

Office 2007 Quick Start

We hope this guide will help get you started with the new Office 2007 installation on your computer. If you need additional assistance, please contact **Rita Snodgrass** at x5.5814 or **Dan Weiss** at x5.3750.

When you first open Office 2007 you will see there are major differences with the standard icons and toolbars you are used to seeing. Microsoft has now grouped items together along what they call the "ribbon". This ribbon is designed to help you work more efficiently. For tips on how to customize the ribbon, click [here](#).

One important aspect of Office 2007 to keep in mind is that the file format that it creates is different from that used in Office 2003. If you collaborate with others who don't have Office 2007 you have two alternatives: - save your Office 2007 document in a format that is backward compatible for Office 2003 users (File – Save As – Save as type drop down menu) or ask Office 2003 users to get the free [Office 2007 compatibility pack](#) from Microsoft.

Microsoft provides [an overall guide to using Office 2007](#). A summary of web assistance for each of the Office components is shown below:

- Quick Reference Cards:** Short summary of important features and updates for the program
Interactive Guides: Shows you where you can find drop down menu items in your 2007 program by using a virtual Office 2003 interface (requires Internet Explorer browser and Flash player browser plugin)
On screen tutorials: Self-paced training with accompanying audio narration

Office Title	Quick Reference Card	Interactive Guide	On screen tutorials
Excel 2007	http://office.microsoft.com/training/Training.aspx?AssetID=RP100620801033&CTT=6&Origin=RC100620751033	http://office.microsoft.com/en-us/help/HA101491511033.aspx	http://office.microsoft.com/training/training.aspx?AssetID=RC100620751033
Word 2007	http://office.microsoft.com/training/Training.aspx?AssetID=RP100664491033...	http://office.microsoft.com/en-us/word/HA100744321033.aspx	http://office.microsoft.com/training/training.aspx?AssetID=RC100664431033
PowerPoint 2007	http://office.microsoft.com/training/Training.aspx?AssetID=RP100684731033&CTT=6&Origin=RC100687671033	http://office.microsoft.com/en-us/help/HA101490761033.aspx	http://office.microsoft.com/training/training.aspx?AssetID=RC100687671033
Access 2007	http://office.microsoft.com/training/Training.aspx?AssetID=RP102739961033...	http://office.microsoft.com/en-us/access/HA102388991033.aspx	http://office.microsoft.com/training/training.aspx?AssetID=RC102739891033