

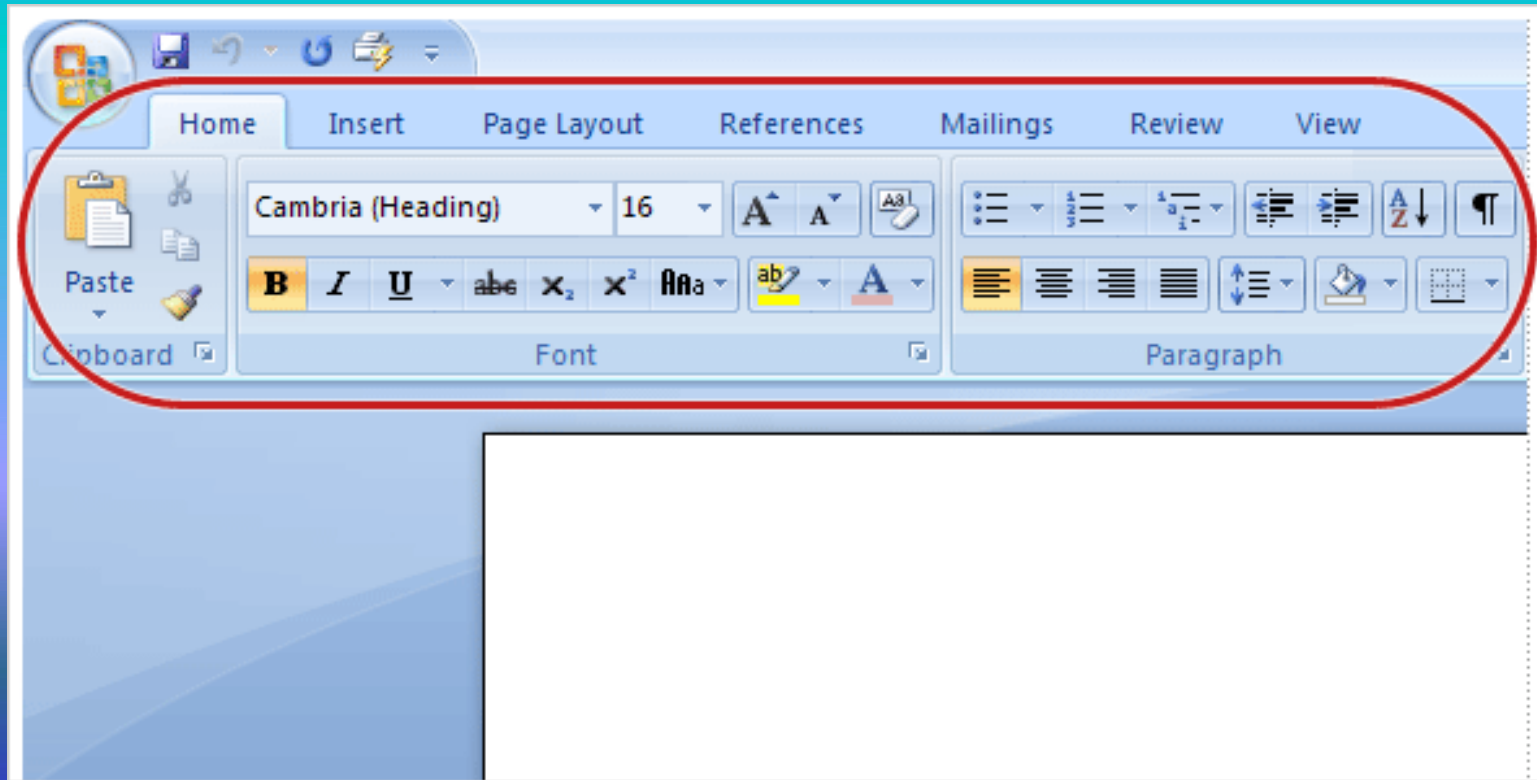


# Microsoft<sup>®</sup> Office 2007

## What's New?

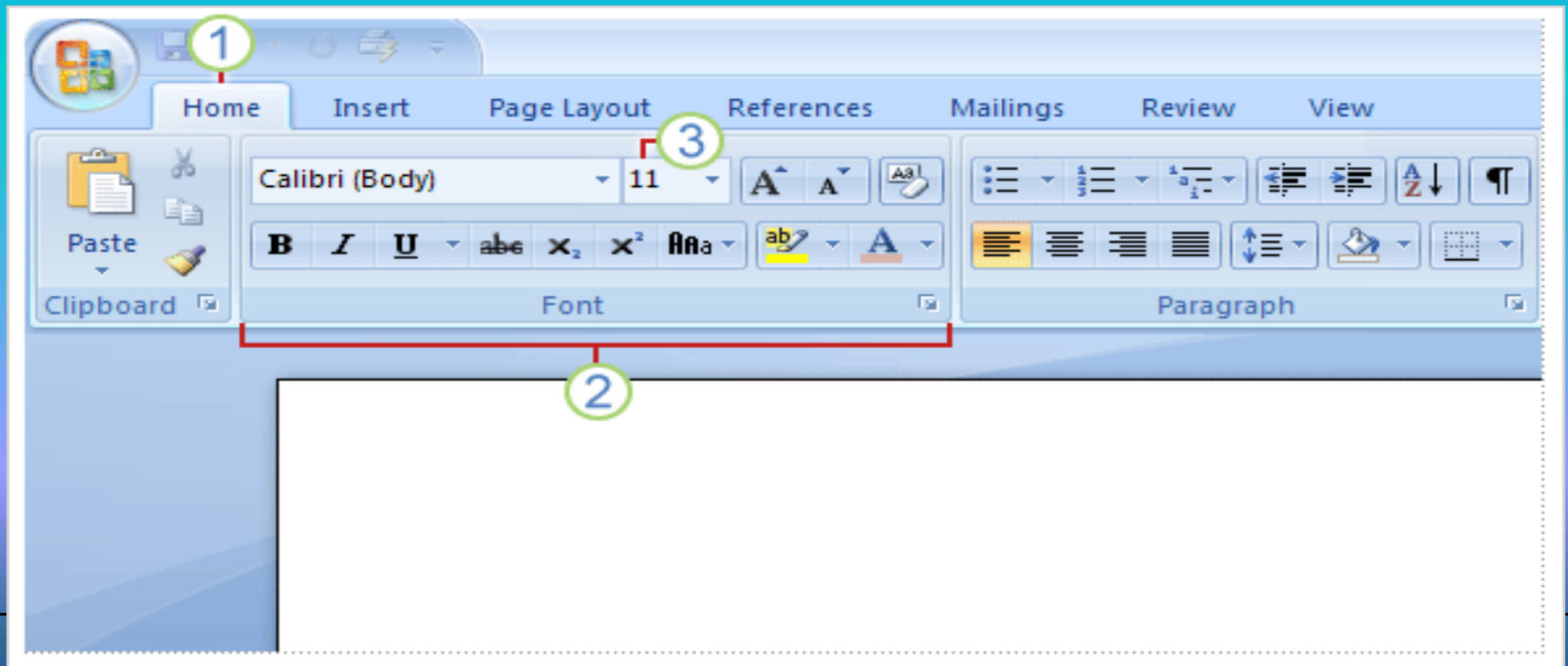
Get to Know the Ribbon

# Get to know the Ribbon



Most of the changes are in the Ribbon, the area that spans the top of Word.

