

The University of New England  
Information Technology Directorate  
and  
Organisational Development Unit  
present:

# Microsoft® Office Training

**Get up to speed with the  
2007 system**

# Course contents

- Overview: A new look to familiar programs
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# Course materials

- This presentation is available as a free download from the Organisational Development website. A range of other materials are also available.
- Please browse to:  
<http://www.une.edu.au/od/downloads.php>

# Overview: A new look to familiar programs



When you open a 2007 Microsoft Office system program, you'll see a lot that's familiar. But you'll also notice a new look at the top of the window.

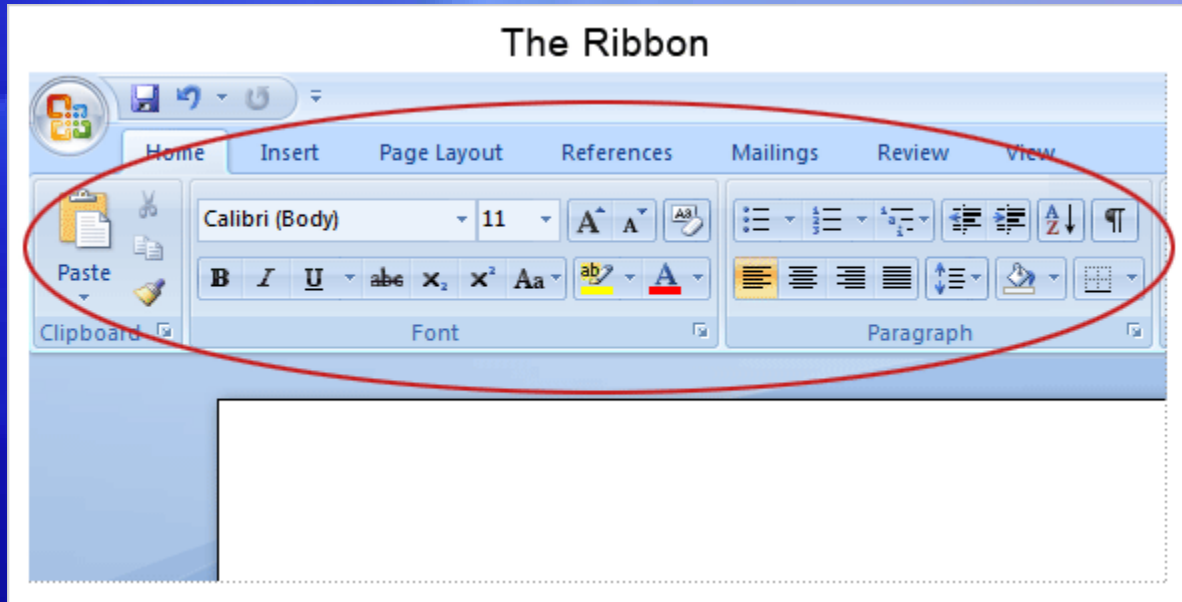
Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.

This presentation introduces you to the Ribbon and other new ways to make better documents, faster.

# Lesson 1

The new Office layout

# The new Office: Made for you



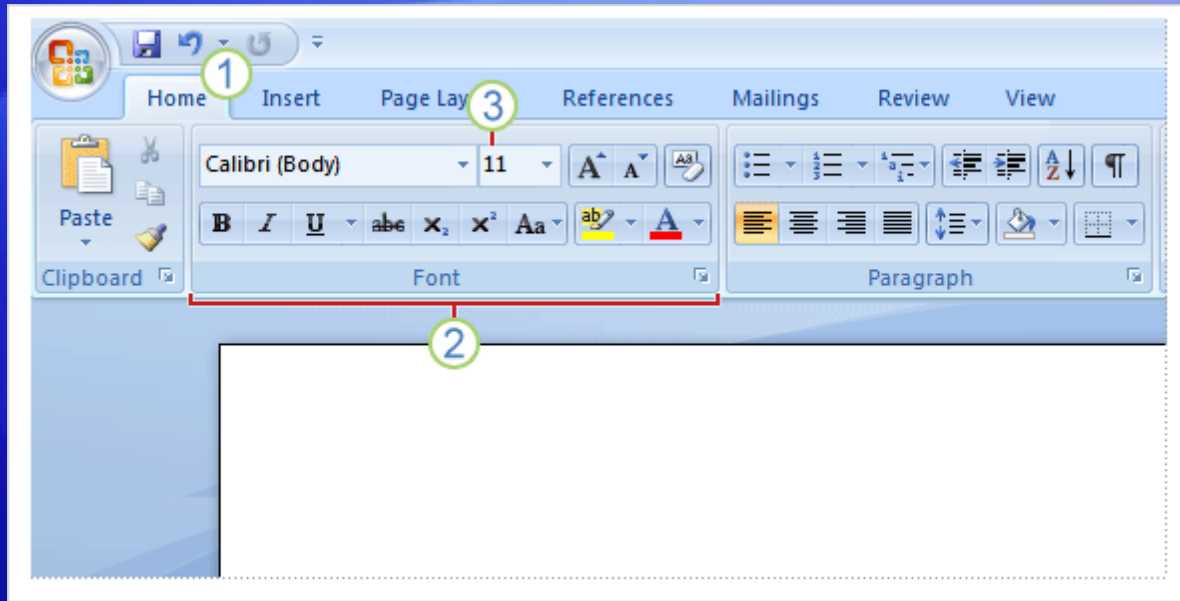
Yes, there's a lot of change to familiar Microsoft Office programs.

But it's good change.

With the Ribbon, commands and other tools you need are now more visible and more readily available.

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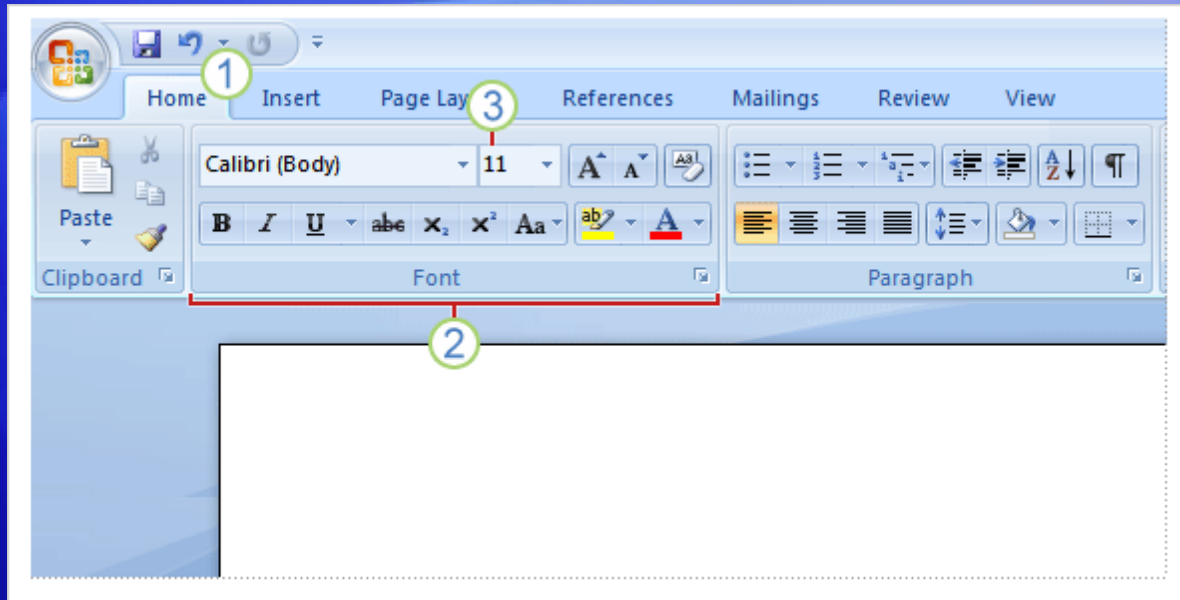
# What's on the Ribbon?



The three parts of the Ribbon are **tabs**, **groups**, and **commands**.

- 1 **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- 2 **Groups** are sets of related commands. They remain on display and readily available, giving you visual aids.
- 3 **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.

# What's on the Ribbon?



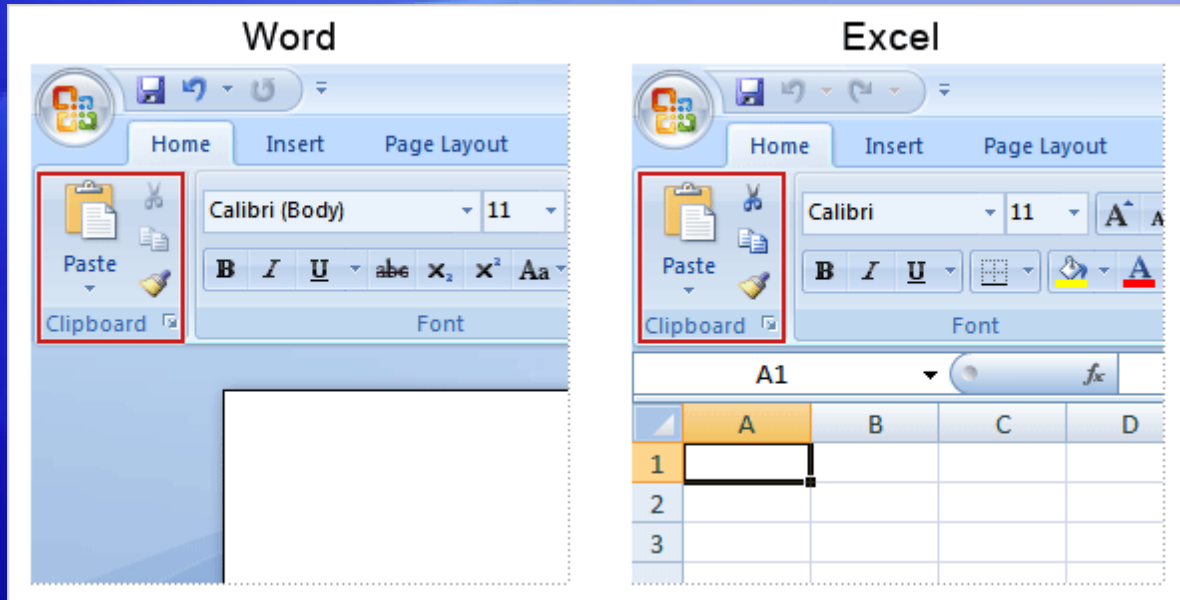
How do you get started?

Begin with the first tab.

In Word 2007, for example, that's the **Home** tab.

It's got the commands that people use most commonly when they write documents: font formatting commands (**Font** group), paragraph options (**Paragraph** group), and text styles (**Styles** group).

# How commands are organized



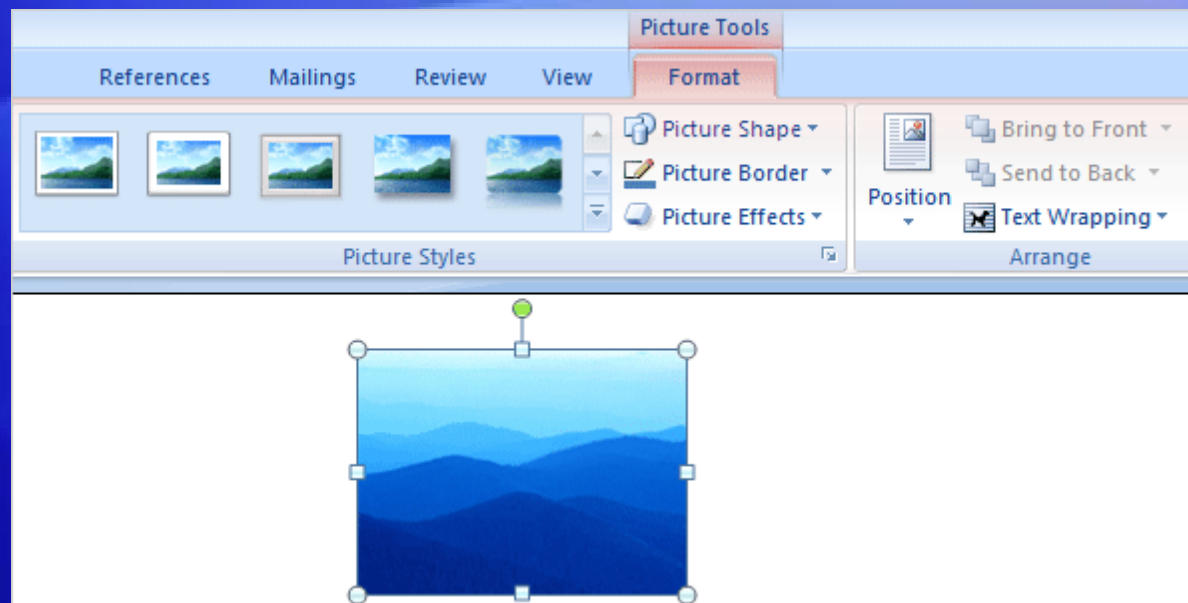
Commands are organized by how they're used.

Frequently used core commands no longer have to share space with a range of remotely related commands on a menu or toolbar.

They're the ones that get used, and so now they're the ones most prominently featured.

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# More commands, but only when you need them



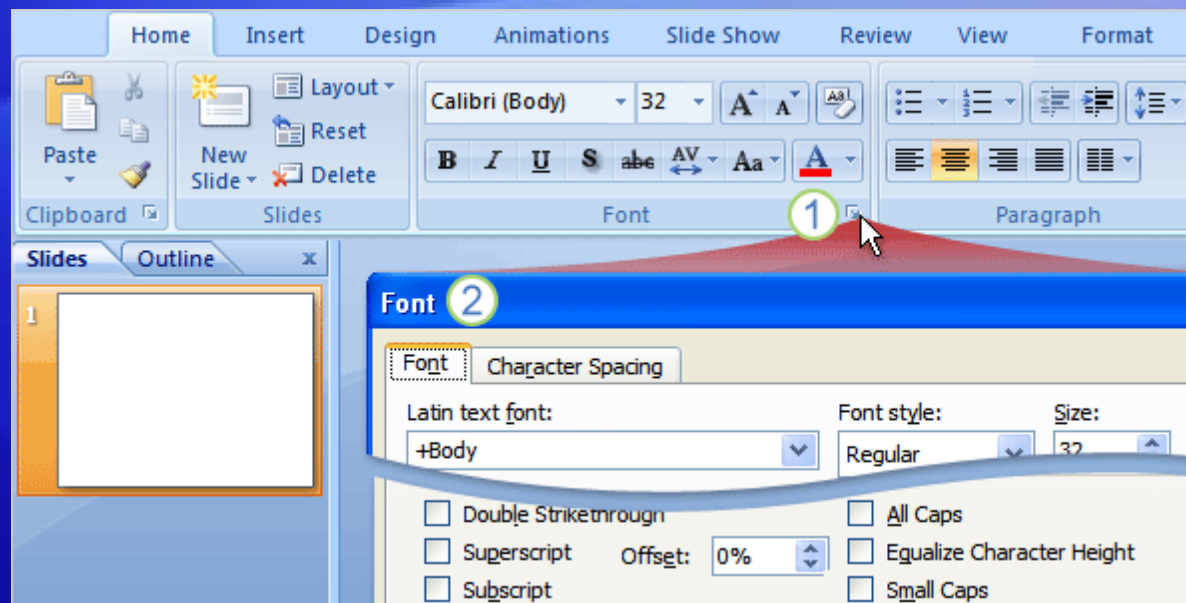
Commands you use most are available on the Ribbon all the time.

Others appear only when you need them, in response to an action you take.

For example, the **Picture Tools** in Word appear on the Ribbon when you insert a picture, and they go away when you're done. The Ribbon responds to your action.

So don't worry if you don't see *all* the commands at all times. Take the first steps, and what you need will appear. Be on the lookout for additional tabs that appear.


# More options if you need them



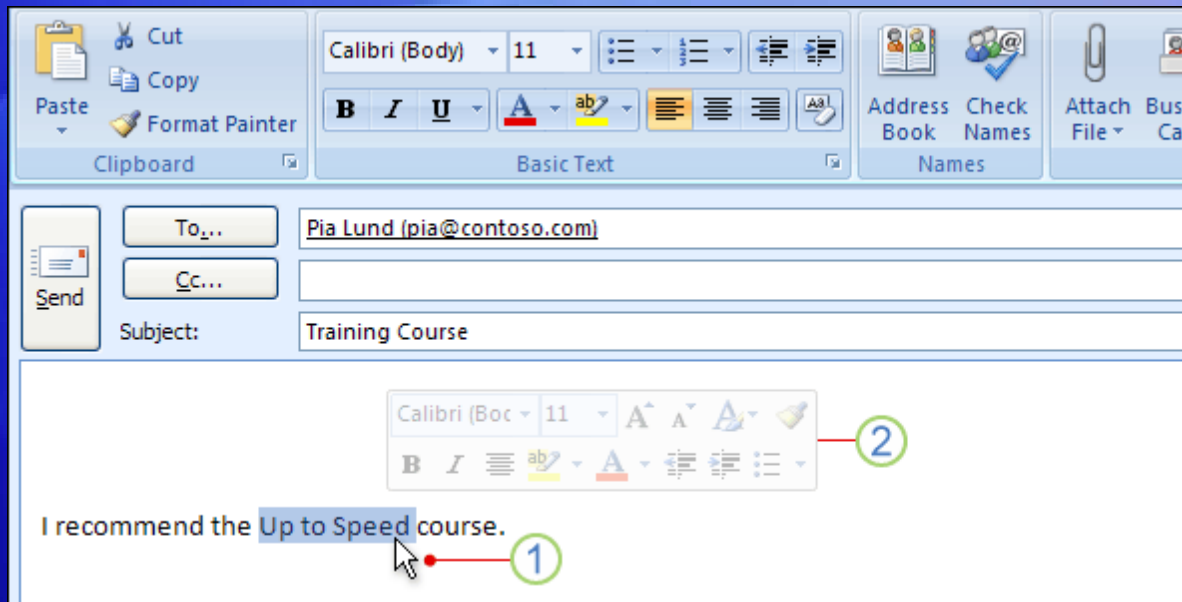
Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.

