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## Microsoft® Office 2007 Training

Making the Switch



### Goals for Today

- Introduce you to the look and feel of the new Office changes
- Start the conversation – What works? What might people struggle over?

## What about the new file formats?



- Word 2007
- Excel 2007
- PowerPoint 2007

- Compact Files
- Improved damaged-file recovery
- Easier detection of documents that contain macros
- Better privacy and more control over personal information
- Better integration and interoperability of business data

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## What about the new file formats?

### The new format in Word, Excel, and PowerPoint:

- For documents, workbooks, and presentations, the default file format now has an “x” on the end, representing the XML format. For example, in Word, a document is now saved by default with the extension .docx, rather than .doc.
- If you save a file as a template, the same applies: You get the template extension of old, with an “x” on the end; for example, .dotx in Word.
- If your file contains code or macros, you have to save it using the new macro-enabled file format. For a Word document, that translates into .docm; for a Word template, it’s .dotm.

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## What about the new file format in Access?

- **Version compatibility**

- When you use Access 2007 to open a database saved in Access 95 or Access 97, Access 2007 offers to upgrade it to the .accdb format.

- **Important:** You cannot open a database in .accdb file format with any version but Access 2007.

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## Working with files from earlier versions



- You may be the first in your group to get the 2007 Office system.
- Or you may work with departments that need to use Office documents saved in an earlier format.
- Don't worry, you can still share documents between the 2007 Office system and earlier versions of Office programs.

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## Working with files from earlier versions

- Here's how:
- You can open a file created in previous versions of Office programs, from 95 through 2003. Just open the file as usual.
  - After working with it in the 2007 version, you may want to save the file. By default, the **Save As** dialog box saves a file created in a previous version as that same version.
  - As you save, a Compatibility Checker will let you know of any new features added to the file that may be disabled, or matched as closely as possible.

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## Working with files from older versions

- **Old files stay old unless you choose otherwise.**
  - Excel will save an older file in its original format unless you specify otherwise. For example, if it started in Excel 2003, Excel 2007 saves it in 2003 format by default.
- **Newer features warn you if you save a file as older.**
  - When you save a file in a previous version's format, and the 2007 features you used are not compatible with the previous version, a Compatibility Checker tells you so.

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## Working with files from earlier versions

- Word, Excel, or PowerPoint versions 2000 through 2003 (with the latest patches and service packs) can open 2007 files.
- When they open your document, will be asked if they want to **download a converter**
- Converter requires all high-Priority updates from [Microsoft Update](#) before downloading the Compatibility Pack

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## What about the new file format in Access?



- The new file format in Access 2007, .accdb, supports new product features.

- For example, Access supports the attachment data type—which lets you store documents and files as compressed attachments in your database—and multivalued fields.

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## What about the new file format in Access?

- **Version compatibility**
- When you create a new database in Access 2007, the database automatically uses the new .accdb format.
  - Earlier versions of Access use the .mdb file format. You can open and work with .mdb files in Access 2007, if those files were saved in Access 2003, Access 2002, or Access 2000.
  - However, the new features in Access 2007 will not work for .mdb files. If you want to use the new features, use **Save As** to convert the database to the .accdb format.

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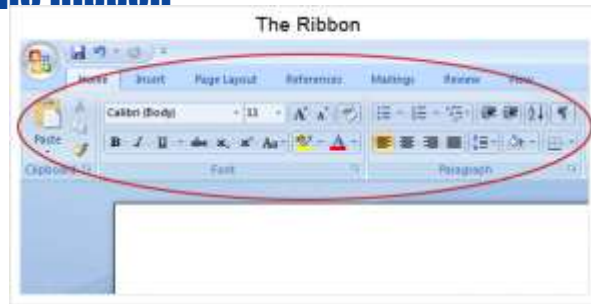
## Overview: A new look to familiar programs

- When you open a 2007 Microsoft Office system program, you'll see a lot that's familiar. But you'll also notice a new look at the top of the window.
- Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.
- This presentation introduces you to the Ribbon and other new ways to make better documents, faster.

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## The Ribbon



- With the Ribbon, commands and other tools you need are now exposed and more readily available.

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## What's on the Ribbon?



- The three parts of the Ribbon are **tabs**, **groups**, and **commands**.

- ① **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- ② **Groups** are sets of related commands. They remain on display and readily available, giving you rich visual aids.
- ③ **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.

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## What's on the Ribbon?