# What's on the Ribbon?

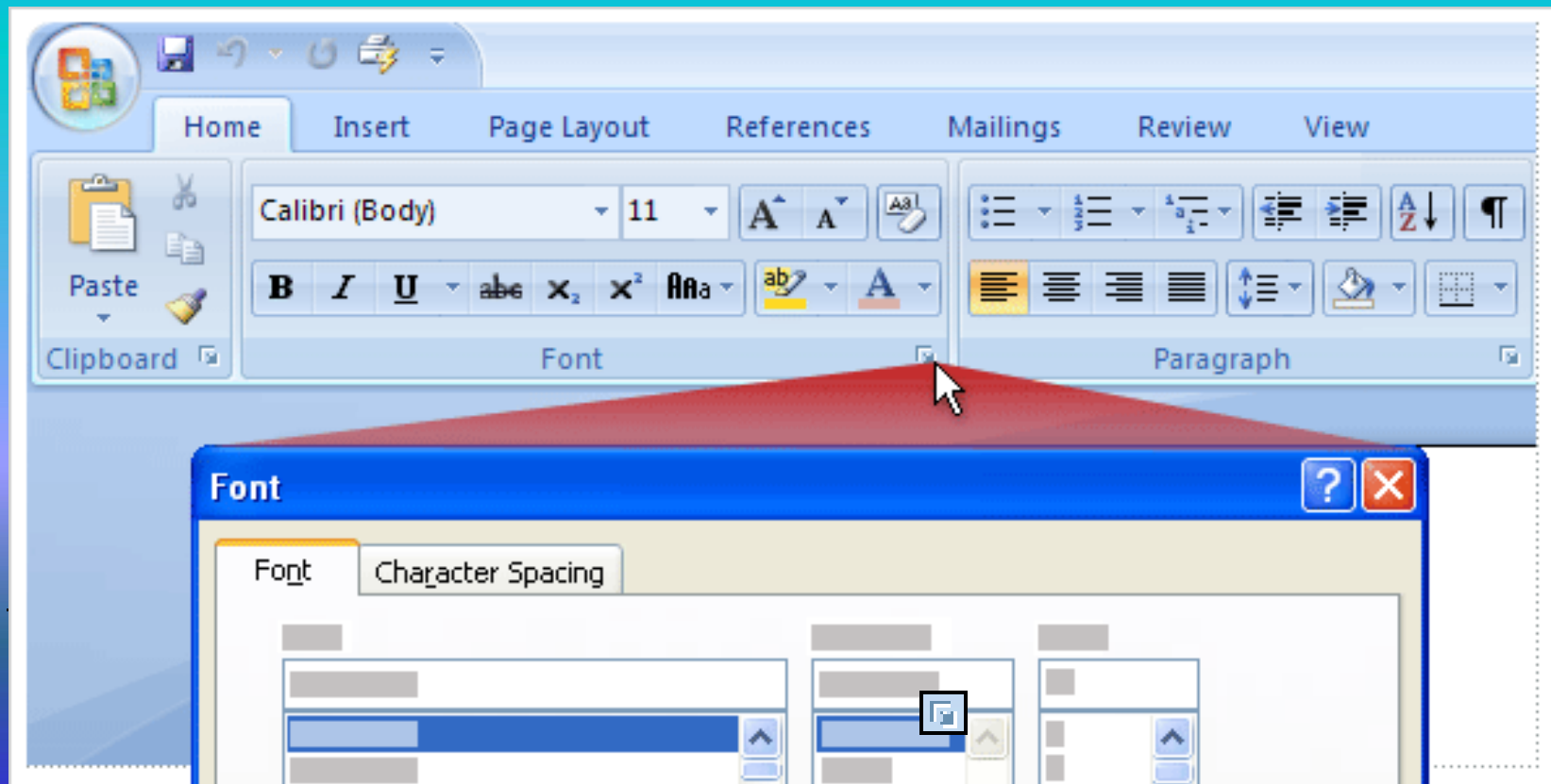


**Tabs:** The Ribbon has seven basic tabs across the top. Each represents an activity area.

**Groups:** Each tab has several groups that show related items together.

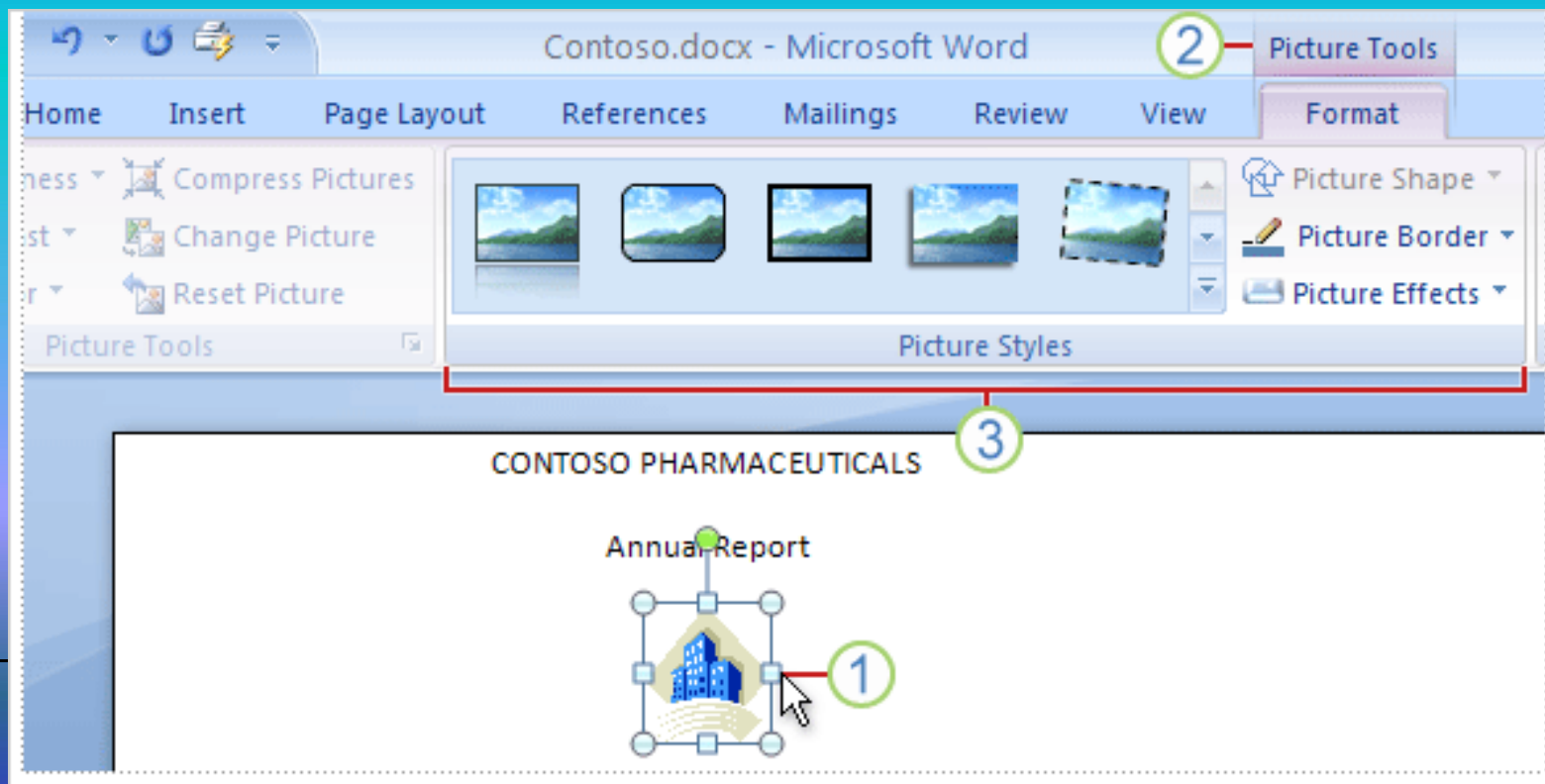