This means more options are available for the group.

For example, to get to the complete font options dialogue in PowerPoint® 2007:

- ① On the **Home** tab, click the arrow  in the **Font** group.
- ② The **Font** dialog box opens, with the full selection of font commands.

# The Mini toolbar

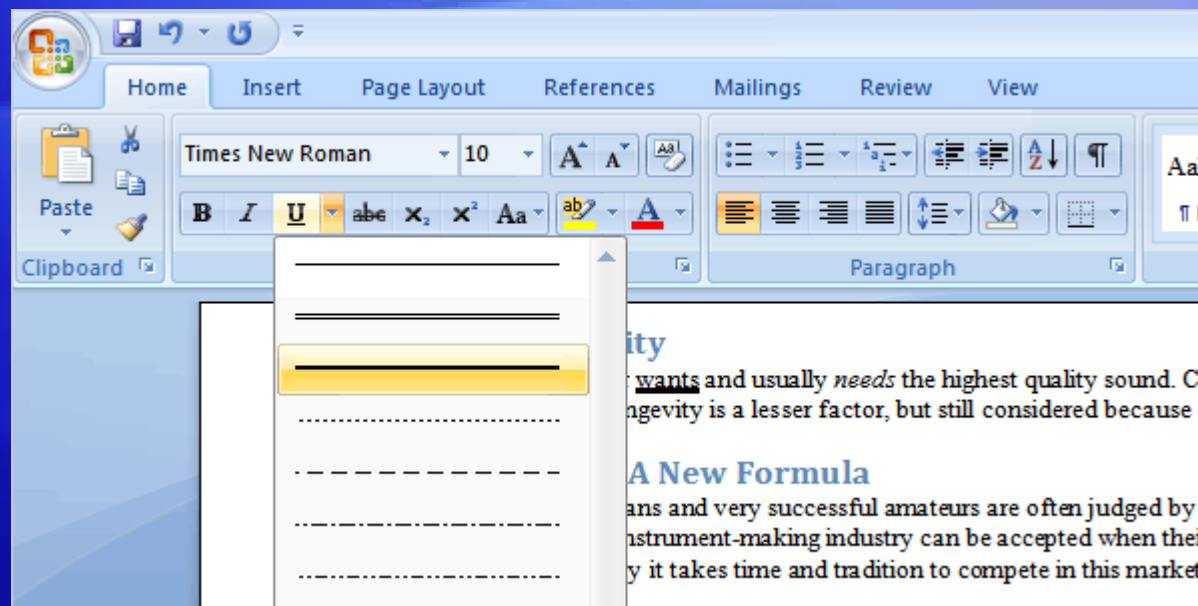


The **Mini toolbar** allows you to quickly access formatting commands right where you need them, as you type or enter text or objects.

The picture shows how it works:

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

# Preview before you select



Are you familiar with the try-undo-try cycle?

You make a change, it's not what you want, and so you undo and keep trying until you get what you had in mind.

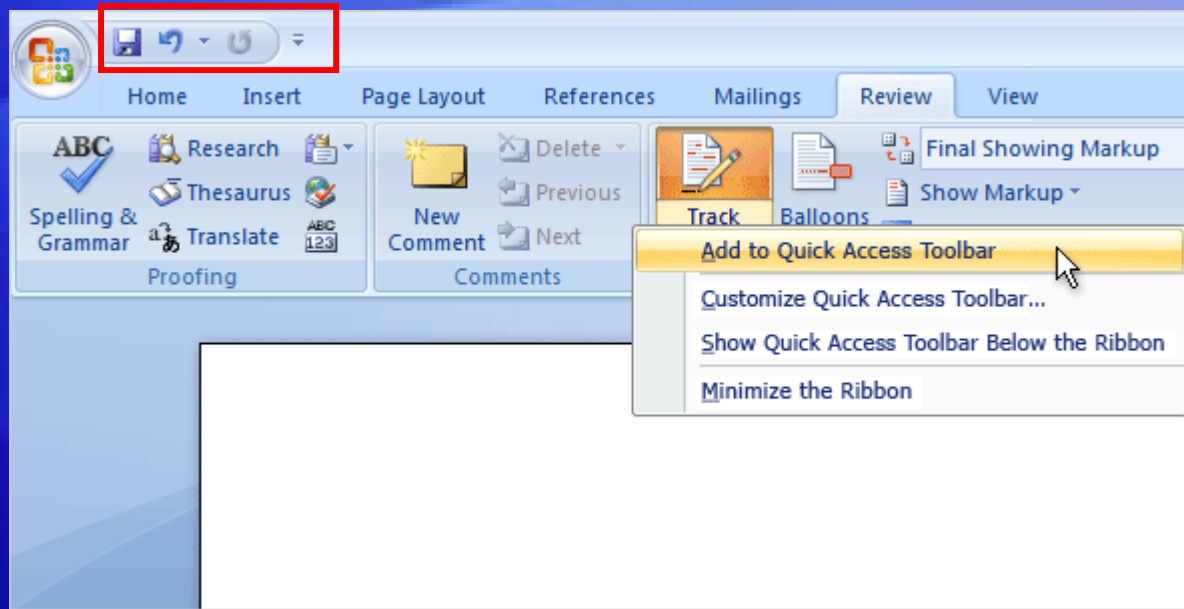
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Office 2007 saves you the trouble of try-undo.

Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

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# Put commands on your own toolbar

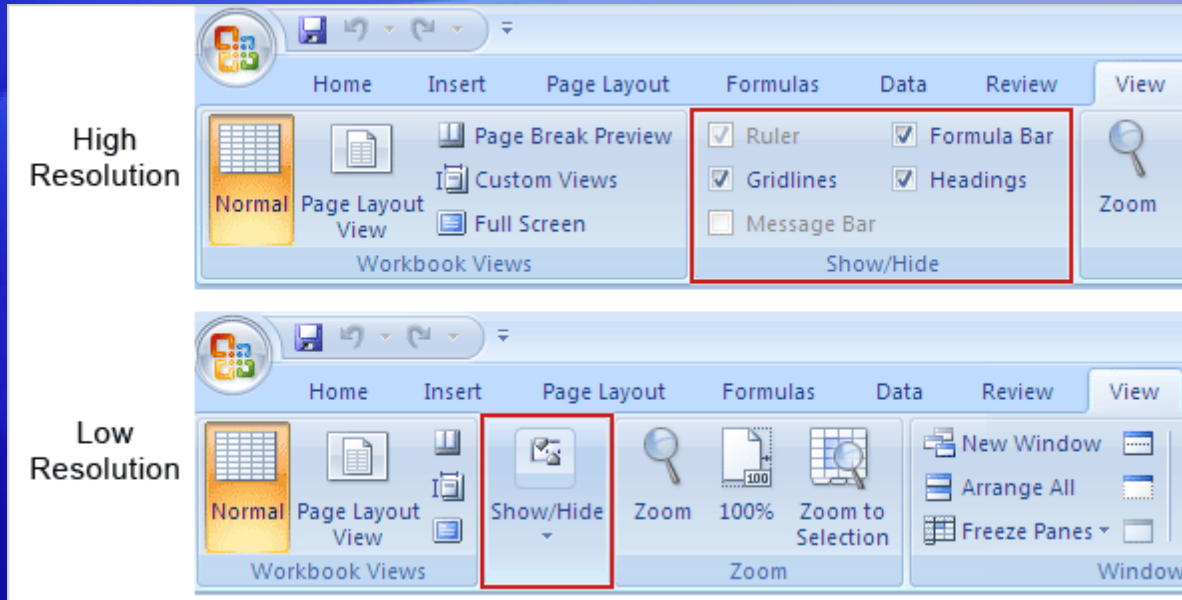


Do you often use commands that aren't as quickly available as you'd like?

You can easily add them to the **Quick Access Toolbar**.

Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

# Working with different screen resolutions



Everything described so far applies if your screen is set to high resolution and the application window is maximized.

If not, things look a little different.

How? Like this:

- **Low resolution:** With low resolution screens and part-screen windows, a few groups on the Ribbon will display the group name only, not the commands in the group. Click the drop-down arrow on the group button to display the commands. (Resolution is changed by editing your Display properties via the Control Panel)
- Tablet PCs or smaller screens may be set to lower resolution.

# Suggestions for practice

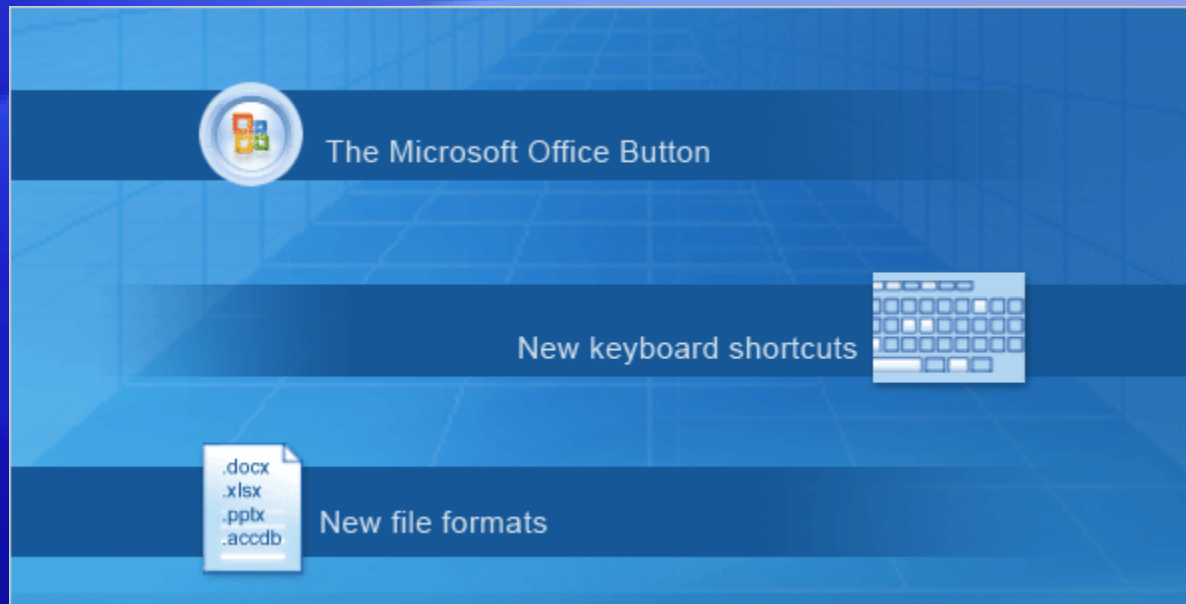
1. Add a bulleted list in Word.
2. Apply heading styles in Word.
3. Insert a picture into a Word document.
4. Format text in Word using the Home tab and dialogue expander.
5. Add a button to the Quick Access Toolbar, and then delete one

[Online practice](#) (requires Word 2007 and Excel 2007, part of the 2007 Microsoft Office system)


# Lesson 2

## Frequently Asked Questions

# Answers to critical questions



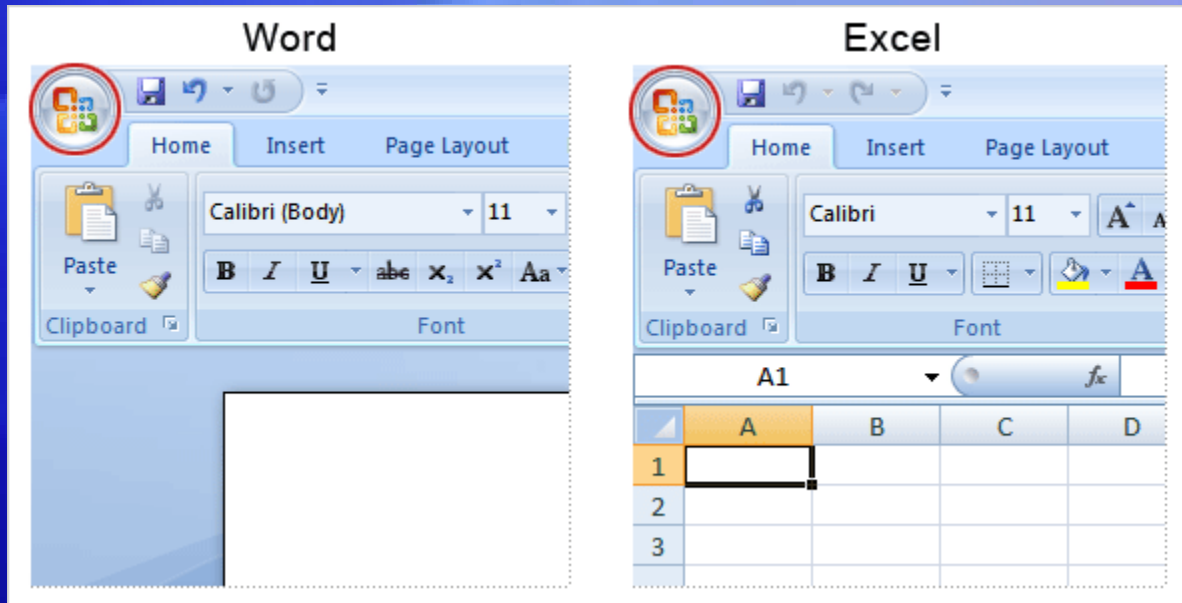
Now it's time to look beyond the Ribbon and see what else is new.


The **Microsoft Office Button**  is new, as are new keyboard shortcuts and new file formats for Word, Excel, PowerPoint, and Access 2007.

In this lesson, you'll find out how to work with some of the new options.

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# What happened to the **File** menu?

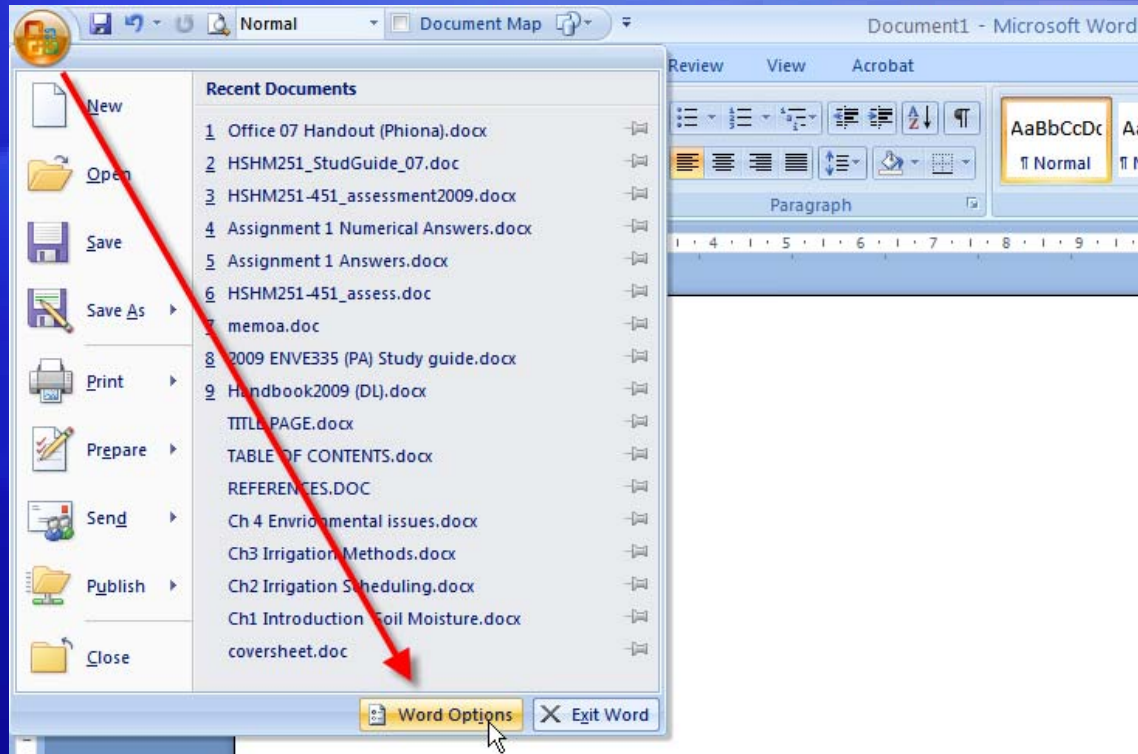


The Microsoft **Office Button**  appears in the upper-left corner of the window in several Microsoft Office programs, such as Word and Excel.

