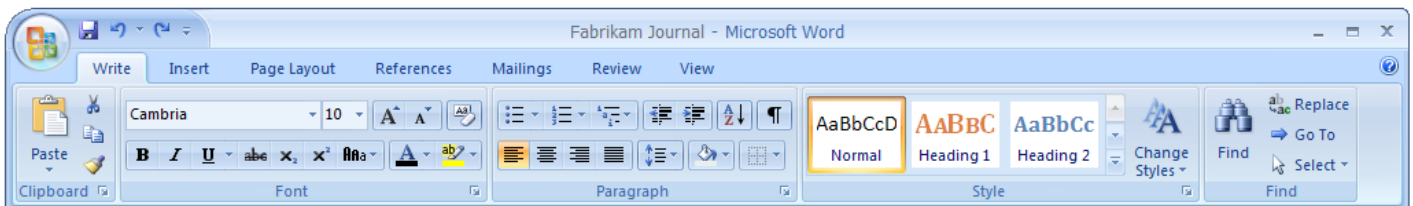
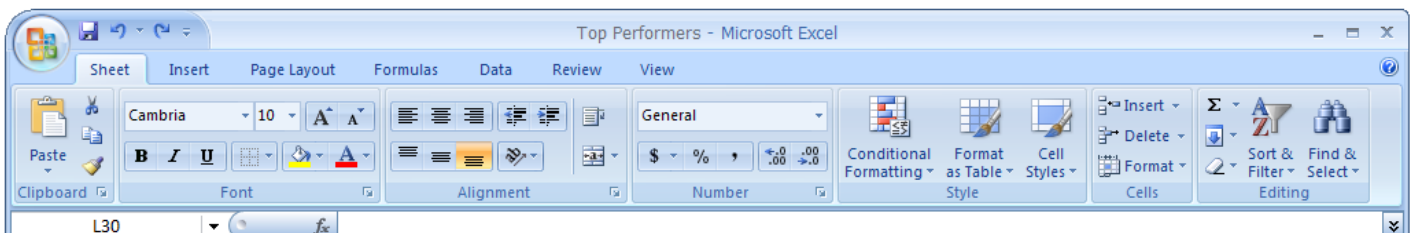


WHAT'S NEW IN MICROSOFT OFFICE 2007

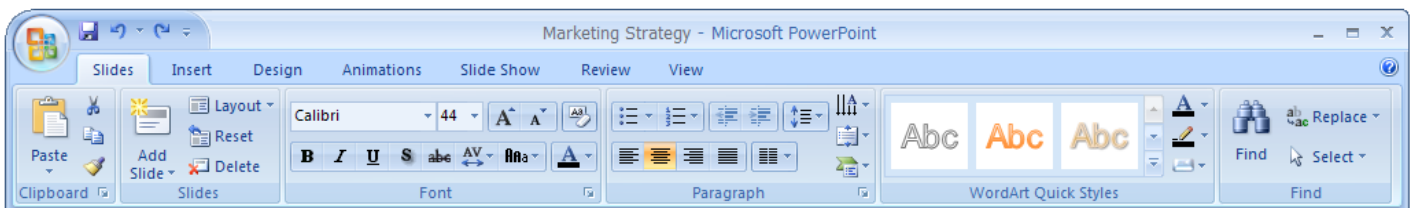
- **Ribbons** – replaces all the menus and toolbars present in previous version of Microsoft Office.
- **Tabs** – contains all the commands of Office 2007 applications and are grouped according to the tasks performed such as, Home, Insert, View. Each application, however, contains different tabs (see below).
 - Word: *Write, Insert, Page Layout, References, Mailings, Review*



- Excel: *Sheet, Insert, Page Layout, Formulas, Data, Review, View*



- PowerPoint: *Slides, Insert, Design, Animations, Slide Show, Review, View*



- **Office button** – enables you to perform basic functions, such as **creating, opening, saving and printing** documents as well as providing quick access to recent documents



