



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



For OPM employees shifting from Microsoft Office 2003 to Microsoft Office 2007

Objectives:

- Familiarize yourself with the changes in Microsoft Office 2007, learning:
 - ◇ What they are designed to do.
 - ◇ How they affect user interaction.
- Learn how to use the Office Button.
- Learn how to use the Ribbon.



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What's New in Office 2007

At first glance, Microsoft Office 2007 programs look completely different from the Office 2003 programs you've been using. However, the programs function similarly. For example, if you're accustomed to using keyboard shortcuts to perform tasks in Word, Excel, and so on, don't worry—those shortcuts work just the same.

Microsoft has concentrated on two major goals:

- Making the interface visually intuitive.
- Bringing tools closer to the surface of each system.

As a result, the ***look*** and ***feel*** of the Office 2007 programs are very different from earlier versions of the suite. On the other hand, interacting with the programs is fairly intuitive. It just takes a few simple guidelines. Basically, you need to learn how to use the **Office Button** and the **Ribbon**.

For more information on these items, click **Next**.



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An OPM Help Desk Tutorial



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The Office Button

Don't bother looking for the **File** menu. Instead, you'll be using the **Office Button**.

However, if you look for a button that says "Office," you'll have a hard time getting anything done. The "Office Button" is just the name for the "main" button in Office 2007 programs. It looks like the Microsoft Office logo—the one with the four differently-colored squares.



The Office Button appears in the 2007 versions of Word, Excel, PowerPoint, Outlook, and Access. With it, you can perform the tasks that you used to perform with the File menu—Save, Print, and so on. However, you can also use a number of handy functions that were not in the File menu.

For example, the Microsoft Word Office Button accesses a number of robust tools that help you collaborate on documents with other people. For information, click **Next**.



If you want to access the Office Button by keyboard shortcut, just click ALT-F. It's the same keyboard shortcut you used to access the File menu.



Basics of Microsoft Office 2007

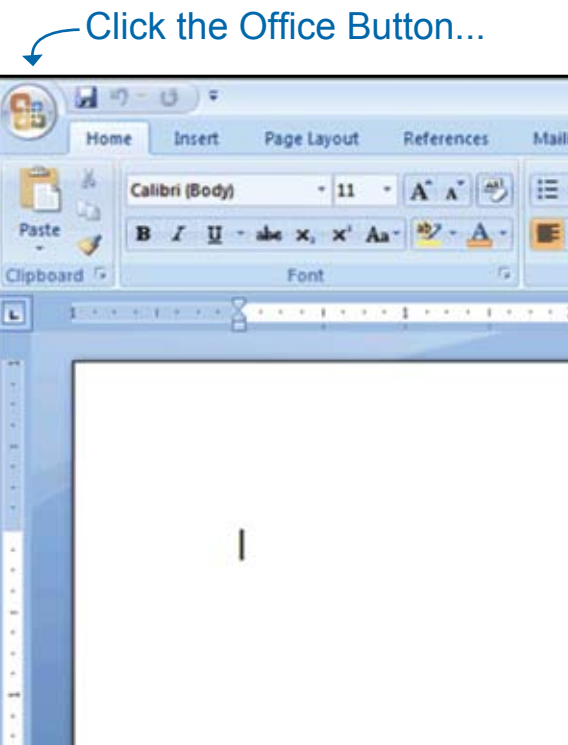
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The Microsoft Word Office Button

Want to find the Office Button in Microsoft Word? It's highlighted in the graphic below. Click the Word Office Button in the graphic to get information about the tools you can access with it.





Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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The Office Button in Other Office 2007 Programs

Now that you've learned about the Office Button in Microsoft Word, let's look at its functionality in the other Office 2007 programs.

Where Is It? The Office Button in Excel and PowerPoint is located in roughly the same place as in Microsoft Word. It appears as soon as you start the programs. In Outlook, however, you have to create a new message or open an existing message in order for the Office Button to appear.

What Can It Do? In Excel and PowerPoint, the Office Button accesses the same basic commands as in Microsoft Word. It does, however, access a few tools that are specific to the programs. In general, they are specialized publishing tools that are not active in the OPM environment.

