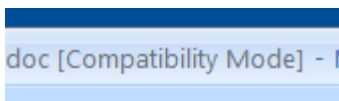
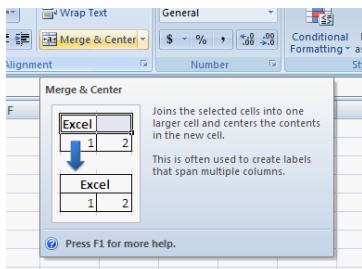


Microsoft Office 2007 Survival Guide



Compatibility Mode - document will work with all versions of Office

Office 2007 applications have all the features of the Office 2003 programs that you've been using but the interface (how you get to those features) has been completely changed. The other big change is in the formats of the files the programs create. We've set up our systems to stay with the older versions, but this is something that can cause confusion. As long as you see **[Compatibility Mode]** in the title bar at the top of the document window, you'll know that your document will work with both versions.

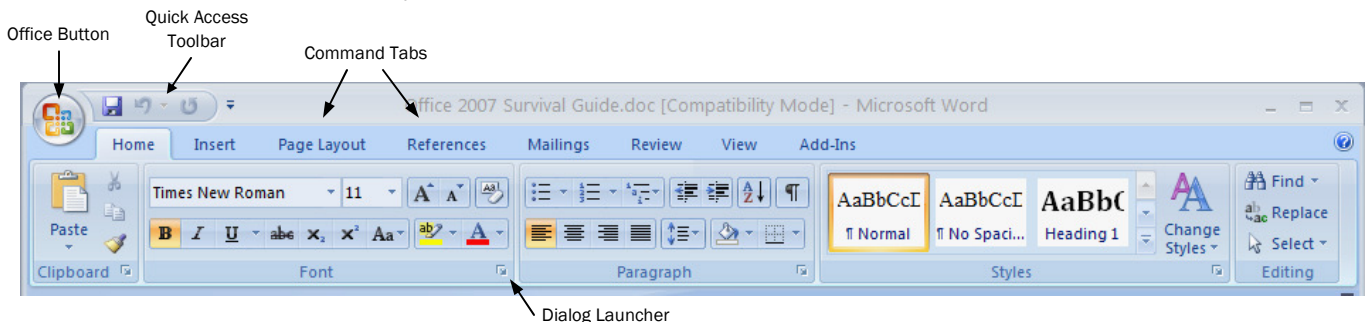



Hover with your mouse for help from a Super Tooltip

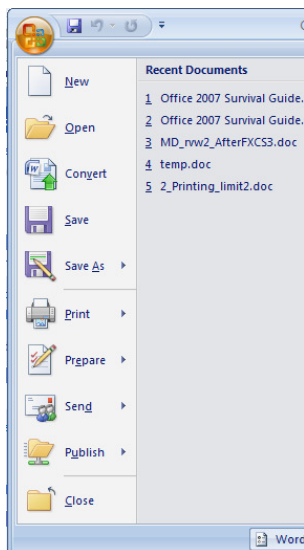
There are some new features that should be useful. This guide will help get you started. If you're used to using keyboard shortcuts (there's a short list at the end of this guide), you'll be happy to learn that none of those have changed. Also, if you let the cursor hover over a command icon for a moment, you'll see an explanation of what it does with an expanded *Super Tooltip*.

Where Are the Menus?

Office programs are now set up to look and act more like a web page and it has done away with all the long menus and sub-menus. Instead, you have what Microsoft is calling the *Ribbon* and the *Office Button*. At the top of the Ribbon are tabs like the ones you use to move around the PCC web site (and many others). Clicking on a tab (Microsoft refers to these as *Command Tabs*) reveals a set of related commands in the panel in the lower part of the Ribbon.



Some panels will have a small icon at the bottom right.  This *Dialog Launcher* will open up a traditional dialog box for the feature.



Office Button Menu (like the File menu)

The Office Button

The round *Office Button* at the top left takes the place of the File menu and is where you go to **Open**, **Save** and **Print** your document. If you see a triangle ► beside the listed item, more option will appear (like a sub-menu) when you click on it. The *Office Button* appears in all the new *Office* programs. The menu includes a couple of new entries:

- **Convert** will either change the document to the new Office format or convert it back to the 2003 format.
- **Prepare** mostly contains security options for the document, but also has a useful tool for checking your file for features that won't work on earlier versions of Office (the *Compatibility Checker*).

Quick Access Toolbar (beside the Office Button)

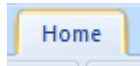


The Quick Access Toolbar

Just to the right of the Office Button is a group of icons for some commonly used commands, including **Save**, **Undo** and **Redo/Repeat Command** (a circular arrow). The triangle ▼ beside the icons will let you add more commands to the toolbar.

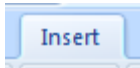
Command Tabs

Most of the Command Tabs will be different for each program in the *Office* suite, but there are four that appear in each one:



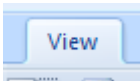
Home

This is where you'll be when you open a new document. In general, it takes the place of the **Edit** and **Format** menus. This is where you'll find editing commands like **Copy**, **Cut** and **Paste** on the left of the Ribbon and **Find**, **Replace** and **Select** on the right. The other panels include the most-used commands for the program being used.



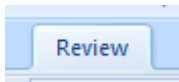
Insert

Exactly what this tab can insert depends on the program you're using, but this is where you will insert things like **Clip Art** and **Pictures**, **Headers**, **Footers** and **Symbols**. In some cases, you can insert formatting elements like **Page Breaks** in this tab. In some cases, items that you would expect to "insert" like **Footnotes** and **Citations** in *Word* or **Formulas** in *Excel* appear in tabs of their own. (In the case of *Word*, you'd use the *References* tab.)



View

As you can imagine, this tab presents you with options for viewing your document and working with document windows.

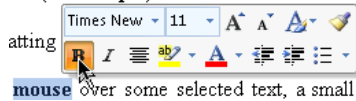


Review

This is a new category made up of several older features combining **Spelling** and **Grammar** checking with features that add **Comments**, **Track Changes** and **Compare Documents**.

Some Useful (and simple) New Features

Useful (and simple) New Features

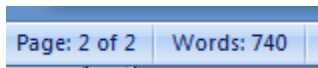


Text Formatting Pop-ups (all programs)

When you mouse over some selected text, a small box will appear that lets you change its Style and Font.

Context-based Commands (all programs)

In many cases, the commands that appear in the Ribbon will automatically change based on what you have selected in the document. For example, if you click on a shape or a graphic in *Word*, the Shape or Picture formatting tools will appear in the Ribbon.



Word Count (*Word*)

Word constantly displays the word-count of the document you're editing in the status bar at the bottom of the window.

Some Useful Keyboard Shortcuts - A to Z (all Office programs)

Select All	Ctrl-A	Open Document	Ctrl-O
Make Bold	Ctrl-B	Print Document	Ctrl-P
Copy	Ctrl-C	Save Document	Ctrl-S
Find/Replace	Ctrl-F	<u>Underline</u>	Ctrl-U
Go to Page	Ctrl-G	Paste	Ctrl-V
Go to Top of Document	Ctrl-Home	Close Window	Ctrl-W
Go to End of Document	Ctrl-End	Cut	Ctrl-X
Make <i>Italic</i>	Ctrl-I	Undo	Ctrl-Z
New Document	Ctrl-N		