



# OFFICE 2007 QUICK REFERENCE

## Office button

Contains commands that affect the entire document or program. The open, save, save as, print, close and exit commands are here.

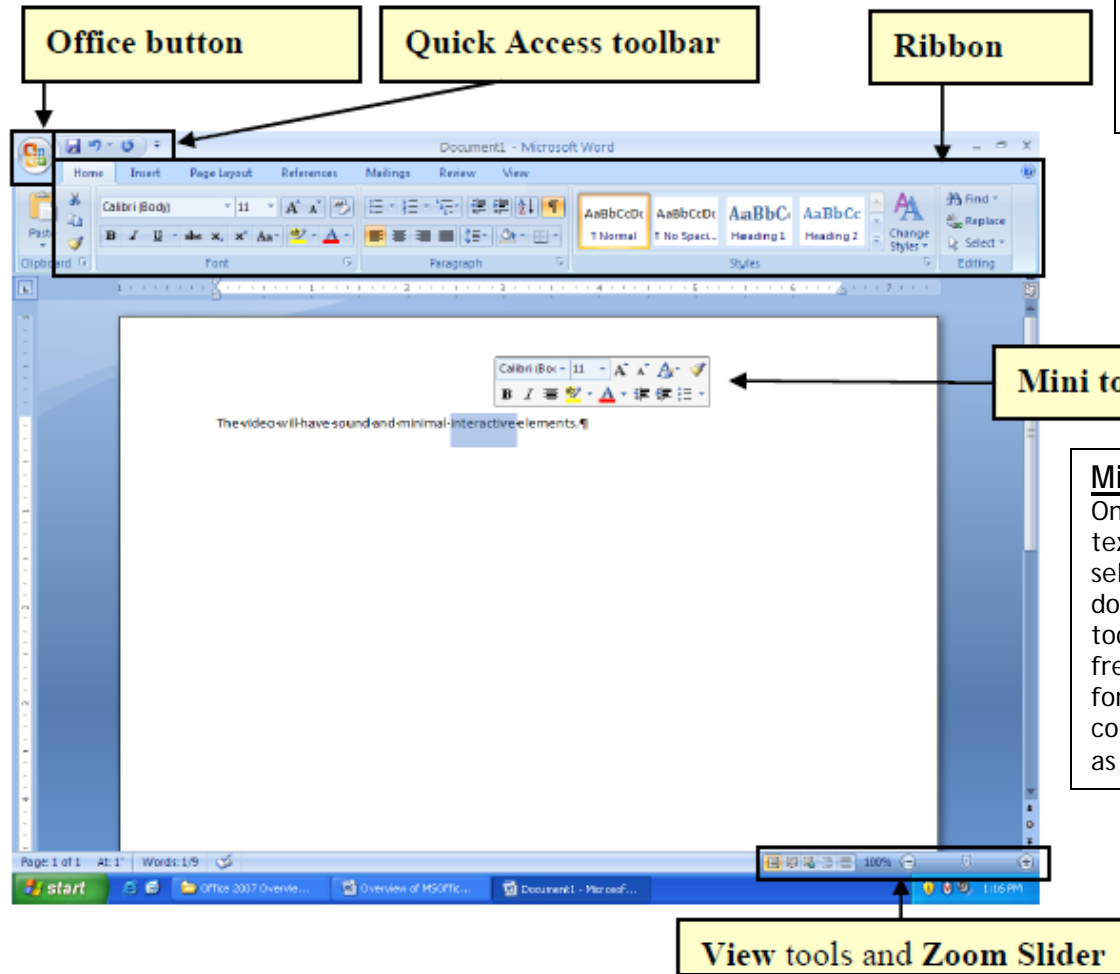
## Quick Access Toolbar

Used to access some of the most frequently-used commands - Save, Undo and Redo. This toolbar is customizable.

## The View Tools



Use to change the display of the document in the window. The View shown here is Reading Layout at 100% magnification.



## The Ribbon

Replaces most of the menu items and the toolbars used in Office 2003.

## Mini toolbar

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Only appears when text has been selected in the document. This toolbar contains frequently-used formatting commands, such as bold and italics.

For complete Office 2007 manuals visit us online at:  
<http://www.uakron.edu/its/learning/training/Office2007.php>



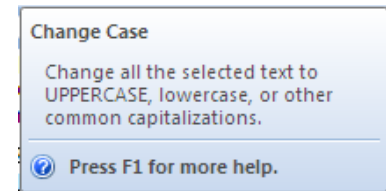
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## Tips

**Help** - Click on the Help tool , which is located in the upper right corner of the window.

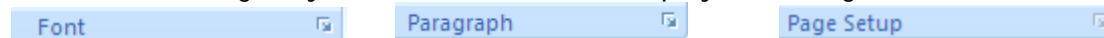
-OR-

If you are uncertain of the function of a tool on the Ribbon, point to the tool and a Super Tool Tip displays. For further help, press F1 on the keyboard while the Super Tool Tip is displayed.

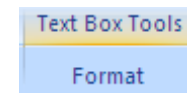


**Use Office 2003 dialog boxes** - Click on a dialog box launcher  to use the Office 2003 dialog box.

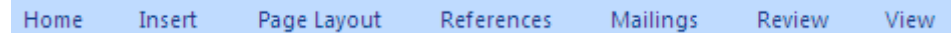
The Home and Page Layout tabs of the Ribbon display the dialog box launchers that are used the most.



**Contextual Tabs** - When a particular object, such as a text box, table or picture is selected, an additional tab or tabs appear on the Ribbon. This Contextual tab contains the commands related to working with that object. The tab appears only when the object is selected, so if you cannot see the tab, click once on the box, table or picture to select it.



**Minimize the Ribbon** - Double click on a tab of the Ribbon. The tools are hidden and only the tabs will display.



This allows more room in the window for your work to display. Double click on a tab to show the tools, again.

**Live Preview** - This function allows a preview of how the document will look if a particular formatting is selected. To use Live Preview, select the text or object, such as a picture, that is to be changed. Point to a tool to preview how the formatting will appear. Click on a tool to apply the formatting.

## Compatibility Issues

- Word, Excel, PowerPoint and Access use a new file format in Office 2007 based on XML.
- In order to open a Word, Excel, or PowerPoint 2007 file in an Office 2003 program a special add-in, called "Microsoft Office 2007 Compatibility Pack" must be installed on the Office 2003 computer where the file is being opened. The Compatibility Pack is a free download available at <http://www.microsoft.com/downloads>. Office 2007 computers do not need to install the Compatibility Pack.
- When an Office 2007 file is converted by the Compatibility Pack and opened in Office 2003, any of the new 2007 functionality will not be available.
- Access 2007 format files cannot be opened in Access 2003. There is no conversion utility available.
- No extra step is required to open files saved in Office 2003.