- **Quick Access Toolbar** –provides access to **frequently used commands** (Save, Undo, Redo, etc.) that can be customized by specifying the buttons you frequently use.
- **Pushpin** – pinning documents means clicking on the **Office button** and then clicking on the **Pushpin** so that you have a document easily accessible through the Office button
- **Galleries** – enables you to **preview** the result of formatting commands
- **Comparing two documents** – in Word 2007 when you compare and combine documents, you can see both versions of the document — with the deleted, inserted, and moved text clearly marked in a third version of the document.
- **Live Preview Button** - allows you to decide what style or format you want for the object before you implement it (located in the Galleries)
- **Sharing Documents as .pdf or .xps**- Word 2007 supports both these formats to ensure that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed.
- **Mini Toolbar** – In PowerPoint 2007, when you select text, a small floating toolbar appears right next to the text itself. You can easily click on tools such as Bold, Italic, or Font Size without having to move your mouse up to the Ribbon and back to the text again. The Mini toolbar is somewhat translucent when you first select text; you have to move your mouse over to it to get a solid image of the tool buttons on it. If you move the mouse away from the toolbar, you have to reselect the text to make it appear again.
- **SmartArt Graphics** - PowerPoint 2007 contains a souped up diagramming tool that allows you to quickly create all kinds of diagrams and workflow charts. When you select and insert a SmartArt diagram, you can then use a simple outline pane to enter the text that populates the various boxes and shapes of the diagram. You can insert or delete elements easily. SmartArt graphics also interact with the shapes built into PowerPoint 2007, so after you insert a diagram, you can change various elements of it by altering their shapes, adding shapes, modifying their colors, and more.

- **Navigating the Ribbon with access keys-** *When you use access keys rather than a pointing device like a mouse to control the Ribbon and other things on the screen, you must first "switch on" keyboard control of the Ribbon by pressing the **ALT** key. As soon as you press **ALT**, you see little labels, or **badges**, pop up showing the Key Tips for all the tabs. After you press a key to activate a particular tab, the badges showing the Key Tips for the commands on that tab appear. Although the layered approach to Key Tips means that each command in a program has a unique sequence of Key Tips, it also means that there are many duplicates when comparing the Key Tips across tabs. So **M** does one thing on one tab, and it does something else on a different tab. For example, in Word, **M** is the Key Tip for **Margins** on the **Page Layout** tab but for **SmartArt** on the **Insert** tab. You only ever see the Key Tip badges for the tab you are on; you have to move to another tab to see its Key Tips. If you end up with the Key Tips for the wrong tab showing, press **ESC** to see the tab Key Tip badges again.*
- **Navigating the Ribbon with Keystrokes** - *First, you must press the **ALT** key, just like with Key Tips. Then you can move around by using the arrow keys: The **LEFT ARROW** and **RIGHT ARROW** keys move you to the adjacent tabs. The **UP ARROW** key moves the focus to the **Quick Access Toolbar**. (From there, use the **LEFT ARROW** key to move to the **Microsoft Office Button**.) The **DOWN ARROW** key moves you into the active tab, where you can move further using the other arrow keys. The major improvement over previous versions of Microsoft Office in moving around the screen with the arrow keys is that you can use them to move up and down as well as side to side.*
- **Navigating the Ribbon with the TAB key** - *You can also navigate the Ribbon by using the **TAB** key. After you press **ALT** pressing the **TAB** key cycles through all the commands on the active tab, group by group. After cycling through the last group of commands on the tab, the **TAB** key moves to the **Help** button, the **Microsoft Office Button**, and the **Quick Access Toolbar**, and then back to the first group on the tab. Press **SHIFT+TAB** to cycle through the commands in the opposite direction. When you are on the command that you want, press **ENTER** to select it.*

- **Using F6** - *F6 cycles between all the areas of the window including any open task panes, the status bar at the bottom of the window where you'll find the **View** controls, and the Ribbon.*

- **Keystrokes:**
 - *Use the **TAB** key and arrow keys to navigate a dialog box.*
 - *Activate a command by pressing **ENTER**. In some cases, this opens a gallery or menu so you can choose what you want and then activate it by pressing **ENTER** again. For some commands, like the **Font** box, pressing **ENTER** puts the focus in the box so you can start typing, or use the arrow keys to scroll through lists. Once you've got what you want, press **ENTER** again.*
 - ***CTRL+TAB** cycles through the tabs in a dialog box.*
 - ***SPACEBAR** selects and clears check boxes.*
 - ***SHIFT+F10** opens the shortcut menu, which opens when you right-click an item.*
 - ***ESC** closes an open dialog box or shortcut menu. If nothing is open, it takes the focus away from the Ribbon and back to the main document.*
 - *To close a task pane, first press **CTRL+SPACEBAR** to open the task pane menu. Then press **C** to select **Close** on the menu.*
 - ***ALT+F4** (pressed simultaneously) closes the active window.*
 - ***F1** opens the Help window.*