

Office 2007: Changes, Features, and New Interface

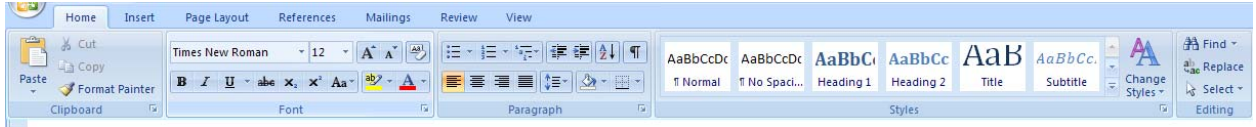
Microsoft Office 2007 is the latest release of Microsoft Office, a suite of programs, which include Word, Excel, Outlook, PowerPoint, Access, and Publisher. Containing a number of new features, the release of Office 2007 also marks the first time in many years that the user interface has changed substantially. As this can be confusing to people who have become familiar with the traditional interface used for over a decade, the following is designed to help you migrate smoothly to Office 2007.

The new look of the suite is referred to as the **Fluent user interface**, replacing many of the menus and toolbars that were the basis of earlier versions of Office.

- 1.) First, there's the **Office Button**. Located on the top-left corner of the window, the Office Button replaces the former File menu, which contained options such as Save, Save As, Open, Print, Publish, and Close. **Word Options** are also found under the Office Button, which allow users to customize save capabilities, change the color scheme of the interface, adjust auto corrections, and much more.

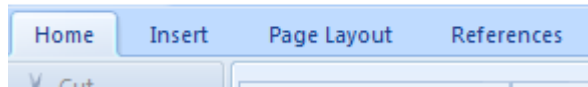


- 2.) One of the more notable changes is the **Ribbon** which stretches across the top of the window and contains icons and command buttons, organizing relevant commands in sets of **Tabs**.

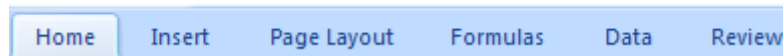


Naturally, as each program in the suite provides different features, the tabs on each program differ. Excel, for instance, has a **Formulas** tab while Word has a **References** tab.

Microsoft Word Tabs

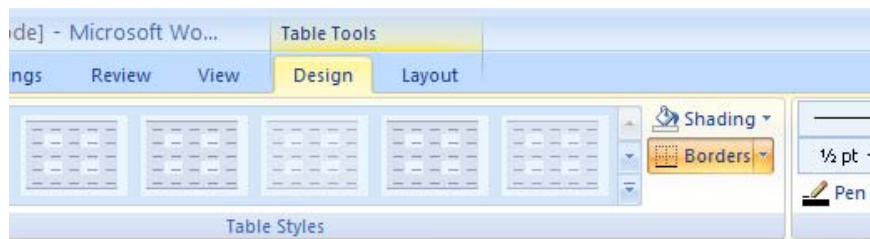
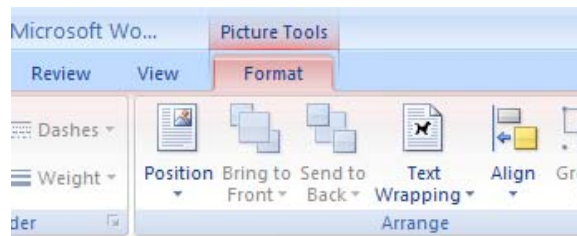


Microsoft Excel Tabs

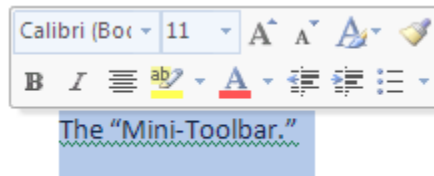


By grouping related options into these tabs, the Ribbon's primary purpose is to make the many features of each application more accessible with fewer mouse clicks. If you are having difficulty finding a command that used to be under a menu list in a previous version, think about what tab the command might be grouped with.

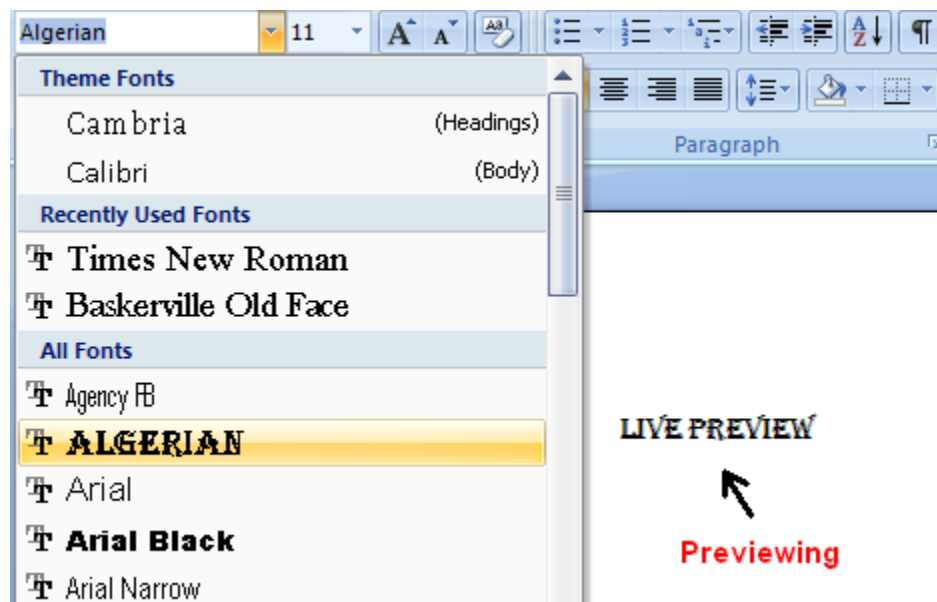
- 3.) Some tabs will only appear, or be accessible, when an object is on the page and selected. These are referred to as **Contextual Tabs**. For example, selecting a picture presents the **Pictures Tab**, whereas selecting a table presents a **Table Tools Tab**.



