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About the Office 2007 Interface

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Office 2007 features a brand new interface that does away with the old conventions of menu bars, toolbars, task panes, and dialog boxes. These have been replaced by the Ribbon, Contextual Tabs, and Galleries. With this new task-based grouping of commands, users will easily and intuitively find the right command for their task. Additionally, the new uncluttered interface removes many of the distractions prevalent in previous versions of Office, allowing you to focus

on your work. In this lesson, you will learn to use the Office Ribbon and other features of the new Office 2007 interface.

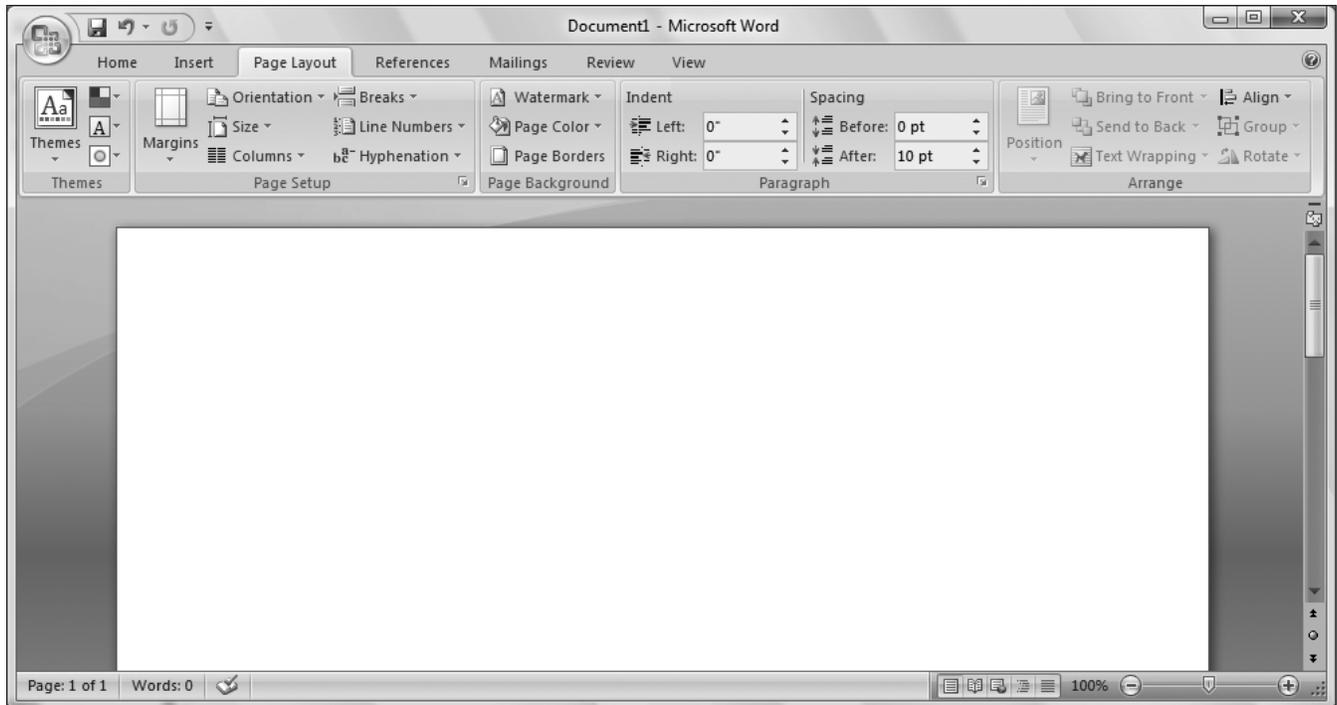
LESSON OBJECTIVES

After studying this lesson, you will be able to:

- Identify the major features of the new Office 2007 Ribbon interface
- Describe the functions of the new Office button
- Customize the Quick Access Toolbar
- Describe how to get help locating familiar commands on the new interface

Case Study: Learning the Ribbon

Juanita has just purchased the new Office 2007 Suite. After installing the software, she creates a new blank document to try things out. She has heard about the new Office 2007 interface and is anxious to try the Ribbon and other new features. At first, it feels quite strange to work with a program that doesn't use menu bars. However, soon Juanita learns how to switch from one Ribbon tab to another to display the commands she needs. And, some new features such as Live Preview and the Gallery are quite intuitive immediately. Juanita also learns how to use online help to get information about upgrading from previous versions of a program to the new 2007 version.



Like most Office 2007 Suite applications, Microsoft Office Word 2007 features a new interface. Many commands once accessed via the menu bar are now available on the Ribbon.

Introducing the Microsoft Office Suite Applications

The Microsoft Office 2007 Suite is not a single program. It is a suite of several programs, each aimed at accomplishing a specific task or creating a specific type of document. Microsoft offers eight different versions of the Microsoft Office 2007 Suite, each with a different collection of programs. The following table lists the programs included in each edition.

