

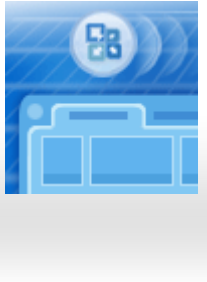
**The Division of Technology Services,
Client Services Branch presents:**

**Microsoft[®] Office
Training**

**Get up to speed with the
2007 System**

- **Overview: A new look to familiar programs**
- **Lesson 1: The new Office: Made for you**
- **Lesson 2: Answers to critical questions**
- **Lesson 3: Microsoft Outlook**


Overview: A new look to familiar programs



When you open a 2007 Microsoft Office system program, you'll see a lot that's familiar. You will also notice a new look at the top of the window.

Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.

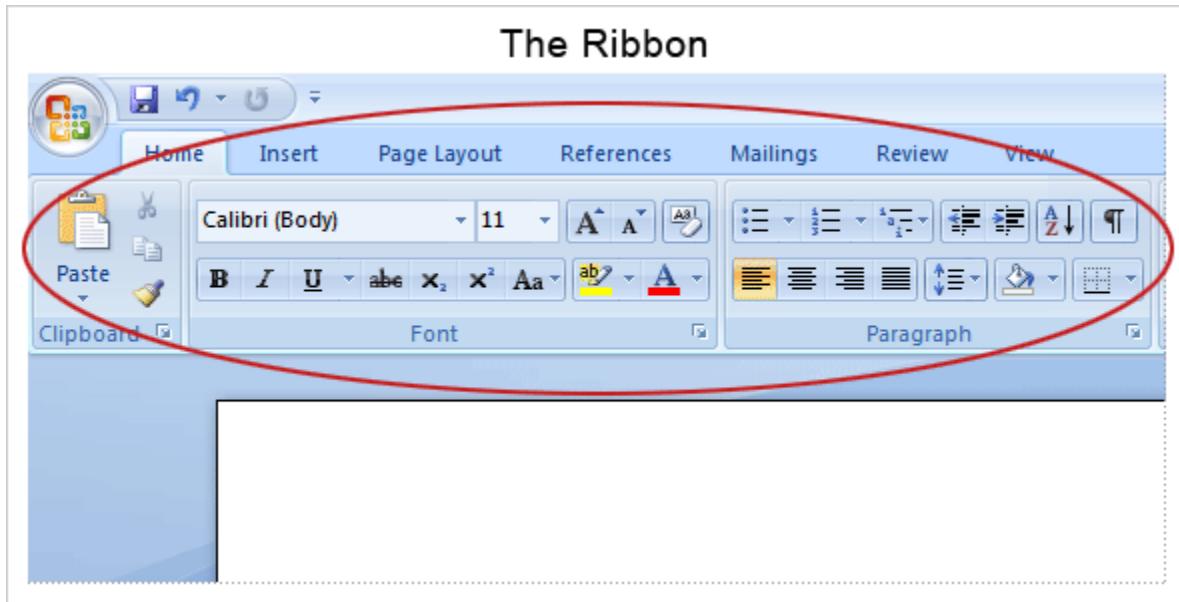
This presentation introduces you to the Ribbon and other new ways to make better documents, faster.

- **See how the 2007 Office system has changed**
- **Learn to use the Ribbon to do what you're used to doing**
- **Finding the Commands you need**
- **Introducing you to the Microsoft Office Button** 
- **Technology Usage and Tips**

The New Office Made for you



The new Office: Made for you

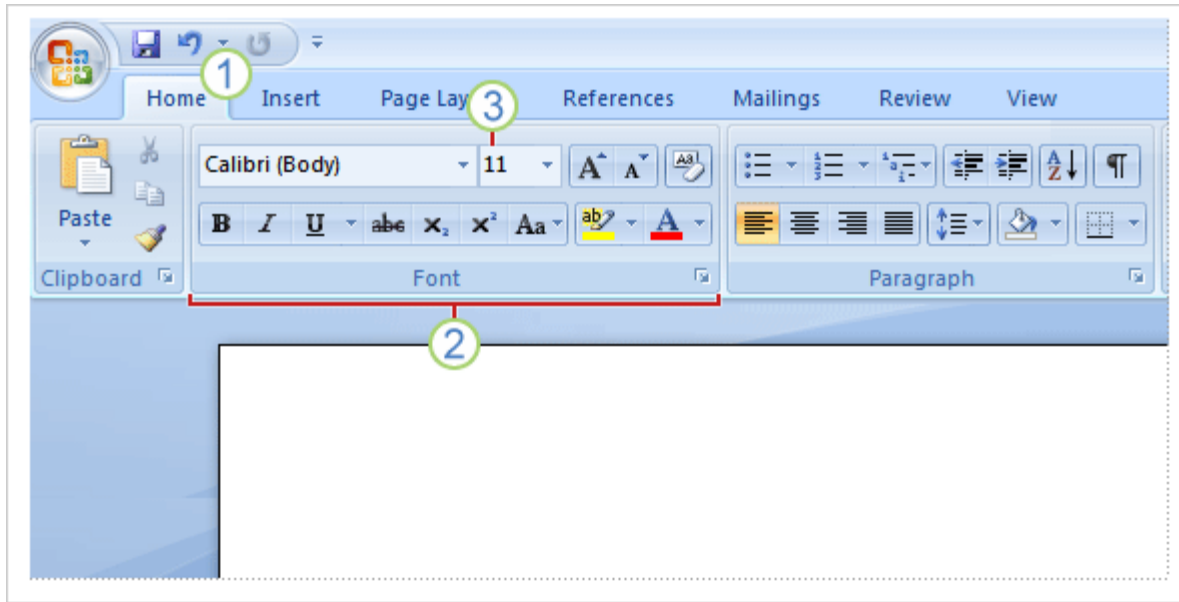


Yes, there's a lot of change to familiar Microsoft Office programs.

But it's good change.

With the Ribbon, commands and other tools you need are now exposed and more readily available.

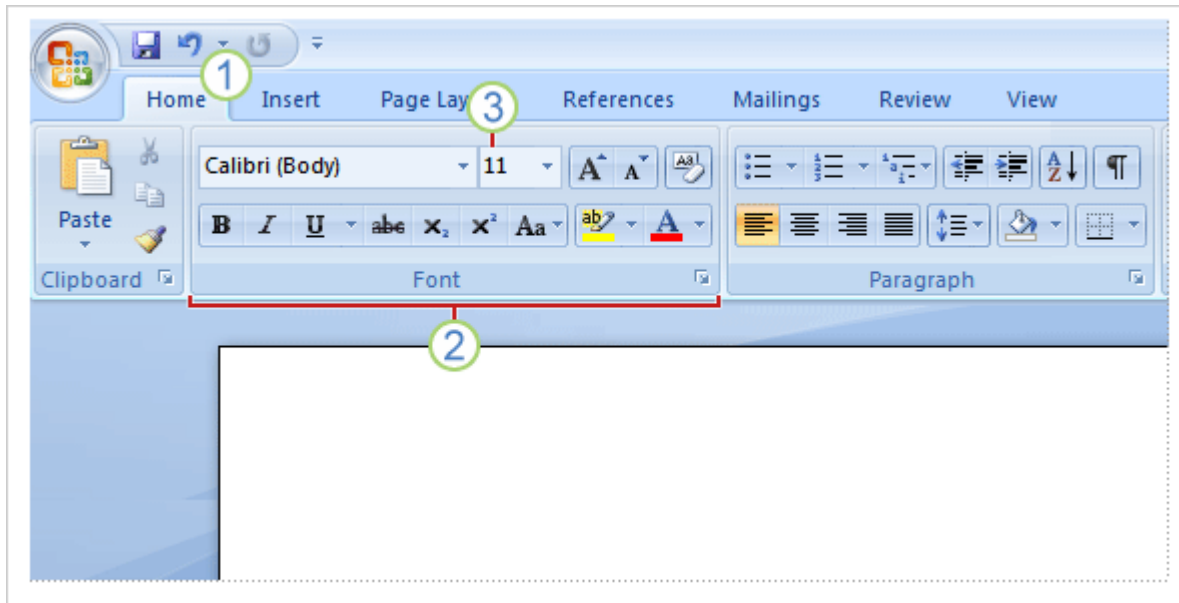
What's on the Ribbon?



The three parts of the Ribbon are **tabs**, **groups**, and **commands**.

- 1 Tabs sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- 2 Groups are sets of related commands. They remain on display and readily available, giving you rich visual aids.
- 3 Commands are arranged in groups. A command can be a button, a menu, or a box where you enter information.

What's on the Ribbon?

