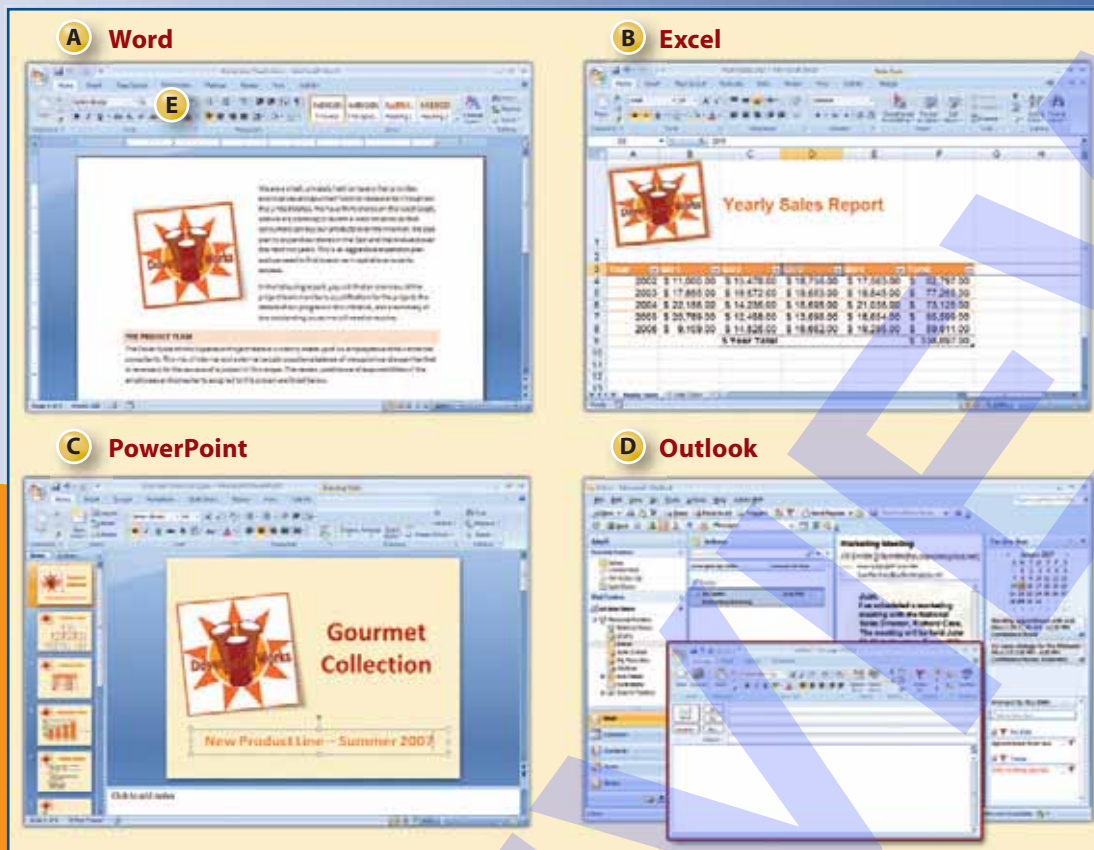


Microsoft® Office 2007



Getting Started

- Word 2007
- Excel 2007
- PowerPoint 2007
- Outlook 2007
- The new Office interface

Office Button and Ribbon

- Office Button
- Office Button menu
- Ribbon (tabs, groups, Dialog Box Launcher, and contextual tabs)

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- Status bar
- Mini toolbar
- Application settings
- File formats

Word and Excel

- Create a document from a template
- Apply a Quick Style
- Insert a building block
- Compare two versions of a document
- Use the Ribbon to apply number formats
- Create an Excel table (list)

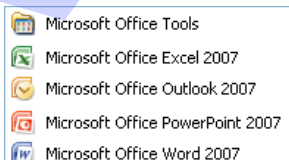
PowerPoint, Outlook, and Shared Features

