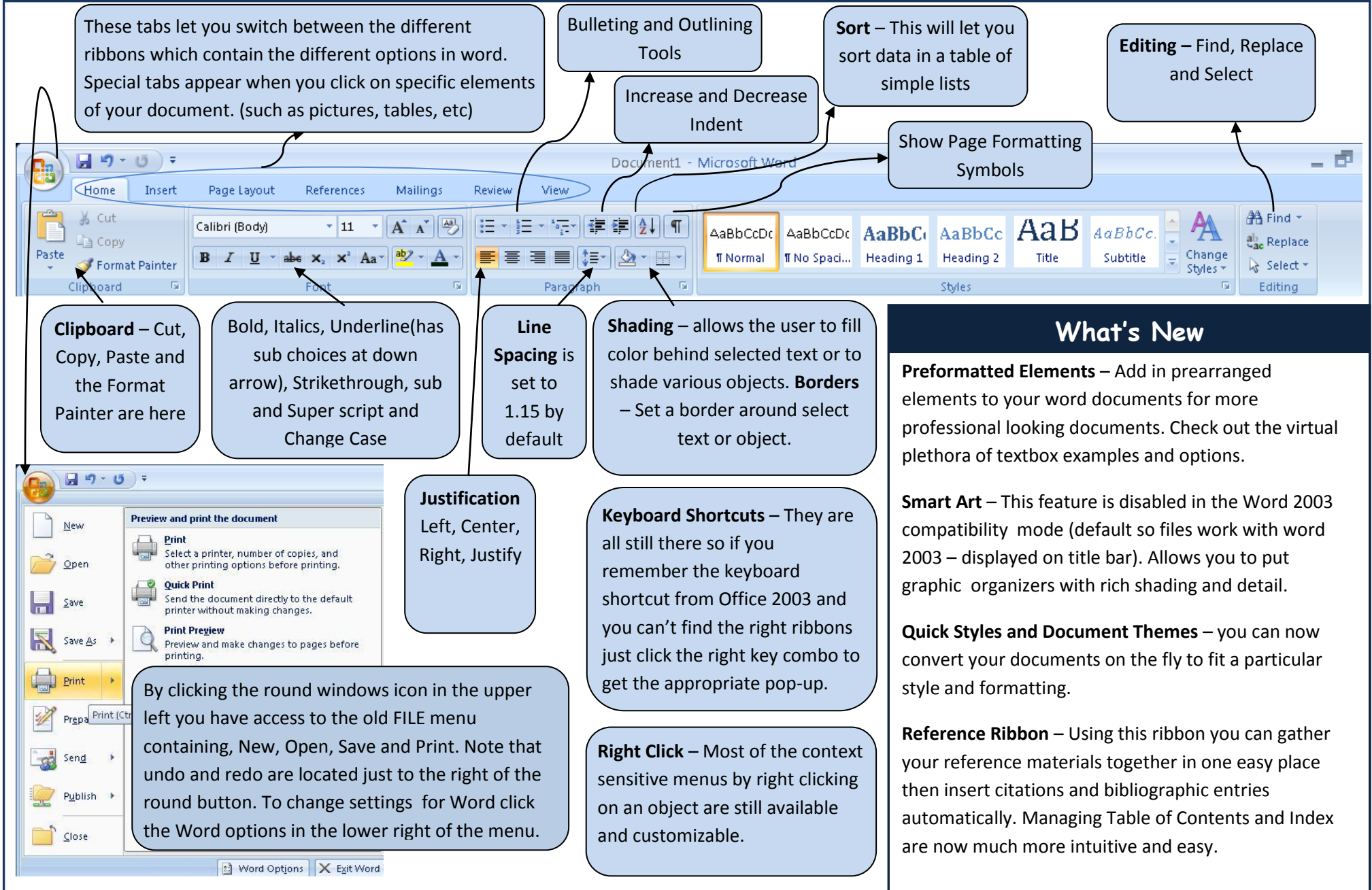


Office Ribbon



These tabs let you switch between the different ribbons which contain the different options in word. Special tabs appear when you click on specific elements of your document. (such as pictures, tables, etc)

Bulleted and Outlining Tools

Increase and Decrease Indent

Sort – This will let you sort data in a table of simple lists

Editing – Find, Replace and Select

Show Page Formatting Symbols

Clipboard – Cut, Copy, Paste and the Format Painter are here

Font – Bold, Italics, Underline (has sub choices at down arrow), Strikethrough, sub and Super script and Change Case

Paragraph – Line Spacing is set to 1.15 by default

Shading – allows the user to fill color behind selected text or to shade various objects. **Borders** – Set a border around select text or object.

Justification – Left, Center, Right, Justify

Keyboard Shortcuts – They are all still there so if you remember the keyboard shortcut from Office 2003 and you can't find the right ribbons just click the right key combo to get the appropriate pop-up.

Right Click – Most of the context sensitive menus by right clicking on an object are still available and customizable.

