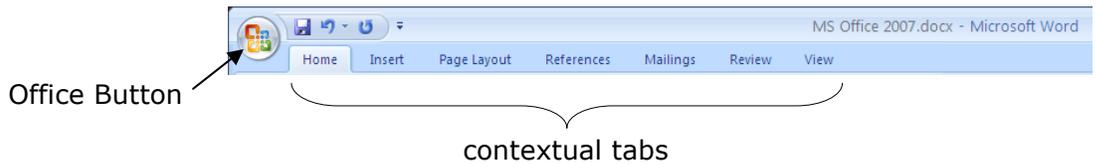


# MS Office 2007

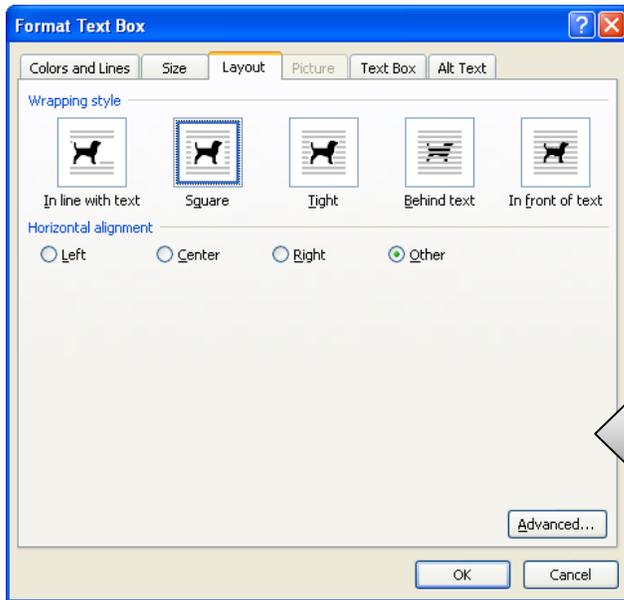


It's all here<sup>1</sup>—but where?

The Office button and the tabs are two of the biggest biggies. The Office button is always there but the tabs are contextual: they change depending on what you have selected.

It takes most people awhile to get used to the navigation bar at the top. All the old stuff is re-organized into the tabbed format AND there are gobs of (maybe) fascinating new things.

You can still format stuff by right-clicking, of course.

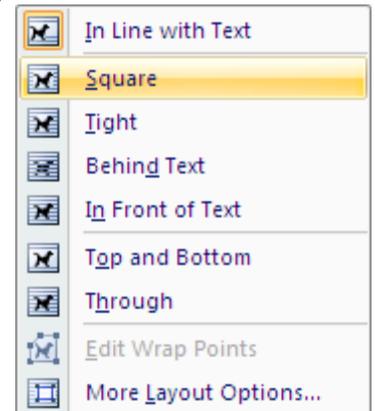
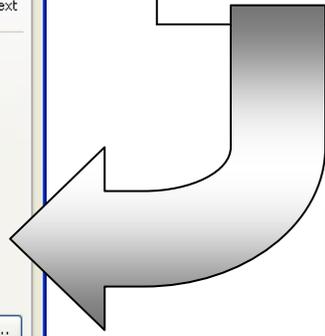


## Text Boxes

You can draw a text box the old way—or you can choose from a bewildering array of styles.

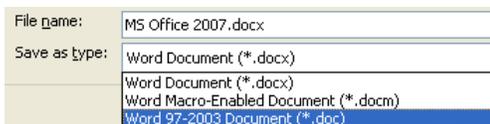
Insert > Text Box is all you have to do to make a text box.

Then you may need to format it so it doesn't eclipse your text. (Typically you'll want to pick square or tight for your format, so the body text will flow around your text box.)



For some things, like pictures or inserted screen shots (ctrl+alt+printscreen to get a shot of the top window—just ctrl+printscreen gets you the entire screen), you may want to hit the Page Layout tab and then the Align button way over on the right, where you can specify which layout you want.

## Saving



Office 2007 wants to save documents in a new format (.docx) that computers with Office 2003 may not be able to read. The way to make sure your 2007 documents can be read in by Office 2003 computers is to save your documents in .doc format.

To change the default format for saving, hit the Office Button, then Word Options, then Save.

