Microsoft Office 2007:

What's New?

University of Delaware
IT-User Services
November 2007

Microsoft Office 2007 brings a fresh look to word processing while incorporating the image icons users readily recognize. In this latest makeover, tasks have been broken down and recombined into a potentially more intuitive interface. Fluent users may experience a degree of frustration until the revised layout becomes familiar.

Office Button Menu
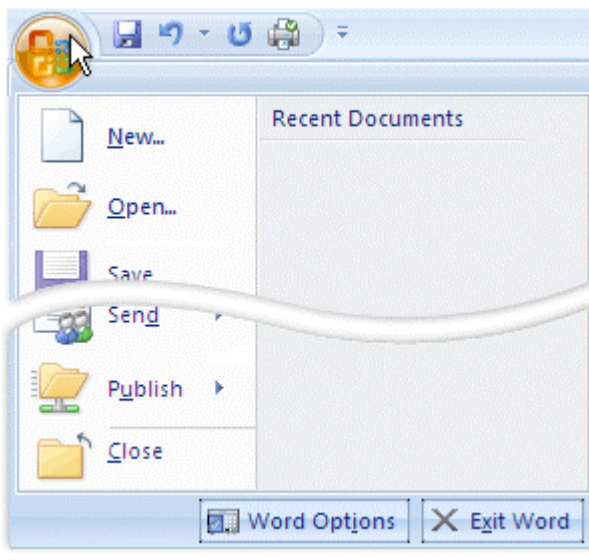
New
Open
Convert (to the newest file format)
Save
Save As (all versions of Word, as a Template or as a
 PDF if plug-in* is installed)

Print
Prepare (Properties, Encryption, Restrict Permission,
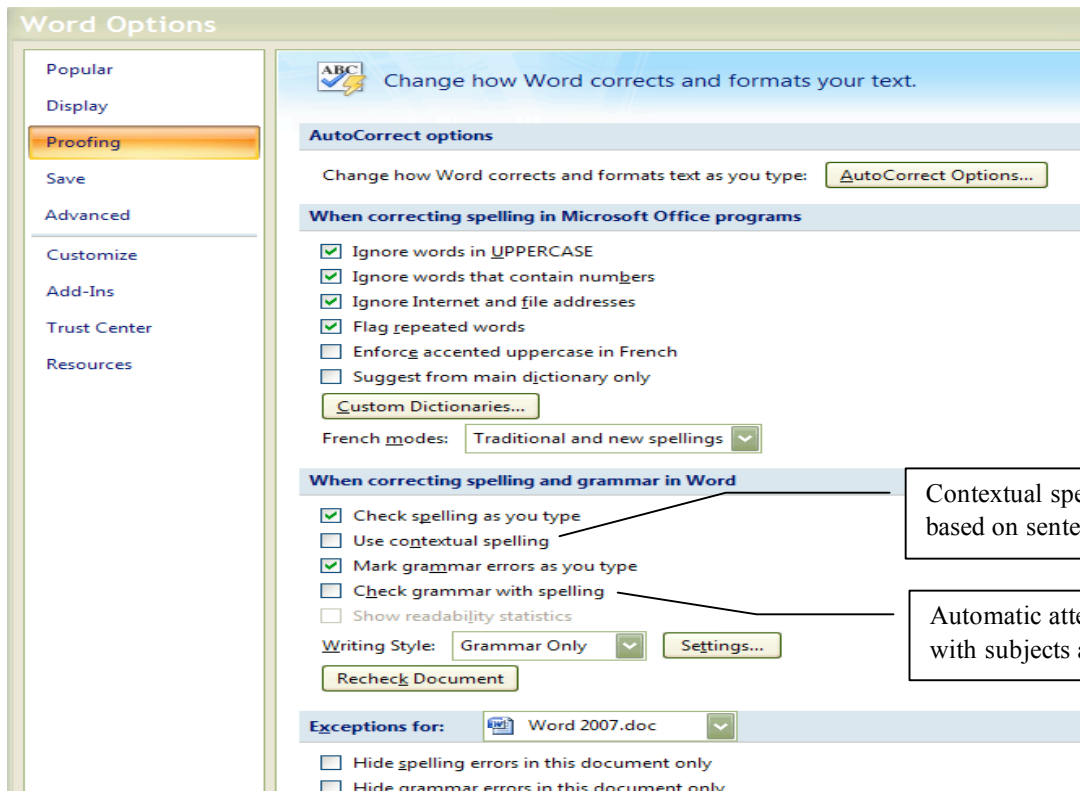 Digital Signature)
Send (via Email or Fax)
Publish (to a blog[†] or workspace)
Close

