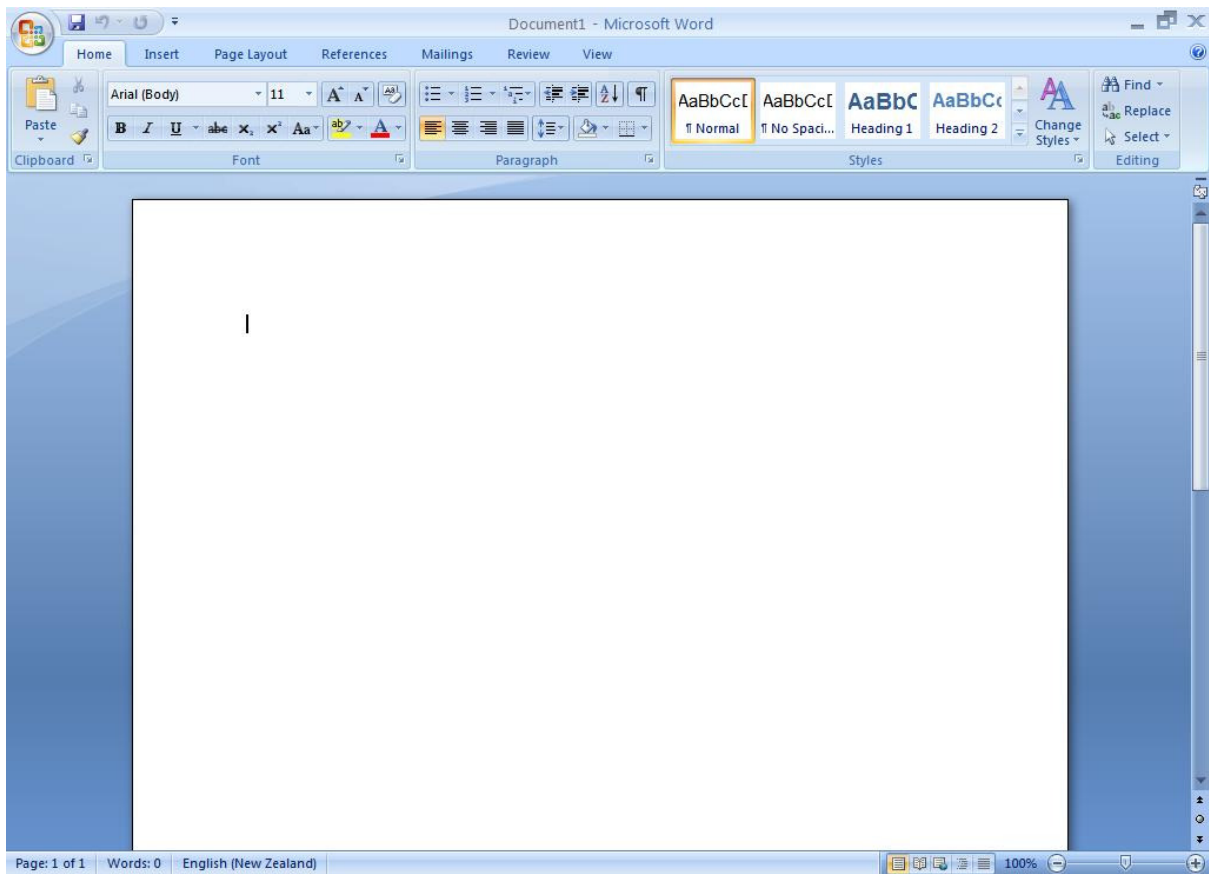




## Differences between Office 2007 and Office 2003 Focus MS Word

Below: A screenshot of MS Word 2007



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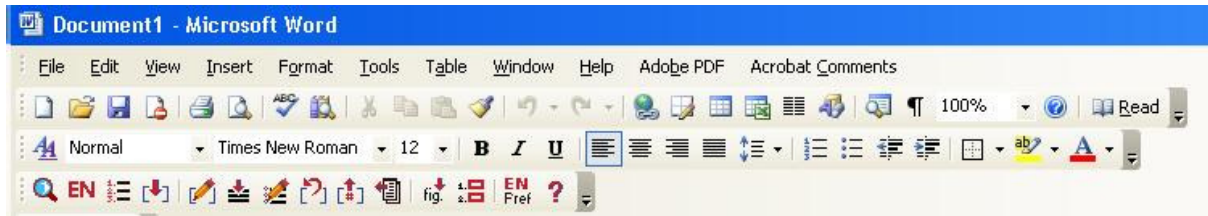
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## Introduction

Tabs replace Menus in Office 2007. The main tabs in MS Word 2007 are Home, Insert, Page Layout, References, Mailings, Review, View and Add Ins (if extra “Add Ins” are installed e.g. EndNote and Maori Toolbar). Other “contextual” tabs appear when objects are selected e.g. The “Header & Footer Tools” tab, “Picture Tools” tab and the “Table Tools” tab (which contains Design & Layout). All the buttons are displayed on the Ribbon which is designed to make the features of Word 2007 more accessible with less mouse clicks.