- Create a custom slide layout
- Convert a bulleted list into a SmartArt graphic
- Use the To-Do Bar
- Assign color categories to Outlook items
- Link Office files
- Create charts
- Insert shapes

Frequently Asked Questions

- Open Office 2007 files in earlier versions of the program
- Save files in the PDF and XPS formats
- Turn off the Mini toolbar
- Apply a theme
- Prepare files for distribution
- Use Key Tips

Microsoft Office 2007 Standard Edition contains four programs: Word, Excel, PowerPoint, and Outlook. To start an Office 2007 program, click **Start**, choose **All Programs, Microsoft Office**, and then choose the program you want to use.



A

Word 2007

Use Word to create various documents, such as letters, faxes, reports, and manuals. You can save Word files as Web pages, and use the Merge feature to create mass mailings.

B

Excel® 2007

Use Excel to track, analyze, and perform calculations on numerical data—especially financial data, such as budgets and sales reports. You can also use Excel to create colorful charts to present your data more clearly.

C

PowerPoint® 2007

Use PowerPoint to create presentations (slide shows), which can include charts, tables, pictures, and animation. You can run your slide shows on a local computer or broadcast them on the Web.

D

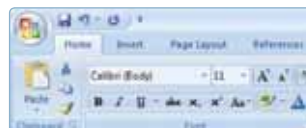
Outlook® 2007

Use Outlook to send e-mail messages, manage contacts and tasks, and maintain your schedule. You can share files by sending them as e-mail attachments.

E

The new Office interface

Microsoft Office 2007 has a new user interface that makes it easier for you to find and use the features provided in Office programs. This interface has several components: the Office Button, the Quick Access toolbar, and the Ribbon. Outlook 2007 uses traditional menus and toolbars in the main window, and uses the Ribbon in open items, such as messages, contacts, and meetings, as shown above.

