Microsoft Office 2003 to Office 2007 Transition

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General Transition

1. Quiz
   a. What version of Office do you use?
   b. What edition?
   c. Do you love Office?
   d. Have you tried alternatives? Like WordPerfect, Lotus, OpenOffice
   e. What is the cost of Office? And what is the Return On Investment in your application?
   f. What do you want to learn today?

2. Versions and pricing

3. Where is help?
a. ? button in upper right hand corner of window.
   i. Office help programs access Microsoft web pages for improved results.

b. Web searches, Google works!

4. The Ribbon – heart of the new User Interface (UI)
   a. Same commands, new places
   b. No menus
   c. One toolbar
   d. Not customizable
   e. Easy to learn, but tough to unlearn menus and toolbars
   f. More extensive tooltips
   g. Most items will preview

5. Ribbons
   a. In...
      i. Access
      ii. Excel
      iii. PowerPoint
      iv. Word
      v. Open items of Outlook (mail, contacts, appointments)
   b. Out...
      i. OneNote
      ii. Publisher
      iii. Accounting Express
      iv. Groove
      v. Infopath
      vi. Main Outlook screen

6. Cutting the Ribbon to pieces
   a. Tabs
   b. Groups
   c. Commands
   d. Dialog boxes

7. Lost commands - Many specific, contextual commands do not show on the ribbon until the proper context is available. For example, there are no picture formatting commands until a picture is inserted or selected.
8. Ribbons adjust to fill window

9. Mice are for wimps
   a. Navigate the Ribbon by tapping the Alt key and then resulting KeyTips. ESC moves to previous selection.
   b. There are many keyboard shortcuts.
      i. Most are unchanged from older Office editions.
      ii. From Help, search for “keyboard shortcuts.”

10. Where did my ribbon go?
    a. Minimize the Ribbon
    b. Click on tab titles to use

11. Microsoft Office Button
    a. Think of the 2003 File menu
    b. Application options are found on the bottom right.

12. Quick Access Toolbar
    a. Only easily customized part of the UI
       i. Ribbon can be customized programmatically and via add-on apps
    b. Standard commands are Save, Undo and Redo
    c. Customize menu

13. Customizing the Quick Access Toolbar
    a. Select common tools from menu
    b. Add more tools from More Commands...
    c. Show below or above the Ribbon
14. But not everyone has Office 2007!
   a. Office 2007 can run on Windows Vista, Xp and 2000
   b. All users running Office 2003 through 200? should install the compatibility pack from
      ii. Or Google “microsoft office compatibility pack” and it will be the first link
   c. There are always winners and losers...

15. Smart Art
16. Applications
   a. Reviewed
      i. Word
      ii. Excel
      iii. Outlook
      iv. PowerPoint
      v. Publisher
      vi. Access
   b. Not reviewed
      i. Accounting Express: Accounting by Microsoft. Can they supplant QuickBooks?
      ii. Groove: like instant messaging with application sharing. Allows for collaboration anywhere you have an Internet connection.
      iii. InfoPath: Server based technology to create web browser fillable forms, manage form templates and collect data. Use requires a SharePoint server.
      iv. OneNote
         1. Note-taking and information-management in electronic notebooks that can be shared.
         2. Notebooks on steroids!
         3. Incredible with a tablet.
**Microsoft Word 2007**

17. What’s New?
   a. New GUI makes formatting easier
   b. Galleries of preformatted elements
   c. New charting and diagrams
   d. Improved styles and document themes
   e. Contextual spell checker
   f. New comparison tool
   g. Strip hidden metadata and personal information from documents
   h. Digital signatures
   i. Save to PDF (with download) and XPS
   j. Prevent changes to finished documents
   k. XML storage reduces size, prevents corruption and improves recovery
   l. Improved document management

18. Ribbons
   a. Standard
b. Contextual

c. Developer
   i. Needed to run macros, design forms, protect documents and do extensive work with templates
   ii. Activate via Office button, Word Options, Popular, Show Developer tab in the Ribbon

d. Add-Ins
   i. Only visible if applications are added that enhance application, for example, Adobe Acrobat
20. Other Screen parts

<table>
<thead>
<tr>
<th>a. Ruler and Scroll Bar (top)</th>
<th>b. Ruler and Scroll Bar (bottom)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Ruler and Scroll Bar (top)" /></td>
<td><img src="image2" alt="Ruler and Scroll Bar (bottom)" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Status Bar (left)</th>
<th>d. Status Bar (right)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Status Bar (left)" /></td>
<td><img src="image4" alt="Status Bar (right)" /></td>
</tr>
</tbody>
</table>

- **Task Panes**

21. Notes

- **a. Grammar and Contextual Spelling** are not turned on unless you have 1Gb of memory or more.
Microsoft Excel 2007

22. What’s New?
   a. Improved GUI
   b. Bigger spreadsheets
      i. 1,048,576 rows x 16,384 columns
      ii. Improved memory and multi processor usage
   c. Themes and styles consistent with other Office applications
   d. Improved conditional formatting
   e. Easier formula writing
   f. Improved sorting and filtering
   g. Improved color schemes across all formatting including charts
   h. All Office applications now use the Excel charting
   i. Improved PivotTables
   j. XML storage to improve file size and recoverability
   k. Improved printing
   l. Save to PDF (with download) and XPS
   m. More templates

