Spring 2009 C&NS/HR Brown-Bag

# Microsoft Office 2007

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**C&NS**

**Spring/Summer '09**

# Agenda

- Do we need Office 2007?
- The New Office Interface
- New Formatting Tools
- File Compatibility
- Notable Changes and New Features
- Available Resources
- Rollout Plan

# Do we need Office 2007?

**Need?**

- Is there an administrative need?
  - No
- Is there an academic need?
  - Yes
- Is there a technical/support need?
  - Yes

**Obstacles**

- What are the main obstacles?
  - New Interface
  - Compatibility Issues
  - Minor Individual Program Changes and Enhancements

**Bottom line: Everyone will need to be trained!**

# Office 2007 Applications

**Included Applications:**

- Microsoft Office Word 2007
- Microsoft Office Excel 2007
- Microsoft Office PowerPoint 2007
- Microsoft Office Outlook 2007
- Microsoft Office Access 2007

**Additional New Applications:**

- Microsoft Office Groove 2007
- Microsoft Office InfoPath 2007
- Microsoft Office OneNote 2007
- Microsoft Office Publisher 2007

# Office 2003 Review

# POP QUIZ!

# Office 2007 Main Concepts

- User Interface
  - Office Button, Ribbon, Quick Access Toolbar, Status Bar
  - On-Demand Tools
    - Contextual Tabs
    - The Mini Toolbar
  - New Features
    - Galleries
    - Live Preview
  - Help
  - Program Options
- Saving and File Compatibility
  - Notable Changes and New Features
  - Resources

# The New User Interface

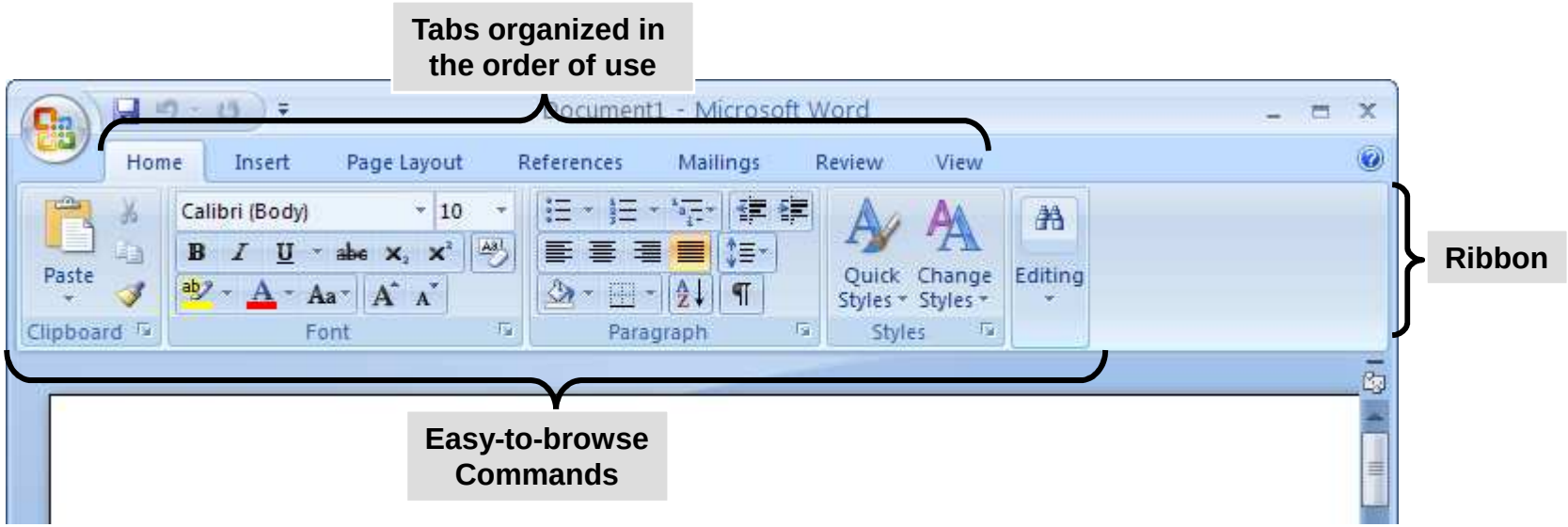
# The Microsoft Office Button

**The <u>Microsoft Office Button</u> appears in the <u>upper-left corner</u> of the window in several Microsoft Office programs.**

- <u>The Office Button replaces the "File" menu</u>, but the button offers more commands than the "File" menu did.
- In previous versions of Office, you could set options in the "<u>Options" dialog box</u>, which you opened through the "Tools" menu. Many of those options can now be found when you click the Microsoft Office Button.

# The Ribbon

- Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.
- With the Ribbon, commands and other tools you need are now exposed and more readily available.
- Use the Ribbon to do what you're used to doing.
- You can hide and unhide the Ribbon to make more/less workspace by double-clicking on a tab.



# The Ribbon is Organized into 3 parts

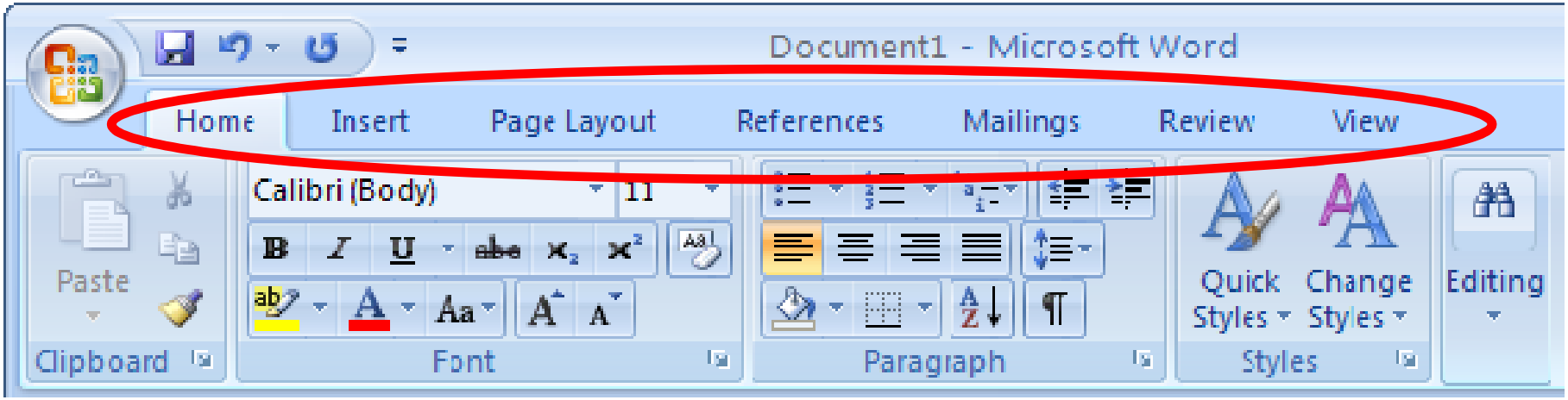
Tabs

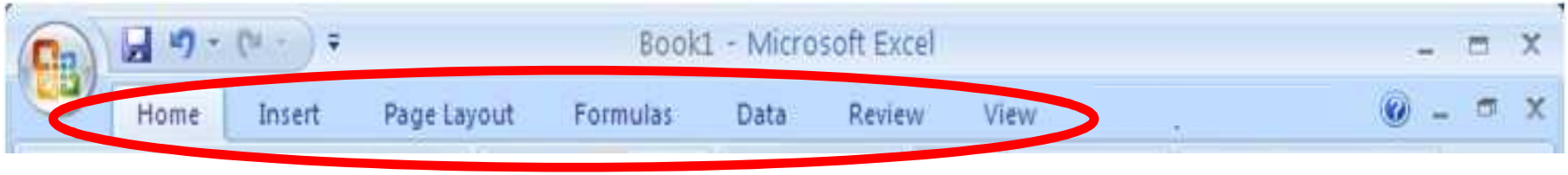
Groups

Commands

# The Core Tabs

- **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- See additional handouts for information about each tab.



