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Information Technology

Office 2007
User Guide

Office 2007

New Look & Feel

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THE NEW LOOK IN OFFICE 2007

New Look and Feel

The Office 2007 suite of software, which includes Excel, Word, Access and PowerPoint, now has a new look and feel to the layout of the menus and toolbars.

- The traditional toolbars, as we knew them in previous versions have been reorganized into a **Ribbon**.
- The tools you were familiar with in previous versions are now displayed in tabs on the **Ribbon**, rather than in menus on the toolbar.
- A Microsoft logo has been added to the upper left-hand corner of each window. This logo is an active **File** menu. When selected, it will display a menu list that includes common functions such as **Open**, **Save**, **Print**, and **Close**.

This documentation will introduce you to new terminology and provide information on where to locate necessary elements.

THINGS TO NOTE ABOUT 2007

Changes to Note

Office 2007 uses a new format when saving documents. This new format **IS NOT Backwards compatible**. This means that if you share a document you have created in 2007 with someone who is using a lower version of MS Office applications, they will not be able to open your document.

What Are Your Options?

- a. Save to a lower version. When saving your document, from the **Save As** dialog box, in the **Save as type** field, choose MS Office option for 97-2003.
 - i. This will allow users with versions other than 2007 to open and work in your document.
- b. Those users who are working in a lower version of a MS Office application can download and install a compatibility pack. This will enable them to open a document saved in 2007 format without your having to remember to save it as a lower version. The URL for more information is provided below.

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

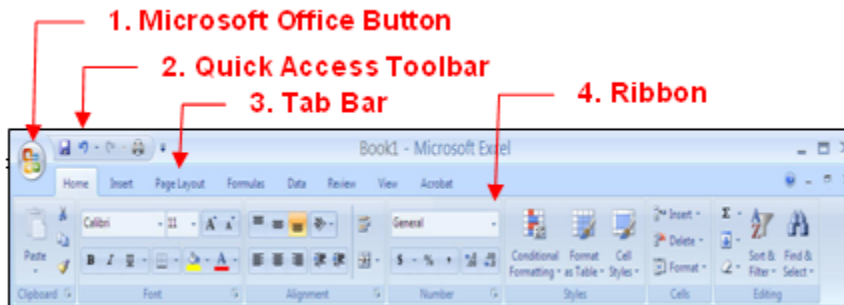
TOOLS AND FUNCTION

Ribbon, Tabs and Toolbar

The most commonly used terms and functions of Office 2007 are the **Microsoft Office** button, the **Quick Access** tool bar, the **Tab** bar and the **Ribbon**.

Terms and Function

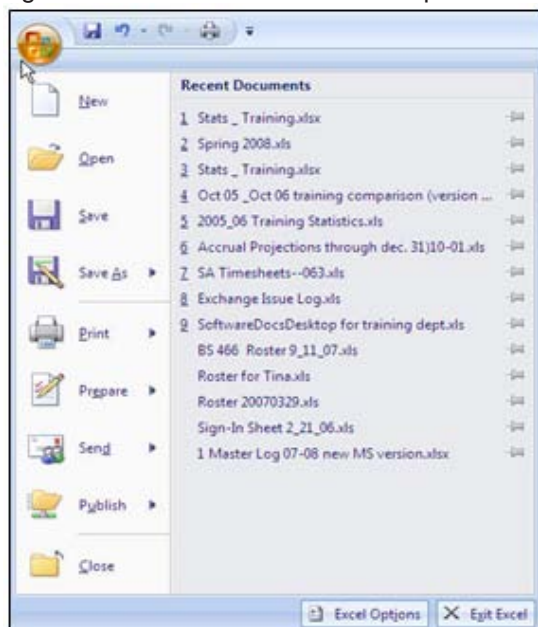
Figure 1 – The New Look of the Toolbar (Ribbon)



1. **Microsoft Office Button** – Replaces the **File** menu. It contains common file and system commands and more (see Figure 2).

- Commands found:
 - **Open**
 - **Save**
 - **Print**

Figure 2 – Microsoft Office Button Options



2. **Quick Access Toolbar** – Contains shortcuts for commonly used tools (see Figure 1). This toolbar is customizable. It contains those shortcuts you use the most. By default, this toolbar contains:

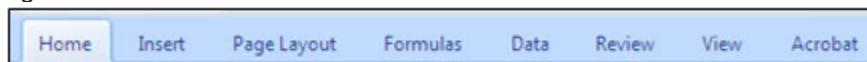
- **Undo**
- **Redo**

3. **Tab Bar** – Replaces the menus traditionally used in previous Office versions. The **Tab Bar** contains tabs. Each tab when selected, displays groups of tools and commands in the **Ribbon** associated with the tab (see Figure 3).

