

# Getting Started Guide

## Microsoft Office 2007 Transition


### ◆ The New Toolbar/Ribbon:

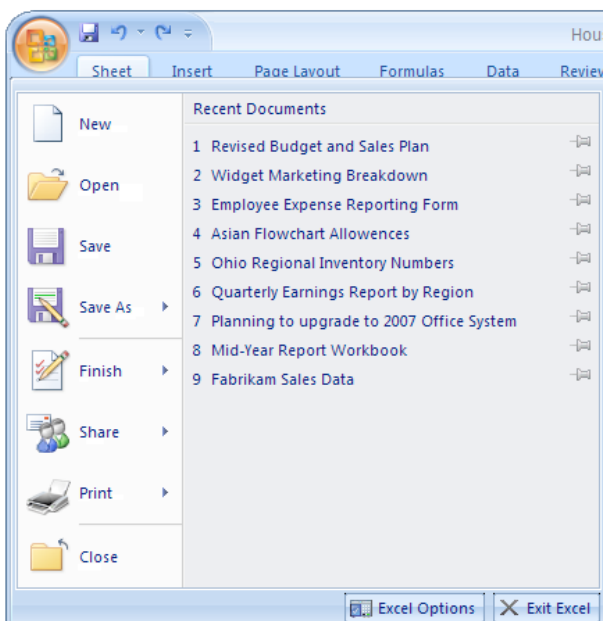
One of the primary changes in Microsoft Office 2007 is the replacement of the old toolbar (**FILE, EDIT, VIEW**, etc.) with something called a ribbon. Here is a picture of the left half of the new ribbon for Microsoft Word:



The ribbons for Word, Excel, Power Point, and Outlook share a common look; each one displaying its most relevant commands first.

### ◆ The New Microsoft Office Button:

 The new Microsoft Office Button (←) is the new way to access such commands as the familiar: **NEW, OPEN, SAVE, SAVE AS, PRINT, CLOSE, and EXIT**. Press the button to reveal the drop-down menu. (Excel's is pictured below)



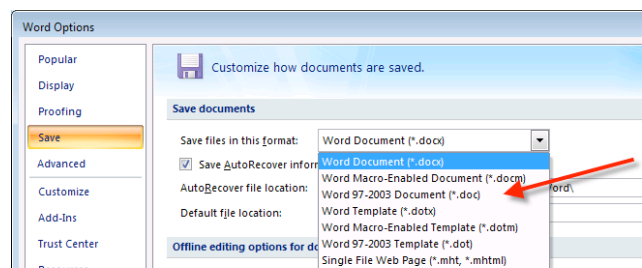
### ◆ Quick Instructions to open Power Point Presentations:

1. After opening Microsoft Power Point, choose "**View**" from the toolbar options.
2. Once you choose "**View**," new options become available underneath the toolbar.
3. Choose "**From the Beginning**" to view your slide show.

### ◆ Saving Files to be compatible with previous versions of Microsoft Office.

The default format for saving files from Office 2007 is the XML based format (.docx), which is not compatible with previous versions of Microsoft Office. If you plan to access the document from another computer or email it to someone, it is best to save documents in the .doc form. Here are directions to specify your default format for saving files in Word:

1. Click the Microsoft Office button.
2. In the bottom right corner of the drop-down menu, click on "**Word Options.**"
3. Choose "**Save**" from the list on the left.
4. Under "**Save files in this format,**" choose "**Word 97-2003 Document (\*.doc).**"



5. Now every time you save a file in that application, it will save in the format you specified.