Microsoft Office 2007

Overview

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Outlook

Arrange your inbox

You can change how your inbox is sorted. Click on the Arrange By heading to select the criteria by which it should sort. Click the heading next to Arrange By to select ascending or descending order.

Flagging mail for follow-up

Flags are now more useful throughout Outlook. You can use a flag to quickly create a follow-up item that can be tracked in the To-Do Bar, in your Inbox, and even in Calendar. They are also still handy for setting reminders for yourself and other people.

Categorize Emails

You can categorize your email messages in addition to flagging them.
The existing color categories have generic names, such as Red Category and Blue Category. To easily identify and organize your categorized items, you can rename the color categories by using names that are meaningful to you.

1. On the toolbar, click the Categorize button .
2. Click All Categories.
3. In the Color Categories window, select a color.
4. Click Rename, type the new name, and click OK.

To-Do Bar

The To-Do Bar consists of four parts: the Date Navigator, the Appointments section, the Task Input Panel, and the task list. The To-Do Bar is turned on by default, but you can turn it off whenever you want.

You can quickly turn on or off parts of the To-Do Bar. Right-click the To-Do bar title bar, and then click the part you want to turn on or off.

Preview an attachment in the Reading Pane

When you receive an attachment in a message, and want to quickly see what the attachment contains without opening it, you can preview the attachment by clicking once on the attachment. Attachment Preview is supported for messages that are formatted as HTML and plain text, but not for messages that are formatted as Rich Text. Also, Attachment Preview is only available when you are looking at received messages, and not when you are composing new messages.

The New Look

Office 2007 has some major "user interface" changes. It looks different, but it really doesn't function much differently.

The Microsoft Office Button

One-stop access to the most common file and system commands. Holds most of what used to be the File menu. Also provides access to program options, which used to be Tools, Options.

The Ribbon

Menus and toolbars have been replaced with one, easy place to find all of the commands you need. You can't edit the ribbon, but you can minimize it.

Tabs on the ribbon replace menus

Tabs contain features organized around the tasks that people do most in each program. The most frequently-used features are found in the "Home" tab of each program. Tabs are divided into Groups, or areas of similarity.

Quick Access Toolbar

The Quick Access Toolbar replaces the Standard and Formatting toolbars, and doesn't come with many buttons. It can be customized.

Where Things Are

New, Open, Save, Print, and Close

Use the Microsoft Office Button to access file commands. NOTE: Your default directory will be your H:\ drive.
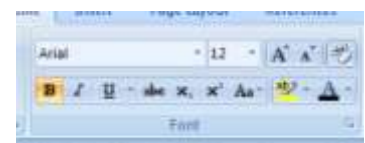
Contextual Tabs

Contextual Tabs present tools that you need, when you need them. When you don't need them, they go away.

Dialog Box Launcher

Some groups have a "Dialog Box Launcher" which opens the related dialog box for more options.

Zoom

The ability to change your zoom has been moved to the lower right hand corner on the status bar. Use the slider or the - and + to adjust the zoom.

Help

Since there isn't a Help menu anymore, you can get help by pressing F1 wherever you are (like in a dialog box) or by clicking the ⊘ button in the top right hand corner.

Neat New Features

The Mini Toolbar

The Mini Toolbar appears briefly whenever you select text, offering easy access to features you might need. It will also appear when you right click over selected text.

Galleries / Live Preview (Word, Excel, PowerPoint)

Galleries help you change the look of your documents, presentations, and spreadsheets by offering an array of different visual styles.

Live preview displays how a format change will look before you actually click the button.

Repeat button

The repeat button ↻ shares a spot with Redo. Use the repeat button to make multiple iterations of formatting or typing.

Save as PDF

Use this functionality to provide a read-only copy of a document.

To Save in PDF format:
1. Click the Microsoft Office Button, highlight Save As, and click PDF.
2. Confirm the filename and check the box for minimum.
3. Check or uncheck whether to open file after publishing.
4. Click Publish.

Compatibility Mode

When you open existing documents from Office 2003, the title bar will show that you are viewing the document in [Compatibility mode]. You can continue to save and use the file in compatibility mode.

When you save new documents, the default is to save in the new version (.docx). If you need to be able to share documents with someone who has the older version, you can Save As to the older version. Alternatively, users of the older version can download the 2007 Microsoft Office system Compatibility Pack.

