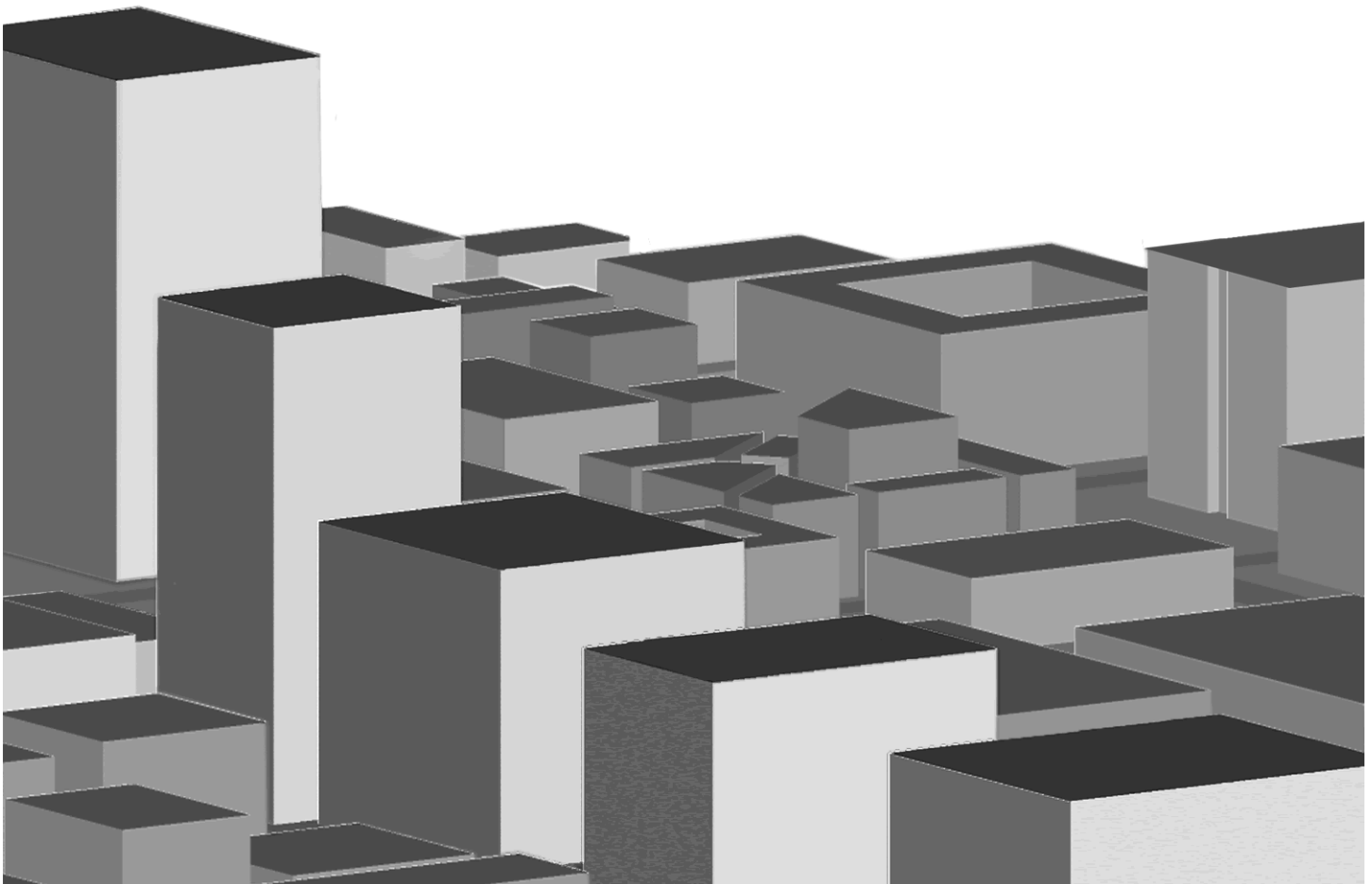




# *Microsoft Office 2007: What's New in Word, PowerPoint, & Outlook*



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# Welcome and Introduction

Welcome to *Microsoft Office 2007: What's New in Word, PowerPoint, & Outlook*. This workshop introduces the primary changes in the 2007 Microsoft Office system user interface as well as new features in some of the commonly used Office applications.

## What You Should Already Know

You should have already attended at least one Microsoft Office 2003 workshop or be familiar with Microsoft Word. Specifically, you should be able to:

- perform commands from the Office 2003 Menu bar and toolbar
- switch between Office applications
- enter and edit text or data
- save and print a document

## What You Will Learn

This workshop provides information about the dramatically new Microsoft Office 2007 interface and some new file formats and compatibility issues. Participants will explore:

- considerations when upgrading to Microsoft Office 2007
- the new Microsoft Office 2007 interface
- new features in Microsoft Word 2007
- new features in Microsoft PowerPoint 2007
- new features in Microsoft Outlook 2007

## What You Will Need to Use These Materials

To complete this workshop successfully, you will be provided with:

- the use of Microsoft Office 2007
- the exercise files in the **Office07** folder: **Gardening.doc**, and **PPT.pptx**

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# Getting Started

These materials presume you will begin work from the desktop, and have any required exercise files located in an eclass folder there. For instructions on obtaining the exercise files, see below.

If you need assistance logging on or starting an application, please consult your instructor.

## Finding Help

If you have computer-related questions not answered in these materials, you can look for the answers in the UITS Knowledge Base, located at:

<http://kb.iu.edu/>

## Self-Study Training

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IT Training Online makes self-study computer-based courses available on a wide range of IT topics. You may also purchase STEPS workshop materials to use in learning on your own. To find out more, go to:

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## Getting the Exercise Files

Most of our workshops use exercise files, listed at the bottom of page 1 of the materials. In our computer-equipped classrooms, these files are located in the eclass folder, which should already be on the computer desktop. If you are using our materials in a different location, you may obtain the exercise files from our Web site at:

<http://ittraining.iu.edu/workshops/files/>

Once you are logged on and have the needed files in an eclass folder on your desktop, you are ready to proceed with the rest of the workshop.

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# Upgrading to Microsoft Office 2007

There are several Microsoft Office 2007 suites available for purchase. The **Office Enterprise 2007** version is supported by Indiana University and is available for download from <http://iuware.iu.edu/>. Listed below are other versions available, along with the applications included:

Version	Applications Included
Office Basic 2007	Word 2007, Excel 2007, Outlook 2007
Office Standard 2007	Word 2007, Excel 2007, PowerPoint 2007, Outlook 2007
Office Home and Student 2007	Word 2007, Excel 2007, PowerPoint 2007, OneNote 2007
Office Small Business 2007	Word 2007, Excel 2007, PowerPoint 2007, Publisher 2007, Outlook 2007 with Business Contact Manager, Accounting Express 2007
Office Pro 2007	Word 2007, Excel 2007, PowerPoint 2007, Access 2007, Outlook 2007 with Business Contact Manager, Publisher 2007
Office Pro 2007 Plus	Word 2007, Excel 2007, PowerPoint 2007, Access 2007, Outlook 2007, Publisher 2007, InfoPath 2007, Communicator 2007
<b>Office Enterprise 2007</b> <i>(new in 2007; available from <a href="http://iuware.iu.edu/">iuware.iu.edu</a>)</i>	Word 2007, Excel 2007, PowerPoint 2007, Outlook 2007, Access 2007, Publisher 2007, Groove 2007, OneNote 2007, InfoPath 2007
Office Ultimate 2007 <i>(new in 2007)</i>	Word 2007, Excel 2007, PowerPoint 2007, Outlook 2007 with Business Contact Manager, Access 2007, Publisher 2007, Groove 2007, OneNote 2007, InfoPath 2007, Accounting Express 2007

Listed below is a short description of some of the various applications contained in the Office Enterprise 2007 version:

- Publisher 2007 - a business publishing program that allows users to create, design, and publish materials for print, email, and the Web.
- Groove 2007 - A secure tool which allows work groups to bring files and conversations together in one place using a shared workspace.
- OneNote 2007 - Allows users to gather thoughts and ideas in electronic notebooks; they can store and organize notes (typed, handwritten, or audio) on a computer.
- InfoPath 2007 - Provides an easy way to create and manage information using electronic forms.

For more information on the various applications available in the Microsoft Office 2007 suites, go to:

<http://office.microsoft.com/en-us/suites/>

## Introduction to the Office Open XML Format

By default, documents created in Word 2007, Excel 2007, and PowerPoint 2007 are saved in the new Office Open XML format. Some benefits of using the XML format include:

- File size is reduced by use of compression technology.
- If a component within a file is damaged or corrupted, the file can still be opened since files are structured in a modular fashion,
- XML file formats are freely available for anyone to use. Office documents and data files can be easily integrated into other applications.

The default file format for documents, workbooks, and presentations now has an “x” on the end, which represents the XML format. This also applies when saving templates. If a file contains code or macros, you must save the file using the new macro-enabled file format, which has an “m” on the end. For example, a Word document is saved with the *.docx* extension, a Word template is saved with the *.dotx* extension, and a macro-enabled template is saved with a *.dotm* extension.

NOTE: The new file format in Access 2007 has some different characteristics. For more information on file formats in Access, consider taking the workshop *Microsoft Office 2007: What's New in Access*.

## Converting Documents to Other File Formats

In previous versions of Microsoft Office, the Adobe Standard Suite was required to save a PDF. The 2007 Microsoft Office system offers a free add-in which allows users to save or export PDF (Portable Document Format) and XPS (XML Paper Specification) files.

Both of these formats are fixed-layout electronic file formats that preserve document formatting and enable file sharing. The PDF format is useful for documents that will be reproduced by using commercial printing methods. You can download the 2007 add-in “Microsoft Save as PDF or XPS,” from the Downloads page from Microsoft Office Online.

## Why Upgrade to Microsoft Office 2007

With a little time and some practice, you will find that commands are readily available and easy to find. Microsoft has attempted to organize commands in the core applications from left to right based on the stages of a document.

An overview of the Microsoft Office 2007 features include:

Feature	Description
Visual-oriented layout	Commands are easy to find and not buried inside multiple menus.
Contextual command tabs	Tools are displayed when an object is selected and available only when you need them.
Preserved shortcuts	Keyboard shortcuts work as in previous versions
Customizable Quick Access Toolbar	Your favorite commands can always be visible in each of your applications.
Live Preview	You can see the result of your choices before selecting them.
Feature consistency	Certain tools, such as charting tools, are the same in each application.
Graphical capabilities	SmartArt graphics are available to help you create diagrams from scratch or to convert bulleted items into appealing diagrams.
Document themes	Many themes are available across multiple applications to keep all of your documents looking consistent and professional.