**Commands:** A command is a button, a menu, or a box where you can enter information.

# Dialog Box Launchers in groups



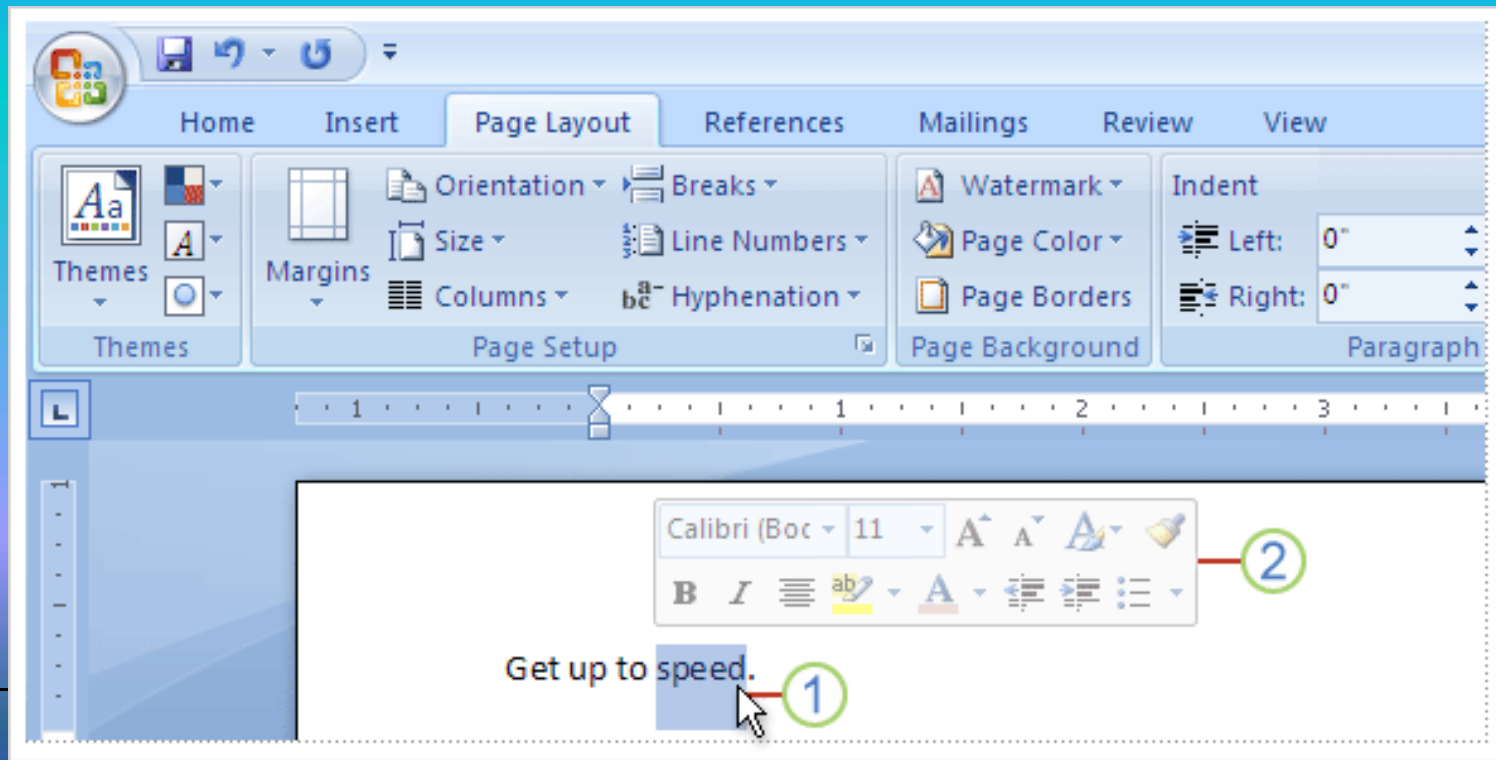
Some groups have a small diagonal arrow in the lower-right corner called the **Dialog Box Launcher** .

