

# INTRODUCING OFFICE 2007 USING WORD 2007

SUMMARY:	An introduction to the Office 2007 user interface using Word 2007.as an example. The notes include links to on-line training.
INTENDED USER(S):	Users upgrading from Office 2003 to Office 2007
DOCUMENT VERSION:	2
LAST UPDATED:	09 March 2011
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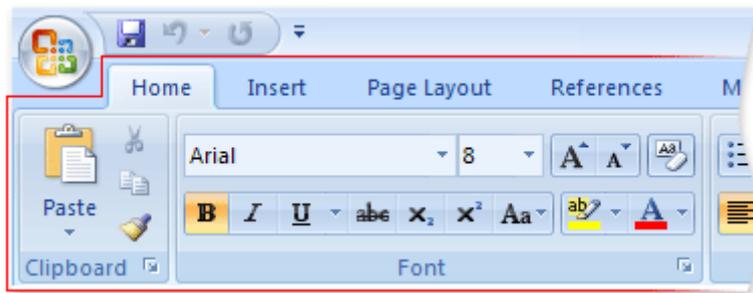
## *THE USER INTERFACE IN OFFICE 2007*

When you first start some of the programs in Microsoft Office 2007, you will notice a change. No one likes change and if your initial reaction is exasperation, it is a very common one. Don't despair – there are some useful on-line demos and guides to help you get started. It doesn't take long to get used to the new interface and before long you may find you quite like it.

These notes provide links to some useful sites and describe the various elements of the new interface.

### **Why the change?**

The menus and toolbars in some programs have been replaced with the Ribbon, which is part of the Microsoft Office Fluent user interface. It has been introduced because applications like Word have continued to grow from the original simple application (offering in the region of 100 commands) until Word 2003 offered in the region of 1500 commands accessed via 31 toolbars. The new design of interface is intended to make the fast-growing number of commands easier to find and more accessible.



The Ribbon as it appears in Microsoft Office Word 2007

The **Ribbon** is designed to help you quickly find the commands that you need to complete a task.

**Commands** are organized into logical **groups**, which are collected together under **tabs**. Each tab relates to a type of activity, such as writing or laying out a page.

To reduce clutter, some tabs (called contextual tabs) are shown only when needed. For example, the Picture Tools tab is shown only when a picture is selected.

The Ribbon is featured in the following 2007 Microsoft Office system programs:

Access 2007; Excel 2007; PowerPoint 2007; Word 2007 and Outlook 2007 (in open items such as Mail, Contacts, and Appointments)

### ***ONLINE DEMO AND INTERACTIVE GUIDE***

The following Word demo lasts about 7 minutes and is a useful starting point for most users. Plug in headphones to listen to the commentary. Links to demos for other office applications can be found at the end of these notes.

[Demo: Up to speed with Word 2007](#)