The Office button contains most of the **File** commands that were general to all Office applications, such as File New, File Save, File Print, etc.

But the button offers more commands than the **File** menu did.

# What happened to the Options?



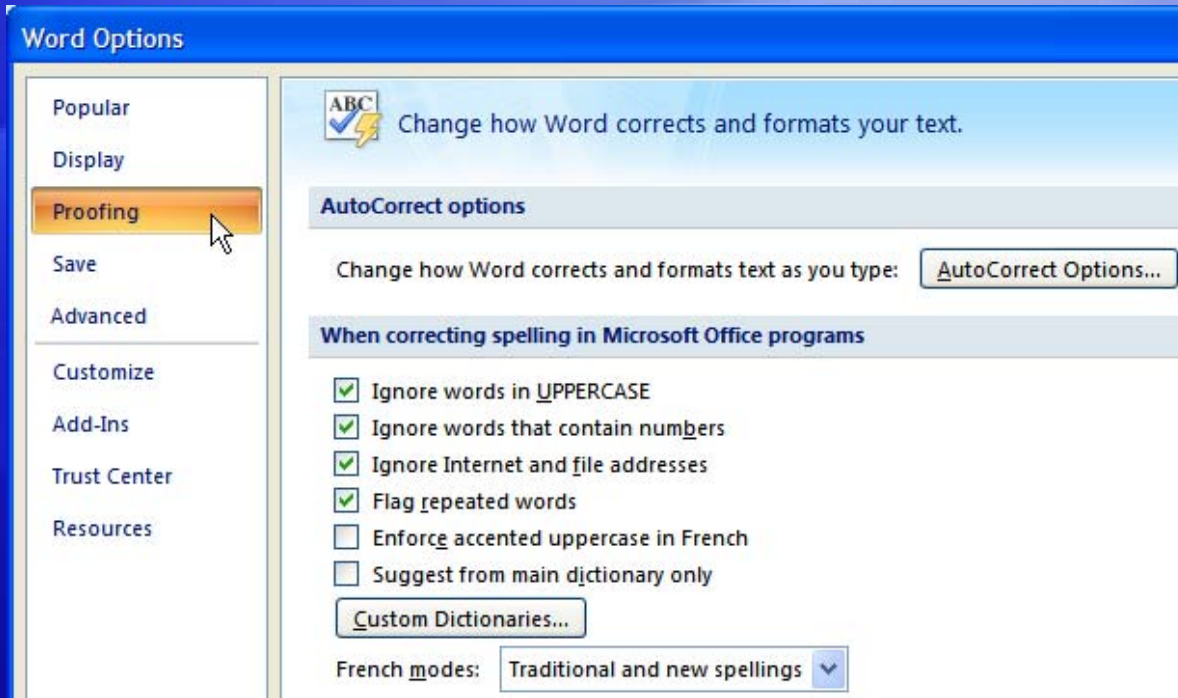
The **Microsoft Office Button** also leads you to the program settings that control things like your preferences for correcting spelling.

In previous versions of Office programs you could set options in the **Options** dialog box, which you opened through the **Tools** menu.

Many of those options can now be found when you click the **Microsoft Office Button**.

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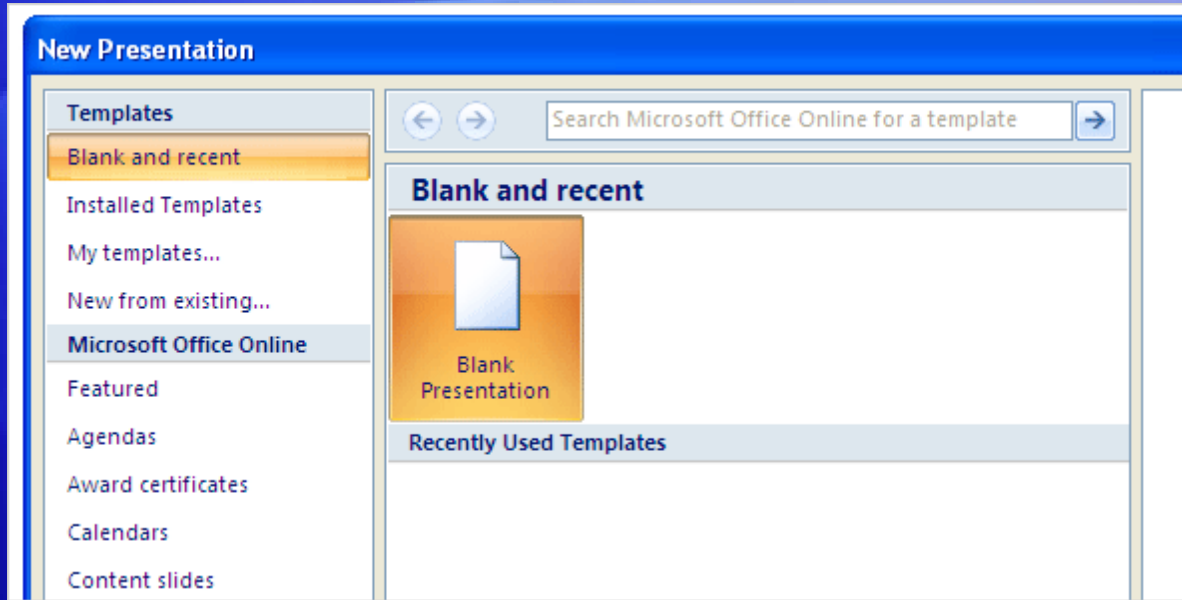
# What happened to the Options?



The **Microsoft Office Button** also leads you to the program settings that control things like your preferences for correcting spelling.

The Options are organised differently to previous versions, so it pays to familiarise yourself with where things are located under the available categories.

# Where do I start a blank document?



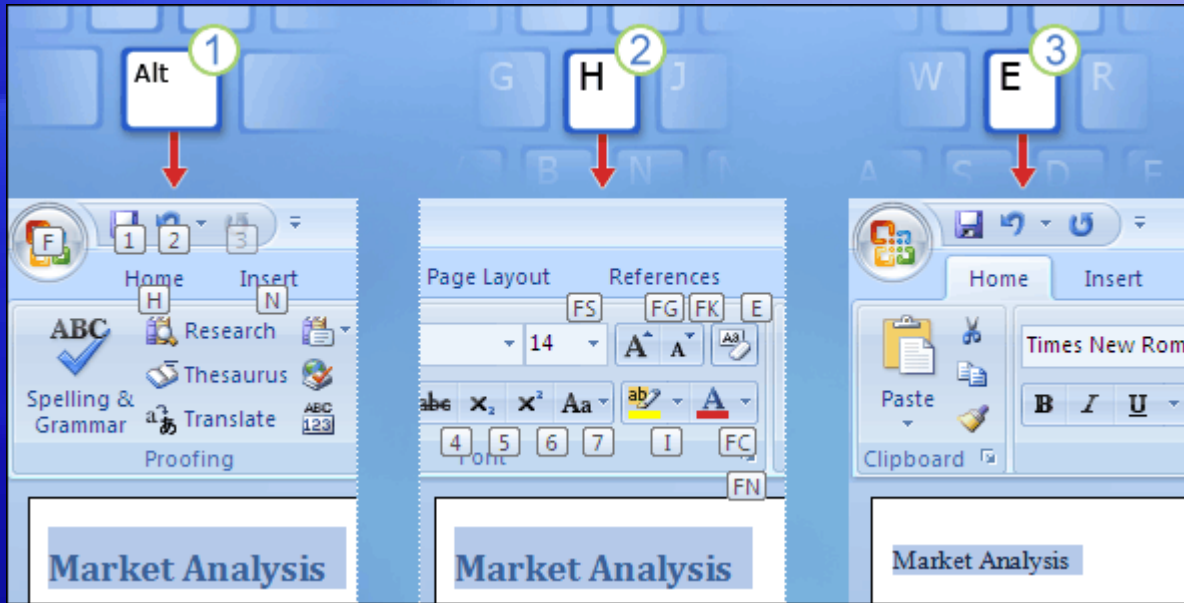
When you create a new document, workbook, presentation, or database, you'll get a full, colorful window to help you begin.

You can start with a blank or existing file, as you're accustomed to doing.

Or to jump-start your authoring work, look on the left. Under **Microsoft Office Online**, click **Featured**, and choose from the catalog of links to online templates and training courses.

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# What about favorite keyboard shortcuts?



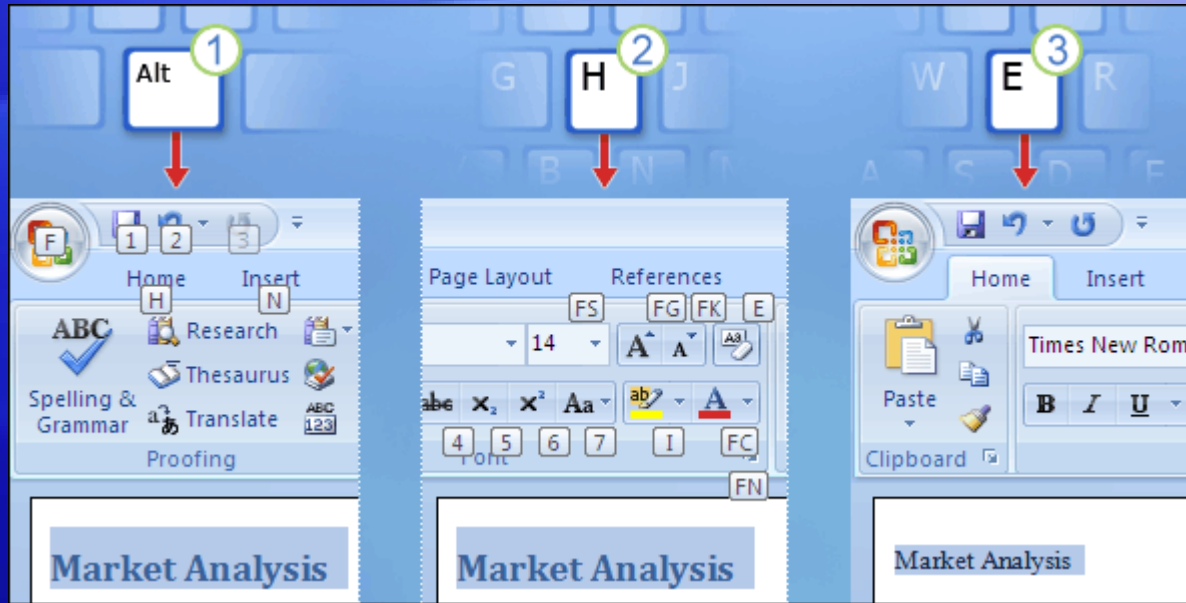
If you rely on the keyboard more than the mouse, you'll want to know that the Ribbon design comes with new shortcuts.

This change brings two big advantages over previous versions of Office programs:

- There are shortcuts for every single button on the Ribbon.
- Shortcuts often require fewer keys.

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# What about favorite keyboard shortcuts?



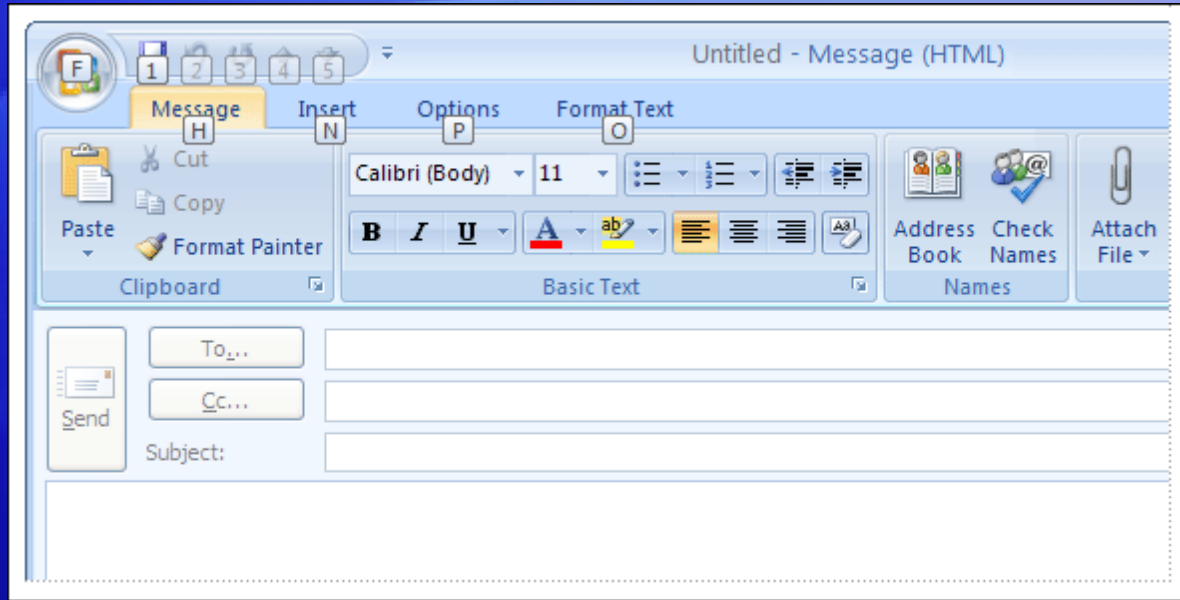
The new shortcuts also have a new name: **Key Tips**.

The picture shows an example of using Key Tips to remove a heading style in Word.

- 1 Press ALT to make the Key Tips appear (This is the same as pressing Alt to access the menu bar in Office 2003)
- 2 Press H to select the **Home** tab (H selects that tab).
- 3 Press E to select the **Clear Formatting** button in the **Font** group to remove the heading style.

Press E to select the **Clear Formatting** button in the **Font** group to remove the heading style.

# Keyboard shortcuts



You'll noticed that some shortcuts are the same but that others have changed.

With the introduction of the Ribbon, commands are in new locations, so shortcuts that begin with ALT will probably be different from earlier versions.

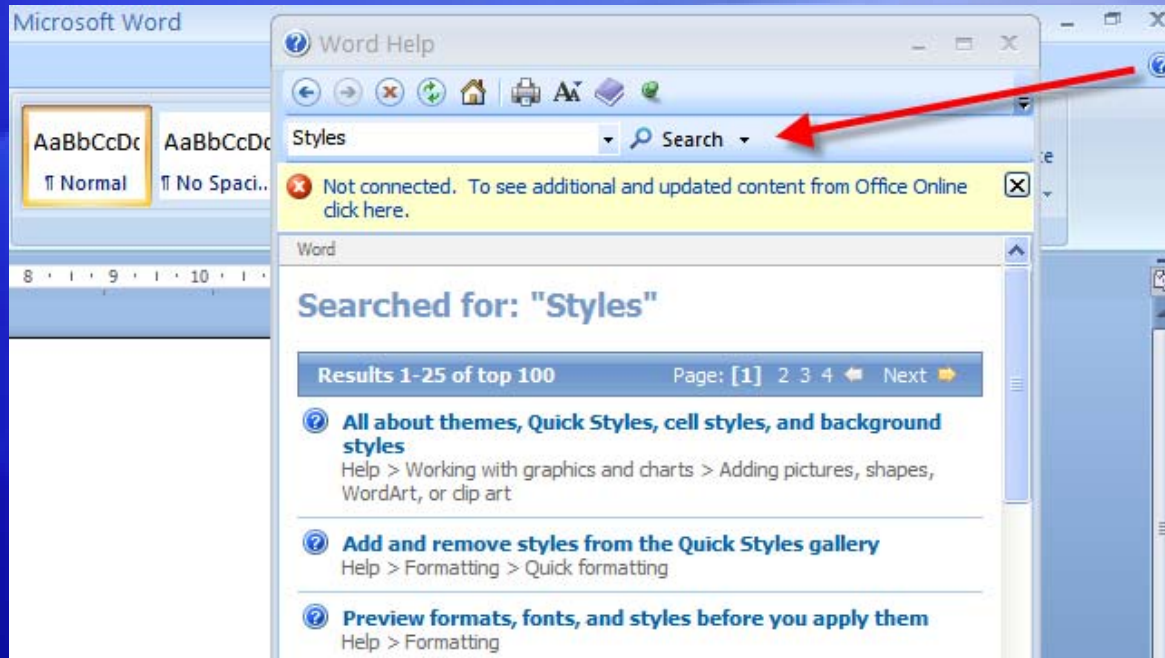
# What about favorite keyboard shortcuts?

## What about the old keyboard shortcuts?

Keyboard shortcuts of older versions that begin with CTRL are still intact, and you can use them as you always have.

For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.