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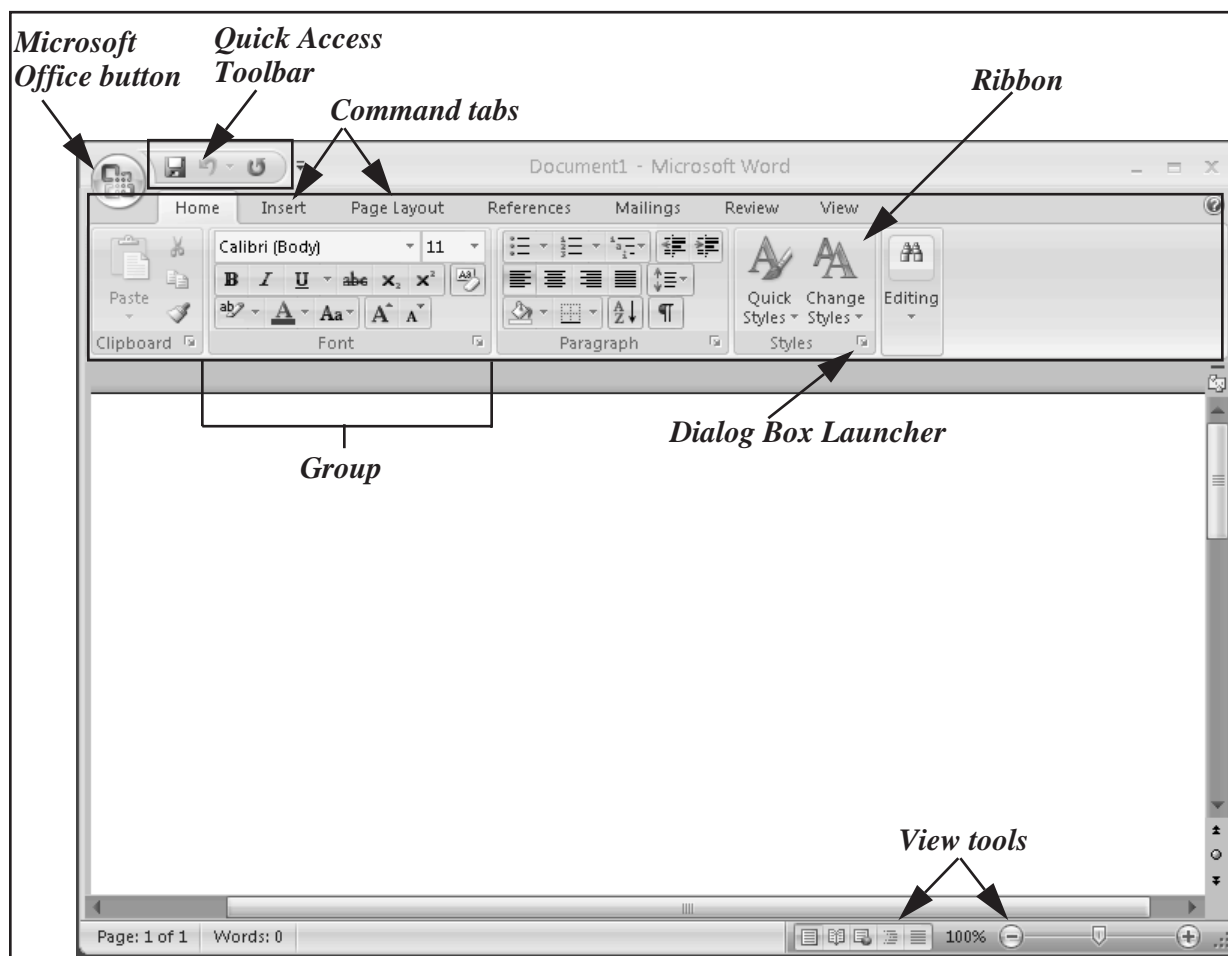
# Exploring the Office 2007 Interface

When you open any of the new Microsoft applications for the first time, you will find that they look very different. Some scaled-down task panes, such as the Styles task pane, will open automatically when you click a command to help you complete a task. We will explore various aspects of the new Office 2007 interface.

Let's launch Microsoft Word and then explore the new interface.

## 1. Launch Microsoft Word.

Some of the elements of the new Word interface are identified below:



NOTE: If your window is already maximized, your Ribbon icons may appear somewhat differently from what you see here.

2. To maximize the window, in the upper right corner, if necessary,



## Using the Microsoft Office Button

The *Microsoft Office Button* in the upper left corner has replaced the File menu that we used to see in older versions of Microsoft Office. We will see the same basic commands available in earlier releases such as Open, Save, and Print; however, more commands are now available, including Prepare and Publish.

## Viewing Enhanced ScreenTips

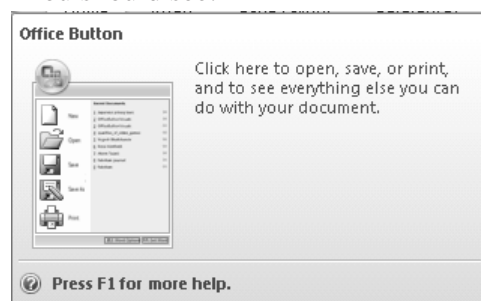
*Enhanced ScreenTips* are larger windows that display more descriptive text than a regular ScreenTip and can have a link to a Help topic. They offer a new way to get contextual help that comes and goes without taking up a lot of room on the screen. Regular ScreenTips display only the name of the tool at the mouse pointer position, but Enhanced ScreenTips are used for those items that need a little more explanation. Enhanced ScreenTips also appear when positioning the pointer over the Dialog Box Launcher to enable users to get a quick preview to see if the dialog box is the one they want.

NOTE: Enhanced ScreenTips will also include relevant keyboard shortcuts.

1. To view an Enhanced ScreenTip,



You should see:



NOTE: ScreenTips can be turned off by customizing the program in which you are working. In Word, just the Office button, and then the Word Options. In the dialog box, Popular, and under Top options for working with Word, in the ScreenTip style list,

the appropriate setting that you want. Then close the dialog box and save your settings. This procedure is very similar in all Office programs.

2. To open the Microsoft Office button,



The **Office menu** opens:



This menu consists of two panels. On the left, we see major file tasks; on the right, the appropriate task appears when you point to one of the commands on the left. Note also the location of the *Word Options* command in the bottom right of the dialog box. This Options command is always located here in all of the Office applications and enables us to set specific preferences for the application in which we are working (which is similar to the *Tools > Options* dialog box in older versions of Office applications).

NOTE: If we open a document that is in an older file format, we would see an additional *Convert* command listed in the left pane, which would enable us to quickly convert the document to the newer default (2007) format.

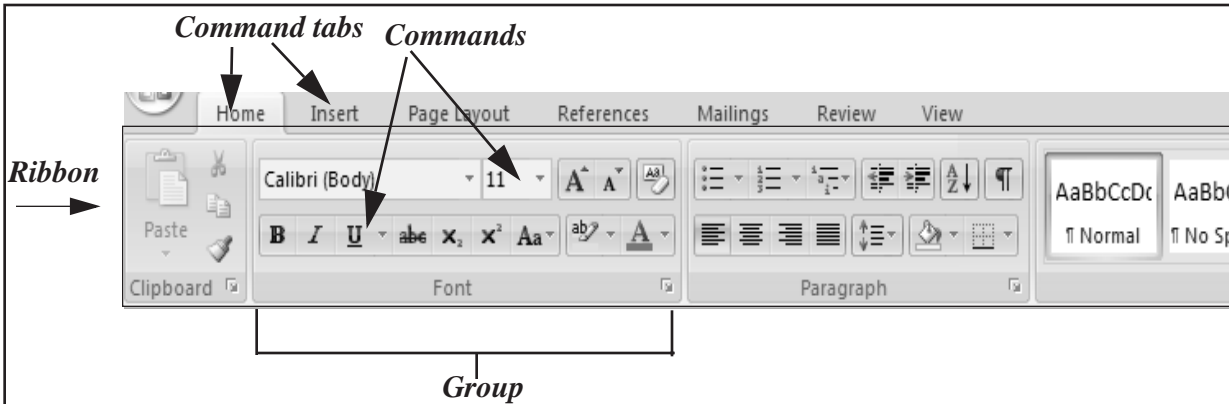
3. To close the Office button, press:



## Using the Ribbon

The primary replacement for menus and toolbars in Office 2007 is the **Ribbon**. The Ribbon is designed to help users quickly find the commands that are needed to complete a task. Commands are organized in logical groups, which are related and collected together under the command tabs. To reduce clutter, some tabs are shown only when needed.

The **Ribbon** consists of command tabs, groups, and various commands that extend across the top of the window:



## Exploring Tabs and Commands

The menu system in Microsoft Office 2003 has been replaced with a series of **Command tabs** that relate directly to the tasks we need to accomplish. These tabs correspond directly to the stages of the process we're likely to follow as we create a particular project in an Office application. The first command tab includes a set of core commands for the most important type of work. For example, in Word, the principal task is writing. The primary commands on the first tab pertain to writing tasks, such as font formatting and styles.

A **command** is a button, a box to enter information, or a menu. Commands in each Office application are organized under each command tab according to how they are used. Depending upon the application, the commands will vary. The command tabs correspond to the various tasks a user might perform in a logical sequence and, therefore, are arranged for the user's convenience.

Each command tab may contain several **groups** that show related items together. For example, on the Home command tab, we see the commands that are grouped together related to changing text font.

NOTE: If your screen is set to a low resolution or if a program window is too small, a few groups on the Ribbon may display the group name only, not the commands of the group. If this is true, you will need to **Click** on the arrow on the group button to display the commands.

Let's explore the various command tabs.

1. To explore the various groups within each command tab,

 *any command tab*

Here is a summary of the various tabs and their commands in Word:

Command Tab	Commands
Home	Work with clipboard commands, change fonts, bullets, and numbering, control alignment, choose styles, and sort, find and replace text
Insert	Insert cover pages, tables, pictures, clip art, SmartArt, shapes, charts, headers and footers, hyperlinks, WordArt, and text boxes
Page Layout	Choose themes, page setup options, watermarks, and page color and border backgrounds, control paragraph indents and spacing, and position objects
References	Add table of contents, footnotes, citations and bibliographies, captions, index, and table of authorities
Mailings	Create envelopes and labels and perform a mail merge
Review	Proof a document, add comments, track or accept and reject changes, and compare and protect documents
View	Choose different document views, show/hide ruler, gridlines, and document map, magnify or reduce the display, arrange document windows, and record macros
Add-Ins	This tab may appear if add-ins are installed and allowed to run on your computer, such as Adobe PDFMaker.