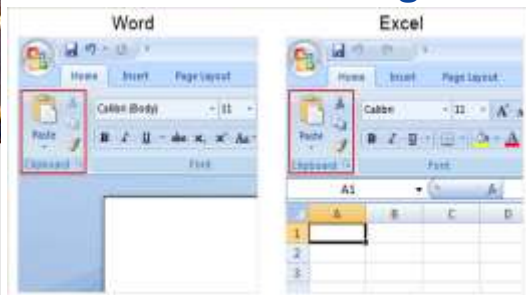
- How do you get started?
- Begin with the first tab.

- In Word 2007, for example, that's the **Home** tab.
- It's got the commands that people use most commonly when they write documents: font formatting commands (**Font** group), paragraph options (**Paragraph** group), and text styles (**Styles** group).

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## How commands are organized



- Commands are organized by how they're used.

- Frequently used core commands no longer have to share space with a range of remotely related commands on a menu or toolbar.
- They're the ones that get used, and so now they're the ones most prominently featured.

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## More about commands



- Commands you use most are available on the Ribbon all the time.
  - Others appear only when you need them, in response to an action you take.
- 
- For example, the **Picture Tools** in Word appear on the Ribbon when you insert a picture, and they go away when you're done. The Ribbon responds to your action.
  - So don't worry if you don't see *all* the commands at all times. Take the first steps, and what you need will appear.

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## More options if you need them



- Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.
- This means more options are available for the group.

- For example, to get to a less commonly used font option in PowerPoint® 2007:

On the **Home** tab, click the arrow in the **Font** group.

The **Font** dialog box opens, with the full selection of font commands.

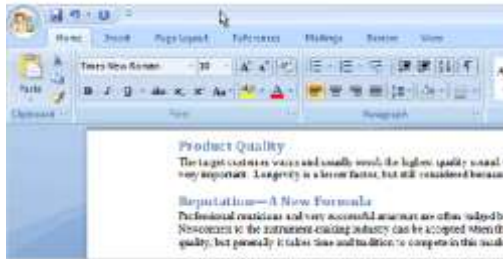
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## Preview before you select



- Are you familiar with the try-undo-try cycle?
- You make a change, it's not what you want, and so you undo and keep trying until you get what you had in mind.

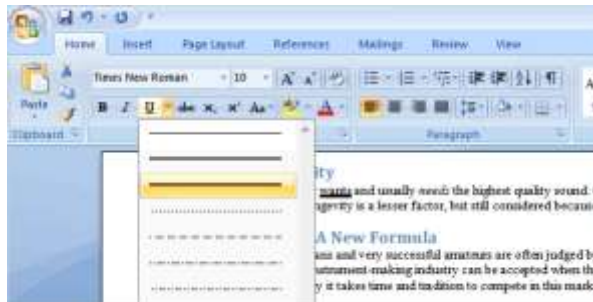
Animation: Right-click, and click **Play**.

- Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

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## Preview before you select

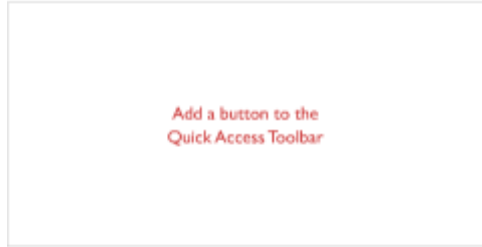


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## Put commands on your own toolbar



- Do you often use commands that aren't as quickly available as you'd like?
- You can easily add them to the **Quick Access Toolbar**.

Animation: Right-click, and click **Play**.

- Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

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## Put commands on your own toolbar



- Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

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## Working with different screen resolutions



- Everything described so far applies if your screen is set to high resolution and the program window is maximized.
- If not, things look different.

- **Low resolution:** If your screen is set to a low resolution, a few groups on the Ribbon will display the group name only, not the commands in the group. Click the arrow on the group button to display the commands.

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## Working with different screen resolutions



- **Screen not maximized:** Some groups will display only the group names.
- **Tablet PCs:** On those with smaller screens, the Ribbon adjusts to show smaller versions of tabs and groups.


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## Answers to critical questions



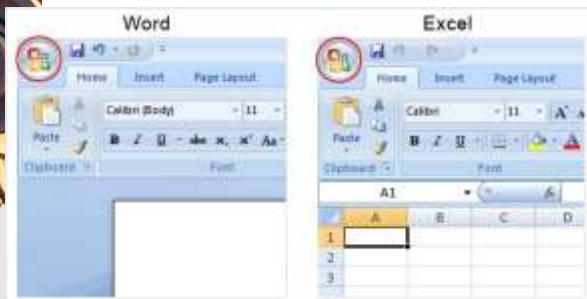
- Now it's time to look beyond the Ribbon and see what else is new.