23. Ribbons
   a. Standard

   ![Excel Ribbons Diagram]

   b. Contextual
c. Developer
   i. Needed to run macros, design forms, protect documents and do extensive work with templates
   ii. Activate via Office button, Excel Options, Popular, Show Developer tab in the Ribbon
   iii. See screen shot under Word Ribbons

d. Add-Ins: see notes and screen shots under Word Ribbons

24. Other screen parts

<table>
<thead>
<tr>
<th>a. Formula Bar and Scroll Bar (top)</th>
<th>b. Status Bar (left)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Formula Bar and Scroll Bar" /></td>
<td><img src="image" alt="Status Bar (left)" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Status Bar (right)</th>
<th>d. Task Panes</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Status Bar (right)" /></td>
<td><img src="image" alt="Task Panes" /></td>
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25. Notes
   a. Excel rocks.
Microsoft Outlook 2007

26. What’s New?

   a. Instant Search
   b. Color Categories with roaming
   c. Improved GUI
   d. Attachment previewing with many previewers
   e. To-Do Bar
   f. Flagging mail for follow up
   g. Tasks can integrate with toolbar
   h. Improved scheduling with Exchange servers
   i. RSS feeds
   j. Send web open-able calendars
   k. Save as PDF (with download) or XPS
   l. Better Junk and Phishing protection
   m. Uses Office improved spell checker

27. Mail, Message and Message Ribbons

28. Mail, Appointment, Contact and Task

   a. Insert and Format Text Ribbons remain consistent in each item
29. Contacts, Contact

30. Tasks, Task
31. Notes

32. Other screen parts

a. Folders

b. To-Do Bar

33. Notes

a. Probably the least changed application
b. Better looks
c. More consistent tools
d. Much better spam filter
Microsoft PowerPoint 2007

34. What’s New?
   a. Improved GUI with live preview
   b. Improved themes and quick styles
   c. Custom slide layouts
   d. Improved effects on objects and text
   e. Table and chart enhancements
   f. Improved Presenter view
   g. Slide Library
   h. XML format for improved file sizes and stability
   i. Save as PDF (with download) or XPS
   j. Uses Office improved spell checker
   k. Protect final slideshows
   l. Remove hidden metadata and personal information
   m. Digital signatures

35. Ribbons
   a. Standard Ribbons
   b. Contextual Ribbons
c. Developer
   i. Needed to run macros, design forms, protect documents and do extensive work with templates
   ii. Activate via Office button, Excel Options, Popular, Show Developer tab in the Ribbon
   iii. See screen shot under Word Ribbons

d. Add-Ins: see notes and screen shots under Word Ribbons

36. Other screen parts

a. Scroll Bar (bottom)

b. Status Bar (left)

   Slide number
   Theme name

   Slide 19 of 22 "Metro"
   Spelling status

c. Status Bar (right)

d. Task Panes

   Views:
   Normal
   Slide sorter
   Slide show

   Zoom buttons and slider
   Fit current slide to screen

   Zoom %
   Shortcut to Zoom
   Window corner for resizing
37. Notes
   a. New GUI and effects really improve PowerPoint
   b. Unfinished feel:
   c. Task panes – can’t switch between related panes
   d. Printing and Masters still feel like separate programs
Microsoft Publisher 2007

38. What’s New?
   a. Better, more professional templates
   b. Create reusable content
   c. Improved Pack and Go
   d. Banner printing if printer handles banner sized paper
   e. Improved mail merge from Word
   f. Save as PDF (with download) or XPS
   g. Uses Office improved spell checker

39. Notes
   a. Little changed in interface, would really benefit from new GUI
   b. Templates and color schemes don’t seem as well integrated as applications
   c. Feels more stable with large documents
   d. Boring!
Microsoft Access 2007

40. What's New?
   a. New GUI groups commands better
   b. Better access to templates
   c. Tabbed documents
   d. Enhanced sorting and filtering
   e. Improved layout view and automatic sizing
   f. Better date controls
   g. Rich text in memos
   h. Totaling row in datasheets
   i. Field templates
   j. Field List task pane
   k. Split forms
   l. Multivalued fields
   m. Better attachments
   n. Navigation Pane
   o. Save to PDF (with download) and XPS

41. Ribbons
   a. Standard
   b. Contextual
c. Developer
   i. Needed to run macros, design forms, protect documents and do extensive work with templates
ii. Activate via Office button, Excel Options, Popular, Show Developer tab in the Ribbon
iii. See screen shot under Word Ribbons
d. Add-Ins: see notes and screen shots under Word Ribbons

42. Other screen parts

<table>
<thead>
<tr>
<th>a. Objects Pane</th>
<th>b. Status Bar (left)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Displays object by type</td>
<td>Currently selected View</td>
</tr>
<tr>
<td>ii. Recommend selecting “All Access Objects”</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Status Bar (left)</th>
<th>c. Status Bar (right)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently selected View</td>
<td>View indicators</td>
</tr>
<tr>
<td></td>
<td>Num Lock</td>
</tr>
<tr>
<td></td>
<td>View buttons mimic first button on Home Ribbon</td>
</tr>
<tr>
<td></td>
<td>Window corner for resizing</td>
</tr>
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</table>

43. Notes

a. Most challenging transition to new GUI, but it works!
b. Better template integration with other Office applications
c. Design View shows field names and grids. Layout View allows manipulation of design while showing results, more WYSIWYG.
d. I can’t find... Try the Create Ribbon.