Notice how the groups change according to the tab that is selected.

NOTE: If you move the mouse over the Ribbon, you can use the scroll button on the mouse to progress through the command tabs.

2. To return to the Home command tab,

 the Home command tab

Let's see how we can minimize the Ribbon to maximize our workspace.

## Minimizing and Restoring the Ribbon

There is no way to delete or replace the Ribbon with toolbars or menus from earlier versions of Office. However, we can minimize the Ribbon to make more space available on the screen.

Let's minimize the Ribbon by double-clicking the active command tab.

1. To minimize the Ribbon,

 the Home command tab

The Ribbon is minimized.

2. To temporarily restore the Home command tab,

 the Home command tab

Once we choose any command or  within the document, the Ribbon goes back to being minimized. Let's see how this works.



3. To minimize the Ribbon,

 within the document

Notice that the Ribbon returns to the minimized state.

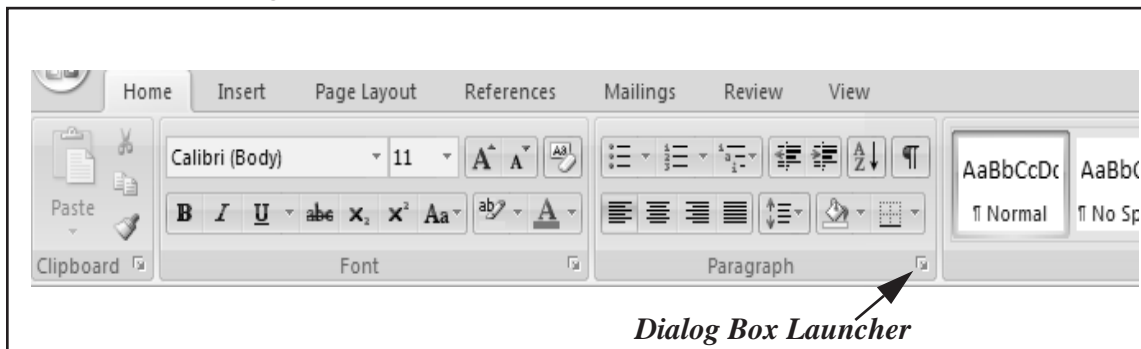
4. To restore the Ribbon to its original state,

 the Home command tab

NOTE: To use the keyboard shortcut to minimize or restore the Ribbon, press  + F1. You can also  any command tab to restore the Ribbon.

## Opening a Dialog Box

The small diagonal arrows in the lower-right corner of some groups are called *Dialog Box Launchers* as illustrated below:



By clicking this arrow, we will see a dialog box, which will look familiar from an older version of the application.

Let's open a dialog box using the launcher arrow.


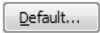


1. To open a dialog box, in the Paragraph group,



You should see the **Paragraph** dialog box:



Notice that the Paragraph dialog box looks very similar to the one we have seen in Word 2003.

NOTE: The default spacing in Word 2007 is set to Multiple 1.15 and spacing after paragraphs is set to 10 pt. You can change this to the Word 2003 default of single spacing and 0 spacing after paragraphs. To keep these defaults,  the  button at the bottom of the dialog box and   when asked if you want your changes to affect all new documents based on the Normal template.

2. To close the Paragraph dialog box,



## Exploring Additional Tabs

Certain tabs appear only when we need them, which keeps our workspace uncluttered and relevant to the tasks at hand. These *Contextual* or *on-demand tabs* provide additional groups and commands for working with a selected item. These tabs appear next to the standard set of tabs in an accent color.

We will insert a table so that we may view these additional tabs.

1. To view the Insert commands,



2. To access the Table drop-down menu,



We see a *Quick Table* gallery, which allows us to select the required number of rows and columns for the table.

3. To begin to insert the table,

**Point** to a 3x2 table

You will see:

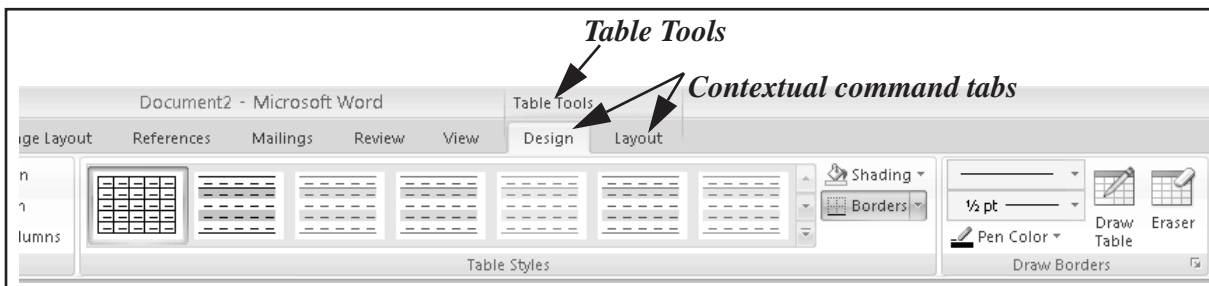


4. To create the table in the document,

**Click** the 3x2 table

A table appears in the document with three columns and two rows.

Additional tabs appear:



We see Table Tools, showing groups of commands for working with tables. When we are through working with the table, Table Tools, as well as the Design and Layout contextual tabs, will disappear.

5. To deactivate Table Tools, in the body of the document,

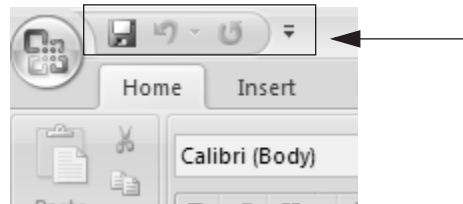
**Click** below the table

If we want to work in the table again, all we have to do is to select the table, and Table Tools will reappear allowing us to have quick access to the appropriate commands to format the table.

## Using the Quick Access Toolbar

The *Quick Access Toolbar* is a customizable toolbar in the upper-left corner which contains tools that we use frequently every day. We can add our favorite commands to this toolbar so that they are available regardless of which tab we have activated.

The **Quick Access Toolbar** appears as follows:



We will move the Quick Access Toolbar to another location below the Ribbon and then add and remove a command button.

## Moving the Quick Access Toolbar

If we don't want the Quick Access Toolbar to be displayed above the Ribbon, then we can move it to another location below the Ribbon. However, we may decide to keep it in its default location above the Ribbon if we want to maximize the work area.

Let's move the Quick Access Toolbar below the Ribbon.

1. To move the Quick Access Toolbar below the Ribbon,



The Quick Access Toolbar is now located below the Ribbon.

2. To move this toolbar above the Ribbon to its default location,



The Quick Access Toolbar is located above the Ribbon.

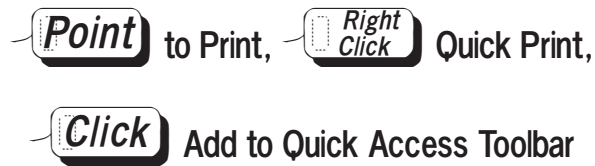
## Customizing the Quick Access Toolbar

We will add a Quick Print command to the Quick Access Toolbar so that we can send a document directly to the default printer without making changes.

1. To open the Office button, in the upper-left corner,



2. To add the Quick Print command,



The Quick Print command is now added to the Quick Access Toolbar.

Next, we will see how easy it is to remove a command from the Quick Access Toolbar. This time we will use the Customize command in the Word Options dialog box.

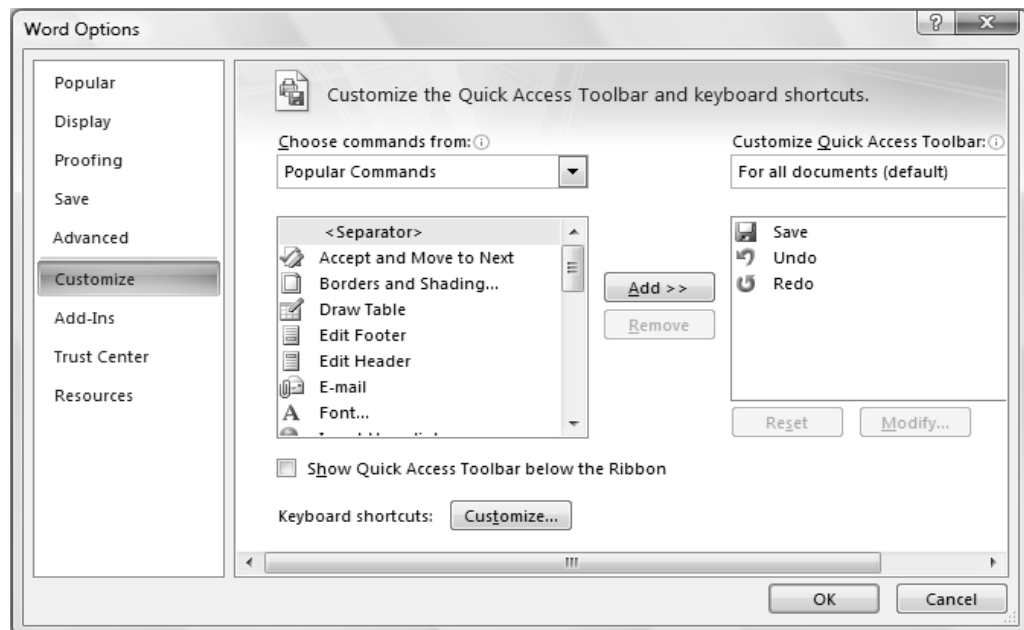
3. To begin to remove the Quick Print command button,



4. To continue, in the left pane,



You should see this **Word Options** dialog box:





Notice that any command can be selected from the categories in the left side of the Word Options dialog box and added to the Quick Access Toolbar. Also, any command currently on the Quick Access Toolbar can be selected

on the right side and removed from the toolbar. Notice also that commands can be reordered on the Quick Access Toolbar by using the up and down arrows.

5. To remove the Quick Print command, from the right side of the Word Options dialog box,



NOTE: To remove a command, you can also  the command on the Quick Access Toolbar and then  Remove from Quick Access Toolbar.

