

Introduction to Microsoft 2007 Office

Introduction

Welcome to the “new world” of Microsoft 2007 Office. As you may have heard, 2007 Office is a major change from previous Office versions. If you are new to Microsoft Office you will find 2007 very intuitive. When you click on “something,” like an image, text, or spreadsheet area, special Ribbons, customized to your selection, will appear to assist you.

For this reason, we are creating an introduction 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 familiarize you with these common features. Then we’ll show you some of the unique Ribbons, Tabs and Groups of each application.

If you have 2007 Office installed on your computer here are a couple of hints on how we’ll proceed.

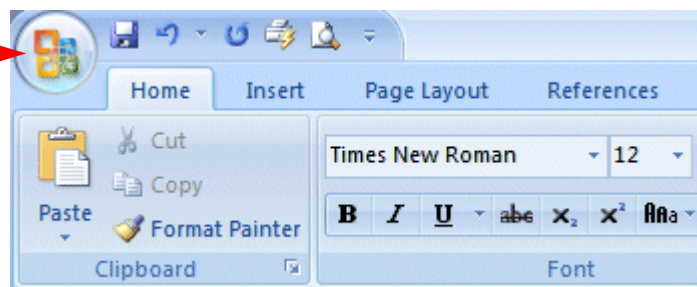
To open an application, **Double click quickly** on the **application** icon (Word, PowerPoint, Excel, etc.) on the **Windows desktop**. Or, **click** the **Start** button, in the **lower left corner** of the screen, then **click All Programs**, move the cursor over **Microsoft Office** and select the application you desire.

In this tutorial, when we indicate that you need to **click a mouse button**, it will mean to **click the left mouse button** – unless we indicate that you should click the **RIGHT** mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

The Microsoft Office Button

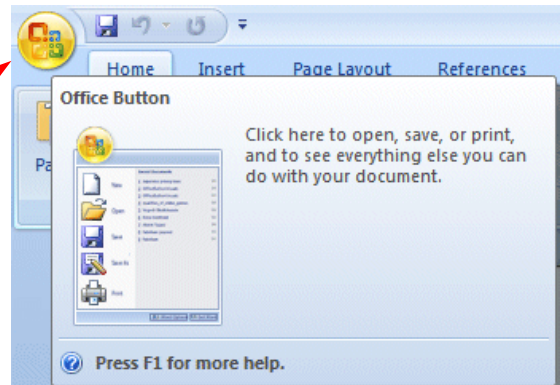
We’ll use **Microsoft Word 2007** for our initial illustrations of Ribbon, Tab and Group examples.

The first thing you’ll notice, when you open a 2007 Office application is that there is no longer a File choice in the Menu Bar. The arrow above points to the **Microsoft Office Button** – which replaces File.



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

Click the **Microsoft Office button**.



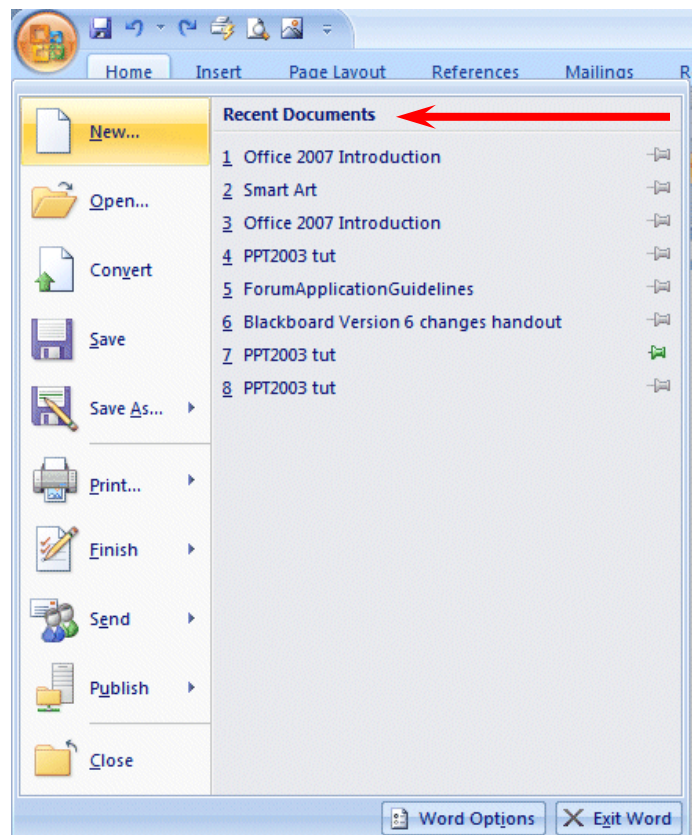
When you **click** the **Microsoft Office button**, it will turn orange and a **“File like” menu will appear** (similar to the image on the right).

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.

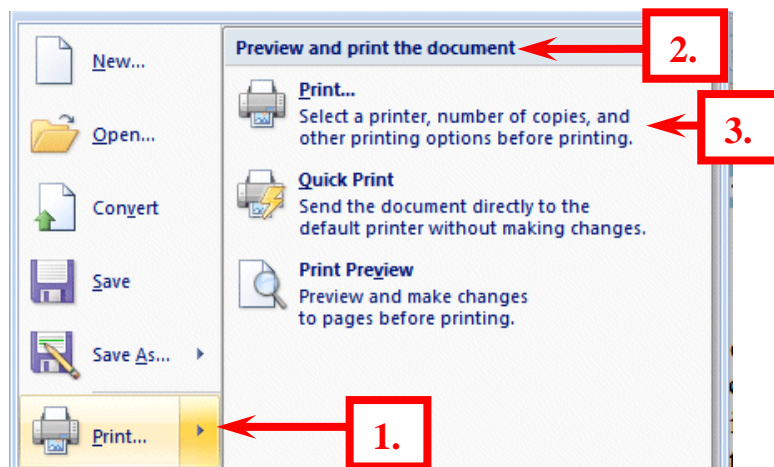
On the **right side of the Microsoft Office Button menu screen** you will see your most recently used files – **Recent Documents** (see arrow above on right).

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

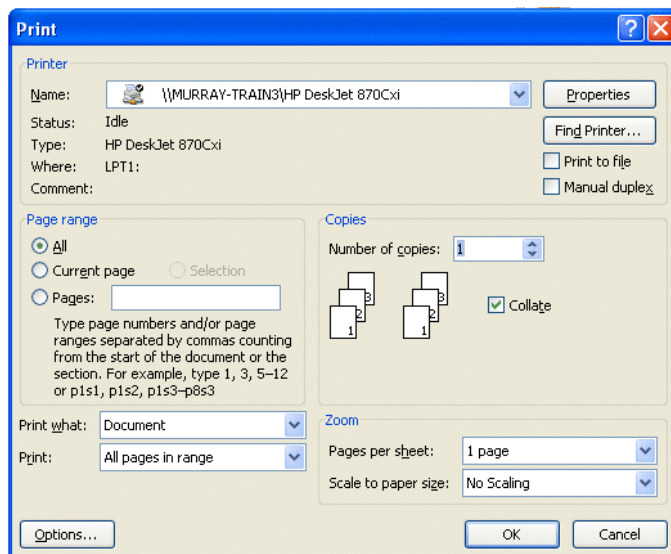


Move your cursor over the arrow to the right of the Print button (1.), a menu of print choices will appear on the right – under Preview and print the document (2.) (image on right).