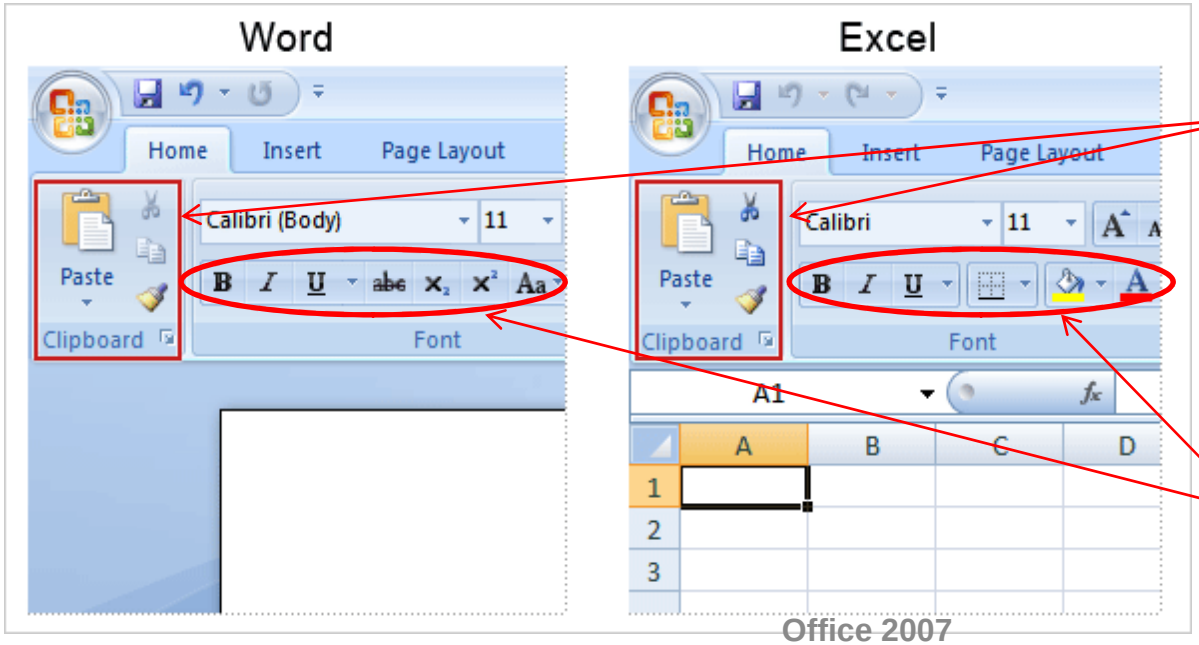
# The Core Tabs

## PowerPoint

## Outlook

# How Groups and Commands are Organized

- **Groups** are sets of related commands. They remain on display and readily available, giving you rich visual aids.
- **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.
- 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. **(or larger in size)**