Version	Programs Included
Microsoft Office Basic 2007	Word, Excel, Outlook
Microsoft Office Home & Student 2007	Word, Excel, PowerPoint, OneNote
Microsoft Office Standard 2007	Word, Excel, PowerPoint, Outlook
Microsoft Office Small Business 2007	Word, Excel, PowerPoint, Publisher, Outlook with Business Contact Manager
Microsoft Office Professional 2007	Word, Excel, PowerPoint, Publisher, Outlook, Access, Outlook with Business Contact Manager
Microsoft Office Ultimate 2007	Word, Excel, PowerPoint, Publisher, Access, OneNote, Outlook with Business Contact Manager, InfoPath, Groove
Microsoft Office Professional Plus 2007	Word, Excel, PowerPoint, Publisher, Access, InfoPath, Communicator
Microsoft Office Enterprise 2007	Word, Excel, PowerPoint, Publisher, Outlook, Access, OneNote, InfoPath, Communicator, Groove

About the Office Suite Applications

- **Word:** Word is a word processing program. If you want to type a letter, term paper, shopping list, or create envelopes, Word is the program to use.
- **Excel:** Excel is a spreadsheet program, meaning its strength is in crunching numbers. Spreadsheets are great for analyzing numerical data and performing calculations. Many users mistake Excel for a database program and use it when Access would be better suited for their work.
- **PowerPoint:** PowerPoint is a presentation program. With it, you can create slide show presentations complete with animations, sound, and lecture notes.
- **Access:** Access is a database program. Use a database rather than a spreadsheet when you need to filter or sort your data based on changeable criteria, or when you have a lot of data to store.
- **Outlook:** At its most basic, Outlook is an email client. Use it to send and receive email. Outlook offers additional functionality, including a calendar to schedule appointments, an address book, and a to-do list.
- **OneNote:** OneNote is a digital notebook in which you can store typed and handwritten notes, audio and video clips, pictures, and scanned documents. It had a powerful search feature and allows you to share your notebook with other users.

Other Programs and Features

Office 2007 features several other programs and technologies, including Communicator (for real-time instant messaging), Groove (collaboration software), and Outlook with Business Contact Manager (which allows you to track customers and sales leads). When purchasing the Office 2007 Suite, you should pay particular attention to buy the edition that comes with the programs you need.

Working with the New Office 2007 Interface

Several Office 2007 Suite applications (but not all) introduce a new interface. This topic gives an overview of the most significant features of this interface.

Where'd They Go?—The Missing Menu Bars and Toolbars

Older versions of Microsoft Office, as well as most current software applications, rely on menu bars and toolbars to display available commands. Microsoft determined that because Office programs have so many options and commands, menu bars and toolbars were no longer an efficient way to display them. The old style menu bar and toolbars have been replaced by the Ribbon.

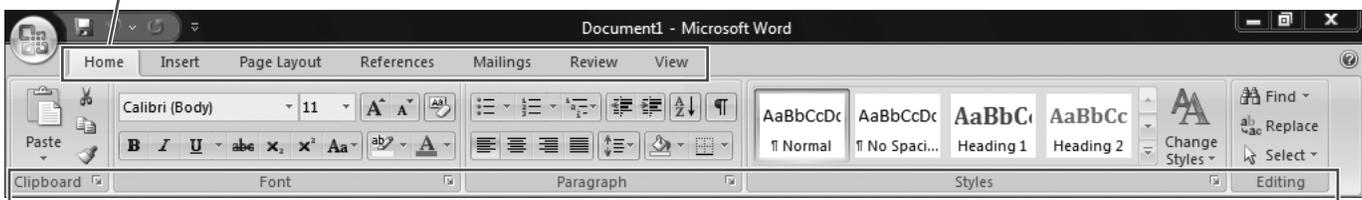
Microsoft has also reduced workspace clutter by removing task panes and dialog boxes wherever possible. The new Ribbon and Contextual Tab interfaces greatly simplify the grouping of commands and make it more intuitive to accomplish your tasks.

The Ribbon

The Ribbon, which has replaced the menu bar and toolbars, consists of several tabs. Each tab contains groupings of commands for similar tasks. The following illustration displays the Home tab as the active tab.

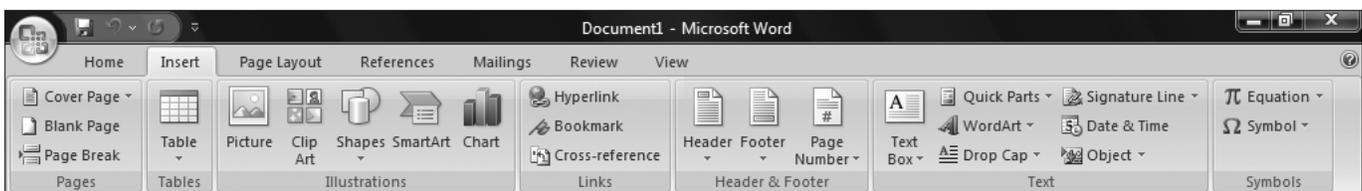
NOTE! *These Ribbon examples are from Microsoft Word 2007. The Ribbon on other Office 2007 Suite applications will differ.*

Notice the seven default tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. Click on a tab to reveal the available commands.



