

Introduction to Word 2007

What happened to the file menu?

The old style menu system from Office 2003, Office XP, and earlier versions has been replaced with a brand new interface, which most people call the 'Ribbon'.



The Office Orb (and the Quick Access Toolbar)

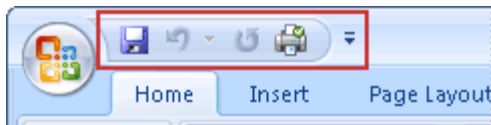
The Office Orb = The old file menu. As you can see in the picture, the orb is a circle with the Office logo in it, which is located in the top left hand corner of the application. The Office Orb contains the same style tasks that you would find in the old file menu. For example, if you wanted to create a new document in Word 2007, you would click on the Office Orb, in the top left corner of the screen, and then select 'New'. If you wanted to save your document in Word 2007, you would click on the Office Orb, and select 'Save'.

By clicking on the Office Orb (in Word 2007), you get access to the following functionality:

- New
- Open
- Save
- Save As
- Print
- Finish
- Send
- Publish
- Close
- Options
- Exit

New, Open, Save, Save As, Print, Close and Exit are all the same as previous versions of Office. Finish, Send, and Publish are new to Word 2007.

Beside the Office Orb are a number of small icons. This is called the Quick Access Toolbar, and the default (in Word 2007) includes Save, Undo, Redo, and Print. The Quick Access Toolbar saves you from having to look for features that you regularly use. You can add any of your favorite features in Office 2007 to the Quick Access toolbar by right clicking on the feature, and selecting 'Add to Quick Access Toolbar'



Introduction to Word 2007

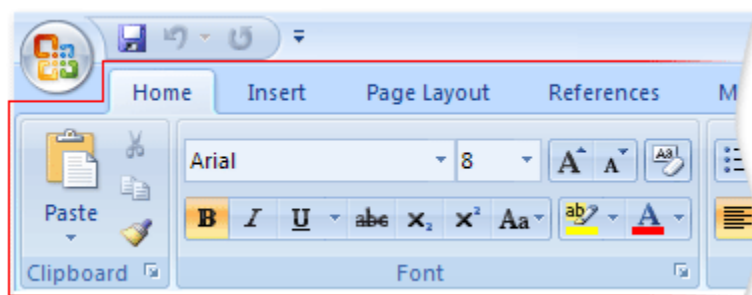
Zoom and Layout

The zoom and layout options are now located in the bottom right hand corner of the window. This is where you can select the document layout you wish to view. For example, if you want to view in Print Layout, simply click on the Print Layout button in the bottom right hand corner of the window. If you want to change to full screen reading, or web layouts, again click on the buttons in the bottom right hand corner.

In this area there are also two methods to change the zoom, or how big or small everything looks on the screen. One method is to click on the '100%' and then select your zoom level. Alternatively you can use the zoom slider. By dragging the zoom slider to the left, the document will zoom out, making everything look smaller. By dragging the zoom slider to the right, the document will zoom in, making everything look bigger.

The Ribbon

The Ribbon is the major part of the new user interface.



The Ribbon can be broken into two parts... the Ribbon Tabs, which describe a task which you may be trying to complete, and the Ribbon itself, which includes all the buttons and options which you would need to use when trying to complete that task.

On the "Home" tab, you will find the things that you do the most often: copy, paste, font, paragraph, styles, editing.

On the 'Insert' tab, and then all the things that you can insert into your document appear in the Ribbon. From here you can 'Insert' a table, or 'Insert' a picture, or 'Insert' some clipart.


On the 'Page Layout' tab, you can select your page margins, how many columns etc.

Introduction to Word 2007

What's New?

You can now save your file as a PDF:



- Click on the Microsoft Office Button , point the arrow next to **SAVE AS** and then click **PDF**
- In the **File name** list, type a name for the document
- In the **Save as type** list, click **PDF**

You can edit your Blog:

- Click on the Microsoft Office Button, point the arrow next to **Publish** and then click **Blog**
- Assuming you already have a Blog set up with WordPress.com, click register when asked (this is only necessary the first time)
- Select WordPress from the blog provider list and click next
- Enter your blog URL and user name and password and click OK
- When your blog has been successfully registered, you are ready to create your post
- When finished, select **Publish**.

Saving Documents

Word 2007 saves files in the .docx format, which is different from the .doc format used in Word 97-2003. This can cause difficulties when it comes time to share your documents electronically. You can save your documents in a format that is compatible with earlier versions of Word. That way, you won't have any problems sharing documents.

- Click the Office button
- Click Word Options
- Open the Save options
- Beside Save files in this format, select **Word 97-2003**
- Click OK

Shortcut Keys

Most of the shortcuts keys you're familiar with from earlier versions of Word still work in Word 2007. But Word 2007 provides a new system for shortcuts. You can access the available shortcut keys by pressing and holding the **ALT** key. Gray boxes containing letters or numbers will appear on the screen beside the menus and Quick Access toolbar buttons. You can release the ALT key. Next, press the key corresponding to a command or menu

Introduction to Word 2007

What's Different?

- Normal View is now Draft View
- Home ribbon includes Clipboard, Font, Paragraph, Styles and Editing tabs
- Insert ribbon includes Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols tabs
- Page Layout ribbon includes Themes, Page Setup, Page Background, Paragraph, and Arrange tabs
- References ribbon includes Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities tabs
- Mailings ribbon includes Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish tabs
- Review ribbon includes Proofing, Comments, Tracking, Changes, Compare, and Protect tabs
- View ribbon includes Document Views, Show/Hide, Zoom, Window, Macros tabs

Resources

- Microsoft Online Tutorials - <http://office.microsoft.com/en-us/training/CR100654561033.aspx>
- Microsoft Word Tips and Tricks - http://wordprocessing.about.com/od/microsoftword2007/Microsoft_Word_2007_Tips_Tricks_and_Tutorials.htm
- PaperClip (a great blog on Office 2007) - <http://thenewpaperclip.com/2007>
- Microsoft Office Word Team Blog - http://blogs.msdn.com/microsoft_office_word/
- Changes from Word 2003 to 2007 - <http://technet2.microsoft.com/Office/en-us/library/e55b85c1-213f-47d5-809c-aba9331ae0331033.mspx?mfr=true>
- Microsoft Word Cheat Sheet - <http://www.computerworld.com/action/article.do?command=viewArticleBasic&articleId=9010482>
- UWisconsin-Eau-Claire Word 2007 Guide - <http://www.uwec.edu/help/word07.htm>
- Location of Word 2003 Commands in Word 2007 - <http://office.microsoft.com/assistance/asstvid.aspx?assetid=XT100766331033&vwidth=1044&vheight=788&type=flash&CTT=11&Origin=HA100744321033>