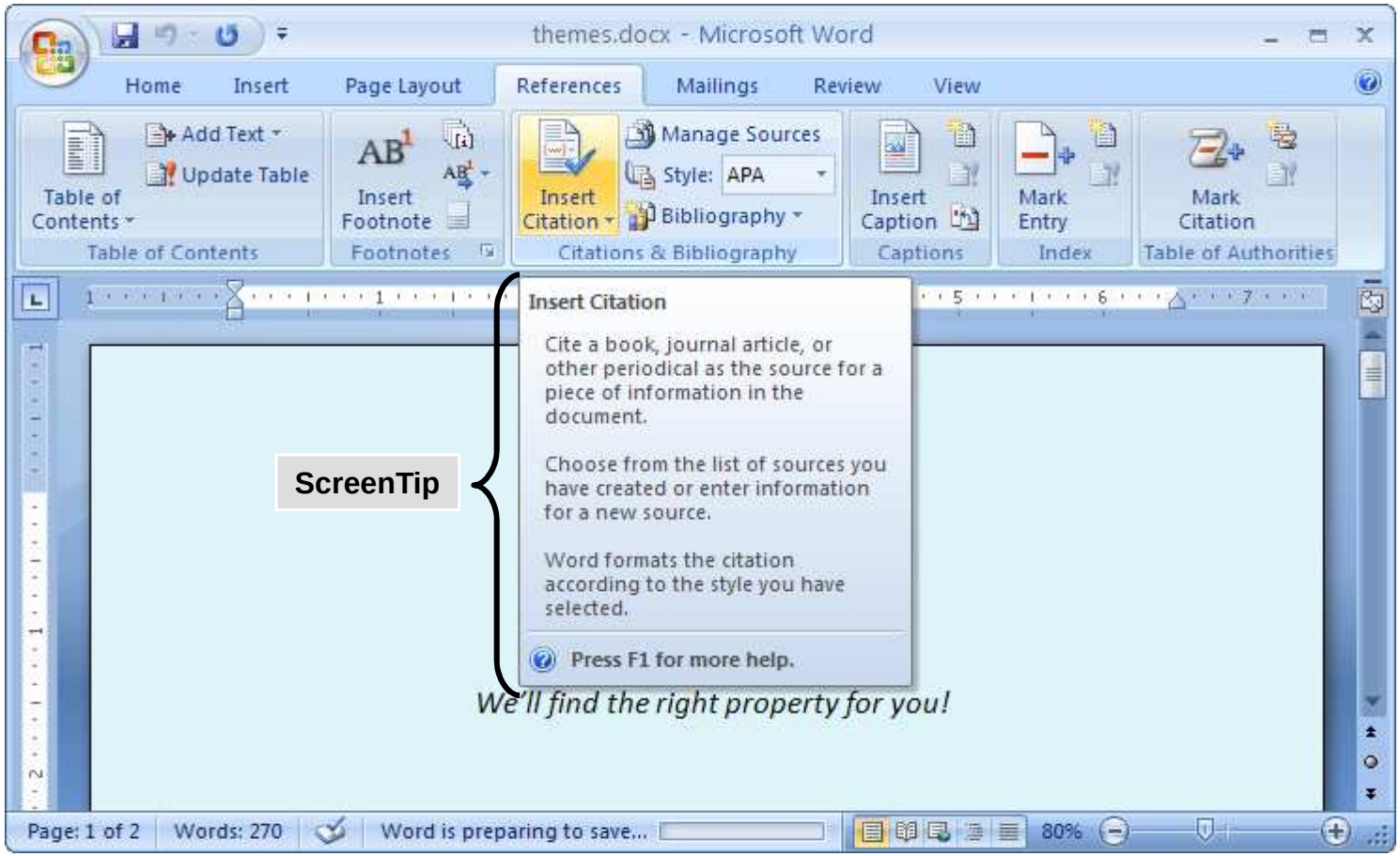

***Groups***

***Commands***

Office 2007

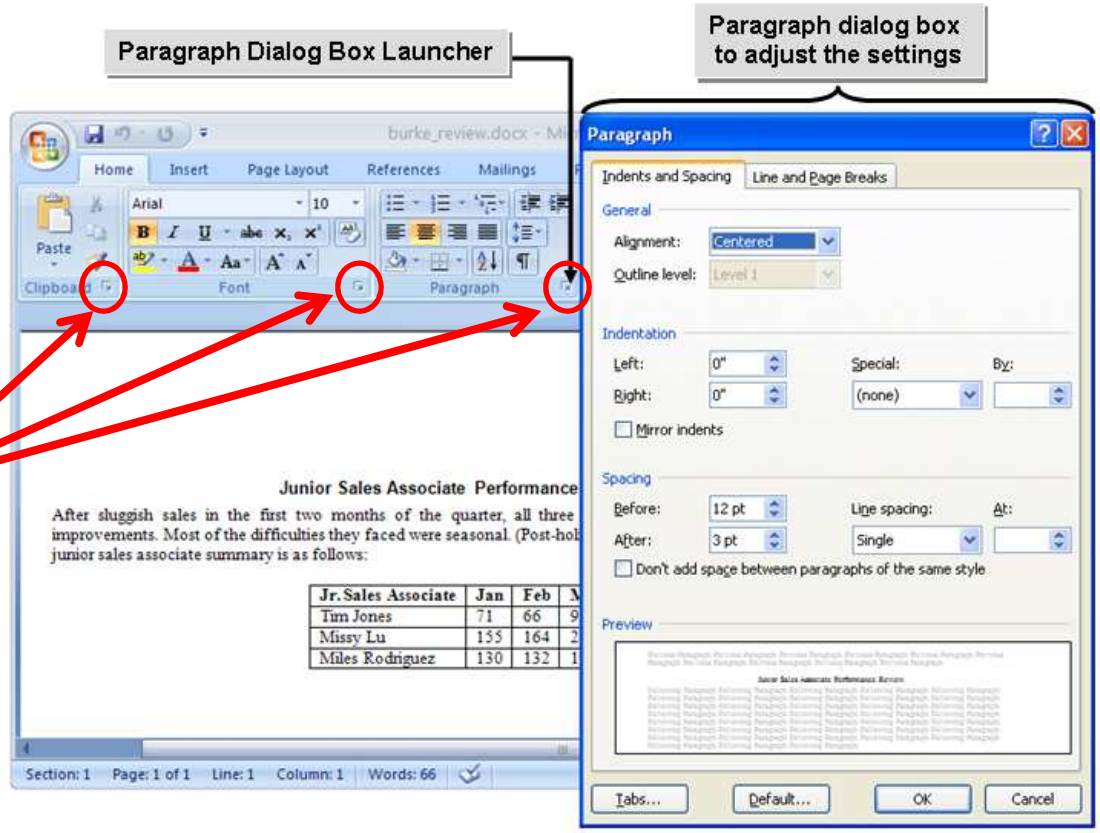
# ScreenTips

- If you mouse over a command, Office 2007 will give you a brief description of the command and where to go for more help.



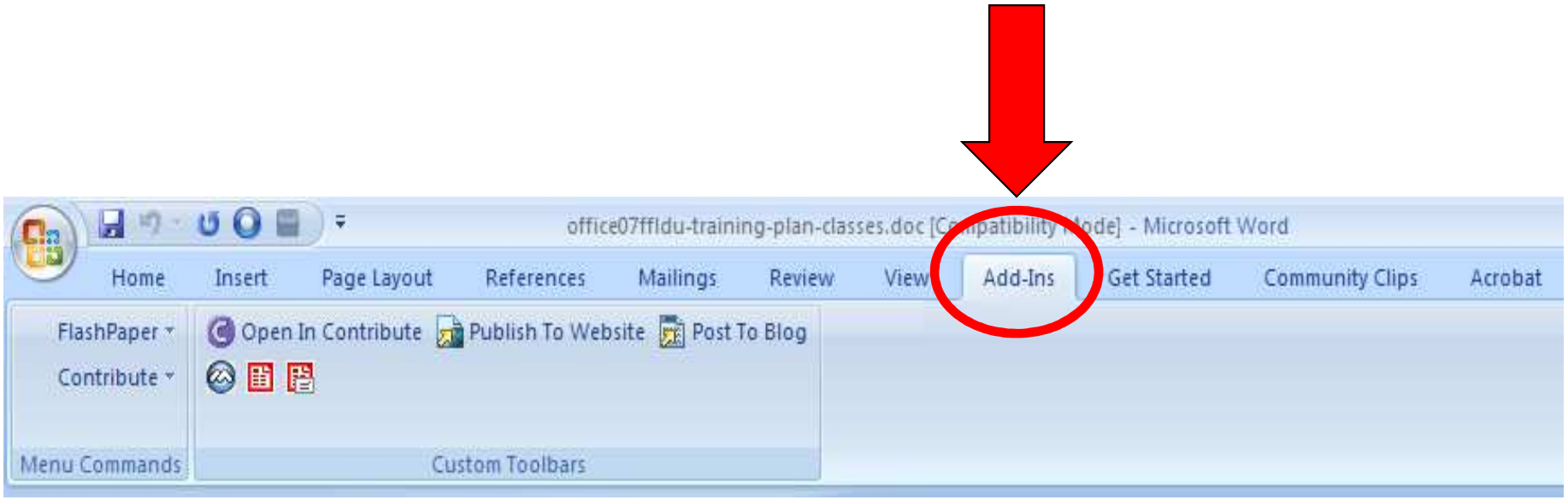
# Dialog Box Launchers

- 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.



# Additional Tabs – "Add-Ins"

- **<u>The "Add-Ins" tab</u>** is automatically created if you have third-party plug-ins for Microsoft Office.

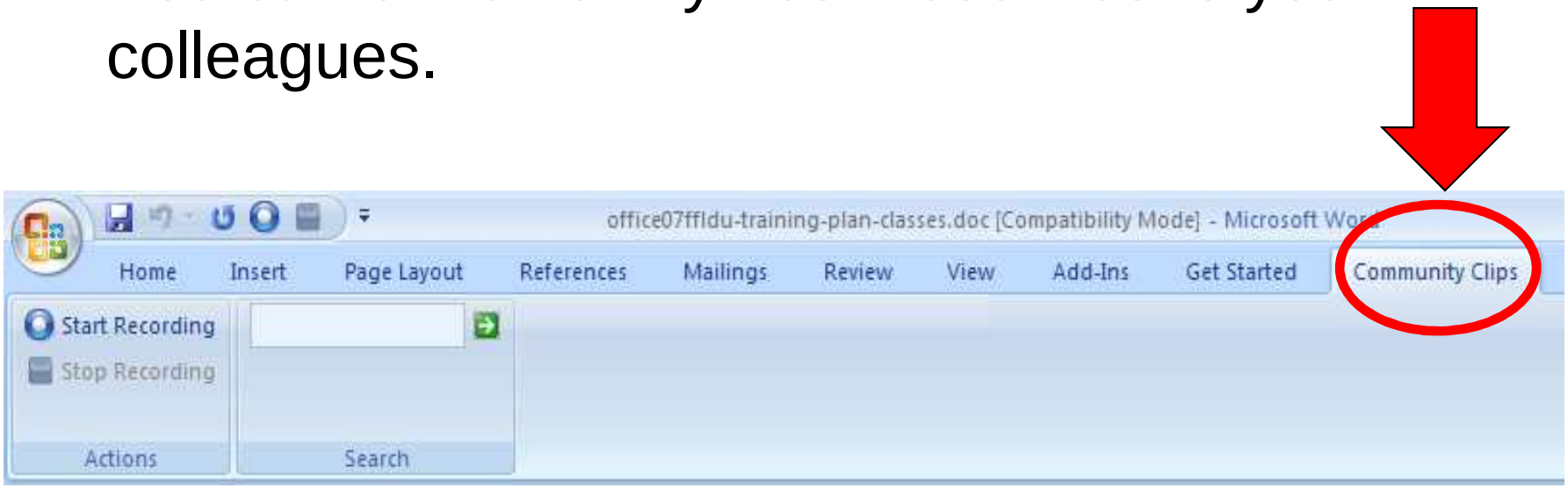


# Additional Tabs - "Get Started"

- **<u>The "Get Started" tab</u>** gives you access to <u>free</u> online Microsoft Training for Microsoft Word.
- <u>For Word 2007, Excel 2007, and PowerPoint 2007</u>, there's a visual, interactive reference guide to help you quickly learn where things are if you can't find a command in Office 2007.