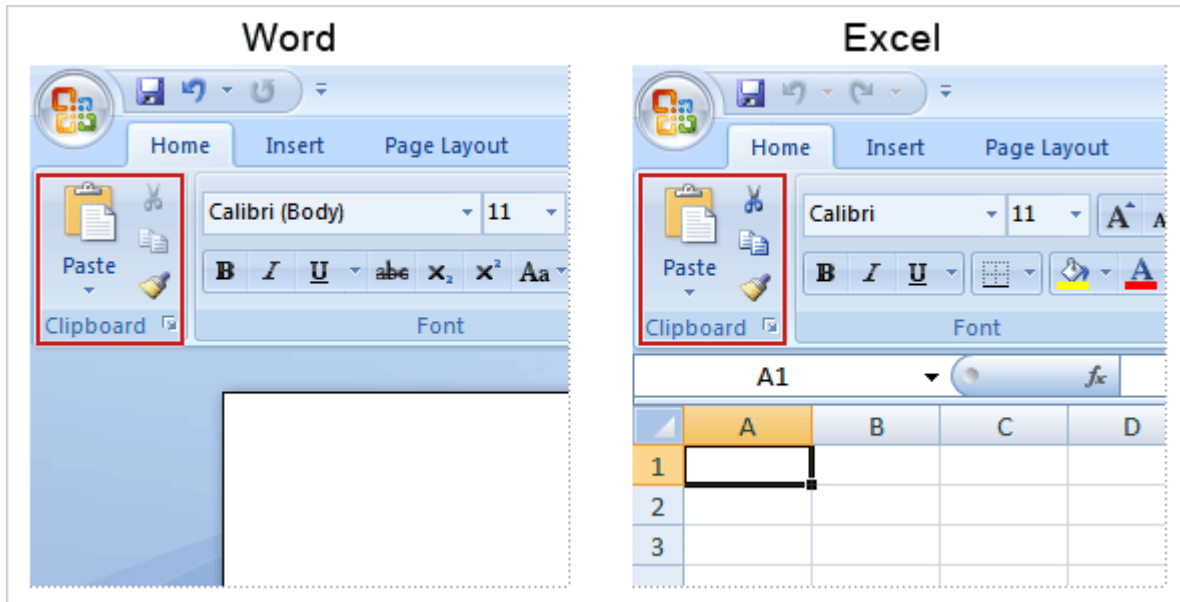


Let's begin with the first tab.

In Word 2007, for example, that's the Home tab.

It's got the commands that people use most commonly when they write documents: font formatting commands (Font group), paragraph options (Paragraph group), and text styles (Styles group).

How Commands are Organized

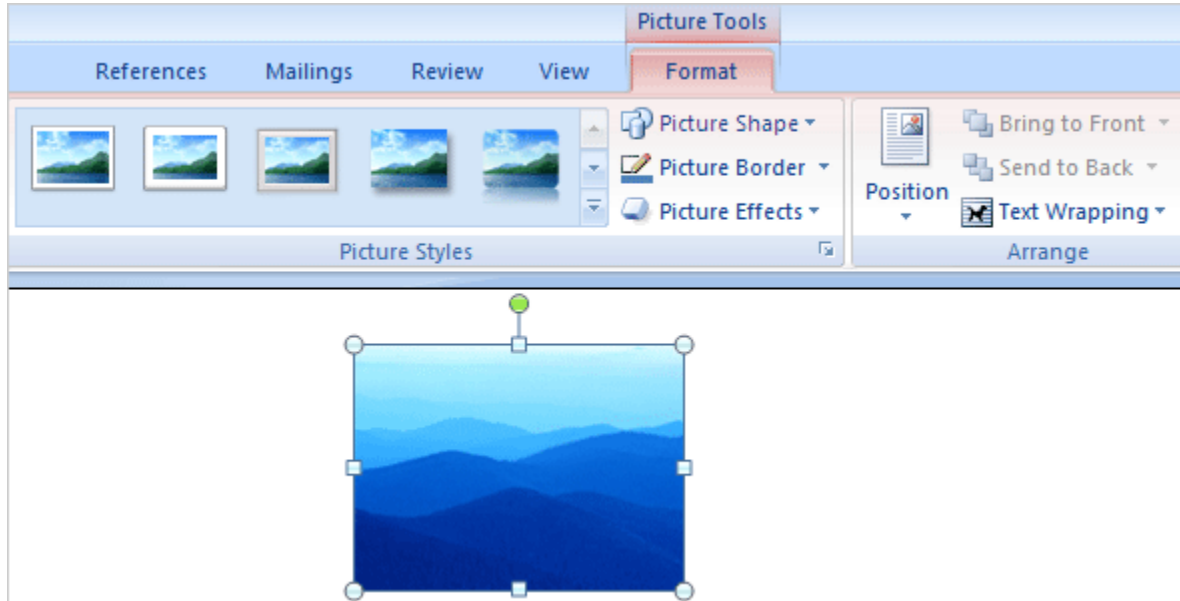


Commands are organized by how they are used.

Frequently used core commands no longer have to share space with a range of remotely related commands on a menu or toolbar.

They're the ones that get used, and so now they're the ones most prominently featured.

More Commands, but only when you need them



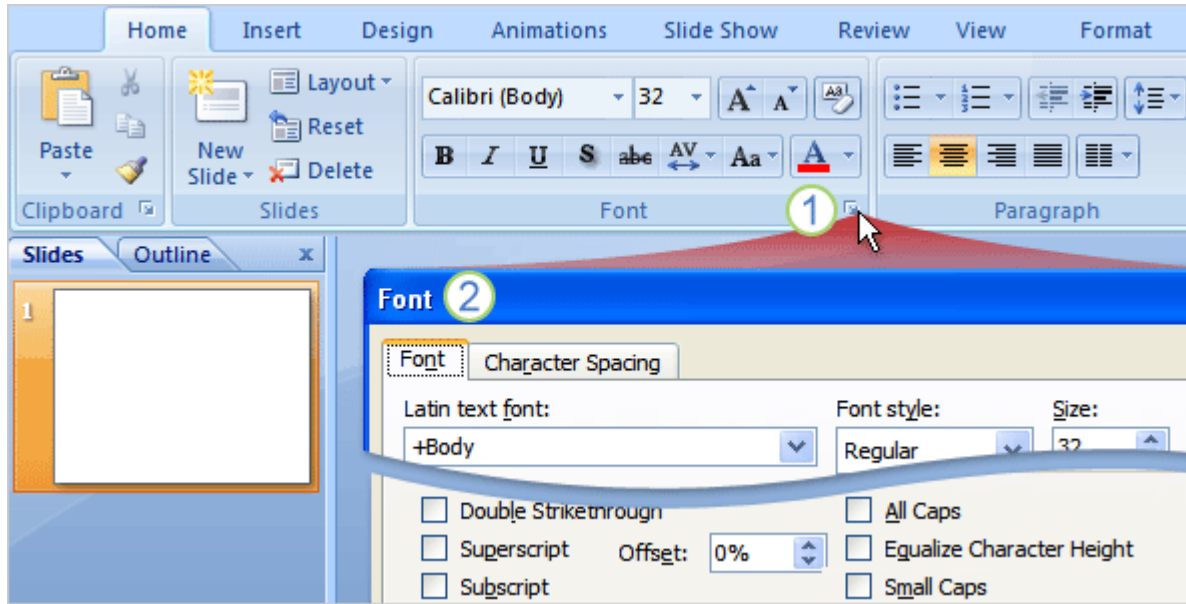
Commands you use most are available on the Ribbon all the time.

Others appear only when you need them, in response to an action you take.

For example, the Picture Tools in Word appear on the Ribbon when you insert a picture, and they go away when you're done. The Ribbon responds to your action.

So don't worry if you don't see *all* the commands at all times. Take the first steps, and what you need will appear.

More Options if you need them



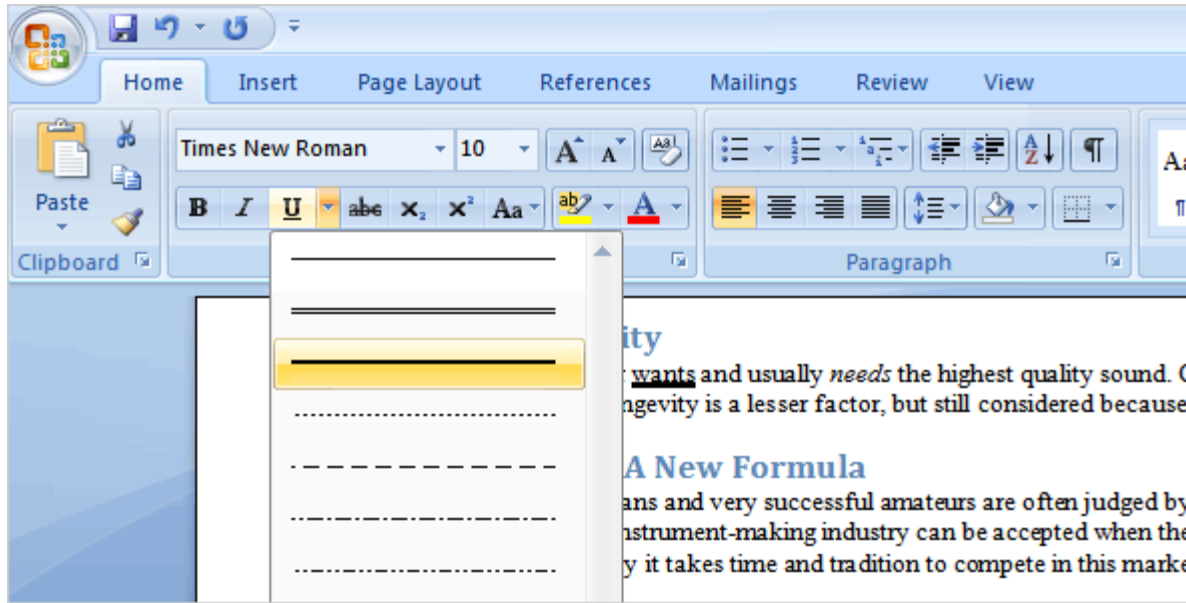
Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.

