

Office 2007: Getting Started

This handout is directed at those who are moving from Office 2003 to Office 2007, but will be useful to anyone using Office 2007 for the first time. Covered here are things that are common to all Office 2007 programs. For instructions for particular programs, see the other handouts available at <http://www.snc.edu/techsupport>.

File compatibility

Office 2007 is for Windows XP and Vista only. While most files from the 97, 2000, and 2003 versions of Word, Excel, and PowerPoint were interchangeable between those versions, Office 2007 programs save files in formats that are *not* compatible with older versions. The Office 2007 formats are .docx (Word), .xlsx (Excel), and .pptx (PowerPoint). These new formats are supposed to be more secure and compact than the old ones and less vulnerable to corruption, but older versions of Office can't open them without a converter. There are also new "macro-enabled" formats with an "m" at the end, e.g., .docm, .xlsm. If needed, it is possible to have Office 2007 save files in the old formats, .doc, .xls, & .ppt, which are compatible with Office 97, 2000, 2003, and 2004 (Mac). When working with files saved in the older formats, Office 2007 programs may display a "Compatibility Checker" to warn you about incompatible features. For more information, see the handout *Office 2007 File Formats: Compatibility & Conversion*, available at <http://www.snc.edu/techsupport>.

Access: The new file format in Access 2007 is .accdb. Databases in .accdb format cannot be opened with any version of Access except Access 2007. Earlier versions of Access use the .mdb file format. You can open and work with .mdb files from Access 2003, 2002, or 2000 in Access 2007. However, the new features in Access 2007 will not work for .mdb files. If you want to use the new features, you need to use Save As to convert the database to .accdb format. If you use Access 2007 to open a database saved in Access 97 format, Access 2007 will offer to upgrade it to .accdb format. If you don't plan to use the database with earlier versions of Access, do not share it with anyone else who does, and do not use replication or user level security, you can upgrade the database. If you use Access, particularly if you share databases with others, consult the Help Desk before installing Office 2007.

Installing Office 2007

When moving to a new version of Office, it's best to make a complete switch all at once, because Office programs work much better when there is only one version of Office installed on the computer. Note that this installation will uninstall Office 2003 and probably any other older version of Office. To install Office 2007:

1. Go to Start – Network Software – MS Office and double-click on Install MS Office 2007.
2. Wait while Office is installed. It takes quite a while (it varies on different computers, but usually 20-30 minutes) and may look like it's not doing anything for long periods of time.
3. If you get any warnings or notifications from SpyBot or other security programs during the installation, tell them to allow the changes.
4. At the end, you may see a box saying "In order to complete setup, a system reboot is necessary. Would you like to reboot now?" If you see this message, click Yes.

The installation should remove the Office 2003 shortcuts on your desktop and quick launch bar, but will not replace them with new Office 2007 shortcuts. It will put shortcuts to all of the Office 2007 programs under Start ▶ Programs ▶ Microsoft Office. To make desktop shortcuts, right-click on them in the Start menu, drag them to the desktop (with the right mouse button), and choose Copy Here.

The first time you open one of the Office 2007 programs, you'll see a "Privacy Options" window. Leave the "Get online Help" box checked and click OK.

Installing Office 2007 at home

Office 2007 is available for home use by St. Norbert College employees who have Office 2007 on their office computers. This "Work at Home" option permits you to use it for College-related use only, and you must sign an agreement to that effect. Microsoft does not allow us to distribute copies of the installation CD; they require that you burn your own CD (detailed instructions will be provided). To do so, come to the IT office, Cofrin 119, M – F, 8:00 – 4:30, to sign an agreement and get the instructions. If you don't have a CD burner in your office, bring a blank CD with you so that you can burn your CD in the computer lab.

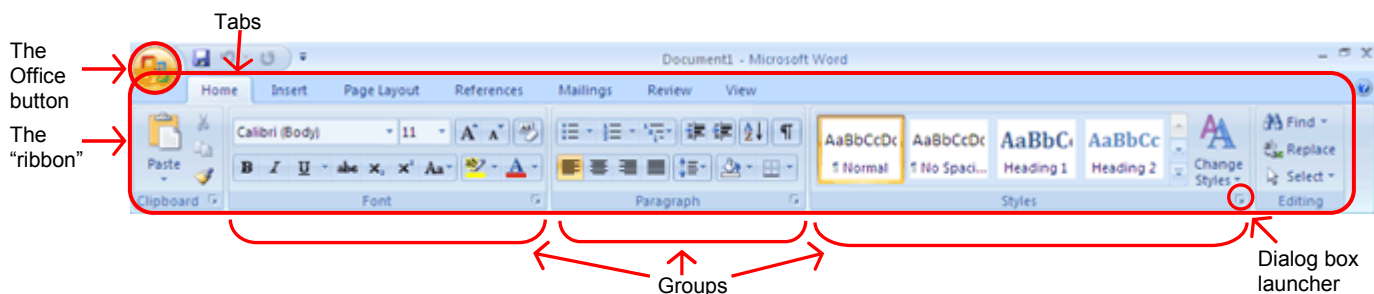
New/Changed features in Office 2007


Interface: Menus, toolbars, & ribbons

The first thing you'll notice when you open an Office 2007 program is that the screen looks very different from the earlier versions. Most importantly, the familiar menus and toolbars have been replaced by something across the top called the "ribbon." The idea behind the ribbon is that it's supposed to make the things you need more easily accessible. Unfortunately, almost everything has been moved, so this new arrangement takes some getting used to. To add extra confusion, the ribbon looks different depending upon your screen resolution and window size. On low resolution screens, some ribbon groups will display only the group name rather than the commands in the group, so you have to click an arrow on the group button to see the commands.