# Additional Tabs – "Community Clips"

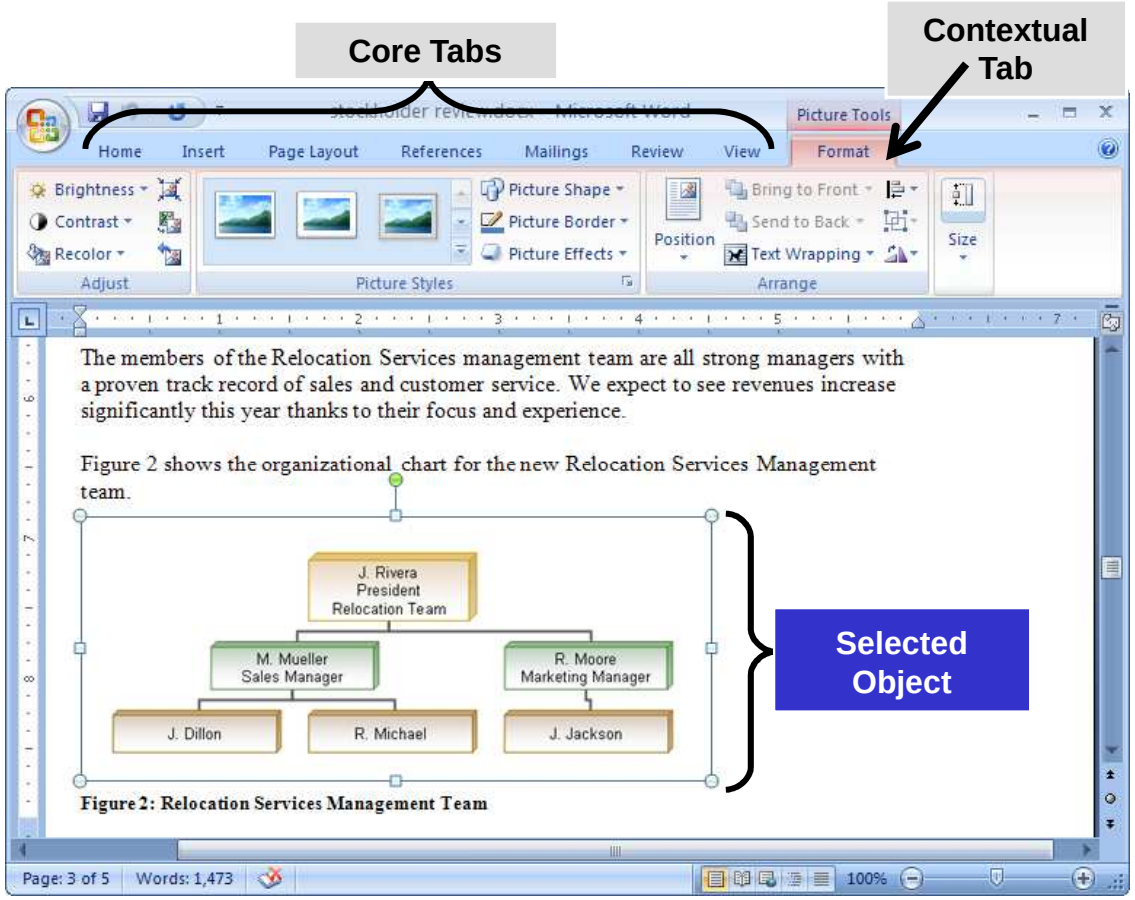
- **<u>The "Community Clips" tab</u>** allows you to record your computer screen so you can make movie files on how to carry out a procedure in <u>Word, Excel, or PowerPoint 2007</u>.
- You can e-mail or Xythos these files to your colleagues.



# Other Additional Tabs

- **<u>Additional tabs</u>** are automatically created if you have third-party software that interacts with Microsoft Office.  They used to be “menus” in Office 2003.
- Adobe Acrobat Professional is an example.

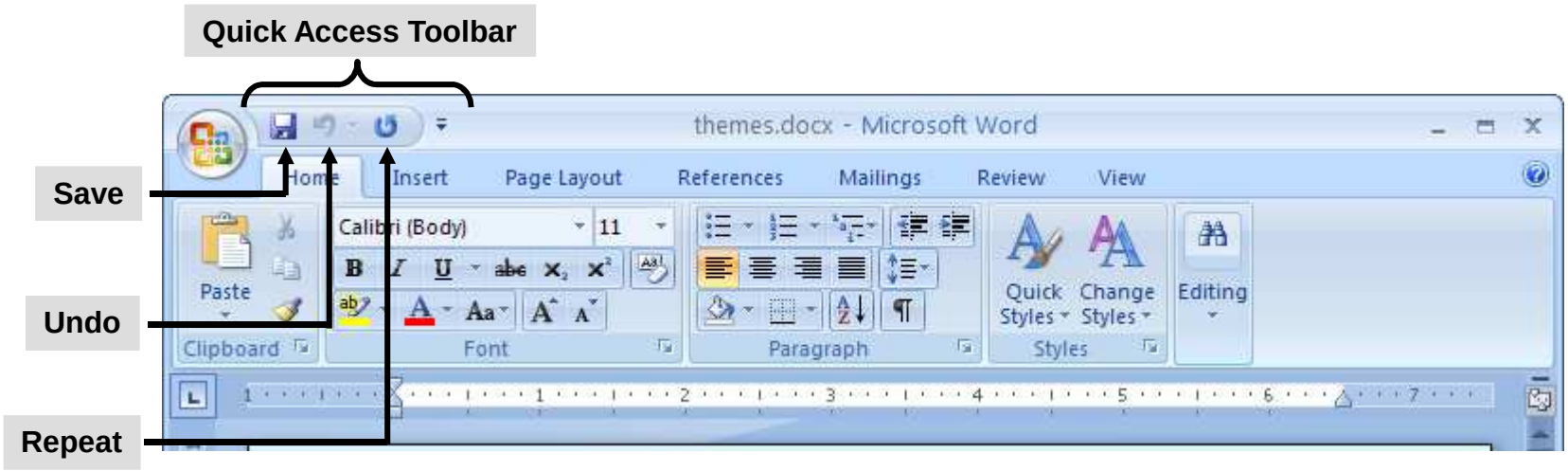
# Contextual (On-Demand)Tabs




- **<u>Contextual or On-Demand</u>** tabs appear only when you need them.
- They provide more commands to manipulate the object you have selected.
- The tab disappears when you deselect the object.