6. To close the Word Options dialog box,



The Quick Print command is no longer displayed on the Quick Access Toolbar.

NOTE: Only commands can be added to the Quick Access Toolbar. The contents of most lists, such as individual fonts or specific theme colors, cannot be added to this toolbar.

## Accessing the Mini Toolbar

When text is selected with the mouse, a miniature, semitransparent toolbar, called the *Mini toolbar*, appears. This Mini toolbar allows us to work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features. This is a very convenient feature, especially if the Ribbon is minimized.

NOTE: This Mini toolbar cannot be customized.

Let's see how this Mini toolbar appears when we select text with the mouse.

1. To enter text preceded by two blank lines, type:



2. To display the Mini toolbar,



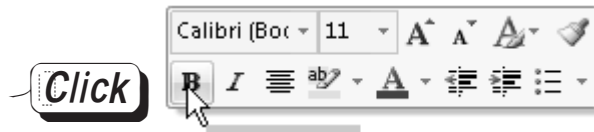
NOTE: You can also  the text to select it.

We see a transparent toolbar, which appears to the right or left of the selected text, depending upon which direction we drag the mouse.

3. To access the Mini toolbar,



4. To make the text bold,



NOTE: If you move the mouse within the document or on the Ribbon, the Mini toolbar disappears, and you will have to reselect the text to get it back.

5. To deselect the text,



The text is now bold.

## Using Live Preview

The Live Preview feature, included in several programs in Microsoft Office 2007, allows us to see how formatting options will look before we commit to them. By pointing to various formatting choices on the Ribbon, we can instantly see how the selected text or objects will appear.

1. To activate the Home tab, if necessary,



2. To select the text in the document,



the text

We will change the font color, but this time we will use the formatting tools on the Ribbon.

3. To format the text, in the Ribbon Font group,



Notice how the color of the text changes as you move the pointer over various font colors. This live preview feature does not work from the Mini toolbar.

4. To select a color,



The text color has been applied to the selected text.

NOTE: To cancel live previewing without applying any changes, press **[Esc]**.

5. Deselect the text.

## Exploring the New View Controls

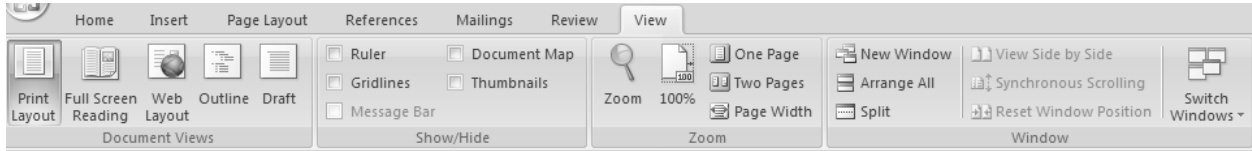
The Office 2007 release uses the View tab to organize the controls needed for viewing a document or switching between windows. Some of these tools used to be in the Window menu in older versions of Microsoft Office.

The View tab on the Ribbon organizes the controls needed for viewing documents.

1. To view the View controls,

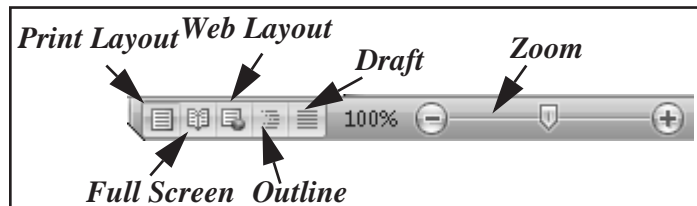
**Click** the View tab

You see some familiar View controls:



NOTE: These tools will vary somewhat, depending upon the Office application being used.

The familiar Document View buttons and Zoom tools also appear on the status bar in the lower-right corner of the document window:



To magnify or reduce the size of the document displayed on the screen, we can drag the slider in the Zoom tool until the document is the size we want.

Let's experiment with a few of these View controls using the status bar.

2. To show the document in full screen, on the Status bar,

**Click**

3. To restore the document to Print Layout, press:

**Esc**

4. To zoom in or out of the document,

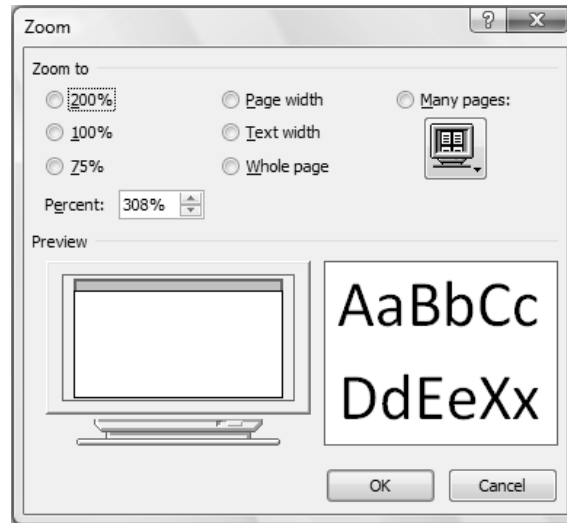
**Press & Drag** the Zoom slider tool to *any percentage*

We can also open the Zoom dialog box to choose a particular zoom setting. We will change the setting to 100%.

5. To open the Zoom dialog box,

**Click** the zoom percentage in the status bar

The **Zoom** dialog box opens:



6. To change the zoom setting,

**Click** the 75% radio button **Enter**

NOTE: To save a particular zoom setting with a document, you must make a change in the document first. This change could be as simple as adding and deleting a single space.

## Using KeyTips

*KeyTips* in Office 2007 enable us to display all the available shortcut keys and choose the one we want. Every command in a Ribbon program can be accessed by using just a few keystrokes. All of the old shortcut keys that start with **Ctrl**, as well as the function keys, have been retained.

We will display the KeyTips by toggling on the display of keystrokes.

1. To switch to the Home command tab,

**Click** the Home command tab

2. To display the KeyTips, press:



The KeyTips are displayed over each feature that is available in the current view.



3. To display the View tab, type:

**W**

The View tab is displayed, along with the KeyTips for the groups in that tab. Depending upon which letter you press, additional KeyTips may appear.

4. To zoom the document to 100% of the normal size, press:

**j**

NOTE: The KeyTips disappear once you select a command or  within the document. You can also press  to hide KeyTips.

## Finding Help

Changes in the Office 2007 system are designed to give us better answers to our questions as quickly as possible. Each program in Microsoft Office has a separate Help window, which means that we can view separate Help windows when working in different applications. In addition, Microsoft Office maintains unique settings for each of these Help windows.

NOTE: If you have a slow Internet connection, you can “Show content only from this computer” by clicking the Connection Status menu in the bottom right corner of the Help window.

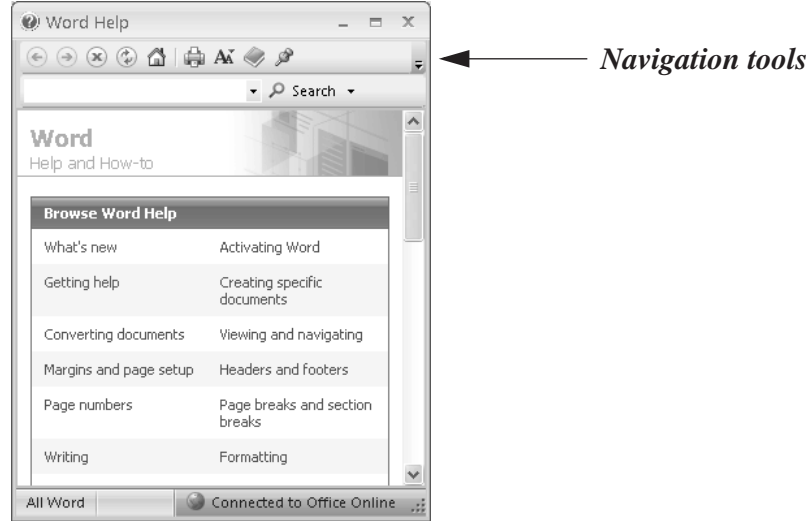
Let's view a Help window in Microsoft Word.

1. To open the Word Help window, in the upper-right corner,












NOTE: The **F1** key also opens the Help window.

You see the **Word Help** window:



The Back, Forward, and Home buttons have been used in older versions of Microsoft Office. This Help window can be resized or moved just like any other window. To search for a help topic, just type the text in the text box and press **Enter**.

The tools on the Navigation bar are described below:

Tool	Name	Purpose
	Back	Goes back to the previous Help topic.
	Forward	Goes forward to a previous Help topic.
	Stop	Will stop Help from searching.
	Refresh	Updates content in the Help window.
	Home	Returns to the Home default contents within the current application.
	Print	Prints the current window.
	Change Font Size	Changes the size of text in the Help window.
	Show Table of Contents	Provides a lists of Help topics in the left pane related to the application you are working in.
	Keep on Top	This new “push pin” tool will allow you to keep the Help window on top of the Office programs; it has no effect on applications that are not Office applications.

2. To search for a help topic, in the Search box, type:

saving documents 

We see results for “saving documents.”

3. To choose a Help topic,

 *any help link*

4. To navigate the Word Help window,

**experiment with the navigation tools**

5. Close the Word Help window.

6. To close the document without saving,



---

## What's New in Word 2007

The Ribbon in Office 2007 provides a simpler way for users to find and use the tools they need to produce high-quality documents. We have seen how the new Ribbon groups tools by task, which are further broken into subtasks, and how the command buttons in each group carry out a command or display a menu of commands.

Since we have already explored the new look and feel of the Microsoft Office program window and user interface, we will continue by focusing on some important new features of Microsoft Word.

### Opening an Older Version of a Word Document

Let's begin by opening a Word document that has been saved in a previous version of Word.

1. To begin to open an existing file,



You see the Open dialog box. Since the exercise files are located in a subfolder in the eclass folder on the desktop, we will locate the file.

2. To move to the desktop,



The Look in field is now set to the Desktop.

3. To open the eclass folder,



The eclass folder contents are now visible. We will open the **Office07** subfolder.

4. To open the **Office07** subfolder,



5. To open the correct file,



The file opens. Since the file was saved in an older version of Word, the title bar displays the words [Compatibility Mode].