# What if I can't find a command?

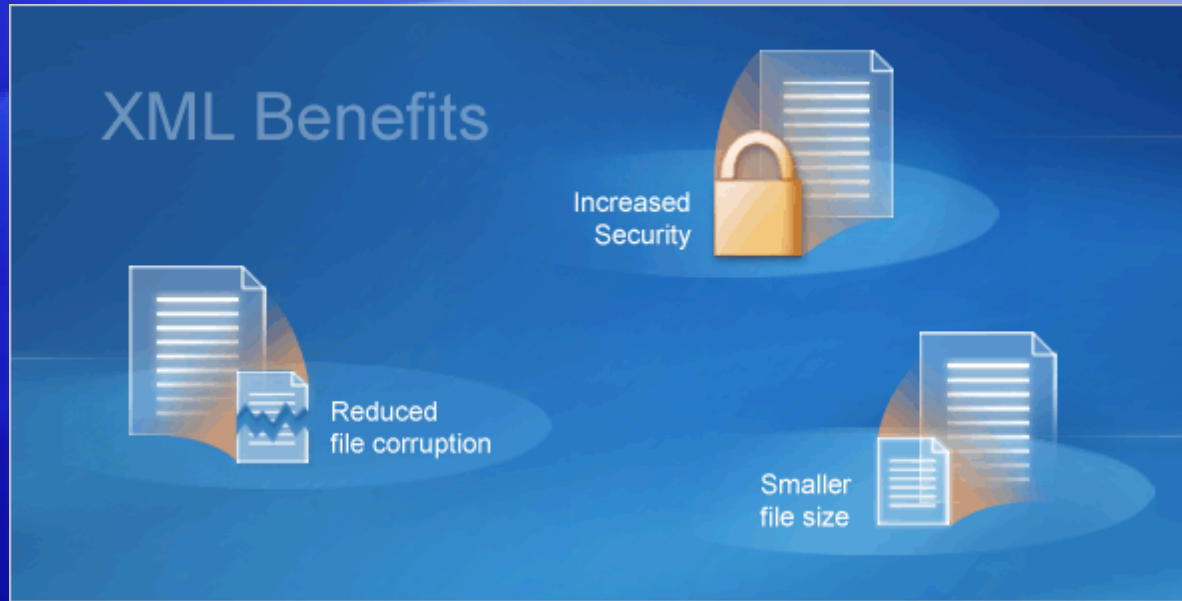


If you can't find the command you're looking for, there's help.

As you'd expect from previous versions, there's a visual, interactive reference guide to help you quickly learn where things are. You can view help files offline, or access Office online for up-to-date help.

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# What about the new file formats?



Word 2007, Excel 2007, and PowerPoint 2007 use new file formats.

There are lots of great reasons for the change:

- Increased security for your files and reduced chances of file corruption.
- Reduced file size.
- New features.

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# What about the new file formats?

## A bit more about the new format in Word, Excel, and PowerPoint:

- For documents, workbooks, and presentations, the default file format now has an “x” on the end, representing the XML format. For example, in Word, a document is now saved by default with the extension .docx, rather than .doc.
- If you save a file as a template, the same applies: You get the template extension of old, with an “x” on the end; for example, .dotx in Word.
- If your file contains code or macros, you have to save it using the new macro-enabled file format. For a Word document, that translates into .docm; for a Word template, it's .dotm.

# Working with files from earlier versions



You may be the first in your group to get the 2007 Office system.

Or you may work with departments that need to use Office documents saved in an earlier format.

Don't worry, you can still share documents between the 2007 Office system and earlier versions of Office programs.

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# Working with files from earlier versions

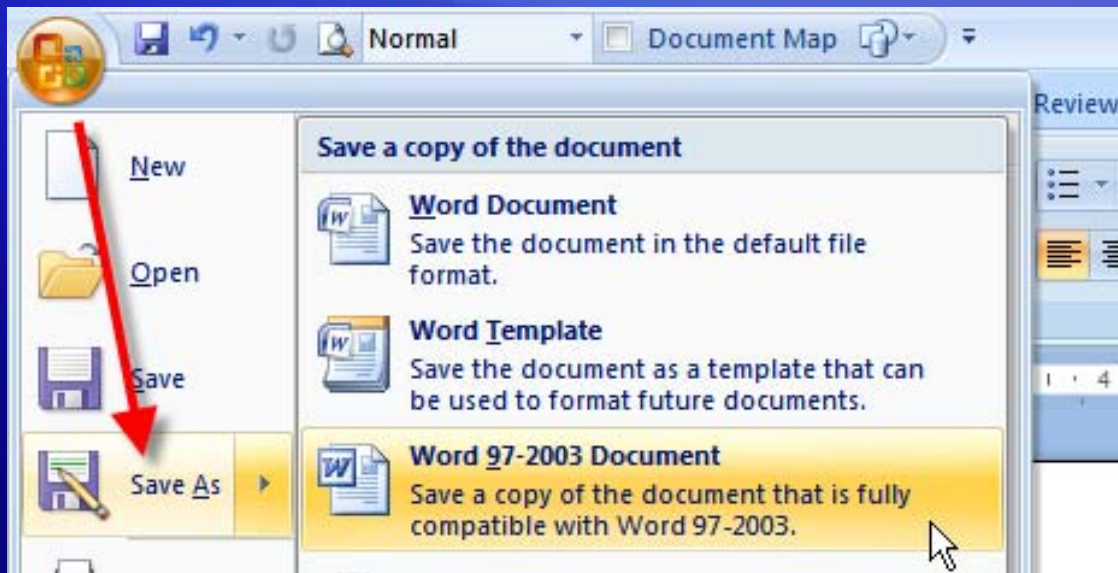
Here's how:

- You can open a file created in previous versions of Office programs, from 95 through 2003. Just open the file as usual.
  - After working with it in the 2007 version, you may want to save the file. By default, the **Save As** dialog box saves a file created in a previous version as that same version.
  - As you save, a Compatibility Checker will let you know of any new features added to the file that may be disabled, or matched as closely as possible.

# Working with files from earlier versions

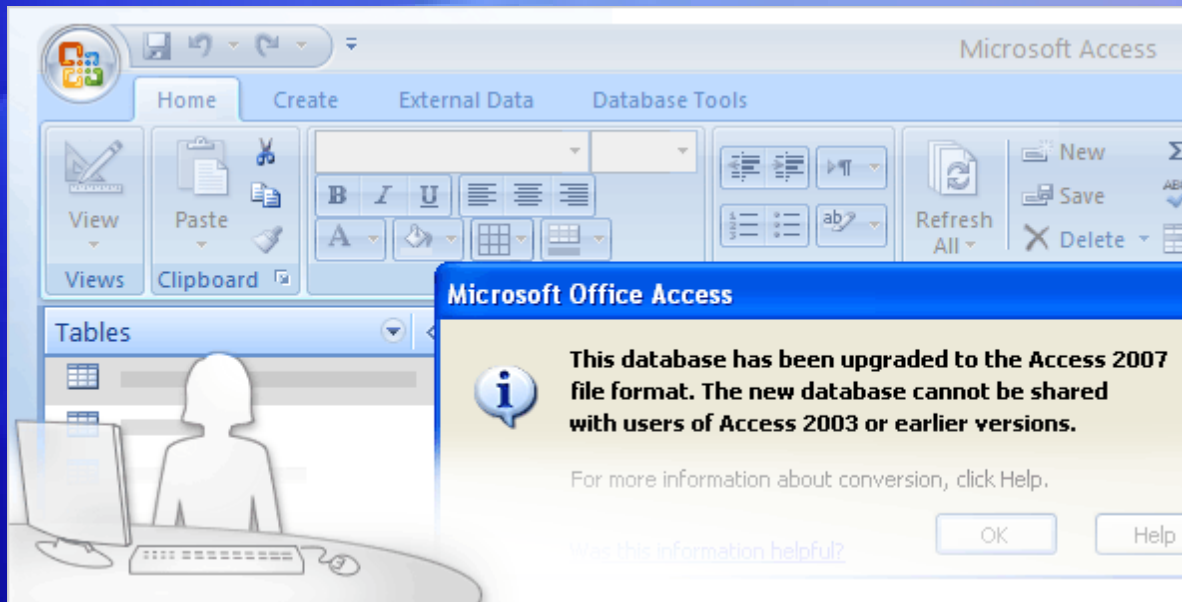
Here's how:

- Colleagues who have Word, Excel, or PowerPoint versions 2000 through 2003 (and the latest patches and service packs) can open 2007 files.
  - When they open your document, they will be asked if they want to download a converter that will let them open your document.
  - Alternatively you can save the file as an earlier version:



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# What about the new file format in Access?



The new file format in Access 2007, .accdb, supports new product features.

For example, Access supports the attachment data type—which lets you store documents and files as compressed attachments in your database—and multivalued fields.

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# What about the new file format in Access?

## Version compatibility

- When you create a new database in Access 2007, the database automatically uses the new .accdb format.
  - Earlier versions of Access use the .mdb file format. You can open and work with .mdb files in Access 2007, if those files were saved in Access 2003, Access 2002, or Access 2000.
  - However, the new features in Access 2007 will not work for .mdb files. If you want to use the new features, use **Save As** to convert the database to the .accdb format.

# What about the new file format in Access?

## Version compatibility

- When you use Access 2007 to open a database saved in Access 95 or Access 97, Access 2007 offers to upgrade it to the .accdb format.
  - If you don't plan to use the database with earlier versions of Access (and you do not use replication or user level security), you should upgrade the database.
  - **Important:** You cannot open a database in .accdb file format with any version of Access but Access 2007.

# Suggestions for practice

1. Create a new document in Word.
2. Change the page colour and page borders in your document.
3. Save your Word file as a different version.
4. Check out your Word options.
5. Use an Alt - keyboard shortcut.

[Online practice](#) (requires Word 2007 and Excel 2007, part of the 2007 Microsoft Office system)

# Online Tutorials

For a summary of the tasks covered so far, as well as training material in a range of other 2007 applications, view the [Online Tutorials](#).

For more information on specific Word 2007 commands, click [Here](#).

# Lesson 3

Outlook 2007

# Overview: A new version of Outlook

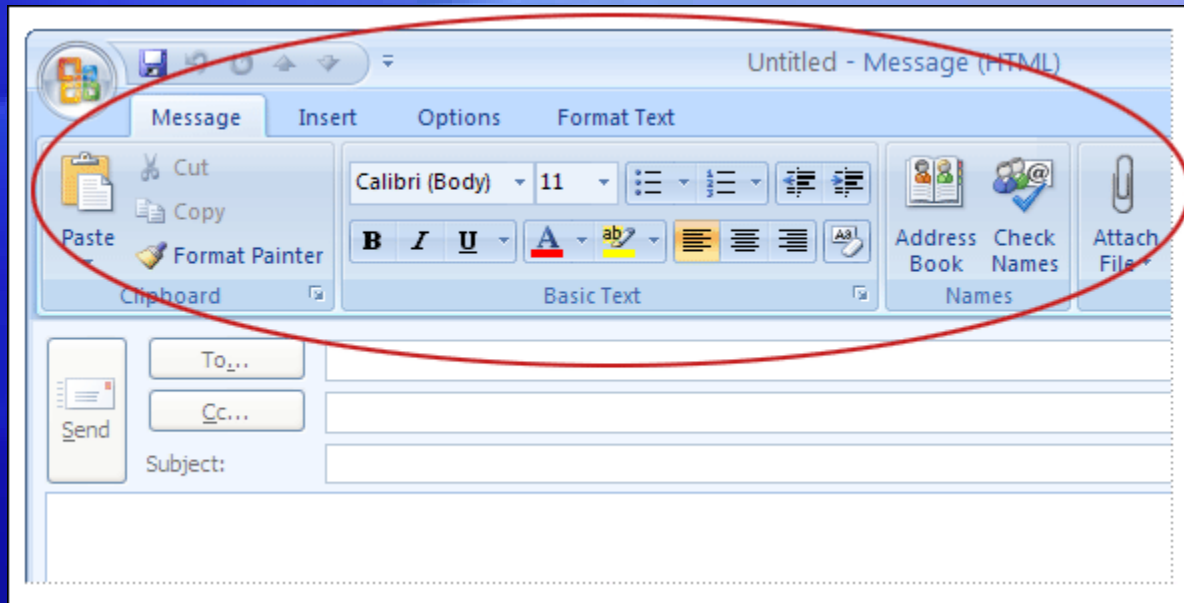


Look out! There's a new version of Outlook.

It has a whole new look along with new features. But don't worry, that doesn't mean you'll need to spend a lot of time learning a new program.

Instead, the new design and new features will help you more efficiently and easily accomplish the tasks you do in Outlook every day.

# The Outlook Ribbon

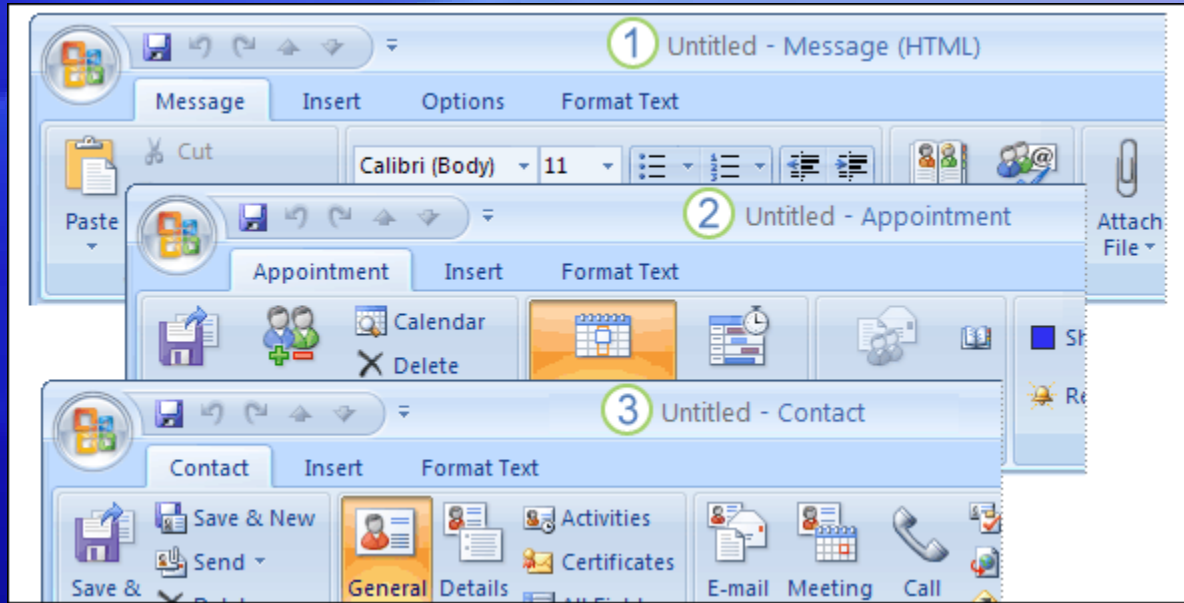


Here's a new e-mail message. The Ribbon is at the top of the window.

The Ribbon is visible each time you create or edit something in Outlook.

Outlook emails are based on Word documents, so you're likely to recognise commands that work in both applications.

# The Ribbon shows what you need

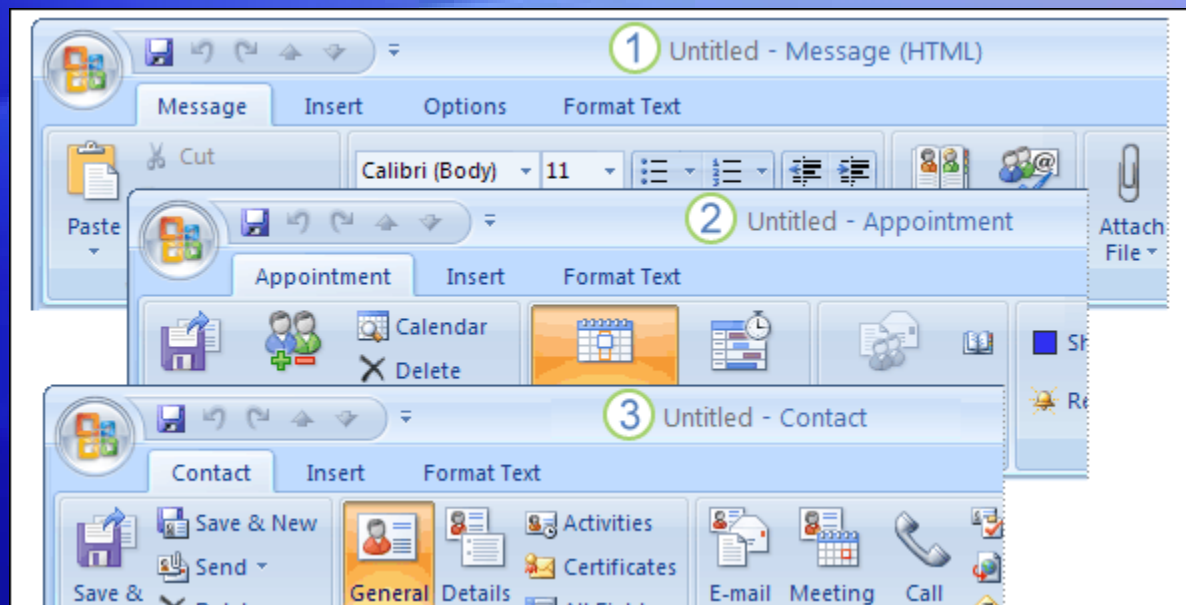


Once again, you'll encounter the Ribbon when you take certain actions such as creating messages, calendar entries, or contacts.

The Ribbon shows tabs and commands appropriate for what you're doing.

That is, the tabs on the Ribbon will differ depending on the area of Outlook you're working in.