This means more options are available for the group.

For example, to get to a less commonly used font option in PowerPoint® 2007:

- ① On the Home tab, click the arrow  in the Font group.
- ② The Font dialog box opens, with the full selection of font commands.

Preview before you select

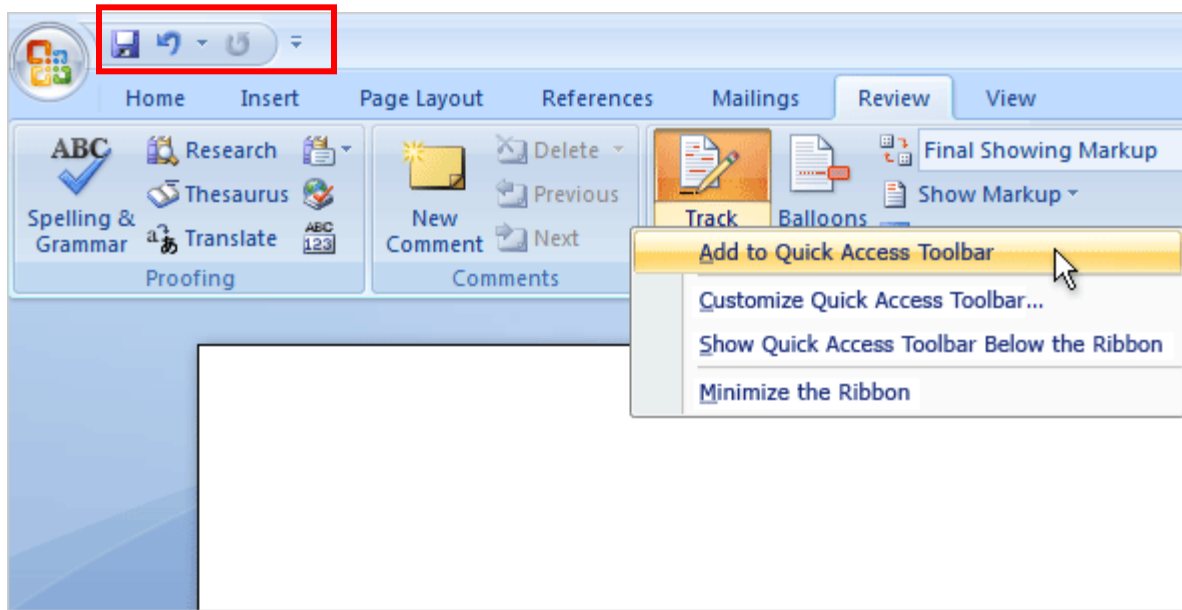


Are you familiar with the try-undo-try cycle?

You make a change, it's not what you want, and so you undo and keep trying until you get what you had in mind.

Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

Put Commands on your own Toolbar

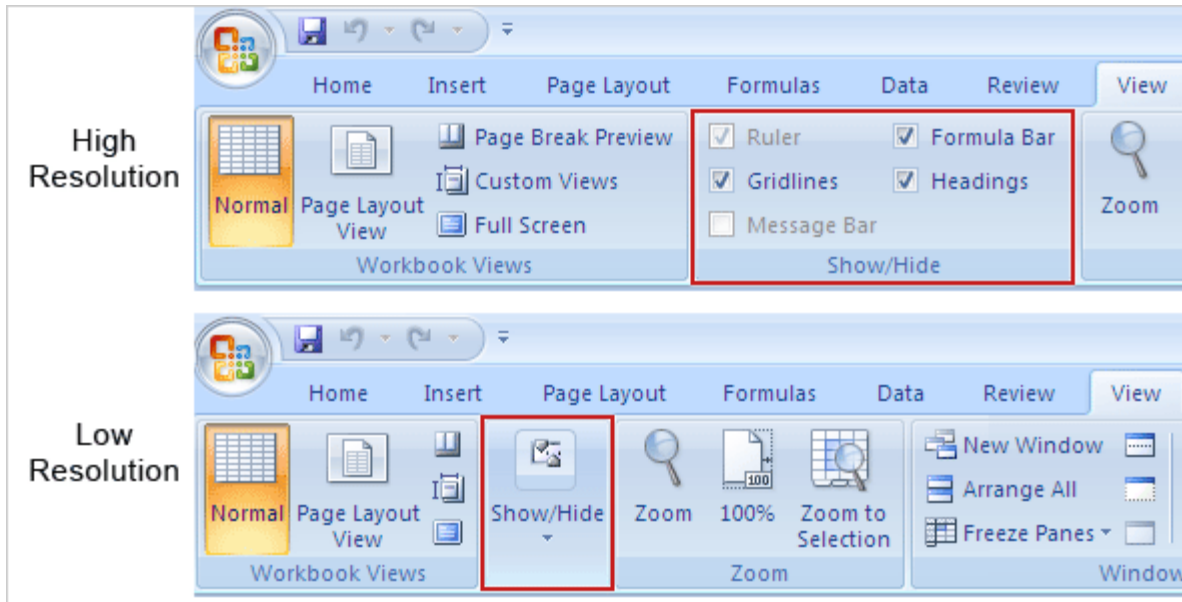


Do you often use commands that aren't as quickly available as you'd like?

You can easily add them to the **Quick Access Toolbar**.

Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

Working with Different Screen Resolutions



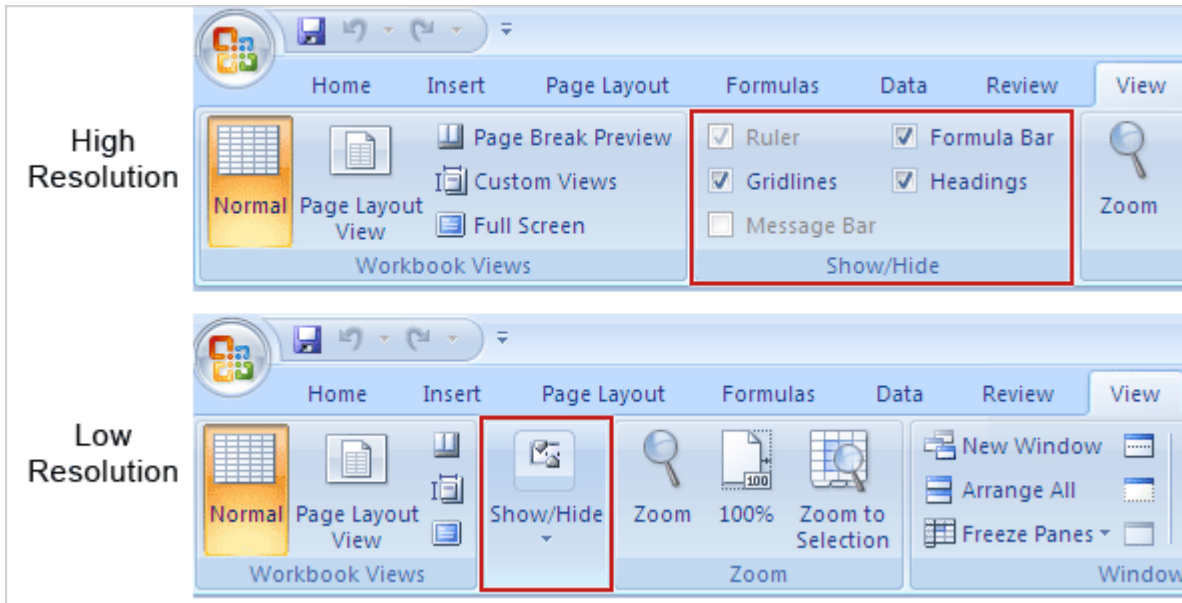
Everything described so far applies if your screen is set to high resolution and the program window is maximized.

If not, things look different.

How? Like this:

- **Low resolution:** If your screen is set to a low resolution, a few groups on the Ribbon will display the group name only, not the commands in the group. Click the arrow on the group button to display the commands.

Working with Different Screen Resolutions



Everything described so far applies if your screen is set to high resolution and the program window is maximized.

If not, things look different.

