Fast Start for Office 2007

Learning Guide

Rev. 3 – 11/14/06

Fast Start for Office 2007 – Learning Guide

Purpose: The purpose of this document is to step you through the class and lab activities. In addition, you can use this document as a reference when you return to the job.

We will cover much of this content in the class. However, we will not be able to cover it all. Please be aware that your instructor may not know all the answers today, but will follow up if there is a question s/he cannot answer. We strongly recommend that you stay for the lab portion of the class and work through the extra materials.

Please visit the Office 2007 Learning Pages to find more helpful documentation! (link has been removed for confidentiality purposes)

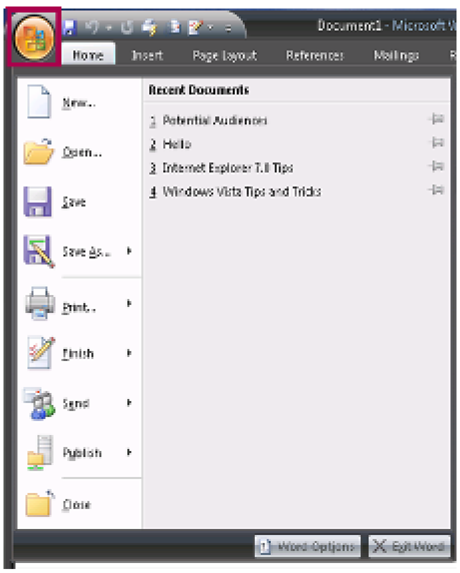
Table of Contents

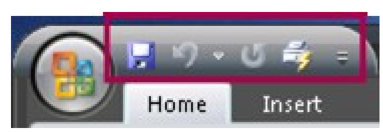
Getting Started with Microsoft* Office 2007

The Office Button

Use the Office button to open and save a file. Many people think it's only a graphic, but it's an important button! The Office button replaces the File menu in Office 2003.

In the image below, the Office button is highlighted. The rest of the image displays the choices that are available when you click on the button.





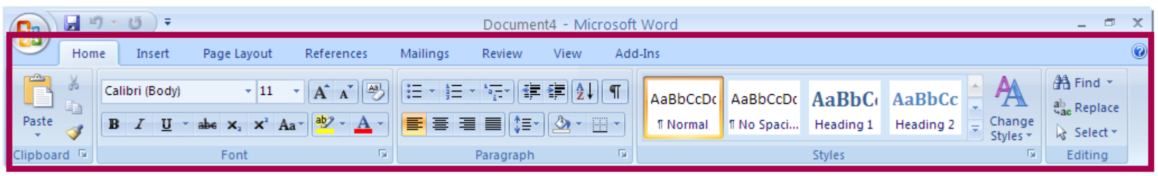
Quick Access Toolbar

The Quick Access Toolbar displays commonly-used icons. You can customize the Quick Access Toolbar and add your favorite icons. To do so, select the **drop-down arrow** and then **Customize Quick Access Toolbar**. You can add up to 25 icons (in some cases, 28).

The Ribbon

The traditional menus and toolbars of Office have been replaced by the **Ribbon**. The Ribbon presents commands organized into a set of tabs. In the Microsoft Word Ribbon below, the tabs are: Home, Insert, Page Layout, References, Mailings, Review, View and Add-Ins. On your computer, click through the tabs to explore.

Each tab on the Ribbon displays the commands that are most relevant for that topic. Microsoft has organized the Ribbon so that commands you use most often are on the left.



Microsoft* Office Word 2007

Building Blocks

Building Blocks are formatted, ready-to-use document components such as cover pages, headers, footers, page numbers, and references.

Document Inspector

The Document Inspector provides a central location for you to examine your document. You can check for personal or sensitive information, text phrases or other content. You can use Document Inspector to easily remove unwanted information.

Lab Activities

Create Table of Contents

1. Open the file called: *Fast Start Class file for Word*.
2. At the top of the document from the Ribbon, select the **Insert** tab.
3. Select **Blank Page.**
4. From the Ribbon, select the **References** tab.
5. Click the **Table of Contents** button.
6. Notice you have several choices of Table of Contents building blocks. Select the first choice.
7. Your Table of Contents is built.

