

Office 2007

What is new – what changes?

Information Management Center

Text: hannele.rajanieni@jyu.fi, Translation: Aaku Siekkinen

Relevant new things in Office 2007- programs: 1(2)

- **New user interface**
 - **Ribbon** instead of old structure of menus
- **New compressive fileformat** (e.g. docx, xlsx)
 - smaller filesize
- **Excel 2007 improvements: speed and wider tables**
 - small adjustments of functions in other programs
- **Checking** of document before publishing:
 - With the new function it is easy to check and delete e.g. metadata, private information or comments of colleagues from the ready document.

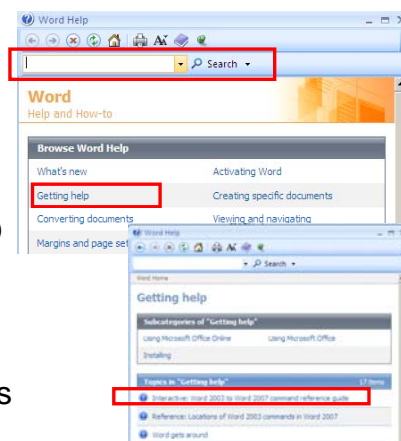
Relevant new things in Office 2007- programs : 2(2)

- **Realtime preview**
 - Benefits when choosing the design
- **More diverse graphics**
 - NEW: **SmartArt** –scheme layouts
 - More diverse **Schemes**, because Excel opens when editing schemes in Word or PP.
 - Add **ready drawing-objects** or new features: 3-dimensional, new effects etc.
- * Some other small improvements e.g.
 - Spelling preferences: corrections will move to all Office-programs
 - More fluent formula-editor
- More spesific information What's New: Help -button

3

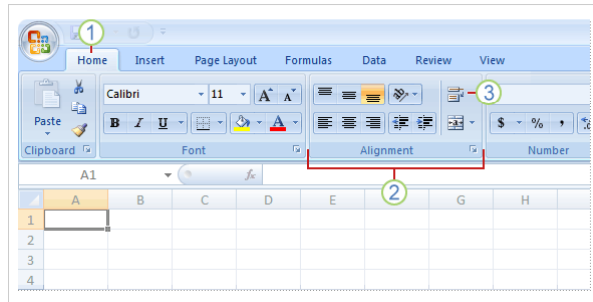
Help and how-to

- Questionmark-icon in the top right corner of the window!
- Listed: new features and central functions
 - Table of contents for guides
 - Find-tool: write search word(s)
- **What's New**
- **Interactive command reference guide (!)**
(you can find familiar 2003-commands)
- THK's FAQ-tips:
see www-pages: Guides:
Word and PP 2007 FAQ
- OfficeOnline: Training courses



New user interface

- **Ribbon** instead of menus
 - idea: easier to find commands and use them
- Commands (familiar buttons) have been divided depending on the **function** in to **groups** in to the **tab**
 - Basic tabs in groups (7), where command-buttons



In ribbon:

1. **Tab**
2. **Group**
3. Command-buttons

5

Function based Tabs (e.g. Word)

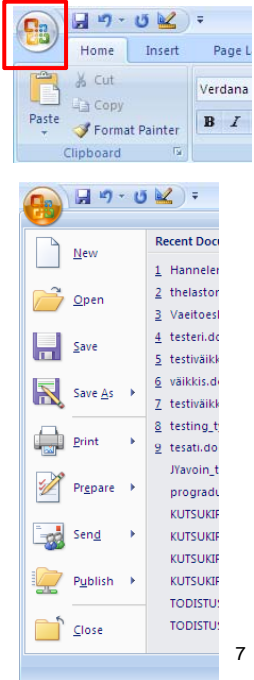
- **Home**: e.g. formatting, paste, find-replace, change font size
- **Insert**: e.g. table, picture, scheme, header, mark, plan, *new*: quick parts
- **Page Layout**: e.g. margins, orientation, lots, page-and part changes, line spacing
- **References**: e.g. table of contents, icon/table list, references, directory
- **Mailings**: address stickers, circulars
- **Review**: e.g. wording, comments, compare
- **View**: e.g. different views, ruler, change window

6

UNIVERSITY OF JYVÄSKYLÄ

Office-button

- In the upper left corner
- Functions for handling files
(former File-menu):
 - New
 - **Saving**
(different saving options!)
 - **Printing**
 - **Prepare** (check for final version)
- * Recent documents
 - click "the pin" if you want that the file stays there



Recent Documents

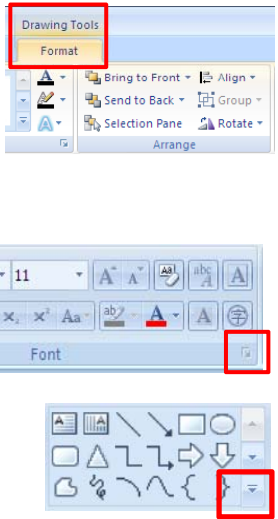
- 1 KUTSUKIRJE2009.docx
- 2 thelastone.docx
- 3 Hannelen kirjoitelma.docx

7

UNIVERSITY OF JYVÄSKYLÄ

In addition to basic tabs...