How? Like this:

- **Screen not maximized: Some groups will display only the group names.**

The Paste, Cut, and Copy commands appear where on the Ribbon? (Pick one answer.)

- 1. On the last tab.**
- 2. On the first tab.**
- 3. On the Quick Access Toolbar.**

On the first tab.

These commands are used frequently, so they logically appear on the first tab of the Ribbon. Of course, you can add them to the Quick Access Toolbar if you want.

You move from a computer with a high screen resolution to one with a low resolution. You don't see the commands in one group. What do you do? (Pick one answer.)

- 1. Click the View tab.**
- 2. Click the View toolbar.**
- 3. Click the arrow on the group button.**

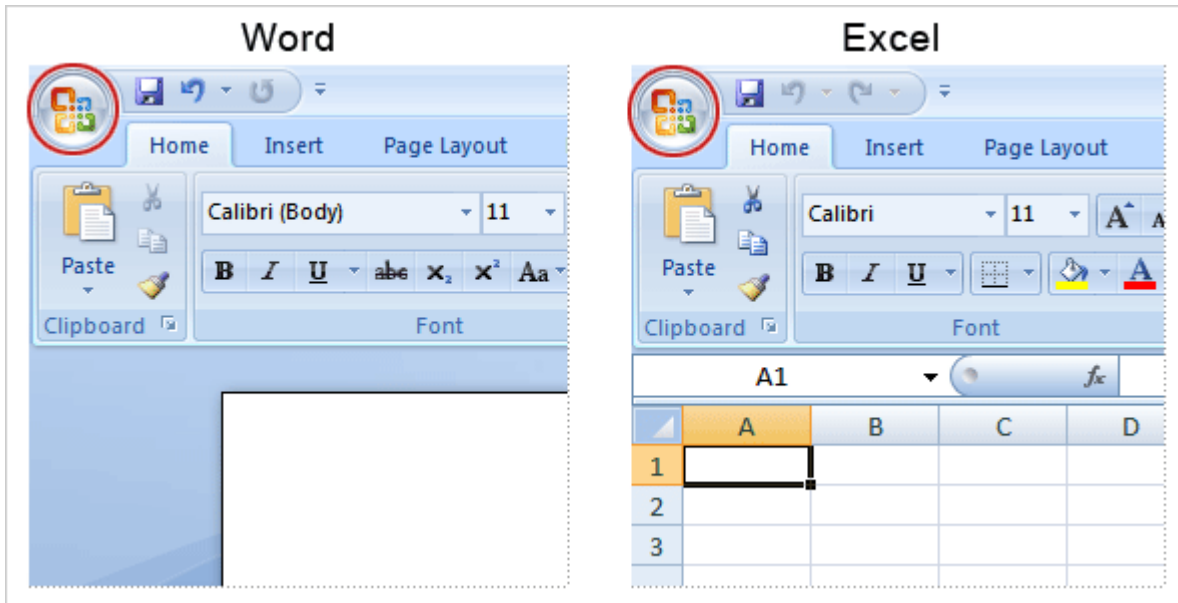
Click the arrow on the group button.


If commands are not displayed, either because of screen resolution or because the program window isn't maximized, you can display commands in a group by clicking the arrow on the group button.

Answers to Critical Questions about MS Office 2007



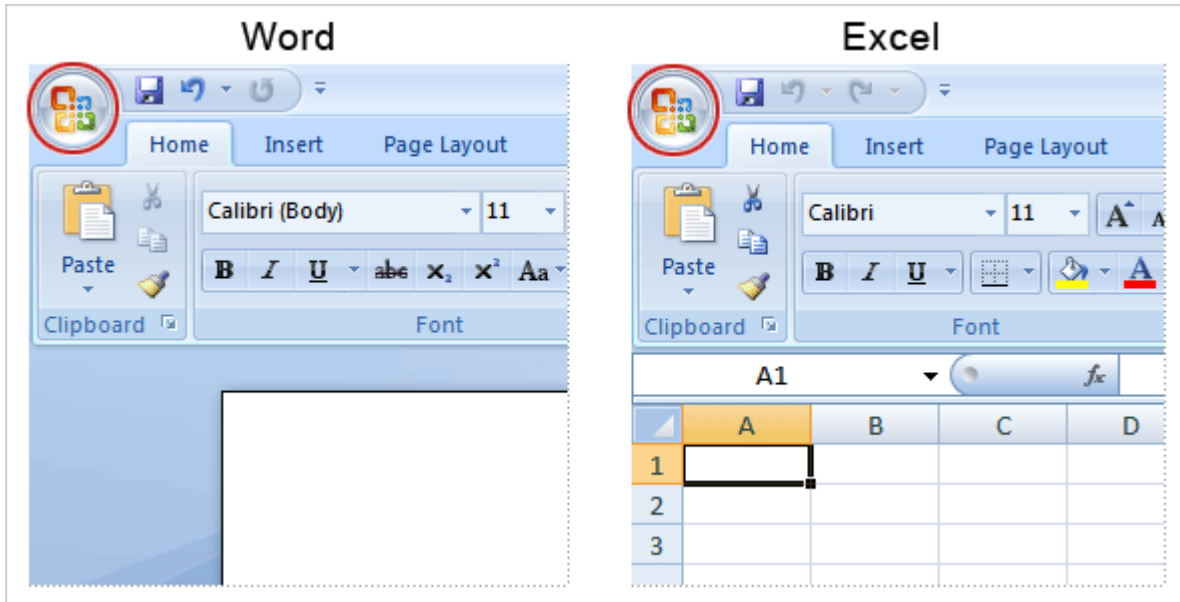
What happened to the **File** menu?



The Microsoft **Office Button**  appears in the upper-left corner of the window in several Microsoft Office programs, such as Word, Excel and PowerPoint.

The button offers more commands than the File menu did in Office 2003.

What happened to the File menu?

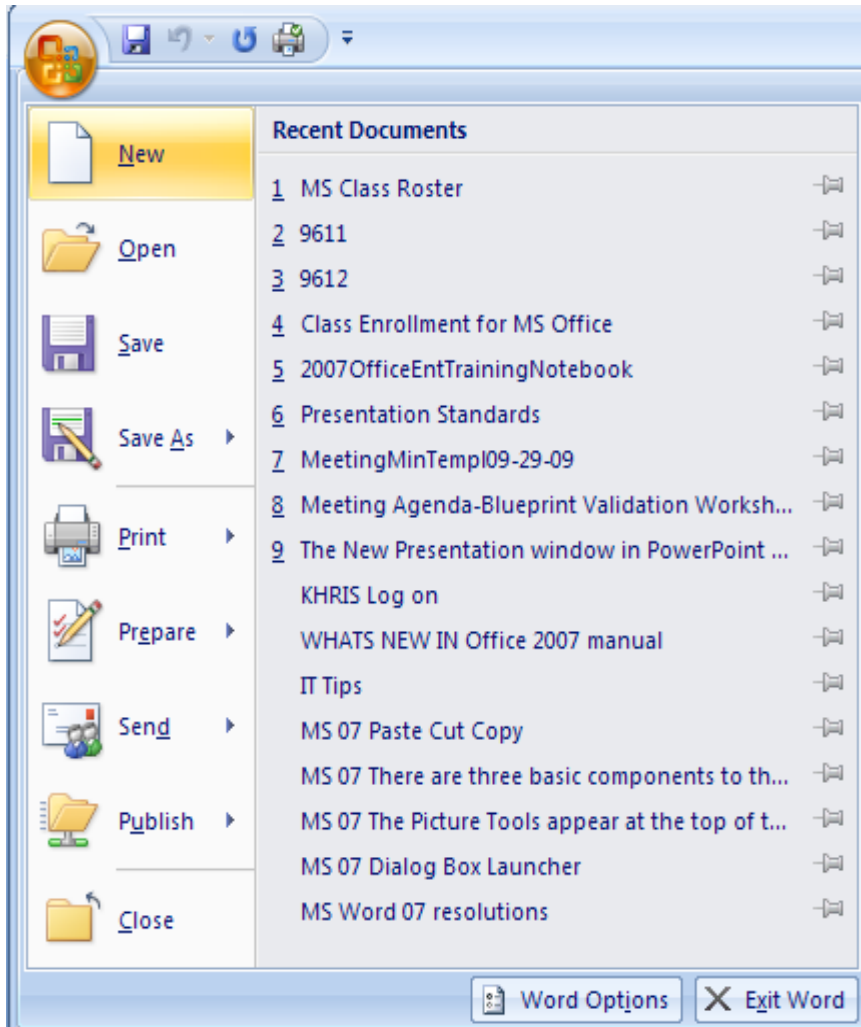



The **Microsoft Office Button** also leads you to the program settings that control things like your preferences for correcting spelling.

In previous versions of Office programs you could set options in the Options dialog box, which you opened through the Tools menu.

