

Office 2007 – Basic info for first time Office XP/2003 users

Marin County Free Library – Technology Support Office

Sept. 5, 2008

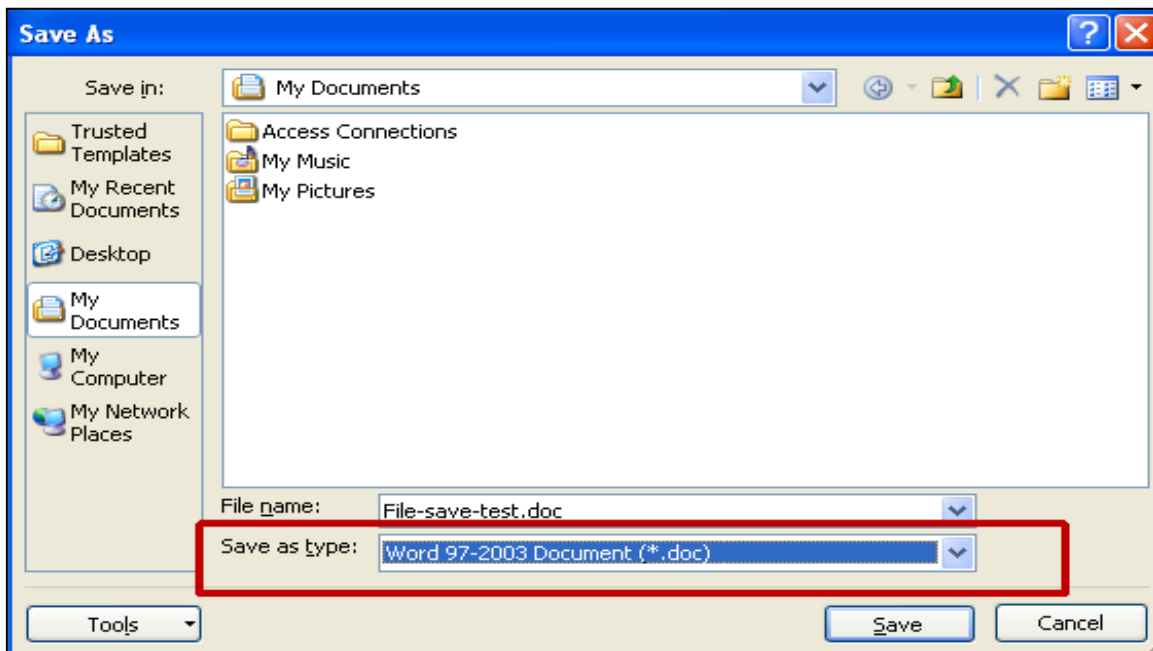
There are three major ways in which Office 2007 will be different from Office XP or 2003 for computer users.

1. **Office 2007 uses newer file types** for Word documents, Excel spreadsheets, etc., in order to support new features like XML. It can still open the older file types, and save to older file types, but if you save files in the new 2007 format, these can't be opened on a computer with older versions of Office without a conversion tool.

The 2007 file types have one extra letter in the file extension, so they look like:

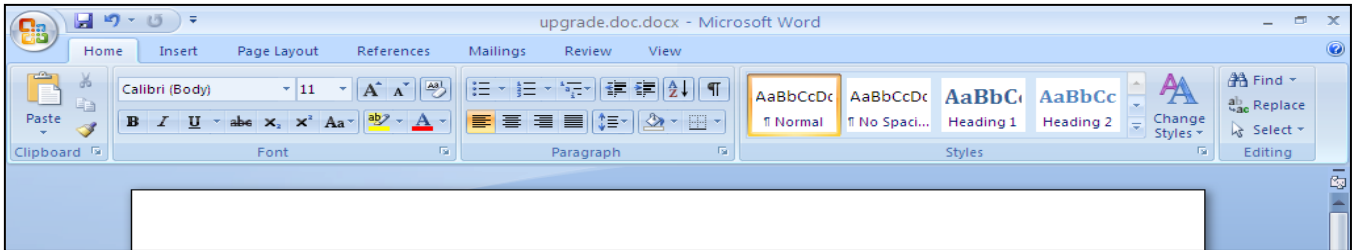
	Office 2007 files	Office XP/2003 files
Word	.docx	.doc
Excel	.xlsx	.xls
PowerPoint	.pptx	.ppt

If you want to save documents to the older file types in Office 2007, you can choose to do this in the "Save As" dialog box by choosing "97-2003 Document" in the "Save as type" box. (Example is from Word.)



This saved .doc can now be opened in 2007, 2003 and XP versions of Office. Any .doc opened in 2007 will be saved as a .doc, unless you specify the newer 2007 format of .docx when you save it.

2. **New menus, new icons.** The most obvious difference between XP/2003 and 2007 versions are the menus. 2007 has a menu type that Microsoft calls "Ribbons," with a series of tabs rather than the older pop-down menus. (Example is from Word 2007.)

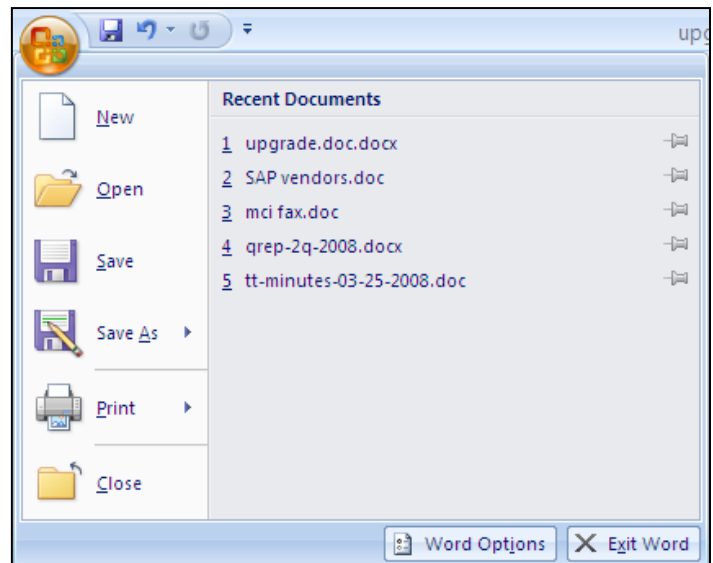


All of the commands from older versions of Office are here in the various tabs (Home, Insert, Page Layout) of the Ribbon, and are very easy to find, with one possible set of exceptions.



Commands to open new files, print files or find the most recent documents used are under the "Office Button" in the upper left corner of the program. Just hovering over this button will display a menu of important commands.

This menu is also where the "Options" submenus are hidden in each Office program. (Word Options in this example.)



The program icons also have a new look (below).



3. **Some keystroke commands are gone or are being retired.** Most keyboard commands in Office still work, such as Ctrl-S for Save, but a few, mostly ones in Excel, either no longer work or give a warning message that they're from a previous version. One example of this is for inserting a new row in Excel. "Alt-I, R" used to do that, but now it really takes right-clicking the mouse on any row and selecting "Insert" from the context menu. We'll probably discover a few more of commands that are gone, but the vast majority of basic commands used by people are still there in Office 2007.