NOTE: To open a Word 2007 file in Word 2003, you will need to download the *Office 2007 Compatibility Pack for Office 2003*. This Compatibility Pack is available for download from either of the following Web sites:

<http://iuware.iu.edu/>

<http://www.microsoft.com/downloads/>

## Understanding Compatibility Issues

When *Compatibility Mode* is turned on, this ensures that no new or enhanced features in Word 2007 are available while users are working with a document, since older versions of Word do not understand some of the new features in Word 2007. You can either work in Compatibility Mode, or you can convert or save your document in the Word 2007 format. In order to take advantage of the new features in Word 2007 and the reduced file size, you will want to save the document in the Word 2007 format.

Some considerations when saving Word documents that were created in previous versions are:

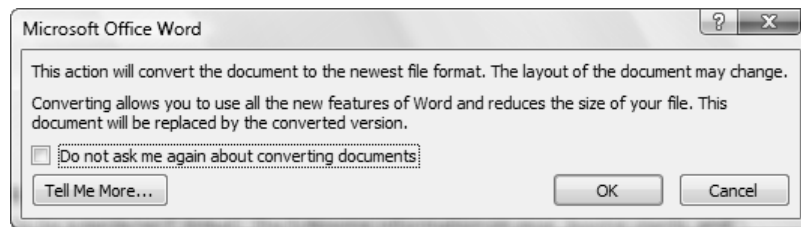
- To save the file in the original format, choose *Save*. The Word file will retain its original format.
- To save a file in the 2007 format, choose *Save As* and choose the default file format (.docx). The older file format will then remain intact. You will also have the option to maintain compatibility with an older version of the application, which will prevent you from using any 2007 features that are not compatible with older versions of Word.
- To replace the file with the newer 2007 format, *convert* the file and then choose *Save*. Unless you choose *Save As* and specify a different filename, converting and saving a file will replace the old file format with the default 2007 format.

We will convert this document to a Word 2007 document.

1. To convert a document to Word 2007,



You will see:



2. To continue and replace the document with the converted version,



Notice that this document is no longer in Compatibility Mode. Next we will save the document in the 2007 default format.

3. To save the Word document in the Word 2007 file format, on the Quick Access Toolbar,



The file has been converted and saved in the Word 2007 file format. The extension in the title bar now displays the \*.docx file extension.

NOTE: To preserve a document in its 97-2003 format and create another document in the Word 2007 file format, **Click** the Microsoft Office Button, and **Click** Save As. Then type a name for the file.

## Understanding Different Word File Formats

By default, documents that are created in Office 2007 are saved in XML format with new file name extensions that add an “x” or an “m” to the familiar filename extensions. The “x” signifies an XML file without macros, and the “m” signifies an XML file that does contain macros.

The following table lists all of the default file formats in Word 2007.

XML File Type	Extension
Document	.docx
Macro-enabled document	.docm
Template	.dotx
Macro-enabled template	.dotm

NOTE: A 2007 Word document containing a macro must be saved as a macro-enabled document and cannot be renamed with a different file extension.

## Applying a Quick Styles Set

Office Word 2007 includes a new *Quick Styles* set feature that enables the previewing of a number of predesigned style sets before selecting one and applying it to a document. The colors and formats work together for the various heading levels, body text, quotes, and titles in a single document. Once we have selected a Quick Style set that is appropriate for the document, then we can apply individual styles from the Styles gallery.

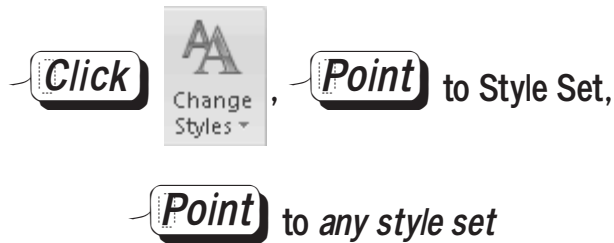
We can also create or customize our own styles by formatting text in the font, style, and color we want, and then by saving our formatting as a Quick Style.

Let’s apply a Quick Style set to our document.

1. To activate the Home tab, if necessary,

 the Home tab

2. To begin to apply a Quick Style set, in the Styles group on the Ribbon,



Notice that the Live Preview feature shows us what the text will look like before we actually choose a style set.

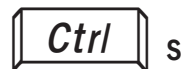
3. To select a Quick Style,



The headings and body text reflect the new Quick Style set.

NOTE: The Quick Style set will not modify the heading styles that have been previously applied to the document. For example, if headings have a Heading 1 style applied to them, the Quick Style set will also apply a Heading 1 style.

4. To save changes to the document, press:



## Choosing Document Themes

Styles allow us to change certain parts of a document, whereas *Document themes* allow us to change the way text, tables, graphics, and special elements are displayed throughout the entire document. It is now very simple to choose color and style options with one click of the mouse rather than separately choosing from various format options. Since all of the content is linked to the theme, if a theme is changed, then a complete set of new colors, fonts, and effects is instantly applied to the entire document. Microsoft Word, Excel, and PowerPoint provide several predefined themes, but we can also create our own by customizing an existing document theme and then by saving it as a custom document theme. Document themes are shared across Office programs in order to maintain a consistent look in all Office documents.

Since we have applied styles, we will see how predefined themes affect any styles in our document.

1. To access the Page Layout controls,

 the Page Layout command tab

2. To choose the Themes command, in the Themes group,



The Themes gallery opens, displaying a number of different theme options.

3. To view a theme,

 to any theme

The changes appear in the document window.

4. To select a theme,

 Concourse

The document reflects the new theme.

NOTE: Document themes immediately affect the styles that you have used in your Word document. You can make further modifications by customizing theme colors, fonts, or theme effects.

## Using SmartArt Graphics

*SmartArt graphics* provide a way for users to create sophisticated diagrams quickly and easily. With SmartArt graphics, users can create organization charts, data processes, cycles, relationships, and more. SmartArt graphics are available in Word 2007, Excel 2007, PowerPoint 2007, and in Outlook 2007,

There are several types of graphics, such as: list, process, cycle, hierarchy, relationship, matrix, and pyramid. It is best to limit the number of shapes and amount of text to key points; however, some layouts work better with larger amounts of text than others.

We will insert a list into the “Buying Plants” section of our document showing the various things to keep in mind when buying plants.

1. To place the cursor in the document,

 in the blank line at the end of the Buying Plants section

We will first center the cursor using a keyboard shortcut.

2. To turn on the center feature using the shortcut key, press:



NOTE: You can also press the Center command under the Home command tab.

The cursor is centered.

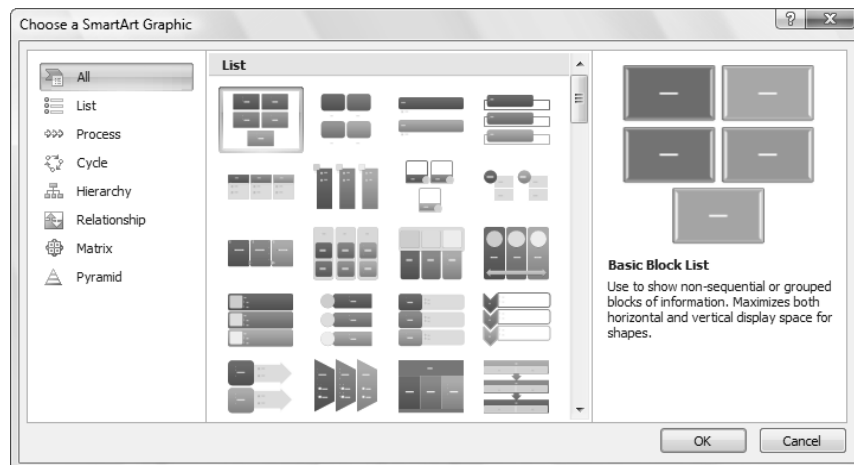
3. To access the SmartArt command, on the Ribbon,

 the Insert tab

4. To choose the SmartArt command, in the Illustrations group,



The **Choose a SmartArt Graphic** dialog box opens:



This window is divided into three panes. Once you have chosen a category in the left pane, the middle pane gives multiple options for that particular category. Then the far right pane shows a preview of the graphic that has been selected.

5. To choose the List type, in the left pane,



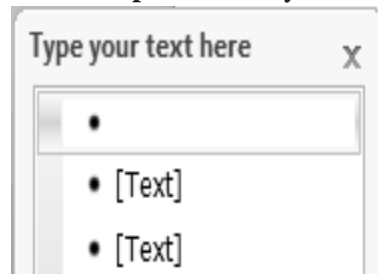
6. To explore the various List layouts, in the middle pane,



7. To select a List layout, at the end of the first row,



The **Text** pane is ready for us to enter new text:



We can enter text either in the Text pane or in the graphic itself. We will use the Text pane, which can give us a little more control over text levels, etc.

NOTE: If the Text pane did not appear,  to the left of the graphic to open the Text pane.

Notice that when we select a layout, the colors match the theme of our document. In addition, even though placeholder text is displayed, it will not be printed. However, the shapes are always displayed and printed, unless we delete them. Some layouts contain a fixed number of shapes and cannot be changed to display more concepts.

We will replace the placeholder text with our own text, and then we will resize the graphic.

8. To enter text, type:

### Avoid plants with wilted leaves

NOTE: Depending upon the theme selected, the text may resize to fit the placeholders.

9. To select the second text placeholder, press:



NOTE: If you press **Enter**, a new text placeholder will be added.

10. To enter text, type:

**Avoid plants already in bloom**

11. To select the third text placeholder, press:



12. To enter text, type:

**Look for signs of disease and bugs**

13. To close the Text pane, in the upper right corner,



Finally, we will resize the graphic.

14. To resize the graphic,

 **Point** to the upper right corner of the graphic until the double-sided arrow appears

 **Press & Drag** down until the graphic is resized appropriately

You should see something like this:

plant what. If you are tempted to throw an azalea in your basket along with Saturday's dinner, there are a few things to keep in mind.



NOTE: With the graphic selected, you can use the contextual Design tabs to change the layout and customize colors, animation, effects, and more. To learn more about SmartArt graphics, refer to Word Online Help.

15. Deselect the graphic.

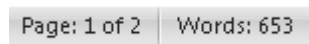
## Using Enhanced Writing Tools

Microsoft Word 2007 has added some new and enhanced features to make writing easier and more efficient. We will explore a few of these features.

### Displaying Live Word Count

Microsoft Word's 2007 live **Word Count** tool makes it easy to keep track of the number of words in your document as you are writing. The word count appears naturally, by default, in the lower-left corner of the Word 2007 status bar. You can also display a word count for a particular selection of text just by selecting the text.

