

The New Office 2007 Interface and Shared Features

The Ribbon and Ribbon Tabs

- *Minimising and Maximising*
- *Keytips and shortcut keys*
- *Standard vs contextual tabs*
- *Live Preview*
- *Dialogue Box/ Task Pane launchers*

The Office Button

The Mini-Toolbar

Quick Access Toolbar

- *Adding and removing buttons*
- *Customising the Quick Access Toolbar*

New Customising Options For The Status Bar

New Documents

- *Creating new Office documents*
- *Downloading on-line templates*

Opening Existing Documents

- *Set the default location*
- *Set the number of recently opened files listed in the open menu*
- *Pin documents to the recently opened documents menu*
- *Opening a document created in a previous version of Microsoft Office – using compatibility mode*

Arranging Windows

- *The View Tab*
- *Switch Windows*
- *Arrange All*
- *Compare side by side*

Getting Help

- *The new help button*
- *Help connection to Office online status*

Saving Files In Office 2007

- *Saving 97-2003 files in compatibility mode*
- *Saving 2007 files in the new XML format*
- *Compatibility checker*
Setting the default save format
- *Setting the default file location*
Saving a document as a PDF
Marking a document as final

Switching Views

- *The View Selector on the status bar*
- *The View tab*
- *The Zoom controls*

Document Recovery

- *The Document recovery task pane*
- *AutoRecover settings*

Repairing Problems

- *Microsoft Office Diagnostics*

Exiting Documents And Applications

Where to find...

- *Copy, cut and paste*
- *The Office clipboard*
- *Find and Replace*
- *Autocorrect settings*
- *Proofing tools – spelling checker, thesaurus*
- *Proofing options*
- *Symbols*
- *Undo, redo*
- *Print preview*
- *Clip Art, WordArt, AutoShapes and pictures*
- *Org Charts*
- *Formatting options – alignment, font size etc*

New Formatting Features

- *Quick styles*
- *Office shapes*
- *Picture effects*
- *Themes*
SmartArt Graphics
- *Aligning and distributing objects*

Microsoft Word 2007

Views

- *New options in Full Screen View*
- *The new Draft View*
- *Displaying rulers*

Finding Page Layout Options

- *Page Size*
- *Margins*
- *Page breaks*
- *Headers and Footers*
- *Page Break*
- *Columns*
- *Page Borders*

Finding Table Creation Options

- *Table quick style and effects*

Finding Mailing Options

Letters and envelopes

- *Mail merge*

Finding Reference Options

Table of Contents

- *Footnotes*
- *Bookmarks*
- *Cross references*

Finding Track Changes Options

Compare and Merge

- *Track Changes*

Advanced Formatting

- *Styles and Style Sets*
- *Apply Styles box*

New Features

- *Quick Parts (autotext)*
- *Cover Page*

Microsoft Excel 2007

Finding Basic Editing Functions

- *Clearing cell contents*
- *Deleting and inserting cells, columns, rows and sheets*
- *Go to Special*

Finding Formatting Functions

- *Adjusting column width/ row height*
- *Hiding/unhiding columns and rows*
- *Freezing Panes*
- *Formatting numbers*
- *Text flow*
- *Borders and fills – New Draw a Border feature*
- *New Cell Styles*
- *Conditional Formatting – New improved features*
- *New – split cells*

Finding View Options

- *Show rulers*
- *Show gridlines*
- *Show Formula Bar – new adjustment settings*
- *Show Headings*
- *New – Page Layout View*

Finding Lists And Database Options

- *Custom list options*
- *Naming cells and ranges with the New Name Manager*
- *Manage Data Table with the New Insert Table option*
- *Sorting data – New Sort Options (sort by colour)*
- *Filtering data – Improved Filtering Options*

Finding Function Options

- *The Functions Library*
- *Formula AutoComplete*
- *Nested functions to 64 levels*

Finding Page Layout Options

Orientation

- *Page Size*
- *Margins*
- *Headers and Footers*
- *Page Break Preview*

Finding Printing Options

- *Printing repeating rows and columns*
Print areas

Microsoft PowerPoint 2007

Finding Slide Management Options

- *Creating new slides*
- *Changing slide layout*

Finding Content Editing Options

- *New – selecting non-contiguous text*
- *Rearranging slides*
- *Using slides from other presentations*

Finding Content Formatting Options

Modifying text

- *Text rotation and stacking*
- *Indenting/outdenting text*
- *Creating text columns*
- *Line and paragraph spacing*
- *Master slides*

Finding How to Insert Objects Into Slides

Date and Time

- *Tables*
- *SmartArt*
- *Charts (now uses Excel)*
- *WordArt*
- *Sound*
- *Movies*
- *Headers and Footers*
- *The Selection Pane*

Finding The Animation Options

Transitions

- *Standard Animation*
- *Custom Animations and Timings*
- *Slide Timings*

Finding Slide Show Options

Setting up a show

- *Custom Shows*
- *Starting a slide show*
- *Resolution*

Finding Other Output Options

- *Handouts*
- *Speaker Notes*

Microsoft Outlook 2007

Finding E-mails Options

- *Formatting E-mails*
- *Attaching Items to E-mails*
- *Inserting Other Content Into E-mails*
- *Setting Message Delivery and Security Options*

Managing Your Inbox

- *Quick Flag*
- *Categorising messages by colour*
- *Instant search*
- *View attachments from within the Reading Pane*
- *Scheduling Out of Office in Advance*

Working with the Calendar

- *Related tasks appear at the bottom of the calendar*
- *E-mailing a snap shot of your calendar*
- *Overlaying multiple calendars to compare*

Other New Features

- *Business Cards*
- *Colour categories*

Microsoft Access 2007

Creating and Viewing Databases and Objects

- *Creating databases*
- *Creating Objects*
- *Switching views*
- *The Navigation Pane*
- *Tabbed Documents*
- *Display Options*
- *Object Dependency Pane*

Database Management

- *Backing up*
- *Compacting and repairing*

New Table Features

- *Total Row*
- *Date selector*
- *New sort and filter options*
- *Formatting a datasheet*
- *Changing the datasheet defaults*

New Form Features

- *Creating a form*
- *The new layout view and features*
- *Add fields*
- *Changing field properties*

New Report Features

- *Creating a report*
- *The new layout view and features*
- *Add fields*
- *Changing field properties*
- *Adding sorts and groups*
- *Adding Totals*

Where to find...

- *Exporting options*
- *Relationship Window*
- *Switchboard Manager*
- *Mail labels*