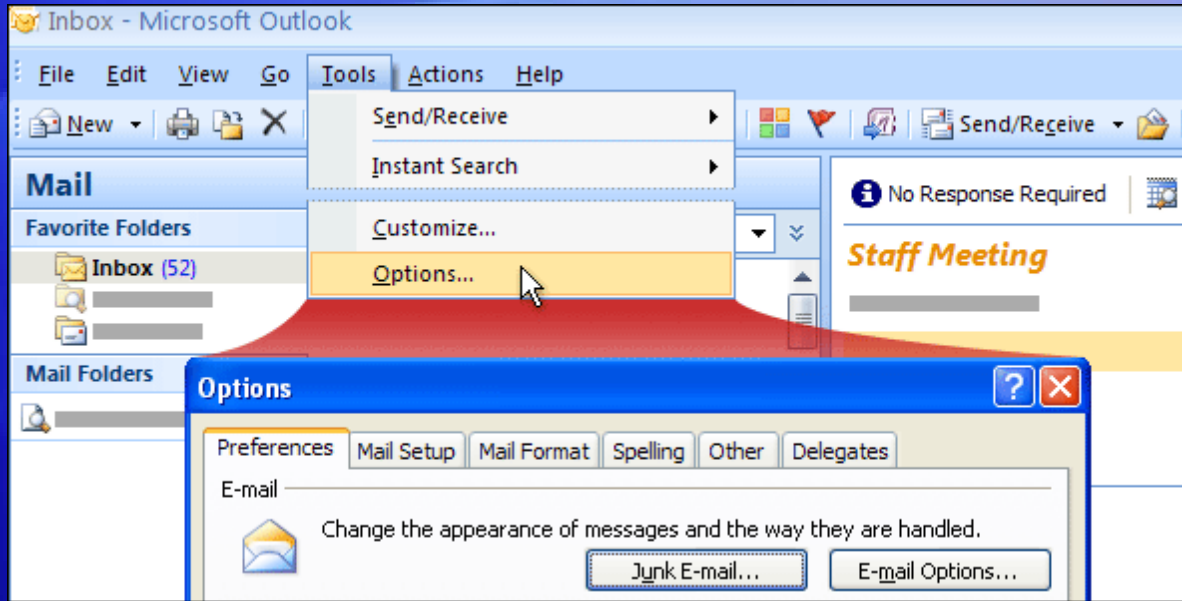
# The Ribbon shows what you need



The picture shows some of these differences.

- 1 A new message shows the **Message** and **Options** tabs.
- 2 A new appointment shows the **Appointment** tab.
- 3 A new contact shows the **Contact** tab.

# Know your options

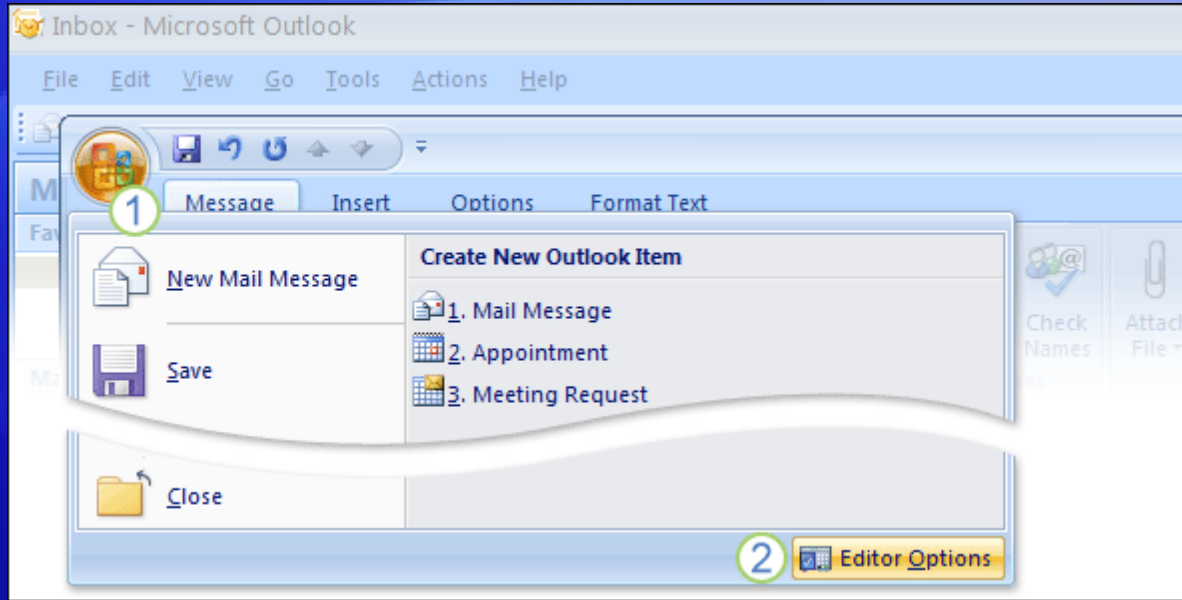


Outlook provides many options to help you change how things look and work.

The way you access these program options hasn't changed.

As shown in the picture, you'll still click **Options** on the **Tools** menu from within the main Outlook window and use the **Options** dialog box.

# More about options

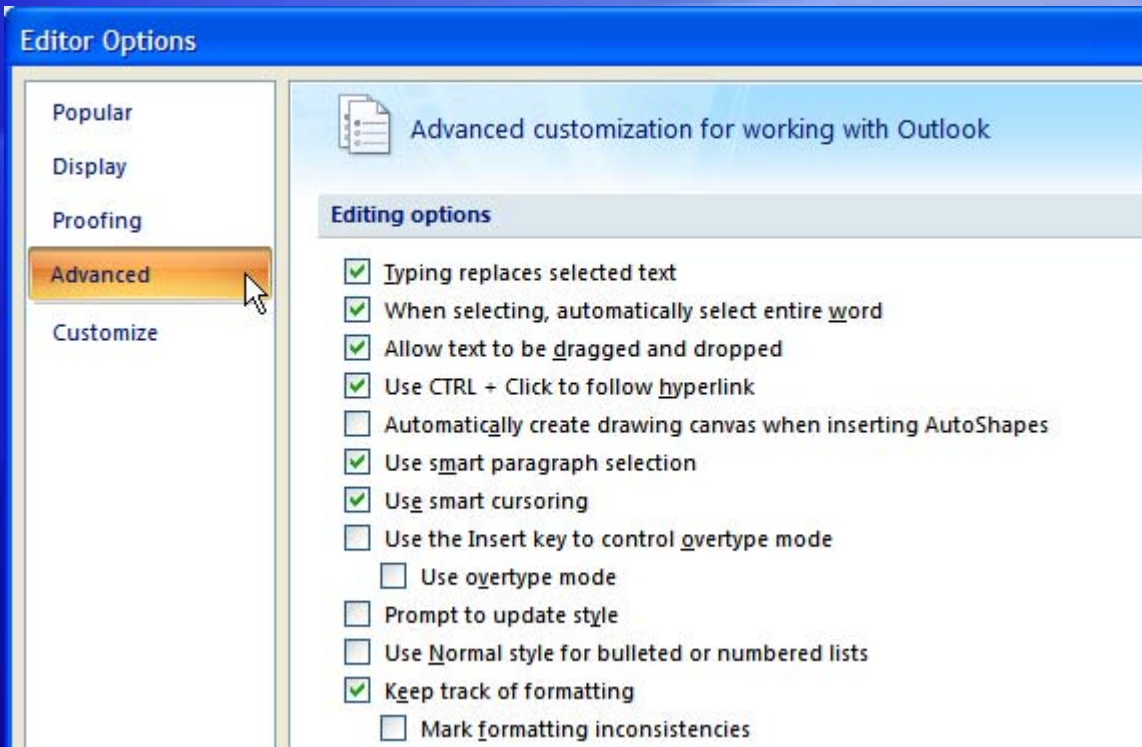


In Outlook 2007, the Office button appears in Item screens, not the main application screen.

## Options for writing e-mail

If you want to change your settings for writing e-mail—for example, to make the spelling checker stop ignoring words in uppercase—you do that from the **Editor Options** dialog box.

# Editor Options

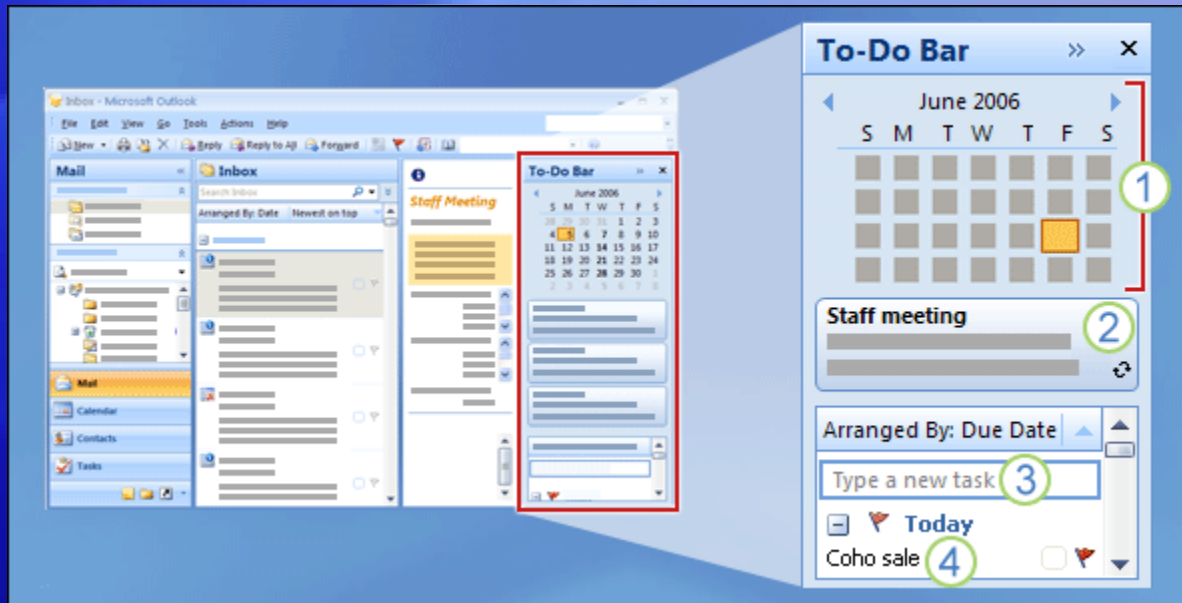


Since emails are based on Word, the Editor Options are similar to those in the Word Options dialogue

## Options for writing e-mail

For example, to make the keyboard replace selected text as you type—you do that from the **Editor Options** dialog box.

# More that's new: the To-Do Bar



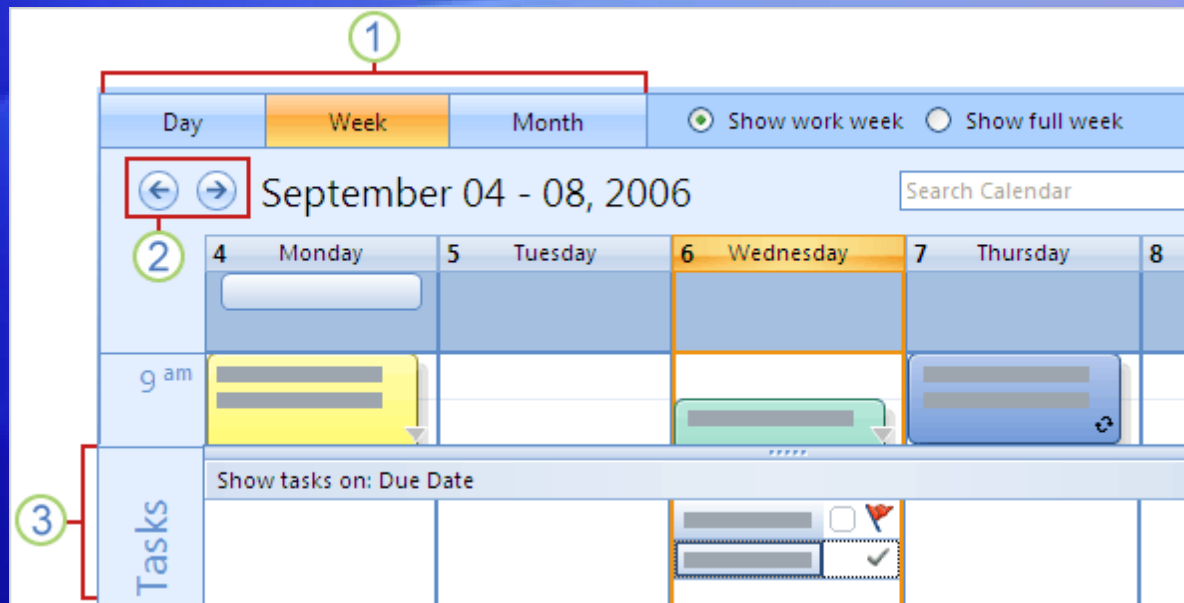
Located at the far right of the window, the **To-Do Bar** is visible wherever you happen to be working in Outlook.

The picture calls out a few of its key elements:

- ① Date Navigator
- ② Upcoming calendar appointments
- ③ A place to enter new tasks by typing
- ④ Your task list

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Outlook 2007

# A new look for the calendar



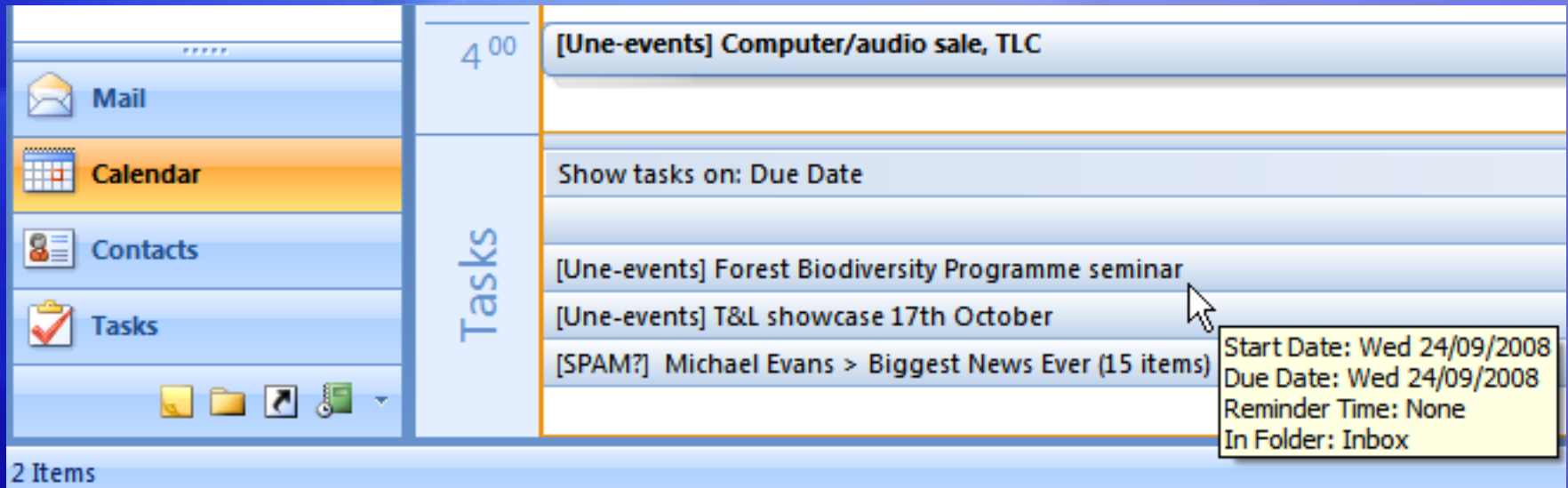
The new design of the calendar in Outlook 2007 makes it easier to see what's what.

Moving around is easier, too.

The picture shows some examples:

- 1 Bigger buttons make it easier to quickly switch between daily, weekly, and monthly calendar views.
- 2 **Back** and **Forward** buttons let you quickly go to the next day, week, or month in the calendar.

# A new look for tasks



Also new is the **Tasks** area. It shows your current and upcoming tasks and tracks your accomplishments, too.

# A new look for contacts



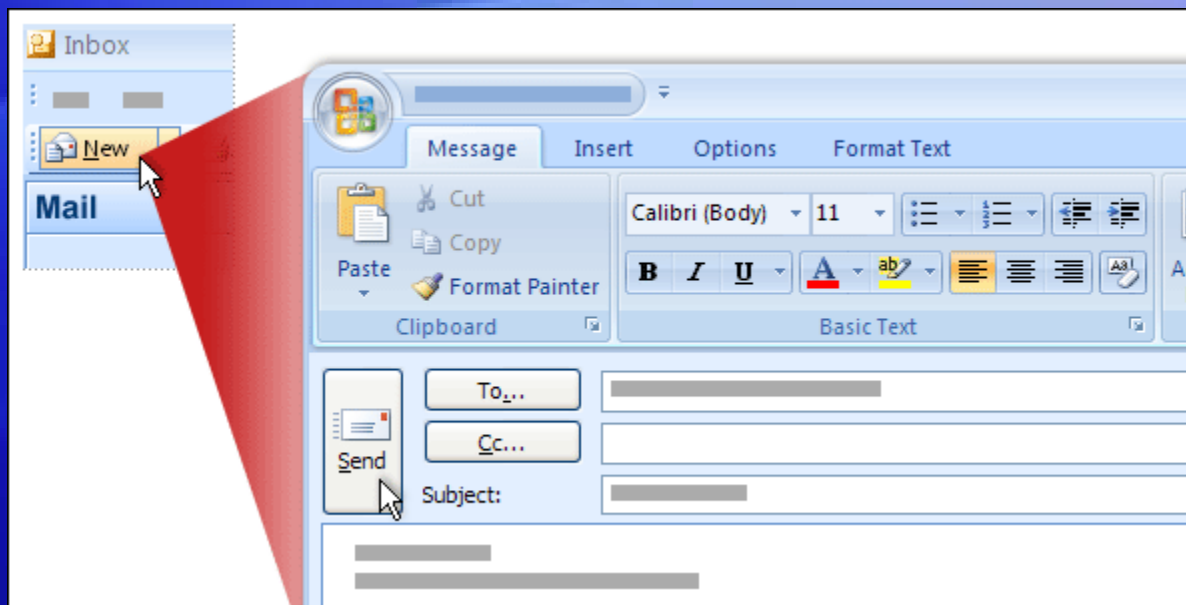
In Outlook 2007, **Electronic Business Cards** make contacts easy to view and easy to share.