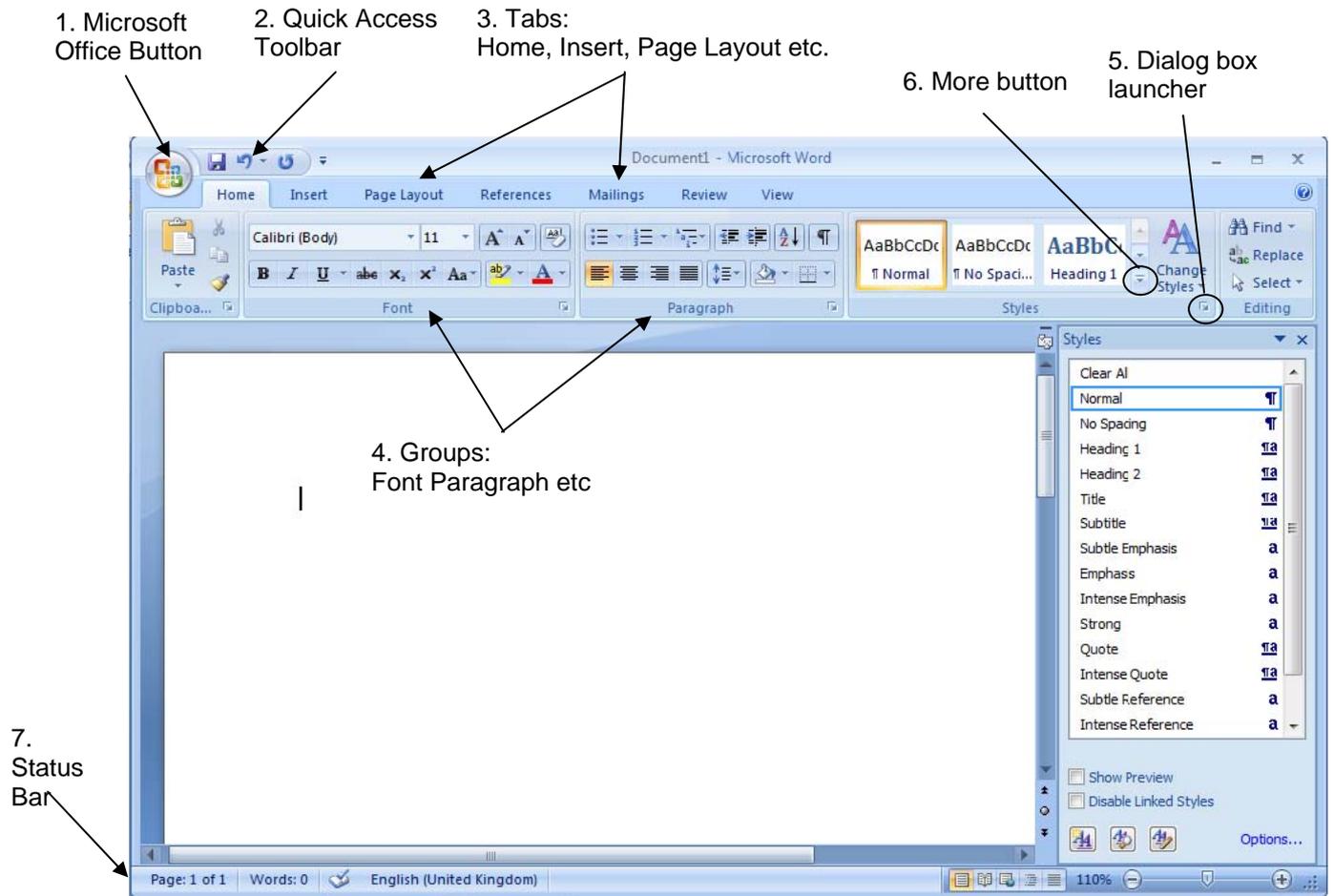
Another useful site is the interactive Word 2003 to 2007 command reference guide - it shows where to find every 2003 command in 2007. Similar online guides for other applications are listed at the end of these notes.

[Interactive: Word 2003 to Word 2007 command reference guide](#)

Note: If you are using a printed version of these notes the following address is a good starting place:

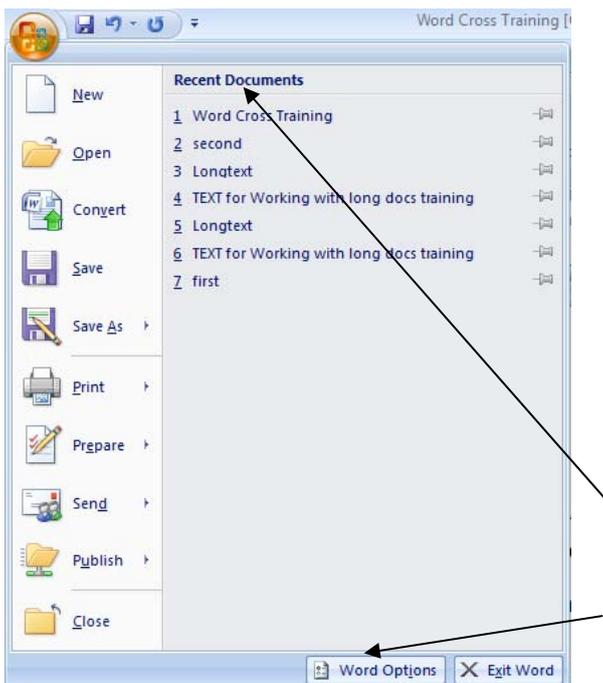
<http://office.microsoft.com/en-gb/getstarted/FX101055081033.aspx>