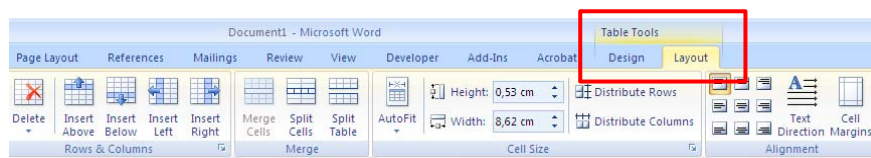
- There opens different kind of **extra options** above the tab-line **depending on the situation**
 - Appears only after the function is selected
 - e.g. Table: Structure and Shape or Header/Footer: Shape
- There can be a small **"option-key"** in the right side of the group name
 - ⇒ functionscreen or option window opens
(option window familiar with 2003-version)
E.g. Word: Extra formatting or style palette
- If selection arrow in the command button
 - ⇒ More features to be chosen



8

Extra options of certain function 1(2)

- E.g. **Word**: there appears two new tabs for editing the table **after inserting the table**
- **Table Tools: Design and layout**
 - Rows and columns
 - Levelling the text in a cell
 - Styles etc.
- Finally: click outside of the table



9

Customize: Quick access toolbar 1(2)

- Upper left side of the window
 - ready: Save, Undo, Repeat
- *User can edit*: add own tool buttons if needed:
 1. click **Customize Quick Access Toolbar** –arrow -button
 2. choose a command from the list (option mark)



11

Customize: the Status Bar 2(2)

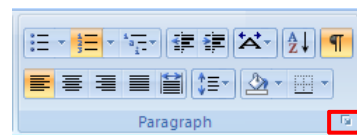
■ Customize the Status Bar:

- Right-Click the status bar:
choose what information is shown

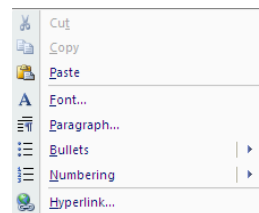


Option windows and quick access menus

- Former option windows are still there!
 - In the right foot of the Group name: **arrow-button (key button)**
=> option window opens



- As well: quick access menus open with the right button of the mouse
(= often used tools)



- Or: Familiar keyboard shortcut functions
 - E.g. Ctrl + S, Ctrl + X, Ctrl + C, Ctrl + V etc.

Zooming and quick-choice

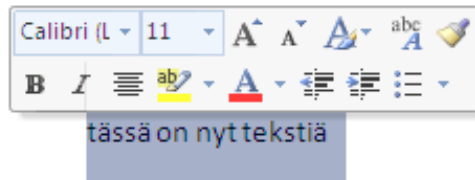
■ Stepless zooming

- See the right foot: **slider!**



■ Mini Toolbar

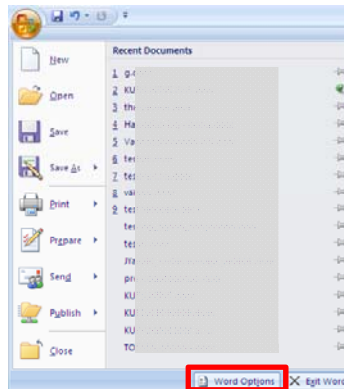
- Transparent **floating tool window** appears near the cursor
- If something is selected: basic functions of font formatting



15

Changing preferences 1(2)

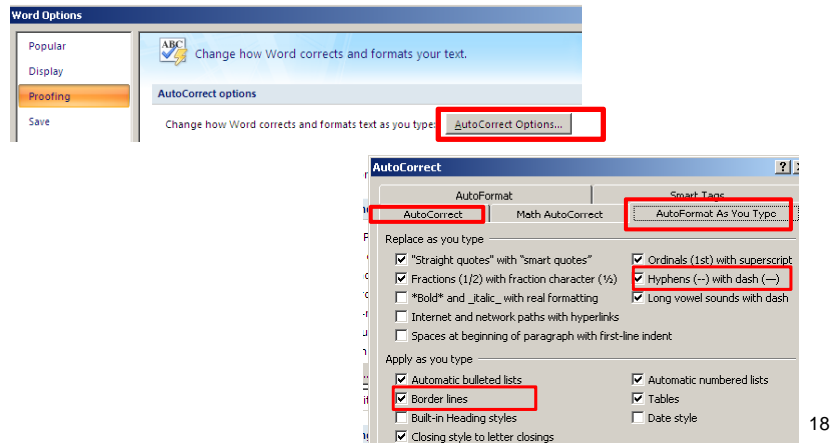
- Click the Office-button
- the foot of the window: Software **Options** -button



