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## THE NEW LOOK IN OFFICE 2007

The Office 2007 suite of software, which includes Excel, Word, PowerPoint, Access, and Outlook, now has a new look and feel to the layout of the menus and tool bars. The traditional tool bars as you knew them in previous versions have been reorganized into a Ribbon. The tools you are familiar with in previous versions are now displayed in tabs on the ribbon rather than in menus on the tool bar. This documentation will orient you to the new terminology used and where to locate necessary elements.

### Key Changes

The most commonly used terms and functions for Office 2007 are the Microsoft Office Button, the Quick Access Tool bar, the Tab Bar and the Ribbon.



**Microsoft Office Button, Quick Access Tool bar, Ribbon, and Tab bar**

### The new look of the traditional tool bar includes:

- *Microsoft Office Button*. Replaces the File menu in previous versions of Office. Use this feature to Open, Save, Print, and Exit the application. You can also use this feature to customize your options settings and access more advanced features of the application.
- *Quick Access Tool bar*. Contains shortcuts for commonly used tools. This can be customized to contain those shortcuts you use the most. The default setting for the quick access Tool bar is the Save button, Undo button, and Redo button.
- *Tab Bar*. Replaces the Menus traditionally used in previous Office versions. Each Tab displays groups of tools and commands in the ribbon associated with the tab.

For example in Word, the Home tab contains the commands for formatting styles, fonts, and numbers, as well as the clipboard commands; copy and paste, and the edit commands find and replace.

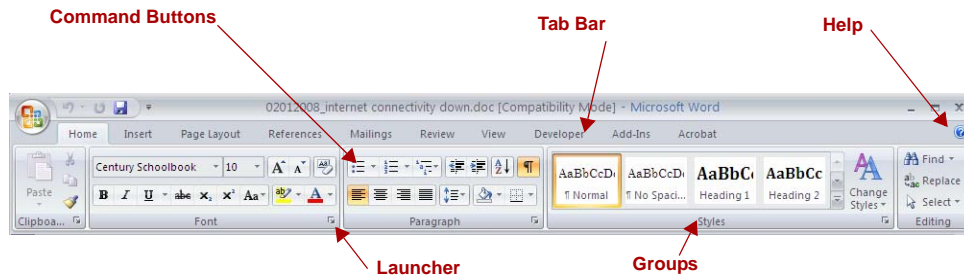
- *Ribbon*. Displays the tabs that contain groups of tools.

## Tools and Functionality

When you begin using Office 2007 you should take some time to familiarize yourself with the location of the tools in the Microsoft Office button, the Ribbon, the Tab bar, the Quick Access Tool bar and the Help button.

### Using the Ribbon

The Ribbon replaces the menu bar in previous versions of Office. It contains tabs that are used to group commands by task. When you select a tab the Ribbon displays the tools and commands available for that tab.



### Ribbon

- *Tab Bar*. Area that display tools and commands in the Ribbon.
- *Command Buttons*. Shortcut icons on the Ribbon to perform a specific function.
- *Groups*. Collection of commands on each tab.
- *Launcher*. Button that displays a dialog box that gives more options for the selected group.
- *Help*. Button that displays Office 2007 Help.

### Customizing the Quick Access Tool bar

The Quick Access Tool bar displays the **Undo** and **Redo** buttons and the **Save** button. You can customize the Quick Access Tool bar to meet your preferences.

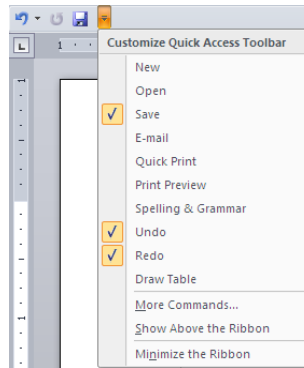
#### To customize the Quick Access Tool bar:

1. Click the **Customize Quick Access Tool bar** arrow.



### The Quick Access Tool Bar Arrow

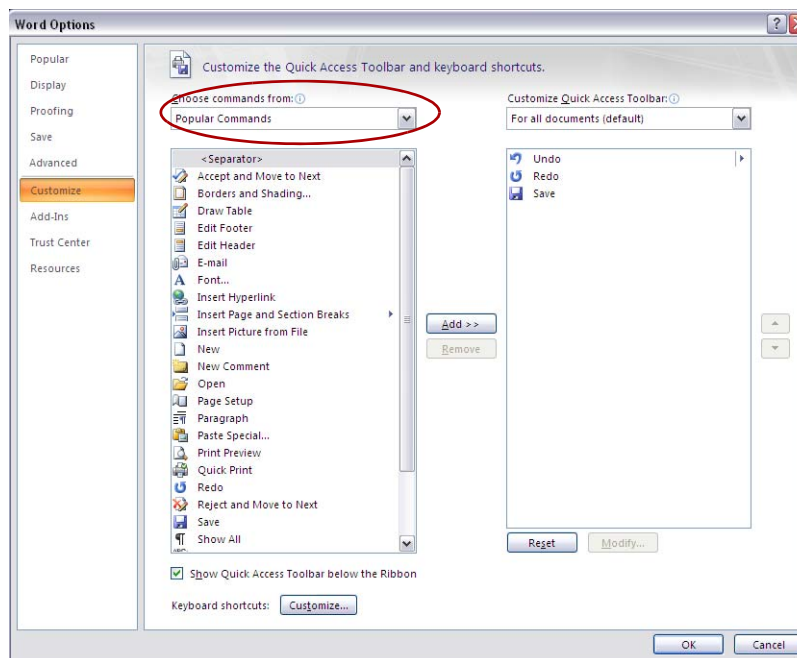
The Customize Quick Access Tool bar menu displays.