## AN INTRODUCTION TO THE NEW INTERFACE USING WORD 2007



Each numbered item in the diagram is described in more detail below:

### 1. MICROSOFT OFFICE BUTTON



The Office Button replaces the old File menu.

Clicking the Microsoft Office button will display a list of commands which relate to the management of Word and Word documents (as opposed to managing the content).

Examples of commands found under the Microsoft Office button include:

New, Open, Print, Save, Send, Publish, Prepare.

#### TIPS:

- The Office button displays a list of the recent documents you worked with. Click on a document name to open it.
- The Word Options button allows you to customize Word.

## 2. QUICK ACCESS TOOLBAR



The Quick Access Toolbar is the only permanent toolbar in Word and is located next to the Office button. Its purpose is to hold the most frequently accessed commands and starts out with the commands: Save, Undo and Repeat.

**TIP:** You can customise the Quick Access toolbar to significantly speed up your work.

### Customizing the Quick Access Toolbar 1 – Adding Commands

Extra commands can easily be added to the Quick Access Toolbar. This is especially useful for those who dislike the new ribbon. You might find that you now need to click twice to access your favourite commands instead of once because they used to be on an always visible toolbar in Word 2003.

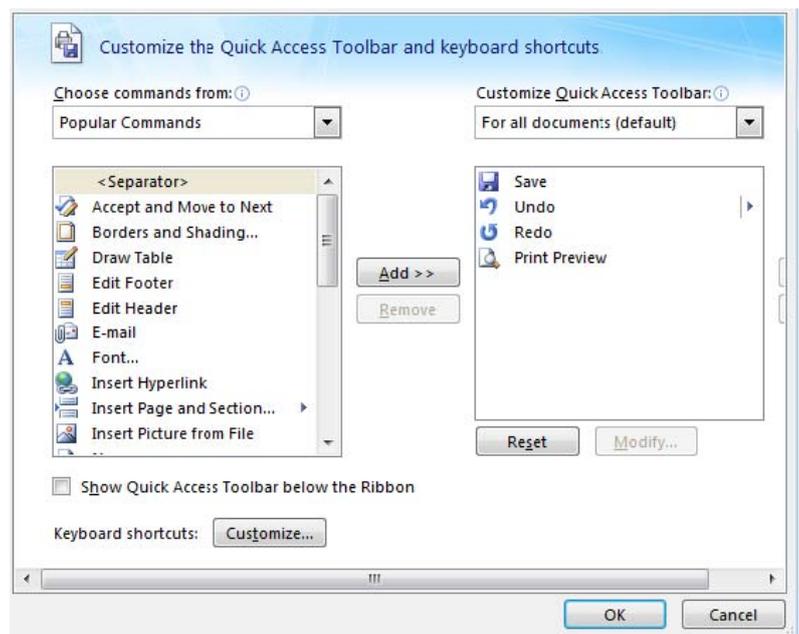
**TIP:** The quickest way to add a command to the Quick Access Toolbar is to right click the command in its ribbon tab and select the **Add to Quick Access Toolbar** option.

