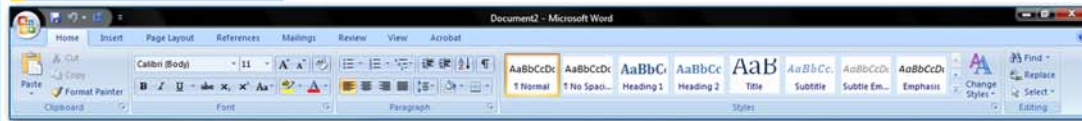


# Welcome to Office 2007 - A Flummoxed Guide

## Welcome to the 'Ribbon'

The new version of MS Office has a new, intuitive, 'contextual' menu bar called the 'Ribbon'. The Ribbon is contextual, meaning, depending on what you click or do, the menu options will change to allow faster access to common features.



The 'File' menu in all Office applications now looks like this. The new menu gives you fast access to common tasks but you will find that some of your options have moved.

- New** - This option will, as always allow you to open a new document
- Open** - Will allow you to open an existing file
- Save** - Will allow you to save the current file
- Save As** - Allows you to save a file in another format other than the default such as .txt or .htm

## New 'File' Menu

- Print** - Provides options for printing immediately or to alter print settings
- Prepare** - This is a new feature which allows you to add properties to documents such as encryption, locking the file as a 'final' version
- Send** - Another new option which allows you to send documents directly from within Office to e-mail users or other optional destinations such as fax or PDF
- Publish** - A feature to allow you to publish the document directly to a blog server, document management server or other destination
- Paperclips** - You can now pin your most recent documents to the file menu so they always appear, useful for keeping regularly used files in your recent list.
- Word Options** - Allow you to choose and configure Word
- Common Favourites** - Alongside the Office Button you can now drag and drop your favourite commands directly to the favourites bar.



## New Office button



This is your new starting point for your File menu

## Create a new file

To open a new document, simply click the Office Button and click 'New'. You will then be able to choose from a list of your recent templates or blank documents. Using the menu on the left you can also choose a category to open a new document from an online template or those in your own file system.



If you have created a new file and click 'save' you will be prompted for a filename as you are used to however, sometimes you may want to save the file as something else, to do this simply click the Office button followed by 'Save As' and you will see the menu left.

**Word Document** - This will save the file in a manner you are familiar with but will save the document in the new office format (e.g.: .docx)

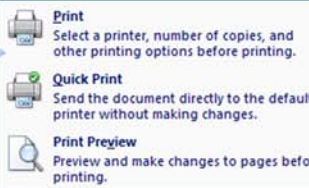
**Word Template** - This will save the file as a template so you can use the same file and alter minor details later.

**Word 97-2003 Document** - Saves the file in the older format which is useful if readers of your work don't have Office 2007.

**Adobe PDF** - (only available if Acrobat Pro is installed) This automatically saves the document as a PDF

**Other Formats** - Allows you full control over the format you save the file in such as .txt, .htm etc.

## Print a file

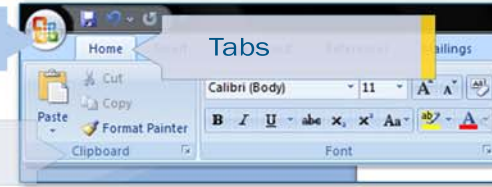


**'Print'** - Clicking this option will allow you select a printer in the manner which you are used to

**Quick Print** - This will immediately send your document to your default printer without any options.

**Print Preview** - Allows you to view how the document will appear when printed.

## What's on the Ribbon?



## Groups

## Commands

The Ribbon is made of three main sections; Groups, Tabs and Commands.

**Tabs** - The tabs change the commands which are available. Depending on which tab you have selected, you will see contextual commands and groups.

**Groups** - These contain the actual commands and categorise your functions by grouping common tasks together such as all commands related to altering the layout and formatting of text.

**Commands** - The groups contain all commands which are relevant for a particular job. Commands include functions such as increase or decrease font size, alignment options etc.

## The Quick Access/Favourites bar



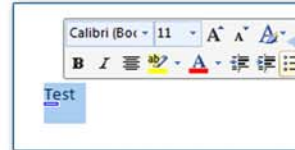
The new Quick Access/Favourites bar allows you to save common tasks which you use day in, day out right at the top of the application so you can access them immediately. The default commands on the bar include 'undo', 'redo' and 'save'. To add one of your favourite commands simply locate the command on the Ribbon, right-click the icon and choose, 'add to quick access tool bar'.

## Hide the Ribbon



The Ribbon can easily be hidden if you need more space in your work area. Simply double-click on the corner of the current tab and the Ribbon will be hidden. To restore it again, simply click on one of the tabs to show the Ribbon. To permanently show it, double-click the corner of a tab.

## Mini Tool bar



While working in Office 2007, new, mini tool bars will appear depending on the task. In this example, highlighting a word in Word 2007 brings the text formatting tool bar.

## View Keyboard Shortcuts



Keyboard shortcuts allow you to access files quickly without having to reach for the mouse. If you don't know the keyboard shortcuts, don't panic, Office 2007 have a feature which allows you to show the key options available. Simply press the 'Alt' key within Office 2007 and all of the available keyboard shortcuts will appear alongside the menu command. Whilst in this mode, simply press the letters on your keyboard in turn which coincide with the menu options which you wish to use for example 'Alt', 'F' and 'A' to save a file.