---

* See Going Forward Section

Contextual spelling suggests corrections based on sentence content.

Automatic attempts to match verb tense with subjects are not always correct.

Save

Word Options

Customize how documents are saved.

Popular
Display
Proofing
Save
Advanced

Customize
Add-Ins
Trust Center
Resources

Save documents

Save files in this format: Word Document (*.docx)

☑ Save AutoRecover information every 10 minutes

AutoRecover file location: C:\Documents and Settings\Sandy\Application Data\Microsoft\Word\ [Browse...]

Default file location: C:\Documents and Settings\Sandy\My Documents\ [Browse...]

Offline editing options for document management server files

Save checked-out files to: ⓘ
⦿ The server drafts location on this computer
○ The web server

Server drafts location: C:\Documents and Settings\Sandy\My Documents\SharePoint Drafts\ [Browse...]

Preserve fidelity when sharing this document: Word 2007.doc

☐ Embed fonts in the file ⓘ
☐ Embed only the characters used in the document (best for reducing file size)
☑ Do not embed common system fonts

Change this default to the Word 97-2003 format if you share files with people who haven't upgraded to 2007.

Word Options

Contact Microsoft, find online resources, and maintain health and reliability of your Microsoft Office programs.

Popular
Display
Proofing
Save
Advanced

Customize
Add-Ins
Trust Center
Resources

get updates [Check for Updates]
Get the latest updates available for Microsoft Office.

run Microsoft Office Diagnostics [Diagnose]
Diagnose and repair problems with your Microsoft Office programs.

contact us [Contact Us]
Let us know if you need help, or how we can make Microsoft Office better.

activate Microsoft Office [Activate]
Activation is required to continue using all the features in this product.

go to Microsoft Office Online [Go Online]
Get free product updates, help, and online services at Microsoft Office Online.

about Microsoft Office Word 2007 [About]
Microsoft® Office Word 2007 (12.0.6015.5000) MSO (12.0.6017.5000)

Find your product information

Welcome to the World of Ribbons

- Familiar icons are in tabbed element groups called ribbons.
- Sub-categories are labeled by group at the bottom of individual ribbons.
- Small arrows in the lower-right hand corner of the labels will expand the group to view options formatted in the XP style.
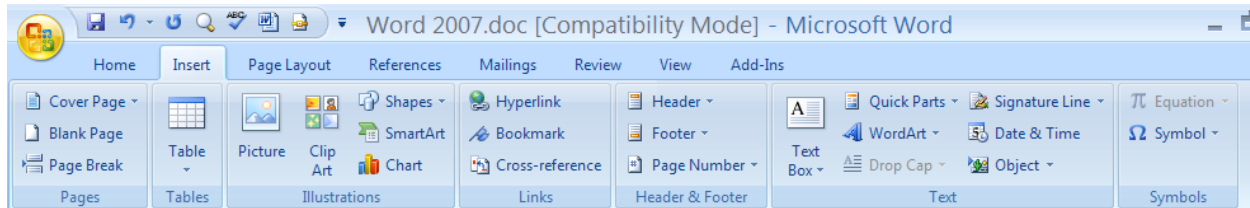- When in doubt, right-click and familiar menus become available.