Notes: The reason the Table of Contents was created so quickly is because **heading styles were already applied.** Normally you would have to choose a style for each heading and then create a TOC.

Use Document Inspector

1. Open the file called: *Fast Start Class file for Word*.
2. Click the **Office button** and mouse over **Prepare** on the menu.
3. Select **Inspect Document** from the list of choices to the right of menu.

4. The Inspect Document dialog box appears with choices about what information you want checked. Make your selection and click the **Inspect** button.
5. A dialog box appears notifying you of the inspection's findings. Use the **Remove All** buttons for various categories to remove items you don't want saved with your file.
6. Click the **Close** button when you're finished with this tool.

Using Help

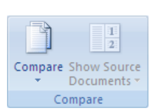
Note: If you are online, Help will search the Microsoft online database. This means that online Help is dynamic and offers more than simple sequence steps. If you are not online, Help will pull up the offline version. You will always have the latest files.

1. Click the **Help** button on right side of Ribbon.
2. Click the **What's New** link in the list of topics.
3. Notice the list of available topics and demo movies.
4. Investigate a link of your choosing from the list.
5. Type **Compare Documents** in the Search box at the top of the Help window.
6. Click **Compare Documents Side by Side** and view the steps.
7. Close the Help window.

Add a Table

1. Open a blank document by selecting the **Office Button**.
2. Select **New**.
3. Select **New Blank Document**.
4. From the **Insert tab**, select **Table**.
5. Select **4 across 2 down. Notice** that when you move your mouse of the squares it actually builds the table on your document. This is the Live Preview feature at work.
6. From the **Table Styles group**, roll mouse over building blocks to see what different table styles look like.
7. From within the **Table Styles groups** go to the last style. There is a down-arrow; click and you will see all your choices.

Compare Documents



If you send a document for review to several reviewers, and each reviewer returns the document, you can combine the documents two at a time until all the reviewer changes have been incorporated into a single document.

1. On the **Review** tab, click **Compare**.
2. Click **Compare → Two versions of a document**.
3. Under **Original document**, click the name of the document into which you want to combine the changes from multiple sources (**Fast Start Class file for Word.docx**).
   If you don't see the document in the list, click **Browse for Original** .
4. Under **Revised document**, browse for the document that contains the changes by one of the reviewers. (**Fast Start Class file for Word-Rev2.docx**)
5. Click **OK**.
6. Four windows **may** appear – The one to close is the one called **Summary**. You should now only have 3 windows on your screen. Compare Document, Original Document and Revised Document.
7. You will work off the **Compare Document**. On the Ribbon under the Change Group click the **Next** button so you can accept or reject each change. Do this to the end of the document.
8. Save this document by adding the word **Final** to the file name.

Note: Word can store only one set of formatting changes at a time. Therefore, when you merge multiple documents, you may be prompted to decide whether you want to keep the formatting from the original document or use the formatting from the edited document. If you don't need to track formatting changes, you can clear the **Formatting** check box in the **Compare and Merge Documents** dialog box.

Microsoft* Office Excel 2007

Section Setup

1. If you haven't done so already, **close Word and open Excel.**
2. Open the class file called: *Fast Start Class File for Excel*.

Page Layout View

Page Layout View is combination of Normal View & Print Preview. Its biggest benefit is that you can edit Headers & Footers without having to go through a dialog box.

Conditional Formatting

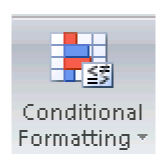
Conditional Formatting is a great tool for seeing trends in data without having to create a chart. By using colors and other visual indicators, you can look for trends in the data table.