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

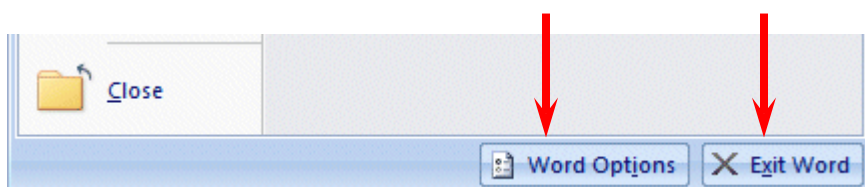


A standard Print Menu screen will appear.



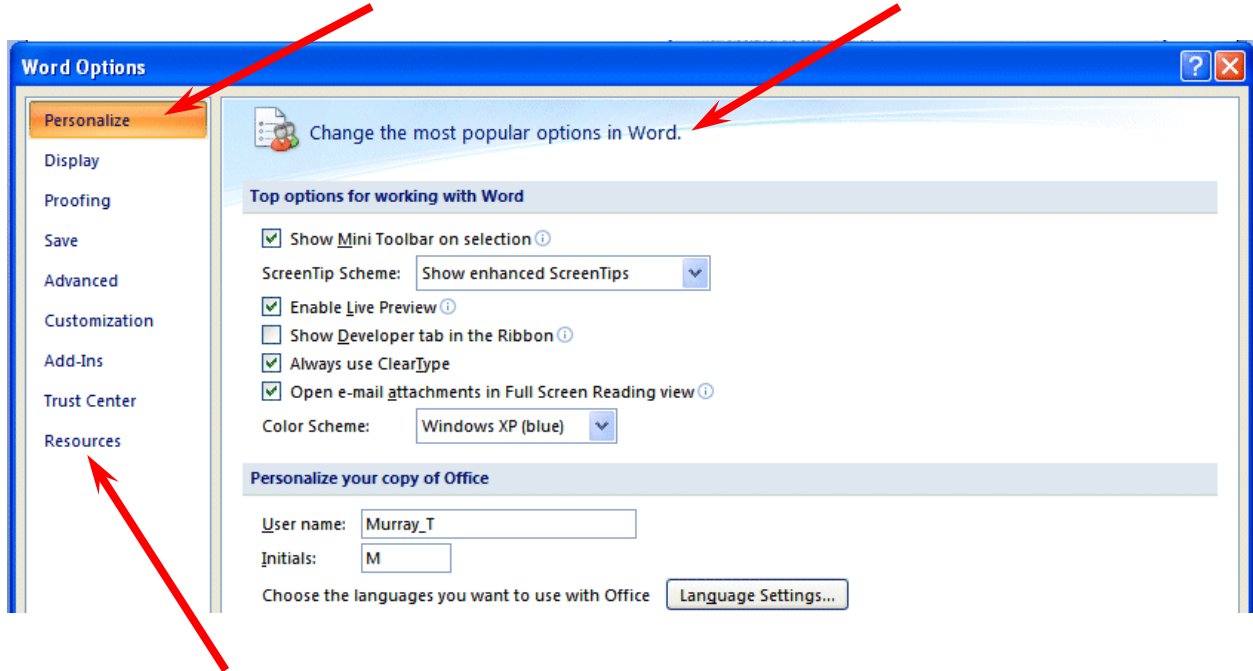
It is suggested that you spend a few minutes clicking the various choices in the Microsoft Office Button menu screen to familiarize yourself with what they do.

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.



The last choice – **Resources** – furnishes a lot of online resources for the application which you are using. We **clicked the Microsoft Word Resources text link** and the **image below** appeared.



Notice all of the useful online resources available to you.

Quick Access Toolbar

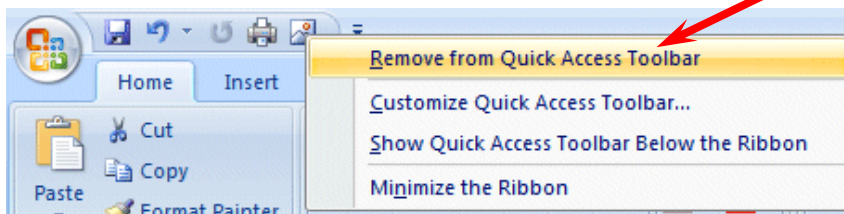
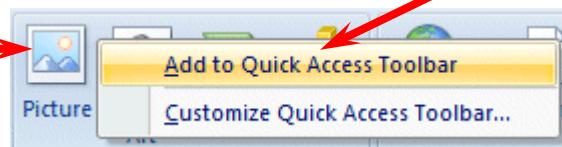


In the **upper left corner** – to the right of the Microsoft Office Button - you will see an area called the **Quick Access Toolbar** (image on left). This area is quite handy as it currently contains several of the most used buttons in Office applications – Save, Undo, Redo, Print and Print Preview.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

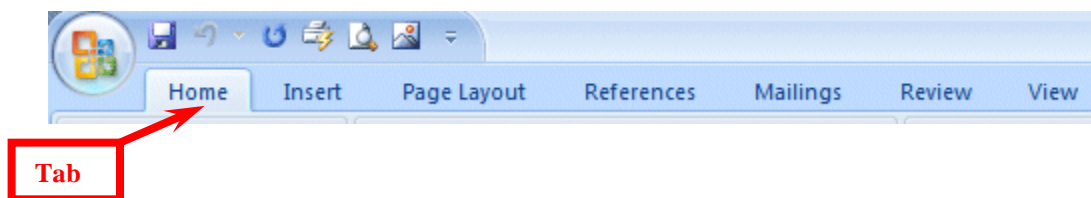


To remove buttons from the Quick Access Toolbar just **RIGHT click** on the button you desire to remove and **choose Remove from Quick Access Toolbar**.

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.

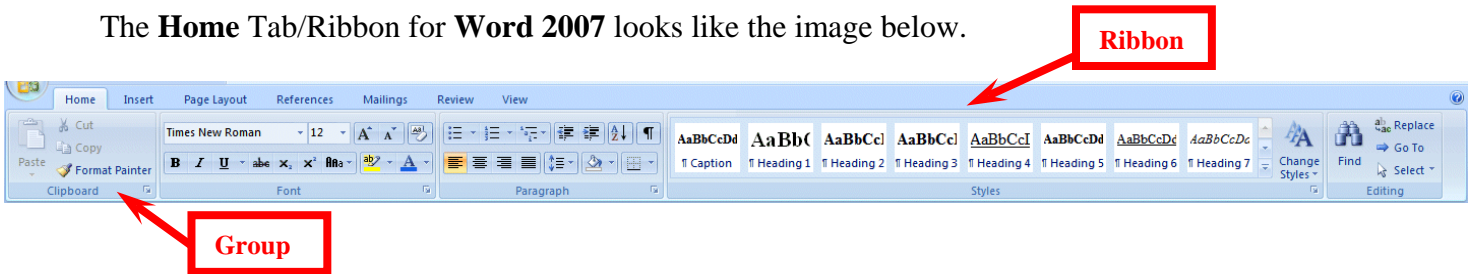
Tabs



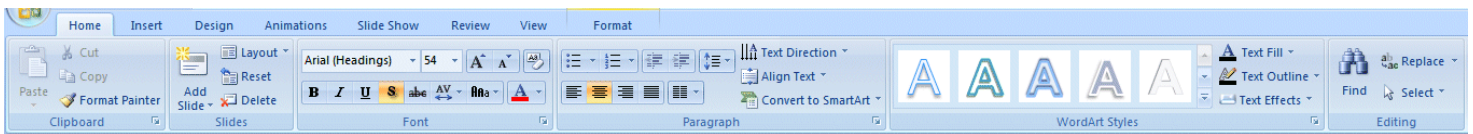
Below the **Microsoft Office Button** and **Quick Access Toolbar** we see a series of **Tabs/Ribbons**.