For example, the **Home** tab contains the following commands:

- **Font Formatting**
- **Alignment**
- **Number Formatting**
- **Styles**
- **Editing**

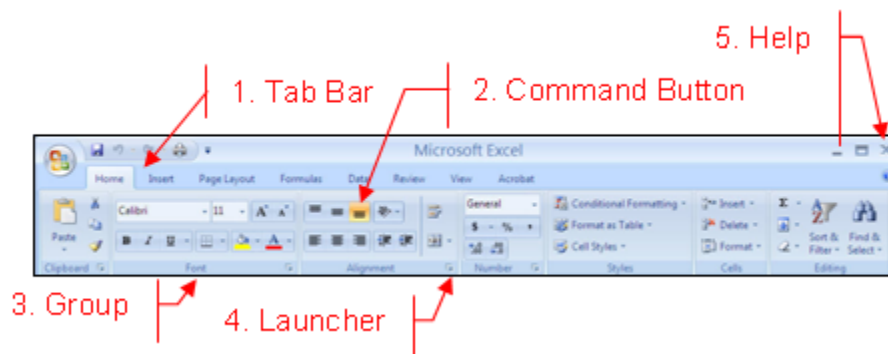
Figure 3 – Tab Bar



4. **Ribbon** – When a tab is selected, the ribbon displays a grouping of tools for that tab (see Figure 4).

Using the Ribbon

Figure 4 – The Ribbon



1. **Tab Bar** – Area that displays tools and commands in the **Ribbon**. Each tab displays different functions.

2. **Command Button** – Shortcut icons on the **Ribbon** to perform a specific function.


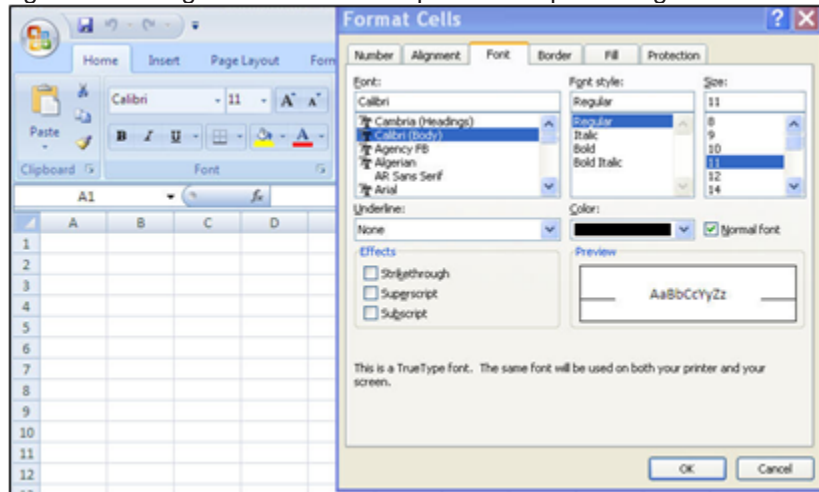
3. **Group** – A collection of command functions related to that specific grouping.
4. **The Launcher** –  Opens a dialog box that provides more options for the selected group (see Figure 5).
5. **Help** – A button that displays Office 2007 help topics.

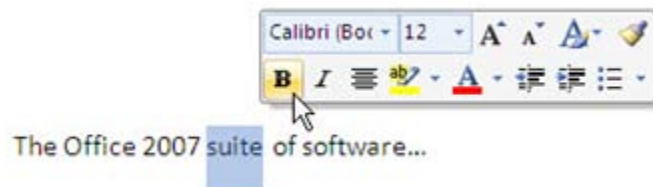
Figure 5 – Using the Launcher to Open a Group's Dialog Box



Mini Toolbar

The **Mini** toolbar is a set of formatting tools that appear when you first select text. It appears as a ghostly apparition. If you move the mouse pointer into the toolbar, it becomes more solid. Select a command to apply (see Figure 6).