Revenue Source	Sales Revenue	Gross Margin	Marketing Investment
Existing Customers	$5,000,000	$1,250,000	n/a
Portion due to marketing	$250,000	$62,500	$20,000
Up-selling to Existing Customers	$1,000,000	$350,000	$250,000
Customer Rescue	$500,000	$175,000	$150,000
New Customers	$8,000,000	$2,000,000	$1,000,000
Branding	$1,000,000	$250,000	$1,000,000
Other Marketing Investments	$100,000	$25,000	$250,000
	$15,850,000	$4,112,500	$2,670,000

You can also use Conditional Formatting with formulas to create "business intelligent" worksheets that will change appearance when a certain benchmark has been hit.

Apply Conditional Formatting

1. In the Fast Start Class File for Excel, navigate to the **Conditional Formatting** worksheet (bottom worksheet tabs).
2. Select cells **A1:A13.**
3. If you are not already there, click on the **Home tab** → **Conditional Formatting** button.
4. Select **Highlight Cell Rules** → **Text that Contains**.
5. Type **FM**. Notice the changes to the worksheet.
6. Now select **C1:C9**.
7. Click **Home>Conditional Formatting**.
8. Select **Highlight Cell Range>A Date Occurring.**



9. Select **Next Month** from drop-down list & show changes to range. (Note: If you do not have a date in the list that occurs within the next 30 days, you may need to add one and THEN try the filter.)

Lab Activities

Explore Tables

A table is a series of rows and columns that contains related data that is managed independently from the data in other rows and columns on the worksheet . By default, every column in the table has filtering enabled in the header row so that you can filter or sort your table data quickly.

1. Open the file: *Fast Start Class file for Excel*.
2. Navigate to the **Lab-Tables** worksheet.
3. Select **A1:D6**.
4. On the Home tab, click **Format as Table** button.
5. Confirm that the range of cells is correct and that the table will include a Header row. Click **OK**.
   Notice that the Header row for the table has drop-down arrows to facilitate filtering your data. Also notice that a new Contextual Command tab is available for Table Tools.
6. Click the **Filter/Sort** drop down for Column 1 and select only **Monday** from the list.
7. Click the Filter/Sort drop down for Column 1 again and choose **Select All** to reset the list.
8. On the Table Tools>Design tab, select **Total Row** in the Table Style Options grouping.
9. Click cell **C7** and notice that a dropdown button appears next to the cell.
10. Click to select **Average** from the list.
    Notice that you could use the total row to calculate various functions not just totals.
11. **Close** the file without saving changes.

Edit Pivot Table

1. Open the file: *Fast Start Class file for Excel*.
2. Navigate to the **Lab-PivotTable** worksheet.
   Notice that the PivotTable has been created for you.
3. Click inside the PivotTable and explore the Contextual Command tabs (PivotTable Tools>Options and Design).

Notice the Pivot Table Field list on the right side of the window.

4. In the Pivot Table Field list, click to select **Salesperson**. Your PivotTable changes.
5. In the PivotTable Field list, click to select **Order Date**. The PivotTable changes again.
6. In the PivotTable Field list, mouse over **Order Date** and a dropdown arrow appears. Select the dropdown arrow and choose **Date Filter**.
7. Select **Between…**from the list.

   In this example, you will create a date filter to identify which sales were made between October 1, 2003 and October 31, 2003.
8. Enter **October 1, 2003** as the Start date. Enter **October 31, 2003** as the End date for the filter.
9. Click **OK** to apply the filter to the PivotTable.
10. On the PivotTable Tools>Design tab, click **Subtotals** button.
11. Select **Show All Subtotals at Bottom of Group**.

    You can now see the dollar amount of orders placed in October as well as how much each salesperson brought in.
12. **Close** the file without saving your changes.

Create a Chart

1. Open the file: *Fast Start Class file for Excel*.
2. Navigate to the **Lab-Chart Data** worksheet.
3. Select the data in the **Oregon Trip table (cells A2: D7)**.
4. Click the **Insert tab → Column** in the Charts grouping to create a column chart. (It doesn't matter what type of column chart you choose.)