The page number and word count display in the status bar:

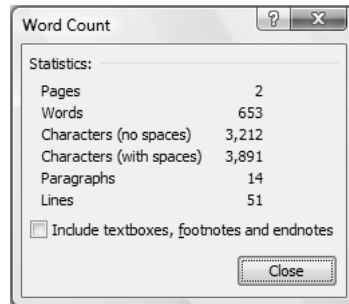


1. To view the number of pages, characters, paragraphs, and lines, in the status bar,

 **Click** the word count

NOTE: You can also open the Word Count dialog box by clicking  located in the Review tab on the Ribbon.

You will see the **Word Count** dialog box:



Some statistics are displayed for this Word document. Notice that we can also include text boxes, footnotes, and endnotes by selecting a checkbox.

2. To close the Word Count dialog box,

 **Click** 

We can also take a quick look at our document stats and customize the status bar.

3. To get a quick report of the different elements that are enabled in the status bar,

 **Right Click** the status bar


A pop-up menu appears and shows the status of various items and features. We can show or hide any of the display controls by clicking them.

4. To close the Customize Status Bar pop-up menu, press:



## Customizing Proofing Options

The spelling checker is now more consistent across the 2007 Office system programs. Several spelling checker options are global so that if one option is changed in the Office program, then that option is also changed for all of the other Office programs. Users can add words to exclusion dictionaries, which will flag words that the user wants to avoid using. Also, spelling and grammar options can be disabled for a single document or for all documents that are created.

The new improved Office spelling checker can now offer suggestions in Word, Outlook, and PowerPoint by using the contextual spelling option. For example, if you typed “their” instead of “there,” the spelling checker flags the mistake and offers a suggestion when you  the flagged word.

The proofing options in Word 2007 will allow us to change spelling correction options that affect all Office programs, change the spelling and grammar checking options for Outlook and Word, select AutoCorrect options, and use the contextual spelling option.

Next we will enable the contextual spelling option.

1. To open the Office button,



You should see:



2. To open the Word Options dialog box,

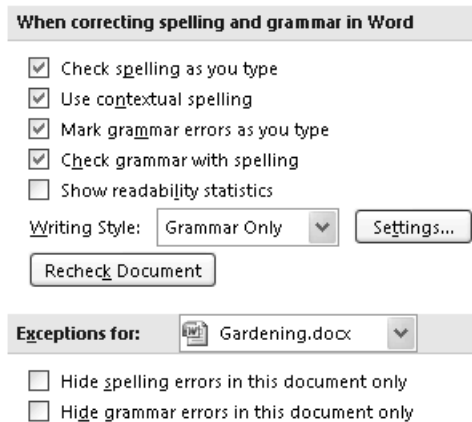


We will verify that the appropriate checkboxes are selected to perform contextual spell checking.

3. To display the Proofing options, in the left pane,



4. Verify that these settings look as follows:



Now the spelling checker will flag the contextual spelling errors.

We will reset the spelling and grammar checker so that Word will recheck words and grammar that may have been previously checked.

5. To reset the spelling and grammar checker,



A dialog box appears telling us that this operation will reset the spelling checker and grammar checker so that Word will recheck words and grammar we previously chose to ignore. This will allow us to see the flagged contextual spelling errors.

6. To continue,



7. To close the Word Options dialog box,



NOTE: Using contextual spelling on a system with low memory can cause slow performance. After you install Microsoft Office, if your system has less than one gigabyte (GB) of RAM, the “Use contextual spelling” checkbox is cleared by default.

## Using the Spelling Checker

The contextual spelling errors are flagged in a blue color to distinguish them from regular spelling and grammar errors.

1. To view the Proofing commands, on the Ribbon,



2. To move to the beginning of the document, press:



3. To begin the Spelling & Grammar check, in the Proofing group,



NOTE: Another alternative is to  each individual error that is flagged and view the suggestions.

The cursor stops at the incorrect word “too.”

4. To correct the first error and accept the suggestion of “to,”



The cursor stops at the incorrect word “their.”

5. To correct the second error and accept the suggestion of “there,”



The cursor stops at the word “hoe.” Since this word is correct, we will ignore this suggested error.

6. To continue,



A dialog box appears telling us that the spelling and grammar check is complete.

7. To complete the spell check,



8. Save the document.

## Working with Building Blocks

Office 2007 introduces *building blocks* (templates) for adding preformatted content to your documents. You can select from a gallery of preformatted cover pages, pull quotes, page numbers, headers and footers, and more, with a single click. You can also add your own reusable building blocks, for example, a custom header or footer, to a gallery that is available in Word 2007.

Now that our document is complete, we will add a cover page to our final document.

1. To move to the Insert command tab,



2. To choose a professional-looking cover page, in the Pages group,



We see a gallery displaying various cover pages.

3. To choose a cover page,



The cover page appears with a similar theme that has been applied to the rest of the document. The title of the document is automatically placed in the cover page. Depending upon the cover page selected, there may be text placeholders for a subtitle, company, author, abstract, and/or date.

NOTE: If you decide to choose a different cover page, it will replace the one you originally selected. To cancel the gallery without selecting a cover page, press **Esc**.

4. Save the document.

Let's save this document in an earlier version of Microsoft Word and view the Compatibility Checker.

## Saving a Word 2007 Document in an Earlier Format

Before we close Microsoft Word, we will save this document in Word 97-2003. Word uses the Compatibility Checker to show us what features were used that are not supported in earlier versions.

1. To begin to save the document, in an earlier format of Word,



2. To begin to save a copy of the document so that is compatible with Word 97-2003,



The document extension in the "save as type" field is automatically set to *\*.doc*.

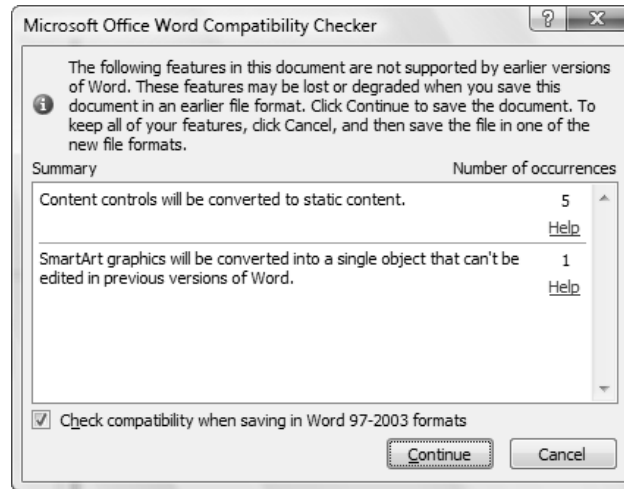
3. To name the document, in the File name box, type:

**Backup Gardening**

- To complete the save,



The **Word Compatibility Checker** dialog box appears:



Notice that a summary lists some features that are not supported by earlier versions of Word. The title page will be converted to static content, and the SmartArt graphics will be converted to a single object, which can only be edited using the Picture toolbar.

- To accept the warning,



We now have the document saved in an older format of Microsoft Word as well as the new 2007 format.

- Close Microsoft Word.

---

## What's New in PowerPoint 2007

PowerPoint 2007 shares the new user interface and many of the new features of the 2007 Microsoft Office system. The command tabs on the Ribbon correspond to the usual sequence of steps in creating a PowerPoint presentation. Office PowerPoint 2007 offers new and improved themes, effects, and enhanced formatting options that can be used in creating dynamic and professional presentations quickly and easily.

## Understanding New PowerPoint File Types

The same rules of saving and converting files in Word 2007 also apply in PowerPoint 2007. You can still save a PowerPoint 2007 presentation in the PowerPoint 97-2003 format for those users working with older versions of PowerPoint.

The following table lists the file types and extensions available in PowerPoint 2007:

XML File Type	Extension
Presentation	.pptx
Macro-enabled presentation	.pptm
Template	.potx
Macro-enabled template	.potm
Macro-enabled add-in	.ppam
Show	.ppsx
Macro-enabled show	.ppsm
Slide	.sldx
Macro-enabled slide	.sldm
Office theme	.thmx

NOTE: PowerPoint 97-2003 does not recognize the new SmartArt graphics and other visual objects, such as charts and equations, that are available in PowerPoint 2007; they will be converted to bitmaps to maintain their appearance.

To open a PowerPoint 2007 file in PowerPoint 2003, you will need to download the *Office 2007 Compatibility Pack for Office 2003*. This Compatibility Pack is available for download from either of the following Web sites:

<http://iuware.iu.edu/>

<http://www.microsoft.com/downloads/>

# Beginning a New Presentation

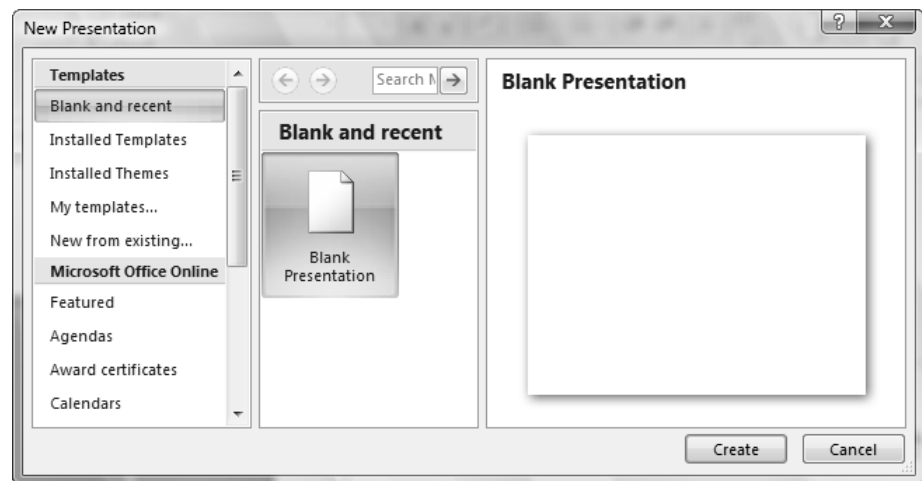
The same themes that are available in Word 2007 can be applied to PowerPoint presentations, which can make all of our presentations look consistent. All content links to the theme; therefore, if we change themes, a complete set of colors, fonts, and effects is applied to our entire PowerPoint document.

Let's view the various choices as we begin a new presentation.

1. Launch Microsoft PowerPoint.
2. To begin a new presentation.



The **New Presentation** window opens:



There are several available theme and template options in the left pane. Every document that we create in PowerPoint 2007 has a theme applied to it (even blank documents). A *template* is a special document (for example, a photo album is a template) with special content, layout, formatting, and styles; templates contain formatting based upon a particular theme. When we select a particular template or a theme, it will show up in the *Recently Used Templates* category in the New Presentation dialog box if we should want to reuse it later.