17

Changing the preferences 2(2)

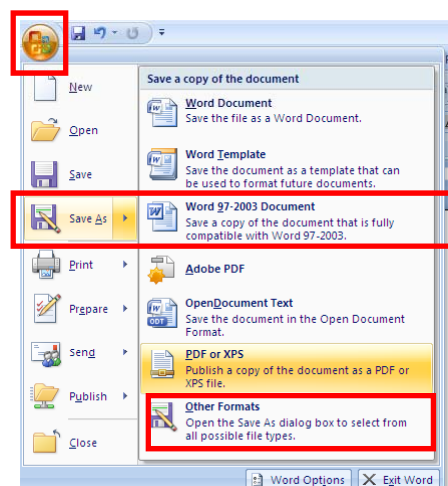
- Proofing: click **AutoCorrect Options** -button...
 - E.g. Capitalize first letter of the table cells, length of hyphen



18

Saving for different fileformats

- default: new fileformat
 - e.g. docx,xlsx, pptx
 - Model files: dotx, potx
 - If fileformat with macros: (esim. docm, xlsm)
- You can save also for **2003 –format!**
 - some new features transport in different ways
 - e.g. SmartArt -scheme changes in to picture
- New: you can **save in to PDF-format**
Other formats -command (if extra setup), but Print > PDF is still ok!



19

Word 2007

21

NEW: Word 2007 1(2)

- Editing the layout of the document: **quickstyles** and themes
 - **Realtime preview** helping
 - **More ready styles** (264 styles)
 - new: possibility to **save as quickstyle groups** => can be used in any other document
 - but: better functioning styles and document templates!
- **Structureparts**: ready parts of the document, which include standard elements and formats.
 - E.g. pagenumbers/headers, covers, textframes
 - you can also save your own header

22

NEW: Word 2007 2(2)

- Plenty of different **SmartArt** –schemepictures
- More various **scheme** options
 - Excel opens next to the document, where data will be filled
- **Checking** of the document **before publishing(!)**:
 - Checking marks or comments will no longer stay into the document which will be published
 - Finding and removing the hidden metadata and personal data will be easier
- * Saving the file in **PDF**-format
 - From Office -button Print > PDF as a printer is still ok!
- Other special functions:
 - Content guiding objects instead of formfields
 - Writing of the mathematical schemes is more diverse

23

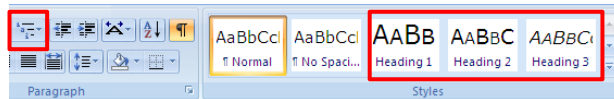
Function based tabs

- **Home**: e.g. formatting, paste, find-replace, change font size
- **Insert**: e.g. table, picture, chart, header, mark, schema, *new*: Quick Part
- **Page layout**: e.g. margins, orientation, columns, page's- and part's changes, line spacing
- **Referencies**: e.g. table of contents, figure/table list, citations, index
- **Mailings**: address stickers, group letters
- **Review**: e.g. language layout, comments, compare
- **View**: e.g. different views, ruler, Switch Windows

24

New: Quick styles and themes

- From the **Home** -tab: **Styles**



- use **Heading -Styles**

- Tip: first numbering: from Multilevel list -button

- * From the **Change Styles** -button: **Stylegroup**

- **Realtime preview!**

- BUT: more usable: exploit **JY's templates!**

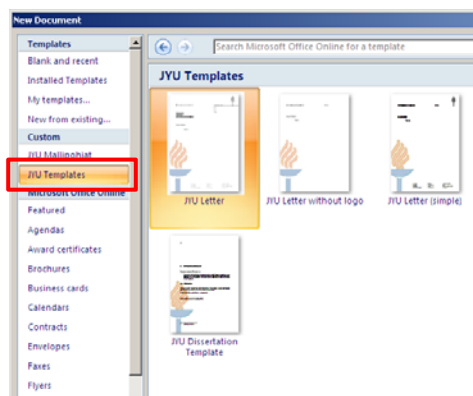
25

Save your time - use JYU-Templates

- **JY's Word-templates:**

- letters
- Doctoral thesis

1. Office-button: **New - command (!)**
2. **Adjusted: JYU Templates**
(- or if you have own: My Templates...)
3. Choose template.
4. Click Download -button.