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.

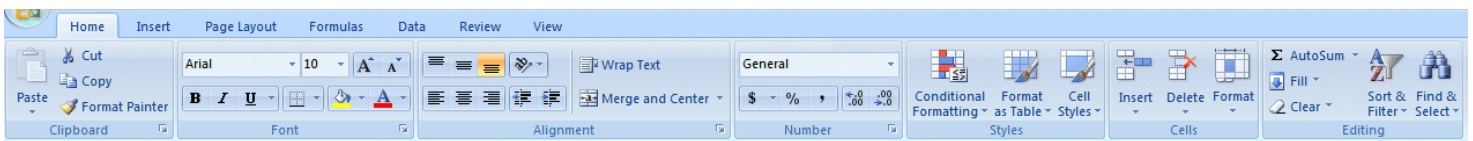
The **Home** Tab/Ribbon for **Word 2007** looks like the image below.



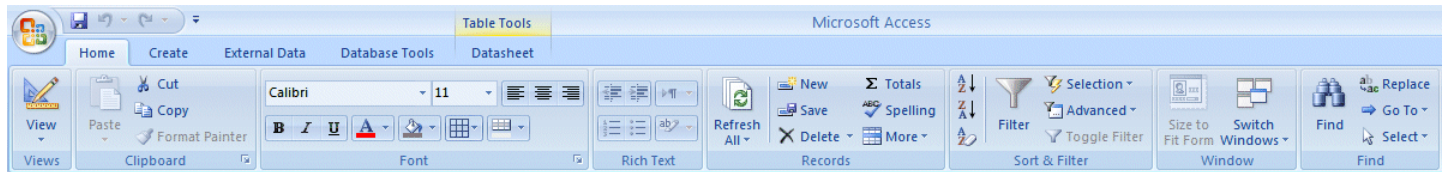
The **Home** Tab/Ribbon for **PowerPoint 2007** looks like the image below.



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



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

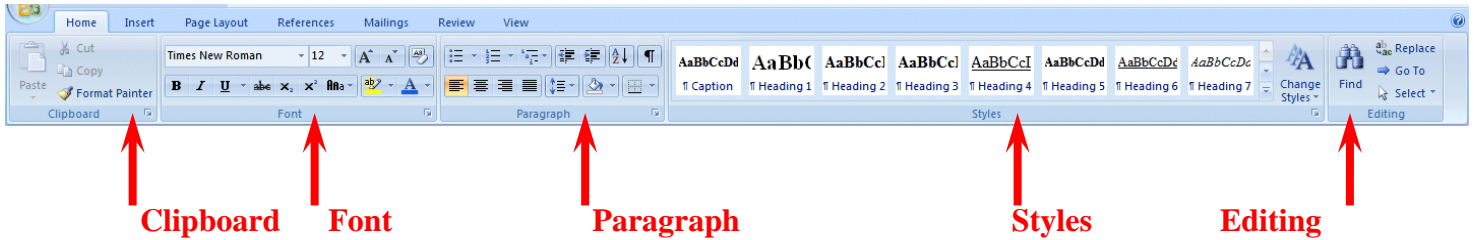


You'll quickly notice that the **Home Tab/Ribbon** for each application shows the **Clipboard** as the **left "Group"** (except in Access) In Word and Excel, the Font Tab/Ribbon is to the right, but in PowerPoint, because working with slides is paramount, the Slides Tab/Ribbon comes next. If you have 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**.

The first **Group** on the **Word Home Tab** is **Clipboard**. To open a **Group** you **move your cursor over the little down pointing arrow in the lower right corner of a group**.

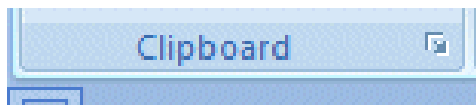
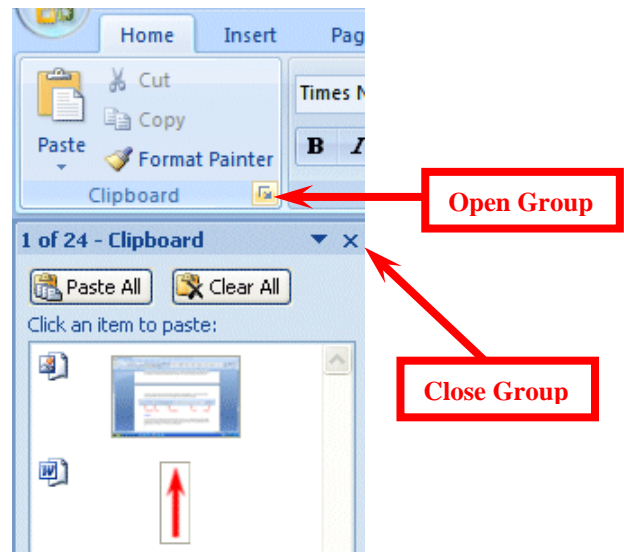


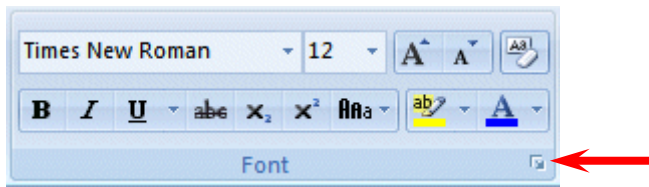
image below.

This arrow is **enlarged** in the



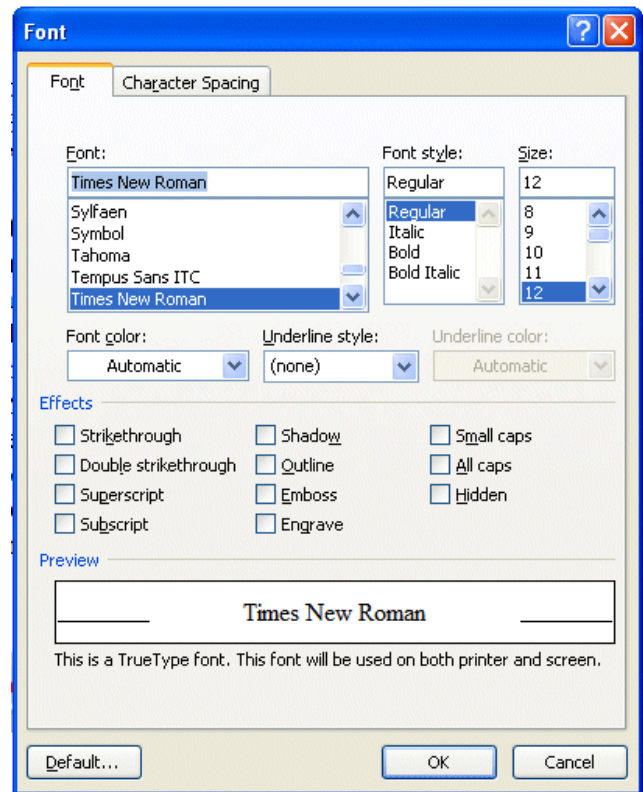
When you **click** this **arrow** the **image** on the **right** appears. Notice that the Clipboard appears on the left side of your screen and shows any text or images you've copied. To close this group, click the "X" in the upper right corner of the Group.

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 you learn more about 2007 Office. Many of the “tried and true” menu screens will appear in logical places.