Home tab on the Word 2007 Ribbon

The Home tab contains commands split into several groups: Clipboard, Font, Paragraph, Styles, and Editing. Each group contains several icons and controls for a variety of tasks.



The Insert tab on the Word 2007 Ribbon displays an entirely new set of command groups and buttons.



Hands-On 1 Explore a Ribbon

In this exercise, you will view the Ribbon in Word and its various default tabs.

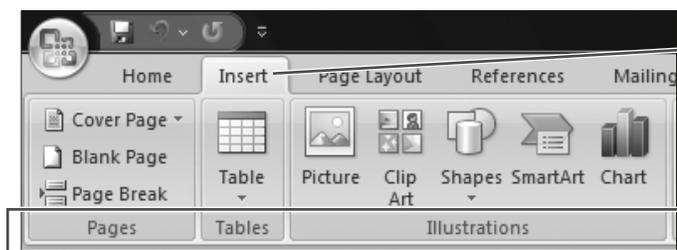
1. Launch Microsoft Word by clicking Start→All Programs→Microsoft Office→Microsoft Office Word 2007

The Word program opens with a new blank document. Additionally, the Home tab is active. Take note of the different groupings of commands (Clipboard, Font, Paragraph, Styles, and Editing).



NOTE! Depending on your screen size and resolution, the buttons on the Ribbon may not match the figures in the exercises exactly.

2. Follow these steps to examine the Insert tab on the Ribbon:



A Display the Insert tab on the Ribbon.

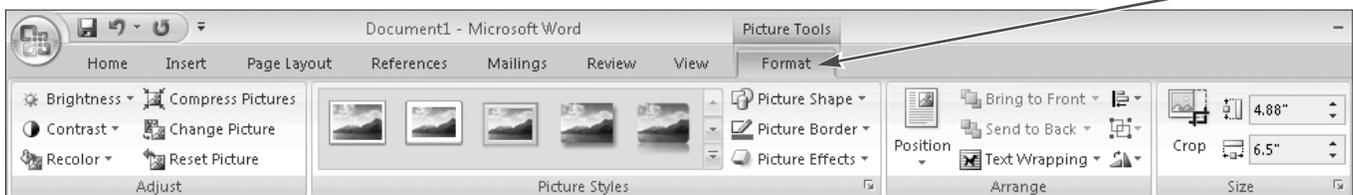
B Examine the command groups (Pages, Tables, Illustrations, etc.)

3. Continue clicking the remaining tabs and examining their command groups. When you are finished, click the Home tab.

Leave Microsoft Word open.

Contextual Tabs

While the Word 2007 Ribbon displays only the seven default Tabs initially, other Tabs appear and disappear depending on what is selected on the document. For example, if a picture is selected, a Format tab will appear with commands applicable to formatting a picture. When the picture is deselected, the contextual Tab disappears.



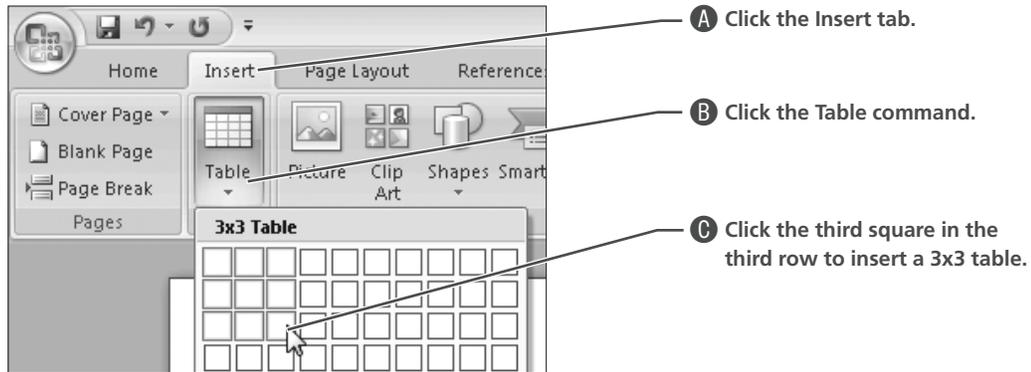
The Word 2007 Ribbon displays the Format tab when you select a picture in the document.



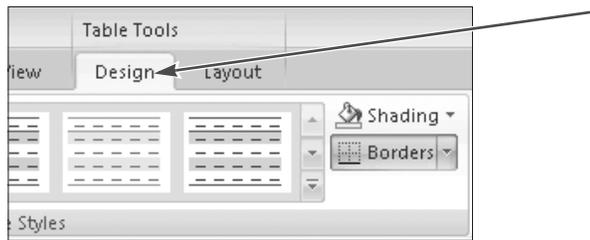
Hands-On 2 View a Contextual Tab

In this exercise, you will view a contextual tab.

1. With Microsoft Word open and a new document on the screen, click anywhere on the blank white document. You should see your insertion point toward the top-left corner of the document.
2. Follow these steps to insert a table:



Two new Contextual Tabs (Design and Layout) appear at the right end of the Ribbon.