We will use a blank template and apply a special theme to it.

3. To choose a theme,



The preview pane in the right pane gives you a preview of what the theme will look like. Notice that titles in some of the themes are preset to appear in all caps.

4. To accept the theme,



The first slide is a Title slide with title and subtitle placeholders. The color theme that we selected will affect the background, text, tables, and objects so that they will match a consistent and cohesive set of colors.

NOTE: The Themes gallery in the Design tab will allow you to choose a different theme or to customize your own themes for later reuse. Document themes may be applied to all slides, to selected slides, or to the master slide.

## Saving the File

The saving process is basically the same as in Word 2007. When we save a PowerPoint 2007 file, we can either save it in an older format of PowerPoint or in the default format (\*.pptx).

Let's save this file in the default 2007 format.

1. To save the file, in the upper left corner of the Quick Access Toolbar,



2. To change the location to the eclass folder,



3. To open the eclass folder,



4. The eclass folder opens.

Next we will open the **Office07** subfolder.

5. To open the **Office07** subfolder,

 the Office07 subfolder

The new PowerPoint extension *.pptx* is shown as the type of file being saved.

6. To name and save the PowerPoint file, in the File name box,

 the text, type: 07\_PPT 

The file is saved as a PowerPoint 2007 file, as indicated in the title bar.

## Exploring Command Tabs

Let's explore the various command tabs.

1. To explore the various groups within each command tab,

 any command tab

Here is a summary of the various tabs and their commands in PowerPoint:

Command Tab	Commands
Home	Work with clipboard commands, add a new slide or new layout, change fonts, bullets, and numbering, control alignment, convert to SmartArt graphics, insert and arrange shapes, and find and replace text
Insert	Insert tables, pictures, clip art, SmartArt, shapes, charts, headers and footers, hyperlinks, WordArt, text boxes, and media clips
Design	Choose page setup options, themes, colors and fonts, background styles, and hide background graphics
Animations	Create animations and transitions and advance slides automatically

Command Tab	Commands
Slide Show	View a slide show, set up a slide show, and choose screen resolution
Review	Proof a document, add comments, and protect a presentation
View	Choose different presentation views, create and edit slide masters, show/hide ruler or grid-lines, magnify or reduce the display, arrange windows, and record macros
Add-Ins	This tab may appear if add-ins are installed and allowed to run on your computer, such as Adobe PDFMaker.

Notice how the groups change according to the tab that is selected.

- To return to the Home command tab,

 the Home command tab

## Changing a Slide Layout




Microsoft PowerPoint 2007 includes built-in standard layouts for each theme, which are similar to those available in PowerPoint 2003. We can also customize our own layout if none of the standard layouts meet our needs.

We will see how easy it is to change the Title and Content slide to a Title Only slide.

- To modify the slide layout, in the Slides group,

Several built-in layouts are displayed.

NOTE: You can also  the slide and  to Layout. The same layout gallery will appear. Then you can  the appropriate layout slide.

- To choose a layout,

 the Title Only layout

The slide has a title placeholder.

## A Note About Customizing Slide Layouts

An important change in PowerPoint 2007 allows you to customize slide *master layouts* by inserting placeholders. You can create and add your own custom layouts with as many placeholders as you want, which can then be saved as templates. The placeholders can include many different types of objects, such as graphics, tables and charts. The Insert Placeholder command becomes available when you select the Slide Master command in the View tab.

## Working with Slides

We will add some text to the first slide.

1. To begin to enter a title,



2. To enter a title, type:

PowerPoint 2007

3. To deselect the placeholder,



## Inserting Slides from Another Presentation

We will insert some existing slides from another presentation. Once the slides are imported, we can apply various colors and effects.

1. Verify that slide 1 is selected.
2. To begin inserting slides, in the Slides group,



A task pane appears. We will browse to select the file that has the existing slides.

3. To insert slides from an existing presentation, in the task pane,



The Browse dialog box opens.

4. Navigate to the **Office07** folder.

5. To open the file,



Three slides appear in the task pane. We can view each thumbnail. Notice that as we **Point** to a slide, the text enlarges so we can see what is on each slide.

NOTE: If you want to keep the source formatting when inserting slides, **Click** the “Keep source formatting” checkbox at the bottom of the task pane.

6. To insert all slides, in the task pane,



The slides are inserted into our current presentation after the selected slide. Notice that the slides are formatted according to the theme we selected.

7. Close the task pane.

## Modifying WordArt Text

We can use WordArt to make visual enhancements to text that go beyond just changing a font style or font size. WordArt now gives us more choices to stretch words horizontally, vertically, or diagonally.

Let's modify the WordArt on slide 3.

1. To switch to slide 3, in the left pane with the slides tab,



NOTE: This pane with the Slides and Outline tabs can be minimized or expanded by pressing and dragging the right border of the pane.

2. To select the WordArt text,



The WordArt text is selected, and the Drawing Tools are activated.

3. To activate the Format contextual tab,



4. To change to a different WordArt style, in the WordArt Styles group,



A gallery of various WordArt styles is displayed.

5. To preview a WordArt style,



6. To select a WordArt style,



A different WordArt style has been applied.

Next we will apply a fill to the interior of the letters in the WordArt text.

7. To preview the text fill gallery,



A gallery of various text fills is displayed.

8. To apply a text fill,



A different text fill has been applied.

Next we will apply an outline to the exterior border around each text character of the WordArt.

9. To preview the text outline gallery,



A gallery of various outlines is displayed.

10. To apply a text outline,



A different text outline has been applied.

Next we will apply a different effect to the WordArt text.

11. To preview the gallery of various types of text effects,



12. To apply a 3-D Rotation effect, in the drop-down gallery,



A different 3-D rotation effect has been applied.

13. Deselect the WordArt.

NOTE: There are also various fills, outlines, and effects to choose from in the Shape Styles group that will affect the background and borders of the WordArt object.

## Converting Text to SmartArt Graphics

Text on a slide can easily be converted to SmartArt graphics that gives a nice visual representation of the information. Bulleted lists work very well in these types of SmartArt graphic conversions.

Let's convert the bulleted text on slide 2 to SmartArt graphics.

1. Verify that the Home command tab is selected.
2. Select slide 2.




First we will convert a bulleted list to SmartArt graphics.

3. To select the bulleted list, on slide 2,

 the bulleted list

4. To convert the text to a SmartArt graphic, in the Paragraph group,

NOTE: Another alternative is to  the bulleted text and  to Convert to SmartArt. The SmartArt graphic gallery opens, and you can  whichever graphic you want to use. However, when using this method, live preview doesn't allow you to see the final result.

5. To view the various SmartArt graphics,

 to any graphic

The live preview feature allows us to preview the final result.

6. To choose a graphic,

 any graphic

The bullets have been converted into a SmartArt graphic.

NOTE: If you decide to convert the graphic to text and Undo is unavailable to reverse the conversion, you can copy and paste the text from the Text pane into a new slide.

7. Deselect the graphic placeholder.

## Customizing Themes

A built-in theme can be customized with various colors, fonts, and effects, which can then be saved as a new theme in the theme gallery. These are actually galleries of Quick Styles that always match the theme of your documents. Different background styles are also available. Themes and Quick Styles have been created by visual designers to make sure that documents always look professional. Additional themes can also be downloaded from Microsoft Office Online.

We will change the theme of the presentation.

1. Switch to the Design command tab.
2. To select a different theme, on the Ribbon in the Themes group,



NOTE: Quick Styles (located on the Home command tab) may be applied to selected text or to individual objects on a slide.

## Applying Theme Colors

PowerPoint 2007 provides a large palette of color groups that helps take the guesswork out of trying to choose the right color combinations. The color group that is chosen from the Colors gallery is then applied to the theme that is associated with particular slides.

Theme colors have 12 color slots, which represent text and background, accent, and hyperlink colors for a particular theme. Theme colors handle both light and dark backgrounds. Visibility rules are built into the theme so that colors can be switched at any time to make the content legible and attractive.

Let's apply a different color scheme to the slide presentation.

1. To choose a different color scheme, in the Themes group,



The color scheme updates the theme used in all of the slides. When you **Point** to **Colors**, a ScreenTip will display the name of the current theme colors that have been applied to the theme.

NOTE: To apply a different theme or a color scheme to selected slides only,

**Right Click** any theme in the themes gallery or any color scheme in the color gallery and select "Apply to Selected Slides."

# Adding Transitions and Animations

PowerPoint 2007 gives us many different visual effects to choose from that can be applied to text, objects, shapes, graphics, and charts. It also includes many different types of slide transitions and animations, which can be easily previewed by pointing to a sample thumbnail on the Ribbon. We will explore some different transition and animation effects.

## Applying Transition Effects

Slide transitions occur in Slide Show view as you move from one slide to another. We can control the speed of each transition effect and add sound to go along with the transition.

Let's look at some different types of slide transitions in PowerPoint 2007.

1. Verify that slide 2 is selected.
2. To see the transition effects,

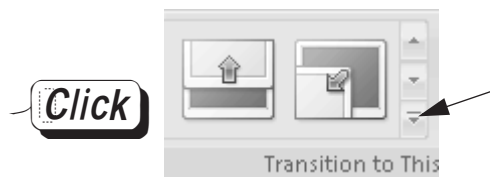
**Click** the Animations tab

3. To preview a transition effect, in the Transition to This Slide group,

**Point** to any slide thumbnail

We see a brief preview of the transition.

4. To view the entire gallery,



5. To choose a transition,

**Click** any transition effect

The transition is applied to the selected slide.

An icon appears under the slide number in the Slides pane. If you **Click** on this icon, you will see a preview of the transition.

6. To apply the transition to all slides, on the Ribbon,



The transition has been applied to all slides in the presentation.

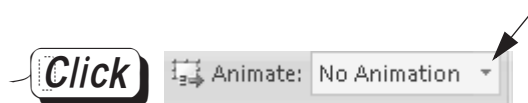
## Applying Animations to SmartArt Graphics

We can add animations to text, graphics, or practically any shape or object on a slide. The animations that are available for SmartArt graphics depend on the layout that is chosen for the SmartArt graphic. We can add an animation to the entire SmartArt graphic or to an individual shape within the graphic.

1. Verify that slide 2 is still selected.
2. To select the SmartArt graphic,



3. To view the preset animations, in the Animations group,



We have the option to apply the animation as one object or one by one. We will apply the animation so that each object will come in separately.