26

New: Quick- and structure parts

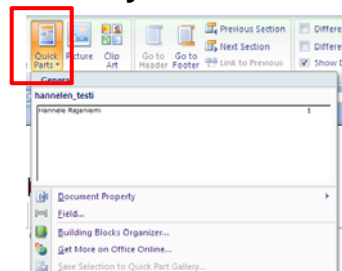
- = ready part of the document, "invariable element"
 - header
 - Text framework
- You can make your own structure part and save it to the quick parts
 - Save e.g. **own header**, where you have ready e.g. contact information, logo, name of the document and pagenumber
 - (or: as in 2003: document model)

tarjous		
Jyväskylän yliopisto Tietohallintokeskus	TARJOUS	1(1)
	29.9.2009	

27

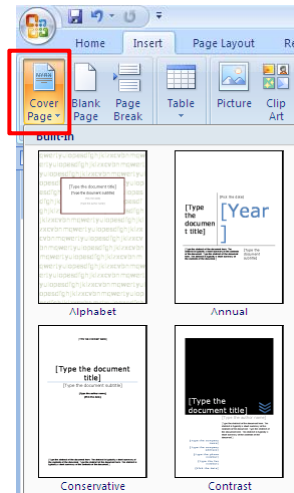
New: Save identifier as a quick part

1. Choose the texts of the header
 - E.g. Contact information, logo, type of the document, pagenumber
 2. **Quick Parts** of the headers **Insert** -tab
 - from the button:
Save Selection to Quick Part Gallery
- Afterwards: choose the identifier Ad –tab's
(or if you have a header from the Header/Footer –extra tab)
from the **Quick Parts** –button
and choose proper option
from the option preview



New: Insert a cover

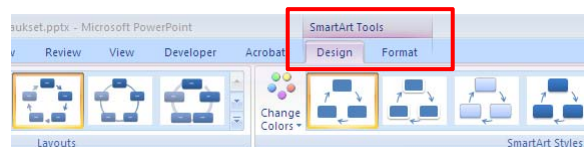
- In a **Insert** -tab **Cover Page**
 - ⇒ choose a new cover for the beginning of the document, where you have room for text and pictures
- You can also make your own cover and **save** it to the **cover selection**
 - Do first ready the texts and other elements to the document, choose them and then save



29

New: SmartArt -schemes

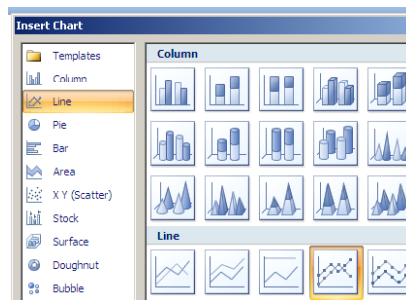
- Ready scheme templates: list, process, cycle, hierarchy, relationship, matrix, pyramid
- In the **Insert** -tab **SmartArt**
 - ⇒ **Design**- and **Format** - extra tabs



31

New: Word –scheme with Excel

1. **Insert** -tab > **Chart** -button
2. Choose the scheme template (Column, Line, Pie, Bar...)
3. Excel opens beside the Word: fill the data over the default data of the Excel



EXCEL:

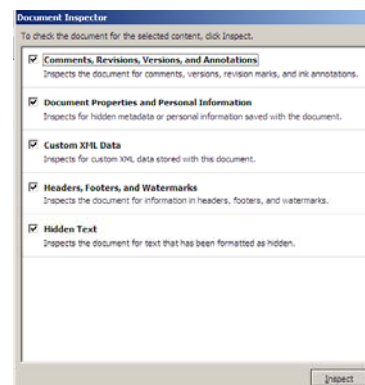
	B	C	D
Series 1	Series 2	Series 3	
1	4.3	2.4	2
2	2.5	4.4	2
3	3.5	1.8	3
4	4.5	2.8	5

32

New: Inspecting the document 1(2)

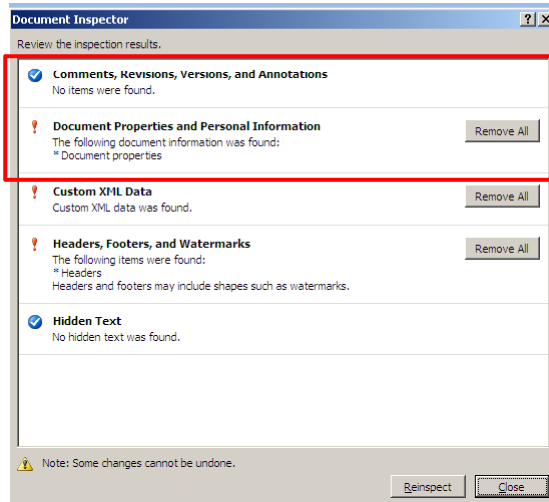
- **Finds and removes the metadata** e.g. comments, edit markings, versions, hidden text, personal information