3. Click below the table. The additional tabs disappear. Click inside the table. The tabs reappear.
Contextual tabs appear based on what you have selected on the page.
4. Click the Office  button, and then click Close. When prompted to save changes, choose No.
The document closes. Leave Microsoft Word open.

Live Preview

If you have ever changed the size or color of text only to decide the new color doesn't look so good and you change it back, you'll love Live Preview. Live Preview shows what your change will look like before you commit to it. For example, clicking on the Color menu and rolling your mouse over the various colors changes the text color on the page as you move your mouse, allowing you to preview all of your options before making a selection. And, Live Preview works with more than just text; it works anywhere you might make a formatting change, like table borders and shading.



Hands-On 3 View a Live Preview

In this exercise, you will see a Live Preview of a command.

1. Follow these steps to create a new blank Word document:

A Click the Office button.

B Choose New from the menu. The Create a New Word Document window appears.

C Double-click the Blank Document item.

A new blank document appears.

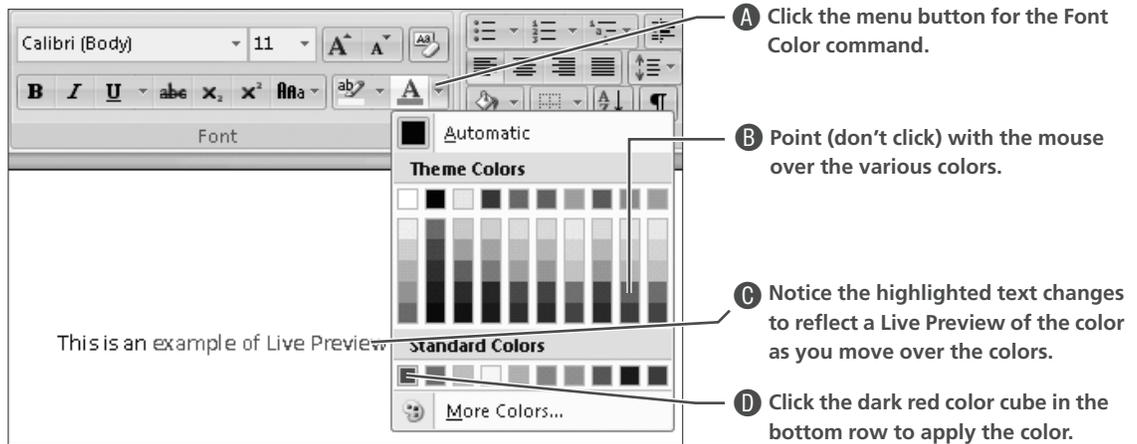
2. Type the following text:
This is an example of Live Preview.
3. Follow these steps to select a portion of the text:

A Click once to the left of the word *example*. The insertion point should blink beside the word.

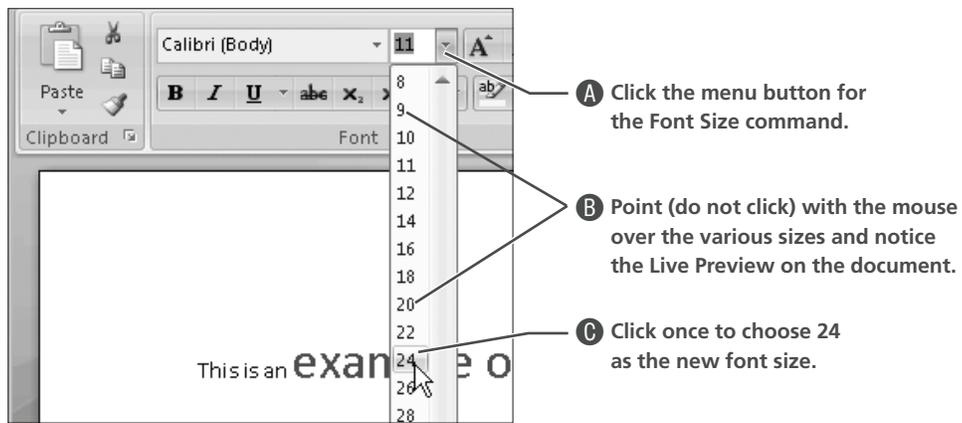
B While holding down the **[Shift]** key, click once to the right of the word *Preview*.

Word highlights the text between your two clicks. A floating formatting toolbar may appear after highlighting your text. Ignore it and continue formatting your text with the method in the next step.

4. Follow these steps to use Live Preview:



5. Make sure that the text "example of Live Preview" is still selected, and then follow these steps to preview a new size:



Leave Microsoft Word open with the document still visible on the screen.

Galleries

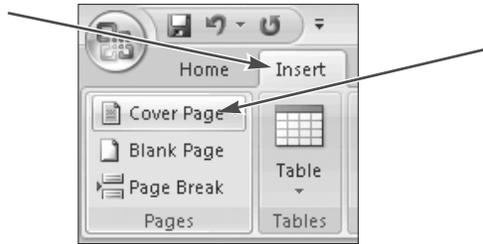
Galleries make it easier to apply formatting or insert objects into a document by removing complex dialog boxes and their numerous options. Simply click on a command that offers gallery choices and you'll be presented with clear samples from which to choose.