You can also add commands to the Quick Access Toolbar as follows:

1. Click on the **Customize Quick Access Toolbar** button  at the end of the toolbar.
2. Select one of the suggested commands from the drop down list

OR,

Click on the **More Commands** option and use the dialogue box which opens (shown opposite) to add more commands into the box on the right, and then click OK



### Customizing the Quick Access Toolbar

#### 2 – Changing Location

If you use the Quick Access Toolbar a lot you may find it more convenient to have it located under the ribbon for quicker access. Also, it may have become so big that it will fit better in the space under the ribbon. To move the Quick Access Toolbar to be below the ribbon:

1. Click on the **Customize Quick Access Toolbar** button
2. Select **Show Below the Ribbon**

### 3. TABS

The ribbon is divided into 7 tabs in Word: Home, Insert, Page Layout, References, Mailings, Review and View. Each tab focuses on a major activity area. For example, the first tab is the Home tab and is dedicated to writing and formatting. Each tab is further divided into groups.

#### Contextual Tabs

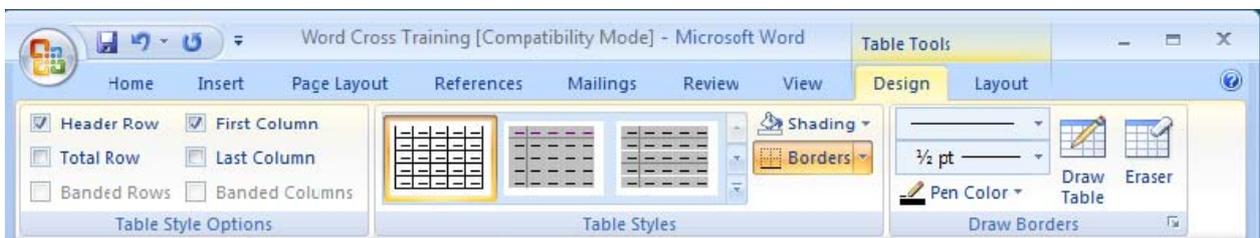
Contextual tabs only appear when you select particular document elements, thereby making further appropriate commands available only when they are required. This ensures that the ribbon doesn't get too cluttered up and commands stay hidden until they are needed. Contextual tabs always appear on the far right of the ribbon.

E.g. When you select a clipart in your document the (Picture Tools) Format tab appears.

**TIP:** Although the Picture Tools tab appears, you will still need to click on the tab to make it 'active'.

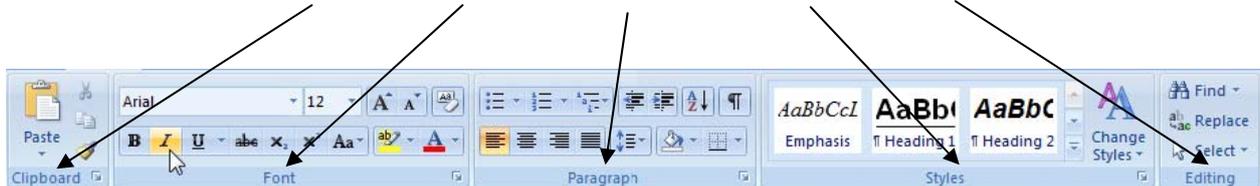


E.g. When you select a table in your document the (Table Tools) Design and Layout tabs appear.



### 4. GROUPS

Each tab is divided into groups and it is these groups that contain the command buttons. For example, the Home tab has 5 groups: Clipboard Font Paragraph Style Editing



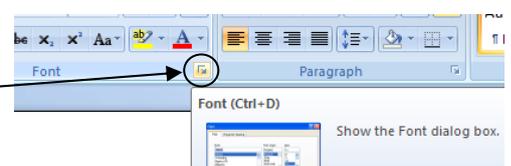
The command buttons carry out a command (e.g. cut, bold, justify) or display a menu of commands (e.g. choices on the 'change case' command button).

### 5. DIALOG BOX LAUNCHER

Some groups have a **Dialog box launcher** button.

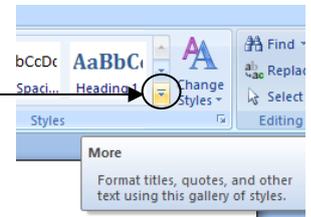
Clicking on this will open a dialog box or a task pane.