The three parts of the ribbon are tabs, groups, and commands (see picture below):

- Tabs are across the top of the ribbon. Each one represents a type of task in a given program. The ribbon changes depending on which tab you click on, and there are other ribbons that are available only in certain circumstances (for example, when you click a picture, a graphics ribbon appears).
- Groups are sets of related commands.
- Commands are all of the individual buttons, menus, and boxes in the groups.



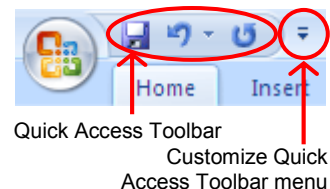
Since not everything fits in the ribbon, some groups have a small icon  called the Dialog Box Launcher in the lower right corner. Clicking it opens a full dialog box with all of the options available for that group.

When you look at the ribbon, you might be wondering what happened to the important commands from the old File menu, like Open, New, Save, Print, etc. You now have to click on the round "Office button" in the upper left corner to get to these things (see picture above).

Those who use keyboard shortcuts will be glad to know that all of the old Ctrl+ shortcuts (e.g., Ctrl+c for copy, Ctrl+s for save, etc.) are still available and work like they always have. There are also new keyboard shortcuts called "Key Tips." These are a little confusing, but if you'd like to experiment with them, press the Alt key to make them appear, then press the letter(s) that correspond to the command you want.

Customizing the Quick Access Toolbar

Unfortunately for advanced users, you can't customize the ribbon at all – no moving, adding, or removing tabs, buttons, or toolbars. In Office 2007, the only thing you can customize is the "Quick Access Toolbar," the row of small icons above the ribbon in the upper left corner (shown at right).



To customize the Quick Access Toolbar, click the Customize Quick Access Toolbar menu and click on the items you wish to add. To add other options that aren't on the list, choose More Commands. There, select the item you wish to add, then click the Add >> button. When finished, click OK. You can also right-click on a button and choose Add to Quick Access Toolbar. To delete a button from the Quick Access Toolbar, right-click on it and choose Remove from Quick Access Toolbar. You can also move the Quick Access Toolbar below the ribbon. To do so, click the Customize Quick Access Toolbar menu and choose Show Below the Ribbon.

Options/Settings

There's not much you can customize in Office 2007. The few things you can change are found on the Customize Quick Access Toolbar menu (shown above) under More Commands. Feel free to explore the options and set things the way you prefer, but be aware that it may not be possible to transfer your customized settings when you get a new computer or move to the next version of Office.

Other new features

A zoom in/zoom out slider appears at the bottom of the window.

In Word, PowerPoint, and Outlook, there is now “contextual spell checking,” which points out wrong words, even if they’re spelled correctly. For example, there/their/they’re, lose/loose, etc.

The Translate tool gives instant foreign-language translations, but of course they’re not perfect.

With a free add-in, you can save a document as a PDF file without any additional PDF-creation software. To install the add-in, go to Start – Network Software – MS Office and double-click on Install Save As PDF for Office 2007.

For some types of formatting, such as fonts, sizes, and styles, you can see a preview of how it will look by holding your mouse over an option without clicking. The only problem is that the options you’re choosing from, such as the font menu, may overlay the text that’s being previewed, so you may not be able to see it very well.

When you highlight text, a transparent “mini toolbar” appears on the screen. If you point to a mini toolbar, it turns solid, and you can then use it. For example, if you select text in Word and then point at the selection, a toolbar appears with some common font/paragraph formatting tools. Unfortunately, these mini toolbars only appear right after highlighting something; once you move the mouse too far away, they disappear.

The Office button displays a longer list of recently opened files than the old File menu, which was limited to 9, and you can even permanently “pin” files to this list by clicking the little pushpin icon next to them.

The Document Inspector window lets you get rid of hidden text, tracked changes, comments, and other hidden data that you might not want others to see in a document you’re going to share. The Document Inspector is available under the Office button – Prepare – Inspect Document.

Tip: If you need more space on the screen, you can hide the Ribbon by double-clicking on the displayed tab.

Office updates

To download updates for Office 2007, click on the Office button and choose Word Options, Excel Options, PowerPoint Options, etc. On the left side, click on Resources, then click the Check for Updates button.

Getting Help

There is a Help “?” icon in the upper right corner of the program window. Click the button to open the help window. You can either browse the help or do a search.

Image editing

The Office 2007 programs include some basic image-editing capabilities. When you select an image, you will see the “Picture Tools” ribbon, offering things like brightness, contrast, recoloring, picture borders, etc.

The only image program that comes with Office is the “Microsoft Office Picture Manager” (Start – Programs – Microsoft Office – Microsoft Office Tools – Microsoft Office Picture Manager), which offers some limited image-editing capabilities, but is not especially user-friendly. This program has not been changed or updated for Office 2007; it is exactly the same as the Office 2003 version.

Clip Art

To access clip art, go to Insert – Clip Art. This opens a task pane in which you can search for clip art, just like in Office 2003. Before starting a clip art search, note that the “Search in” box defaults to only searching your computer and does not include an online search. To change that, click the drop-down menu and check the “Web Collections” box or the “Everywhere” box. Unfortunately, very little clip art is installed on your computer with Office 2007, so if you don’t search Microsoft’s “Web collections,” you won’t find much. Also, it defaults to searching not just clip art, but also photographs, movies, and sounds. To change this, open the “Results should be” drop-down list and uncheck the desired boxes.

Assistance and Questions

If you have any questions or need more information, contact the Help Desk at 920-403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.