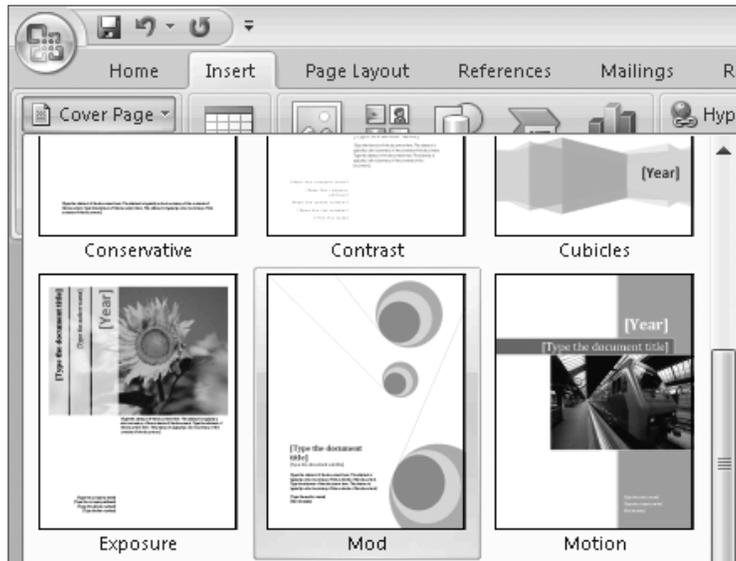
Hands-On 4 View a Gallery

In this exercise, you will view a sample gallery.