# Additional tabs appear



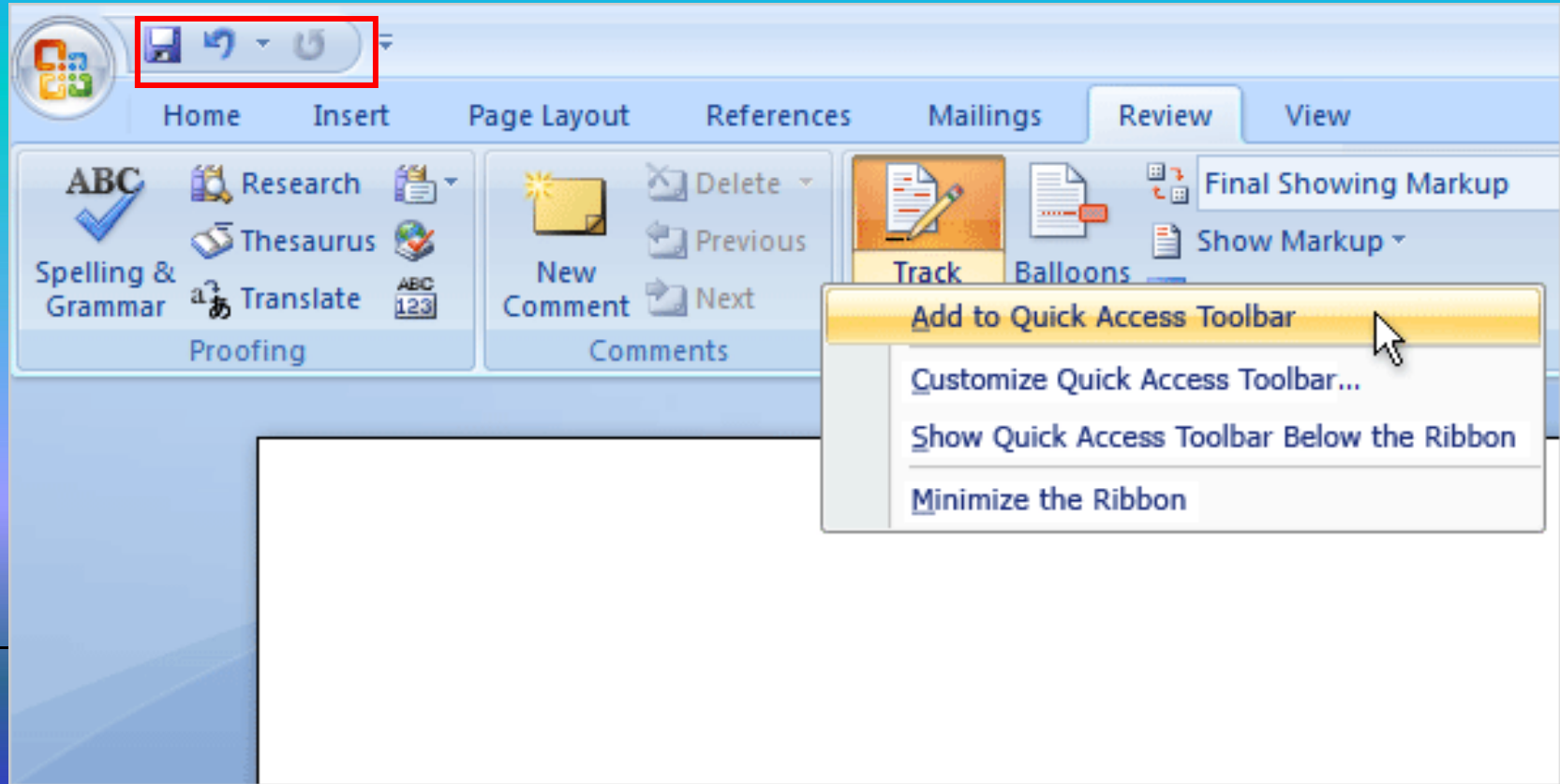
In the new version of Word, certain tabs appear only when you need them such as Picture Tools

# The Mini toolbar



- 1 Select your text by dragging with your mouse, and then point at the selection.
- 2 The Mini toolbar will appear in a faded fashion. If you point to the Mini toolbar, it will become solid, and you can click a formatting option on it.