   Notice the **Contextual Command Tab** that appears when the chart is selected. It will disappear when you click away from the chart.
5. Take a moment to explore the options within the Contextual Command Tab for editing your chart.
6. On the Chart Tools>Layout tab, click the **Legend** button.
7. Select **Show Legend at Bottom** from the list.
8. **Copy** the chart. (Home tab, Copy button or right-click & copy.)
9. **Open** PowerPoint 2007.
10. **Paste** the chart into the PowerPoint 2007 slide.

    Notice the Paste Options button near the chart. (It looks like a clipboard). You can use this button to disconnect the chart from the source data and to specify which formatting the chart will have.

11. **Double-click** on the chart (in PowerPoint 2007) to edit. Notice the Contextual Command Tab. It's the same as in Excel.
12. **Exit** both PowerPoint and Excel. You do not need to save files.

Microsoft* Office PowerPoint* 2007

Section Setup

1. **Open PowerPoint 2007**.
2. Open the class file called: *Fast Start Class File for PowerPoint*.

Smart Art

Smart Art provides a way to quickly and easily add a visual element to your presentation. Use it to convert bulleted lists, etc., into graphics. Smart Art can also be used to quickly create Org Charts.

Use Smart Art

1. Open the file: *Fast Start Class File for PowerPoint*.
2. Click on the **SmartArt** slide in the presentation.
3. From the Insert tab, select **SmartArt**.
4. Click the **Hierarchy** grouping on left of the dialog box to see what types of Org Charts can be created.
5. Click the **Process** grouping on the left of dialog box to see what types of process charts can be created.
6. Select any SmartArt of your choice to create and click **OK**.
7. Enter some text in the Text Pane (heading says Type your text here). Notice how your text appears on the SmartArt graphic.
8. Select a different layout or colors for your SmartArt from the SmartArt Tools>Design tab.

Note: You can also convert an existing bulleted list into SmartArt. From the **Home tab**, select **Convert to SmartArt** (in the Paragraph grouping). 

Lab Activities

Create a Custom Layout

A layout is one part of a slide master that defines positioning information for content that will later appear on a slide. Layouts contain placeholders , which in turn hold text, such as titles and bulleted lists, and slide content such as SmartArt graphics, tables, charts, pictures, shapes, and clip art. While you can add text and object placeholders to a layout or slide master, you cannot add placeholders directly to a slide.

To add a layout, go to Slide Master view, add a new layout, add text-specific and object-specific, and then save the presentation as a template (.potx) file.

1. Open a blank presentation.
2. On the **View** tab, in the **Presentation Views** group, click **Slide Master**.
3. In the pane that contains the slide master and layouts, click a location below the slide master where you want to add the new layout.
4. On the Slide Master tab, click **Insert Layout**.
5. To remove an unwanted placeholder click the border of the placeholder, and then press **DELETE**.
6. To add a placeholder, click the arrow next to **Insert Placeholder** (on Slide Master tab), and then click a placeholder.
7. Click a location on the layout, and then drag to draw the placeholder.
8. On the Slide Master tab, click **Rename** and enter a name for your custom layout.

    The layout that you added and customized will now appear in the list of standard, built-in layouts, located on the **Home** tab, in the **New Slide** list.
9. Click the **Office Button** and select **Save As…**.
10. In the **File name** box, type a file name.
11. In the **Save as type** list, click **PowerPoint Template**, and then click **Save**.

Reuse Content from Other Presentations

PowerPoint 2007 allows users to preview slides that they want to reuse from other presentation. In addition to this, if the content is saved on a SharePoint 2007 server, you can use the Slide Library feature to have slides automatically update when the source file is updated on the server.

1. Open the presentation that you want to add a slide to.
2. On the **Home** tab, click the arrow under **New Slide**,

3. Select **Reuse Slides** from the list of options.
4. In the **Reuse Slides** pane, in the **Insert slide from** box, enter the location of the file containing the slide(s) you want to reuse.
5. To view a larger thumbnail of a slide, rest the pointer over the slide.
6. In the **All Slides** list, click the slide that you want to add.

