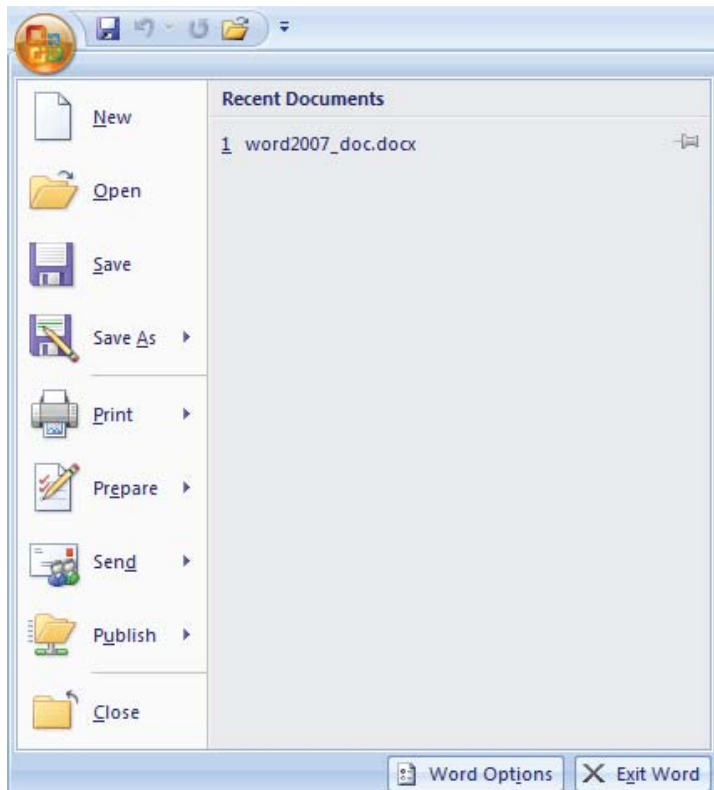


The new release of Microsoft Office incorporates a new user interface as well as new file formats that are not directly compatible with previous releases. Although most users find the changes beneficial, be prepared to spend some time during your first week or two adjusting to the new software. 'Power users' who make use of complex functions, will probably find that it takes a bit longer to adjust. This document provides information about the core changes to Office, and provides links to training and tutorial resources that we think you will find useful.

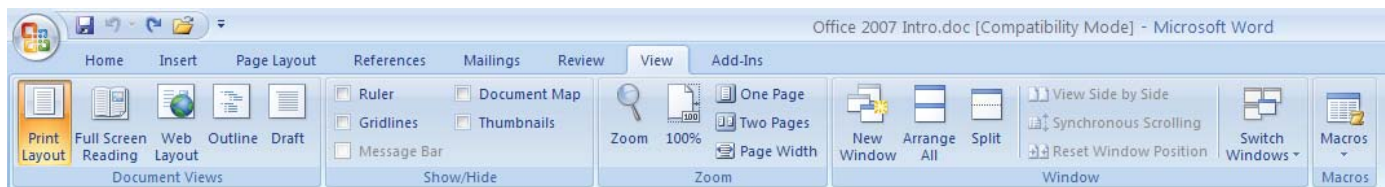
### Office Button



Clicking on the Office button at top left of window brings up something that looks similar to the ALT-F file menu in previous Office releases:



### The Ribbon



The Ribbon is the equivalent of the former menu bar. When open as shown above, it takes up a 10-20% of vertical screen space, however it can be minimized, so it only expands when you select a particular command.

The Ribbon interface is organized to reflect typical workflow stages in creating, editing, revising, formatting, and finalizing a document. Some functions have moved, but Microsoft has created Flash-based tutorials that allow you to specify a function in one of the Office 2003 applications and then shows you the equivalent Office 2007 feature.

### Quick Access tool bar

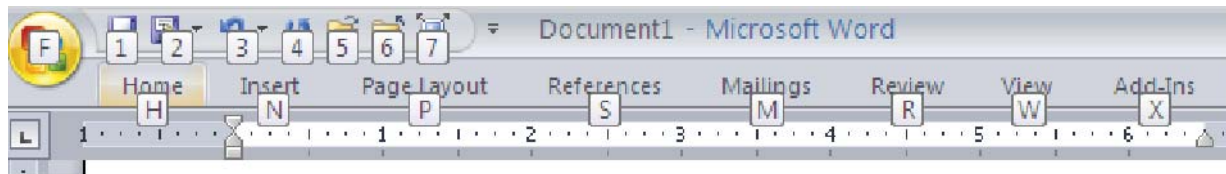


Next to the office button is the Quick Access tool bar. It contains several common functions and can be customized to contain your favorites without having to know specific key combinations or locations in the Ribbon.

### Keyboard Help

Some special key combinations like CTRL-C (copy), CTRL-X (cut), CTRL-V (paste), F12 (Save As) and CTRL-F12 (Open) are still mapped the same way as before. You can also use keyboard shortcuts to navigate the menus and ribbons, without having to remove your fingers from the keyboard.

When you press the ALT key, Office 2007 will display keyboard shortcuts to relevant help topics, as shown in the screen capture below. As you press each key shown, it will highlight the associated menus or ribbon item.



### File Formats and Compatibility

Office 2007 applications utilize a new format that is not compatible with earlier versions of Office. Microsoft has a compatibility pack for users of previous versions of Office (as long as have been kept updated).

For the next year, we recommend that you save your documents in the older (2003-compatible) formats when collaborating or communicating with others. To make the 2003-compatible format the default, you will have to go into each Office 2007 application, click on the Office Button, then the Options button, and click on Save and then set the "Save files in this format" to be the Office 2003 compatible format. Otherwise, to save into the old format, you'll need to click on Office Button, and use the "Save As" option each time you want to save in a document the old (or new) format.

There are some functions that aren't available when saving Office 2003-compatible files, and there are some known incompatibilities with older Office releases, and also with some Plug-ins.

### Where's the shortcut bar?

The familiar desktop Office Toolbar is not used in Office 2007. However, if you have had an older version of Office installed on your machine, and you were using the old desktop Office Toolbar, there is an installation option (or series of steps) documented at Microsoft, to keep that old toolbar working for the time being. Tell your support person if you need this to be migrated or maintained when you upgrade to Office 2007.