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## Introduction

On January 30, 2007 Microsoft made its newest Office Suite available to retail consumers. Office 2007 debuted with many drastic changes over its predecessor, Office 2003. It introduced features that proved to be more user friendly than the previous version, and allowed for better productivity. Among the biggest changes is the look of the program. The new ribbon interface, what Microsoft has named the new Office menu layout, is more intuitive than the old menu interface. Office 2007 also offers the use of several new file formats including PDF.

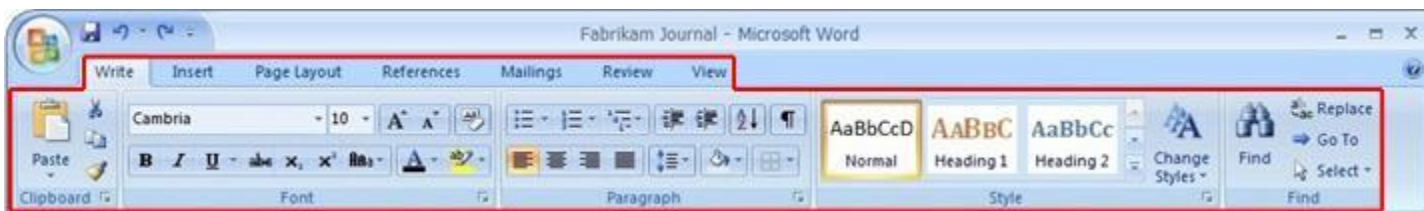
## Purpose

This manual was created to provide a starting point from which to expand your understanding and knowledge of Office 2007 and its products. After completing this manual you will be able to:

- Navigate the Ribbon Interface
- Work with the Quick Access Toolbar, Office Menu, and Status Bar
- Start the Program
- Open and Edit files
- Save files
- Print files

## Finding Your Way Around

Office 2007 has introduced users to a new alternative to the old drop down menu called the Ribbon.

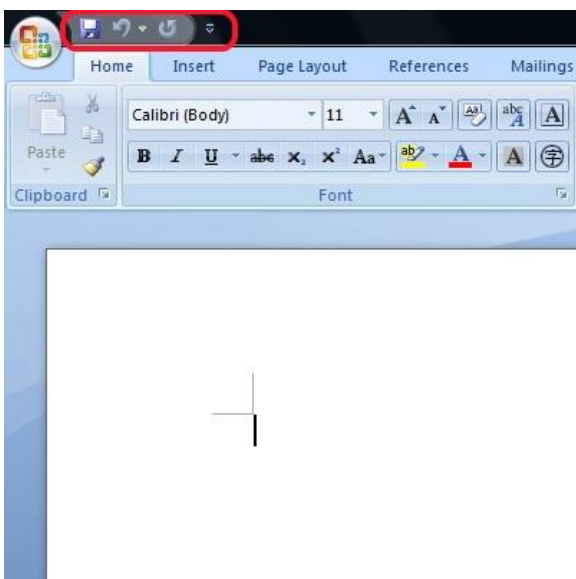


You still have the basic functions, but instead of a drop down menu the options are simply available underneath the tab. No more digging through endless menus looking for a function.

There are 7 menu choices across the top, which are placed like tabs. Clicking one of the 7 choices will display a separate set of choices underneath it. Now your most used commands are located in a more accessible location.

Also in 2007 you find three other menus available, the quick access toolbar, the drop down file menu, and the status bar.

## Quick Access Toolbar



The quick access toolbar is located directly above the ribbon and gives the user the option to select commands from the ribbon and insert them into a separate menu. This cuts down on having to click from tab to tab in the ribbon interface, making it quicker and easier to access frequently used commands.

There are two ways to customize the toolbar:

1. Find the item you wish moved to the toolbar
  - Right click the item
  - Select "Add to Quick Access Toolbar"
2. Select the round Office logo in the top left hand corner of the screen
  - Select Options at the bottom
  - Click Customize on the right hand menu
  - Open "Choose Commands From" drop menu, and select "All Commands"
  - Search the right hand box for the command you want and select it
  - Click Add button
  - Click OK

You will now find the item in the Quick Access Toolbar.

You can also change the location of the Quick Access Toolbar by right clicking anywhere in the toolbar and selecting "Show Quick Access Toolbar below the Ribbon".