You'll first notice the new look for contacts when you click **Contacts** to switch to that area of Outlook.

You can send Electronic Business Cards through e-mail. You might want to include your own Electronic Business Card as part of your e-mail signature.

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# Create a new message



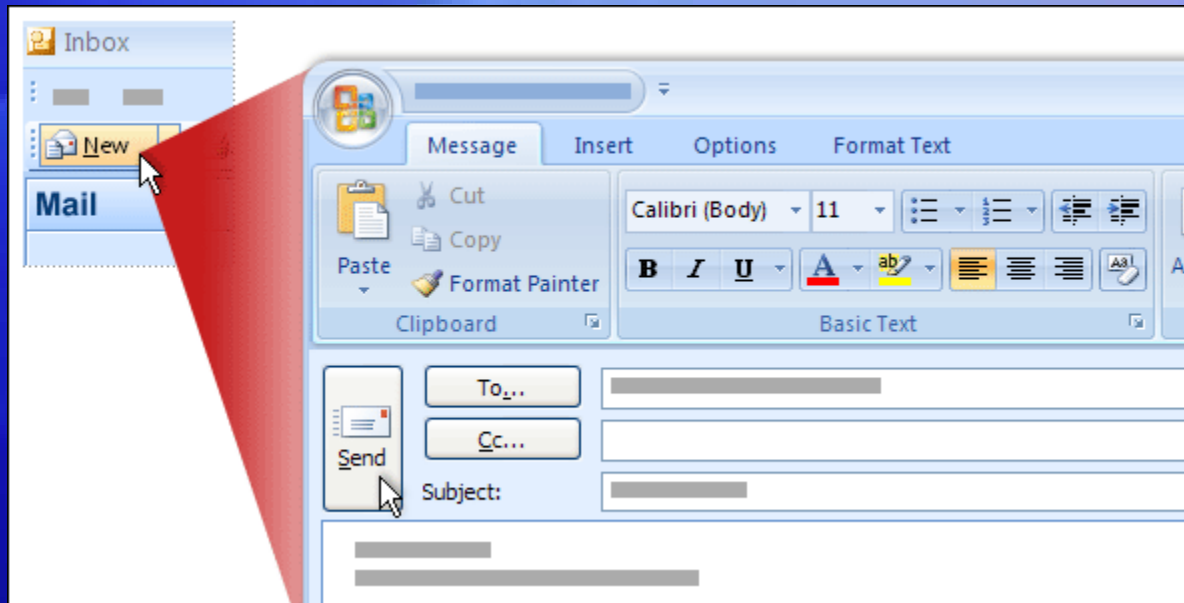
It's time to write and send your first e-mail message using the new Outlook.

What do you need to know? For starters, **some things haven't changed.**

The first thing you need to know to get started is that you don't need to know anything new. All of the old ways to start a new message still work.

In a new message, first get oriented to the Ribbon. The **Message** tab is on top, with the commands you're most likely to use every time you create and send a message.

# Create a new message

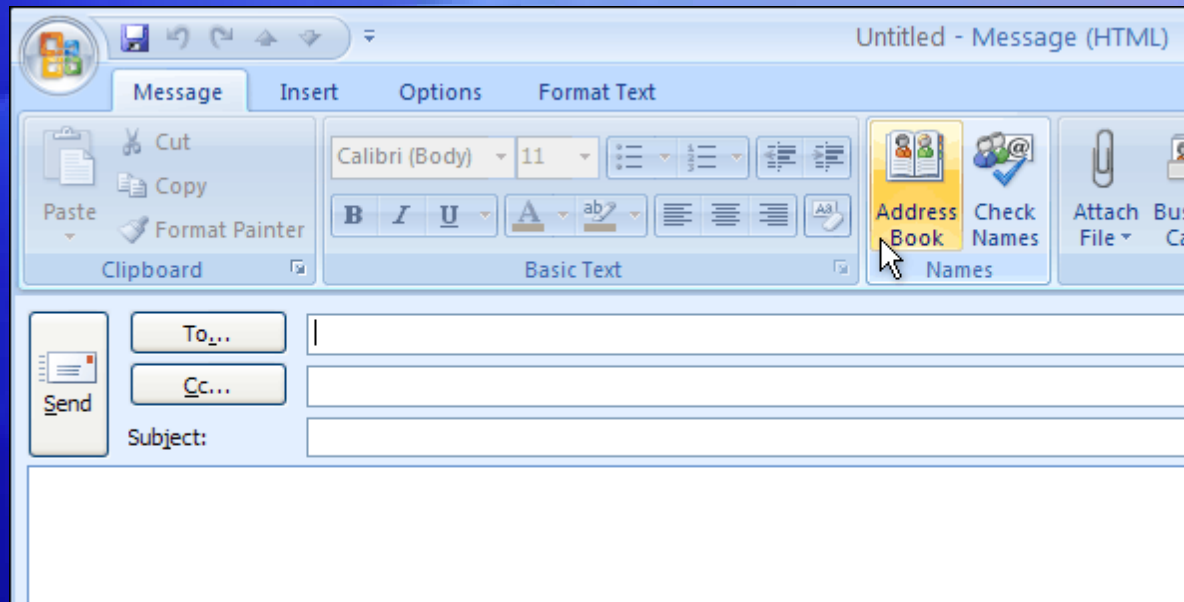


## Using other tabs

If you're having trouble finding a command or button, you may need to look on another tab.

For example, to *insert* a picture so that it appears in line with the text of your message (not as a separate attachment), you'll need to switch to the **Insert** tab.

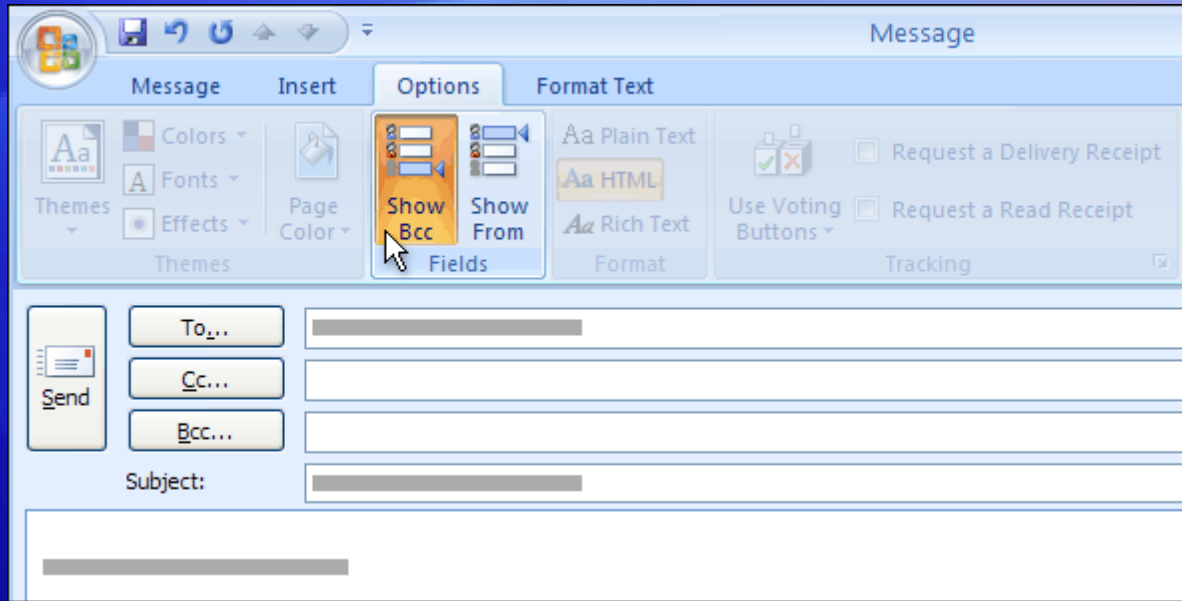
# Use the Address Book to add recipients



Do you use the Address Book to add names to the **To**, **Cc**, and **Bcc** fields?

You'll find the **Address Book** command on the **Message** tab.

# Show or hide the Bcc field

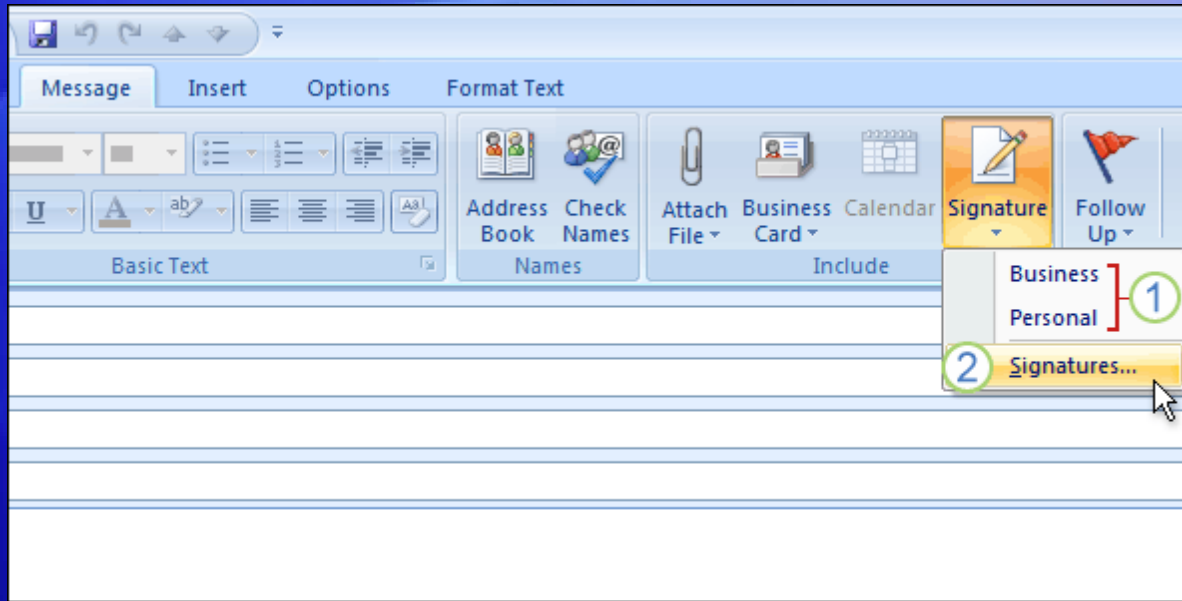


If you prefer to type e-mail addresses directly in the **To** and **Cc** boxes, you may also want to know how you can show the **Bcc** field so that you can type names there, too.

The picture shows the location of the **Show Bcc** command.

As you can see, you'll find it on the **Options** tab.

# Include your signature



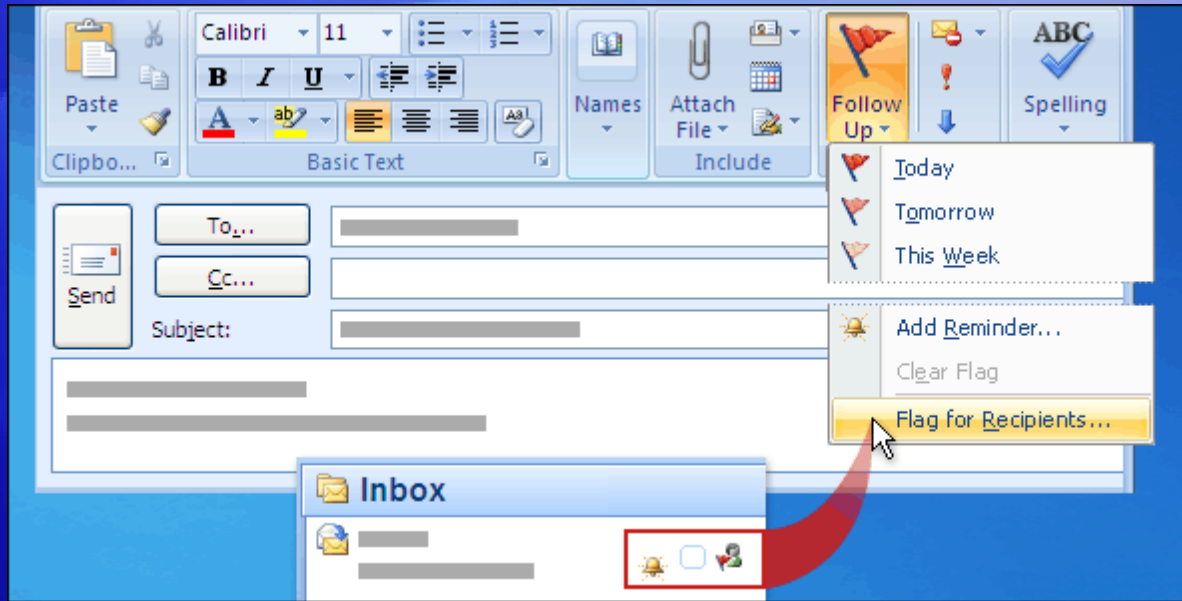
Do you use a personal e-mail signature at the end of your Outlook messages?

The same signature you used in earlier versions will be available when you upgrade to Outlook 2007.

If you didn't use signatures (maybe they seemed too complex or you could never remember how to create them or where to find them), you'll be surprised to see how easy signatures are in Outlook 2007.

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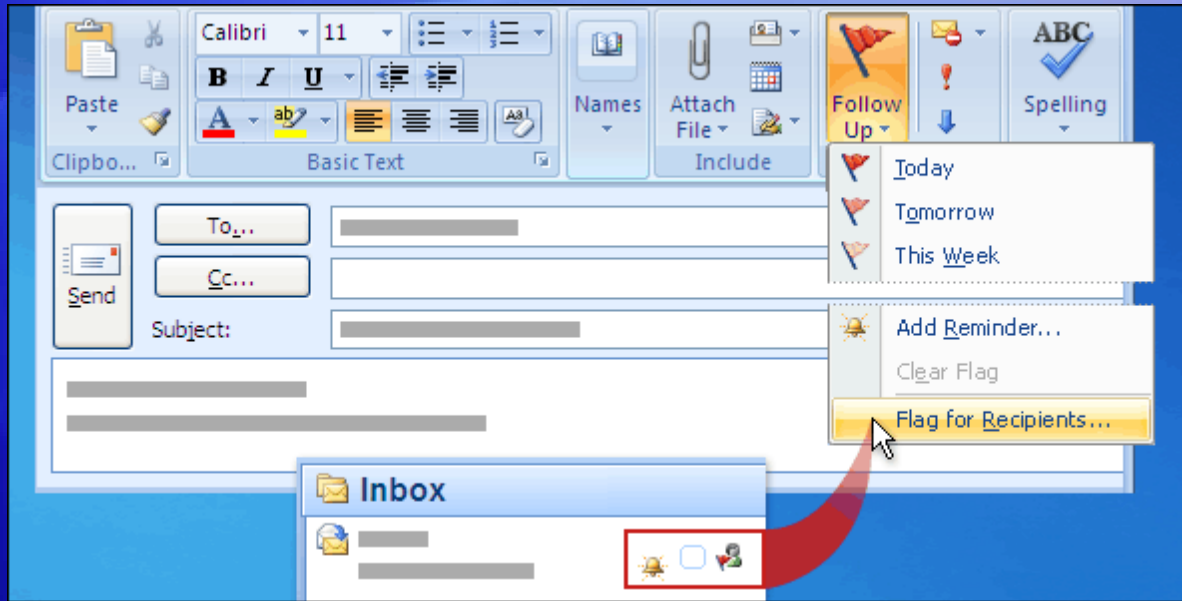
# Use flags and reminders



Flags and reminders can help you and others remember to do things.

To add a flag, reminder, or both when you're creating a message, start by clicking **Follow Up** in the **Options** group of a new message.

