

# Quick Help for Microsoft Office 2007

## Ribbons and Layout:

**NOTE:** The diagram below is taken from Word 2007. The look of EXCEL and POWER-POINT is a little different. The commands may be laid out differently than in this example. The START button, RIBBON, and group explanations are the same for all programs.

This icon is basically the START button. When clicked, a menu will appear that displays most of the commands that were previously under the FILE option, such as SAVE, SAVE AS, OPEN, PRINT, CLOSE, and NEW.

These are Quick Buttons. A command can be placed here for easy access. In new installations only the SAVE, UNDO, REDO, and QUICK PRINT options are available. Advanced users can add more commands if desired.

These are the RIBBON selector buttons. Each button contains a group of different commands. The commands are displayed in the RIBBON below it.

This button will open a dialog with the same commands but with more settings. If there is no button for the sub-group then there is no dialog.

This is the title of the sub-group. This will describe the common commands that are grouped together.

This area in the RIBBON is grouped together by a partition. These partitions are sub-groups in the RIBBON. They contain similar commands or commands that compliment each other.

This is a RIBBON. This contains different commands for the document that is open. The HOME group displays a RIBBON with the most common commands while editing a file. All of the commands that were previously under the FILE, EDIT, VIEW, INSERT, FORMAT, etc. structure are now under RIBBONS. Certain RIBBONS can only be opened when their use is needed. For example the PICTURE TOOLS RIBBON will only display if an IMAGE is currently selected.

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## Converting File Types:

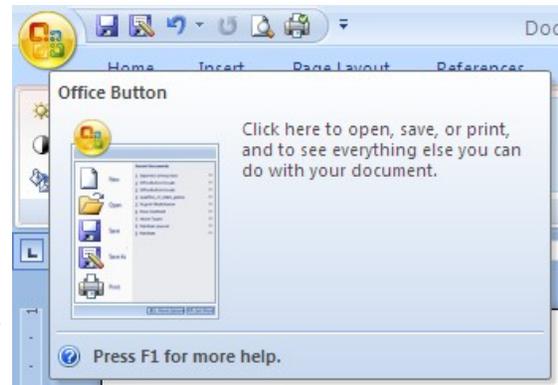
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To Save an OFFICE XP document to an OFFICE 2007 document and vice versa follow the instructions below.

Remember that the OFFICE 2007 Suite can open all previous file types, and when the SAVE command is selected it will only save in the native format. **Example:** If the current file being edited is a WORD XP file and we click SAVE, the file will be saved as a WORD XP file.

In the same example, if we use the SAVE AS command, a dialog box will open where there is an option to save the current file as something else like, plain text (.txt), rich text (.rtf), Word 2003 (.doc), and more.

If the primary goal is to achieve the most compatibility to the most amount of users, convert the file to a PDF file. Please contact Computing Services for assistance with converting to a PDF from



## TO CONVERT ONE FILE TYPE TO ANOTHER FILE TYPE:

1. Open file either by locating it in Windows Explorer or by opening the program and using the OPEN command. The OPEN command is located within the silver (when the mouse hovers over it, it turns yellow) circular Office button. Click the OFFICE (or START) button and click on OPEN. Locate your file in the dialog box that opens. If the file does not open with either of these two methods, your file may be corrupt or unavailable. Try to remedy the issue with common practices then contact Computing Services.

2. Once the file is open, click on the OFFICE/START button again. Click SAVE AS (note: a sub menu will open to the right of the SAVE AS button, ignore it and just click the SAVE AS text) and a dialog box will open. Locate the desired folder to save the file in, then type the file name, if not already entered. Below the FILE NAME field is the SAVE AS TYPE field. Click the field and a list of choice will appear. Select the appropriate file type and click the SAVE button. Your file is now converted to the desired file type in the selected folder.

## CHANGING THE SAVE AS DEFAULTS

- Open an Office application from the launcher.
- Click on the Office button in the top left corner of the window
- Select the button that starts with the title of the application and OPTIONS.  
Example : "Word Options" or "Excel Options"
- Select "Save" on the left hand side
- Under "Save documents," select the format that you need. The 97-2003 option is for most users.