### Customize Quick Access Tool bar Menu

2. Select **More Commands**.

The Options dialog displays.



### Options Dialog

3. Click the down arrow on the **Choose commands from** field to select a category.
4. Select the command you want to add from the list on the left.
5. Click the **Add** button.  
The command displays on list on the right.  
These commands will display on the **Quick Access Tool bar**.
6. Click **OK** to save your choices.

**To remove a command from the tool bar:**

1. Select the command from the list on the right.
2. Click the **Remove** button.
3. Click **OK**.

**Tip:** To quickly add a default command button to the Quick Access tool bar, click the **Customize Quick Access Tool bar** button and select a command from the menu.

## Performing Common Tasks

Use this section to learn where the features you use most often in your Office applications are located.

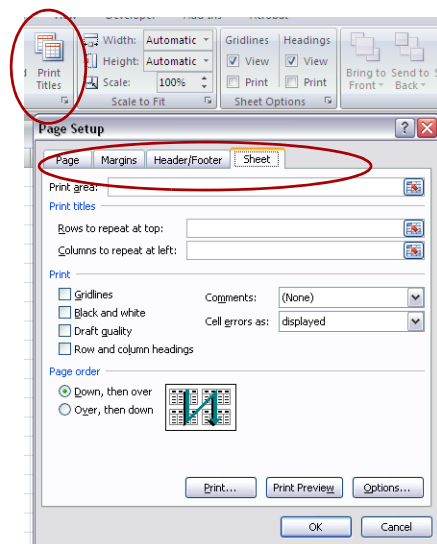
### Page Setup

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 set up:**

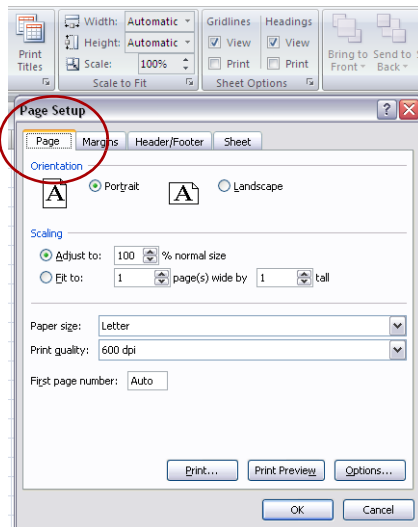
1. Select the **Page Layout Tab** on the Ribbon.
2. In Excel, click **Print Titles** in the Page Setup group.

In Word, click the **Launcher** button in the Page Setup group to display the Page Setup dialog. The Page Setup dialog displays.



**Excel Page Setup Dialog, Sheet Tab**

3. Select the Page tab.



**Excel Page Setup Dialog, Page Tab**

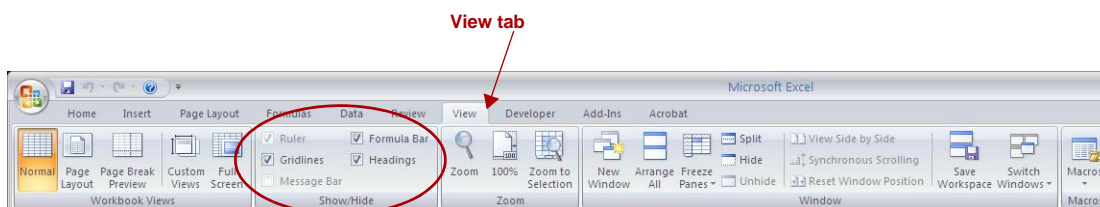
4. Adjust the page orientation, paper size and print scaling.
5. Select the Margins Tab to adjust the Top, Bottom, Left and Right Margins as well as the Header and Footer margins.
6. Select the Header/Footer Tab to create a custom Header or Footer for your document.
7. Select the Sheet Tab to print a selected area of the worksheet, repeat rows to print or print the gridlines.
8. Click **OK** when finished.

## Page View

Use the View tab to set up how your page displays. In Word, you can select to show rulers and grid lines. In Excel, you can select to show rulers, gridlines and the Formula bar.