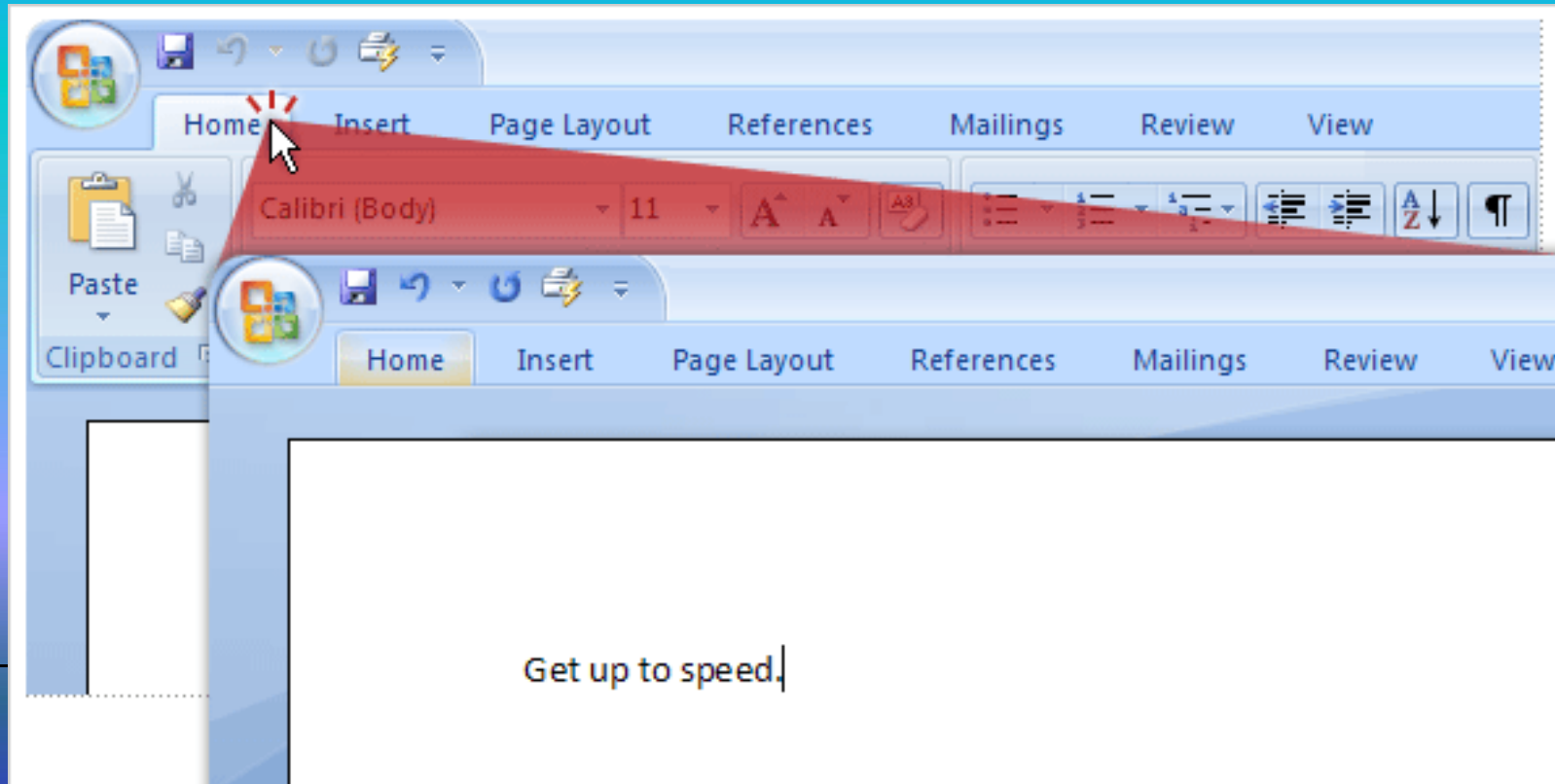
# The Quick Access Toolbar



The Quick Access Toolbar is the small area to the upper left of the Ribbon.

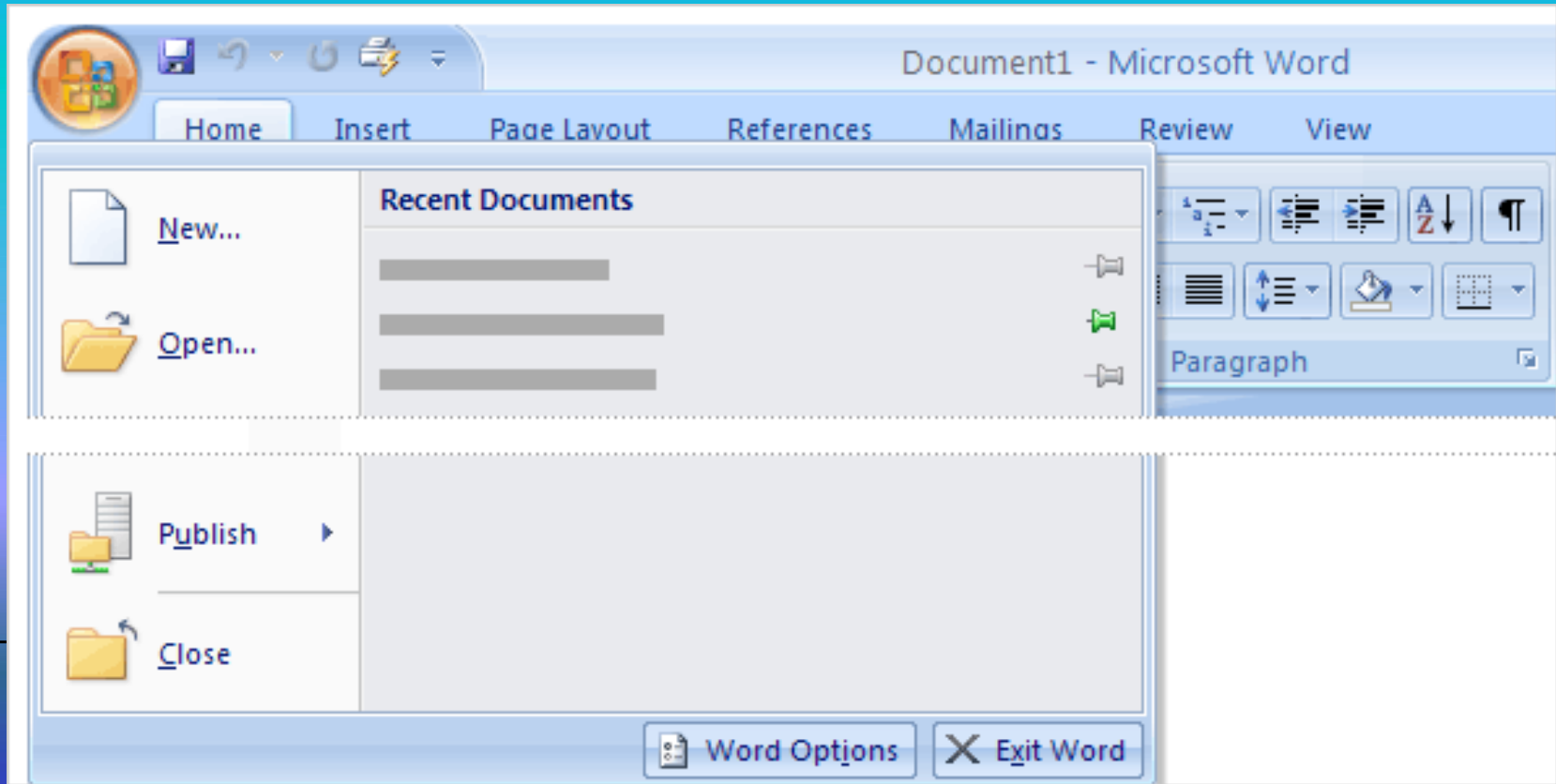


# Temporarily hide the Ribbon



1. Double-click the active tab. The groups disappear so that you have more room.
2. To see all the commands again, double-click the active tab again to bring back the groups.