If you want to save your existing documents to the newer version, click the Microsoft Office button and click Convert. You will receive a notification box confirming the change; click OK. The next time you save your document, the Save as dialog box will appear. Confirm the name and click OK. You will need to delete the older version.

Word

Show Symbols

Sometimes unusual things appear to happen in your document. The key to knowing what is going on is to be able to view the "codes" behind your text. Show Symbols displays characters that tell you what is going on.

To show or hide symbols, click the Show/Hide button ¶ on the Home tab.

¶   means the enter key was pressed
·   means the space bar was pressed
→   means the tab key was pressed

New Documents

In the 2003 version, there was a "New Blank Document" button on the tool bar. Until you customize your Quick Access Tool bar, you'll need to click the Microsoft Office Button and select New. In the New Document window, click the Blank document template, then click Create.

In this window you will also have access to the templates that come with Word as well as online templates. Only download templates from Microsoft Corporation.

Indent/Outdent

First line indent

Hanging Indent

Right Indent
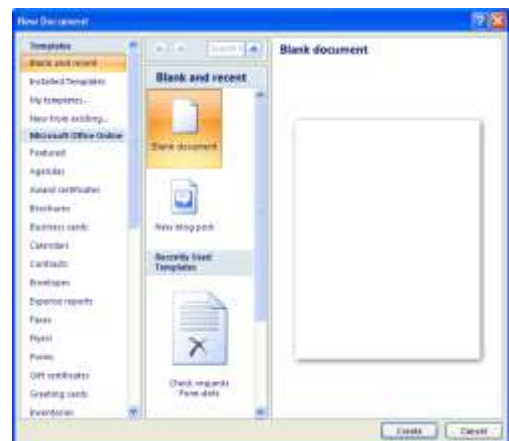
Left Indent
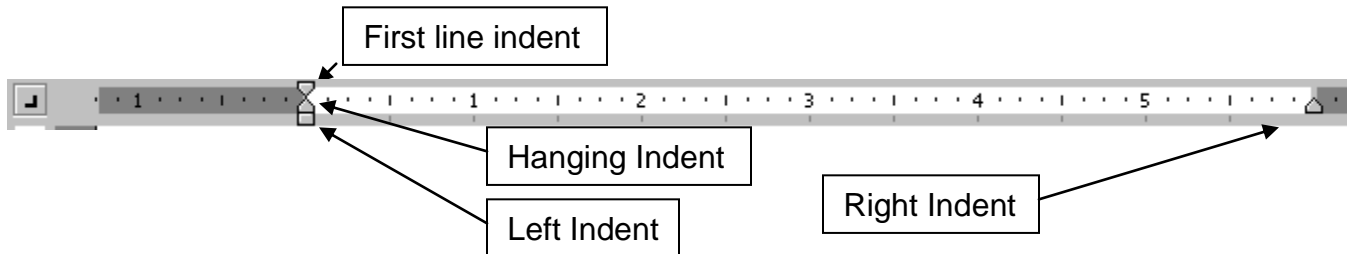
Use the Indent markers on the ruler to adjust how paragraphs align. Point to the marker you want to move and wait for Word to tell you what it is. Then drag the marker to adjust indent.

Format Painter

Use Format Painter 🖌 when you need to "copy" formatting from one place to another. You can paint text characteristics (bold, italics, font color) as well as paragraph characteristics (bullets, indents, line spacing, styles).

To Format Paint text
1. Click somewhere within the text that has the formatting you want to copy.
2. On the Home tab, click the Format Painter button.
3. Click and drag to select the text you want to format.

To Format Paint paragraph
1. Click somewhere within the paragraph that has the formatting you want to copy.
2. On the Home tab, click the Format Painter button.
3. Click anywhere in the paragraph you want to format.

Convert Case

If you forget to turn off Caps Lock, you don't need to retype your text. Convert it.

1. Select the text you need to convert.

2. On the Home tab, click the Convert Case button Aa⋎.
3. Select the case you want.

Page Break

When you need to start a new page, insert a Page Break instead of hitting the enter key multiple times. This ensures that the top of your page won't move as text is entered or removed before it.

To insert a Page Break
1. Position the cursor where you want the beginning of the new page.
2. On the Insert menu, click Page Break.