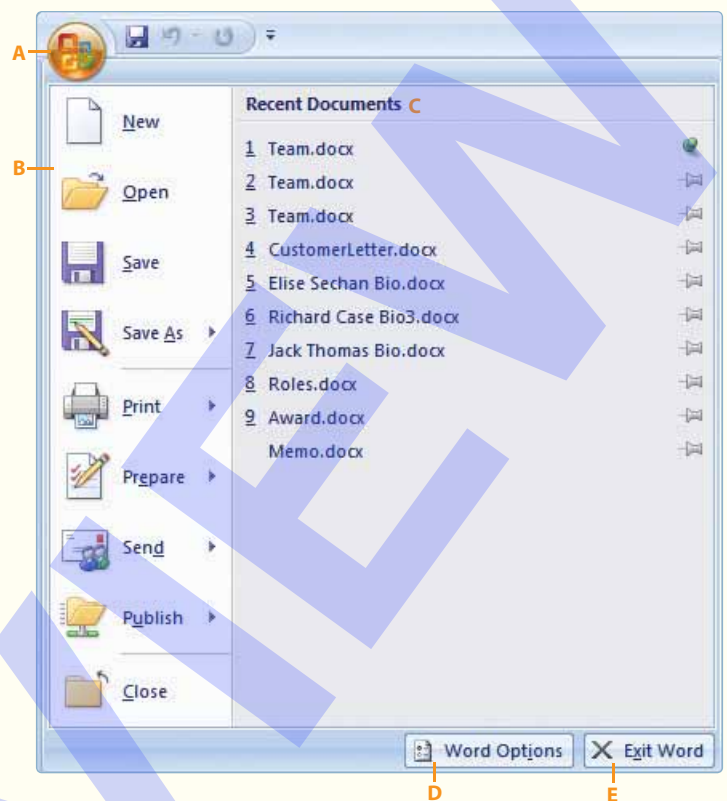


Office Button and Ribbon

Office Button

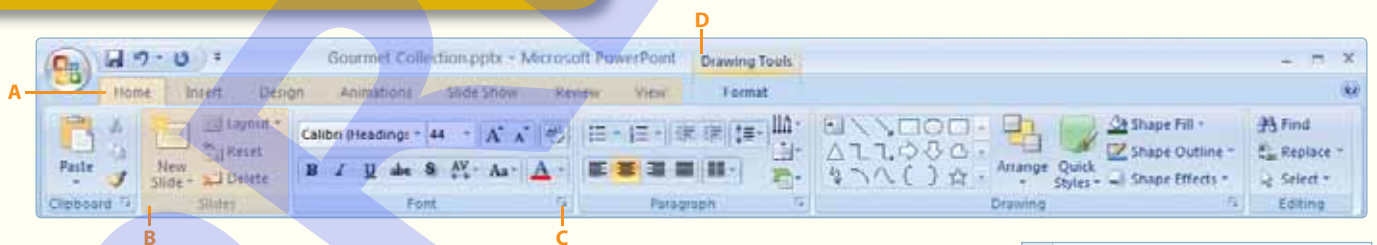
- A Office Button:** Provides access to the Office Button menu and to a list of the most recently opened files. In Outlook, the recent-files list is replaced by a list of items you can create.
- B Office Button menu:** Replaces the File menu. It contains commands for opening, saving, closing, and managing Office files. There are minor variations among Word, Excel, and PowerPoint, but in general, the Office Button menu includes the items in the following table.

Command	Used to...
New	Open the New dialog box. From here, you can create a blank file or create a file from a template.
Open	Open the Open dialog box. From here, you can navigate to a file and open it.
Save	Save the current file.
Save As	Save the current file with another name and/or in a different file format, or publish the file in the PDF or XPS file format.
Print	Print the current file or open Print Preview.
Prepare	Enter file properties, inspect the file for private information, restrict permissions, add a digital signature, or mark the file as final.
Send	E-mail a copy of the current file, or send a copy by Internet fax.
Publish	Save the current file on a document management server, or create a document workspace using Office SharePoint® Server 2007.
Close	Close the current file. If you made changes, you'll be prompted to save the file.
Delete	(Outlook only.) Send the item to the Deleted Items folder.
Move	(Outlook only.) Move the item to a different folder.



- C Recent Documents:** Displays the last 17 files opened in the application. Click the pin icon to keep a file fastened (pinned) to the list. Click the pin icon to unpin a file.
- D Application Options:** Opens the Options dialog box, where you can set program defaults and customize the program for your use.
- E Exit Application:** Closes the application. If you changed the open file, you will be prompted to save it before exiting.

Ribbon



The Ribbon replaces the traditional Office menus and toolbars. In each application, the Ribbon is divided into tabs. To minimize the Ribbon and display only the tabs, either right-click the Ribbon and choose **Minimize the Ribbon**, or press **(CTRL)+(F1)**. After minimizing the Ribbon, you can click a tab to briefly show its groups.


Customize Quick Access Toolbar...
 Show Quick Access Toolbar Below the Ribbon
 Minimize the Ribbon

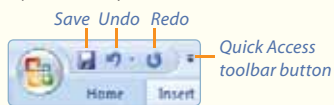
NOTE: Outlook 2007 uses traditional menus and toolbars in the main application window, and uses the Ribbon in open items, such as messages, contacts, tasks, and meetings.

- A Tabs:** Contain groups of commands that apply to a specific set of actions. Each Office application has a default set of tabs. For example, the Ribbon shown here is from PowerPoint, and it contains the Home, Insert, Design, Animations, Slide Show, Review, and View tabs.
- B Groups:** Contain commands, buttons, and menus that are organized in logical groups, such as Font, Paragraph, and Drawing. The size of the buttons adjusts to accommodate the size of the application window.
- C Dialog Box Launcher:** Opens a dialog box, which contains more commands and settings than can be displayed on the Ribbon.
- D Contextual tabs:** Appear only if the object they control is inserted or selected. For example, the Drawing Tools|Format tab is shown in PowerPoint only when a placeholder or drawing object is selected.