However, the PowerPoint Office Button includes one active publishing tool that you may find useful—the **Package for CD** function. This function enables you to create a CD that will play your PowerPoint presentation on any computer installed with Microsoft Windows 2000 or later, even if the computer does not have PowerPoint.

To access the **Package for CD** function in PowerPoint, click the Office Button, and then select **Publish** ⇒ **Package for CD**.

Anything Else? Just a little bit. You need to learn how the Office Button works in Outlook. For information, click **Next**.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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The Office Button in Outlook

If you start Outlook and look for the Office Button, you may experience some confusion. It doesn't appear on the opening screen. To get to the Office Button in Outlook, you have to create a message (by clicking **New**) or open a message (by double-clicking it).

The Office Button then appears in a location similar to the one in the graphic below. Click the button to get information about the tools it accesses in Outlook.

Click the Office Button...





Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Knowledge Check One

Does the Office Button access the same functions in all of the Office 2007 programs?

- A. No. It's completely different in each of the programs.
- B. Yes and no. It accesses some basic functions across programs, but it accesses specialized functions in some cases.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Knowledge Check Two

In which of the following programs can you use the Office Button to access a **Package for CD** function?

A. Microsoft PowerPoint.

B. Microsoft Excel.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Review of the Office Button

The Office Button is not just a replacement for the File menu—it gives you more control over how you manage your documents from start to finish. It centralizes functions that you may have had to search for in Office 2003 programs.

Remember these Office Button facts:

- Because many Microsoft Office programs use similar tools, the Office Button works similarly across programs.
- However, because Microsoft Office programs are geared toward different tasks, you will see specialized Office Button functions in specific programs.
- You can access the Office Button by pressing `ALT-F`, just like you could access the File menu in previous versions of Microsoft Office.

Now that you know about the Office Button, you need to learn about Office 2007's other major innovation, the Ribbon. For information, click **Next**.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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The Ribbon

The Ribbon is Microsoft's new visual interface for performing specific tasks in programs. You use it instead of menus and toolbars.

The Ribbon is arranged in tabs that categorize activities—for example, those that have to do with formatting a page or those that have to do with inserting items into a document.

Then, within each tab, specific commands are visually sorted into groups—for example, commands for changing your font appear in one group, while commands for cutting and pasting text appear in another.

To see how these categories and groups work, click **Next**.

Basics of Microsoft Office 2007

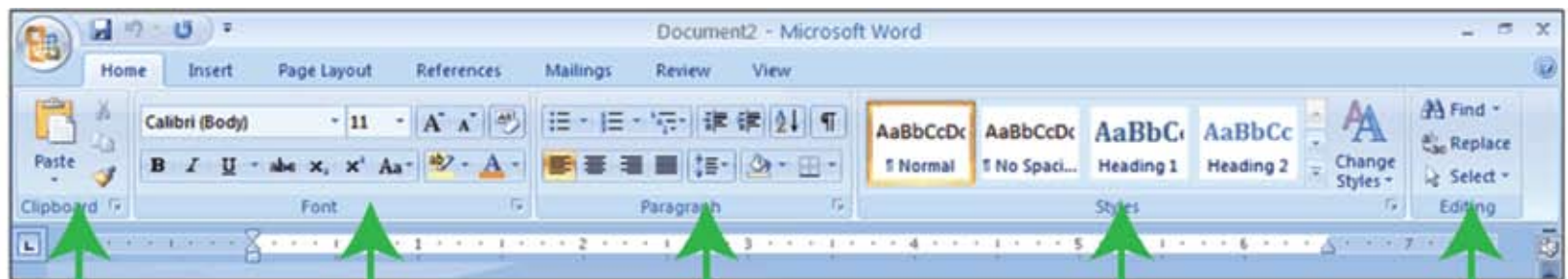
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The Ribbon in Microsoft Word

When you start Microsoft Word 2007, the Ribbon appears with the Home tab selected. Take a look at some of the groups of commands located on the Home tab.



Commands to...

Cut, copy, and
paste text.

Format font.

Format
paragraphs.

Format text styles, such as
Headings and Body Text.

Find and
replace text.

Now, try clicking the **Insert** tab, which is circled in red.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Changing the Ribbon by Selecting an Object

If you are trying to format an object in a 2007 program, and you are unable to find an appropriate command in the Ribbon, do not panic. The Ribbon sometimes changes according to the type of object that is selected.



