

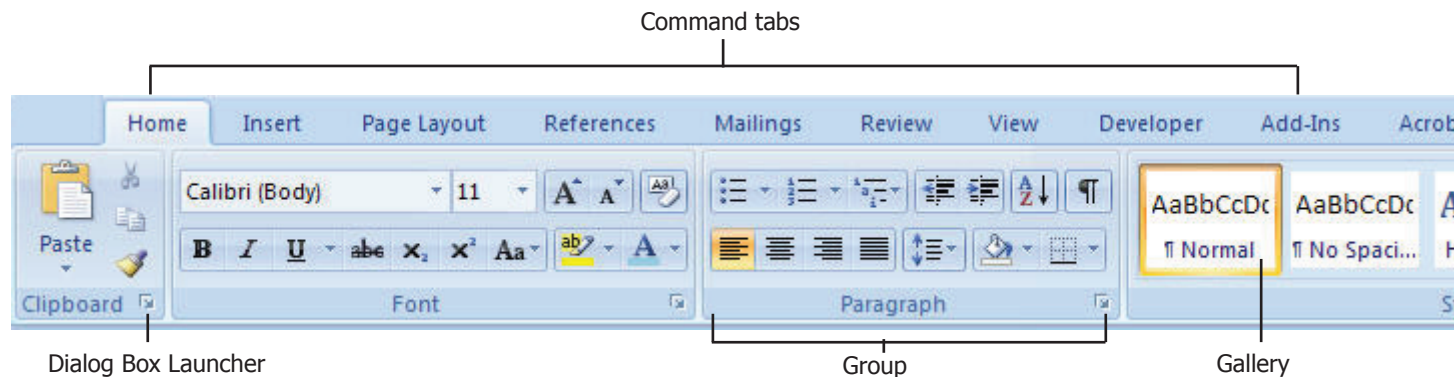
# Microsoft® Office 2007

## Quick Reference Guide

**ardito**  
corporate training  
| computer | management | personnel |



## Office 2007 Ribbon



The Office 2007 Ribbon allows easy access to commands. It replaced the menus and toolbars found in earlier versions. The main use of the Ribbon is to ensure commands are visible while you work instead of hiding them under menus and toolbars.

**Command tabs:** According to Microsoft, these tabs are designed to be task-oriented. Click on a tab to view available commands.

**Contextual tabs:** When performing a specific task (e.g. Charts), these tabs appear to offer commands relative to that task.

**Dialog Box Launcher:** Click to launch a dialog box or task pane similar to earlier versions, e.g. Font dialog box.

**Group:** Related commands on each tab are organised or categorised for easy access.

**Gallery:** A set of thumbnail images displaying the result of applying a series of formatting options. See *Live Preview*

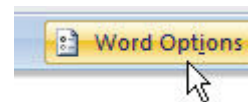
**Help Button:** Launches the new Help window.

## Office Button

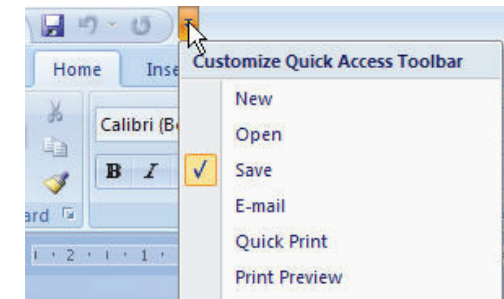


Located in the upper left-hand corner of the application window, the **Microsoft Office Button**, replaces the File menu found in earlier versions of Microsoft Office. The Office Button holds the basic file management commands, including New, Open, Save, and Close.

When clicking the Office Button, down at the bottom you will find the [Application] **Options button**. The Options button lets you customise commands to suit your needs.



## Quick Access Toolbar



By Default, the **Quick Access Toolbar** provides easy access to frequently used commands such as Save, Undo, Redo, and Quick Print. However, you can add and remove commands to suit your requirements.

**To Change the position of the Quick Access Toolbar:** Click the Customize Quick Access Toolbar button (down arrow as shown above) and, depending on the location of the toolbar, select **Place Quick Access Toolbar below the Ribbon** or **Place Quick Access Toolbar above the Ribbon** from the menu.

**To Add a Command to the Quick Access Toolbar:** Click the Customize Quick Access Toolbar button and select More Commands from the menu. In the dialog box, choose the command you wish to add, click Add, and click OK.

**To Remove a Command from the Quick Access Toolbar:** Simply right-click the command you want to remove and click Remove from Quick Access Toolbar from the contextual menu.

## Mini Toolbar

When you select a text, the **Mini Toolbar** automatically appears and will contain common text formatting commands as shown.