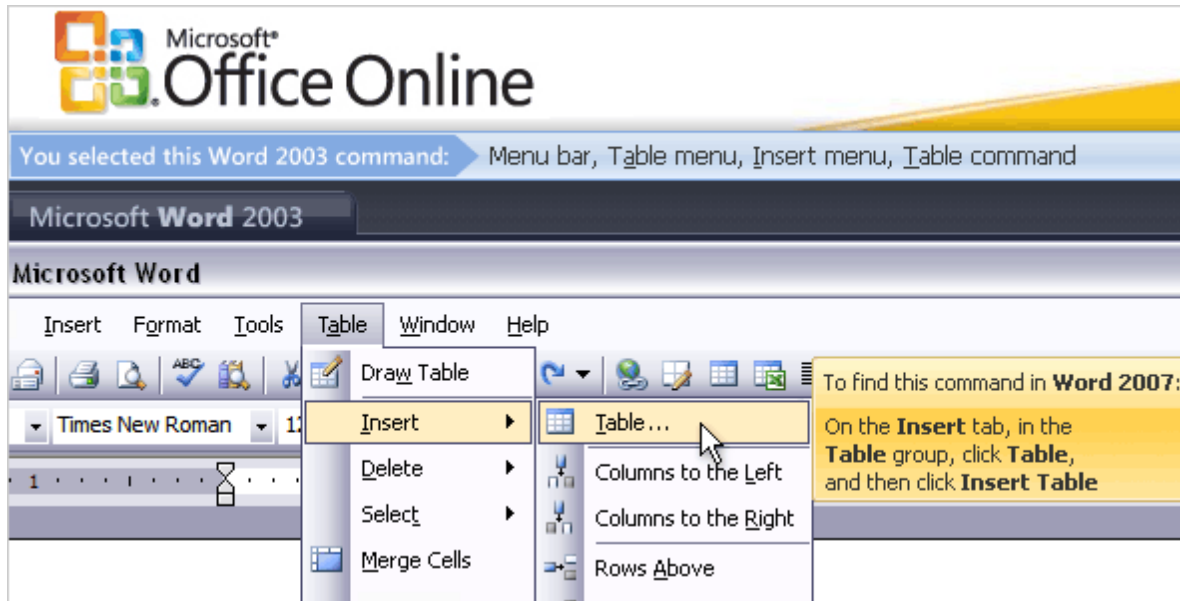
Many of those options can now be found when you click the Microsoft Office Button.

Where do I start a blank document?



When you create a new document, workbook, presentation, or database, you get to the new window by clicking on the **Microsoft Office Button**  in the upper-left corner of the window. Click on **“New”** to open the new document window.

What if I can't find a Command?



If you can't find the command you're looking for, there's help. See the link below for the interactive reference command guide.

For Word 2007, Excel 2007, and PowerPoint 2007, there's a visual, interactive reference guide to help you quickly learn where things are.

<http://office.microsoft.com/en-us/results.aspx?qu=commands>

Working with files from earlier versions



You may be the first in your group to get the 2007 Office system.

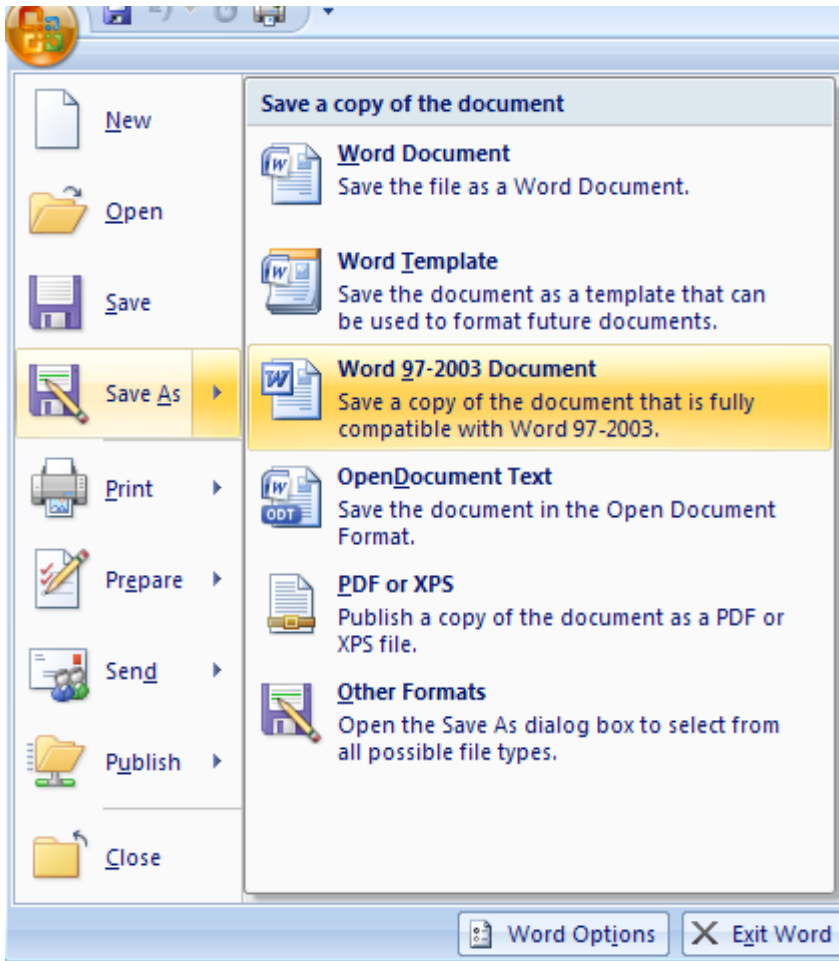
You may work with departments that need to use Office documents saved in an earlier format.

Don't worry, you can still share documents between the 2007 Office system and earlier versions of Office programs.

Working with files from earlier versions

If you have Word 2007, you will want to save the document by clicking the “Save As” option and then “Word 97-2003 Document”.

This will save the document so it is fully compatible with anyone that does not have the 2007 version.



Where is the first button that you click to get to the commands to open and save your files? (Pick one answer.)

- 1. On the first tab.**
- 2. In the upper-left corner.**
- 3. At the bottom of the Ribbon.**

In the upper-left corner.

It's the **Microsoft Office Button**  .

Co-workers that do not have the 2007 Office software will be able to access, review and edit a document that you created and saved in the 2007 Office format.

- 1. True.**
- 2. False.**

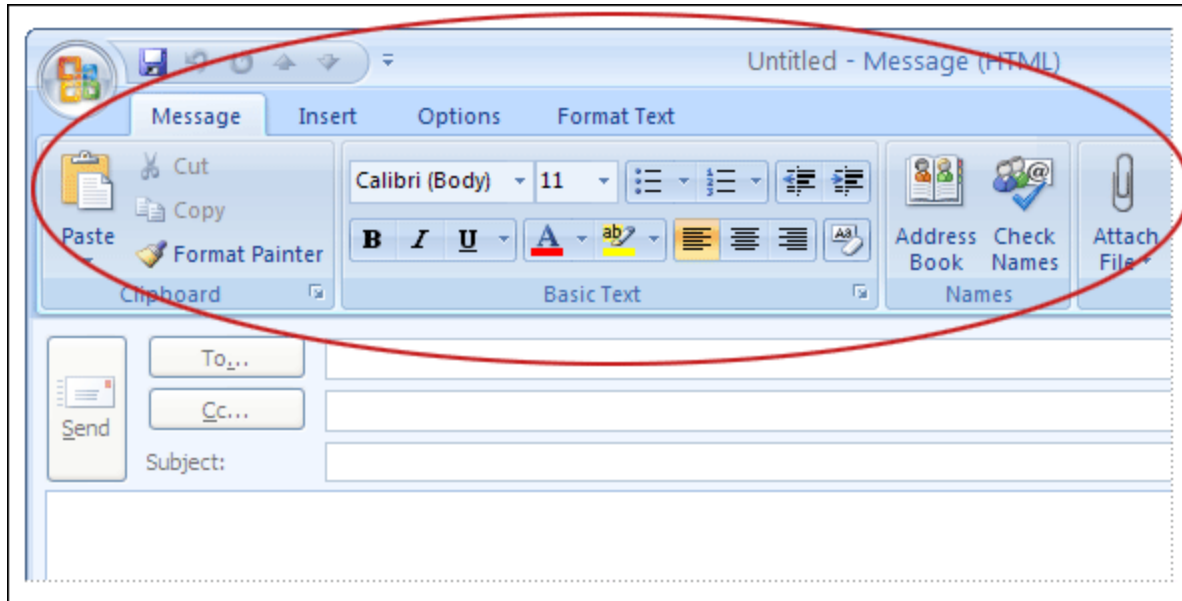
False.

If you have Office 2007, you will want to save the document by clicking the “Save As” option and then “Word 97-2003 Document”. This will save the document so it is fully compatible with anyone that has the older version of Word.