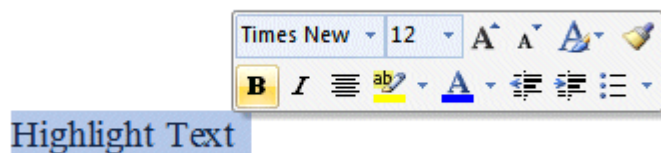


Select Text Mini Toolbar

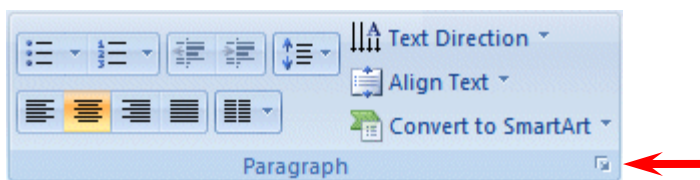
When you're working with text and fonts a really ingenious “**new thing**” occurs as you **highlight text** - a **Select Text Mini Toolbar** appears!

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.

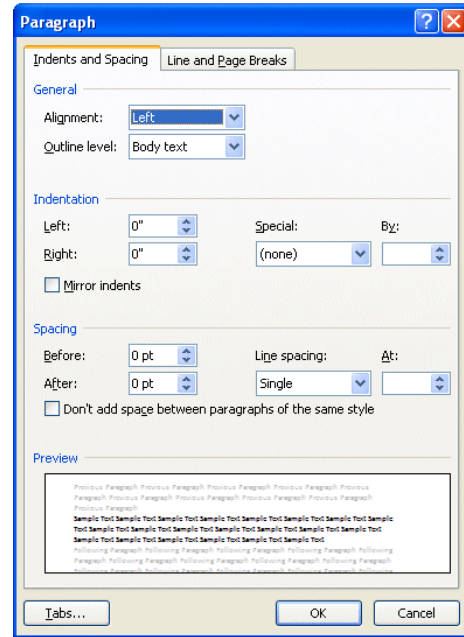


Paragraph



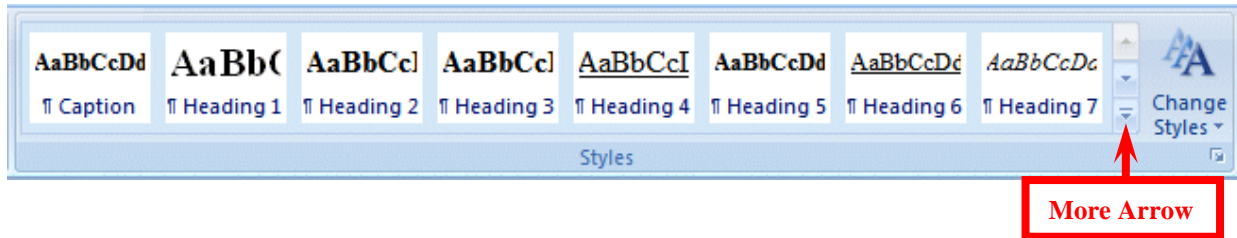
Notice in the **Paragraph Group** area (left) you again have the most used Paragraph features. However, if you **desire all of the paragraph features**, just **click the Open Group arrow to the right of Paragraph**.

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.



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.



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 selected this Style. Look how the text now appears!

WE'RE GOING TO HIGHLIGHT THIS TEXT - STYLES GROUP. WHEN THE GROUP IS OPEN, SEE, IN THE IMAGES BELOW, THAT THE ENTIRE



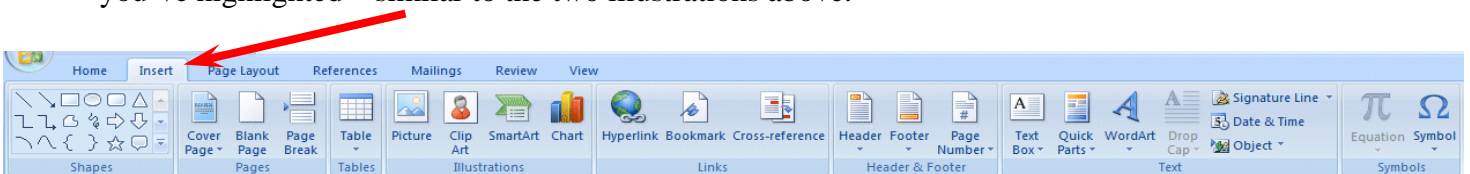
And another.....

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!



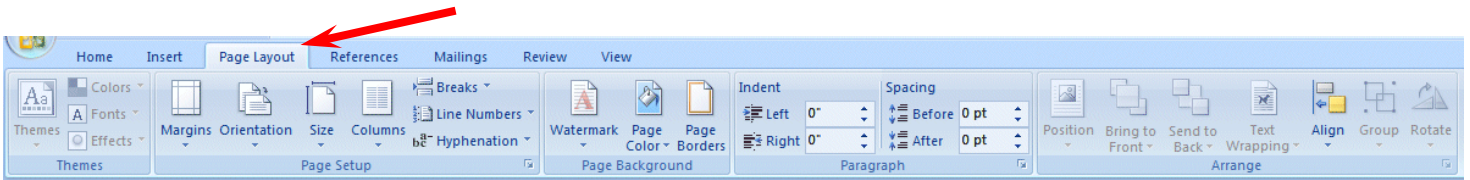
Other Tabs/Ribbons –

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.

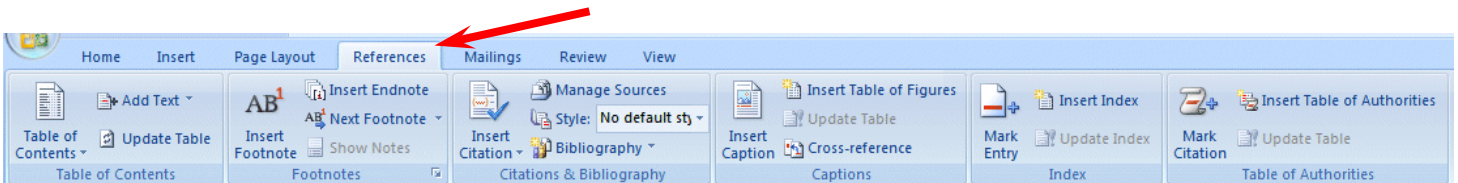


It is **suggested** that you **click the Tabs/Ribbons** in **each application** you'll be using to get a “feel” for them.

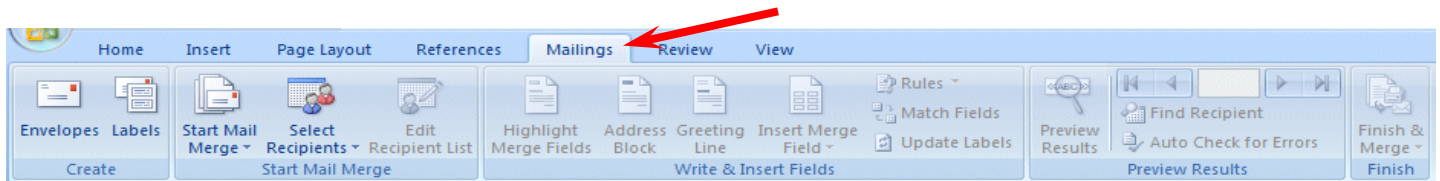
The **Page Layout Tab/Ribbon** also has logical selections – Themes, Page Setup, Page Background, Paragraph and Arrange.