Many of the dialog boxes and task panes are similar or exactly the same as those present in Word 2003.



## 6. MORE BUTTON AND GALLERIES

A **More** button may appear below any scroll bar on the tabs. (e.g. the Styles Tab)



Clicking this will open up a **gallery** showing options. Each gallery is a collection of thumbnail graphics which show you various layout, colour or formatting options.

### Live preview

As you hover your mouse over a gallery item, you see a preview of how that option will affect your page or selected text/object (even though you have not yet selected it). In this way you can experiment with options without actually applying the changes. If you do not wish to make a selection, you can close a gallery by pressing Esc on your keyboard.

**Galleries**

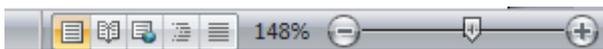
**Formatting**

You can easily change the formatting of selected text in the document from the Quick Styles gallery on the Home tab. You can also use the other controls on the Home tab. Most controls offer a choice of a theme or using a format that you specify directly.

**Themes**

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always

## 7. STATUS BAR



Shortcut buttons for changing views are still on the status bar but located more to the right.

- The Print Layout View button is now displayed first as it is the one people work in most frequently.
- The Normal View from older versions of Word is now called Draft View
- The Reading Layout View from older versions of Word is now called Full Screen Reading

The zooming tools are now on the status bar. To zoom in or out either:

• Use the slider. It ranges from 10% to 500%	
• Click on the – or + buttons and you jump in increments of 10%	
• Click anywhere between the – and + signs	
• Click on the <b>Zoom Level</b> box and select from the Zoom dialogue box	

**MINI TOOLBAR FOR TEXT FORMATTING**



The Mini Toolbar only appears when you select text. It appears close to the selected text and displays the most commonly used formatting commands.

If you don't like the Mini Toolbar, you can switch it off via the Office button and Word Options.

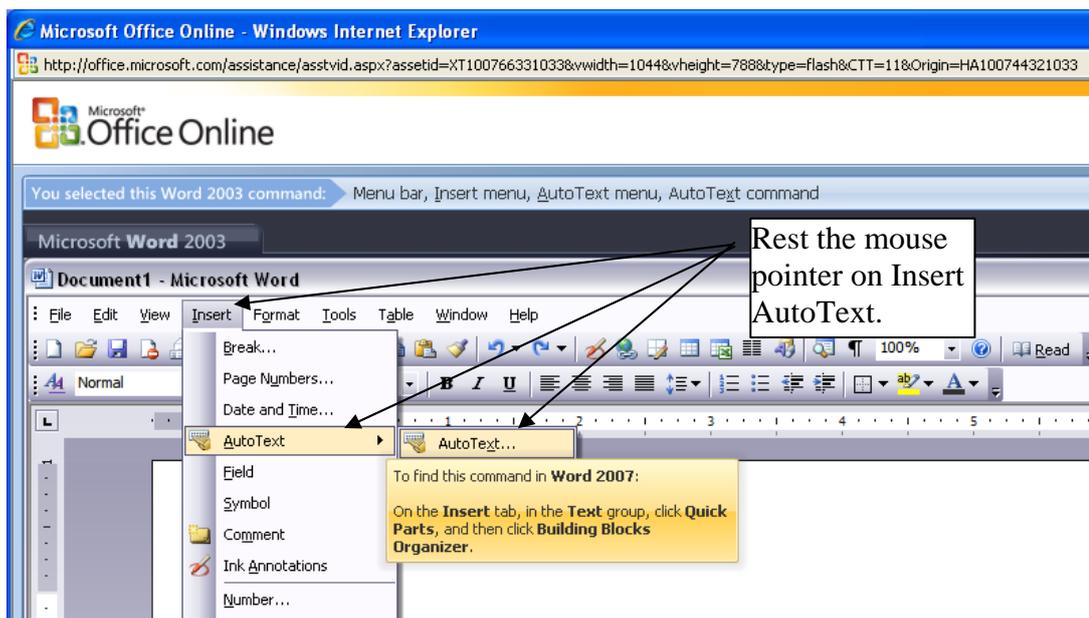
**MORE TIPS FOR NEW USERS**

If you cannot locate a particular command you may find the interactive Word 2003 to 2007 command reference guide useful. Similar online guides for other applications are listed below.