Figure 6 – Mini Toolbar

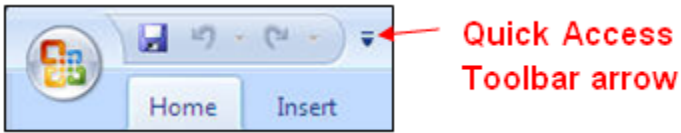


Customizing the Quick Access Toolbar

The **Quick Access** toolbar displays the **Undo**, **Redo** and **Save** command buttons. This toolbar can be customized to meet your personal needs.

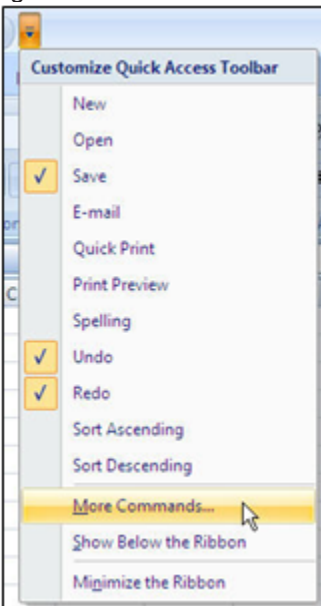
1. Select the **Customizable Quick Access** toolbar arrow (see Figure 7).

Figure 7 – The Quick Access Toolbar Icon



2. The **Customize Quick Access** toolbar menu displays (see Figure 8).

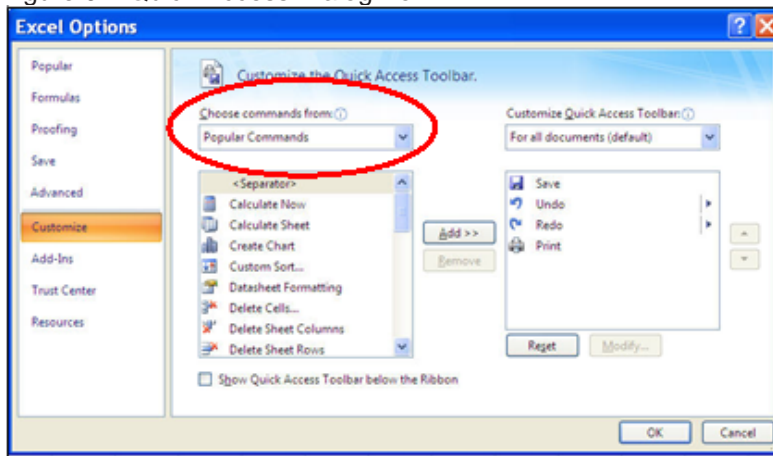
Figure 8 – Quick Access Toolbar Menu



3. Select **More Commands**.

The **Quick Access** dialog box appears (see Figure 9).

Figure 9 – Quick Access Dialog Box



4. Select the down arrow on the **Choose commands from** field and select a category from the resulting menu.
5. From the list on the left, select the command to add.
6. Select the **Add** button. The selected command displays on the right. The commands contained in the right-side portion of the window, will be added to the **Quick Access** toolbar.
7. Select the **OK** button to save your choices.

Remove a Command from the Quick Access Toolbar

To remove a command from the toolbar:

1. From the right-hand portion of the window, select the command that you want to delete.
2. Select the **Remove** button.
3. Select the **OK** button to save your choices.

Note: To quickly add a default command button to the **Quick Access** toolbar, select the **Customize Quick Access** toolbar button and select a command from the resulting menu.

Shortcut

To add a command from the **Ribbon**:

1. Right-click on the command.
2. Select **Add to Quick Access Toolbar** from the menu.

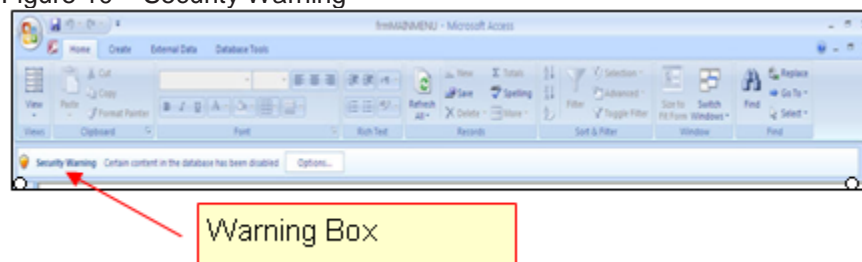
To delete a command from the **Ribbon**:

1. Right-click the command in the **Quick Access** toolbar.
2. Select **Remove from Quick Access Toolbar** from the menu.