- The Microsoft Office Button  is new, as are new keyboard shortcuts and new file formats for Word, Excel, PowerPoint, and Access 2007.
- In this lesson, you'll find out how to work with some of the new options.

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## What happened to the File menu?



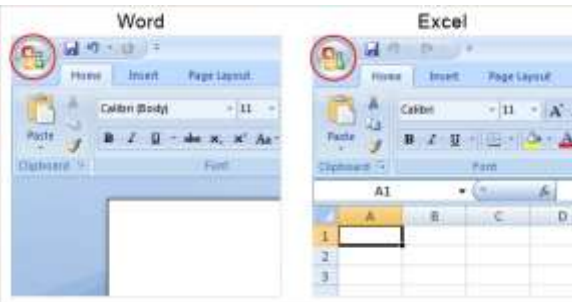
- The Microsoft **Office Button**  appears in the upper-left corner of the window in several Microsoft Office programs, such as Word and Excel.

- But the button offers more commands than the **File** menu did.

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## What happened to the File menu?



The **Microsoft Office Button** also leads you to the program settings that control things like your preferences for correcting spelling.

- In previous versions of Office programs you could set options in the **Options** dialog box, which you opened through the **Tools** menu.
- Many of those options can now be found when you click the **Microsoft Office Button**.



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## Where do I start a blank document?



- When you create a new document, workbook, presentation, or database, you'll get a full, colorful window to help you begin.

- You can start with a blank or existing file, as you're accustomed to doing.
- Or to jump-start your authoring work, look on the left. Under **Microsoft Office Online**, click **Featured**, and choose from the catalog of links to online templates and training courses.



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## How do I Print

3. Click the Office Button, then click **Print**.



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## What about favorite keyboard shortcuts?



▪ If you rely on the keyboard more than the mouse, you'll want to know that the Ribbon design comes with new shortcuts.

- This change brings two big advantages over previous versions of Office programs:
  - There are shortcuts for every single button on the Ribbon.
  - Shortcuts often require fewer keys.

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## What about favorite keyboard shortcuts?



- The new shortcuts also have a new name: **Key Tips**.
- The picture shows an example of using Key Tips to remove a heading style in Word.

- ① Press ALT to make the Key Tips appear.
- ② Press H to select the **Home** tab.
- ③ Press E to select the **Clear Formatting** button in the **Font** group to remove the heading style.

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## What about favorite keyboard shortcuts?

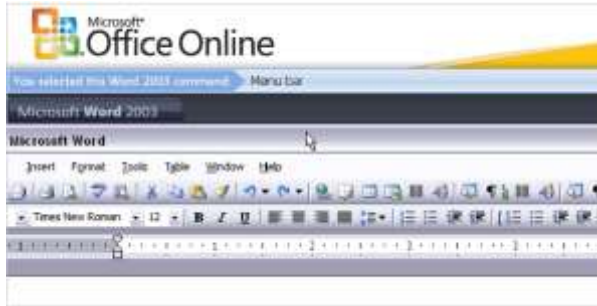
### What about the old keyboard shortcuts?

- Keyboard shortcuts of old that begin with CTRL are still intact, and you can use them as you always have.
- For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.

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## What if I can't find a command?

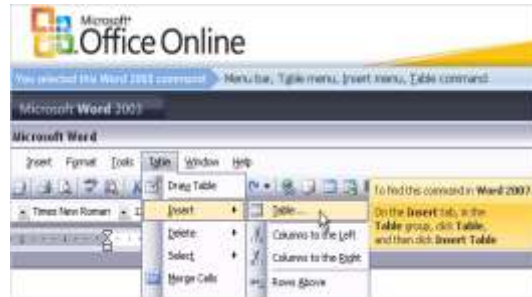


- If you can't find the command you're looking for, there's help.

Animation: Right-click, and click **Play**.

- For Word 2007, Excel 2007, and PowerPoint 2007, there's a visual, interactive reference guide to help you quickly learn where things are.

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## Quick Reference Card

- For a summary of the tasks covered in this course, view the [Quick Reference Card](#).
- Sales pitch at the end – come to any for more info on any specific application – website for more info