Other Interface Features and File Formats





Quick Access toolbar

The Quick Access toolbar contains buttons for frequently used commands (by default, Save, Undo, and Redo). To move the toolbar from its default location, click the Quick Access toolbar button  and choose **Show Below the Ribbon**.






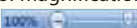
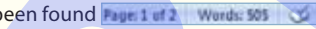

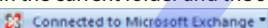
Add and remove commands

You can add elements—such as galleries, menus, and buttons—from the Ribbon or the Office Button menu to the Quick Access toolbar.

- **Add a common command:** Click the Quick Access toolbar button  and choose the command you want to add.
- **Add an element:** Right-click the element and choose **Add to Quick Access Toolbar**.
- **Add a dialog box:** Right-click the appropriate Dialog Box Launcher  and choose **Add to Quick Access Toolbar**.
- **Add hidden commands:** Click the Quick Access toolbar button  and choose **More Commands**. From the “Choose commands from” list, select the category of commands you want to see. Then select the desired command and click **Add**. The command appears in the Customize Quick Access Toolbar list. Click **OK**.
- **Reset the toolbar:** Click the Quick Access toolbar button  and choose **More Commands**. Under the Customize Quick Access Toolbar list, click **Reset**. Click **Yes** and then click **OK**.

Status bar

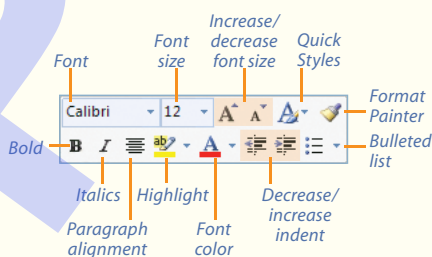
The status bar, located at the bottom of the program window, provides information about the active file.

- Use the View buttons to switch among views, which include the following:
 - **Word:** Print Layout, Full Screen Reading, Web Layout, Outline, and Draft 
 - **Excel:** Normal, Page Layout, and Page Break Preview 
 - **PowerPoint:** Normal, Slide Sorter, and Slide Show 
- To change the level of magnification for a document, you can use the Zoom slider  or you can click the Zoom level button and use the Zoom dialog box.
- In Word, the status bar indicates which page is displayed, how many pages and words are in the document, and whether any proofing errors have been found .
- In Outlook, the status bar displays the number of items  in the current folder and the status of the Exchange connection .


NOTE: You can customize the information display on the status bar by right-clicking the status bar and selecting the desired options.

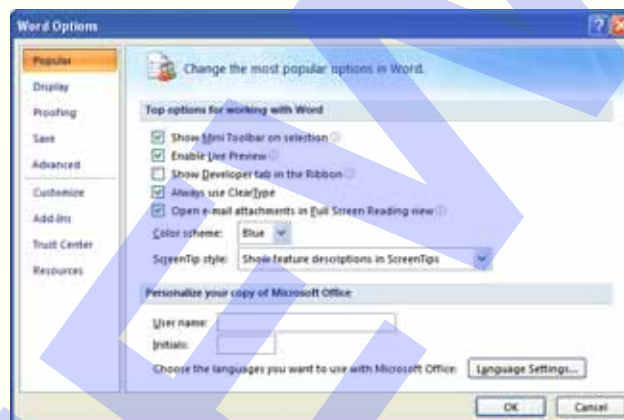
Mini toolbar

When you select text, a small semitransparent toolbar, called the Mini toolbar, appears above the text. Use the Mini toolbar to format text or cells without switching Ribbon tabs.



Application settings

An application's Options dialog box contains settings that define how the application operates. To open an application's Options dialog box, click the Office Button  and click the **Application Options** button.