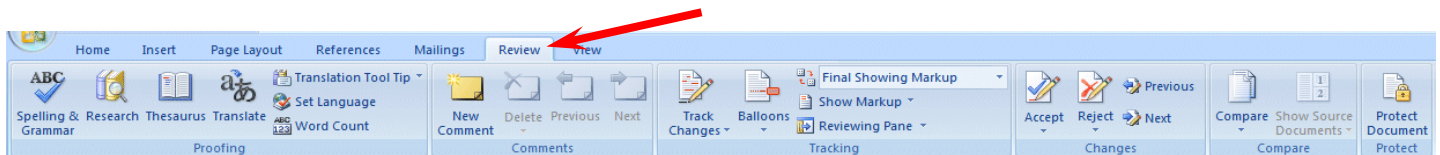
The **References Tab/Ribbon** will really come in **handy** for those publishing **long documents, articles or books** – Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.



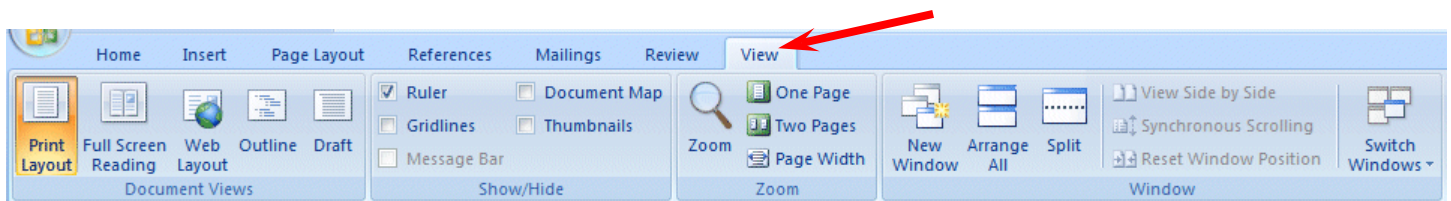
The **Mailings Tab/Ribbon** lets you work with Envelopes, Labels, Mail Merge, Fields and Preview. It includes Create, Start Mail Merge, Write and Insert Fields, Preview Results and Finish.



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



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

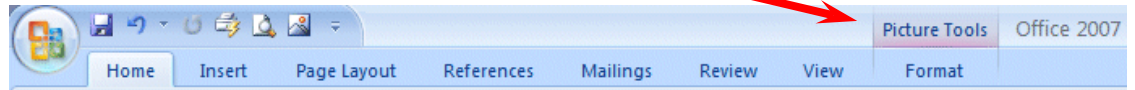


This gives you a “feel” for how the Tabs/Ribbons work in **Word 2007**. Again, **it would be prudent to look at the other 2007 Office applications you will be using - to get a similar sense for these new features.**

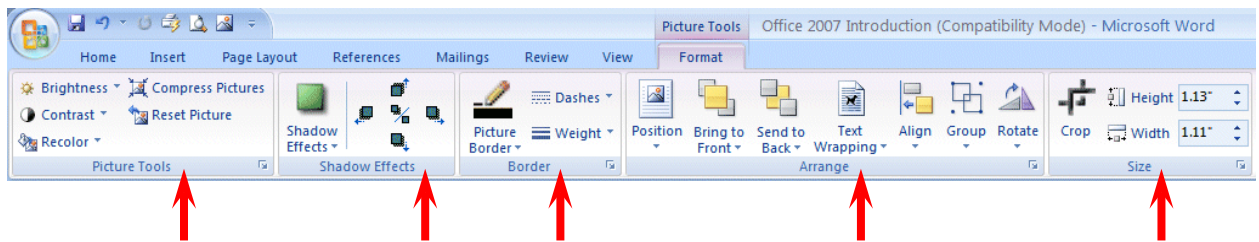
Now we’ll look at several other neat features of 2007 Office.

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**.

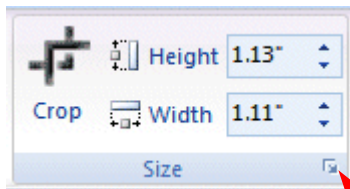


When you click the **Picture Tools Tab** (we're still in Word) the **Picture Tools Ribbon** below appears.

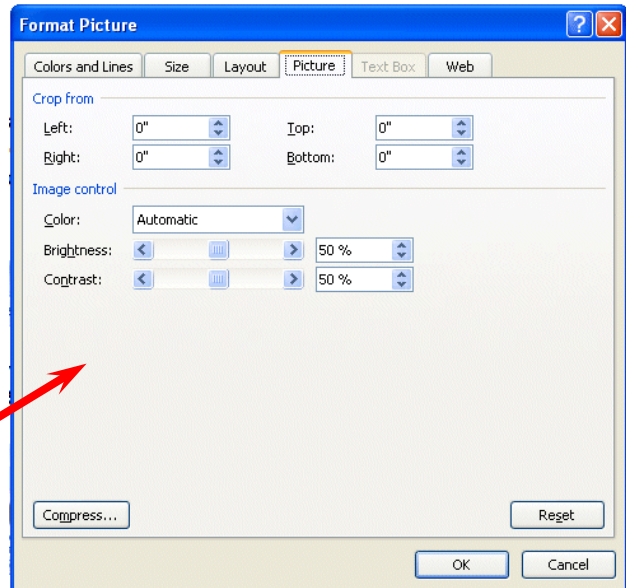


Notice, like the other Ribbons, that **Picture Tools** also has its own **Groups** – **Picture Tools**, **Shadow Effects**, **Border**, **Arrange**, and **Size**.

You can click the **Open Group** arrow at the lower right of some groups to see more of the Group.



We clicked the **Open Group** arrow on the **Size Group** and the **Format Picture Menu** Screen appeared.



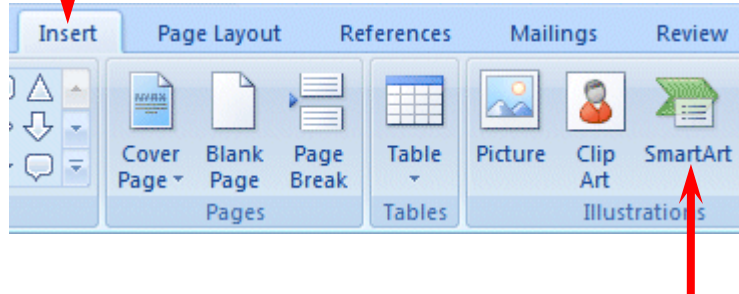
If we are in **PowerPoint** – and click an image – **Picture Tools** becomes available. The image below shows that there are different selections since we are now using PowerPoint.