# Use flags and reminders



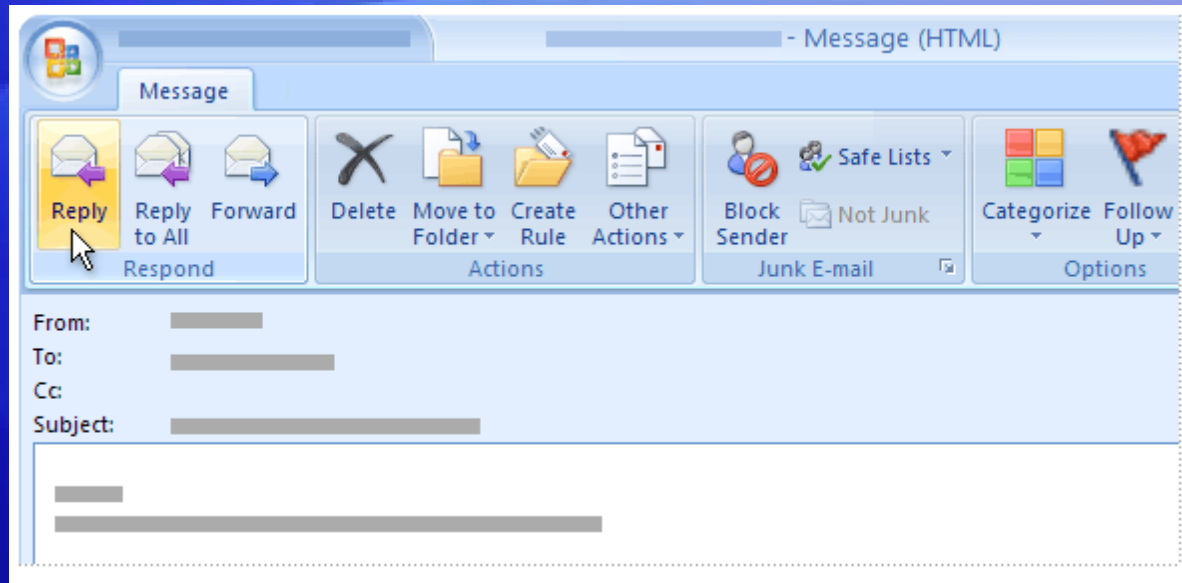
## Follow up for yourself

Suppose you send a message to a colleague that says “I’ll follow up with you tomorrow.”

To be sure that you remember to do that, flag the message for yourself by clicking **Follow Up** and then clicking **Tomorrow**.

The message is flagged and added to your To-Do List in **Tasks**. It also shows up as an item in your own To-Do Bar. You can also add follow-ups for recipients if you are able to delegate the follow-up to them.

# Respond to a message



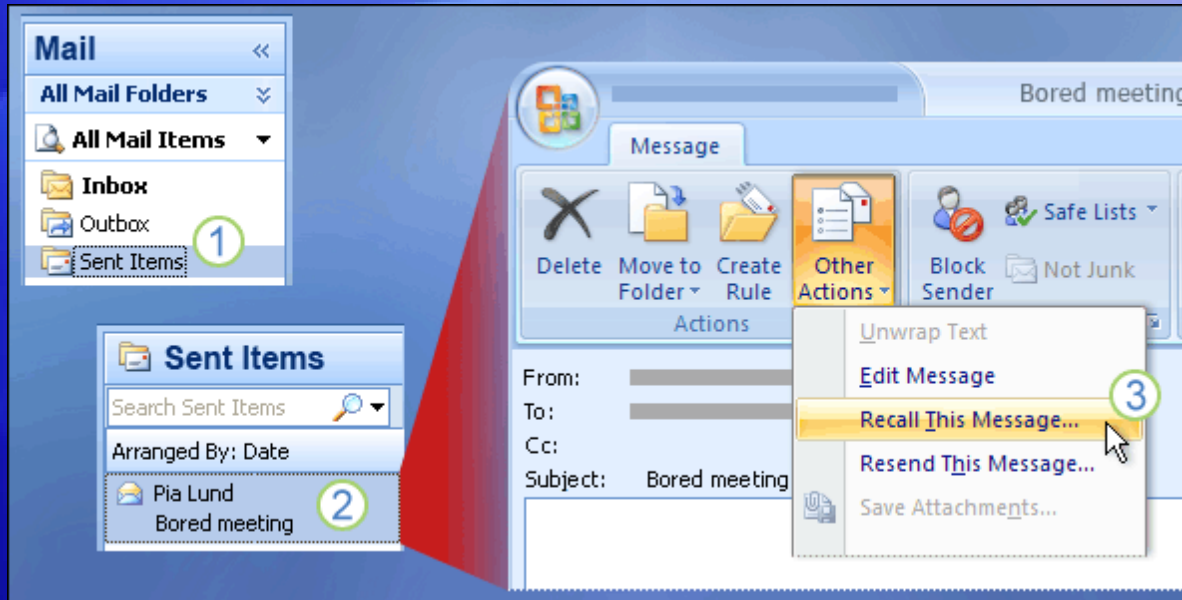
E-mail isn't just about sending...

...it's also about receiving and replying.

When you reply from an open message, you'll use the buttons in the **Respond** group on the **Message** tab of the Ribbon.

You'll notice that what's on the Ribbon in a received message is different from what's on it for a new mail message.

# Whoops! Need to recall a message?



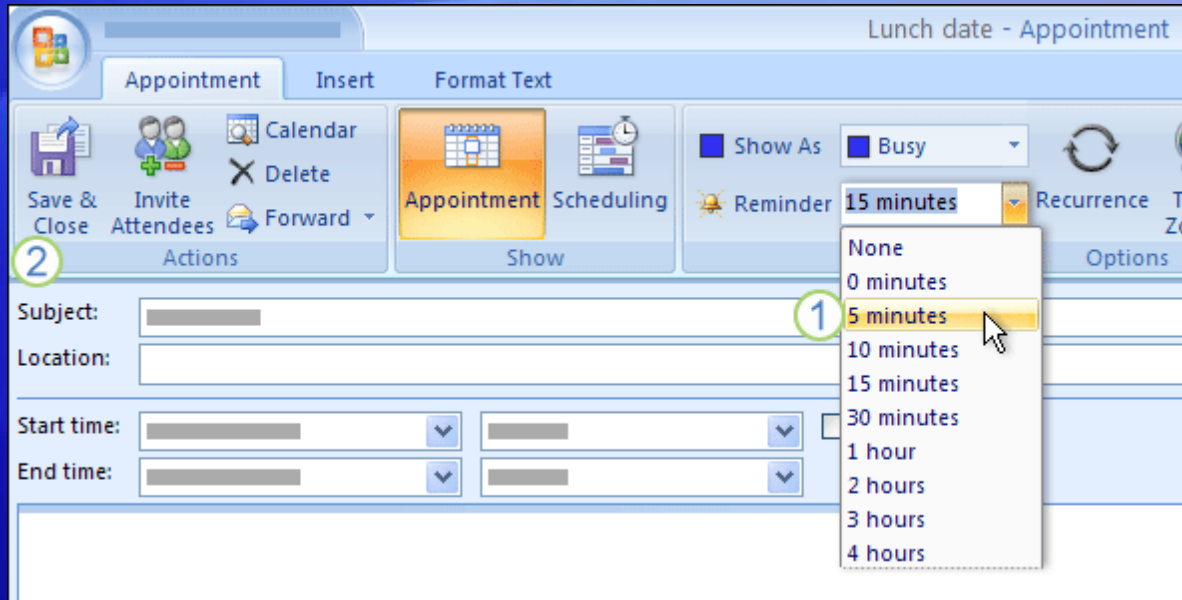
You've just sent a message and realize a key detail is wrong.

(You wrote "bored" instead of "board" when discussing the results of the last board meeting.)

You may be able to recall the message that you just sent.

If you act before a recipient reads the message, recalling it will allow you to send a corrected version to that person and avoid possible embarrassment.

# Make time and remember to do things

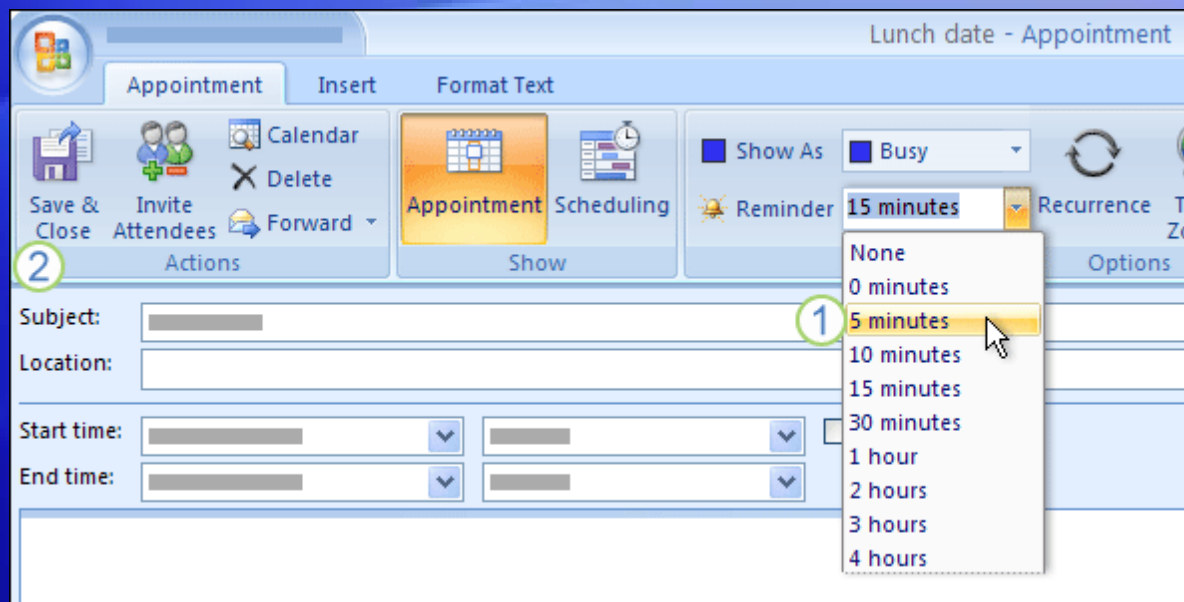


Outlook isn't just about e-mail.

It's also about organizing your time, which you do in the calendar.

When you create or open an item in your calendar, you'll see that the Ribbon shows groups and commands appropriate for helping you manage your time.

# Make time and remember to do things

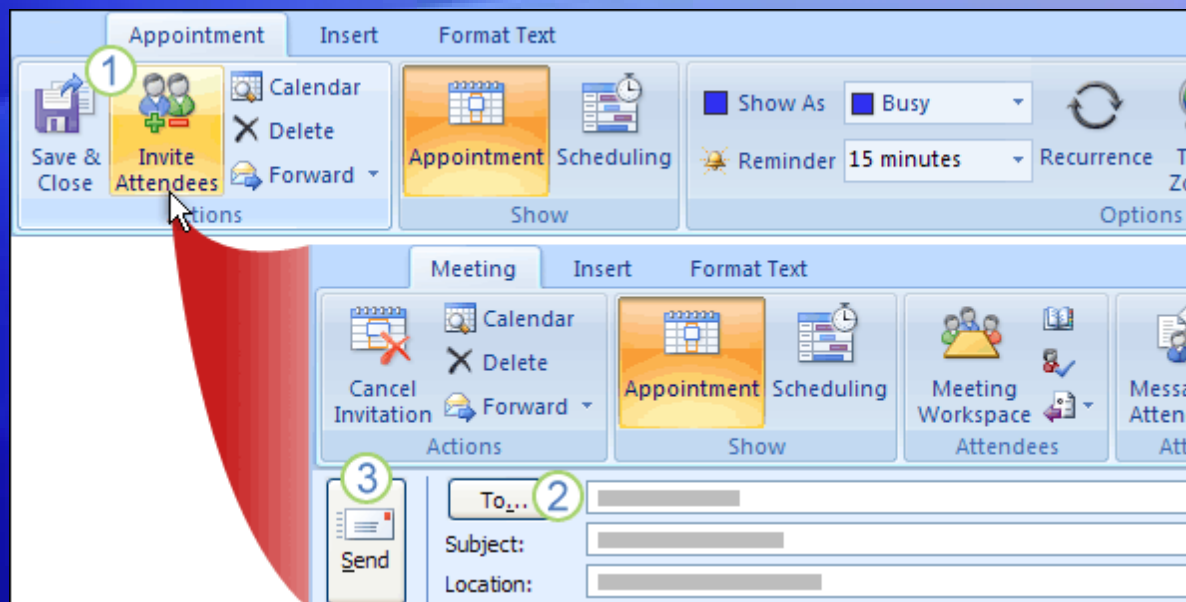


When you create any type of calendar entry, a reminder is set automatically.

To change the reminder time for an appointment:

- 1 On the **Appointment** tab, click the arrow to open the **Reminder** list and then select a time.
- 2 Once you've made a change, click **Save & Close** on the far left of the Ribbon.

# Want to create a meeting? Invite others

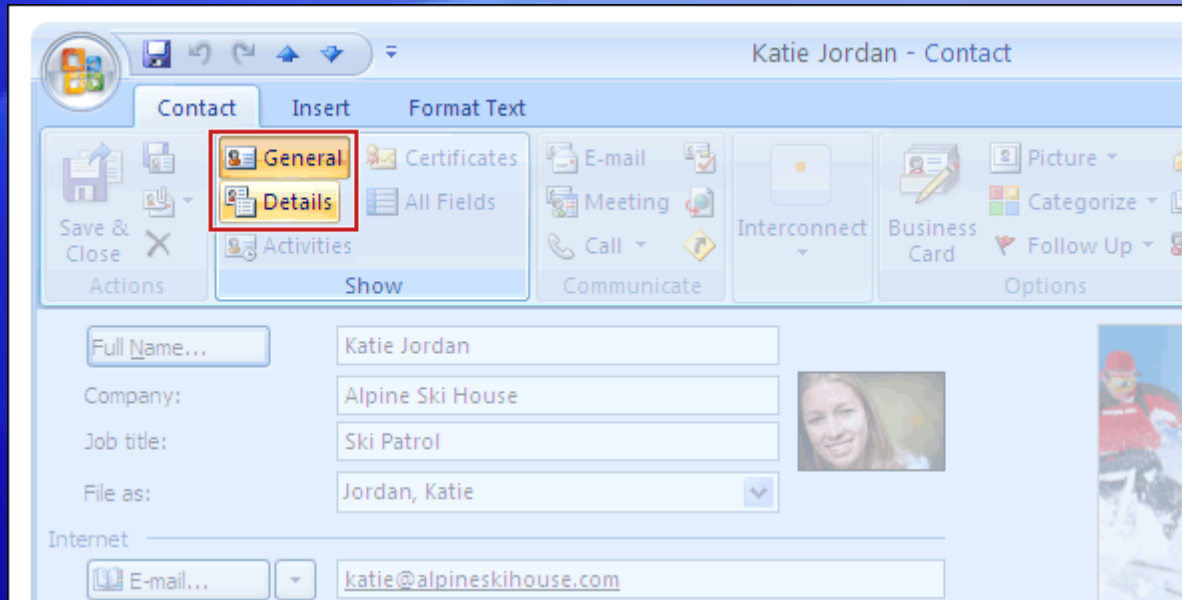


An appointment is just for yourself.

When others are involved, create a meeting.

- ① On the **Appointment** tab, click **Invite Attendees**.
- ② A **To** button and box appear. Type names directly in the box or click the **To** button to add invitees by selecting from a list.
- ③ Once you've entered all of the meeting details, click **Send** to send the invitation to the other meeting participants.

# Work with a contact



When you open or edit a contact, you'll use the buttons in the **Show** group to show or hide more information about a contact.

For example, if you want to note the birthday or anniversary of a contact, click the **Details** button and then select the appropriate date next to **Birthday** or **Anniversary**.

# Send and receive attachments and pictures



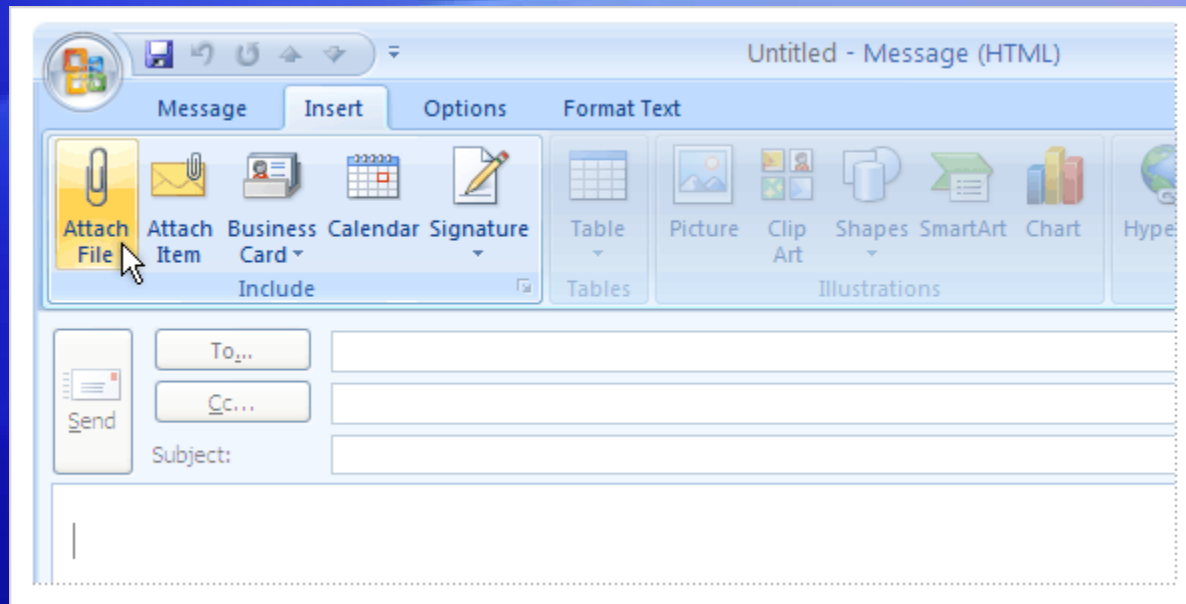
Sending and receiving attached files in Outlook 2007 is just as easy as it's always been—and in some ways, even easier.