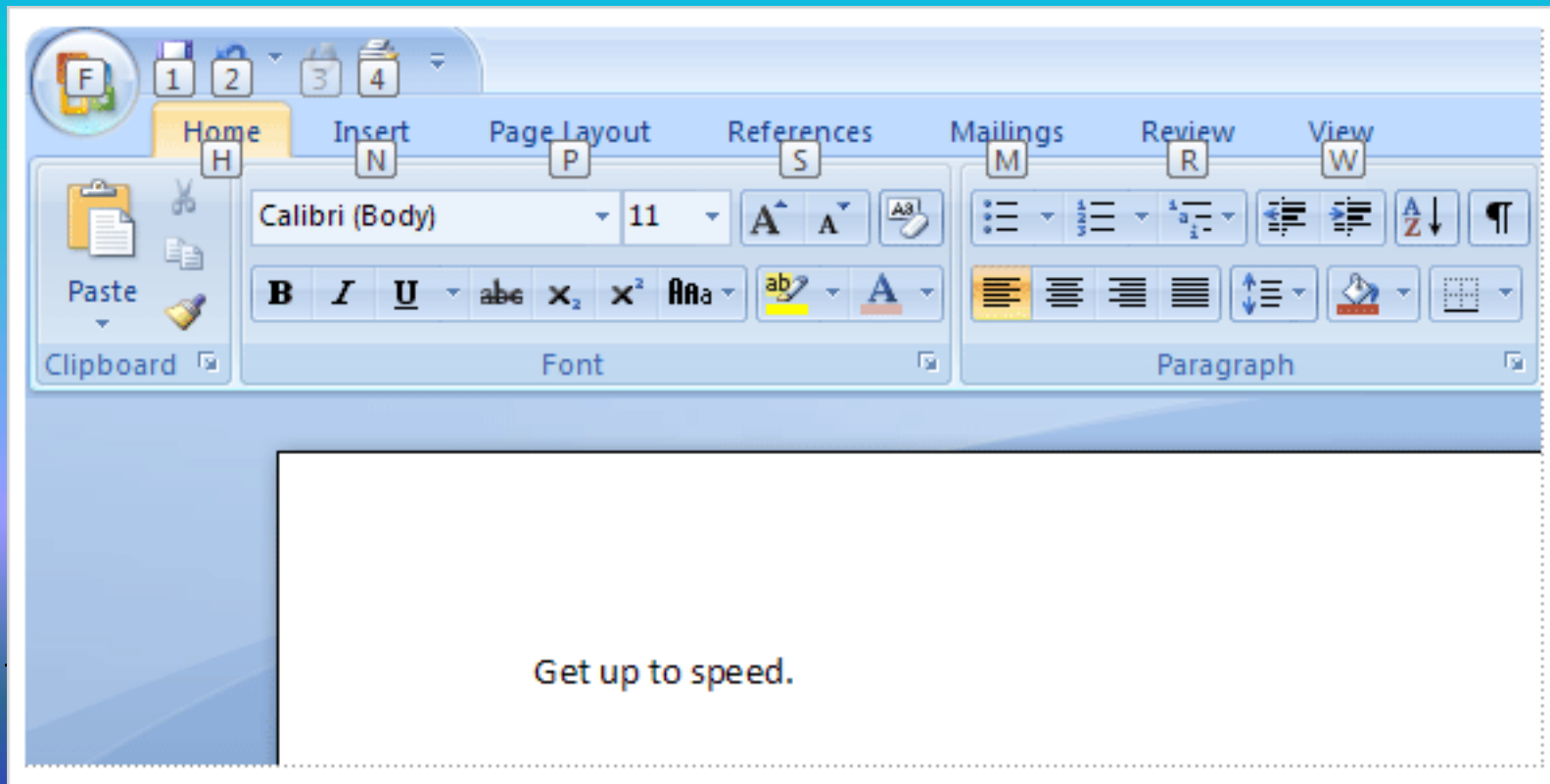
# The Microsoft Office Button



What happened to the **File** menu?

Press the **Microsoft Office Button** to find out.

# Use the keyboard



The new shortcuts have a new name: **Key Tips**.

To use Key Tips, start by pressing ALT.

# A New File Format



# A new file format



One more big change in the new version of Office: an improved **file format**.

What does that mean to you?

# Why the change? XML

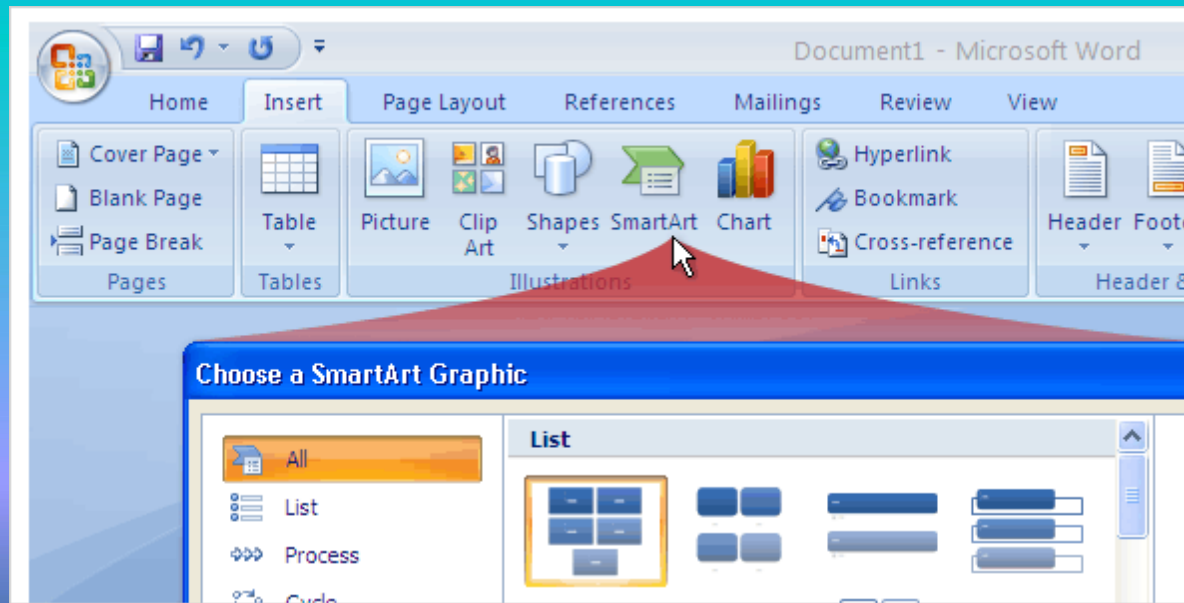


The new format is based on the new Office Open XML Formats.

The format brings lots of benefits:

- Helps make your documents safer.
- Helps make your document file sizes smaller.
- Helps make your documents less susceptible to damage.