1. From the Office-button **Prepare**
2. **Inspect Document**
3. Choose contents
4. Click **Inspect**



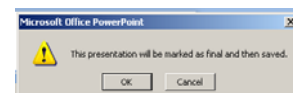
Inspecting the document 2(2)

- Summary of the changes
- Select the removable with the **Remove All**-button



* Marking up the document as a final

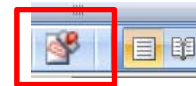
- From the Office-button **Prepare:**
Mark as Final



- Defines the document **only for the read** -state and restrains making any changes

⇒ Ks. From the status bar: **Mark as final** -icon

⇒ **all writing- and editing functions will be removed from use**



⇒ NOTICE: It is NOT the protection feature, because anyone can remove the inhibition afterwards from the said Mark as Final -spot!

- Alternatives:
 - From the **Review** -tab **Protect Document > Restrict Formatting and Editing**
 - From the **Office-button: Prepare > Restrict Permission**
 - You have to remember the password

PowerPoint 2007

37

PowerPoint 2007 1(2)

- The most pertinent add is **more impressive graphic!**
- In a PP making of tables **connection to Excel-spreadsheet**
 - Now more diverse table -options
- **SmartArt –graphic object** includes plenty of ready layouts for different kind of **scheme pictures:**
 - Ease of use as a benefit and professionally formatted layout
 - List text can be easilly moved as SmartArt –scheme
- New ready **forms and effects** for drawing
 - E.g. quick styles , 3-dimesional, reflection, glow etc.

38

PowerPoint 2007 2(2)

- **Themes** beside the model design (.potx)
 - Whole design of the presentation is ready
- **Adjusted** arrangements of the slides
 - You can make own structures of the slides (e.g. 3 pictures beside)
- **Small adjustments:**
 - Editing the size of the table works better
 - More styling options for the pictures
- cf. 2003: e.g. drawing toolpack is departed:
 - From the Home -tab Drawing (or from the Insert -tab Shapes)
 - Remember also the extra-tabs, which will open

39

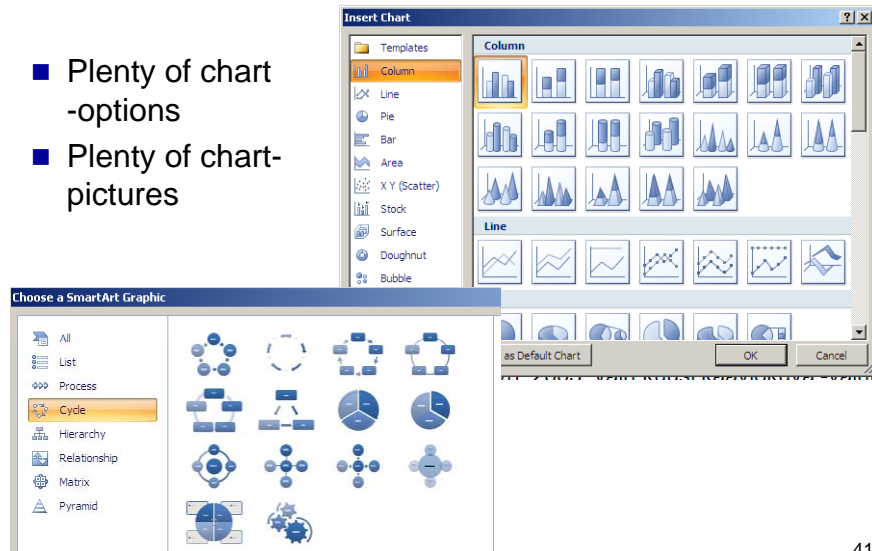
Function based tabs

- **Start:** e.g. new slide, arrangement (*structures of the slide!!*), drawing tools, organize
- **Insert:** e.g. photo-album, shapes (=drawing tools), hyperlink, text box, header & footer, slide number
- also picture, table, chart, SmartArt, movie, sound (compare to slide structure!)
- **Design:** e.g. page setup, slide orientation, themes
- **Animations:** e.g. transition of slide, list texts into parts, custom animation
- **Slide show:** e.g. start slide show, custom slide show, set up, rehearse timings, record narration
- **Review:** e.g. proofing, comments, protect
- **View:** e.g. presentation views, *basic styles*, color/grayscale, switch windows