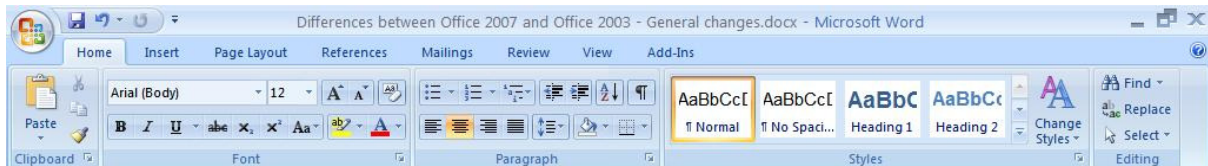
By default MS Word 2007 files save in .docx format. Click on the Office Button and choose Save As “Word 97-2003 Document” (as described later in this document) to convert the document to a .doc format so it can be opened with MS Word 2003 or earlier.

Below is a screenshot of MS Word 2003. Compare that to the different tabs that are present in MS Word 2007 (see “The Tabs” below).



## The Tabs

### Home Tab



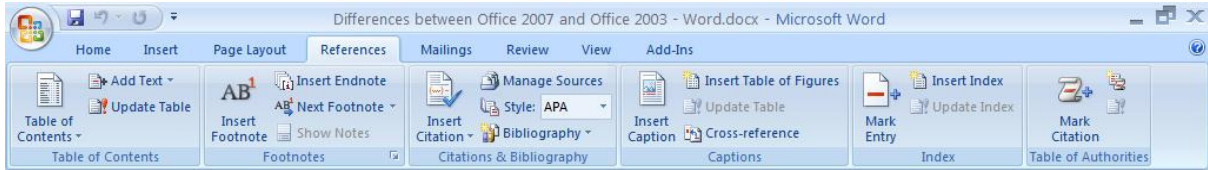
### Insert Tab



### Page Layout Tab



## References Tab



## Mailings Tab



## Review Tab



## View Tab



## Add Ins Tab



## Quick Start Guide

What tab do I find these under? For more detailed information please read on.

Command	Tab
<b>Borders and Shading</b>	Home
<b>Comments</b>	Review
<b>Cover Page</b>	Insert
<b>Cut, Copy and Paste</b>	Home
<b>Endnote</b>	Add Ins
<b>Footnotes &amp; Endnotes</b>	References
<b>Full Screen Reading</b>	View
<b>Headers &amp; Footers</b>	Insert
<b>Help</b>	Question Mark (not tab)
<b>Hyperlinks &amp; Bookmarks</b>	Insert
<b>Insert Images, Charts, Clip Art &amp; Word Art</b>	Insert
<b>Insert Table</b>	Insert
<b>Mail Merging</b>	Mailings
<b>Margins</b>	Page Layout
<b>New Document</b>	Office Button (not tab)
<b>Options and Advanced Options</b>	Office Button (not tab)
<b>Page Break</b>	Insert
<b>Page Setup</b>	Office Button (not tab)
<b>Paragraph &amp; Line spacing</b>	Home
<b>Print Preview</b>	Office Button (not tab)
<b>Printing</b>	Office Button (not tab)
<b>Protect Document</b>	Review
<b>Save Document</b>	Office Button (not tab)
<b>Save Document as different version</b>	Office Button (not tab)
<b>Sections &amp; Columns</b>	Page Layout
<b>Shapes</b>	Insert
<b>SmartArt</b>	Insert
<b>Spelling &amp; Grammar</b>	Review
<b>Styles and Formatting</b>	Home
<b>Table of Contents</b>	References
<b>Text Box</b>	Insert
<b>Themes</b>	Page Layout
<b>Track Changes</b>	Review
<b>WordArt</b>	Insert

## Bullets and Numbering

To add bullets and numbering, click on either the bullets or numbering options on the “Home” tab in the “Paragraph” section. For more information on numbering see “Headers, Footers and Numbering” in this documentation.

## Borders and Shading

To change Borders & Shading options, select what you want to change, click the “Home” tab, then click on the arrow next to the borders icon in the “Paragraph” section and select “Borders and Shading” and change the appropriate options.

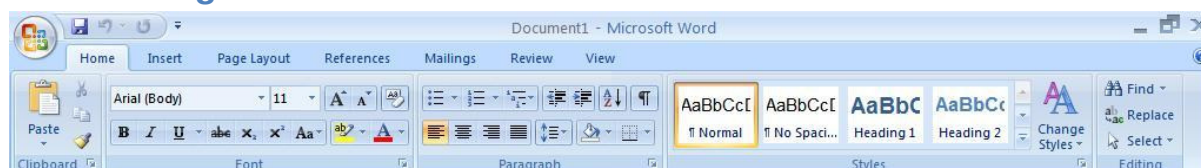
## Clearing Formatting

To clear the formatting, select the text you want to change, click the “Home” tab, and then click the clear formatting button which is just to the right of the “Shrink font” button in the “Font” section.