Settings are divided into categories that are specific to each application's requirements and operation. The following categories are common to most of the Office applications:

Category	You can...
Popular	Set common application defaults.
Formulas (Excel only)	Configure formulas, performance, and error processing.
Proofing	Configure the spelling and grammar checkers.
Save	Configure backup and autosave functions.
Advanced	Set advanced application defaults.
Customize	Add commands to the Quick Access toolbar.
Add-Ins	Manage plug-ins and other extensions.
Trust Center	Configure privacy and computer security options.
Resources	Upgrade and repair Microsoft Office.


File formats

Office 2007 files are saved in a new XML format and have different extensions than those used for files created in previous versions of Office.

Because macros can be a security risk, there are now two versions of the new XML-based file format for Excel, PowerPoint, and Word. One version allows macros; the other doesn't. When you save a file, the default file format is the macro-free format. To use the macro-enabled format, select it from the Save as type list in the Save As dialog box.


Application	97–2003 extension	Macro-free 2007 extension	Macro-enabled 2007 extension
Excel	.xls	.xlsx	.xlsm
PowerPoint	.ppt	.pptx	.pptm
Word	.doc	.docx	.docm

Save a file so it's compatible with an Office 97–2003 application

To save an Office 2007 file so it is compatible with older versions of the application, click the Office Button , point to **Save As**, and choose **Application 97–2003 Format**.


Word

Create a document from a template

1. Click the Office Button  and choose **New**.
2. In the left pane, click a category to display a gallery of templates.
3. Select the desired template. Then, if the template is stored locally, click **Create**; if the template is online, click **Download**.


Select a document Quick Style set

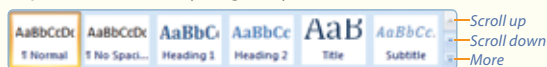
To quickly give a document a unified appearance, use a built-in Quick Style set. Each set includes styles—for such elements as headings, body text, quotes, and titles—that are designed to work together.

1. Click the Office Button  and choose **New**.
2. Double-click **Blank document**.
3. On the Home tab, in the Styles group, click **Change Styles**. Point to **Style Set** and then select a set, such as **Elegant**.

The Quick Styles gallery in the Styles group changes to reflect the Quick Style set you selected.


Apply a Quick Style

1. Select the text to which you want to apply a style.
2. On the Home tab, in the Styles group, click the desired style. If you don't see the style you want, click the More arrow  to expand the Quick Styles gallery.



NOTE: You can see how selected text will look with a particular style by placing the mouse pointer over the style that you want to preview.

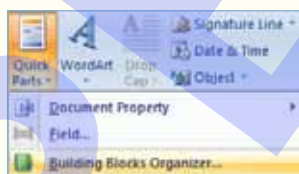
Create a new style based on formatted text

1. Select the text on which you want to base the new style.
2. On the Home tab, in the Styles group, click the More arrow  and choose **Save Selection as a New Quick Style**.
3. Enter a name for the new style and click **OK**. The new style will be available in the Styles gallery and the Styles task pane.

Insert a building block



A *building block* is a predefined portion of content—such as a cover page, header, or footer—that can be reused.

1. Click the **Insert** tab.
2. In the Text group, click **Quick Parts** and choose **Building Blocks Organizer**.
3. From the Building blocks list, select the desired building block. Click **Insert**.



Compare two versions of a document

When a reviewer edits a copy of your document, you can compare the edited version side by side with the original.

1. Click the **Review** tab.
2. In the Compare group, click **Compare** and choose **Compare**.
3. From the Original document list, select the first marked-up document; or click  and locate and select the document.
4. From the Revised document list, select the second marked-up document; or click  and locate and select the document.
5. Click **OK**. The document window displays four panes:
 - **Reviewing:** Includes a list of all changes and who made them.
 - **Compared Document:** Displays the original document with highlighted changes accompanied by change bars.
 - **Original Document:** Displays your unchanged original.
 - **Revised Document:** Displays the edited version of the file, with the changes already implemented.