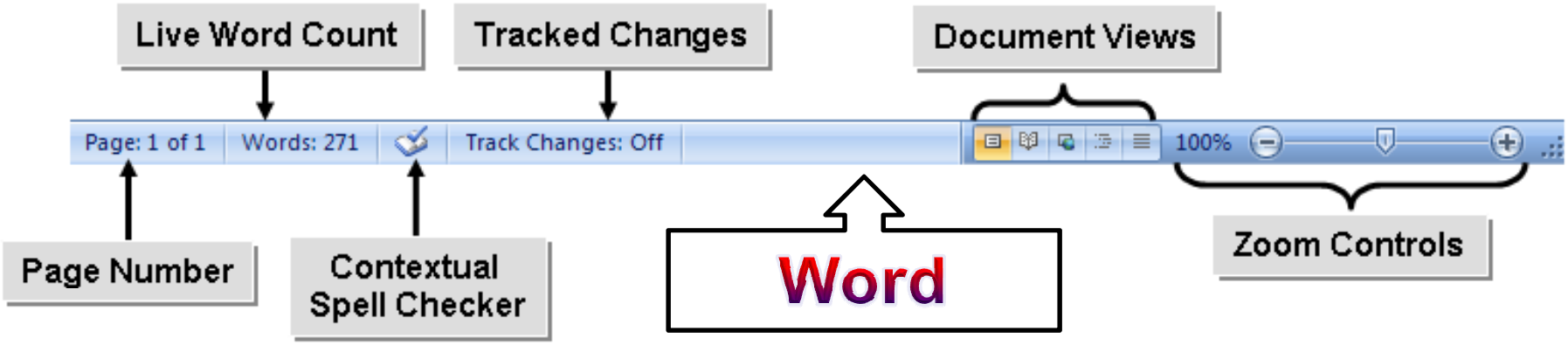
# The Quick Access Toolbar

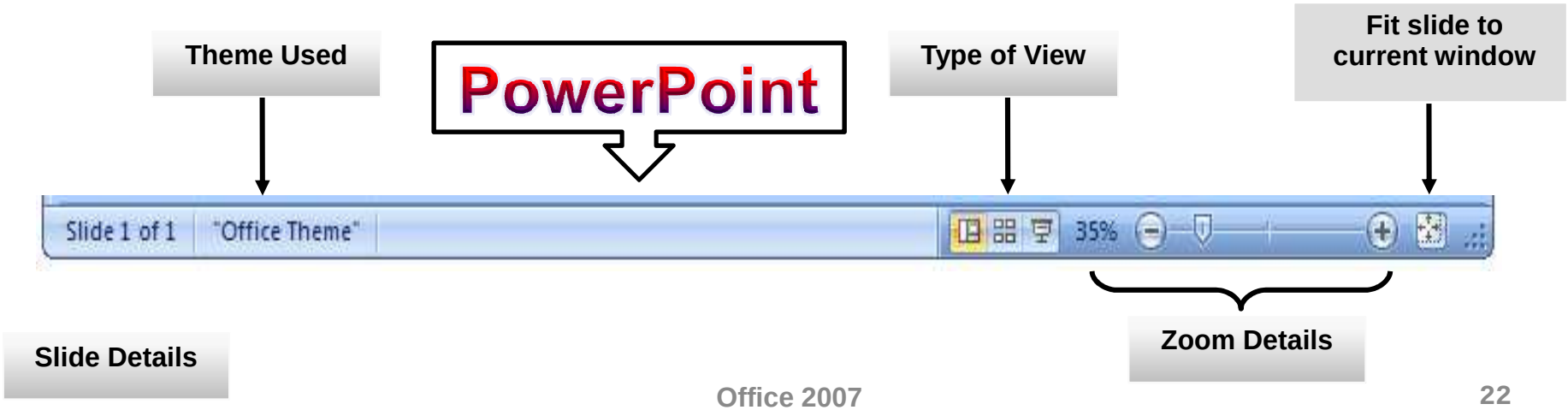
- Located above the Ribbon when you first start your Microsoft Office program, the **Quick Access Toolbar** puts commands where they're always visible and near at hand.
- You can easily add and remove commands from the Quick Access Toolbar.
- You can move the Quick Access Toolbar above or below the Ribbon.



# The Status Bar

- The bottom part of the Office windows gives you clickable access to certain Office commands.