Home Ribbon
Combines the most commonly used options from the standard, format, style and edit toolbars/menus.
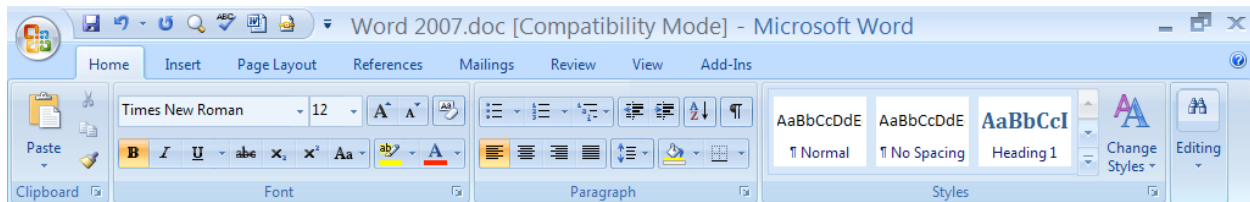
Insert Ribbon
All things insertable can be found on this ribbon, including page breaks, tables, pictures, links, page numbering, Word Art, signatures, and symbols.


Page Layout Ribbon
Themes, page setup, page background, paragraph, layering and wrapping options are found here.
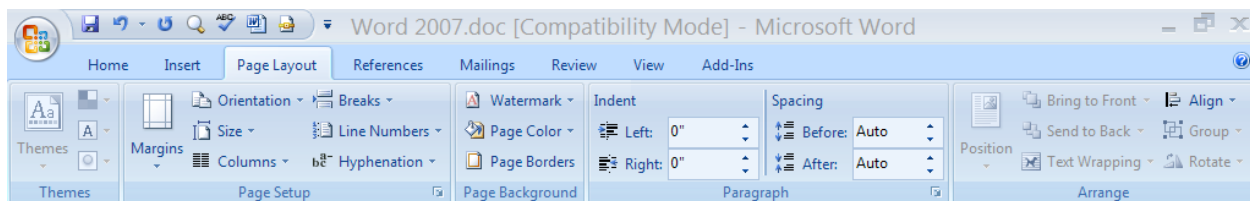
References Ribbon

The reference tool now has its own ribbon because proper citation has become a requirement for most users. The ability to mark entries for a table of contents or index is included. Style formats are available, including APA and MLA are a new enhancement.
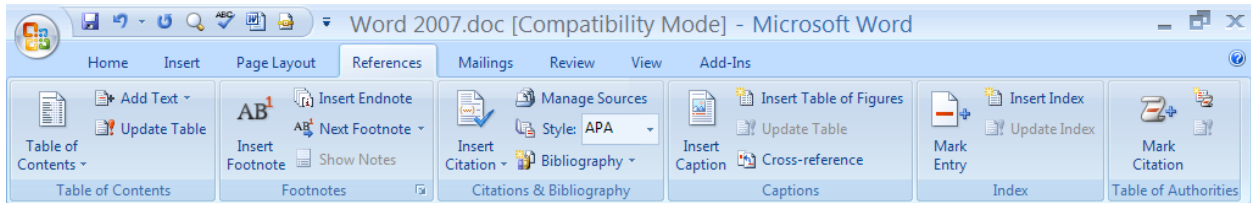
Mailings Ribbon