1. Click the Insert tab, and then click the Cover Page command.



2. Scroll through the Gallery until you come to the Mod cover page. Click once on the Mod cover page gallery item.

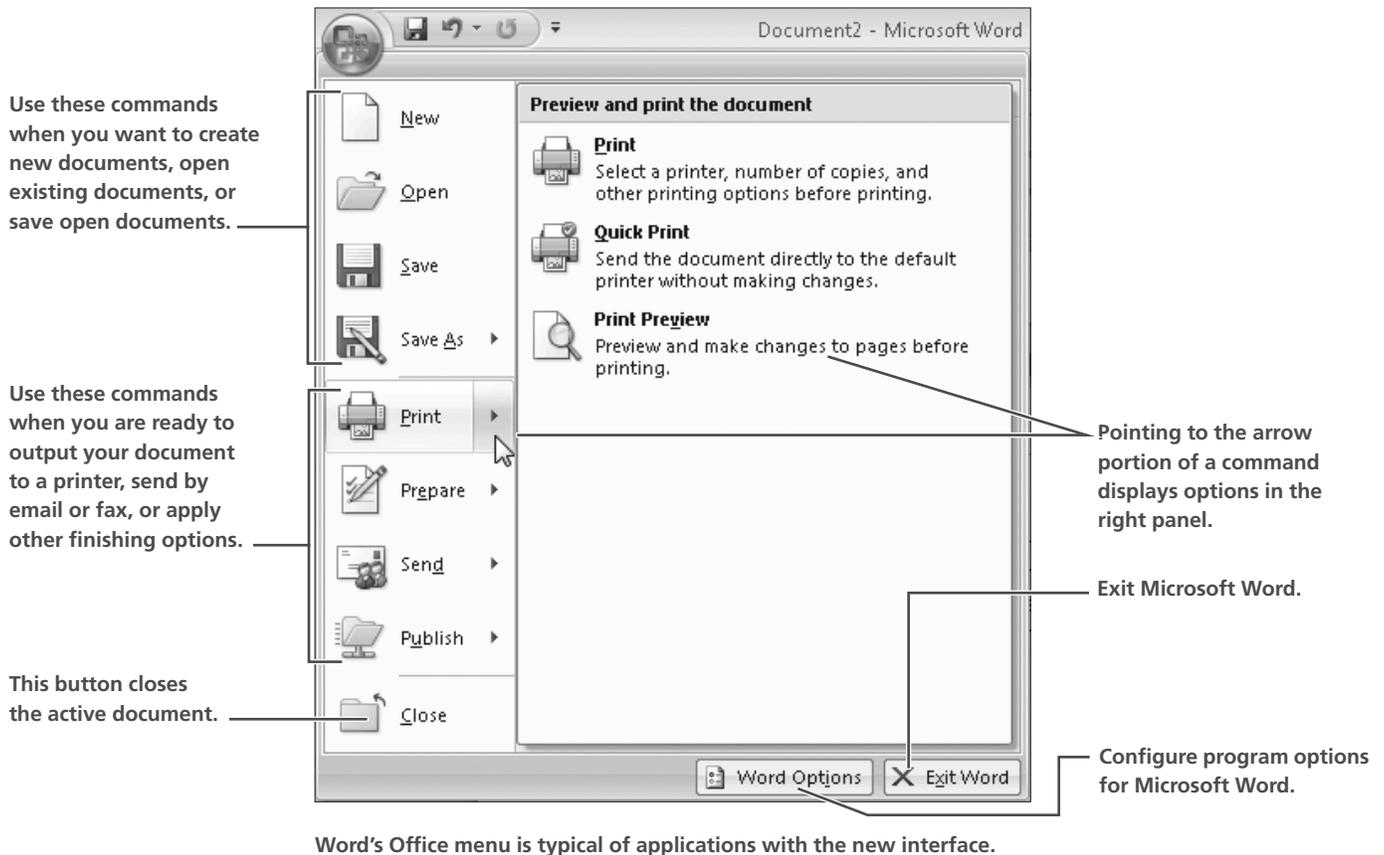


The Mod cover page is added to your document in a single click; you do not have to navigate through complex dialog boxes with numerous options.

Leave Microsoft Word open.

The Office Menu

 The menu bar has disappeared from the Office 2007 interface, but the new Office menu offers the basic commands you used to find under the *File* menu. Old favorites like New, Open, Close, and Exit are accessible through the Office menu.



Hands-On 5 Explore the Office Menu

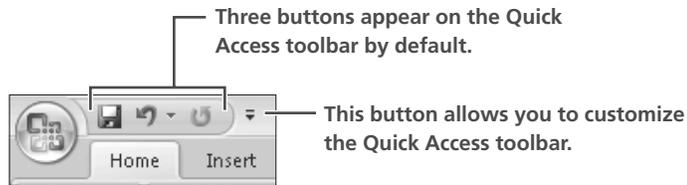
In this exercise, you will navigate the Office menu. Some familiar commands from the File and Tools menus will be pointed out.

1. Click the Office  button and examine the various commands available.
Many options will be similar to those once found in the File menu of previous Word versions.
2. Point over the menu button for the Save As command, as shown at right.
A list of options appears in the right panel. For example, you can save the document so it may be opened with previous versions of Word.
3. Point over the menu button for the Print command.
Word displays options for printing or previewing the document.
4. Click anywhere on the document (or tap the `[Esc]` key twice) to close the Office menu without applying a command.
Leave the Word window open.



The Quick Access Toolbar

The Quick Access toolbar offers just that: quick access to several commonly used commands. Rather than choosing the Print command from the Office menu, you can access the same print command with a single click on the Quick Access toolbar.



Customizing the Quick Access Toolbar

The Quick Access toolbar displays icons for three common tasks by default, but you can customize it by removing or adding icons to fit your needs. For example, if you find yourself changing the font size all the time, you can add the font size control to the Quick Access toolbar so it is available all the time without you having to activate the Home tab. You can also choose to display the Quick Access toolbar above or below the Ribbon.

