

What's New in Microsoft 2007?

The Glitz, the Glamour and the Gotcha's

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Making the Jump

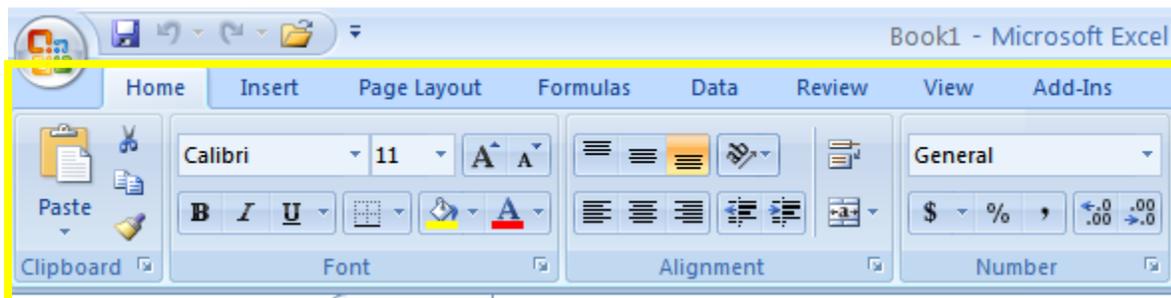
Moving from Microsoft 2003 to 2007



What's New? *In an answer – a lot!*

- The Ribbon (hint: use Control +F1 to toggle on/off)
- The Office Button (Open, Save, Print, last 17 documents)
- Quick Access Toolbar (design your own toolbar)
- Undo after Save!
- Tabs, Command Groups, and Contextual Tabs
- Mini Toolbar (shows up like a ghost when you select text)
- Formatting (Mouse-over technology – font/graphic changes have auto-preview)
- Style Sets for quick & consistent formatting
- Better and more graphics using Smart Art
- New “Insert Cover Page” Feature in Word
- Improved and expanded Templates library
- Uses Excel as default chart maker
- File Name Extensions and File Compression (smaller file sizes)
- What happens if you send an Office 2007 document to an Excel 2003 user
- You'll spend more time working on your document than struggling with it
- Spend less time and effort formatting documents

The Ribbon replaces the Menu Bar and the old toolbars at the top of your document.



The Office Toolbutton

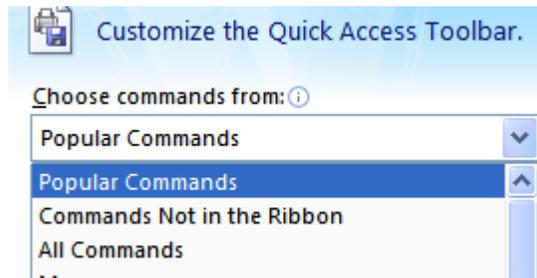
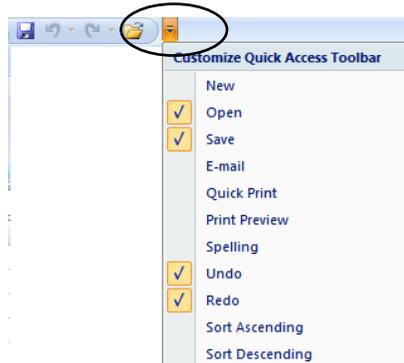


This button replaces the File Menu. Provides access to: New, Open, Save, Save As, Print, Send To, Close.

Quick Access Toolbar



Contains the common commands from your old toolbar. Allows you to customize your toolbar for quick access to toolbar buttons you use frequently. Use the drop down arrow to turn on or off toolbar buttons you like to use. Check marks indicate whether or not a toolbar is in view. Right click a tool button to add it to your Quick Access Toolbar.