Envelopes or labels can be created as needed. The majority of this ribbon is devoted to mail merge. It allows form documents to be customized with information pulled from exterior databases. The Mail Merge Wizard is still available from the Start Mail Merge dropdown.
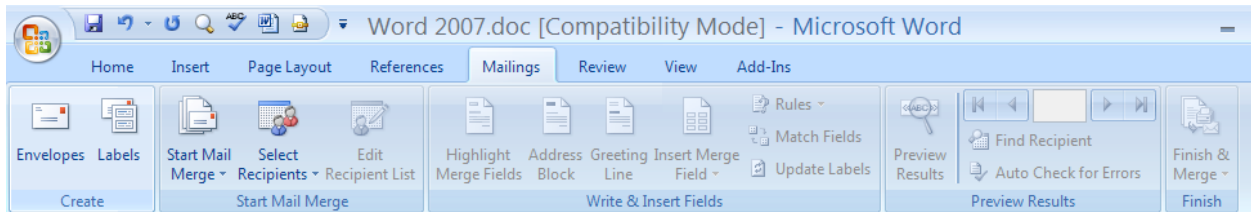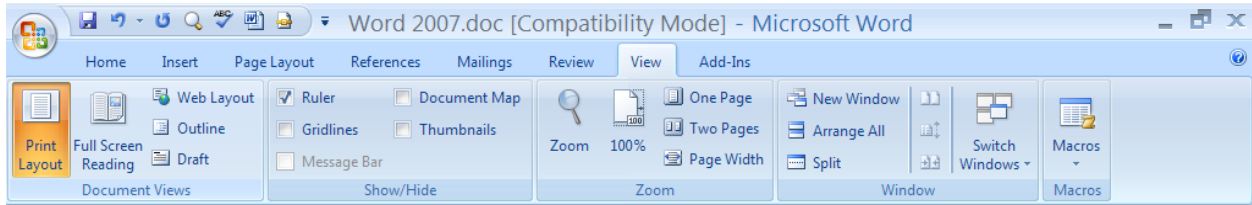
Review Ribbon

Your search for **Spellcheck** is over! **Track Changes**, document combining and document protection are available here.
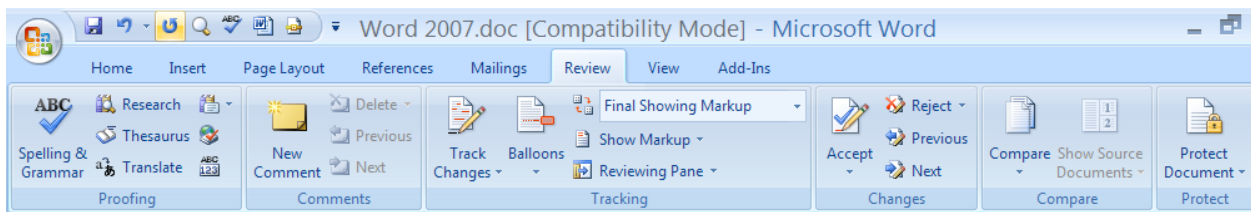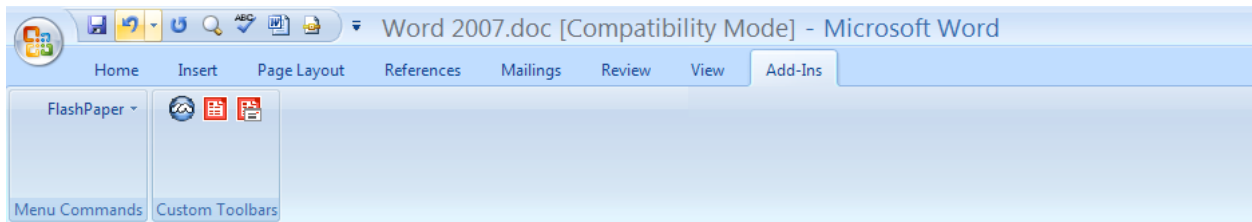
View Ribbon

And here are **Zoom** and **Ruler**, along with other viewing options. Tucked at the end of this grouping is the Macro menu .
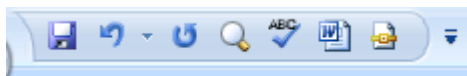
Add-Ins Ribbon

If you install software with Office component interactivity, look for them in this area.

Quick Launch

This little toolbar will grow to store your favorite commands. By clicking the dropdown area you can "Show below the Ribbon" to keep your most common tasks closer to your workspace.

