



Introducing Office 2007

Microsoft Office has gone through some changes. This document will introduce you to the common changes in all Office applications.

Microsoft Office Button

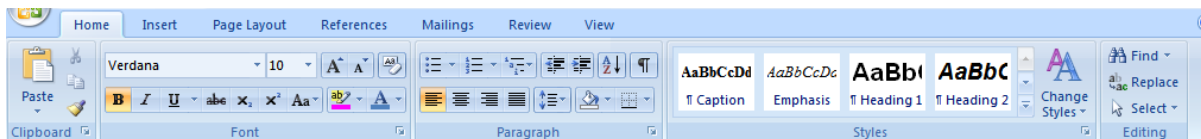
The Microsoft Office Button is included in all Office applications, and takes  place of the File menu. The Microsoft Office Button includes File choices, such as New, Save, Print, Open, and Close.

Quick Access Toolbar

Just to the right of the Microsoft Office Button is the Quick Access  Toolbar. This handy area contains several of the most used buttons in Office applications, including Save, Undo, Redo, and Print. You can customize this toolbar by adding and removing Quick Access button choices.

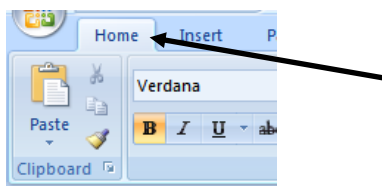
The Ribbon

The Ribbon takes place of the traditional Office menus (i.e. File, Format, etc.). The Ribbon stretches across the top of the application screen and groups necessary tools for use with Office applications



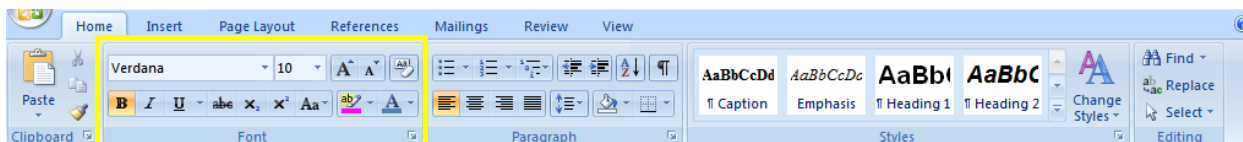
Tabs

Tabs, similar to the drop-down menus in previous Office applications, are located on the ribbon and will change according to the application you are using.




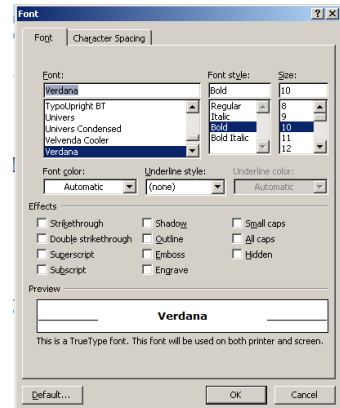
Groups

Commonly used items are grouped together within a Tab (i.e. the Font group on the Ribbon below).



Launcher

The Launcher button , located at the bottom right of each group, opens all of the choices pertaining to group options. It opens a dialog box familiar to previous versions of Office applications.



Mini Toolbar

When highlighting text within a document, a Mini toolbar with the most frequently used formatting commands appears next to your selected text which allows you to quickly make changes.



Highlighted Text

New File Format

Office 2007 Applications now save files in the following file extensions. Office 2007 applications can save to earlier versions of applications. However, earlier versions of Office cannot open documents saved in Office 2007 without the Microsoft Office Converter.

Word - .docx
Excel - .xlsx
PowerPoint - .pptx
Access - .accdb

The Microsoft Office 2007 file converter can be downloaded at:
www.microsoft.com/downloads

Click on [Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats](#)

A Word about Access 2007

Databases created in Access 2007 cannot be opened by earlier versions of Access. Access 2007 files can be saved in earlier versions, however, there are a few conditions which will prevent saving to an earlier version. Please check those conditions at the link below:

<http://office.microsoft.com/en-us/access/HA102308221033.aspx>

Helpful Microsoft Office 2007 websites

2008-2009 | Millsaps College | Information Technology Services

Office Help on Microsoft's website
<http://www.office.microsoft.com>

Office 2007 Interactive Guides
<http://office.microsoft.com/en-us/training/HA102295841033.aspx>

Microsoft Office 2007 Learning Portal
<http://www.microsoft.com/learning/office2007/iworker/default.mspx>