By clicking the round windows icon in the upper left you have access to the old FILE menu containing, New, Open, Save and Print. Note that undo and redo are located just to the right of the round button. To change settings for Word click the Word options in the lower right of the menu.

What's New

Preformatted Elements – Add in prearranged elements to your word documents for more professional looking documents. Check out the virtual plethora of textbox examples and options.

Smart Art – This feature is disabled in the Word 2003 compatibility mode (default so files work with word 2003 – displayed on title bar). Allows you to put graphic organizers with rich shading and detail.

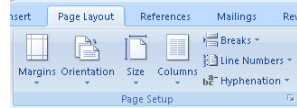
Quick Styles and Document Themes – you can now convert your documents on the fly to fit a particular style and formatting.

Reference Ribbon – Using this ribbon you can gather your reference materials together in one easy place then insert citations and bibliographic entries automatically. Managing Table of Contents and Index are now much more intuitive and easy.

Page Layout

Setting up your page has never been easier with the new page layout tab.

Once you have clicked on page layout you can click on margins, layout and size to pick a visual representation of how you'd like the page to look. Also handy on this ribbon are the tools for adding page and section breaks, page borders and watermarks. Please be careful with the watermark tools as it prints but is often not visible on the screen preview.



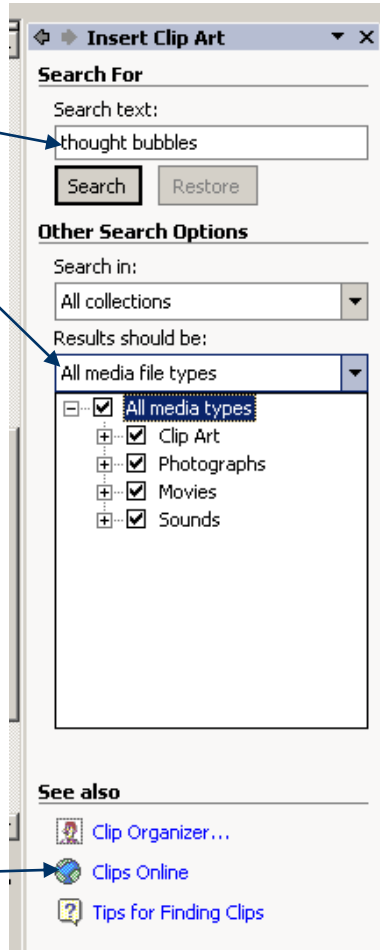
Adding Clipart

To insert clip art go to **Insert >> Picture >> Clipart**.

All clipart that Microsoft installs for use in its office suite of programs is indexed by keywords. Try a variety of different synonyms here to get different lists of clipart.

The All media types drop down box allows you to limit what kinds of resources your search will find. Leave only the type of media you want to find checked. Un-checking some will also speed up the search process. Remember to check them the next time as it uses the previous configuration before executing a new search.

Clips online allows you to access the Microsoft Design Gallery via an Internet connection. You can then download lots of additional clipart and add it to the organizer.



Interactive Videos comparing office 2003 to 2007

G:\Instructional Services\Teacher Resources\EdTechResources\How To Guides and Resources\Office\Office 2007\Office Interactive Command Guide

Before and after, Where is it at?

Word 2003	Word 2007	Shortcut
Insert Commands		
Insert > Break	Insert > Pages > Break	Alt-I, B
Insert > Page #'s	Insert > Header & Footer > Page Number or Header & Footer Tools > Design > H&F > page number	Alt-I, U
Insert > Date & Time	Insert > Text > Date & Time or Header & Footer Tools > Design > Insert > Date & time	Alt-I, T
Insert > Comments	Review > Comments > New Comments	Alt-Ctrl-M
Insert > Picture	Word Art is located in Insert > Text > WordArt From Scanner or Camera is no longer included	
Insert > text Box	Insert > Text > Textbox	Alt-I, L
Insert > Hyperlink	Insert > Links > Hyperlink	
Format Commands		
Format > Font	Home > Font > Click arrow for more options	Ctrl-D
Format > Bullets	Home > Paragraph > Bullets icon or Numbering Icon Click arrow to left of icon for additional options	
Format > Columns	Page Layout > Page Setup > Columns	Alt-P, J
Format > Tabs	Home > Paragraph Dialog box launcher > Tabs	Alt-O, T
Format > Change	Home > Font > Change Case Icon	Alt-H, 7
Format > Reveal Formatting	Office Button > Word Options > Customize > All commands > AutoFormat	Alt-O, V
Tools Command		
Tools > Spelling	Review > Proofing > Spelling & Grammar	F7
Tools > Compare and Merge Documents	Review > Compare > Compare	Alt-T, D
Tools > Letters and Mailings	Mailings	Alt-M
Tools > Customize	Office Button > Word Options > Customize	Alt-F, I, C
Tools > Options	Office Button > Word Options	Alt - O
View > Toolbars	Word 2007 no longer uses Toolbars	