

Office 2007

Transition from Office 2003
Summer/Fall 2009

Word Commands

Office 2003

Office 2007

▣ Drop-down Menus



Ribbon (w/ tabs)

File

Edit

View

Format

Tools

Table

Window

Help

Home

Insert

Page Layout

References

Mailing

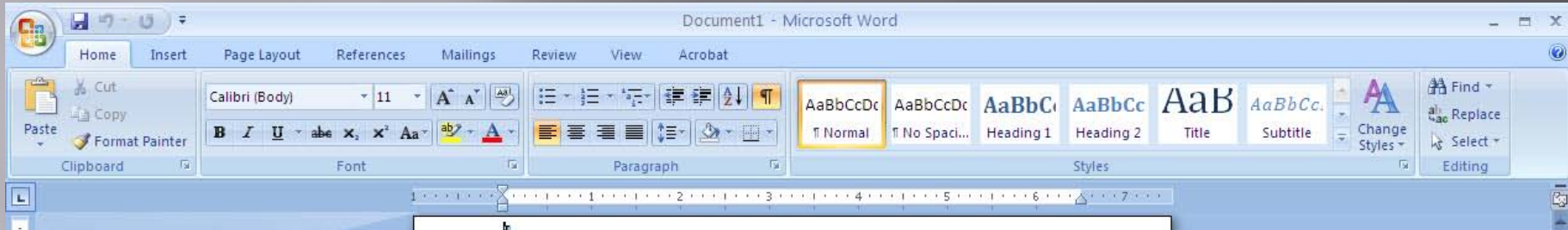
Review

View

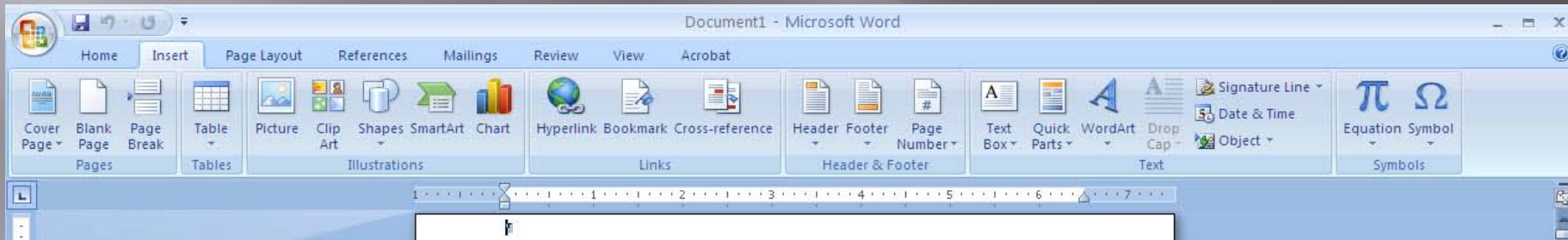
Add-Ins (Acrobat)