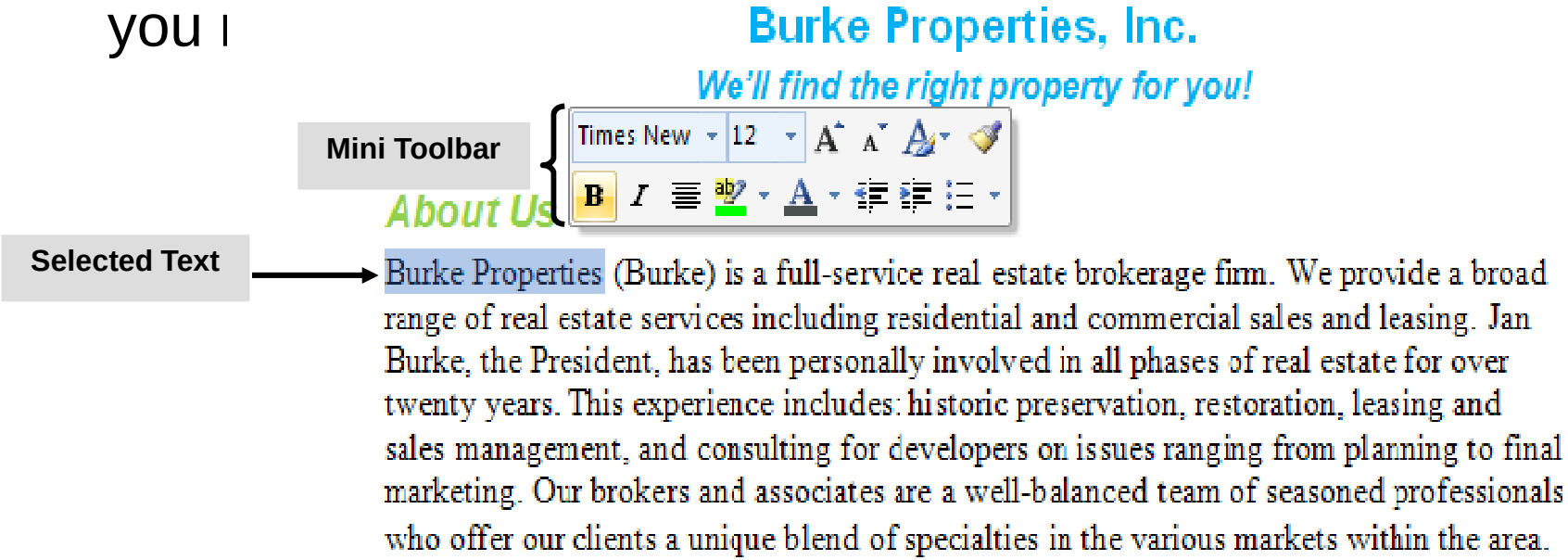


# New Formatting Tools

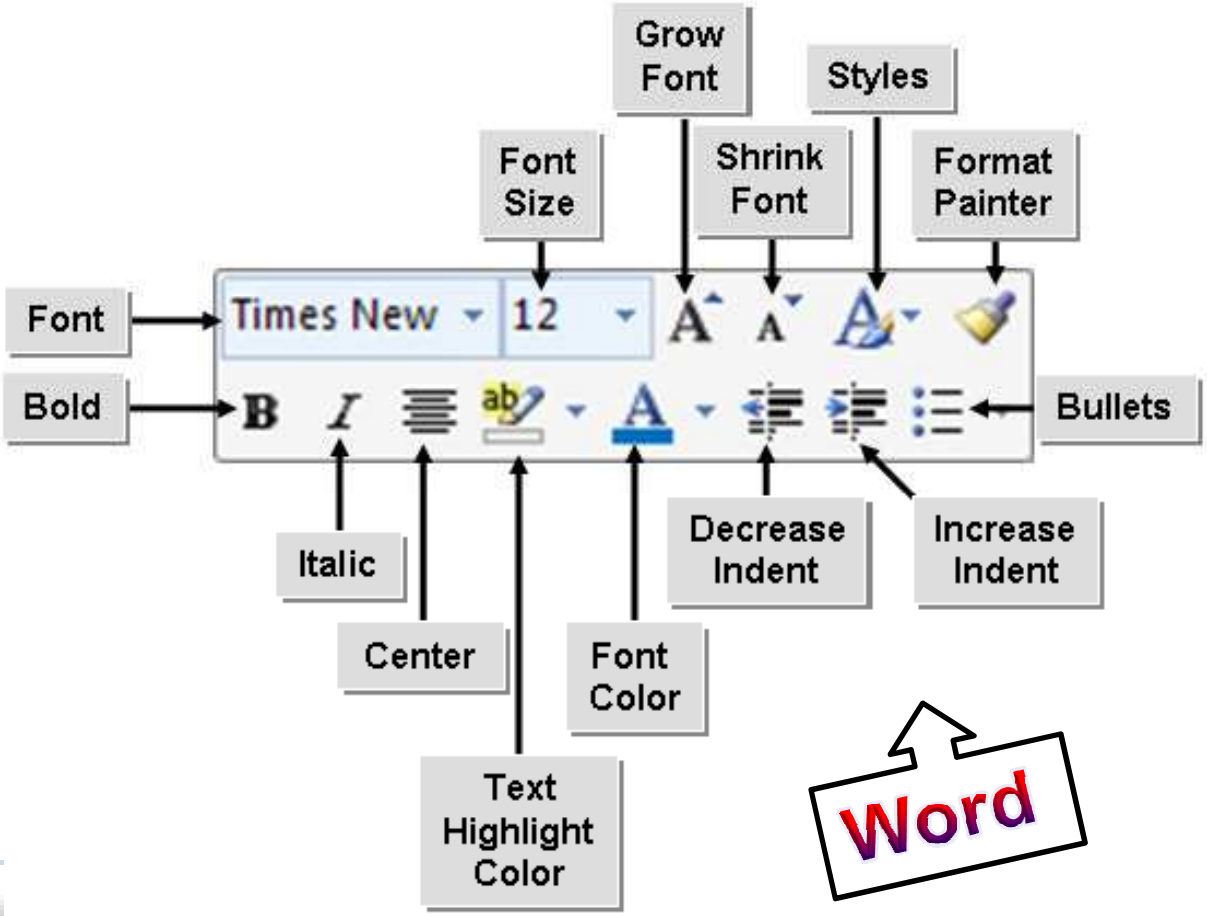
# New Formatting Tools - Mini Toolbar

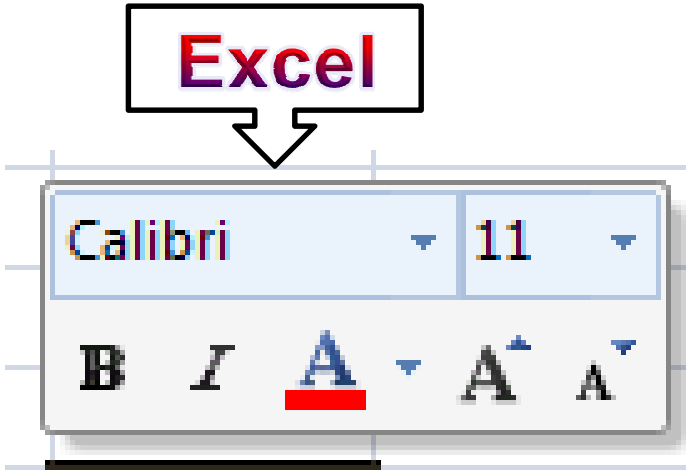
- The **Mini Toolbar** is a new addition to Office 2007 that appears when you select text.
- It provides you with common text formatting options found on the "Home" tab.
- It allows you to save time so you don't have to go to the "Home" tab to find the common formatting commands you



# Formatting Options on the Mini Toolbar

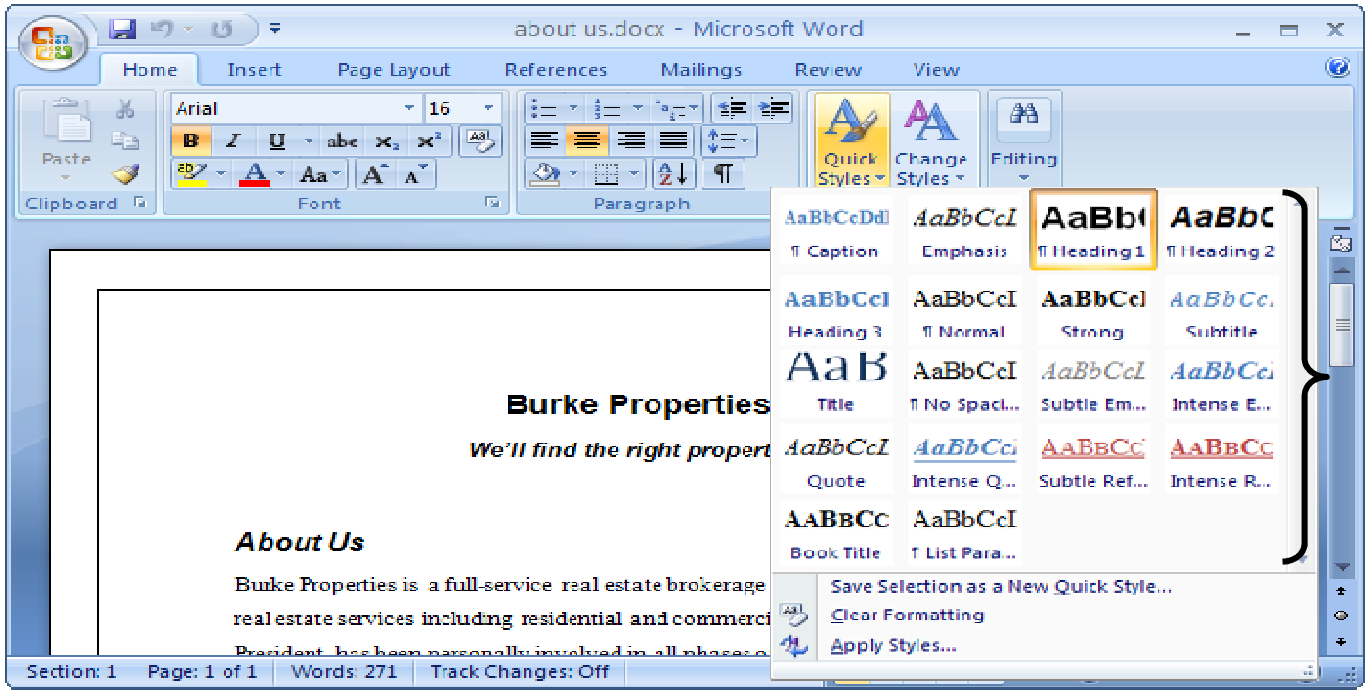
- Word and Outlook share the same mini toolbar.
- Excel and PowerPoint have slightly different mini toolbars.