40

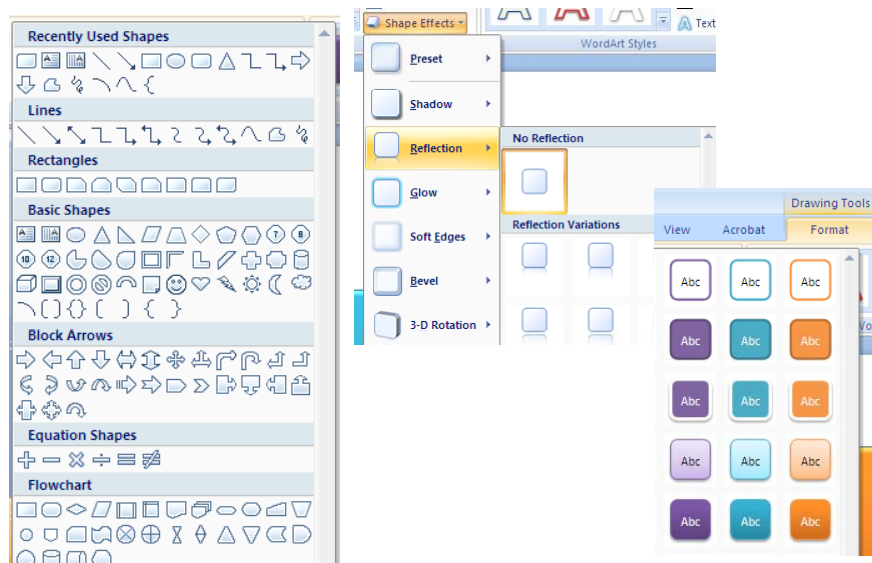
New readymade graphic

- Plenty of chart -options
- Plenty of chart-pictures



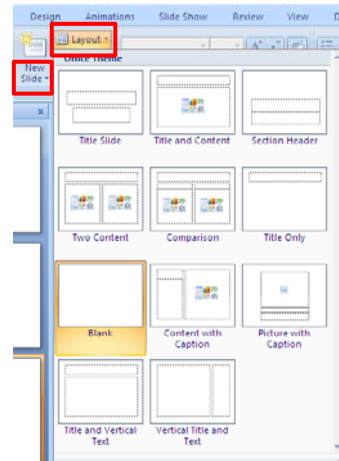
41

More tools for making your own graphic



Add a new slide: new structures

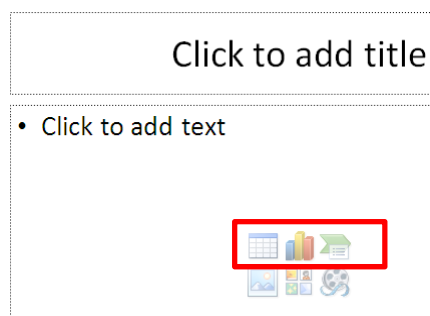
1. Click from the **Home** –tab **New Slide** –button
2. Choose same time the **structure of the slide**
 - default: "Title and Content"
 - **Essential: always choose the right structure**
 - If picture and text besides: "Two content"
 - If e.g. table or chart: "Title and content" and click the buttons from the floating tool box
 - If drawing: choose "blank" or "title only"
 - Notice: you can also change the structure **afterwards**: click the **Layout**-button and choose the new structure



43

Table, chart or SmartArt -graphic

- Click from the floating tool box **Table / Chart / SmartArt** -button
- Or: the same commands from **Insert** -tab



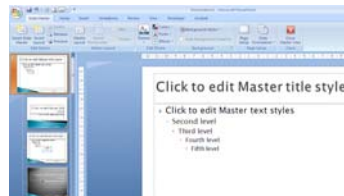
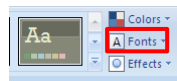
44

New: Themes

- in the 2007 **Design** –tab's **Themes** -selection
 - replaces the slides planning box of the 2003



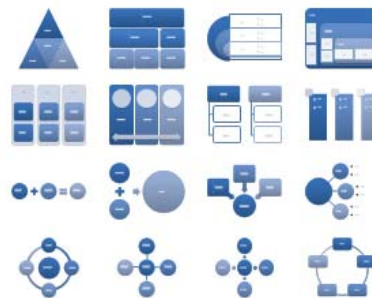
- Tip: From the **Design** –tab you can change the fonts of the **themes**, but *for the whole show e.g. font size or bullets: change from the default style*
 - From the **View** -tab **default style of the slide**