Word 2007 Ribbon

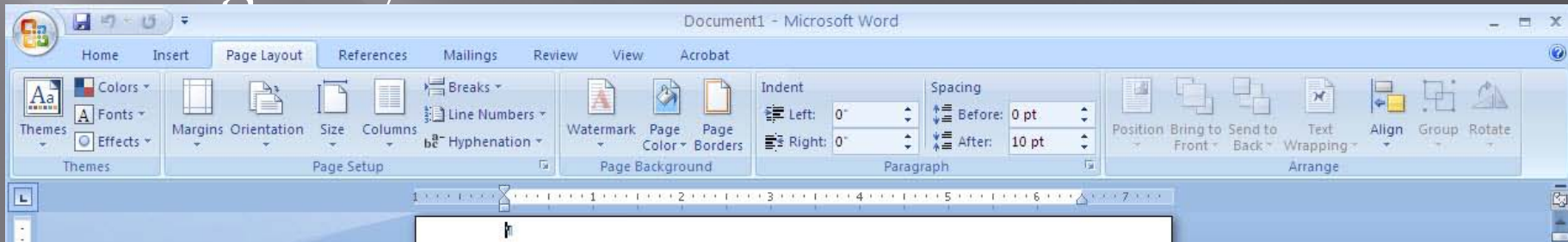
□ Home



□ Insert



□ Page Layout



Familiar Commands

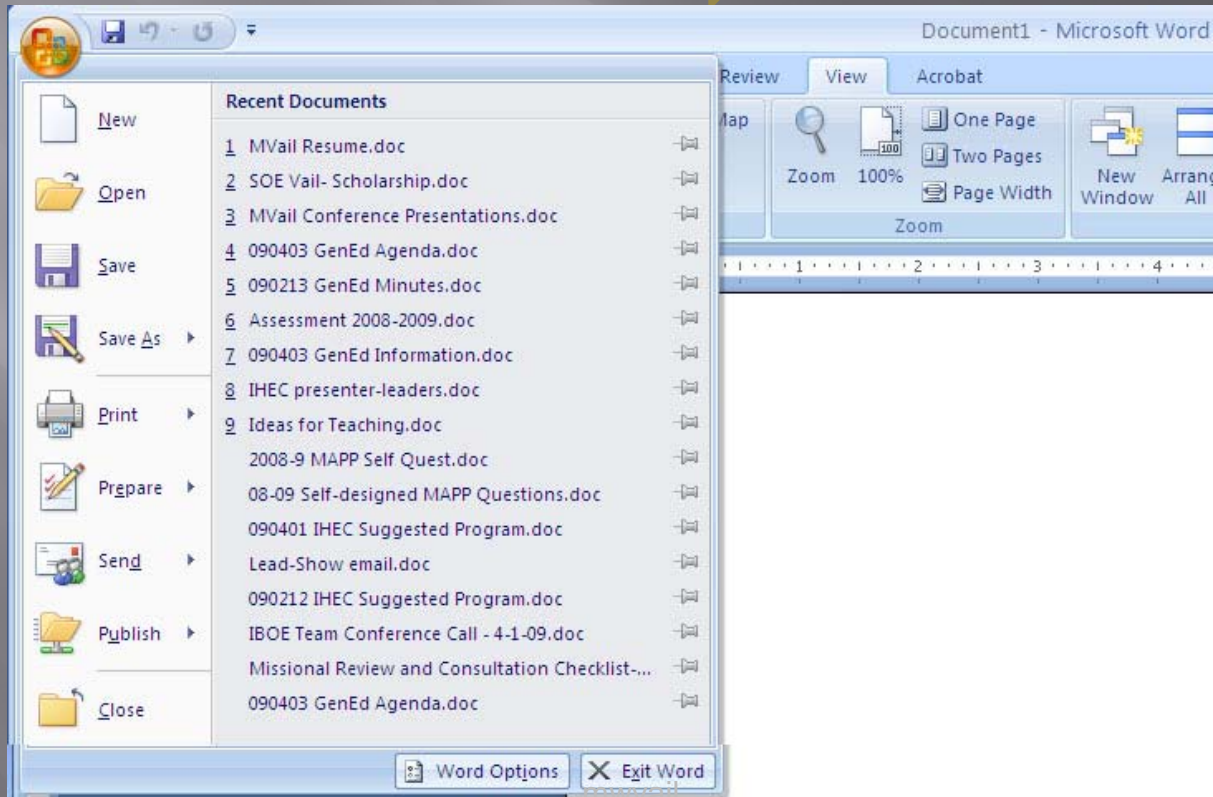
Office 2003

Office 2007

- ❑ Drop-down Menus
- ❑ File drop-down



- Ribbon (w/ tabs)
- Office Button



Familiar Commands

Office 2003

Office 2007

▣ Drop-down Menus



Ribbon (w/ tabs)

▣ File drop-down



Office Button

▣ Save As . . . (compatibility):
doc, xls, ppt



docx,xlsx, pptx

New Features

- ▣ Zoom
- ▣ Mini Tool Bar
- ▣ Live Preview
- ▣ Context Tabs
- ▣ Smart Art

Training Opportunities

- ▣ Summer 2009 Classroom Sessions
 - Word 2007
(Required First Session and Software Installation)
 - PowerPoint 2007
 - Excel 2007
- ▣ Microsoft Online Courses
- ▣ Commercial Online Courses
- ▣ Self-study DVD's (library reserve)