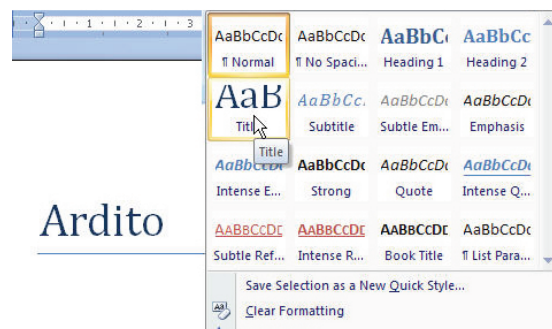


**To Use the Mini Toolbar:** Simply select the text you wish to format and click the command on the Mini Toolbar you want to implement.

**To Turn Off the Mini Toolbar:** Click the Office Button > Options button. In the Popular category, uncheck the **Show Mini Toolbar on selection** check box, and click OK.

## Live Preview

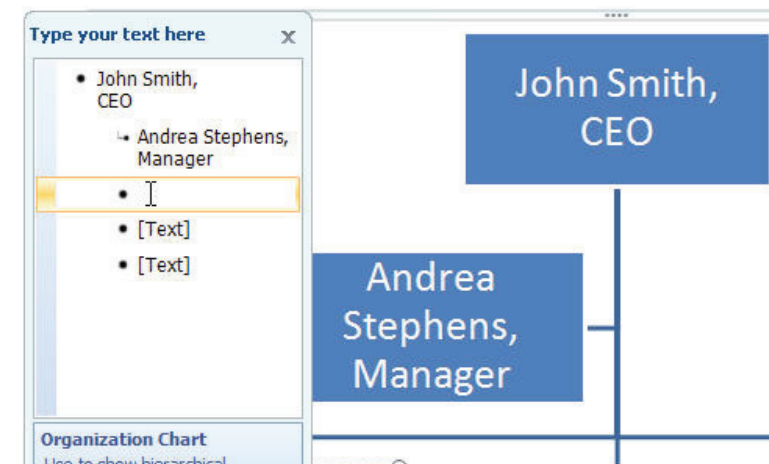
To help users decide quickly, **Live Preview** enables you to preview how a formatting change will look even before applying it. Highlight a word or paragraph and Office 2007 (via Styles group) displays a preview of what your document or object would look like upon moving your mouse over a Style as shown below.



## SmartArt Diagrams

SmartArt diagrams are a “no-brainer.” They are dynamic diagrams that update automatically depending on the type of information you want to include.

SmartArt diagrams are available in Excel 2007, Word 2007, PowerPoint 2007, and Outlook 2007. You can copy-paste SmartArt diagrams as images into other Office 2007 applications such as Publisher 2007, Visio, etc.



**To Insert a SmartArt Diagram:** Click the Insert tab on the Ribbon and click SmartArt button under the Illustrations group. Select the type of SmartArt you wish to use and click OK.

**To Add Text to a SmartArt Diagram:** Click inside the Text pane situated on the left of the diagram and type in your text.

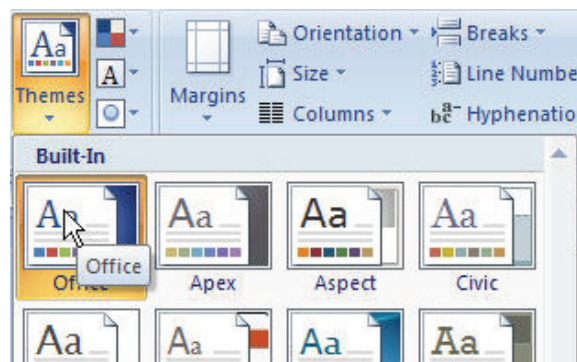
**To Add a Shape to a SmartArt Diagram:** In the Text pane, position the insertion point where you want the new shape to be added and press <Enter>.

**To Remove a Shape from a SmartArt Diagram:** Select the shape you want to remove and press <Delete>.

## Theme Selector

To coordinate the look of a document employing colours, fonts, and effects, you can use Office 2007's Themes. A **theme** is a collection of unified design elements that you can apply to a document to give it a consistent look and feel.

**To Apply a Theme:** Click the Page Layout tab on the Ribbon and click the Themes button under the Themes group (Excel/Word) or click the Design tab on the Ribbon and click the More button in the Themes group (PowerPoint)



## Hot keys

[Ctrl] [O]	[Ctrl] [Z] / [Y]	[Ctrl] [A]	[Ctrl] [C] / [V]	[Ctrl] [X]	F1	F5	F7	F12
Open a file	Undo/Redo action	Select All	Copy to / Paste from Clipboard	Cut to Clipboard	Displays Help	Displays Find and Replace dialog box	Spell Checker	Displays Save As dialog box