45

New: SmartArt graphics

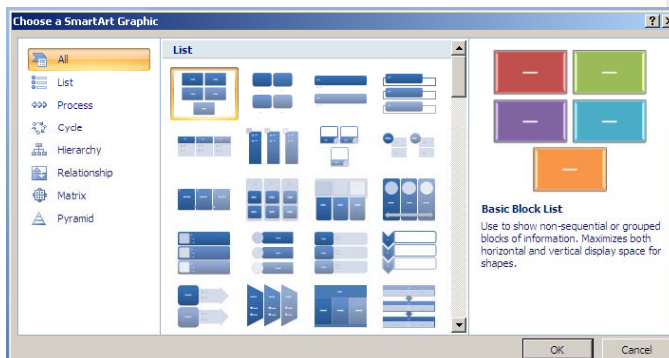
- **List**: esim. picture, table
- **Process**: bending, stepped...
- **Cycle**: segment, multidirection..
- **Hierarchy**: basic, table, list...
- **Relationship**: table hierarchy, grouped list...
- **Matrix**: basic, named, grid
- **Pyramid**: reverse, segmented...



46

Insert SmartArt -graphic

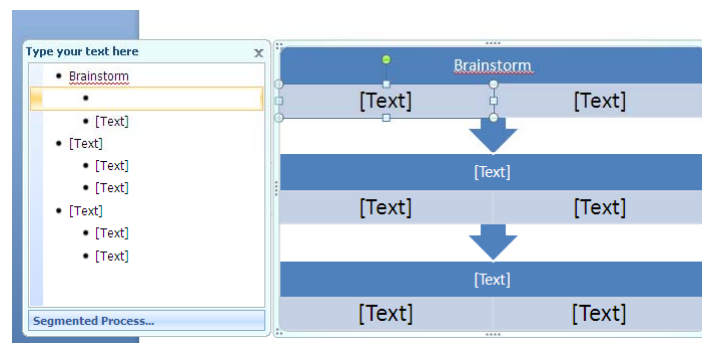
- = text in graphic object
- click **Insert SmartArt-object**-button in the slide (or Insert -menu > SmartArt) and choose a chart



47

Insert SmartArt-object

- Write either into the text fields of the chart-picture or into the text box which opens in the left

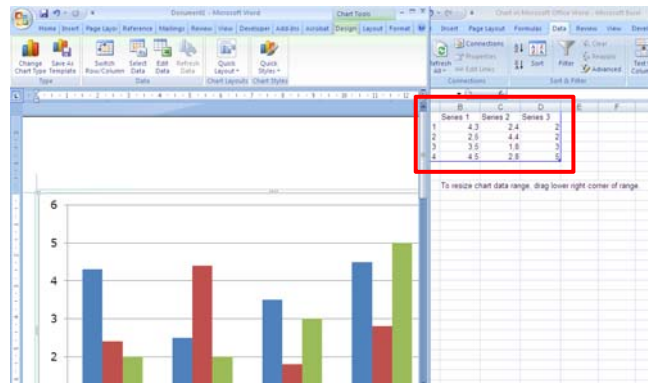


48

Insert a chart

1. Click from the toolbar of the slide: **Insert Chart**
 2. Choose **template**. OK.
- => New in 2007: **Excel opens**: fill the numerical data

Word

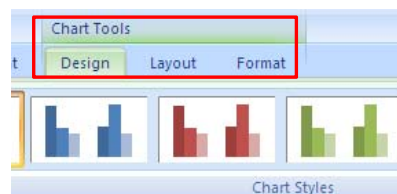


Excel

49

Edit the chart

- Click the chart
=> **Chart tools** opens: **Design- / Layout- / Format** – extra tabs
- **Design**: *change chart type*, edit data, quick layout, quick styles etc.
 - Quick-menu opens also with the right button of the mouse!
- **Layout**: titles, analysis, Gridlines etc.
- **Format**: shape fill, outline etc.



50

Excel 2007

Most essential new functions

51

Excel 2007 1(2)

- **Wider table:** max 1 048 576 rows and 16 384 columns
 - In the 2003 65536 rows ja 256 columns
- **Operations are faster** because of the empovered using of memory
- **Conditional design:** you can add **visual effects** to the numerical information more versatile
 - slidecolors, data beams, icon groups
- **Colors in sorting and filtering out the information**
 - You can sort out the data depending on the color and using more than three (max 64) layers
 - You can filter out the information depending on color

52

Excel 2007 2(2)

■ Functions:

- Some new functions: e.g. Technical and Cube -classes

■ Drawing a chart is easier:

- Choose the data first and the the chart type
(cf. 2003: 4-pronged process)

■ Other useful functions more easier, e.g.:

- Using Pivot-tables
 - Choose the cells (2003: dragging)
- Removing the double piece