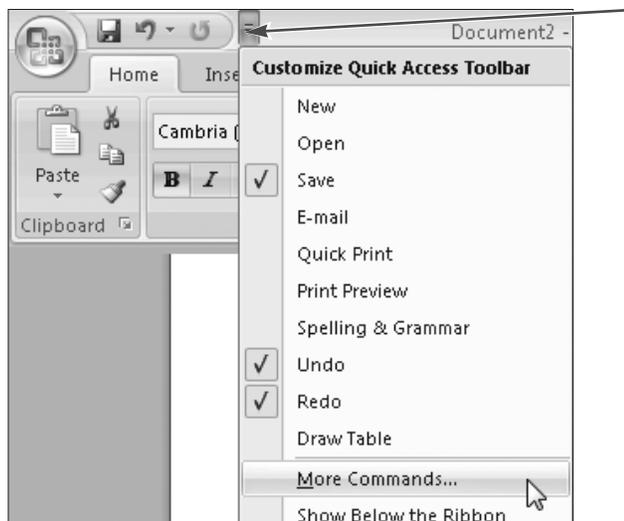


Hands-On 6

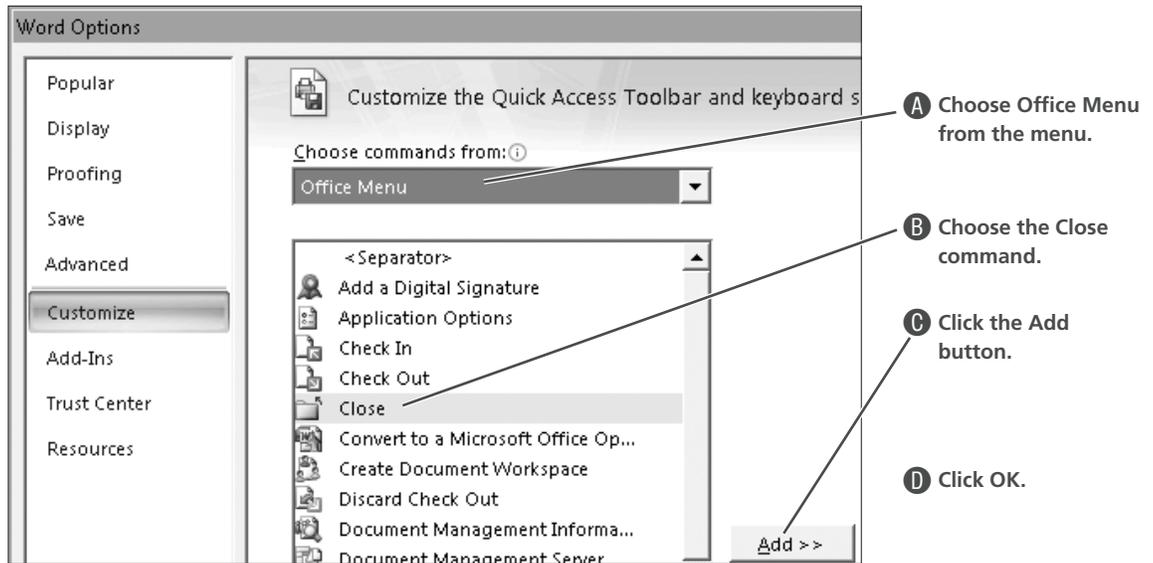
Customize the Quick Access Toolbar

In this exercise, you will add one useful command to the Quick Access toolbar. Then you will remove the added command.

1. Take note of the three icons already on the Quick Access toolbar. These are most likely the default buttons that appear on this toolbar when Office 2007 is first installed.
2. Click the Customize Quick Access Toolbar button, and then choose More Commands from the menu.



3. Follow these steps to add another command to the Quick Access toolbar:

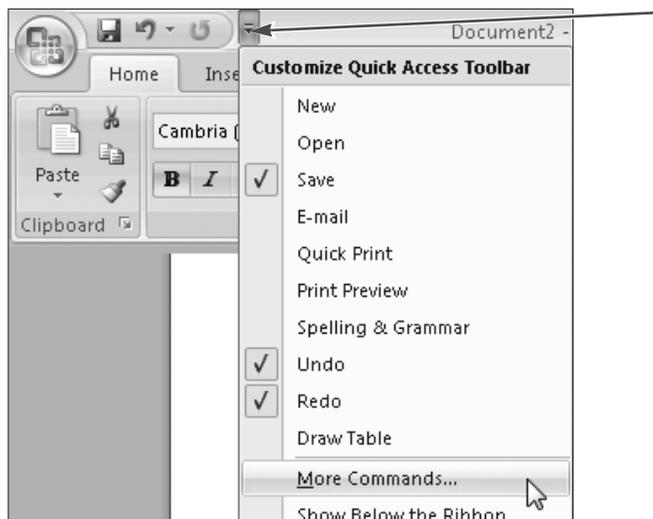


Notice the new icon for the Close command at the right side of the Quick Access toolbar.

4. Click the Close button on the Quick Access toolbar, as shown at right, to close the current document. Choose No when prompted to save any changes.



5. As you did in step 1, click the small arrow to the right of the Quick Access toolbar, and then choose More Commands.



6. Click the Reset button at the bottom of the dialog box. Choose Yes when prompted to reset the toolbar to its defaults, and then click OK.

Notice that the Quick Access toolbar has been reset to its default icons.

7. Click the Office  button, and then choose Exit Word from the bottom of the menu. Choose No if you are prompted to save any changes.

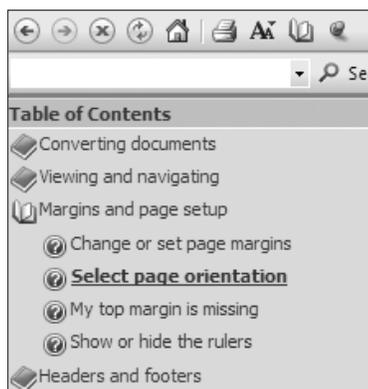
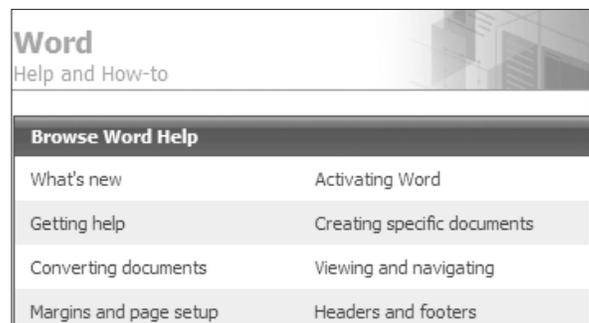
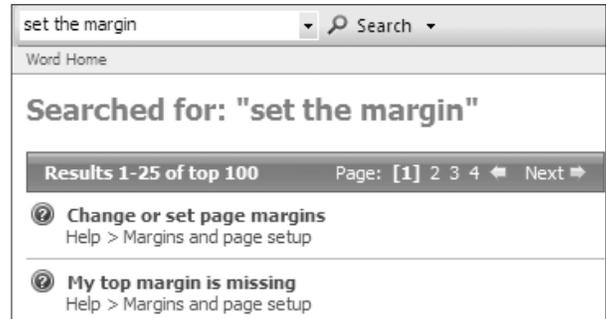
Getting Help

All Office 2007 applications include excellent online help features. In fact, Office 2007 applications do not feature a printed manual at all. Any information you need is usually available directly from the Help box. Help searches look for information within your computer and also via the Internet.