# New Formatting Tools - Galleries

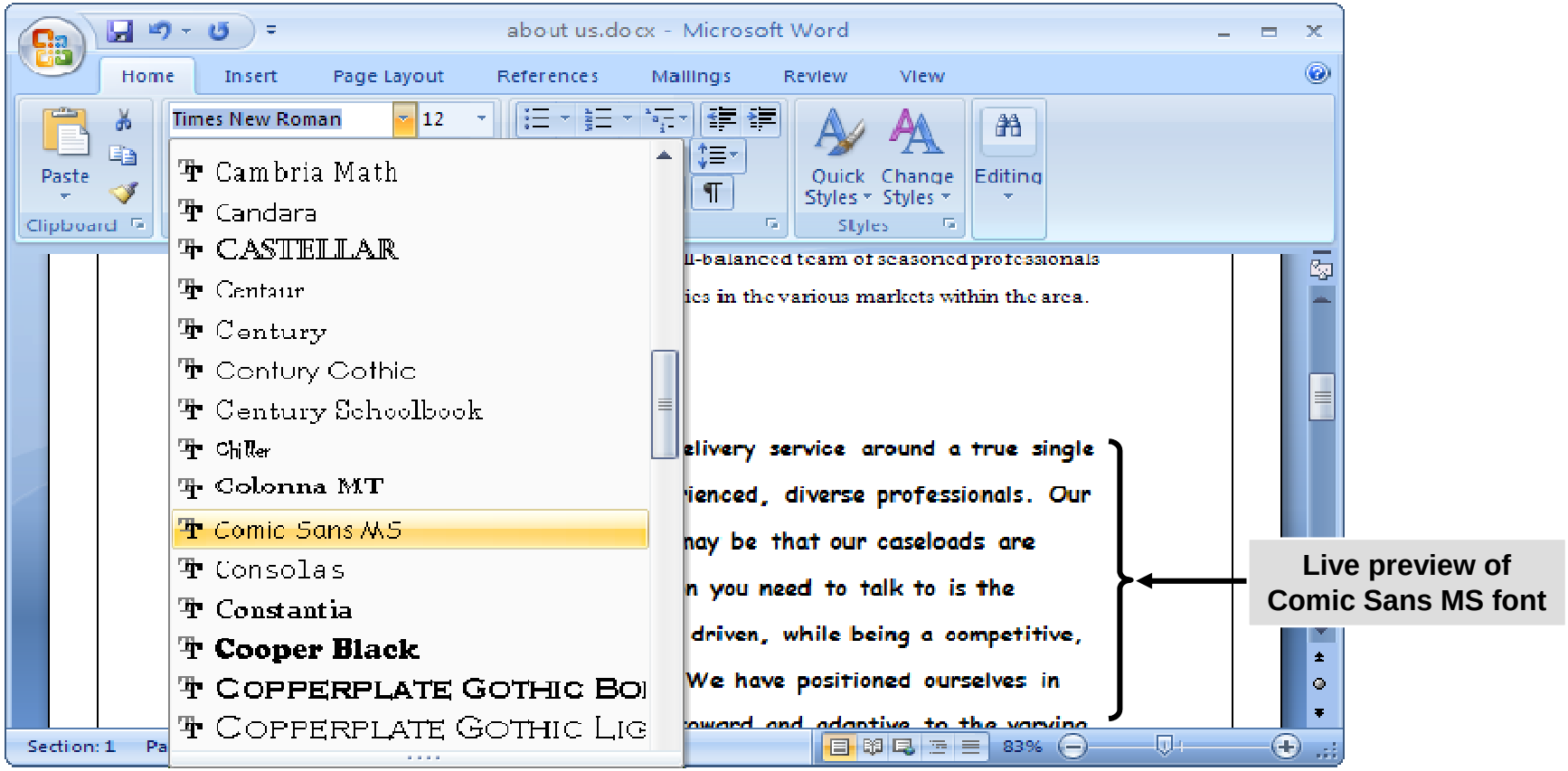
- **A gallery** is a central location to access various **preset** styles and appearance settings for an object. There are various galleries for text styles, tables, shapes, and even charts. The large availability of preset formats makes it easy to quickly alter any graphical object.




**Predefined text styles arranged in a grid layout**

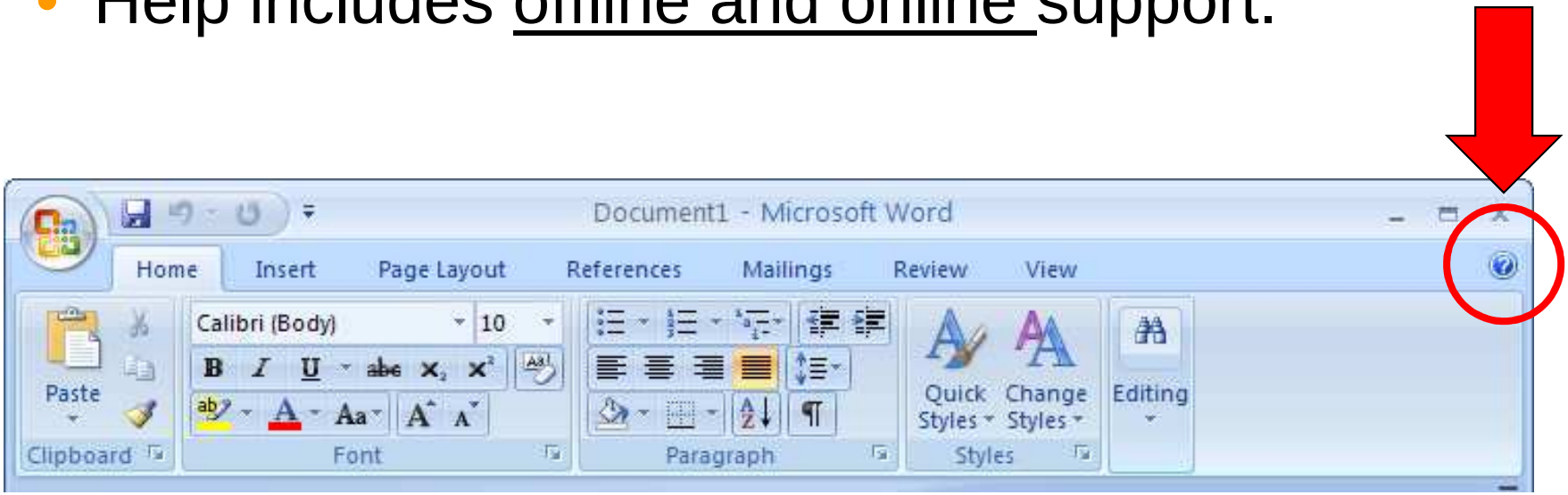
# New Formatting Tools - Live Preview

- **Live Preview** allows you to preview how formatting options will look on a document **before** you actually apply the selected formatting.