Tabs that appear only when you need them

In addition to the standard set of tabs that you see on the Ribbon whenever you start Office Word 2007, there are two other kinds of tabs, which appear in the interface only when they are useful for the type of task that you are currently performing.

Contextual tools
Contextual tools enable you to work with an object that you select on the page, such as a table, picture, or drawing. When you click the object, the pertinent set of contextual tabs appears in an accent color next to the standard tabs.
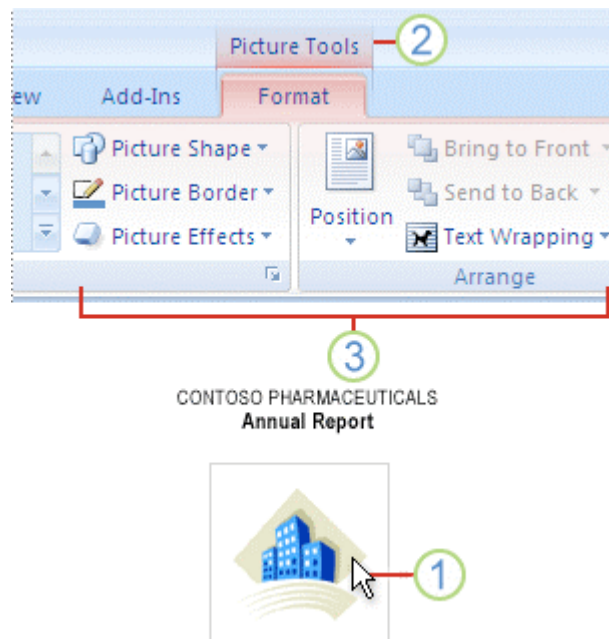
1 Select an item in your document.

2 The name of the contextual tools appears in an accent color, and the contextual tabs appear next to the standard set of tabs.

3 The contextual tabs provide controls for working with the selected item.

Program tabs
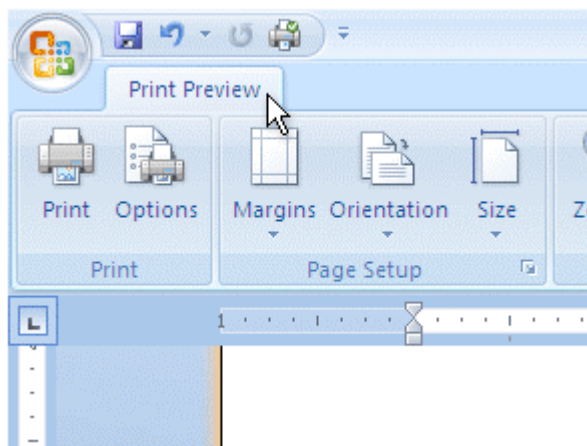
Program tabs replace the standard set of tabs when you switch to certain authoring modes or views, including Print Preview.

Going Forward

- For additional training, start at the source http://office.microsoft.com

  - Suggested Downloads and Add-ins

    - Converters enable computers with earlier versions of Office to open a Word 2007 file that has not been saved in a compatible format. http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en

    - Save your files as .pdf document types after installing: **http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en**

    - Quick assistance is available after installing the "Getting Started Tab": http://office.microsoft.com/en-us/downloads/CD102141051033.aspx

  - Office 2007 audio enhanced tutorials offered by Microsoft: http://office.microsoft.com/en-us/training/CR100654561033.aspx

  - Free starter templates:

Agenda	Contract	Fax	Invoice	Plan	Report
Award Certif.	Database	Flyer	Label	Planner	Resume/CV
Brochure	Design Slide	Form	Letter	Postcard	Schedule
Budget	Diagram	Gift Certif.	List	Presentation	Statement
Business card	Envelope	Greeting Card	Memo	Purchase Order	Stationery
Calendar	Expense Report	Inventory	Minute		Time Sheet
Content slide		Invitation	Newsletter	Receipt	