Save a Presentation as a PDF or XPS file

You can save files created by many 2007 Microsoft Office system programs in Portable Document Format (PDF), which is a common format for sharing documents.

1. Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **PDF or XPS**.
2. In the **File name** list, type or select a name for the presentation.
3. In the **Save as type** list, click **PDF**.
4. If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
5. Click **Publish**.

Note: PDF stands for "Portable Document Format" and XPS stands for "XML Paper Specification." When you save a file in either format, the file becomes read-only. Both versions are easily recognized by a printer.

In order to open and read a PDF file, you will need a PDF reader on your system (such as Adobe Reader).

Since XPS files are based on XML, you do not need any special software to open and read them.

Microsoft* Office Outlook 2007—E-mail

Section Setup

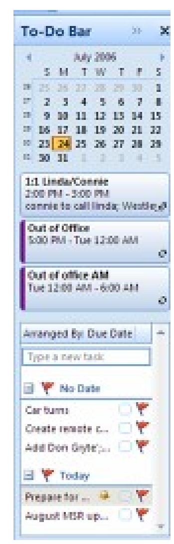
1. Open Outlook 2007.
2. Please stay focused on the class materials! This is **not** a time to catch up on e-mail. ☺

Good News!

While Outlook 2007 has many helpful new features, the basics steps of reading and composing e-mail and scheduling calendar appointments are much the same as before.

- Left navigation, where you find your Inbox and personal folders, is the same.
- **Signatures** and **Rules** act the same and will be available the first time you open Outlook 2007.

Stay Current with the To-Do Bar



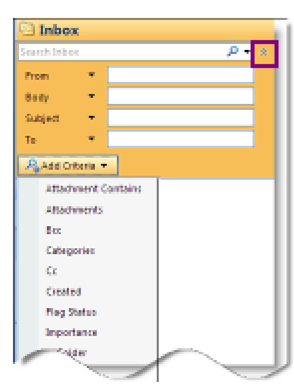
The To-Do Bar helps you organize your time and tasks. There are three main sections:

- Monthly calendar
- Meetings of the day
- Tasks of the day

About Tasks:

- Flag an e-mail then drag it to the Tasks section of the To-Do Bar. This creates a Task.
- When you create a Task in OneNote, it automatically appears in the To-Do bar.
- You can create a running To-Do list.
- If you haven't used Tasks much in the past, you might want to give them a try now.

Search for Key Words

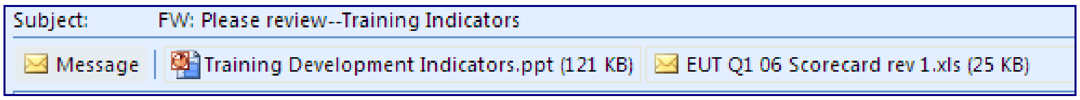


1. While in your Inbox, expand the **Search** field by clicking on the **double arrows** next to the search box.
2. Type a word into the **Search** field. (Pick a word that you know will be in your Inbox.)

Result: Outlook highlights the word you are searching for and finds all messages containing it.

3. Click the **X icon** to clear search box.

Preview Attachments



1. Open a message with an attachment in your inbox. PowerPoint is a good choice.
2. Click the **PowerPoint icon**, then **Preview file**. (You can also double-click the PowerPoint icon.)
   - Note the **warning box**. You can **clear the checkbox** to make the display one click on the future.
   - Scroll through the PowerPoint slides.
3. At any point, you can return to the message body by clicking on its icon.

Note: You can only preview the slides. If you need to make edits, you must open and save the file.

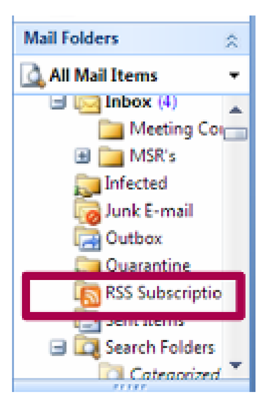
Compose an E-mail

This process is very similar to what you've always done.

