

Microsoft Office 2007 New Features

Office 2007 has a new user-friendly interface to help you spend more time composing your document and less time editing it. This document highlights the most frequently used features.

1. The new Ribbon

The new face of Office 2007 is the noticeable **Ribbon** at the top of Word, Excel, PowerPoint, Access and some parts of Outlook.



Figure 1 The Ribbon

The ribbon contains commands to work with the document, such as editing the text, inserting images, modifying the line spacing, and using the thesaurus. All the commands you used in Office 2003 are now contained within tabs. Just click a tab and you will see all the functions associated with that tab. Under the hood, after you get through the ribbon and tabs Office 2007 is basically the same as Office 2003.

2. The Office Button

The **Office Button** at the top left corner of the screen contains the familiar commands to work with the document as a whole, such as saving and printing. Click it and you will see these options along with more functions to work on your document.

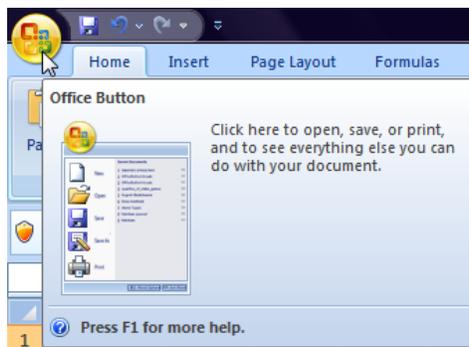
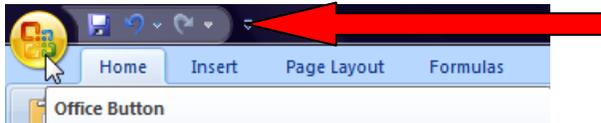


Figure 2 The Office Button

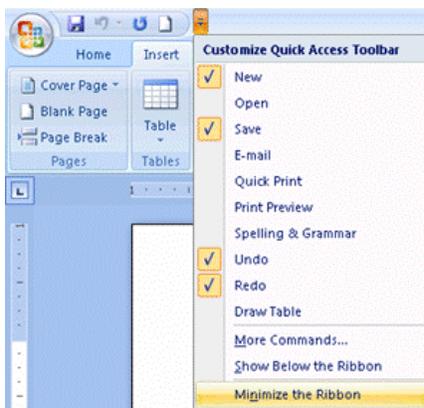
3. The Quick Access Toolbar

You can sometimes bypass the button altogether by placing commonly used functions where you can easily find them. This area is known as the Quick Access Toolbar. The Save, Redo, and Undo buttons are inserted there by default. If you click the down arrow next to these functions, you can add other functions, such as Quick Print, Preview, Spell Check, and E-mail.



- a. Click the down arrow to customize the Quick Access Toolbar

Figure 3 Office Button

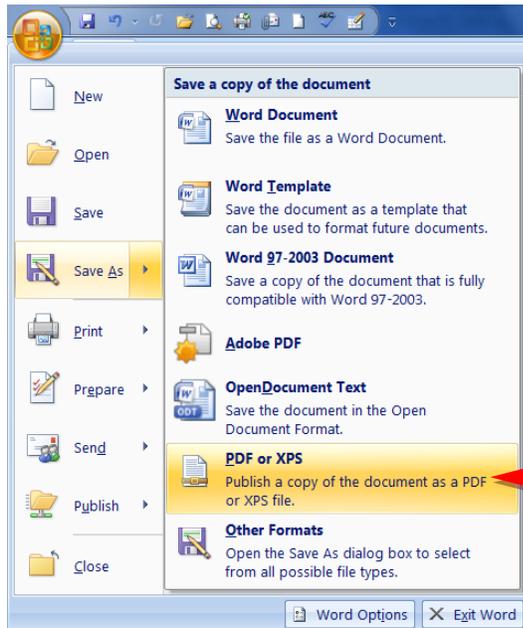


- b. Check the functions you want to have within easy reach

Figure 4 Quick Access Toolbar

4. Save as .pdf

Microsoft offers a free add-in that allows you to save your Office 2007 files as a .pdf document. Click [here](#) to download and run the application.



Under Save As, you can save your Office 2007 files as .pdf after installing the Microsoft add-in

Figure 5 Microsoft Save as PDF

Feel free to contact us for more information

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