SmartArt

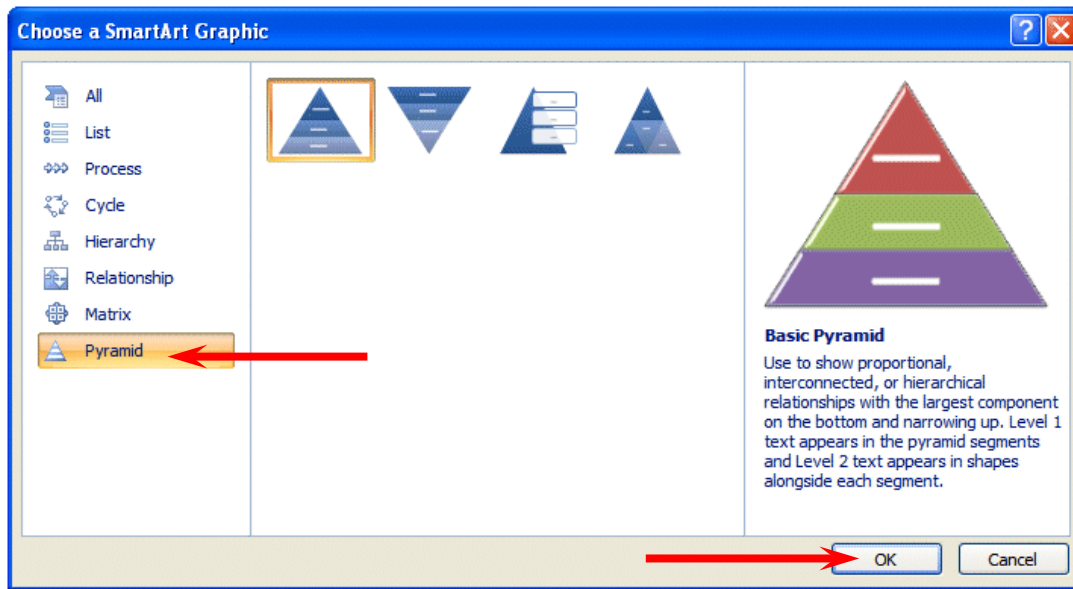
In the **Insert Ribbon/Tab** at the bottom of Page 10 there is a new selection that improves on the “old” Drawing Toolbar – especially **SmartArt**. SmartArt is a part of **Word, Excel and PowerPoint**.

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.



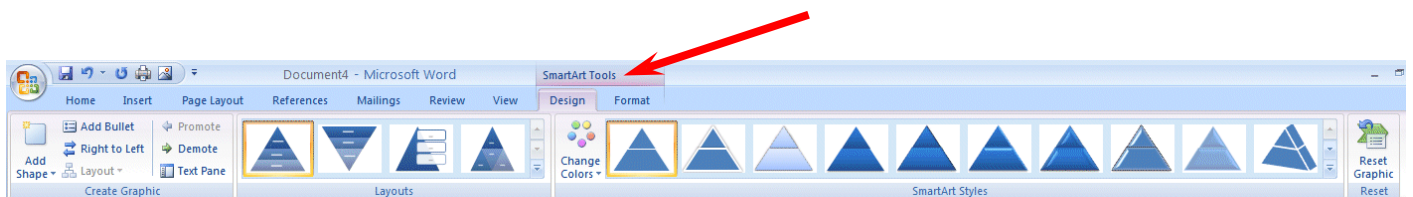
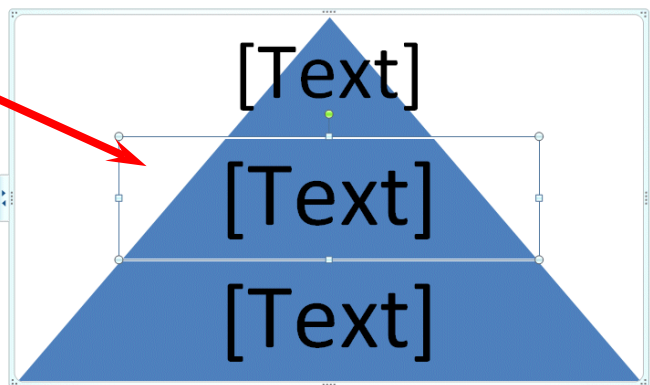
If you have used SmartArt in the past, you’ll quickly see that it has been **greatly enhanced**.

We’ll **click** on the **Pyramid** and then click the **OK** button.



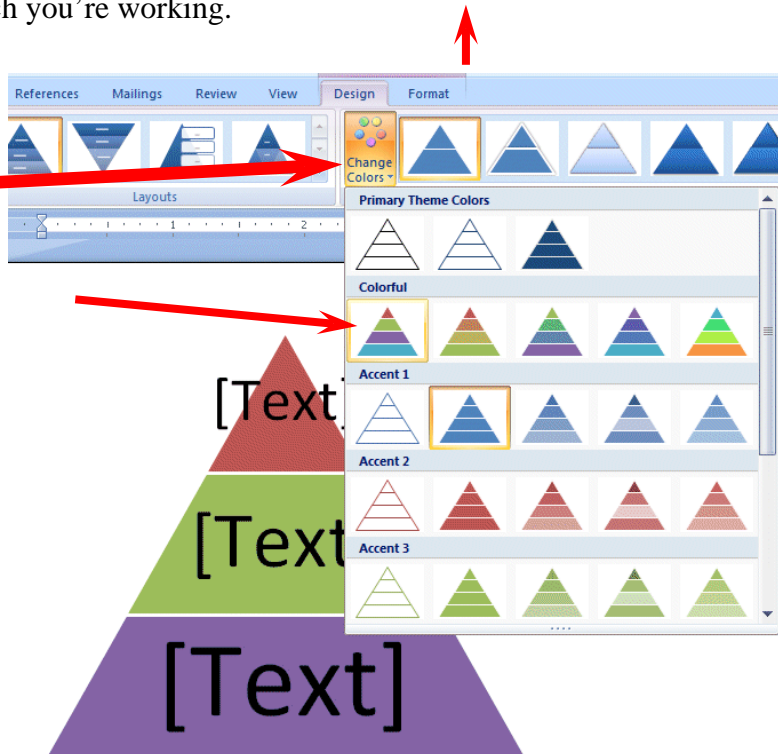
A Pyramid Diagram, similar to the one on the right, will appear. Now it gets **exciting!**

When you **click** the **Pyramid** you’ll **notice** a new **SmartArt Tools Ribbon/Tab** appears (top of next page).



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

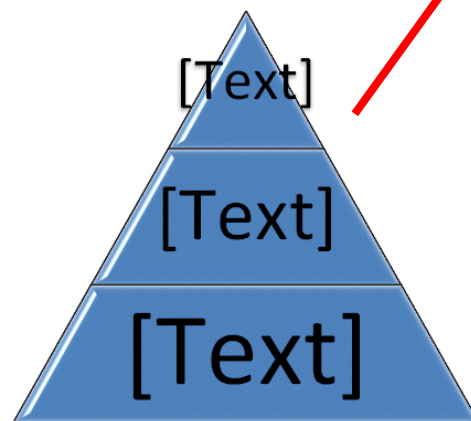
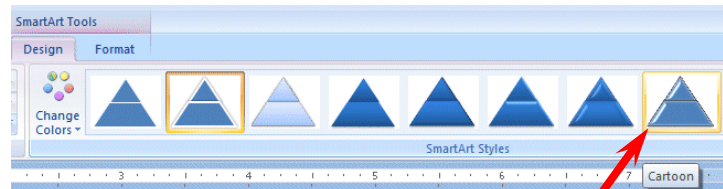
If you **click** the **Change Colors** button in the **SmartArt Styles Group** an **image** like the one the **right** will appear. As you **move your cursor arrow over the Primary Theme Colors**, you'll see that the **Pyramid changes** to that **color**. We chose the one you see marked by the **arrow on the right**. Our Pyramid now has this shading!



If you now **move your cursor arrow over one of the images in SmartArt Styles** you'll see an image similar to the one on the right.

Comparable to the Text Styles on Page 10, you can see how 2007 Office is enhanced to assist you with these great previews.

We'll work with these in the individual 2007 Office tutorials.