1. Click on the **New** button to create a new e-mail.
2. Notice the **Ribbon** appears. Look for the following buttons:
   - Send
   - Attach file
   - Signatures
3. Note: The address book search is still the same when you compose an e-mail.
4. Type your e-mail and click the **Send** button.

Lab Activities: E-mail

Use the RSS Subscriptions Folder



RSS stands for Really Simple Syndication. RSS allows you to subscribe to content that you read on a regular basis, like blogs and news feeds, and have them delivered directly to you, rather than having to visit many Web sites each day. Think of it like a custom newspaper. The RSS subscriptions are called *feeds.*

Until now, you had to install a separate RSS management software to take advantage of RSS feeds. Now you can manage your subscriptions from within Outlook 2007. The content is delivered to a folder called RSS Feeds, in the Mail Folders pane.

Copy the RSS feed URL

1. Open Internet Explorer and go to a Web site that has an RSS feed you wish to subscribe to. For this lab, try this RSS feed for (links have been removed for confidentiality)
2. Copy the URL from the Address box.

Paste the RSS feed URL into Outlook 2007

1. Open Outlook 2007.
2. From your **Inbox**, click the **Tools** menu.
3. Select **Options** > **Mail Setup** tab > **E-mail Accounts** button.
4. In the *Account Settings* dialog box, select the **RSS Feeds** tab.
5. Click **New**, then press **ctrl-v** to paste the URL into the *New RSS Feed* dialog box.
6. Click **Add**.
7. In the *RSS Feeds Options* dialog box, change the Feed Name if desired and set other preferences.
    - Note that a folder with a .ost extension will be created. This is similar to a .pst folder for Personal Folders. You can change the location if you like.
8. Click **OK** > **Close** > **OK** to exit out of the dialog boxes and start the RSS feed.

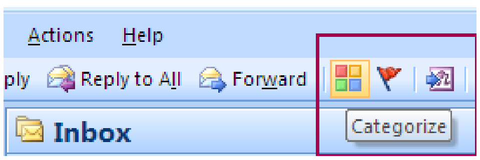
    Result: A subfolder with the RSS feed name is created in the RSS Subscriptions folder. Content automatically downloads to the folder.

Use Quick Click to assign color categories

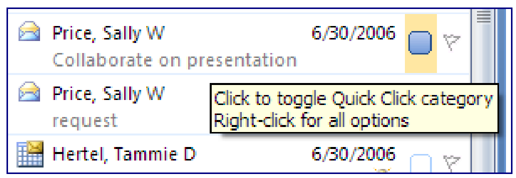
Color categories in Outlook 2007 help you unify the way you organize and search for information. Because the categories are shared among e-mail, contacts, tasks, and calendar appointments, you have an easy way to visually distinguish all types of data relating to one project or purpose. For example, you may wish to color code by project or person, so that all the e-mails, meetings, tasks, and contacts associated with your top project or person are red. You can then arrange and search for all your information by the red category.

The Quick Click feature lets you assign your most-used color category with just one click.

Color category icon



Quick Click by a message



Assign a name a color category

1. Open Outlook.
2. From the toolbar, click **Categorize**, and then click **All Categories.**
3. Click color name (not the check box next to it) > Click **Rename** > Type a name. For this lab, use "Hot Project."
4. Click the **Color** dropdown arrow and select a different color.
5. Click **OK**.

Set Quick Click

1. From the toolbar, click **Categorize**, and then click **Set Quick Click.**
2. Click the dropdown arrow > Select **Hot Project** > Click **OK**.

Assign Quick Click color to items
E-mail

1. In your Inbox, find the rounded square icon next to each message. It should appear to the right, next to the flag icon (see illustration at beginning of this section).
2. **Optional step:** If the rounded square icon does NOT appear, drag the Inbox pane to widen it. The rounded square should appear. You can decrease the Inbox width after you see the icon.
3. **Click** once in the rounded square icon by an e-mail.
4. Repeat this step if you would like the practice.
   - You can highlight multiple items and click once to set the color category for all the selected items.