Excel


Format text

1. Select the range you want to format.
2. Use the buttons in the Font group on the Home tab.





*NOTE: If you need formats not available on the Ribbon, click the Font group's Dialog Box Launcher , specify the formatting, and click **OK**.*

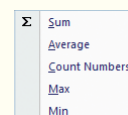
Use the Ribbon to apply number formats

1. Select the range that contains the numbers you want to format.
2. In the Number group on the Home tab, do one of the following:
 - Click the down-arrow on the Number Format box and select a format from the list.
 - Click the number format you want to use: Currency, Percent, or Comma .



Enter a formula automatically

1. Select the cell where you want the function to go.
2. To add numbers in a range, click the AutoSum button . Or, to enter a different function, click the down-arrow on the AutoSum button and select the function you want.
3. Excel will guess the range of values to use as the argument. Press  to accept this range, or enter your own range.



Insert a function

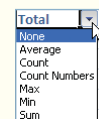
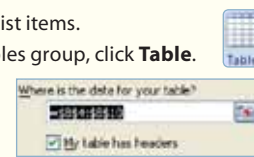
1. Click the **Formulas** tab. Then, in the Function Library group, click a function category.
2. From the list of functions, select the function you want to use. Then click **OK** to open the Function Arguments dialog box.
3. Enter the required arguments (values or references) by typing or by selecting cells. Then, click **OK**.



Create an Excel table (list)

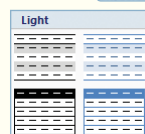
An Excel table was called a *list* in previous versions of Excel.

1. Select the range that contains your list items.
2. Click the **Insert** tab. Then, in the Tables group, click **Table**.
3. If the range has headers, check **My table has headers**.
4. Click **OK**. AutoFilter drop-downs are enabled for each column.
5. To filter the items, click an AutoFilter drop-down arrow, clear **Select All**, select the items you want to display, and click **OK**.
6. To add items to your table, enter them in the last row.
7. To add a total row to the table, click the **Table Tools | Design** tab. Then, in the Table Style Options group, check **Total Row**. When the row appears, click the cell in the column for which you want to calculate a total. From the drop-down list, select the function you want to use.



Format a range as a table with alternate-row shading

1. Select the range you want to format.
2. On the Home tab, in the Styles group, click **Format as Table** and select a table style from the gallery. As you point to each style, you can see a preview of what the table would look like with that style applied.



PowerPoint, Outlook, and Shared Features

PowerPoint

Create a custom slide layout

1. Click the **View** tab.
2. In the Presentation Views group, click **Slide Master**. The left pane displays thumbnail images of various slide layouts.
3. In the Edit Master group, click **Insert Layout**.
4. In the Master Layout group, click **Insert Placeholder** and choose a placeholder type. Drag on the slide to create the placeholder.
5. Format the placeholder and then click **Close Master View**.



Convert a bulleted list into a SmartArt graphic

1. Right-click the bulleted text that you want to convert into a SmartArt graphic, and point to **Convert to SmartArt**.
2. In the gallery, select the layout you want.

*NOTE: To view more layouts, choose **More SmartArt Graphics**. Select a category and layout, and click **OK**.*

3. Use the SmartArt Tools | Design and Format tabs to format the graphic.

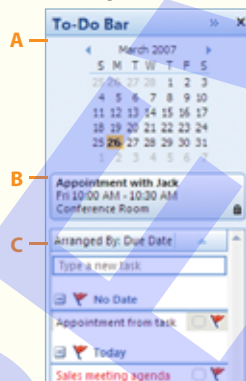


Outlook

Use the To-Do Bar for time management


Use the To-Do Bar to view your appointments, meetings, and to-do items in a centralized list. A to-do item is any Outlook item, such as a task, e-mail message, or contact, that has been flagged for follow-up. The To-Do Bar has three sections:

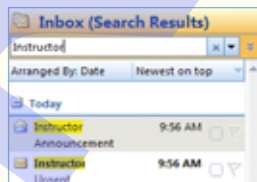
- A** Displays the Date Navigator. Click a date to display it in the Calendar.
- B** Displays your upcoming meetings and appointments. Double-click an item to open it.
- C** Displays the Task Input panel and your task list. Enter a new task or double-click a task in the list to display it.