When in doubt, select the object you want to format, and then check the Ribbon for commands related to it.

For an example of this functionality, click **Next**.



Basics of Microsoft Office 2007

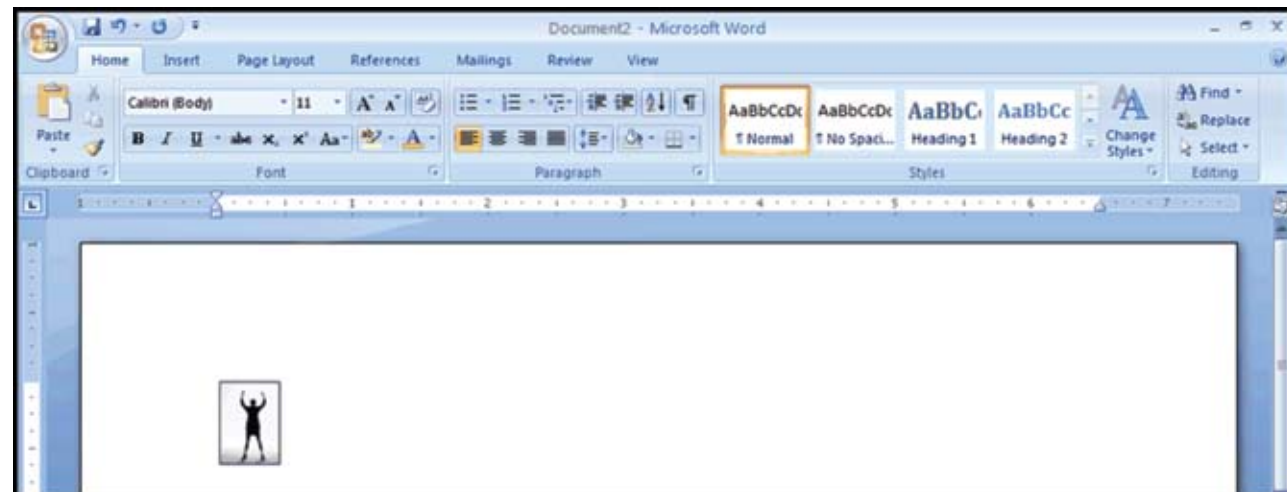
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Changing the Ribbon by Selecting an Object

Look at the graphic of Word 2007 below. When a picture in Word is not selected, you see the standard Ribbon.



Now, click the shadow-person picture circled in red and see what happens.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



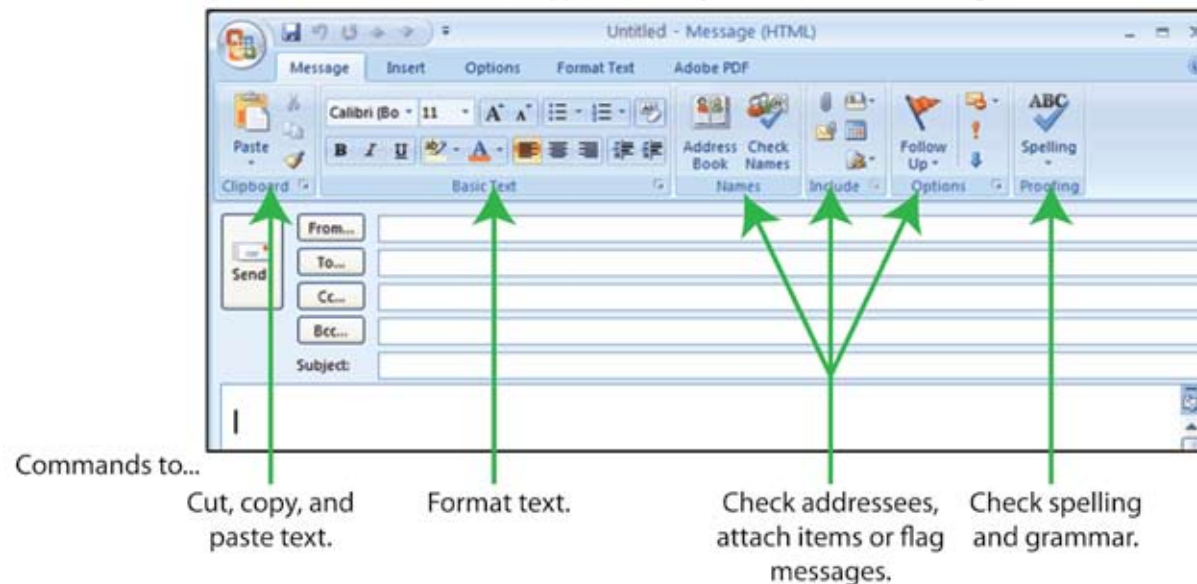
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The Ribbon in Other 2007 Programs