Result: Your Quick Click color for Hot Project is assigned to the message.

Task

1. Expand the To-Do Bar.
2. Find or add a task.
3. **Click** once in the rounded square icon by an e-mail.
4. Repeat this step if you would like the practice.

Result: Your Quick Click color for Hot Project is assigned to the message.

Calendar
Quick Click is not available, but you can assign a color category.

1. Open Calendar.
2. Right-click a meeting.
3. Select **Categorize**, then select the **Hot Project color** from the shortcut menu.

Remove a Quick Click category

1. Open the item (e-mail, task or calendar appointment).
2. Right-click the **color category bar** at the top.
3. Click **Clear Hot Project** [category name] from the shortcut menu.

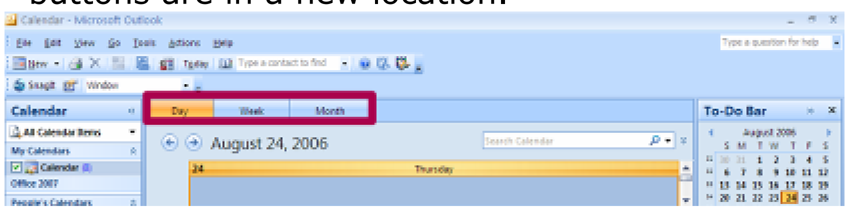
Microsoft* Office Outlook 2007—Calendar

Section Setup

1. Keep Outlook 2007 open.
2. Reminder: Please stay focused on the class materials! This is **not** a time to catch up on e-mail. ☺

Find Calendar Views

1. Open your Calendar view.
2. Notice you can still view by Day, Week, and Month, though the buttons are in a new location.



Add Tasks to Your Calendar

Notice the Task pane below the calendar view. You can now drag and drop a task to your calendar. Outlook blocks your time (which you can adjust) to complete this task.

1. Click once in the Task pane to activate a new Task.
2. Type in a task, for example, "My Task," then press Enter.
3. Drag the new task to an open spot on your calendar, then release the mouse.

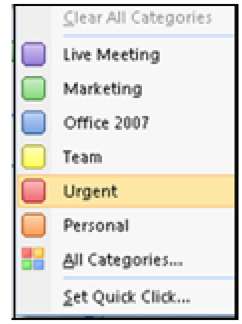
   The task is added to the calendar as an appointment. You can adjust the time blocked as you would any appointment.

Create New Meeting

The steps to create a new meeting are the same as before.

1. Click **New** button in upper left.
   - Ribbon appears when you create an appointment.
2. Click **Invite Attendees** button.
   - Note that the Meeting Workspace button now appears in the Attendees grouping.
3. Add participants in the **To** field.
4. Click **Send**.

Use Color Categories



1. In Day view in your Calendar, choose any meeting.
   - Note: Recurring meetings are excellent for this activity.
2. While you are in **Day** view, **right-click** on a meeting.
3. Select **Categorize** > **All categories**.
4. Highlight a **color** > Click the **Rename** button > Type a **new name**, like "Hot Project" > Click **OK**.
   - If you have selected a recurring meeting, all meetings will be made this color.

Compare Calendars – Side-by-Side and Overlay

Note: You must be a delegate of another person's calendar to try this.

1. Click the down arrow by **People's Calendars** in the left navigation to expand the list of calendars to which you have access.
2. Click the **check box** next to another person's calendar in the list.
   - The other person's calendar is displayed next to yours.
   - Notice that each calendar is a different color.
3. **Right-click** on the tab of one of the calendars and select **View in Overlay Mode**.
   - Use the different colors to distinguish between the two calendars.
4. **Right-click** a calendar tab and select **View in Side-by-Side Mode** to return to side-by-side mode.
5. **Clear the checkbox** next to the other calendar to close the second calendar and display just yours.

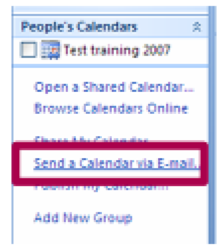
The calendar remembers which view you last used. It opens your next shared calendar in that view. The command to switch views is a toggle.