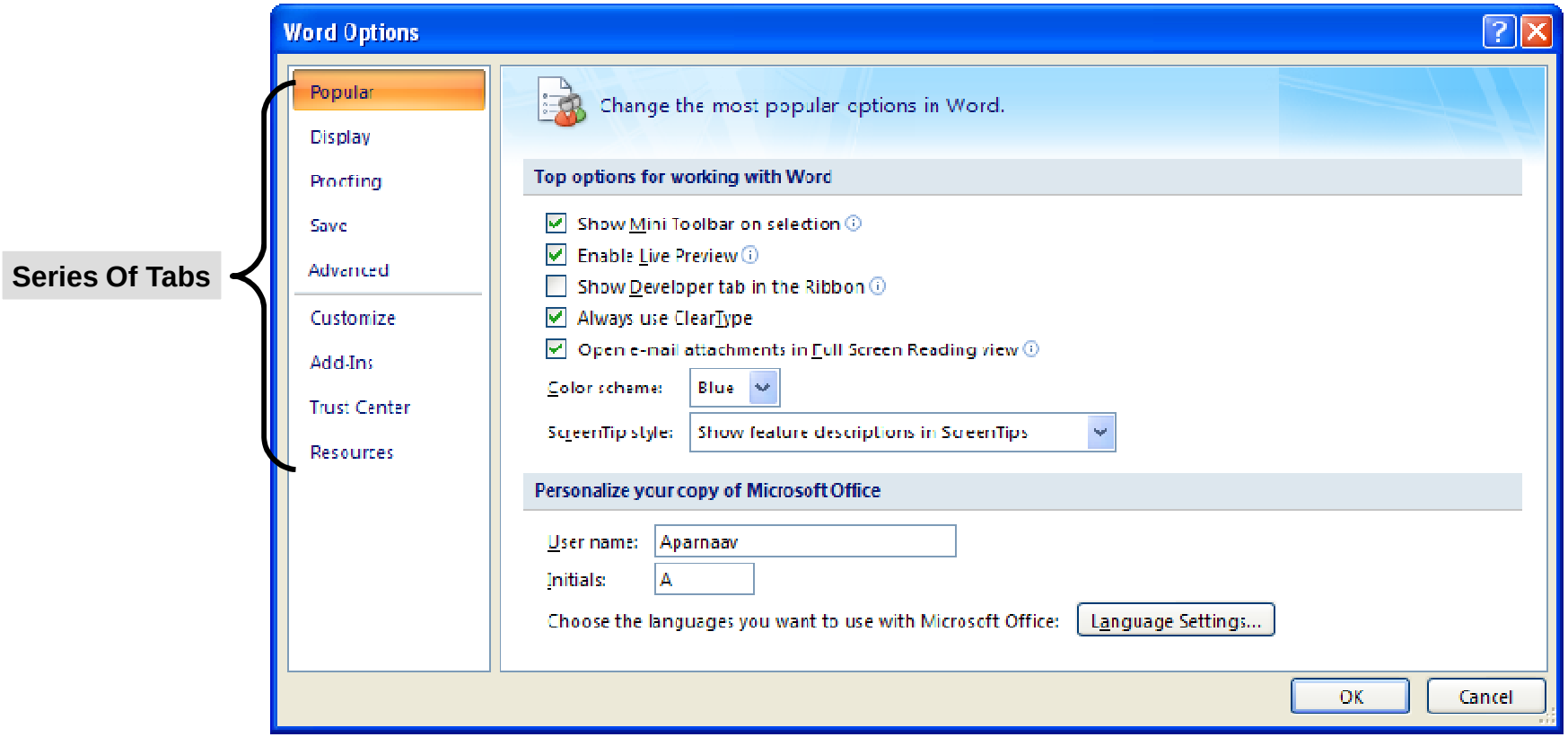
# Help

- **Help** can be found by clicking on the Question Mark icon on the right side of the Ribbon.
- Help includes offline and online support.



# The Options Dialog Box

- The program **Options** are now found under the Office Button.
  - It used to be under the “Tools” menu in Office 2003.



# Saving and File Compatibility

# The New File Formats

**There are new file formats 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.
- Excel = .xlsx
- PowerPoint = .pptx

# Saving and File Compatibility

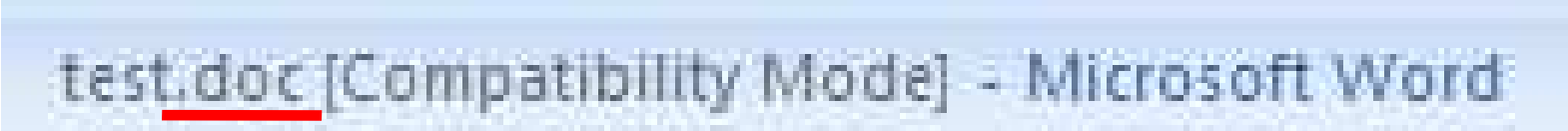
- By default, previous versions of Microsoft Office **can not** open .docx. .xlsx, and .pptx  files.

- **For best compatibility**, saving as the following is highly recommended:
  - “Word 97-2003 Document (*.doc)”
  - “Excel 97-2003 Workbook (*.xls)”
  - “PowerPoint 97-2003 Presentation (*.ppt)”

- To save you time and confusion, C&NS has set the default saving in Word, Excel, and PowerPoint to the “97-2003” file format so you don’t have to choose it every time.

# Saving and File Compatibility

- When you open an Excel, Word or PPT 97–2003 formatted file in Office 2007, **Compatibility Mode** is turned on.
- You see Compatibility Mode in brackets in the title bar of the document window.




- In Compatibility Mode, you can open, edit, and save Office 97–2003 files, **but you won't be able to use any of the new Office 2007 features.**

# Saving and File Compatibility

- To use the new Office 2007 features you can convert your files to the Office 2007 file formats. (.docx, .xlsx, .pptx)
- Converting your files allows you to access the new and enhanced features in Office 2007.

**Convert via the Office Button** →

- However, people who are using previous versions of Office may be prevented from, or have difficulty, editing certain portions of the files that were created by using new or enhanced features in Office 2007.

(Example: SmartArt)

- To detect which 2007 features that will not be available in earlier versions of Office, you will use the Compatibility Checker.

# Saving and File Compatibility

- **The Compatibility Checker**
  - Used to detect features in Word, Excel and PowerPoint 2007 that will not function properly in earlier versions of those programs.
  - **Office Button>Prepare>Run Compatibility Checker.**

# The Transition Period

- For computers with Office 2003, C&NS has installed the Compatibility Pack which allows users to open Word, Excel, and PowerPoint files created in Office 2007.
- Non-University computers need to have the latest Windows and Office updates to get the Compatibility Pack.

# Notable Changes and New Features

- **New default font style and size (change)**
  - **Calibri, 11 pt**
- **New default spacing in Word(change)**

| Spacing option | Word 2007 | Word 2003 and earlier versions of Word |
|---|---|---|
| After | 14 /10 px | 0 pt |
| Line spacing | Multiple | Single |
| At | 1.15 | blank |

**2003: 1.0 line spacing and no space between paragraphs.**

2007: 1.15 line spacing and a blank line between paragraphs. (12pts = one blank line)

# Changing the Default Font Settings

- You can change the default font settings in Word, Excel, PowerPoint, and Outlook 2007.
  - You can go back to the Office 2003 settings!
- To do so, you must go into each program and change that program's default settings.
- Instructions on how to do that can be found in the supplemental handout.

# Notable Changes and New Features

- **Keyboard Shortcuts (change)**
  - The “older” keyboard shortcuts are no longer promoted. <u>But they still work!</u> (Ctrl+C, Crtl+P, etc.)
  - Press the “ALT” or “F10” to display the **<u>“Key Tips”</u>** for the Ribbon Tabs, Quick Access Toolbar Commands, and the Office Button.
    - The little white squares containing the **“Key Tips”** are called **<u>badges</u>**. Press the badge letter or number associated with the command you want to use.

# Notable Changes and New Features

- **Creating a New Document (change)**
  - Office Button
  - Available Online Templates for a new document
- **Save as PDF (New Feature)**
  - You do not need Adobe Acrobat Pro to create PDF's!
- **Enhanced Security Options (New Features)**
  - Inspect Document
  - Encrypt Document
  - Digital Signature
  - Mark as Final
- **New Graphics and Formatting Capabilities (New Features)**
  - Smart Art, Quick Tables, Styles, Themes

# Review QUIZ!

# Resources

- **Web**
  - C&NS Office 2007/2008 Resource website:
    - http://www.fairfield.edu/cns/cns_office2007
  - Microsoft Office Training Website:
    - http://office.microsoft.com/training
  - The **"Get Started" tab** in the Ribbon for Word, Excel, and PowerPoint

- **Print**
  - Quick Source Guides

# Rollout Plan

- http://www.fairfield.edu/cns/cns_office2007

- Spring '09
  - Faculty and Faculty Support Staff
- Summer '09
  - General University Staff

- Training
  - General Staff and Faculty Training
  - Class Types:
    - Office 2007 Boot Camp (2 hr sessions)
    - Speed Learning Office 2007 (2.5 hr session)

# Questions

Questions?

Thank You!