# Why the change? New features

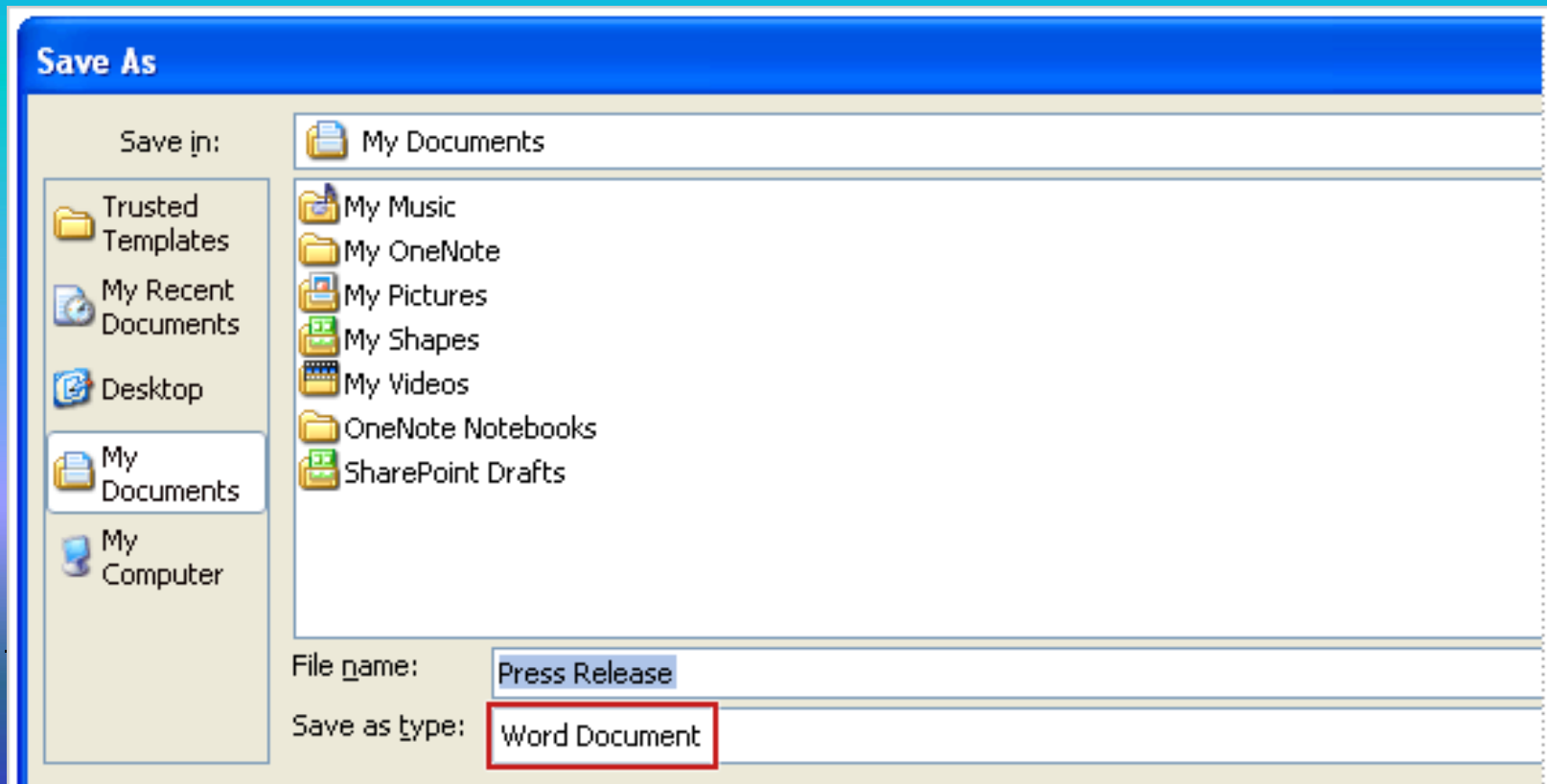


The new file format also gives you the ability to use features that are only available in Office 2007.

One example is the new SmartArt™ graphics feature.

The illustration shows you how to start such a graphic in Word. Notice how many SmartArt graphic designs are available to choose from.

# How do I know I'm using the new format?

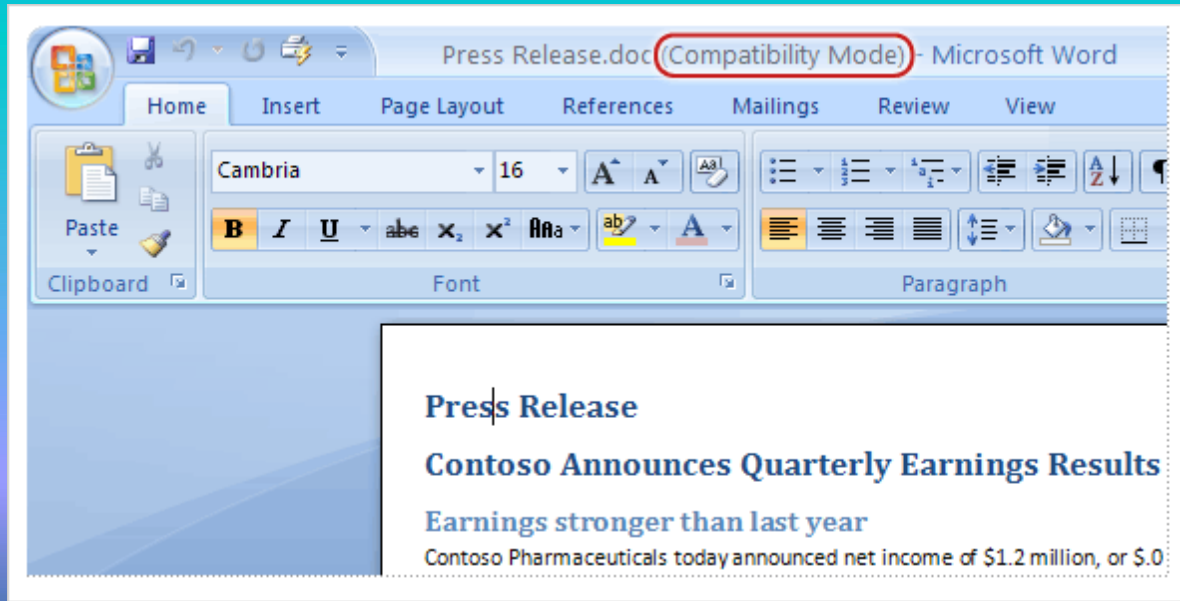


When you create a new document in Word 2007, and then save the document, the new file format will automatically be chosen for you (docx).