What's easier?

When you receive attached pictures or Microsoft Office files, you'll be able to use the Attachment Previewer to preview those attachments right in the Outlook Reading Pane.

And if you're sending pictures, the Ribbon will help you send them just the way you want them.

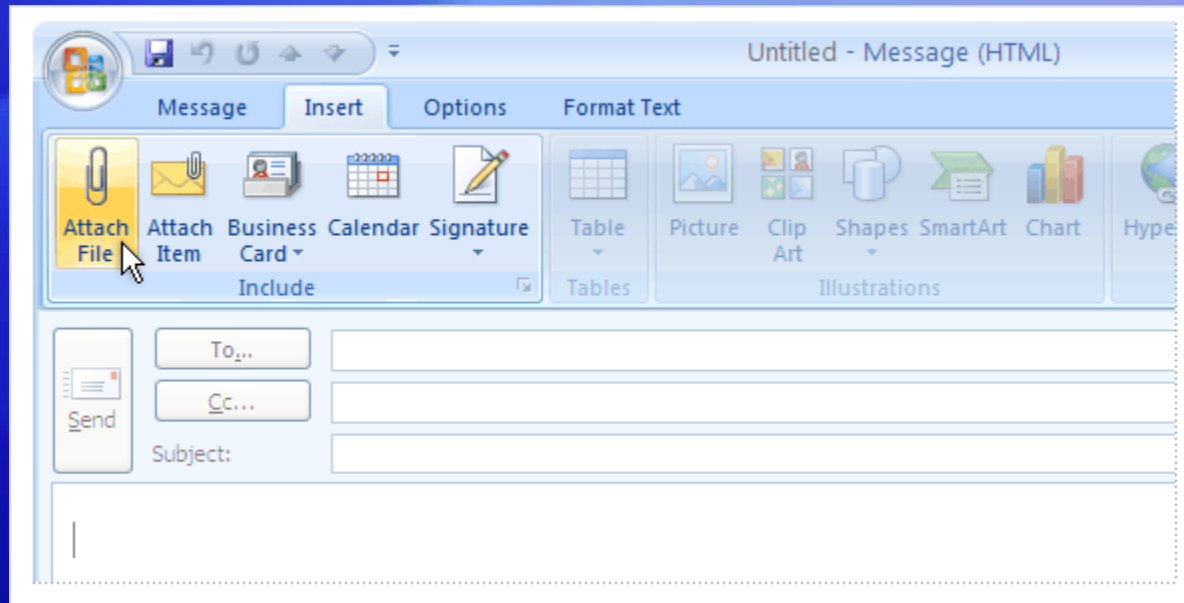
# Include an attachment



Including an attached document or picture with your message is easier than ever.

Just as you've always done, you'll begin by creating a new message. Then you'll use the **Attach File** command on the Ribbon.

# Include an attachment

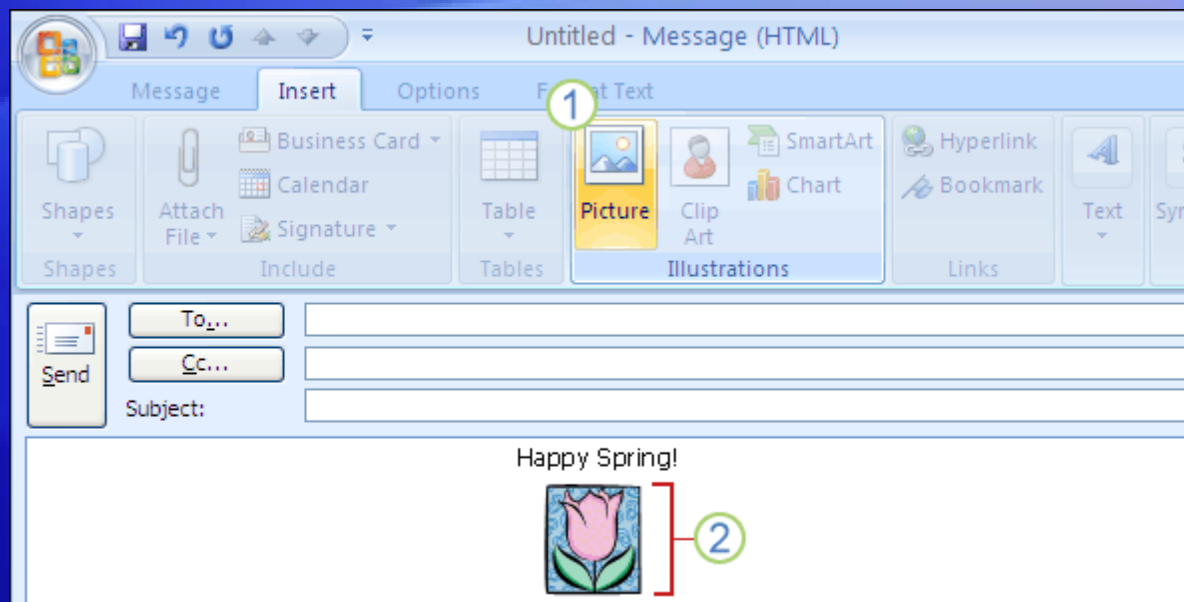


Where you'll find  
**Attach File**

Including an attachment is a common activity, so you'll find **Attach File** on both the **Message** tab and the **Insert** tab.

The picture shows it on the **Insert** tab.

# Include a picture in line with text

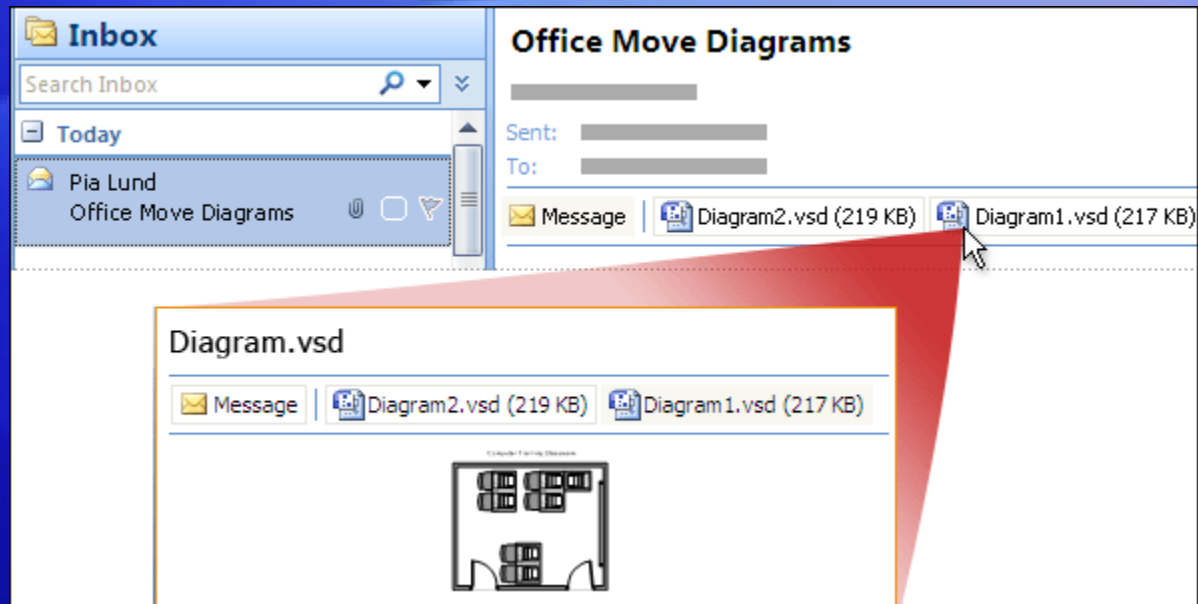


In Outlook, it's easy to send pictures in the body of your e-mail messages instead of as separately attached files.

To do this:

- 1 Click the **Picture** command on the **Insert** tab.
- 2 As shown in the illustration, you'll see a picture in the body of the message.

# Preview attachments before you open them



In Outlook 2007, you'll receive attachments just as you did in earlier versions.

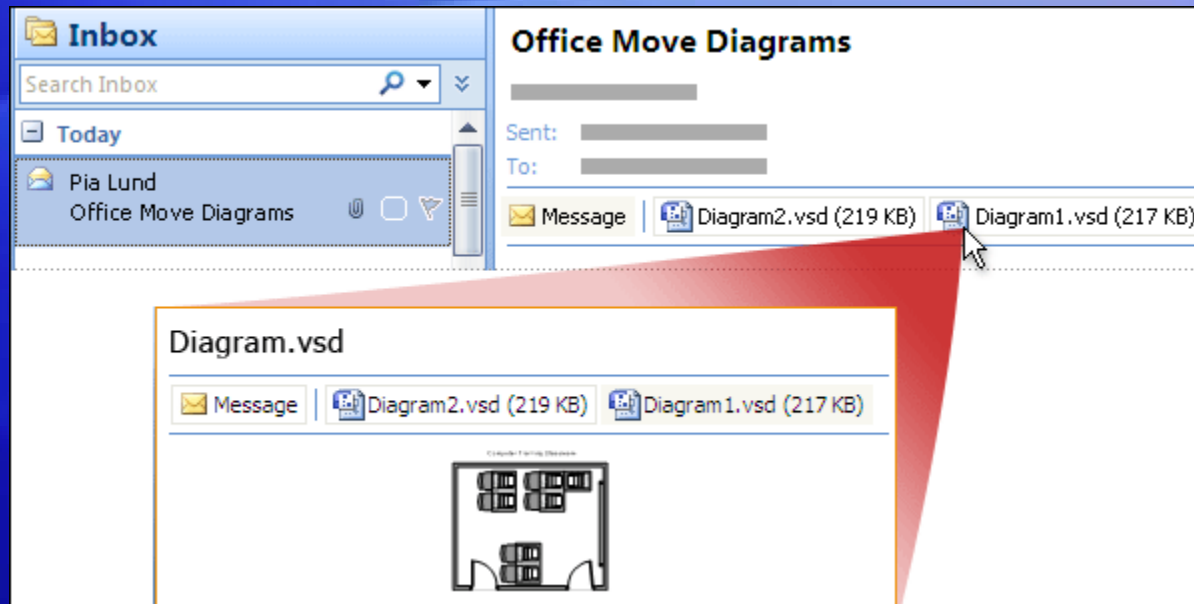
And now, some attached files can be previewed right from the Reading Pane.

Suppose someone sends you two Microsoft Office Visio® diagrams as attachments, but you only care about the one that shows the new lecture hall in your building.

How could you quickly decide which file to open or save to your hard disk?

Get up to speed with  
Outlook 2007

# Preview attachments before you open them

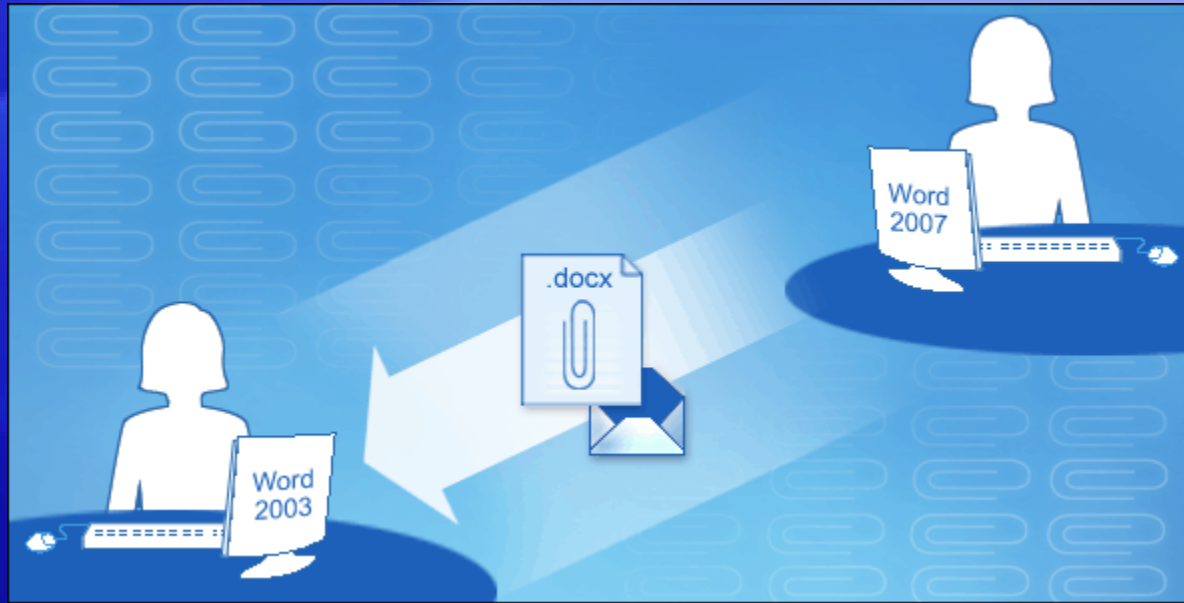


As the picture shows, attachment previewing could be your answer.

Attachment previewing allows you to display previews of certain file types right from the Outlook Reading Pane. You can do this without having to open the attached files.

To preview an attachment, click its icon. The attachment preview appears in the Reading Pane.

# How others receive attachments that you send



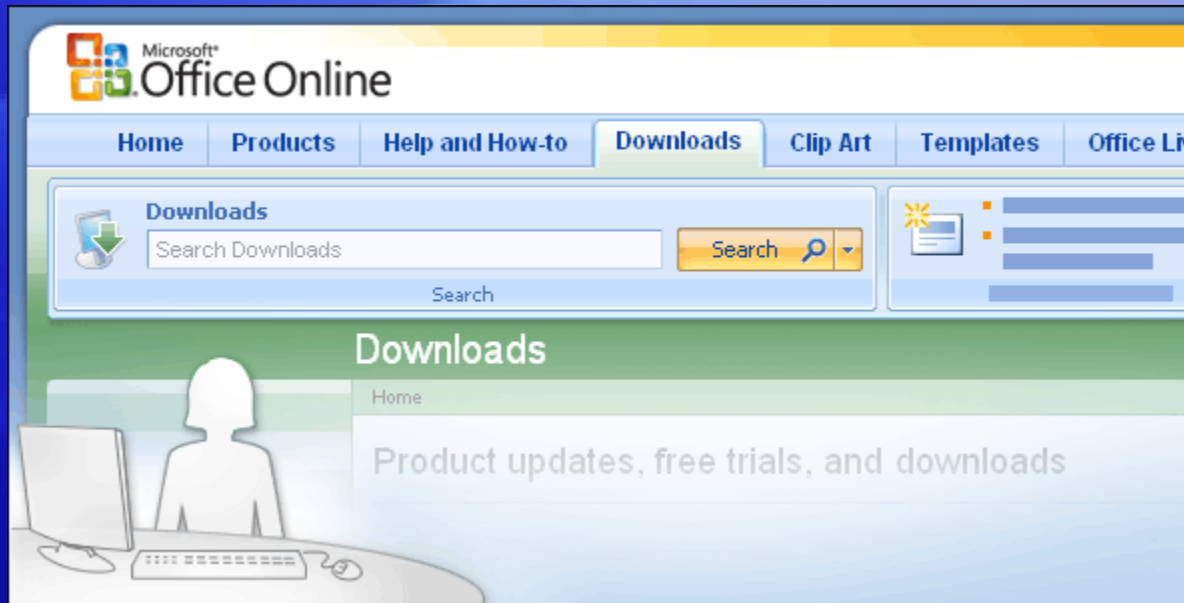
When you use Outlook 2007, people will receive attached files that you send just as they always have.

What has changed is the file format used by some 2007 Office system programs.

Attachments that you send or receive may use this new format, which keeps file sizes smaller and helps keep files safer. Outlook fully supports sending and receiving files that use the new formats.

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# How others can view attachments that you send



If you'll be sending a Word 2007, Excel 2007, or PowerPoint 2007 file to someone who hasn't yet upgraded to the 2007 release of Office, there are two options.

- You can save the file in the 97-2003 file format before you send it.
- Colleagues who have Microsoft Office versions 2000 through 2003 can open, edit, and save 2007 files by installing the Microsoft Office Compatibility Pack for 2007 Office Word, Excel, and PowerPoint File Formats, offered free by Microsoft.

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# Suggestions for practice

1. Create a message and see the Ribbon.
2. Open a message and see the Ribbon for a received message.
3. Set program options, e-mail editor options, and e-mail message options.
4. Respond to a message; recall a message.
5. Explore the To-Do Bar and see how to customize it.
6. Look around in your calendar and look at contacts in the new Business Card view.
7. Schedule an appointment and set a reminder.

[Online practice](#) (requires Outlook 2007)

# Online Tutorials

For a summary of these tasks, as well as training material in a range of other 2007 applications, view the [Online Tutorials](#).