Microsoft has a free compatibility pack that enables computers running Office 2003 to read documents in the Office 2007 format (.docx, .xlsx, and .pptx for Word, Excel, and PowerPoint). Just go to [www.microsoft.com/downloads/details.aspx?familyid=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en](http://www.microsoft.com/downloads/details.aspx?familyid=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en)

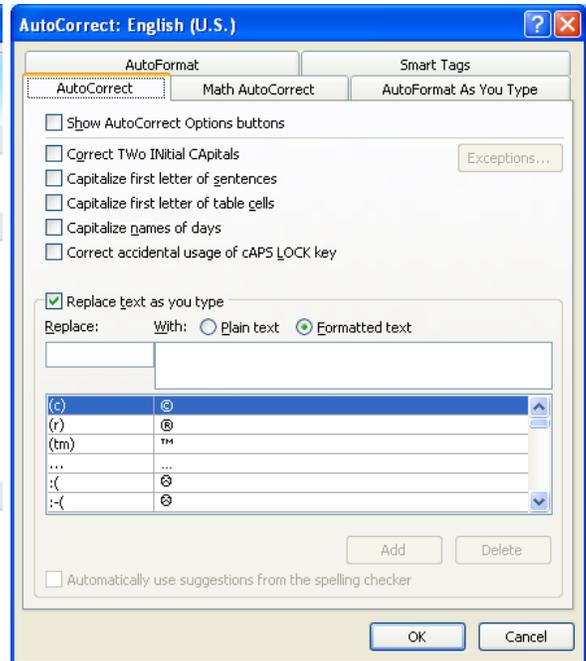
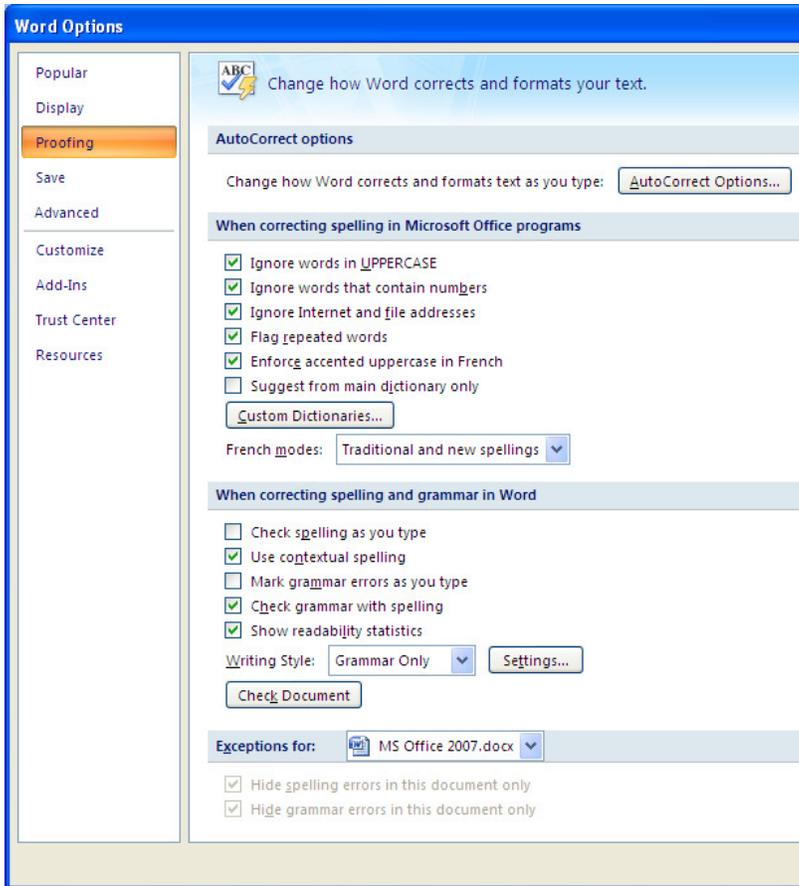
Mac users with Office 2008 will be able to read Office 2007 documents with no problems. Mac users with Office 2004 can download a compatibility pack from [www.microsoft.com/downloads/details.aspx?FamilyId=6B9238E1-CF69-48C4-BF2D-C4A8ACEEE520&displaylang=en](http://www.microsoft.com/downloads/details.aspx?FamilyId=6B9238E1-CF69-48C4-BF2D-C4A8ACEEE520&displaylang=en)

Some features of Word 2007 do change when opened in earlier versions. For details, see: <http://office.microsoft.com/en-us/word/HA100444731033.aspx>

<sup>1</sup> Except grouping pictures with shapes: you can't do that anymore. But you can group (many) other graphic objects.

## Turn-offs in Word 2007

To turn off automatic capitals, hit the Office Button, then go to Proofing, then AutoCorrect.



Notice in the window on the left, that on-the-fly spell checking is turned off. That means no wavy red or green lines under words that aren't in Word's dictionary.



Snap objects to Grid. Most of the time, you'll like Word 2007's default setting, always snapping objects to an invisible grid. When you want to move those objects just a little bit at a time, you can (as before in Office 2003) hold the Ctrl key down and tap the arrow keys. But if you want to turn the Grid off, and get really fine, you'll need to go to the Grid Settings: Hit the Format tab (if you don't have a graphic selected, you won't see the Format tab), then the Align button, then pick Grid Settings from the drop-down menu.

(It's often handy to have objects snap to other objects, but you can turn that off too.)