SECURITY WARNING

Occasionally, a warning box pops-up when an application file is opened. It is not an obvious box so many people miss it. It will always appear below the **Ribbon**. In the example below, the security warning is pointed out.

Figure 10 – Security Warning



PAGE SETUP

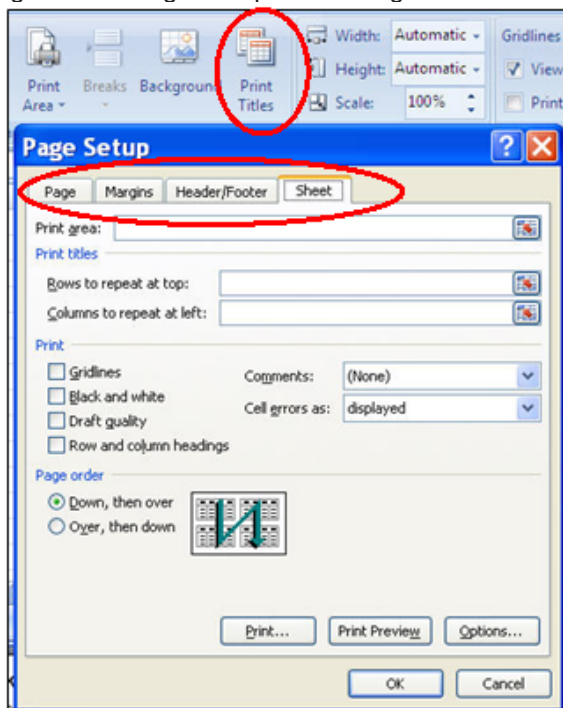
Use page setup to specify the layout and printing of your documents. Perform the **Page Setup** function prior to entering data into your document.

To specify your page setup:

1. Select the **Page Layout** tab from the **Ribbon**.
2. Select the **Print Titles** command button.
3. The **Page Setup** dialog box appears (see Figure 11).
4. Use the **Page** tab to adjust the page orientation, paper size, and print scaling.
5. Use the **Margins** tab to adjust the **Top, Bottom, Left** and **Right Margins** as well as the **Header** and **Footer** margins.
6. Use the **Header/Footer** tab to create a custom header or footer.
7. Use the **Sheet** tab to print a selected area of the worksheet, repeat rows to print or print gridlines.

Note: In Excel, select **Print Titles** in the **Page Setup** group. In Word, select the **Launcher** button in the **Page Setup** group to display the **Page Setup** dialog box.

Figure 11 – Page Setup and Dialog Box



8. Select the **OK** button when finished.

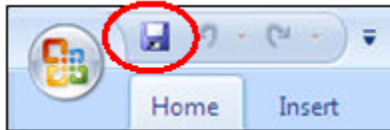
Note: The **Page Layout** tab contains many command buttons to define your **Page Setup** as well.

SAVING AND PRINTING

Saving the Document

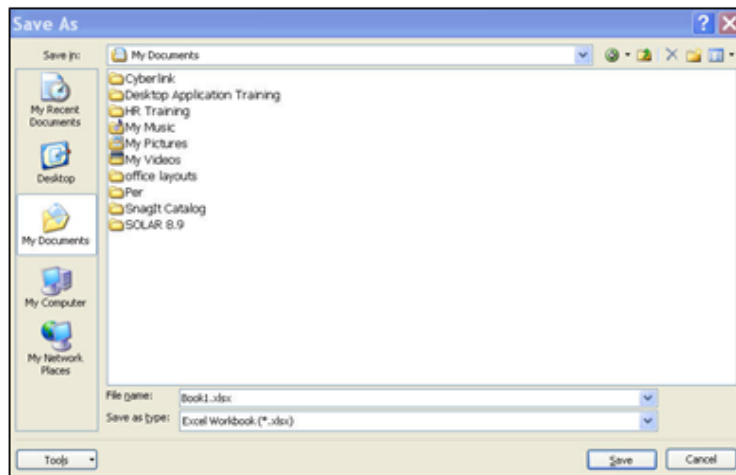
1. Select the **Save** icon on the **Quick Access** toolbar.

Figure 1 – Quick Access Toolbar



2. To save the file in a backward compatible format, select the **Microsoft Office** button and select **Save As**.
3. The **Save As** dialog window displays (See Figure 2).

Figure 2 – Save As Dialog Window



4. From the **Save As** dialog box, in the **File name** field, type the name of the document.
5. In the **Save As** type field, select the appropriate document type.
6. Select **Save**. The new name appears in the **Title** bar. Remember, the title bar is the bar at the very top of your application window.