- 4.) The **Mini-Toolbar** automatically appears above text when text is selected. It essentially provides quick access to formatting options such as Font Size, Font Type, Bold/Italics, Alignment, etc. without having to right-click.



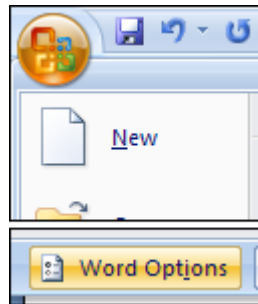
- 5.) **Live Preview** allows text or objects to be previewed with a formatting change without actually applying the change. For instance, if text is selected, and the user thumbs through different font types, or hovers the cursor above styles, he/she can preview how the text would look with those settings applied, without committing to them.



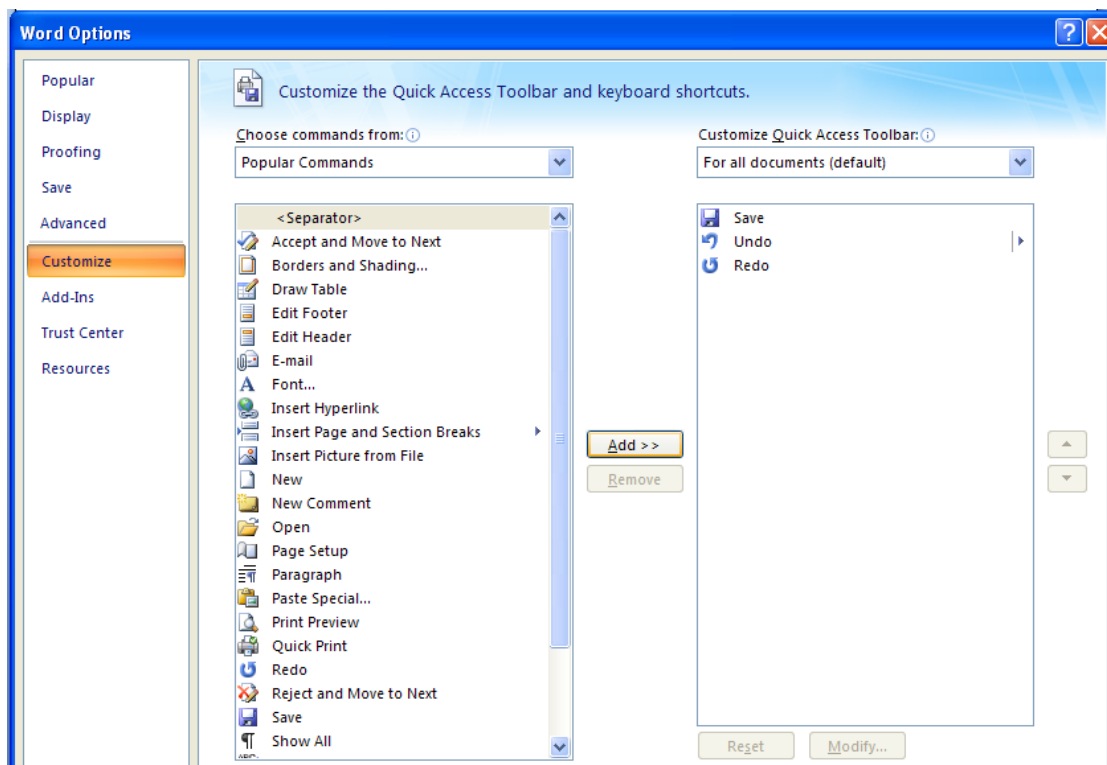
- 6.) The **Quick Access Toolbar** sits next to the Office Button. It serves as a store of any frequently used functions such as Save, Print, Undo/Redo, etc.



The **Quick Access Toolbar** is fully customizable – any function you find yourself using regularly can be added. For instance, to add/delete functions from the toolbar in Word 2007, click the **Office Button > Word Options**.



On the left pane, click **Customize**, and you will be presented with two columns of options: the left has every addable function available for the program (which can be organized by Popular Commands, Commands Not in the Ribbon, and All Commands), and the right contains what functions have been added to the **Quick Access Toolbar**. Simply add and remove as you see convenient for your workflow.



This has been merely a brief overview of the interface and functional changes of Office 2007, but each application contains its own significant changes. For further questions, consult Microsoft Office Help by pressing F1 while using any application, or visit the 2007 Microsoft Office Suite solution center at <http://support.microsoft.com/ph/8753>. For more personal support, please contact the IT Help Desk at 617-824-8080.