoom slider bar.

You can also adjust the zoom from the Zoom Dialog Box. Click on the **percentage indicator** on the left end of the zoom slider bar and the dialog box will open to give you additional options.

## Document Views



To the left of the Zoom Slider Bar are the View Buttons. You can use these to display your document a variety of ways:

**Print Layout** – This is the most common view to work in. You see graphics, headers and footers, columns and page margins.

**Full Screen Reading** – Here you see the document in two columns with the Ribbon hidden. You can exit this view by clicking on **Close** in the upper right-hand corner of the screen.

**Web Layout** – This view shows you what your document would look like as a web page.

**Outline** – This view hides graphics and lets you see the document’s structure.

**Draft** – Here you see just the text of the document without graphics, headers, footers or columns. Page and section breaks are represented as horizontal lines.

## Document Formats

The new document format will be .docx or .xlsx or .pptx. The “x” denotes the 2007 format.

If you save a document in the 2007 format and try to open it in an earlier version, some of the features will not work.

Office 2007 does offer a “compatibility format” which allows the document to be saved as a .doc or .xls or .ppt. Documents saved in this format will be viewable and editable in earlier versions of the applications such as Office 2003.

## Microsoft Office 2007: Overview

---

### **Compatibility Checker**

The Compatibility Checker can be launched by clicking on the Microsoft Office Button, then clicking on Prepare and finally selecting Run Compatibility Checker.

The Compatibility Checker will show you the various elements in your document that aren't supported or will behave differently in Word 97-2003 format.

You can review a summary of the elements that work differently in previous versions of Word and then you can either choose to continue to save the document in Word 97-2003 format or you can click **Cancel**.

### **Picture Effects & Shapes**

You can easily create unique versions of an image using the Picture Tools ribbon. Once you have an image inserted into the document, double click the image.

Click on Picture Tools - Format Tab, and then click on the Picture Effects button in the Picture Styles Group.

You can also turn your image into any of the shapes available. To do this, select the image and then click on the **Picture Tools - Format Tab**. Click on the **Picture Shapes** button in the **Picture Styles Group** and choose a shape. Your image will automatically conform to the shape.

### **Status Bar**

The Status Bar is at the bottom of your screen and you can hide or show different information.

To customize the Status Bar, **right click on the Status Bar**. A pop-up menu will show you the various options and you can select or de-select options to make your Status Bar display the information you want to see.