The Help Box

 You launch the Help box via a button near the top-right corner of the program. You have three methods to navigate online help:

- **Type a Question:** This method uses powerful natural language processing to interpret your question and display several items that are likely to contain the answer. Simply type your question in the box and tap **[Enter]**. The Help box displays a list of items related to your question.
- **Browse Help:** Categorized lists display commonly performed tasks. Each category features a list of subcategories and individual items that give instructions to perform specific tasks.
- **Search the Table of Contents:** The table of contents panel displays the complete online help content in a hierarchical format that you can expand and collapse. Browsing the table of contents can often be a good way to search when you're not quite certain of the feature name.



Finding Help for Experienced Office Users

Experienced users of previous versions of Office Suite programs will find the new interface has a learning curve they are not used to. This section covers some resources available to help you find familiar commands and features more easily.

New Features Icon

2007
new!

Throughout this book, an icon will highlight new and significantly altered features in Office 2007 programs. At the front of the book you will find a list of topics that feature this icon. This should allow experienced users of previous Office Suite applications to locate new and altered features more easily and to get up to speed on these features quickly.

Discontinued Features

Microsoft has omitted some features from the new Office 2007 programs. For example, Word 2007 no longer supports the creation of form fields. In particular, the ability to customize the interface has been sharply curtailed. For example, you cannot create new toolbars and menu bar commands. Virtually all customization is limited to the Quick Access toolbar beside the Office button.

Finding Familiar Commands

With the deletion of the menu bar and toolbars, experienced users may feel a bit lost, at first. Microsoft has created various *online help* resources to help you locate commands that have moved to other parts of the new interface.

Searched for: "word 2003 to Word 2007"	
Results 1-25 of top 100	
	Up to speed with Word 2007 Training
	Microsoft Office Word Home Page
	Interactive: Word 2003 to Word 2007 command reference guide Help > Getting help
	Demo: Up to speed with Word 2007 Help > What's new
	Create a document to be used by previous versions of Word Help > Converting documents
	Up to speed with the 2007 Office system Training
	Open a WordPerfect document in Word 2007 Help > Converting documents
	Reference: Locations of Word 2003 commands in Word 2007 Help > Getting help

Online Help for your application includes many topics designed to help experienced users make the transition to the new Ribbon interface.



QUICK REFERENCE: FINDING COMMANDS FROM PREVIOUS VERSIONS OF AN OFFICE PROGRAM

Task

Get online help for a previous version of an Office Program

Procedure

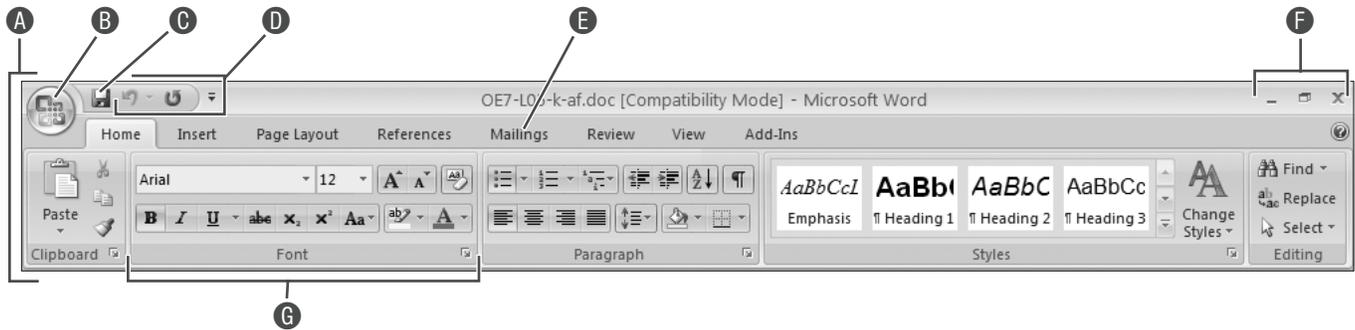
- Click the Help  button on the top-right corner of the application window. A help window appears where you can type a word or phrase indicating how you need help.
- Type **[application] 2003 to [application] 2007** in the Help box. For example **Word 2003 to Word 2007**.
- Scroll through the list of help resources.



Concepts Review

1. Use the notes and the following illustration to identify parts of the Office 2007 interface:

- Fill in the correct letter beside each feature of the new Office 2007 interface.
- Place an “x” beside features that do not appear in the Office 2007 interface.



- | | | | |
|-------|----------------------|-------|-----------------------|
| _____ | Ribbon | _____ | Toolbar |
| _____ | Office Button | _____ | Window sizing buttons |
| _____ | Quick Access toolbar | _____ | Save command |
| _____ | Command group | _____ | Menu bar |
| _____ | Ribbon Tab | | |

2. The Office  menu is most similar to which menu in previous versions of Office Suite programs?

- a. Save menu
- b. Tools menu
- c. File menu
- d. None of the above