Microsoft Outlook 2007



Introducing the Ribbon in Outlook



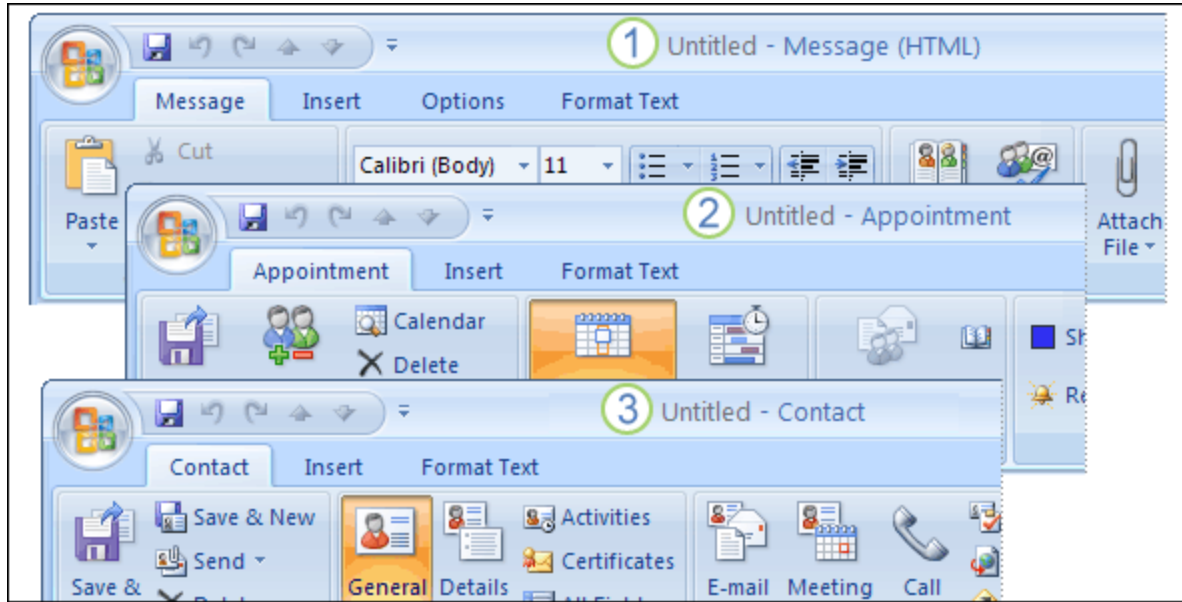
Here's a new e-mail message. Again, your Ribbon is at the top of the window.

The Ribbon is visible each time you create or edit something in Outlook.

Why the new system? Microsoft carefully researched how people use commands in Outlook.

As a result of that research, some Outlook commands are now more prominent, and common commands are displayed and grouped in ways that make them easy to find and use.

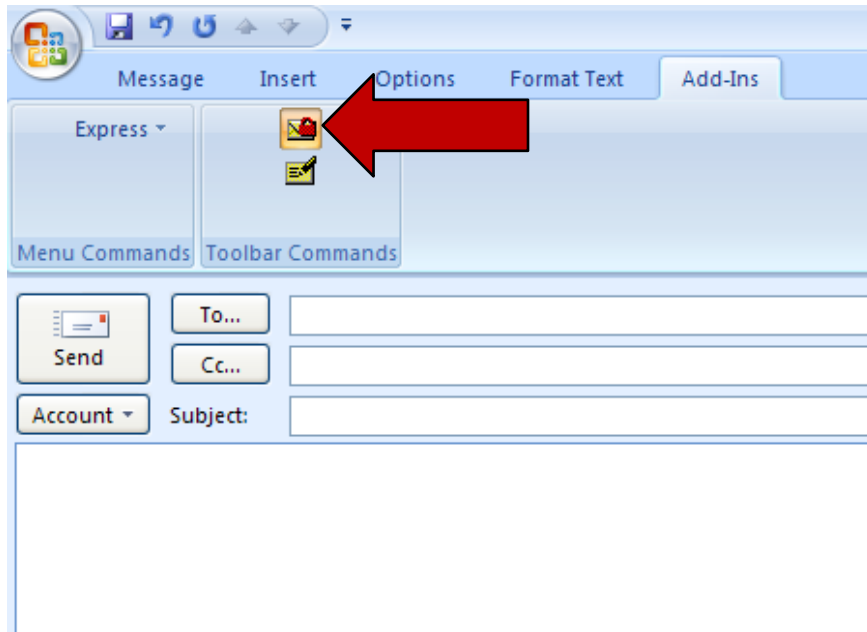
Examples of Tabs on the Ribbon in Outlook



This picture shows some of these differences.

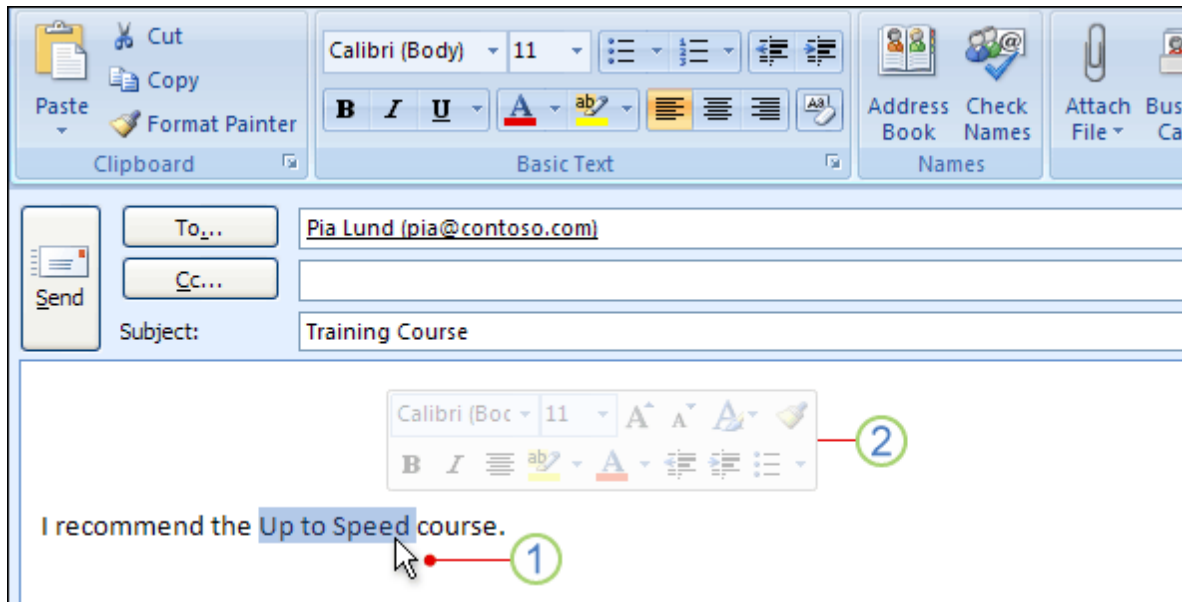
- ① A new message shows the Message and Options tabs.
- ② A new appointment shows the Appointment tab.
- ③ A new contact shows the Contact tab.

Locating Entrust in Outlook



If you need to encrypt an e-mail with Entrust, you would open a new e-mail, click on the “Add-Ins” tab. You will then see the Entrust icon. The top icon with the envelope and the lock is the Entrust icon. Just click the icon and begin composing your e-mail.

The Mini Toolbar

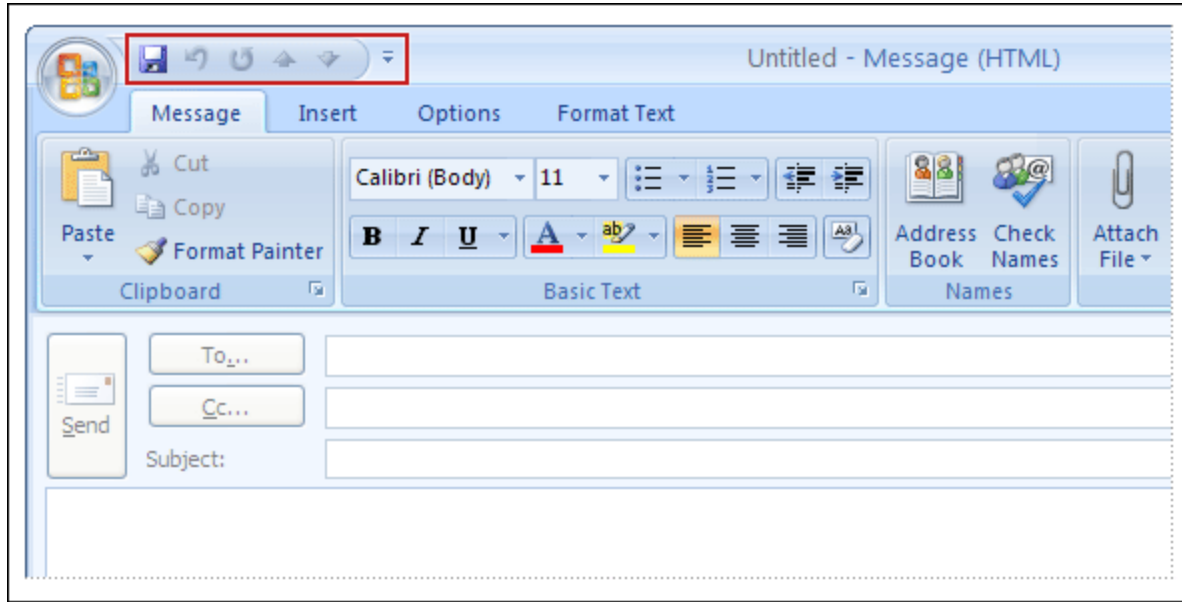


The **Mini toolbar** allows you to quickly access formatting commands right where you need them: in the body of an e-mail message.