Depending on the program, the Ribbon will access different types of commands. In Excel, you will see command groups related to formatting tables and controlling data. In PowerPoint, on the other hand, you will see command groups related to laying out slides and shapes.

For example, note the command groups on the Outlook Ribbon's Message tab.

Note: *This is the Ribbon that appears when you create a New message.*



Now, click the **Options** tab, which is circled in red.



Basics of Microsoft Office 2007

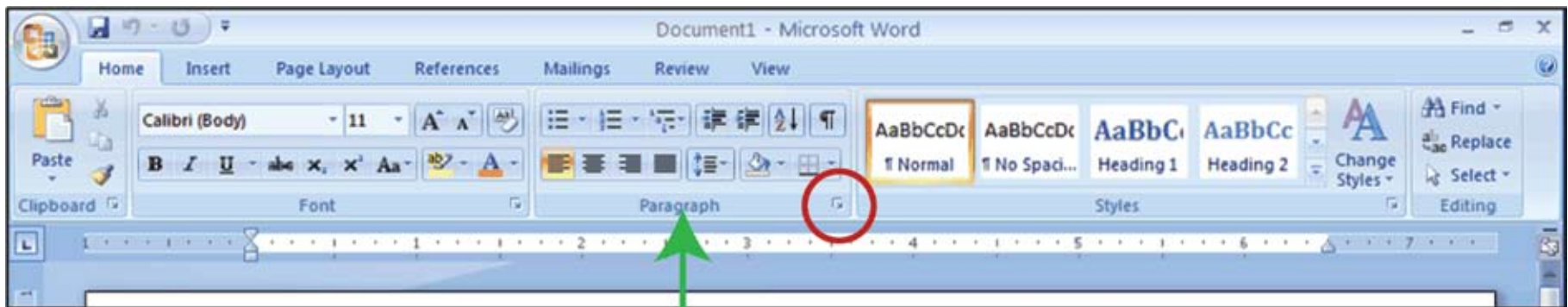
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How Do I Access the Old Dialog Boxes?

The Ribbon displays the commands that you need most of the time, but you may occasionally have trouble finding specific formatting commands. Don't worry—in most cases, you can still access the Office dialog boxes that give you complete formatting control. For example, note the paragraph commands listed in the Word Ribbon below.



Paragraph
Commands

Now, click the box circled in red.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Knowledge Check Three

You can change command groups on the Ribbon by clicking tabs or...

- A. Right-clicking.
- B. Selecting specific objects, in some cases.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Knowledge Check Four

In Outlook 2007, the Ribbon appears...

- A. When you create a new message or open an existing message.
- B. As soon as you start the program.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Review of the Ribbon

In Microsoft Office 2007, the Ribbon provides a central visual reference for commands that were accessed from many different locations in previous versions of Office.

Remember these Ribbon facts:

- Because of its visually-oriented design, the Ribbon works similarly across programs.
- However, because Microsoft Office programs are geared toward different tasks, the Ribbon changes from program to program.
- If you are unable to find a specific command in the Ribbon, try selecting the object related to the command or clicking the dialog box button for the group that you think should include the command.

You have completed the Office Ribbon lesson. It's time to wrap up the tutorial. Please click **Next**.



Basics of Microsoft Office 2007

An OPM Help Desk Tutorial



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Wrapping Up

In this tutorial, you have learned about the general characteristics of Microsoft Office 2007. You have also learned about some of the specific functionalities of the Office Button and the Ribbon. To learn more about Office 2007, see the references located in the following shared folder:

<\\wdcvfxsvs\opm\Office 2007 Info>

If you have any questions or concerns about Office 2007, please contact the Help Desk.

To exit the tutorial, click the **Exit Tutorial** button and, if necessary, close your PDF viewer.