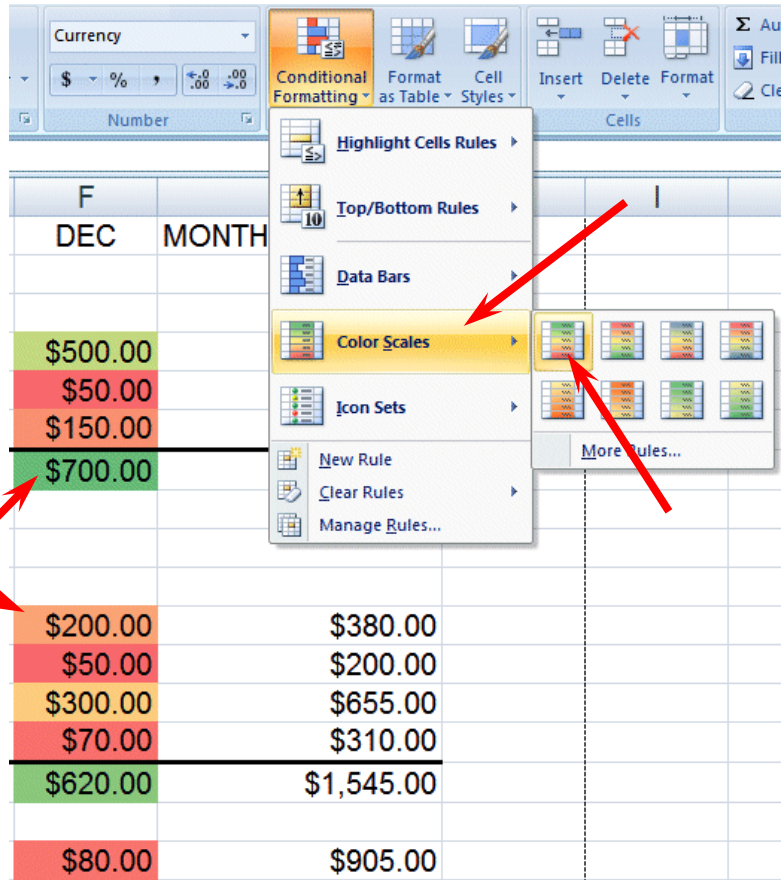


Other Ribbons/Tabs/Tools

Excel

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

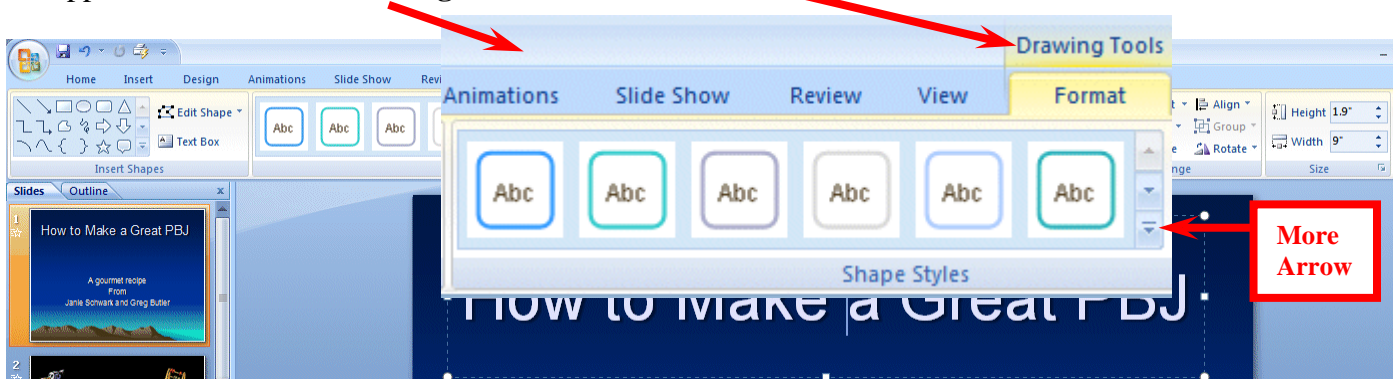
In the image on the right we opened the spreadsheet developed with the Excel 2007 tutorial. We highlighted the December column and then clicked Conditional Formatting. The drop down menu you see on the right appeared. We then clicked Color Scales and, when the area to the right of Color Scales appeared, 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!

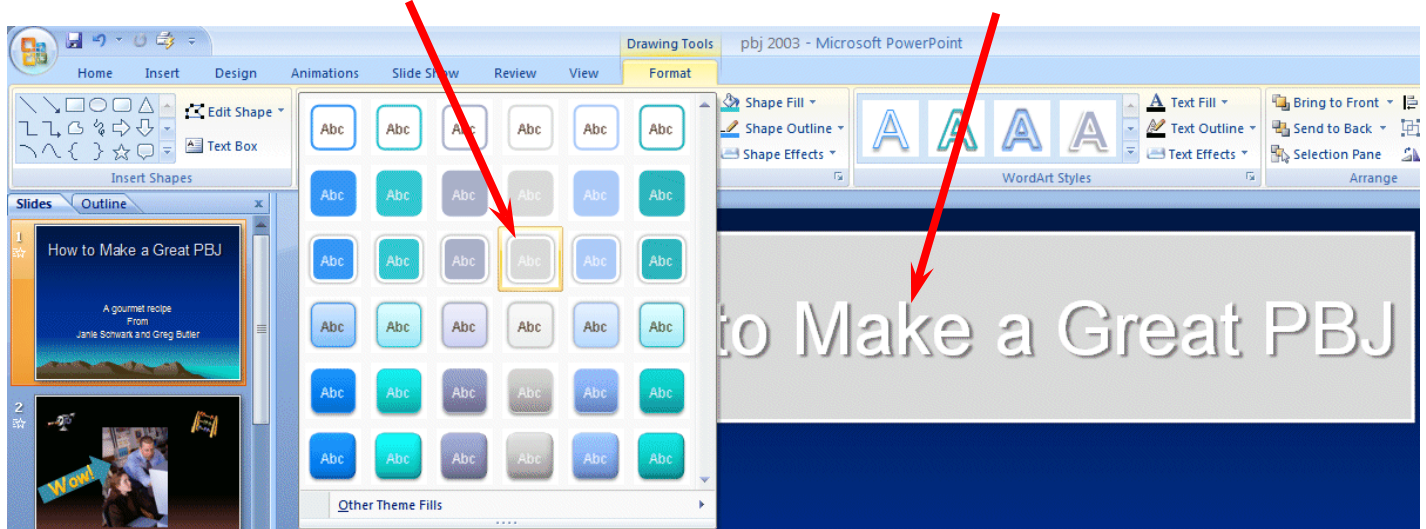
PowerPoint

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.

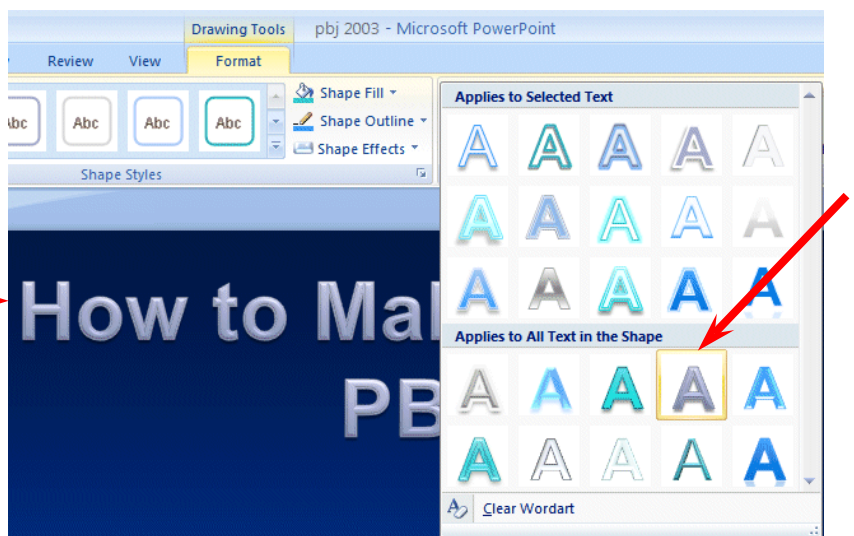
As with other Tools Tabs/Ribbons, when you **move your cursor arrow over a selection** in the Format area – **a preview of how your text will look with that selection appears**. We chose the one marked by the **arrow below** and our **title looks like** the one on the **right** of the image.