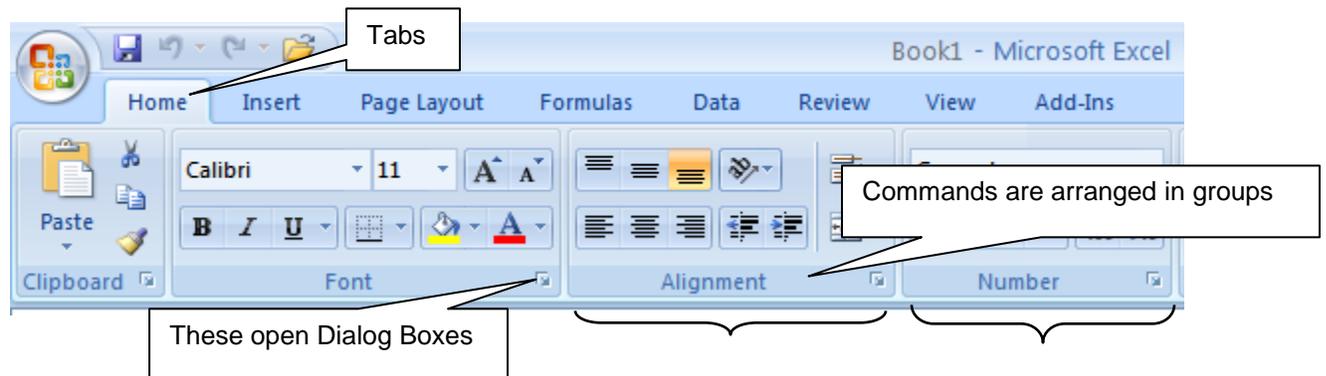


Tabs & Command Groups

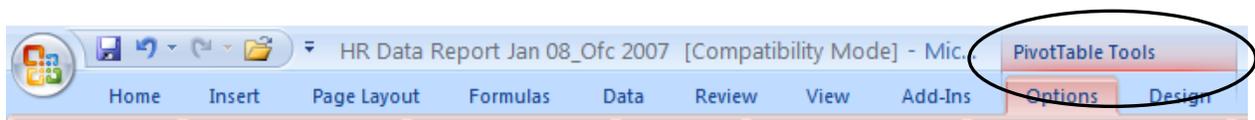
Commands you used in the past, that were accessible via the Menu Bar or toolbars, are now assembled in groups that are better organized and have a bigger look and feel. They are easier to read – but it will take time to remember where commands now live.



When you click a Tab, the ribbon changes to display “groups” of toolbars related to that topic.



Contextual Tabs and Toolbars



When you use certain tools or features, additional tabs will appear giving you an increased “ribbon” of choices for commands for that feature. Charts are a good example too.

Formatting (new “mouse-over” technology – this is cool!)

Microsoft use a new “mouse-over” technology that enables you to “try it before you buy it.” When you go to format something using styles, you will see several choices – placing your mouse over an choice (don’t click it!) will apply that style on your document on a temporary basis (so you can preview the change), to see if that is the style you want.

Can different versions of Office share the same files?

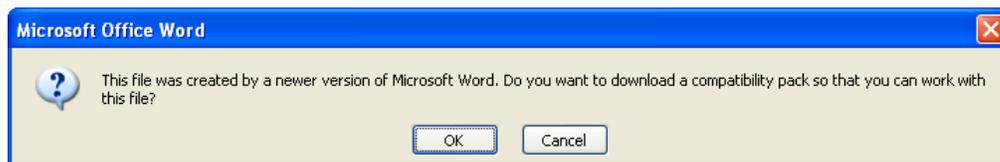
You can open and work on a file that was created in an earlier version of Office, and then save it in its *existing* format. When you do Office 2007 “turns off” any new functionality that did not exist in Office 2003. That way you don’t “accidentally” add functionality an Office 2003 user doesn’t have. In this way you can collaborate on a document with someone who uses an earlier version of Office, without introducing any features supported only by the 2007 Office release.

When you save an Office 2007 document down to an Office 2003 version, Office 2007 will run a compatibility checker on the document to check to see if you added features that don’t exist in that earlier version. When you save the file, the compatibility checker reports those features to you and the consequences of continuing with the save. This usually means that the Office 2003 users will be able to view, but not edit, certain things in the document.

Opening the 2007 Office files in earlier versions of Office. The Compatibility Pack...

You can open a 2007 Office file in an earlier version of Word, Excel, or PowerPoint by downloading the necessary file converters. *On the computer with an earlier version of Office*, go to and download the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#).

If you are using Office 2003 (or earlier), the following prompt will appear when you attempt to open a Microsoft Office 2007 document:



The first step is to download the Compatibility Pack from Microsoft. You do this by clicking OK when the prompt opens, or by going to the [Download Center](#). It takes less than a minute and then all Word, Excel and PowerPoint documents will automatically be converted upon opening.

An added bonus is that you will not get any more empty boxes with red x's like earlier version upgrades delivered!

Learning Resources Available



Montgomery College has an excellent web site dedicated to the making the [Transition to MS Office 2007](#).



Here you will find printable Quick Reference Guides, self-paced e-tutorials, and instructor led training opportunities. Each Microsoft package has its own set of on-line resources.

Check out the [Microsoft Interactive Guide](#) for Toolbar and Menu Bar commands. Use these guides to find out where 2003 commands live in 2007. Run or download to your desktop.

“Help” is now Helpful – Free Demos, Courses, and Tip Sheets

Microsoft Help now has 410 **demos** – 6-8 minute e-tutorials in it’s on-line library for Office 2007. Help has over 100 **courses** for the 2007 Suite (Word, Excel, etc.) that are **free** and available 24 hours a day/7 days a week/365 days each year.

In addition, Help also offers ***quick reference guides***. These are one or two page Tip Sheets. Demos, courses, and guides are well done. Best of all, they are available with little effort. ***Press F1 in any application and click on training.*** From there, it’s a piece of cake. Follow the links on the left side of the web page for more resources. *Granted, 20% or so of the courses and demos are cross listed, but that’s still a lot of learning available free, 24/7/365 anywhere you can get an Internet connection.*

Package	2003 Demos	2003 Courses	2007 Demos	2007 Courses
Excel	35	38	71	20
Word	24	30	91	27
Outlook	35	29	62	17
PowerPoint	15	23	69	20
Access	11	18	39	14
Publisher	12	8	33	1
Visio	18	15	12	8
Project	4	3	33	2
Totals	154	164	410	108

Check out the [Microsoft Office Online Demos Showcase](#) – choose 2007 or 2003 Office products.

- [Microsoft Courses](#) (scroll down to choose which 2007 application)
- [Roadmap to Excel Training](#) (Courses and descriptions by topic)