

## OVERVIEW OF CHANGES

### IN MICROSOFT OFFICE WORD VERSION 2007

#### 1. The Microsoft Office button



- a. The **MS Office button** is located in the top left corner of the screen. Clicking on this button brings the list of functions that used to be under the FILE command (new, open, close, save, save as, print, etc). Recently viewed documents will appear on the right and clicking the little push-pin will hold a document there as long as you like (rather than having it move down the list as you create more).
- b. The UD network has been set up so that all documents will be saved as a previous MS Office Word 2003 version that has the file.doc extension and can be opened on computers that have not upgraded to the 2007 version. All documents produced on earlier versions of Word will open fine in the new version. New documents saved under the new version will have a **file.docx** extension and those opening it with Word 2003 may not see all the fancy things added from Word 2007.

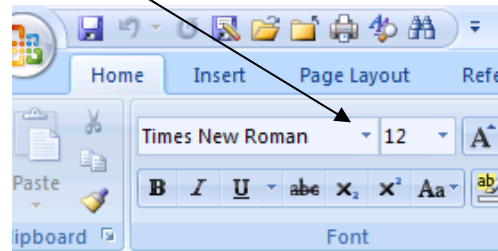
#### 2. Quick Access Toolbar



- a. In the upper left section of your screen is the **Quick Access Toolbar (QAT)** into which you can place commonly used functions such as Save, Save As, Open, Close, Print, etc. To customize your QAT, click on the little down arrow to the right of the QAT.
- b. Click on **MORE COMMANDS**. A Word Options dialog appears. Above the left panel of choices, click on the down arrow that is to the right of the Popular Commands and select **ALL COMMANDS**. This changes the listing in the panel below to include all commands. Select the commands that you would like to have in your QAT by clicking on the command and then click **ADD** to move them to the right panel. Good commands to include: Save As, Open, Close, Print, and Find. The order of the commands can be changed by clicking on the command and selecting the up/down arrows on the right. When done, click **CLOSE** in the lower right of the dialog box and the icons should now be in your QAT.
- c. **Mini-toolbar:** Type some text on your document and then highlight the text. Move the mouse cursor over the upper right side of the highlighted text and you will see a little mini-tool bar appear for fast editing. Right-click to bring up a full menu along with the mini-tool bar.

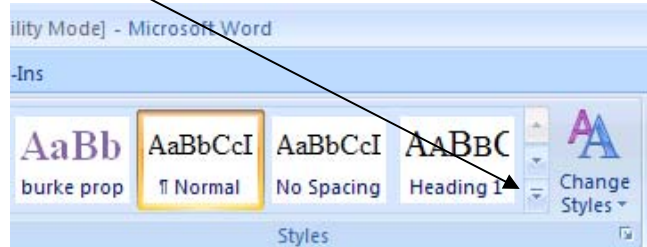
### 3. Live Preview

- a. Highlight any block of text. Click on the HOME tab and then click on the down arrow next to the font style.



- b. This brings down the list of font styles. As you move your cursor over the different font styles, your selected text will automatically give you a preview of what the selection would look like.

- c. This preview feature also works when you float over different sizes of font. With your text still highlighted, you can also preview what different styles look like by moving your mouse over the different styles found in the STYLES group. To see more styles, click on the little down arrow that is just to the right of the white box showing a style. This should bring down a lot more styles to choose from.



- d. If you have selected a special font and size that you like, you can select it, click the little down arrow as shown on the right and select Save Selection as New Quick Style. Your new style will then appear in among the top 4 shown in the Styles group.

### 4. MS Office Window Frame

- a. At the bottom of your screen is the **MS Office Window Frame**. Typically this shows page number and number of words on the left side and document views and zoom controls on the right. Move the slider to adjust the document to the size you prefer on the screen. If you select full-screen viewing option, these controls will shift to the upper right portion of your screen and you have to select CLOSE to go back to print layout, or some other view.
- b. You can customize the window frame by RIGHT clicking in the middle of the toolbar. Just place a check mark next to the options you want on the toolbar and remove the check-marks from those options you do not want.