### To view rulers and gridlines:

1. Select the View tab on the Ribbon.
2. Locate the Show/Hide group.



**Excel View Tab–Show/Hide Group**

3. Enter a check mark next to the items you want to display.  
The items you checked now display.

## Saving a File

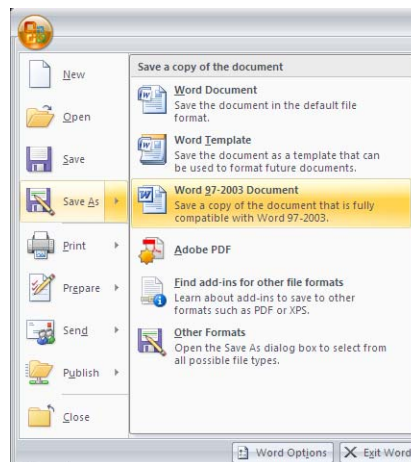
Office 2007 is not backwards compatible with Office 97-2003 and Microsoft Office 2004 for Mac. Please note that a computer that does not have Office 2007 installed may not be able to open, read or edit files created in Office 2007. If you are sharing documents with co-workers outside of IT please ensure that you save your files to the Office 97-2003 option to ensure compatibility with other users

To save your files in Office 2007 format click **Save** to save your document or worksheet or you can click the **Save** button on the Quick Access Tool bar.

### To save a file in a compatible format:

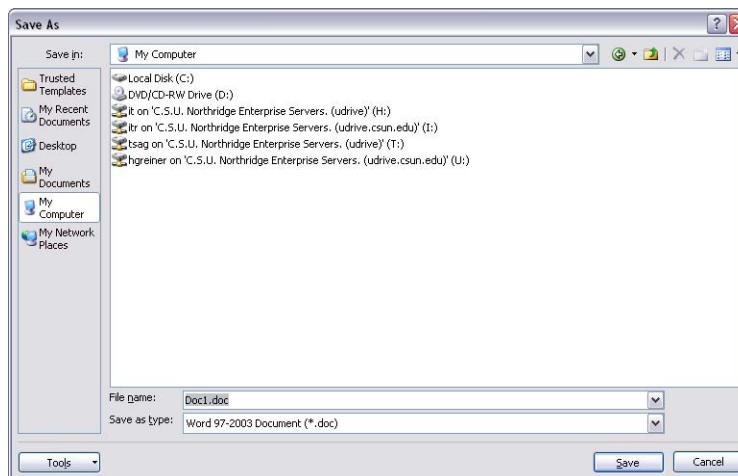
1. Click the **Microsoft Office Button**.

The Microsoft Office Button menu displays.



**Microsoft Office Button Menu**

2. Click **Save As** to save your file in a backwards compatible format or to a specific location or to rename your document.
3. Select the format for your document.
4. Specify Office 97-2003 format or Office 2007 format.



**Save As Dialog**

5. Enter the name of your file in the **File name** field.

6. Click **Save**.

The name displays in the Title Bar.

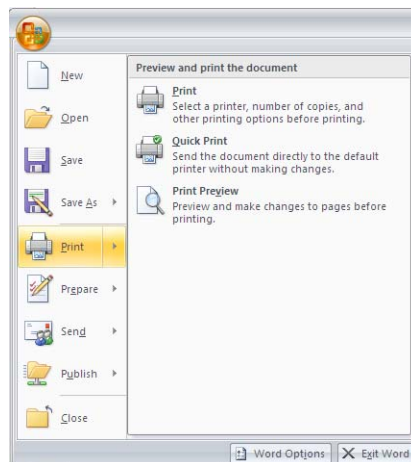
## Printing a File

You can preview your files before printing and print your files to a specific printer using the Microsoft Office Button menu.

### To print a file:

1. Click the **Microsoft Office Button** on the Menu Bar.
2. Select **Print**.

The Print Options display.



### Microsoft Office Button Menu, Print Options

3. Click **Quick Print** to print one copy of your file. Click **Print** Preview to view your document on screen before printing.
4. Click **Print** to display the Print dialog.  
Specify the printer to use, the number of copies, and specific pages to print.
5. Click **Print**.

## Closing a File

### To close a file:

1. Click the **Microsoft Office Button** on the Menu Bar.
2. Click **Close**.

## Exiting the Application

### To close the application:

1. Click the **Microsoft Office Button** on the Menu Bar.
2. Click **Exit Word**.

## Support and Training

### Troubleshooting and Support

If you have questions or experience problems getting started with Office 2007 contact the IT Help Desk at ext 1400 or [helpdesk@csun.edu](mailto:helpdesk@csun.edu).

### IT Training

IT Training Services & Development offer training in many different applications at various skill levels.

If you need additional assistance and training please contact IT Training at ext. 1700 or by email at [training@csun.edu](mailto:training@csun.edu).

See what is coming up over the next few months by checking our website at:

[www.csun.edu/it/training](http://www.csun.edu/it/training)

### Microsoft on the Web

Microsoft on the Web ([www.microsoft.com](http://www.microsoft.com)) provides links to Web locations where you can find out more about Microsoft Office 2007. It is a great resource for learning. You need Internet connectivity and a web browser to use of this feature.

#### OFFICE 2007 APPLICATIONS ONLINE TUTORIALS

Get up to speed with 2007 Office Applications.

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

Quick Reference Card for Up to speed with 2007 Office applications

<http://office.microsoft.com/training/Training.aspx?AsetID=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>