4. To apply the animation one by one, in one of the available categories,



Each part of the graphic enters the slide individually.

Next we will apply an animation to slide 4.

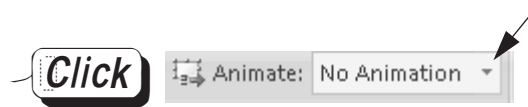
5. Deselect the graphic placeholder.
6. To advance to slide 4, press:



7. To select the SmartArt graphic on slide 4,

 the SmartArt graphic

8. To apply an animation,



 any animation

9. Save the presentation.

NOTE: Slide animations may be customized in many different ways. For more information on applying animations to SmartArt graphics, see the Microsoft PowerPoint Online Help.

## Viewing the Presentation

We will view the presentation.

1. To switch to the Slide Show command tab, on the Ribbon,

 the Slide Show command tab

2. To preview the slide show, beginning from the first slide,



3. To move through the complete slide show,

 the mouse button several times

NOTE: The custom animation had previously been set for the WordArt on slide 3.

4. Close Microsoft PowerPoint.

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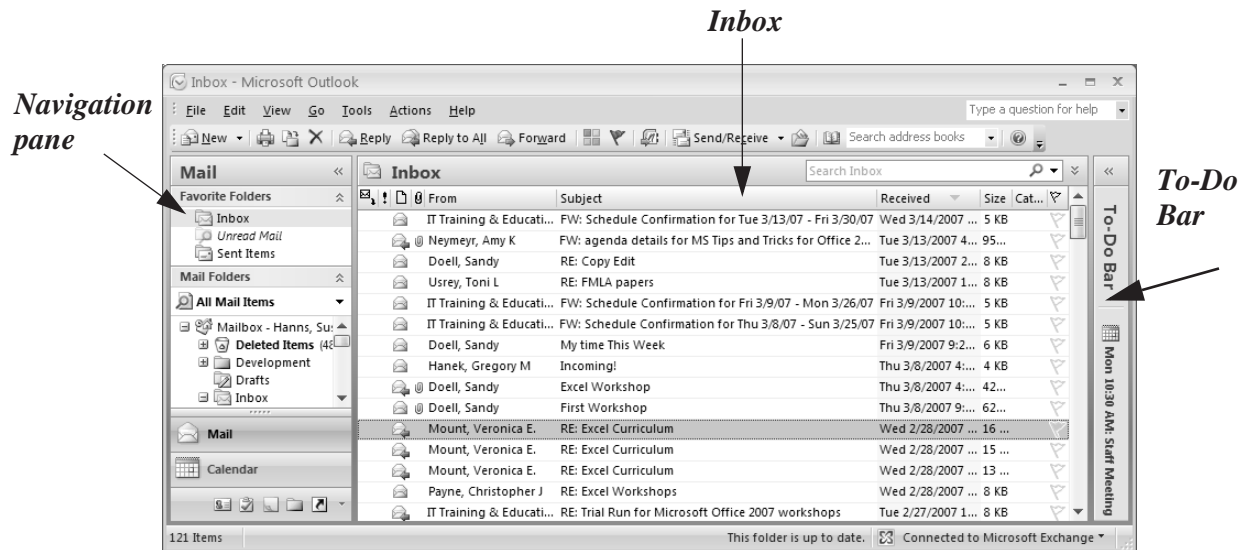
# What's New in Outlook 2007

Microsoft Outlook 2007 has a new look but has not changed as drastically as some of the other Office applications. Many features have been improved to help organize and share information with other individuals.

## To-Do Bar and Navigation Pane

Tasks are displayed in three locations in Outlook 2007: in tasks, in the Calendar, and in the *To-Do Bar*. The new To-Do Bar at the right side of the window gives you a consolidated view of daily priorities. It will also include tasks from OneNote 2007 or Project 2007. The To-Do bar can be turned on or off, or it can be minimized.


The Outlook window looks something like this:



When the To-Do Bar is expanded, it shows all “to-do” events within the current week:



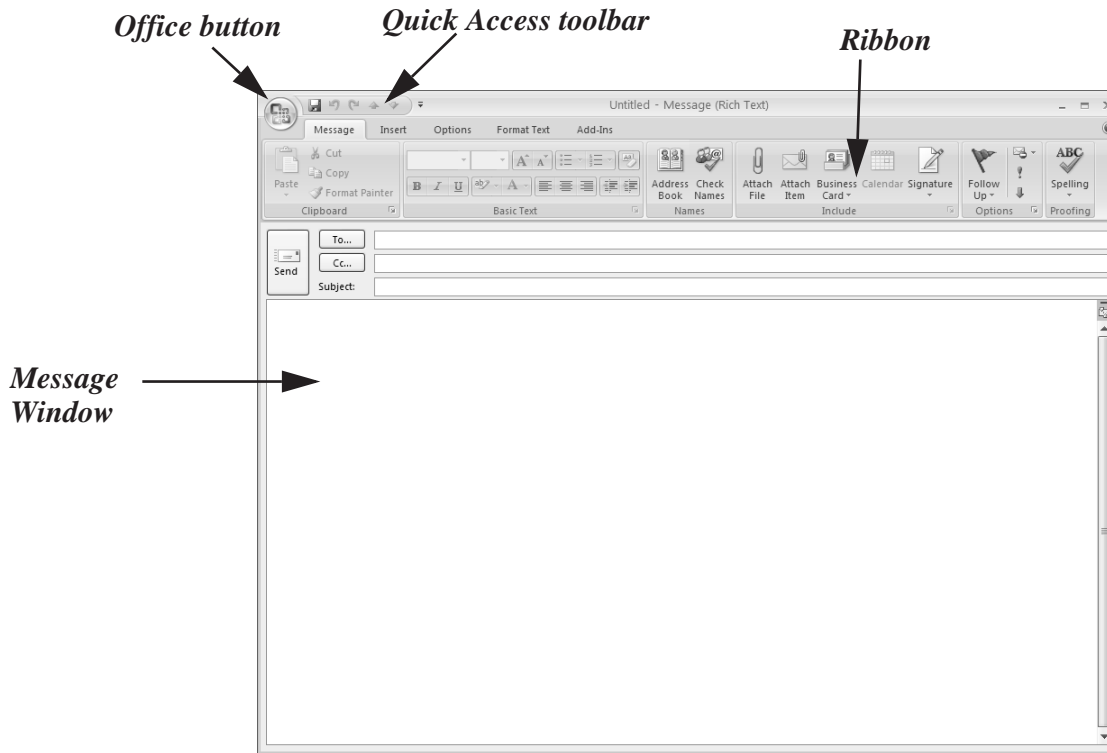
The To-Do Bar consists of the Date Navigator, the Appointments section, and the Task List. Each part can be turned on or off by right-clicking the To-Do Bar title bar and checking the appropriate option. By default, three appointments are shown. Increasing the appointments or number of months displayed is also an option in the To-Do Bar Options dialog box.

You can now collapse the navigation pane in Office Outlook 2007 when you want to give yourself more room to work on-screen. Your favorite folders and icons for primary views are available in the collapsed bar so that you can continue to select those views as needed. To collapse the navigation pane,  the left arrows at the top of the pane.

## Outlook Message Editor

Outlook 2007 no longer gives you the option of using Microsoft Word as your Email editor to edit or read messages. However, you have the option of composing a new or reply message in Outlook in plain text, rich text, or HTML format. The default editor is a Word-like editor that crosses the old Outlook editor capabilities with Word-like features.

The Message window looks like this:



## Instant Search

With Instant Search, you can quickly locate information in your email, calendar, contacts, or tasks. Just enter a keyword, and Instant Search quickly searches your Outlook 2007 data; it will even search for keywords with email attachments.

## Attachment Previewer

You can now preview attachments from within the Reading pane by making only a single click. Therefore, you can view attachments in context with the email message.

## Unified Messaging

Microsoft Exchange Server 2007 and Office Outlook 2007 are now integrated, and you have the advantage of being able to receive voice mails and faxes in your inbox.

## Calendaring Features

New color categories are now combined with the labels features. The same color category can be added to mail, calendar, or task items so that you can locate all items from a particular project quickly.

When viewing another person's calendar in Outlook 2007, you can view either side-by-side or in overlay mode (using tabs). This allows you to view appointments on both (or all) calendars at the same time.

You can now send your calendar to anyone in an email message or share your calendar with designated people by publishing your Internet calendar to Office Online or to any WebDAV server such as Oncourse.

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## Wrapping Up

We've reached the end of today's workshop. Please follow your workshop instructor's guidance and take a few moments to fill out the workshop evaluation form.

Also, before leaving, please log off your computer.

**Thank you for participating in**  
***Microsoft Office 2007: What's New in Word, PowerPoint, &  
Outlook***

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## Contributions to These Materials

Project Leader	<i>Susan Hanns</i>
Project Developer	<i>Susan Hanns</i>
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Editor	<i>Sandy Doell</i>



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# Where to Go From Here

You can use the resources listed below to further build your computing skills.

## Taking Other IT Training & Education Workshops

UITS IT Training & Education offers hands-on instructor-led computing workshops aimed at a variety of skill levels, covering a broad range of topics. We teach hundreds of workshops on more than 80 topics every year! For more information, to see a detailed workshop schedule, or to register for a workshop, contact IT Training & Education:

**Web:** <http://ittraining.iu.edu/>

**Email:** (IUB) [ittraining@indiana.edu](mailto:ittraining@indiana.edu); (IUPUI) [ittraining@iupui.edu](mailto:ittraining@iupui.edu)

**Phone:** (IUB) 812/855-7383; (IUPUI) 317/274-7383

## Getting Help from Online Resources

**University Information Technology Services** – IU technology resources, services and support:

<http://uits.iu.edu/>

**IT Training Online** – Self-paced IT courses you can take on your computer:

<http://ittraining.iu.edu/online/>

**UITS Knowledge Base** – Searchable database of computing questions:

<http://kb.iu.edu/>

## Getting Help from Support Staff

### Walk-in Support

(All IU Campuses) Walk-in Support Center. Locations and schedules at:

<http://kb.iu.edu/data/abxl.html>

### (IUB & IUPUI) Consultants in the UITS Student Technology Centers

### 24 Hour Phone Support

(IUB) 812/855-6789

(IUPUI) 317/274-4357

### E-mail Support

(All IU campuses) [ithelp@iu.edu](mailto:ithelp@iu.edu)

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