Up to **30 calendars** can be compared at one time in either side-by-side or overlay mode.

Send Calendar Snapshot

The calendar snapshot lets you send your availability by e-mail. You can also send a calendar to which you have delegate access. It is useful for coordinating schedules with someone not on the Exchange server, like a vendor or consultant.

1. Open the calendar you wish to share.
2. In the Calendar navigation pane, click **Send a Calendar via e-mail.**
   - An e-mail opens, along with a dialog box.
3. Set the date range, detail level and other settings, then click OK.
   - **Tip:** Safeguard your privacy by checking **Show time within working hours only**.
   - Note that in the Advanced Settings, the default is to exclude private items.
4. Scroll down to view the e-mail. Note that it only show **Free or Busy** information, not the actual calendar appointments.
   - Note that the attachment that is generated and attached to the e-mail does **not** get sent.
5. Address your e-mail as usual and send.



Global Features (Across the Products)

Saving and File Compatibility

You're Using Office 2007 and you're saving…	You're sharing with someone using…	And they will….	Then…
New Document	Office 2007	Read or Edit document	Save as…Office 2007
	Office 2003 or unknown	Read document only	Save as…Office 2007 – they will need compatibility pack to read document
		Edit document	Save As…Office 97-2003
Existing Document	Office 2007	Read or Edit document	Save As…Office 2007
	Office 2003 or unknown	Read document only	Save as…Office 2007 – they will need compatibility pack to read document
		Edit document	Save As…Office 97-2003

- Bottom line: save in the new file format whenever possible, to take advantage of the smaller file sizes.

- BKM 1: Have your Office 2003 teammates and peers download the Compatibility Pack from (link removed for confidentiality). In this way, they can read Office 2007 documents.

- BKM 2: Use the Compatibility Checker to help you determine which file format to save in and what (if any) functionality may be lost when saving in older formats.
  - To access the Compatibility Checker, go to the ***Microsoft Office Button → Finish → Compatibility Checker***.

Customize Quick Access Toolbar

You can customize the Quick Access Toolbar to show the icons for items you use on a regular basis. You can add up to 25 items (28 in some cases)!

1. Click on the drop-down arrow on the **Quick Access Toolbar**.
2. Select **Customize Quick Access Toolbar**.
3. In the **Choose command from** drop-down menu, select the appropriate category.
4. Select the desired item on the left and click the **Add** button.
5. Click **OK**.

Locate the Options Dialog Box

In the Office 2003 versions of products, we found the product options by going to Tool → Options. In the new version of Office 2007, the Options are accessible from the Office button.

1. From within any product, select the **Office** button.
2. The Options button is in the lower, right corner.

Glossary

Command Tabs -- Tabs that contain commands, buttons, and galleries. These tabs appear on the Ribbon and have replaced menu bars and toolbars in the new interface of Office 2007 products.
Contextual Tabs -- Additional tabs that appear on the Ribbon when you select an object, and contain commands that relate only to the selected object.
Cross-reference Tables (also called Menu Maps)--Tables that help you to find new Office 2007 commands based on their Office 2003 equivalents. If you are unable to locate a command, you can use the cross-reference tables in Office Help.
Galleries--Sets of thumbnail graphics that represent the result of applying formatting commands.
Live Preview--A feature that allows you to preview the results of applying formatting changes.
Mini Toolbar--The toolbar that you can use to access frequently used formatting commands.
Quick Access Toolbar--A customizable collection of your frequently used icons and commands for quick and easy access.
Ribbon--A strip across the top of the interface that hosts commands. Based on the specific tasks you perform, the command tabs on the ribbon change.
Super ToolTips--Tips that appear when you move the pointer over a command. They provide the name of the command, a brief description of the command, and a link to the additional information in Office Help.
Task Pane--A pane that contains a list of frequently performed commands.
User Interface--The set of graphical images that represent various commands and links. You can use these graphics for a user-friendly interaction with the Office 2007 product.