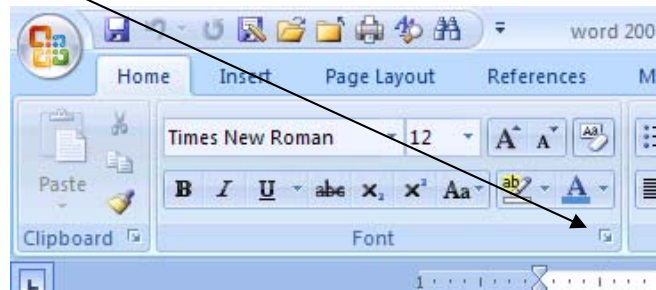
### 5. Ribbons Tabs

- a. Commands that used to have drop-down menus are now arranged as **ribbon tabs** with **groups** of functions. Each ribbon tab has different groups. As you click the

different tabs (Home, Insert, Page Layout, etc.) you will notice the selection of commands are different for each group. If you move the mouse wheel while in the groups, you will move from tab to tab.

- b. If you find a command in any group that you know you use a LOT, you can add it to your QAT by RIGHT clicking on the tab and selecting Add to Quick Access Toolbar.
- c. Double-clicking on any of the tab titles (Home, Insert, Page-layout, etc.) makes it disappear giving you more room for your document. Double-clicking again brings it back.

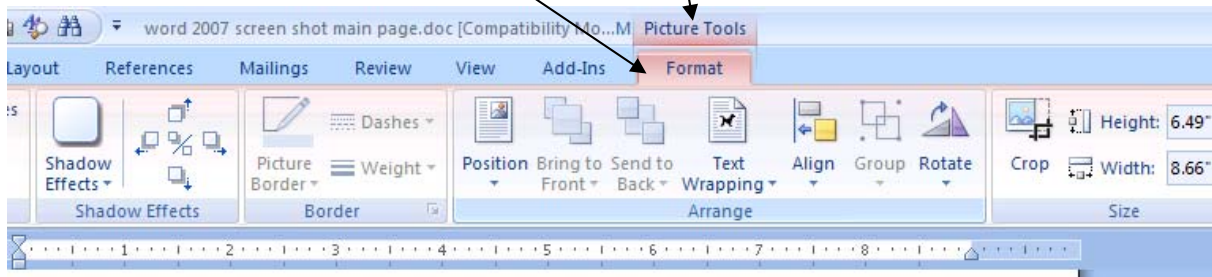
- d. Some groups have a little down arrow toward the bottom of the group box. Clicking this brings up more options in the usual dialog boxes as the old version of Word (referred to as the **MORE arrow**).

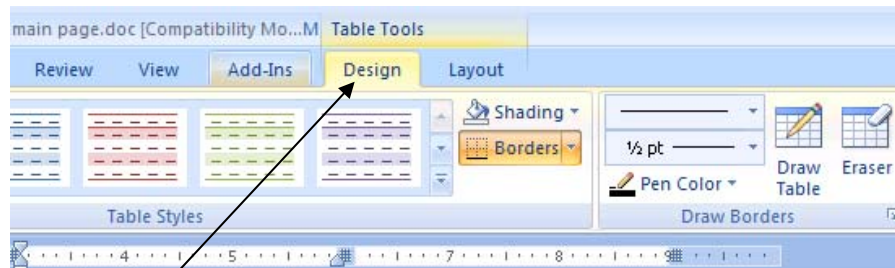


- e. Some groups have what is called **Galleries**. Click on the INSERT tab and in the ILLUSTRATIONS group click on SHAPES. A gallery of shapes appears. Select a shape by clicking on it. Your cursor now becomes crosshairs for placing the shape on the document. As soon as you place the shape, you suddenly have access to what is called a **Contextual Tab**.

## 6. Contextual Tabs

- a. There are three types of **Contextual Tabs** (CT): Format, Design, and Layout. The Format CT appears when you click on an object, such as a picture, textbox, shapes, SmartArt ©, or other graphics. Double clicking an object will bring up the CT if it disappeared on you. Each CT offers different commands that allow you to customize your object.





- b. The Design CT appears when you insert or select (by double-clicking) a table, chart, equation, SmartArt graphics, headers and footers. To view the TABLE TOOLS CT, click on the INSERT tab, select TABLES from the TABLE group. Click on QUICK TABLES and select a table you like the best. Double-clicking in the upper left part of the chart activates the TABLE TOOLS CT with which you can customize the table. As you float over the options for styles, you will see your chart automatically change for a quick preview. If you would like to modify an existing style, click the little MORE arrow in the lower left of the Styles group and select MODIFY Table Style. After making the adjustments you like, you can name and save the style for later use.
- c. The Layout CT appears when you insert or select (by double-clicking) a table or chart. If you see the Design CT amongst the tabs at the top of the screen, the Layout CT is just to the right. Click the Layout tab to view the groups in this CT. These options allow you to further customize your charts and tables.