The picture shows how it works:

- ① Select your text by dragging with your mouse, and then point at the selection.
- ② The Mini toolbar appears in a faded fashion. If you point to it, it becomes solid. You can click a formatting option.

The Quick Access Toolbar



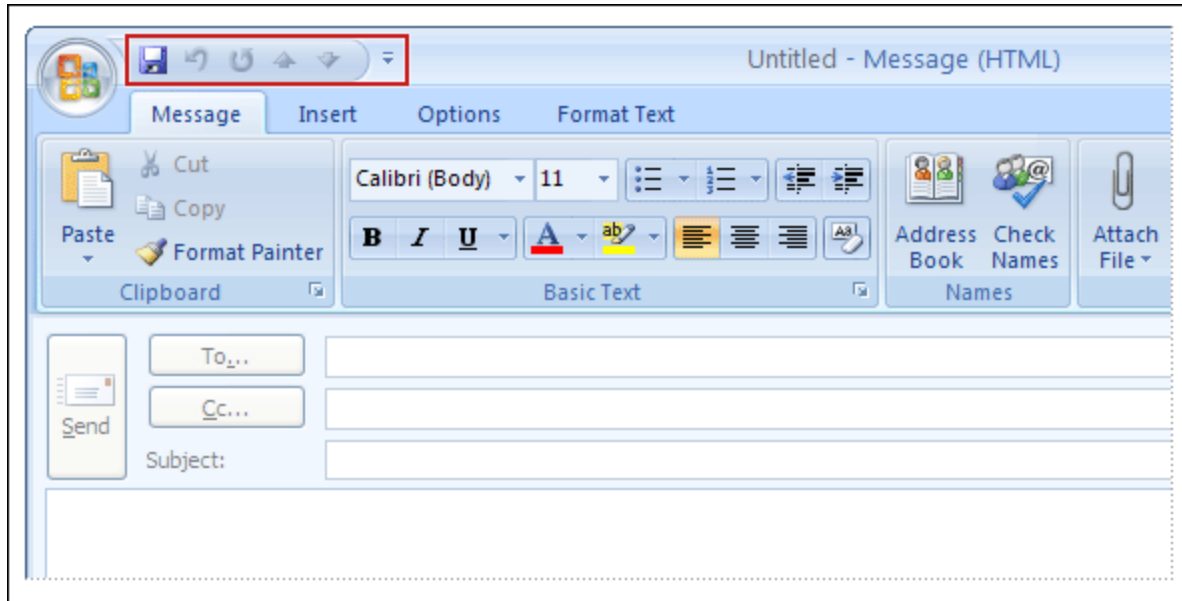
The **Quick Access Toolbar** is a small toolbar above the Ribbon.

It's there to make the commands you need and use most often readily available.

What's best about the Quick Access Toolbar? What's on it is up to you.

That is, you can add your favorite commands to it with a simple right-click.

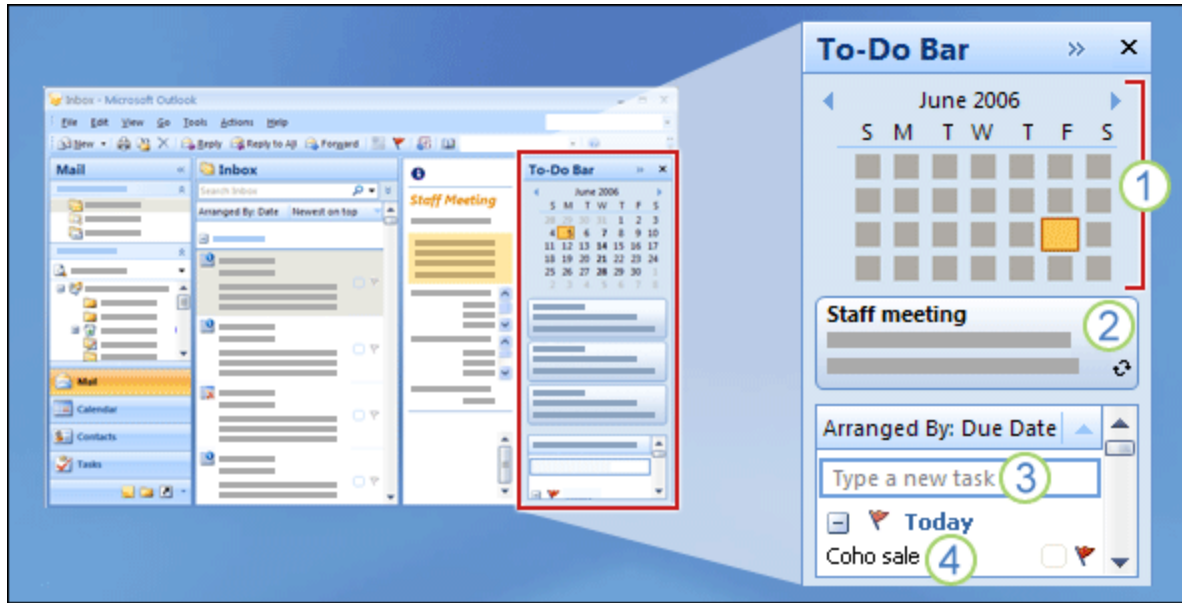
The Quick Access Toolbar



You'll see and use different Quick Access Toolbars depending on the area of Outlook that you're working in.

For example, customizations that you make to the Quick Access Toolbar for messages you send will not appear on the Quick Access Toolbar for Contacts.

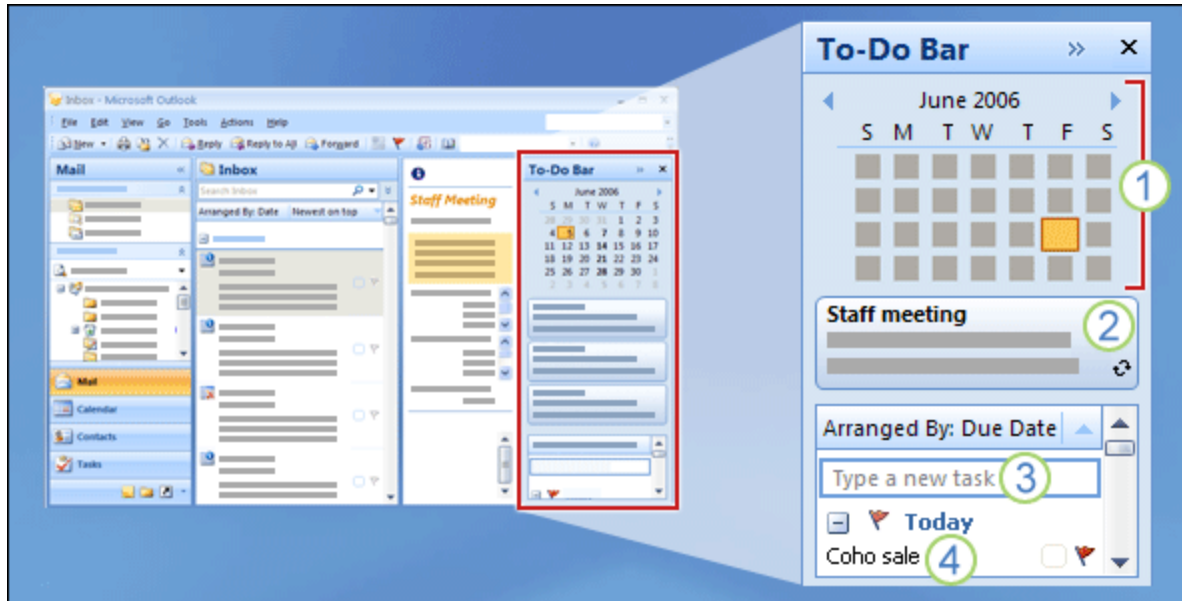
More that's new: the To-Do Bar



Located at the far right of the window, the **To-Do Bar** is visible wherever you happen to be working in Outlook.

The To-Do Bar is there to help you keep track of upcoming tasks and appointments.