## Drop Down Office Menu



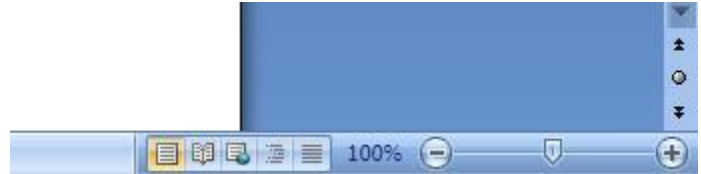
Office 2007 still contains a traditional drop down file menu that contains some of the options for opening, creating, saving, and printing files. You get to this menu by selecting the round Office logo in the top left corner.

The Options without arrows beside them will open in a separate window, while options with arrows will display choices in the right hand menu. If you scroll over one of these options, the choices will appear; simply select one to perform that operation.

## Status Bar

The status bar is broken into two main parts: the right hand fixed area, and the left hand customizable area.

The right hand fixed status bar shows a slider bar that allows you to set the zoom on the document, and buttons to allow you to change how you view the document.



The left hand customizable status bar by default shows:



- The section of the file you are viewing
- A word count
- A button to correct proofing errors

To add additional buttons to the left hand status bar simply:

- Scroll your mouse over the status bar
- Right click
- Select the options you wish to add

## Opening Files

Opening a file in any of the Office Programs can be done in several ways.

### Opening File from Location

- If the file is already associated with the program simply double click and it will open inside of the program

### Opening File from Program

- Start the Program
- Select Office Logo
- Select Open
- Locate file and Click Open

## Creating New File

In Office 2007 you have a lot of options for creating a new file. You can either open a blank document or start from a template.

### Opening a Blank Document

- Start the Program
- Select Office Logo
- Select New
- Blank Document is selected by default
- Select Create from lower right hand corner

### Opening Installed Template

- Start the Program
- Select Office Logo
- Select New
- In the right hand menu select Installed Templates
- Choose a template from the center box
- Select Create

### Opening Office Online Template

- Start the Program
- Select Office Logo
- Select New
- In the right hand menu below "Microsoft Office Online" select a category
- The center box will display templates available for download
- Choose a template from the center box
- Select Download

## Working with Files

Office 2007 has incorporated better functionality into their new design. Not only are the commands within reach, but Microsoft has made it easier to understand the purpose of each command. Each program has slightly different ways of working with and editing your files.

### Copy, Cut & Paste

- Place your cursor over the text you wish to work with
- Left click and drag mouse to select text

Copying allows you to leave the text where it is while duplicating it somewhere else. After text is selected:

- Right click and select Copy
- Select Home tab in the Ribbon and select Copy from the clipboard menu.
- Place cursor in location you wish to place text
- Right click and select Paste or select Paste from clipboard menu on Home tab in the Ribbon

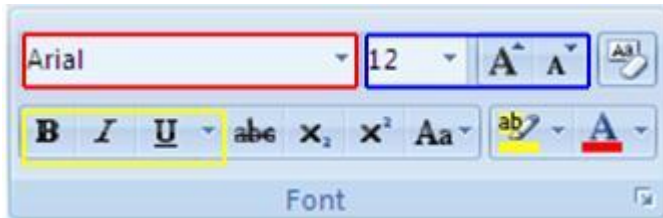
Cutting removes the text from the current location and allows you to place it in another part of the file.

After text is selected:

- Right click and select Cut
- Select Home tab in the Ribbon and select Cut from the Clipboard menu.
- Place cursor in location you wish to place text
- Right click and select Paste or select Paste from clipboard menu on home tab in the Ribbon

## Fonts

On the home tab you will find a menu titled Font. From this menu you can select the appearance of your text including font face, size and color. Font Face is the style of lettering you wish to use, this can include Times New Roman, Arial, and Verdana.



To select a font face (Red Outline):

- Select font face drop down box
- Scroll up or down to find the font face you wish to use and click it.

Font Size is measured in Points, the larger the number of points the larger the text. There are 72 points in an inch, so a 72 point font will be one inch.

To select a font size (Blue Outline):

- Select font size drop down box with number in it
- Click on the font size you need

You can quickly make the font of a selected text larger or smaller by clicking one of the two buttons beside the drop down box. The button with the larger "A" and an upward pointing arrow will increase font size, while the smaller "a" with the downward pointing arrow will shrink the font size.