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.



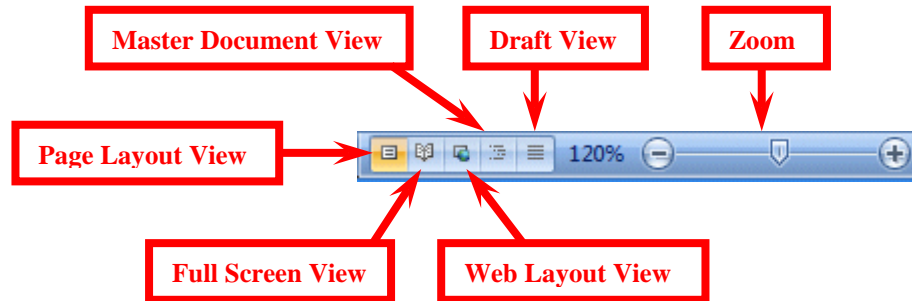
We'll work with these Styles, and more, in the PowerPoint tutorial.

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.

Word

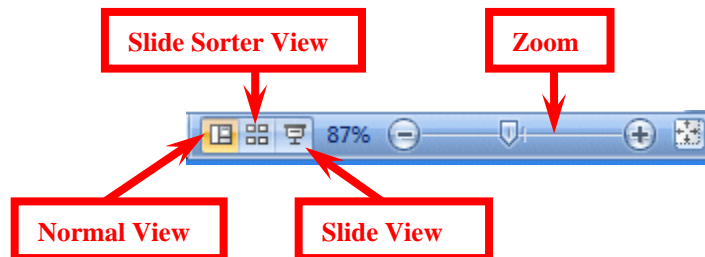
The image on the right is the **Word View Toolbar** (located on the bottom right of the Word screen).



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

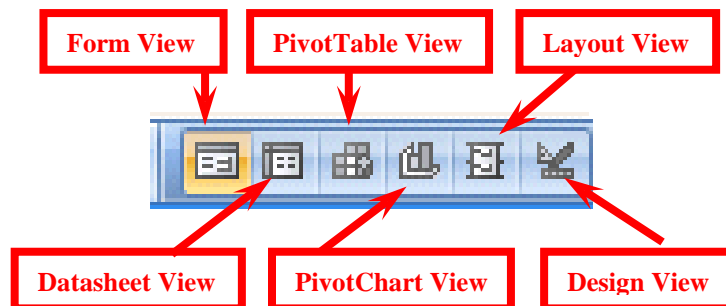
PowerPoint

The **PowerPoint View Toolbar** looks similar to the image on the right.



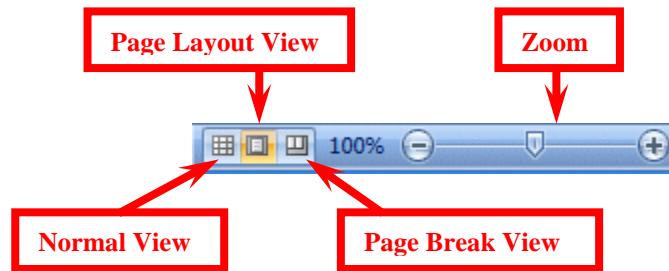
Access

The **Access View Toolbar** looks similar to the image on the right.



Excel

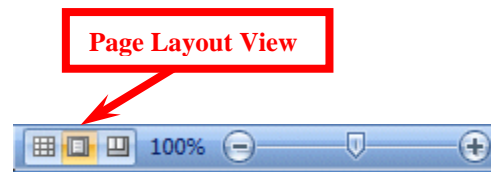
The **Excel View Toolbar** looks similar to the image on the right.



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**.

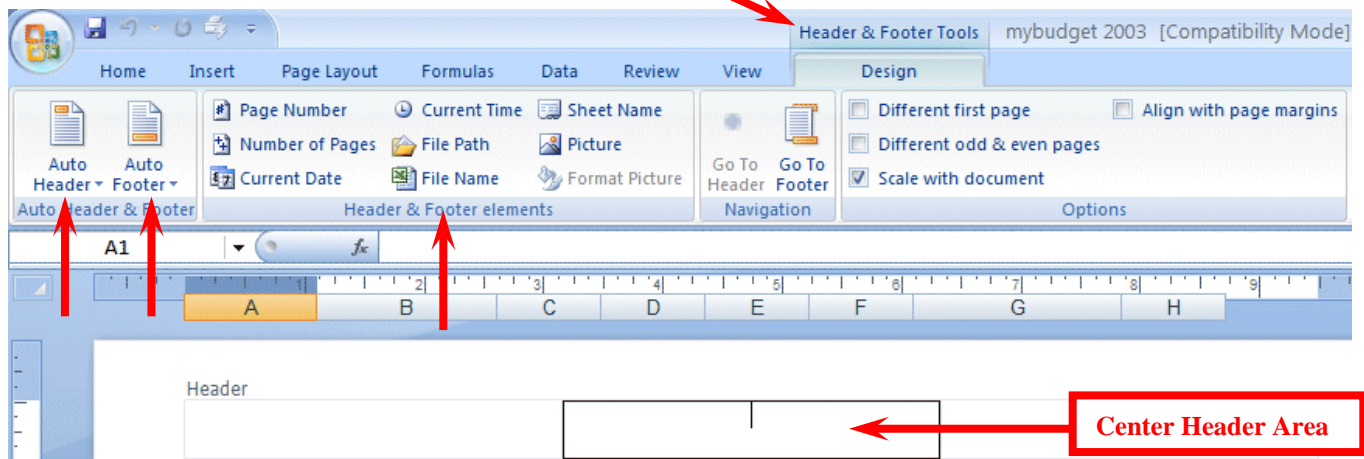


When you **click the Page Layout View button**, an image similar to the one below will appear. This view is **similar to Print Layout View in Word**. Now you have it in Excel! It's really great as it **not only gives you a "mini" print preview** of your spreadsheet, it **also allows you to work with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

The screenshot shows the Excel interface in Page Layout View. A red arrow points from the 'Page Layout View' callout in the previous image to the header area of the spreadsheet. The spreadsheet has a header row with columns for months and a 'MONTHLY TOTALS' column. The data rows show income from various sources.

		SEPT	OCT	NOV	DEC	MONTHLY TOTALS
INCOME						
Parents		\$400.00	\$300.00	\$300.00	\$500.00	\$1,500.00
Job		\$50.00	\$50.00	\$50.00	\$50.00	\$200.00
Investments		\$150.00	\$150.00	\$300.00	\$150.00	\$750.00
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

Microsoft Office Tutorials

In addition to this tutorial, other Office tutorials are available at:

<http://www.officetutorials.com>

This site is updated frequently with tutorial revisions as well as tutorials from a number of collegiate institutions. Please feel free to visit and download as you desire.

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:

murray.t@lynchburg.edu

Thank you for your patience and good luck.