53

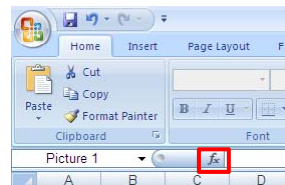
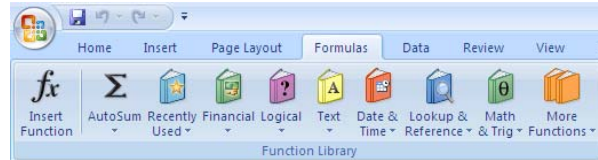
Function based tabs

- **Home:** e.g. formatting (conditional, tables, cells, currencies, decimals), insert rows
- **Insert:** e.g. charts, heading, Pivot
- **Page Layout:** e.g. margins, *print titles*
- **Formulas:** AutoSum-button (also average, max, min), funktion library, names, formula auditing
- **Data:** e.g. sort & filter, text to columns, remove duplicates
- **Review:** e.g. comments, protecting, sharing the workbook
- **View:** e.g. page break preview, *freeze panes*, switch windows, macros

54

10 function classes

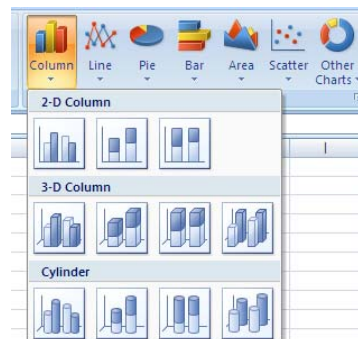
- Financial
- Logical
- Text
- Date & Time
- Lookup & Reference
- Math ja Trig
- Statistical
- Engineering
- New: Cube
- New: Information



55

Creating a chart 1(2)

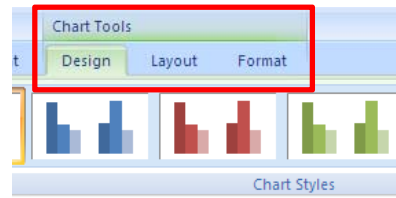
- Choose first the information from the table and then some of the charts from the **Insert** –tab
- Column
- Line
- Pie
- Bar
- Area
- Scatter
- Other Charts
 - e.g. Stock, Surface, Doughnut, Bubble



56

Editing the Chart

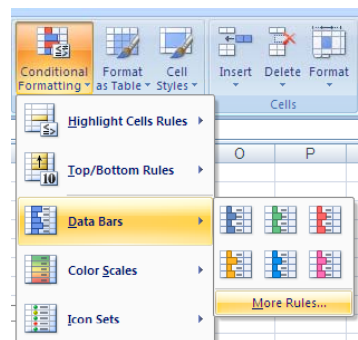
- When the chart is active, new **Chart Tools** -tabs open
- **Design**
 - Change chart type, switch row/column, select data, chart layouts,
- **Layout**
 - e.g. titles and axes editing
- **Format**
 - e.g. outlines



57

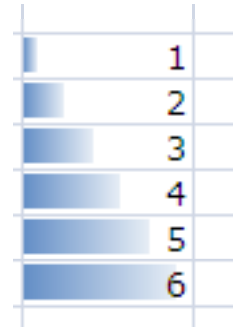
More visual conditional formatting 1(2)

- New: you can visually emphasise table's information
- **Home** -tab > **Conditional Formatting** -button
- **Data Bars, Color Scales, Icon Sets:**
 - E.g. high values as green, average values as yellow and low values as red
 - E.g. bigger values got more color



More visual conditional formatting 2(2)

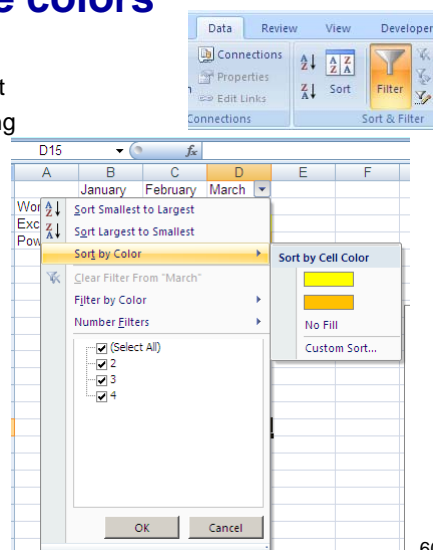
1. Choose first the cell-area.
2. Click from the **Home** –tab **Conditional Formatting** –button
3. Select e.g. **Data Bars**
 - You can separate high and low values
 - ⇒ Visible colorful bar into the cells background
 - Length of the bar depends on the rate of the number in a cell



59

New: Sorting and filtering the data with the colors

- **At first: form the cell**
 - the colour of the cell or the font
 - .. or using conditional formatting
- **Then: Data -tab: click**
Filter -button:
Sort by color



60