[Interactive: Word 2003 to Word 2007 command reference guide](#)

Once you access this web page and start the interactive guide you will see a Word 2003 screen. Either:

- Rest the mouse pointer over a Word 2003 menu command or button and you will be shown its new location in Word 2007.
- Click on the menu command or button and you will be shown an animation of the location of the command or button in Word 2007



The diagram shows the online Interactive guide being used to find the location of Insert AutoText (word 2003) in Word 2007.

**REFERENCE GUIDE:**

You can download an Excel workbook which lists the locations of Word 2003 commands in Word 2007. (Note: If you decide to print this Excel document, it is 68 pages long.)

<http://office.microsoft.com/en-us/templates/TC102128591033.aspx>

## ***USEFUL LINKS***

There are many useful Microsoft sites providing demos, training and articles to get you up to speed with Office 2007. Click any of the following topics to access the on-line pages.

### **Office 2007**

[Training: Up to speed with the 2007 Office system](#)

[Use the keyboard to work with Ribbon programs](#)

[Customize the Quick Access Toolbar](#)

### **Access 2007**

[Guide to the Access 2007 user interface](#)

[Demo: Up to speed with Access 2007](#)

[Training: Up to speed with Access 2007](#)

[Interactive: Access 2003 to Access 2007 command reference guide](#)

[Access 2003 to Access 2007 command reference](#)

[What's new in Access 2007](#)

### **Excel 2007**

[Demo: Up to speed with Excel 2007](#)

[Training: Up to speed with Excel 2007](#)

[Interactive: Excel 2003 to Excel 2007 command reference guide](#)

[Excel 2003 to Excel 2007 command reference](#)

### **Outlook 2007**

[Demo: Up to speed with Outlook 2007](#)

[Training: Up to speed with Outlook 2007](#)

[Interactive: Outlook 2003 to Outlook 2007 command reference guide](#)

[Outlook 2003 to Outlook 2007 command reference](#)

### **PowerPoint 2007**

[Demo: Up to speed with PowerPoint 2007](#)

[Training: Up to speed with PowerPoint 2007](#)

[Interactive: PowerPoint 2003 to PowerPoint 2007 command reference guide](#)

[PowerPoint 2003 to PowerPoint 2007 command reference](#)

## **Word 2007**

[Demo: Up to speed with Word 2007](#)

[Training: Up to speed with Word 2007](#)

[Interactive: Word 2003 to Word 2007 command reference guide](#)

[Word 2003 to Word 2007 command reference](#)

### ***MORE LINKS***

Some more links to specific articles about the new user interface:

#### **Use the Ribbon**

<http://office.microsoft.com/en-gb/word/HA100898951033.aspx>

#### **Customize the Quick Access Toolbar**

<http://office.microsoft.com/en-gb/word/HA012341051033.aspx>

#### **Create a new Quick Style**

<http://office.microsoft.com/en-gb/word/HP012265161033.aspx>

#### **Add and remove styles from the style gallery**

<http://office.microsoft.com/en-gb/word/HA100339631033.aspx>

#### **Insert Headers and footers**

<http://office.microsoft.com/en-gb/word/HP012264861033.aspx>

#### **Zoom in or out of a document**

<http://office.microsoft.com/en-gb/word/HA101022721033.aspx>

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

<http://office.microsoft.com/en-gb/word/HA101204731033.aspx>

#### **Introduction to new file name extensions and Open XML Formats**

<http://office.microsoft.com/en-gb/word/HA100069351033.aspx>

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