


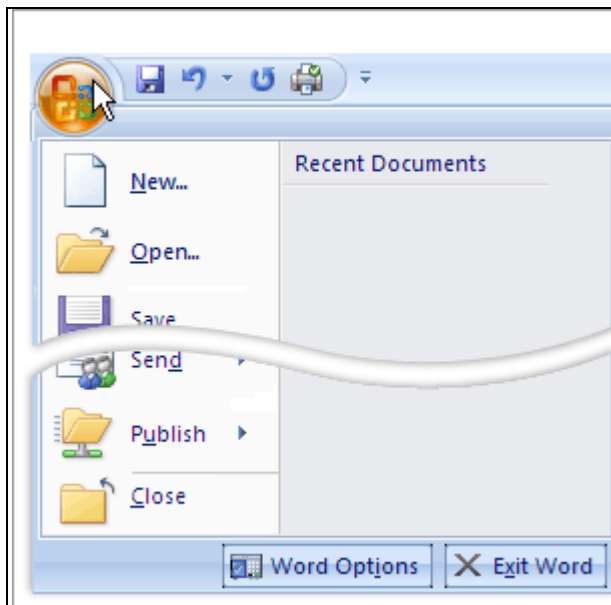
Microsoft Office 2007 Demonstration

Information Technology and Computing Services

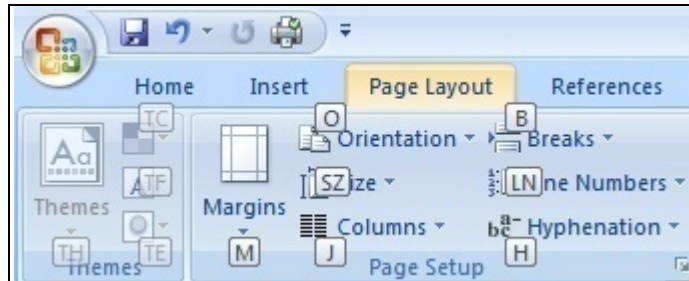
OFFICE 2007

Overview

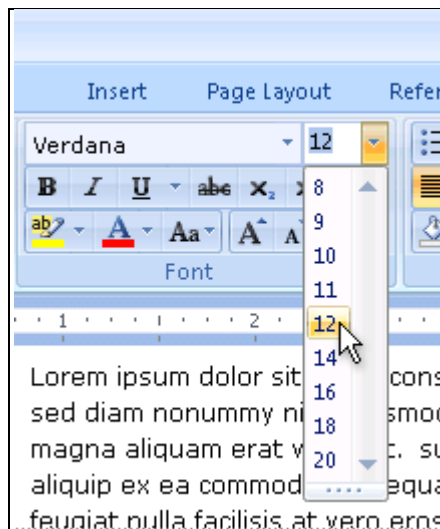
- Office Enterprise 2007 includes: (**bolded applications are new to the suite; previously, you had to purchase them separately**)
 - **OneNote** – consolidate notes and various documents in a single file;
 - **Groove** – project collaboration;
 - **Publisher** – create newsletters, flyers, etc.;
 - **InfoPath** – design and fill out dynamic forms;
 - Word – create papers, reports, etc.;
 - Excel – perform calculations and visualize data in spreadsheets;
 - Access – create databases to track and manage information;
 - PowerPoint – create presentations; and
 - Outlook – send e-mail, manage your contacts and calendar
- Click the **Microsoft Office Button**  in the top left-hand corner to find frequently-used commands such as: **Open, Save, Print and Send**.



- Additional new features found in each of the Office 2007 applications include: **Quick Access Toolbar, Ribbon, Mini Toolbar, and Contextual Tools**.
- You can enable **keyboard shortcuts** in the Office 2007 applications by holding down the Alt key for a few seconds. This will display the letters of the Ribbon tab keys.



- You can quickly see how formatting options like fonts and Quick Styles will look in place before you commit to them, by using the **Live Preview** feature that is included in several programs in the 2007 Microsoft Office suite. *NOTE: You can turn off this option if you desire in the Options dialogue box.*



- For documents, workbooks, and presentations, the **default file format now has an “x” on the end, representing the XML format.** For example, in Word, a document is now saved by default with the extension .docx, rather than .doc.

If your file contains code or macros, you have to save it using the **new macro-enabled file format.**

More Information and Training

- ITCS began supporting Microsoft Office 2007 for the campus community in February. Once you are familiar with the new user interface and feel comfortable upgrading, you can submit an Office 2007 installation request through the IT Help Desk (328.9866; <http://help.ecu.edu>).
- You can download and install **“Get Started” tabs** in Word, Excel and PowerPoint that give you

easy access to free content on Office Online that helps you learn the applications quickly. Visit the ECU Microsoft Office 2007 Web site (www.ecu.edu/itcs/office2007) for the link to install the tabs.



- **For more information about Microsoft Office 2007** and to access demos, tutorials, and helpful reference documents, please go to: <http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx>.
- In addition, ECU's **New Horizons online training** program offers self-paced courses on the new features in Office 2007 applications. If you do not already have a New Horizons account and would like one, please submit an online training request form through the new Online Help Desk at <http://help.ecu.edu>.
- Please contact **Jennifer Raby (328.9177; rabyj@ecu.edu)** or **Maggie Kettler (328.9133; kettlerm@ecu.edu)** for additional information about the 2007 applications or demonstration dates and times.