



# MS Office 2007

## Microsoft Office Fluent User Interface




The new look of the Microsoft Office applications is referred to as the Microsoft Office **Fluent user interface**. The **Fluent user interface** was designed to make it easier for you to locate and employ the full range of available application features within an uncluttered workspace.

### New MS Word Features

- **Microsoft Office button**
- **Quick Access Toolbar**
- **Mini toolbar** (Word Options/Popular, Show Mini toolbar)
- **Live Preview** (Word Options/Popular, Enable Live Preview)
- **ClearType** (Word Options/Popular, Always Use ClearType) – get more info
- **Color Schemes** (Word Options/Popular, Color Scheme - affects overall look of Word's skin)
- **ScreenTip Style** (Word Options/Popular, Show feature descriptions in screen tips)
- **Ribbon**
- **Tabs**
- **On-demand tabs**
- **Groups**
- **Mini toolbar**
- **Key Tips** – new shortcut keystrokes
- **Access keys** – Access keys give you access to the Ribbon.
- **Key Combinations** – Key combinations perform specific commands. They are unrelated to the Ribbon or other things that you see on screen. Most have not changed from previous versions of Word.
- **File Formats** – Office Open XML formats. New file extensions: docx, docm, dotx, dotm.
- **Building Blocks**
- **Watermarks**

## Office 2007



### "What's to Like?" Scorecard

- XML files**
  - Smaller file sizes – more stable. Can convert to zip folder to access individual parts.**
- MS Office Fluent User interface**
  - The Fluent user interface was designed to make it easier for you to locate and employ the full range of available application features within an uncluttered workspace.**
- Desktop**
  - Choice of different "skins" (Blue, Silver, Black) for the application itself. (Office button /Word Options/Popular/Color scheme)**
  - Screen tip style (Office button /Word Options/Popular/Screen tip style)**
  - Normal view is now Draft. (Reduces naming confusion.)**
  - Full Screen Reading view**
  - Status bar**
  - Zoom**
  - Ruler.**
- Quick Access toolbar – can easily customize to include your favorites commands.**
  - Uses:**
  - Click dropdown arrow  to add or remove a common command.**
  - Right click a command - can right click command buttons to quickly add to Quick Access toolbar**
- Ribbon – Yes, I like the Ribbon!**
  - Ribbon actually can take up *less* space than multiple toolbars.**
  - Larger icons with text often easier to identify and read.**
  - Keeps many more options "out and available" so that you're not constantly going in and out of dialog boxes.**

**Office 2007  
"What's to Like?" Scorecard**

- Double click to hide. Then tabs behave like menus. They autohide as soon as you select an option.**
- Double click to re-display ribbon – or right click a tab to toggle minimize.**
- On-Demand tabs (a/k/a Content Sensitive or Contextual) on the Ribbon**
  - Like WordPerfect ten years ago.**
  - Header/Footer tab**
  - Outline View tab**
- Home tab**
  - Commonly used features**
  - Dialog Box launchers**
- Insert tab**
- Page Layout tab**
  - Margins**
  - Paragraph spacing before and after**
- Mailings tab**
  - Merge**
- View tab**
  - Show/Hide group**
- Live Preview –**
  - Found on most buttons that are accompanied by drop-down arrows.**
- Mini toolbar**
  - Can change formatting regardless of which Tab is currently displayed.**

**Office 2007  
"What's to Like?" Scorecard**

- "Paste Special" on Paste button (Home tab/Clipboard group)**
- Styles**
  - Quick Styles –**
  - Style Inspector** 
  - Change Styles button - "Font" option changes Normal style automatically. "Color" option applies different font colors to other styles within the current style set.**
- Galleries. Styles, templates, numbering, etc.**
  - Recently Used Templates Gallery**
  - Margins Gallery (Page Layout/Margins)**
  - Right click a style in Styles gallery to modify, update to match selection, etc.**
- Shape Styles – SmartArt Tools, Design tab**
- Fields**
  - Update field**
  - Content Control - point mouse pointer at field, click to update:**
  - Inserting info (as a field) from document properties**
- Pushpins on Recent Documents list in MS Office button menu.**
- Equations**
  - Don't know anything about them? Nevertheless, they look great.**
  - Insert/Symbols/Equation**
- Grammar check – "Explain" button:**
- Live Preview**
  - Underline button** 
  - Drop Cap (Insert/Text/Drop Cap) – live preview**

**Office 2007  
“What’s to Like?” Scorecard**

- Text Box**
- “Find” dialog box**
  - “Reading highlight” – Highlight All option uses current highlight button setting to highlight every instance of text in “find” field of Find dialog box.**
- Compression of ribbon Groups**
  - Command buttons of Groups rearrange themselves when application is restored to a smaller size. Buttons remain onscreen – they don’t arbitrarily disappear like they used to.**
- Building Blocks**
  - Watermarks, Quick Tables, Headers, Footers, Cover Pages, Page Numbering presets, AutoText, etc. use Building Blocks**
  - Stored in a template – “Building Blocks.dotx”**
  - Building Blocks Organizer (Insert/Text/Quick Parts)**

*Or*
- Headers/Footers**
  - “Header and Footer Tools – Design” on-demand tab**
- Watermark dialog box**
  - Page Layout/Page Background/Watermark**
- Tables**
  - Quick tables (Insert/Tables/Table)**
- Graphics – great googlemoogley!**
  - Illustrations (Insert/Illustrations)**