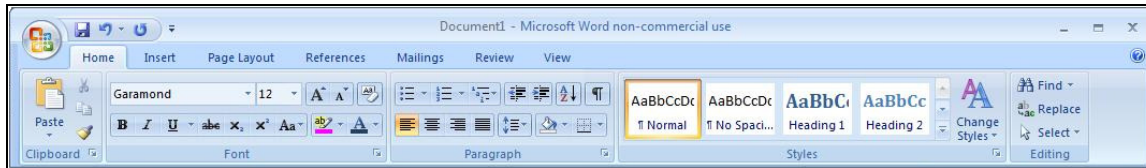


Using Microsoft Office 2007

The “Ribbon”

The most visible difference between Microsoft Office 2007 and previous versions is what Microsoft is calling the ribbon. Using a tabbed system, it separates tasks into groups.

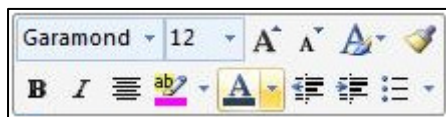


Where did the menu items go?

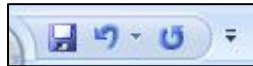
With the introduction of the ribbon, the menu bar has disappeared. The options that used to be in the menu bar have been redistributed into the ribbon or the new toolbars.

New Toolbars

The new toolbars are the “Mini Toolbar” and the “Quick Access Toolbar”.



The **Mini Toolbar** appears when text is highlighted and is transparent until the mouse pointer is over top of it. It contains basic formatting options, acting as a quicker, graphic version of the right mouse click.



The **Quick Access Toolbar** is located in the title bar and is the place where you find the most commonly used functions, like save, undo and redo. It is customizable.

Saving

Office 2007 has a new extension as well. Where previous versions have ended in .doc .xls .ppt these files are now .docx .xlsx and .pptx

This change indicates a less proprietary stance from Microsoft, as the extensions should be able to be opened by any text editor; it is a “free and open” format group. The “x” also indicates that the files are easier to be compressed so that the files should be smaller (it is associated with XML).

For now, if you wish to save in the previous format, all you need to do is click on



> Save As > Compatibility Mode.

Themes and Styles

Styles and themes have gained emphasis in Office 2007, from templates to easily customizable tables. Styles can be chosen from “Quick Styles” or created and saved for later. There are a lot of themes to choose from, and there are 28 more to download online!

For more information

Ask at the information desk, or check out some books at **005.5**.