Use Instant Search to find items

You can use Instant Search to search for Outlook items based on a specific word or phrase. Instant Search appears at the top of the Folder pane. To perform a simple search:

1. In the text box, type a word or phrase. As you type, Outlook searches for and highlights the letters you're typing. Items containing the search phrase appear in the Folder Contents list.
2. After the search is completed, click the Clear Search button  to clear the search and display all of the folder items in the Folder Contents list.



Assign color categories to Outlook items

You can assign color categories to group related Outlook items.

1. Open the message or other item.
2. In the Options group, click **Categorize** and select a color category.



*NOTE: The first time you assign a particular color, the **Rename Category** dialog box will appear. Enter a name for the color category and click **Yes**.*

Shared features

Create a link between two Office files


1. Open the source and destination files.
2. In the source file, copy the data that you want the destination file to show.
3. In the destination file, place the insertion point where you want the linked data to appear.
4. On the Home tab, click **Paste** and choose **Paste Special**.
5. Select **Paste link**.
6. From the As list, select **Microsoft Office Application Format Object** (for example, Microsoft Office Excel Worksheet Object).
7. Click **OK**.

Create charts

In Office 2007, Word and PowerPoint now use the same charting features as Excel. An Excel worksheet is used as the chart data sheet.

1. Do one of the following:
 - In Word and PowerPoint, skip ahead to step 2.
 - In Excel, select the data that you want to display as a chart. Be sure to select all the values you want to include in the chart and any labels that identify those values.
2. Click the **Insert** tab.
3. Do one of the following:
 - In Word and PowerPoint, in the Illustrations group, click **Chart**. In the Insert Chart dialog box, click a chart type on the left, select a chart sub-type, and then click **OK**.
 - In Excel, in the Charts group, click a chart type and select a chart sub-type from the gallery.
4. In Word and PowerPoint, an Excel worksheet window opens beside the document window. The worksheet contains sample data. Replace the sample data with your data.
5. Use the Chart Tools tabs (Design, Layout, and Format) to change the chart type or to format chart objects.



- **Change the chart type:** Select the chart. Click the **Design** tab. In the Type group, click **Change Chart Type**. Select a new category and type, and click **OK**.
- **Change the chart layout or style:** Select the chart. On the Design tab, in either the Chart Layouts or Chart Styles group, click the More button . Then select the style or layout you want to apply.



- **Enter titles for the chart or the x- and y-axes:** Click the **Layout** tab. In the Labels group, click either **Chart Title** or **Axis Title** and choose a position for the title. Click the label and enter your text.
- **Hide or reposition the legend:** On the Layout tab, in the Labels group, click **Legend** and choose the desired option.



Insert shapes

1. Click the **Insert** tab.
2. In the Illustrations group, click **Shapes**.
3. In the Shapes gallery, select a shape, and then drag to draw it on the page.
4. Click the **Format** tab and use the galleries to select Shape Styles, colors, effects, and positioning. To preview the effect of a selection, point to it.



Frequently Asked Questions

1. Where can I get more help with Microsoft Office 2007?

In each application, you can press **F1** to display Help. For further information and resources, you can also visit the following Web pages:




- support.microsoft.com
- office.microsoft.com

2. How can I open Office 2007 files in earlier versions of the programs?

To be able to open Office 2007 files in previous versions of the Office applications (97–2003), you must install the Compatibility Pack.

1. Go to www.microsoft.com/downloads.
2. Download and install the **Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats**.

