

## Office 2007: The New Look

### What's New

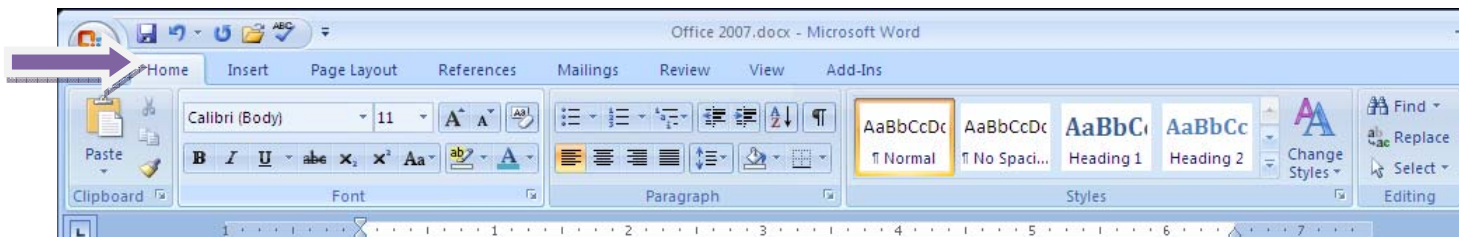
When opening any part of Office 2007, Word, Excel, PowerPoint... you will notice that things look very different. While things look very different, the same old features are there, they are just accessed in a different way. In an attempt to make options easier to find, Microsoft has removed the old “menus” and replaced them with the “ribbon” system. Rather than having to search for options under endless menus, the ribbons have their own toolbars associated with them, putting all the options out in the open.

Along with the new look of Office 2007; Microsoft has also changed a bit behind the scenes. This change has made Office 2007 not directly compatible with older versions of Microsoft Office. In order to keep this from interfering with your work, C&IS has preconfigured your installation of Office 2007 so that it automatically saves your files so that they are compatible with older versions of Microsoft Office.

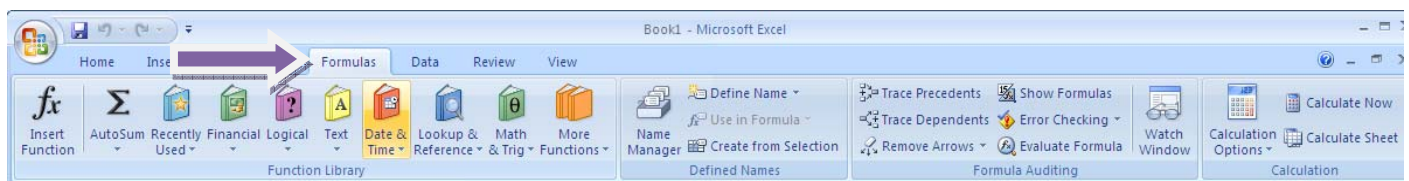
### Navigating the Ribbons

When you open an Office 2007 program (Word, Excel, PowerPoint, Publisher, Access) you will notice that each program has a slightly different ribbon set that is unique to the program.

- **Ex) Word:** Word has ribbons for Home, Insert, Page Layout, References, Mailings, Review, View, and Add-Ins. Each ribbon is grouped based on items commonly used together. The Home ribbon seen below has options for formatting text and paragraphs. If you were to switch to the Insert ribbon, you would see all the different options for inserting shapes, pictures, Clip Art, WordArt, Header, Footer, Text Box...

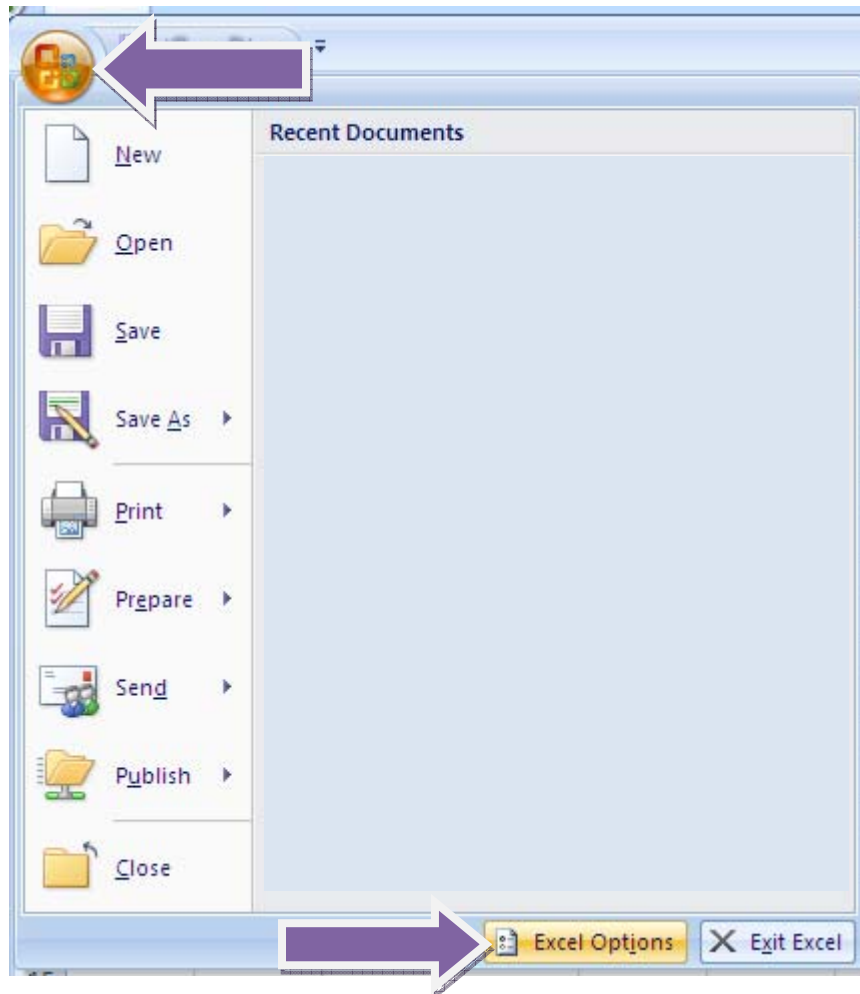


- **Ex) Excel:** Excel has some ribbons in common with Word such as Home, Insert, Page Layout, Review, and View, but it also has other ribbons that are specific to Excel such as Formulas and Data.



### *Where is the File Menu?*

One thing you will probably notice very quickly after working with Office 2007 is that there is no File Menu. So where are those options for creating new documents, opening existing documents, saving, printing and changing program options? Those options are now kept in the “Office Menu” which is located in the upper left corner of the screen. Press the Office button and the menu will drop down allowing access to all those File Menu options.



### *Need More Help?*

- For quick help consult the help features inside of Office products.
- For more in-depth guides on all the changes in Office 2007, view the Office 2007 guides on the Microsoft Site: <http://office.microsoft.com/en-us/help/default.aspx>
- Contact the Help Desk x3277 for any questions or information on available training classes.