## 7. Citations and Bibliography

- a. Click on the **References tab** and in the **Citations & Bibliography** group, select the style you want (APA, MLA, etc.). *Place your cursor where you want the citation to appear* and select INSERT CITATION, and ADD NEW SOURCE. Fill in the dialog box with the appropriate information. If there are not enough fields, put a checkmark in the SHOW ALL BIBILOGRAPHY FIELDS in the lower left part of the dialog box. Click OK when done and your citation should appear in the text. [EndNote is still available]
- b. To create your bibliography, place your curser where you want the bibliography to appear. In the Citations & Bibliography group click on the little down-arrow that is just to the right of the selection Bibliography and select INSERT BIBLIOGRAPHY.

## 8. Inserting Equations

- a. Place your cursor where you want the equation to appear. To insert an equation, click on the INSERT Tab and on the far right, in the Symbols Group, select EQUATION. If this is grayed out (unavailable), convert your document to a .docx version by clicking on the Office Button and select CONVERT. This converts your document to the Word 2007 version.
- b. After selecting Equation, a Design Contextual Tab appears that allows you to create an equation by selecting the symbols needed from the ribbon, or use a pre-made equation from the equation gallery that drops down when you click on EQUATION on the far left of the ribbon. After creating your equation, you can click in the little equation window that your equation is in and select **Save As New Equation** for future use. Word will ask you which gallery you want to find it in later.
- c. To convert the document back to an older version of Word, click on the Office Button (or your QAT) and select Save As... and then select the arrow to the right of the Save As Type and select Word 1997 – 2003 document. You can also change the file name if you like. Click SAVE. Once you saved your document with the equation on it in a Word2003.doc format, the equation will become just like an inserted picture and will still be visible in the older version of Word. You will not be able to edit the equation in older versions of Word.

## 9. Other Cool Things

- a. **Need the ruler?** Click on the tiny ruler icon in the far right lower side of the ribbon.
- b. **Need help?** Click on the tiny blue question mark in the upper right side of the window.



- c. **Need to translate?** Highlight a block of text and click on the REVIEW TAB. In the Proofing group on the left, click on TRANSLATE. A new window should open on the right side that allows you to select the language you want translated. Select a language. The translation should appear in the middle part of the window on the right and the translation can be copied (ctrl C) and pasted (ctrl V) into your document.
  - d. **Need to Compare Versions?** Comparing two versions of the same document can be accomplished two ways. One complex way is to (a) make sure both documents are open, (b) click on REVIEW tab and select Compare in the Compare Group. A three pane window will open showing changes, both versions, and a merged document. A simpler way to compare two documents is to (a) make sure both documents are open, (b) click on VIEW tab, and in the Window Group, click on View Side by Side. Clicking again in the minimized Window Group will allow you turn Synchronized scrolling on or off.
  - e. **Need to Email the document?** Click on the Office Button and select SEND and select EMAIL. If a little dialog box appears, make sure it says Novell. GroupWise should pop-up and place the document as an attachment.
10. Saving and viewing
- a. Documents created in older versions of Word will have the [Compatibility Mode] listed at the top of the screen along with the file name. New documents created in the new version, or converted to the new version, will just show the document name at the top of the screen. The UD network has been set up to automatically save as the older version of Word so make sure to check what version your final document is in.
  - b. To inspect the new document (after creating it as a .docx) to see what features may be lost, click on the MS Office button and click on PREPARE and select RUN COMPATIBIILTY CHECKER. The process results in a list of features that you may change with saving the file as an older version of word.
  - c. If you are running and older version of Word at home and try to open a .docx, your computer should automatically route you to a website that steps you through downloading the *Compatibility Pack for the 2007 Office Suite*, which helps you open the new versions.

11. Need the software for your home computer?

- a. Faculty and Staff: UD's Work-At-Home License Agreement allows you to purchase the new MS Office 2007 (Enterprise Version) for home use as long as employed by UD through the website below. When going to the main page, scroll down to the bottom of the screen and select: Microsoft Work at Home for Faculty and Staff. Follow the instructions given on the screen carefully.  
<http://foundationccc.org/default.aspx?tabid=138>
- b. Students: Academic and educational discounts for the version can be found on the internet through a great variety of vendors. Shop around for the best pricing. Here are two links to help start your comparisons.  
<http://www.uscollegebuy.com/s.htm>  
<http://www.journeyed.com/home.asp>