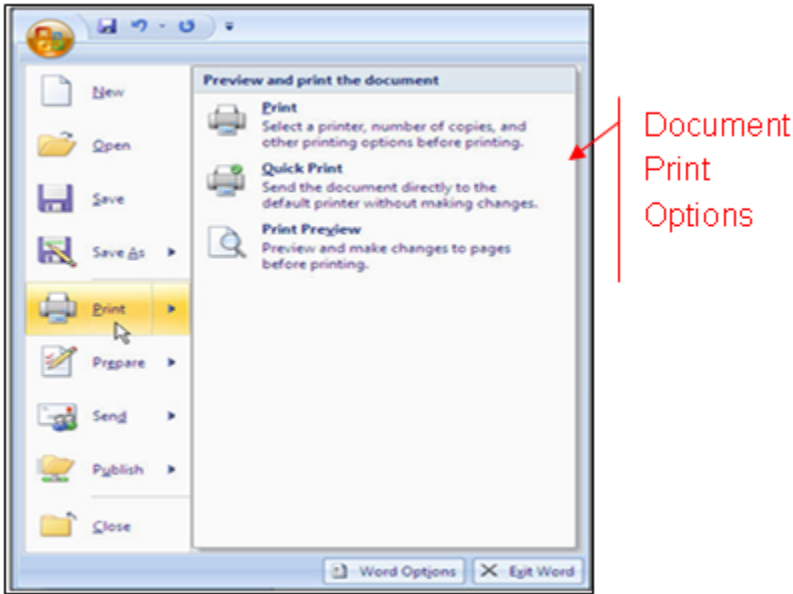
Printing a File

Printers can be specified and files can be previewed prior to printing.

To print a file:

1. Select the **Microsoft Office** button on the **Menu** bar.
2. Select **Print**.
3. The print options display (see Figure 3).

Figure 3 – Microsoft Office Button Menu – Print Options



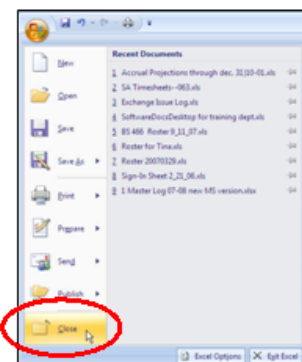
4. Select **Quick Print** to print one copy to your default printer.
5. Select **Print Preview** to view the document before printing.
6. Select **Print** to display the **Print** dialog box. Be sure to specify the printer to use, the number of copies, and specific pages to print.
7. Select **Print**.

CLOSING AND EXITING

There are multiple ways to close a file.

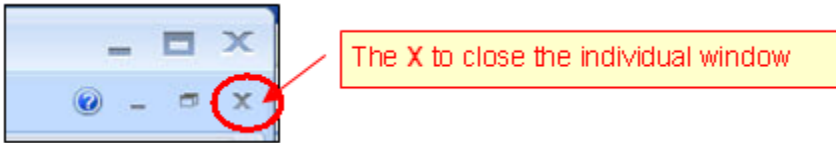
1. Select the **Microsoft Office** button.
2. Select **Close**.
3. From the menu, select **Close** (see Figure 1).

Figure 1 – Closing a File



- Alternatively, you can select the **Close** button (**X**), located in the upper-right corner of the document window (see Figure 2).

Figure 2 – The Close (X) Button



HOW TO LEARN MORE

Microsoft on the Web

Microsoft on the Web provides links to web locations where you can find out more about all the Microsoft Applications. It is a great source for learning. You need internet connectivity and a web browser in order to make use of this feature. Visit: <http://www.microsoft.com> or try one of the links below.

Office 2007 Online Tutorials

Get Up to Speed with Office 2007 Applications

<http://office.microsoft.com/training/training.aspx?AssetID=RC101482291033>

Quick Reference Card

<http://office.microsoft.com/training/Training.aspx?AssetID=RP101482341033&CTT=6&Origin=RC101482291033>

All about Themes, Quick Styles, Cell Styles and Background Styles

<http://office.microsoft.com/en-us/help/HA101786241033.aspx>

Insert a Picture or Clip Art

<http://office.microsoft.com/en-us/help/HA100794091033.aspx>

TRAINING AND SUPPORT

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Troubleshooting and Support

If you experience problems getting started with Office 2007 contact the Help Center at x1400 or helpcenter@csun.edu.

NOTES

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