# What about the documents I already have?

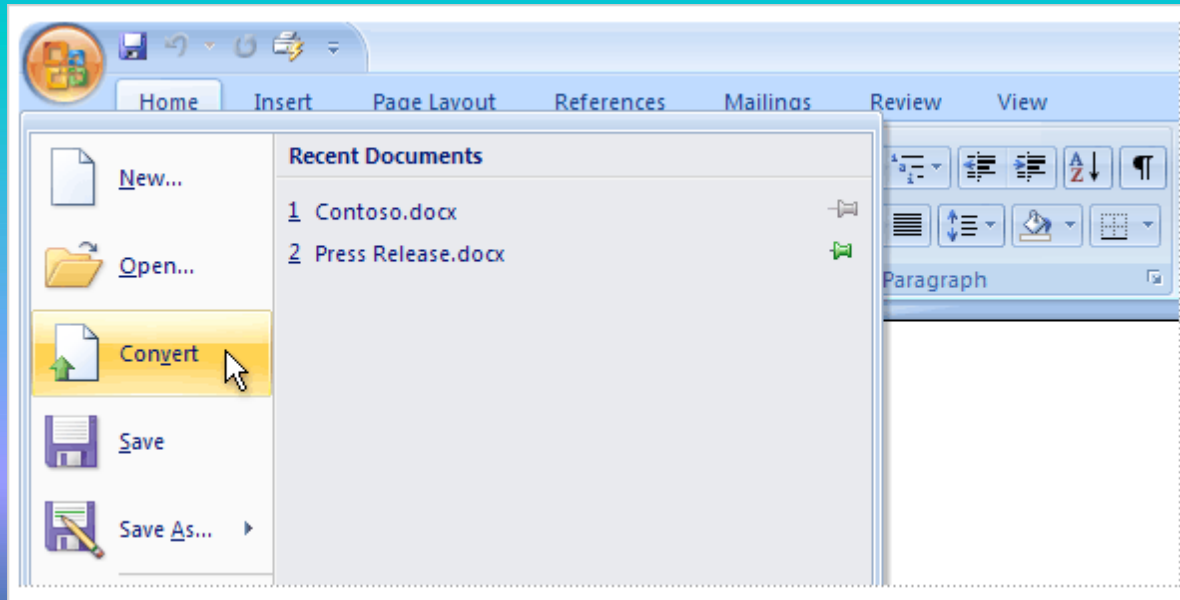


You're probably wondering, "What happens when I open my older documents in the new version of Word?"

Word 2007 can open files created in all previous versions of Word, 1.0 through 2003.

Word opens older documents in **compatibility mode**. You know this because at the top of the document "**(Compatibility Mode)**" appears next to the file name.

# Converting your old files

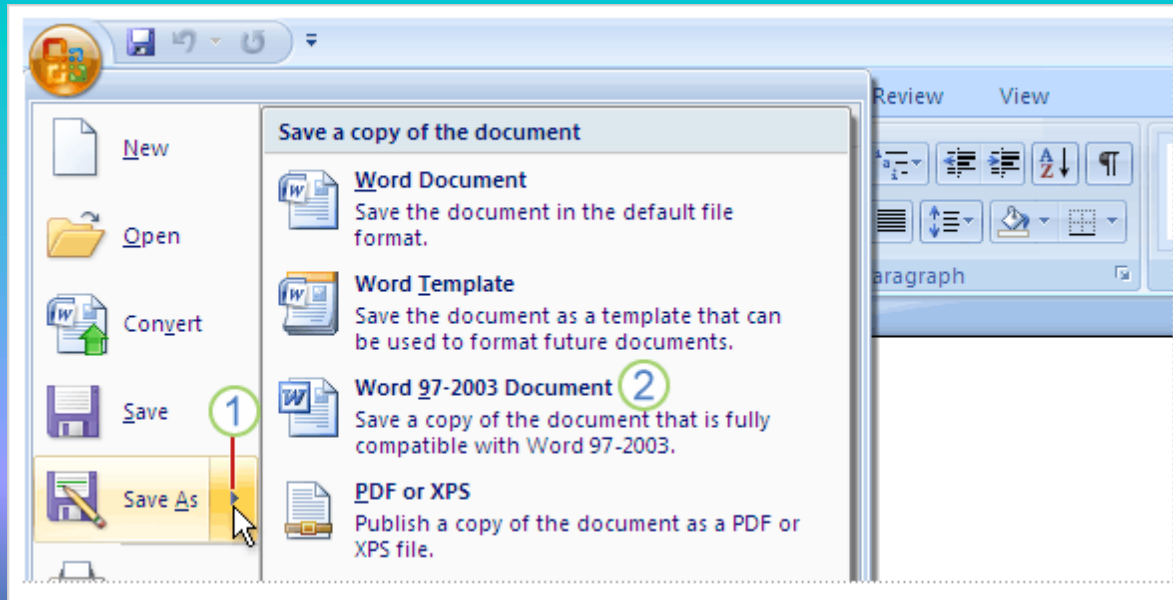


Convert your old files using the Convert command.

With the document open in Word 2007, click the **Microsoft Office Button**, and then click the **Convert** command on the menu.



# Share documents by saving with an older format



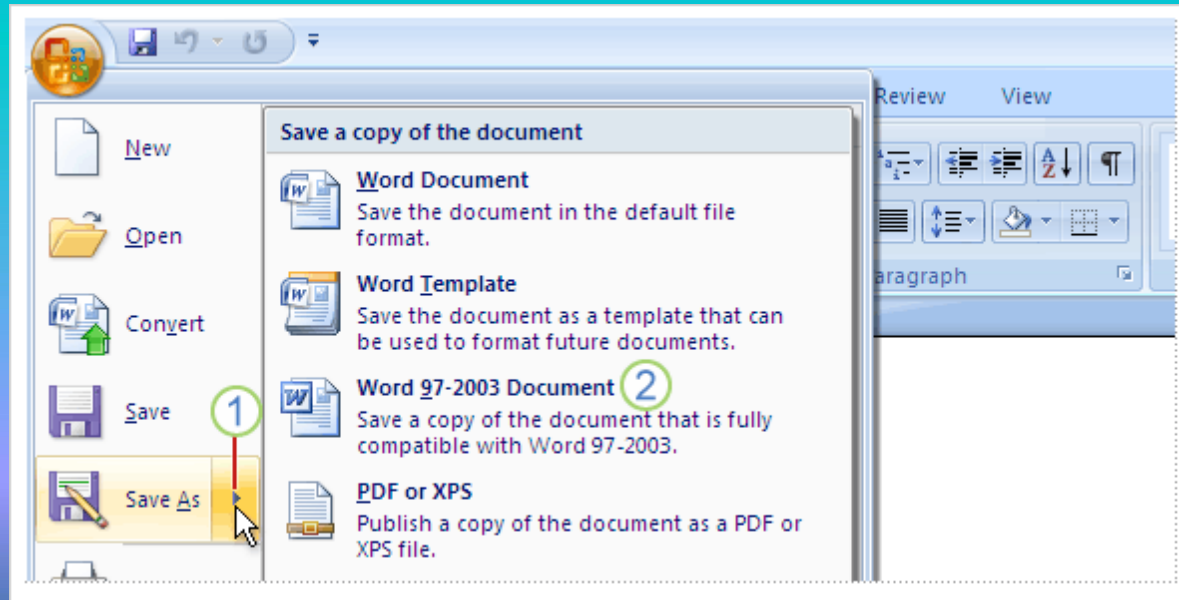
Concerned that John doesn't have his installation of Office 2003 fully updated?

Save your document with an older file format before sending it to him.

Here's how:

- 1 Click the **Microsoft Office Button**, and on the menu, point to the arrow at the end of the **Save As** command.
- 2 Click **Word 97-2003 format** in the list of options.

# Share documents by saving with an older format



You may get a warning that saving in the older file format will cause certain features to be lost or modified. Pictures and graphs will be uneditable.