To remove a Page Break
1. Turn on Show Symbols.
2. Find the page break and click on it.
3. Press the delete key.
4. Turn off Show Symbols.

Excel

New Features

New Sheet button – Use to add another sheet to the workbook. Double click the tab to
type in a new label for the sheet.
Layout Tabs – Use to change how Excel is displayed.

Common Keyboard Shortcuts

End Home – Used to move the cell pointer to the lower right corner of the active
worksheet.
Control Home – Used to move the cell pointer to A1.
Shift+arrow key – Used to select or append a range of cells.

Autofill

You can use the Fill command to fill data into worksheet cells. You can also have Excel automatically continue a series of numbers, number and text combinations, dates, or time periods, based on a pattern that you establish. However, to quickly fill in several types of data series, you can select cells and drag the fill handle (fill handle: The small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross.) .
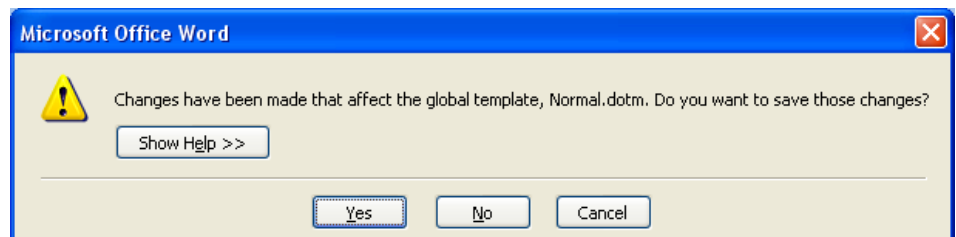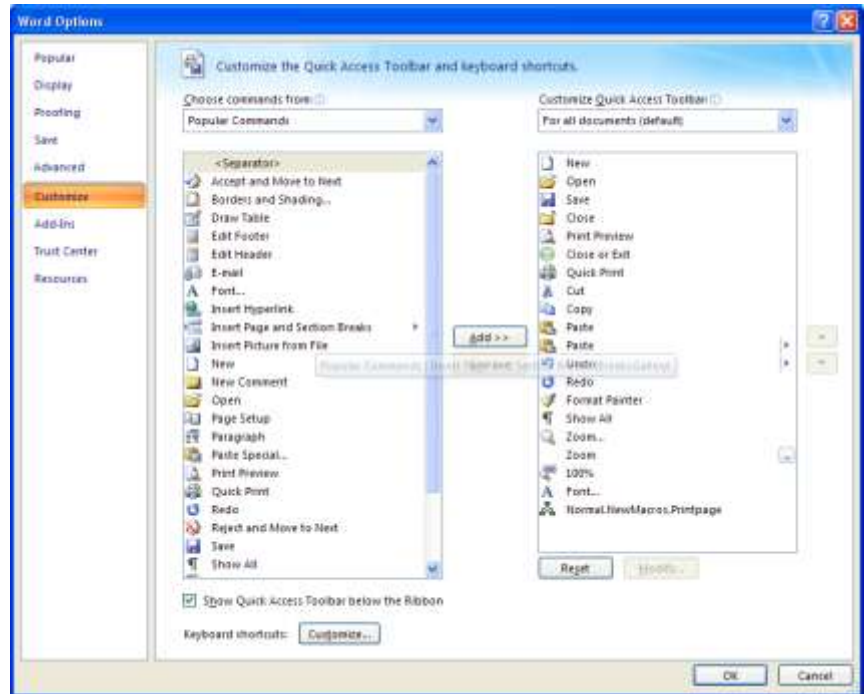
After you drag the fill handle, the Auto Fill Options button appears so that you can choose how the selection is filled. For example, you can choose to fill just cell formats by clicking Fill Formatting Only, or you can choose to fill just the contents of a cell by clicking Fill Without Formatting.

Miscellaneous

Customize Quick Access Tool Bar

To add the buttons you use most frequently to the Quick Access Tool Bar:

1. Right click over the tool bar and select Customize Quick Access Toolbar…. The Word Options window appears and the most popular commands are displayed.
2. Click to select the button you want to add, and click the Add >> button.
3. Click OK.
4. NOTE: When you exit Word, you will receive a message about changes to the global template, Normal.dotm. This is a safe guard so you always know when something changes. Click Yes to save your tool bar customization.

NOTES