3. How do I convert a file to an Office 2007 file?

1. Click the Office Button  and then click **Convert**.
2. Click **OK** and then do one of the following:
 - To replace the original file with a file in the Office 2007 file format, click  and then click **Save**.
NOTE: This step cannot be undone.
 - To keep the original document in its original file format and create another document in the Office 2007 file format, click , click **Save As**, and enter a new name for the file.

4. How can I save files in the PDF and XPS formats?


You can save Office files in file formats that enable people to view, share, and print documents without having the applications used to create them. There are two file formats:

- **PDF:** Files saved in Adobe's .pdf format can be viewed with the Adobe Reader® application.
- **XPS:** Files saved in Microsoft's XML-based .xps format can be viewed with Internet Explorer.


First, download and install an add-in. Here's how:

1. Go to www.microsoft.com/downloads. Then, from the Search list, select **All downloads**.
2. In the Search box, enter **2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS**.
3. In the Validation Required section, click **Continue** and follow the instructions to validate your copy of Microsoft Office.
4. Follow the instructions to download and install the add-in.

After installing the add-in, you can save your files in PDF or XPS format.

1. With the file open in the Office 2007 program, click the Office Button  and choose **Save As, PDF or XPS**.
2. Enter a name for the file.
3. From the Save as type list, select either **PDF** or **XPS Document**.
4. Check the **Open file after publishing** box.
5. Select an optimization setting.
6. Click **Options**, select the settings you want, and click **OK**.
7. Click **Publish**. If prompted, download and install the .NET framework needed to save files in the .xps format.

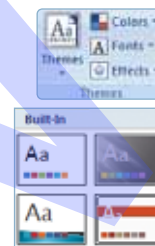
5. How do I turn off the Mini toolbar?

1. Click the Office Button  and click **Application Options**.
2. If necessary, click **Popular**.
3. Under "Top options for working with Application," clear the **Show Mini Toolbar on selection** box.
4. Click **OK**.



6. How can I apply a theme?

You can apply a theme to provide a consistent look for a document, worksheet, or presentation.

1. In Word or Excel, click the **Page Layout** tab. In PowerPoint, click the **Design** tab.
2. In the Themes group, click **Themes** and select a theme to apply its colors, fonts, and effects.
3. If you want to apply only the colors, fonts, or effects for a particular theme, you can select options from the Colors, Fonts, and Effects lists in the Themes group.




7. How can I insert a hyperlink?







1. Select the text that you want to convert to a hyperlink.
2. Click the **Insert** tab. In the Links group, click .
3. To specify a ScreenTip for the hyperlink, click , enter your text, and click **OK**.
4. In the address box, enter the location of the target HTML file, Word document, or other file.
5. Click **OK**.

*NOTE: To follow a hyperlink in an Office application, click the link while holding **CTRL**.*

8. How can I prepare my files for distribution?

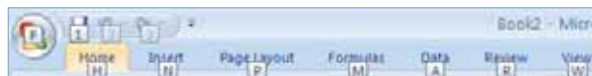
In Excel, PowerPoint, and Word, you prepare a file that you've finished editing and are ready to share with a larger audience.

Click the Office Button , point to **Prepare**, and choose one of the following options:

Option	You can...
 Properties	Insert titles, descriptions, keywords, and other metadata in the file.
 Inspect Document	Inspect the file, including any metadata, for hidden content or personal data that should not be included in a shared file.
 Encrypt Document	Add encryption to protect the file from unauthorized access.
 Add a Digital Signature	Add a digital signature that you've created to verify that you are the file's author.
 Mark as Final	Make the file read-only so that it cannot be changed.
 Run Compatibility Checker	Check the file for Office 2007 features that aren't supported by older versions of the application.

9. How do I use Key Tips?

1. Press **ALT** to display the Key Tip badges. They first appear for all Ribbon tabs (shown here), the Quick Access toolbar, and the Office Button.



2. Press the key for the desired tab to display all of the Key Tip badges for that tab's buttons.
3. Press the key or keys for the button you want. If the Key Tip is two letters, press the first key and then the second one.

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