More that's new: the To-Do Bar

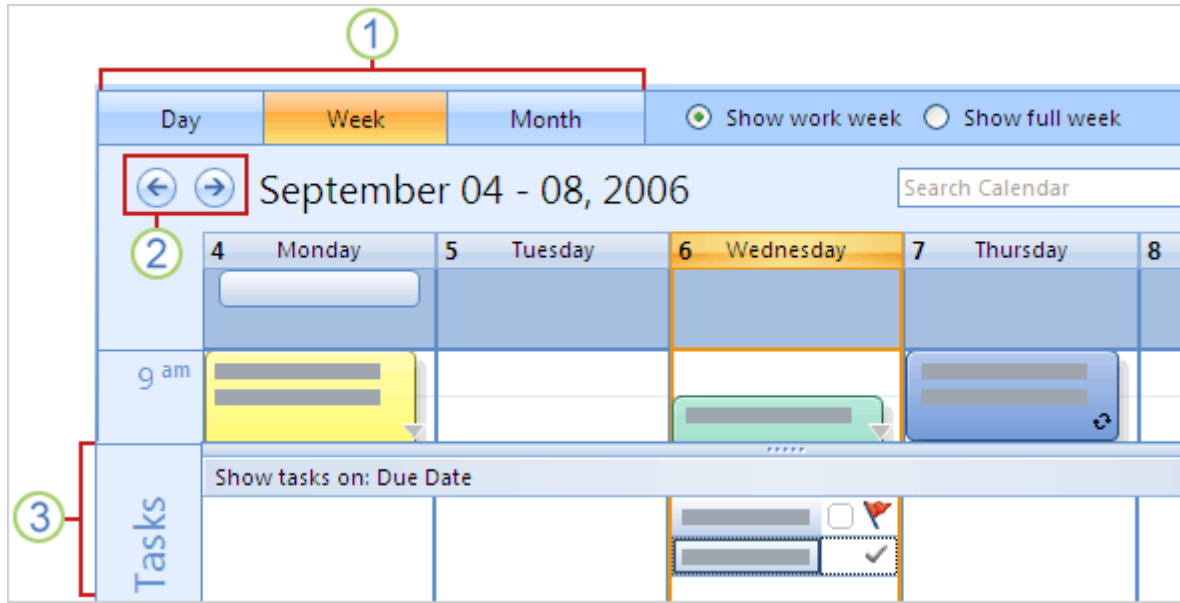


Located at the far right of the window, the **To-Do Bar** is visible wherever you happen to be working in Outlook.

The picture calls out a few of its key elements:

- ① Date Navigator
- ② Upcoming calendar appointments
- ③ A place to enter new tasks by typing
- ④ Your task list

A new look for the Calendar



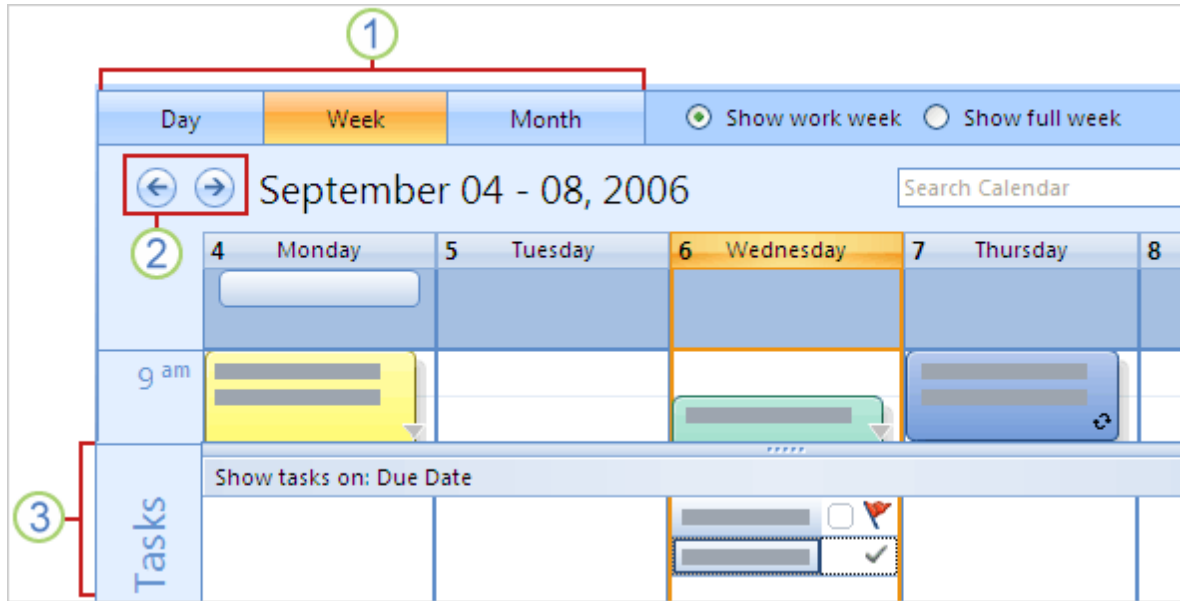
The new design of the calendar in Outlook 2007 makes it easier to see what's what.

Moving around is easier, too.

The picture shows some examples:

- ① Bigger buttons make it easier to quickly switch between daily, weekly, and monthly calendar views.
- ② Back and Forward buttons let you quickly go to the next day, week, or month in the calendar.

A new look for the Calendar



The new design of the calendar in Outlook 2007 makes it easier to see what's what.

Moving around is easier, too.

The picture shows some examples:

- ③ **Also new is the Tasks area. It shows your current and upcoming tasks and tracks your accomplishments, too.**

A new look for Contacts



In Outlook 2007, **Electronic Business Cards** make contacts easy to view and easy to share.

You'll first notice the new look for contacts when you click Contacts to switch to that area of Outlook.

You can send Electronic Business Cards through e-mail.

A new look for Contacts



Notice that in this picture, the Navigation Pane is minimized to show more of the Contacts pane.

You can minimize the Navigation Pane from any area of Outlook by clicking the Minimize the Navigation Pane button.

Information Technology Usage and Tips



Appropriate Use:

Do not store personal items such as music files, photos, videos, recipes, personal email, etc. on Commonwealth-owned hardware.

Do not use the Commonwealth's network (this includes both the wired, Personnel Cabinet network and the wireless SOB network) for anything other than incidental personal use. Some examples of inappropriate use include:

- Satellite radio via the wireless network
- Internet radio
- Non-work related Internet access via a personal laptop
- Non-work related social networking

Security Tips:

- Use strong passwords and change them every 30 days.
- Never share your password with anyone.
- Never send confidential information in an email unless it's encrypted.
- Check with your manager before forwarding Commonwealth email to a personal account.
- Check with your manager before copying any Commonwealth data to a portable device (i.e. USB drive, CD, DVD, laptop, etc.).
- Think before you click!

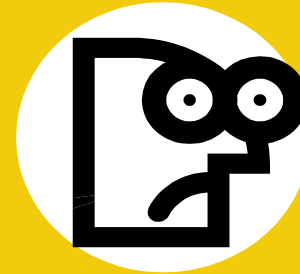
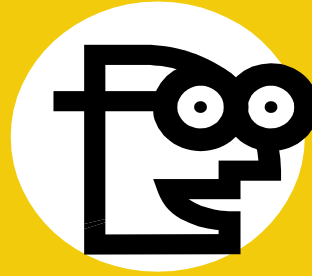
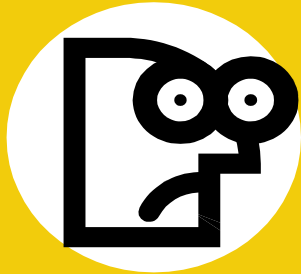
Green/Efficiency Tips:

- Power your monitor off when not in use for extended periods. Please leave the PC powered on to receive updates overnight.
- Always use duplex (two-sided) printing when possible.
- Recycle paper following security guidelines.
- Recycle toner and ink cartridges.

Information Technology Usage and Tips

- Use recycled products when feasible.
- Think before you print – do you really need a hard copy, or will an electronic copy work?
- Clean up after yourself – saving everything does have a cost associated with it.
 - **Work with your manager and get to know your record retention schedule - delete records accordingly!**
 - **Be as efficient as you can with email.**
 - **Copy work-related photo and music files to offline storage to cut down on network storage and backup costs.**

Questions or Comments



It's QUESTION TIME!!

For a summary of the tasks covered in this course, view the Quick Reference Guides at <http://campus.customguide.com/>

Training Materials References:

Microsoft Office Online at <http://office.microsoft.com>

<http://office.microsoft.com/en-us/training/HA102705621033.aspx>

What's New in Microsoft Office 2007 PowerPoint Presentation:

<https://extranet.personnel.ky.gov/q2p/KII.G2P.CMS.Templates/GenericPage.aspx?NRMODE=Published&NRNODEGUID=%7b92DB9AFD-07A4-45E6-9EF2-ED34996F7E29%7d&NRORIGINALURL=%2fhow2%2ehtm&NRCACHEHINT=NoModifyGuest>

Record retention schedule can be found at:

<http://kdla.ky.gov/recmanagement/schedules/Personnel.pdf>

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