### **Bold**, *Italicized*, Underline

The three buttons directly beneath the font face menu allow you to add formatting to your text that will allow it to stand out (Yellow Outline).

1. **Bold font: Adds emphasis to your text, makes the lines of the text thicker. While not actually darker, bold text appears darker because of the thickness of the type. This is an example of bold text.**
2. *Italicized font: Gives the font a slight cant, use these type of font to emphasis parts of your text, or when using a title of a written work. This is an example of Italicized text.*

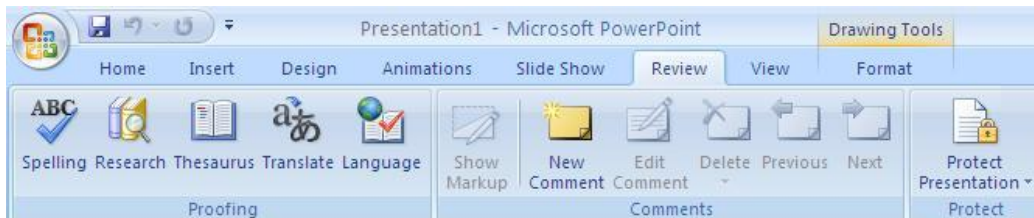
3. Underline font: Places a horizontal line immediately below the text. Underline is used to emphasize text. You can also use the underline font to distinguish certain types of titles from other text. This is an example of underlined text.

To add any of these effects to text:

- Highlight the text you wish to use
- Click the button corresponding to the effect you wish to use.

## Review Tools

Some of the biggest changes to Office 2007 come in the form of Review Tools. Under the Review tab in the Ribbon you will find tools like Spelling & Grammar and Thesaurus.



## Spelling & Grammar

This tool checks your document for incorrect spelling and/or grammatical mistakes. To perform a spelling & grammar check:

- Select the Review Tab from the Ribbon
- Click the Spelling & Grammar button

Option 2:

To check a particular part of a document:

- Highlight a word or section of the document
- Click the Spelling & Grammar button from the Review Tab

## Thesaurus

Thesaurus is a tool that can be used to find synonyms to words used in your document. To use the Thesaurus tool:

- Highlight the word you wish to look up
- Select the Thesaurus button from the Review Tab
- A menu will appear in the right hand portion of the screen
- Find a word that you wish to use in place of the original word
- Right click on the word
- Select Insert to place it into the document

## Saving Your Files

Office 2007 gives users multiple options for saving their documents. Your options vary depending on which office program you are using. To view your different save options:

- Click on the Office Logo in the top left corner
- Select "Save As" from the drop down menu
- A dialogue box will open
- Select the drop down menu below the file name
- Select the format you wish to save your document as

One important thing to keep in mind is saving in Compatibility Mode, if you save your file in the 2007 format (.docx, .pptx, .xlsx, etc.) you will not be able to open that file using Office 2003 unless you have a compatibility pack installed. Instead, if you know that you will need to open the document in another version of office, save it in the 97-2003 formats.

## Auto-Save

Office 2007 also utilizes an auto-save feature that periodically saves what you are working on so that in case something causes your program to close (power failure, accidentally closed the program, error in the program, etc.), you will be able to recover what you were working on. You can change how often the program auto-saves.

To change auto-save time:

- Select Office Logo in top left corner
- Click on Options on the bottom of the menu
- On the left hand side choose Save
- In the main window Make sure the "Save AutoRecover Information" box is checked
- Click the up or down arrow beside the "Minutes" box to adjust how often your document is auto-saved.

## Printing

To print the current document you are working in:

- Make sure you have saved the document
- Select the Office Logo in the top left corner
- Place your cursor over the Print option

A menu will appear to the immediate right with several options: Print, Quick Print, and Print Preview. This manual will only cover Quick Print. Adjusting the settings in Print, and Print Preview will be covered in the Intermediate manuals.

- Once the Quick Print option has appeared select it

Your document will automatically be sent to your printer.

Office 2007 offers many new feature sets, an attractive new interface, and improved performance and reliability. Hopefully with the help of this guide you will try out the new Office without fearing the transition.

This is the first in a series of tutorials offered to teach you how to use or how to better use your computer and its software more effectively.

### **Other Manuals in The Basic Series**

- Word 2007 Basics
- PowerPoint 2007 Basics
- Excel 2007 Basics
- Access 2007 Basics
- Publisher 2007 Basics



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