## Cover Pages

You can now select from a number of cover page templates in MS Word 2007. Click on the “Insert” tab, select “Cover Page” and then select a template.

## Customizing Toolbars



For information about customizing the “Quick Access Toolbar” (located to the right of the Office Button) please see the “Quick Access Toolbar” section in this document.

## Default Font

To change the default font, click on the “Home” tab, then click on the Font dialog box launcher (the arrow to the right of the Font box). Select the appropriate font and then click “Default”. This will apply changes to the Normal template affecting all new documents.

## Edit Menu

Most of the options that were under the “Edit” menu in Word 2003 (e.g. Cut, Copy, Paste, Find and Replace) are now available on the “Home” tab.

## Endnote with MS Word 2007

If you use Endnote please call the I.T. HelpDesk and they will ensure that the toolbar is available for you in Word 2007.

## File Menu

Most of the options that were under the “File” menu in Word 2003 (e.g. New, Open, Save, Print and Close) are now available by clicking the “Office Button”.

## Footnotes and Endnotes

To insert a Footnote or Endnote click on the “References” tab and select “Insert Endnote” or “Next Footnote”. Click arrow in the “Footnotes” section to bring up the Footnotes and Endnotes dialog box as an alternative or to change footnote or endnote numbering.

## Formatting and Styles (see Styles and Formatting)

[Click here](#) to go Styles and Formatting

## Format Painter

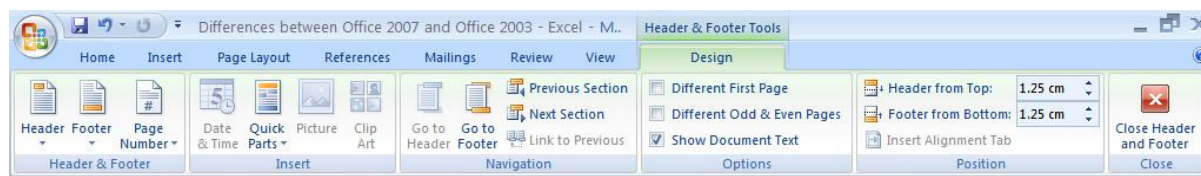
The Format painter option is within the Clipboard on the “Home” tab. This option is used to apply the formatting of selected text to other text. Select the text (that bears the formatting you wish to duplicate), click the format painter tool (on the “Home” tab within the “Clipboard”) and then select the text that you want to apply it to.

## Full Screen Mode

To change to Full Screen mode click on the “Full Screen Reading” button on the views panel on the right of the status bar. It will display “Screens” not “Pages” by default, unless you have changed this option. To change the option go to “View Options” and choose “Show Printed Page”. To edit content on the pages go to “View Options” and choose “Allow Typing”. You can also change Track Changes views here.

## Headers, Footers and Numbering

To insert a header and footer go to the “Insert” tab and click on “Header” or “Footer” in the “Header and Footer” section and select a style. To edit an existing header follow the same steps except after clicking “Header” or “Footer” choose “Edit Header” or “Edit Footer”. You’ll notice an extra tab comes up called “**Header & Footer Tools**” (see below). You can change various options and close out of the “Header” or “Footer” within the “Header Tools” tab.



To format page numbers go to “Page Number” on either the Design Sub tab of the “Header & Footer Tools” contextual tab or from the “Insert” tab and choose “Format Page Numbers”. You can change the number format from this list.

## Help and Online Help

For help, click the question mark on the top right hand corner of MS Word. Further information and help is available if you click on the “Office Button” and go to “Word Options” and then click on the “Resources” button. You can see what version of Word you are running and get online help.

## Hyperlinks and Bookmarks

Hyperlinks and bookmarks are available by clicking on the “Insert” tab and choosing “Hyperlink” or “Bookmark” under the “Links” section.

## Inserting Images, Clip Art and Charts

To insert images click on the “Insert” tab and select the appropriate option in the “Illustration” section. The “**Picture Tools**” tab is available when an image is selected. These options allow you to adjust the brightness, contrast, size and position of the image.



## Live Preview

Live Preview is a new feature to MS Office. Whenever you mouse-over a format option (e.g. table auto format, table of contents style or header style) it automatically previews the style while your mouse is hovering over the selection.

## Mail Merge

To create a Mail Merge click on the “Mailings” tab and then click on “Start Mail Merge” and select “Step by Step Mail Merge Wizard”. The steps are similar to Word 2003.

## Menus (see Introduction)

[Click here](#) to go to Introduction

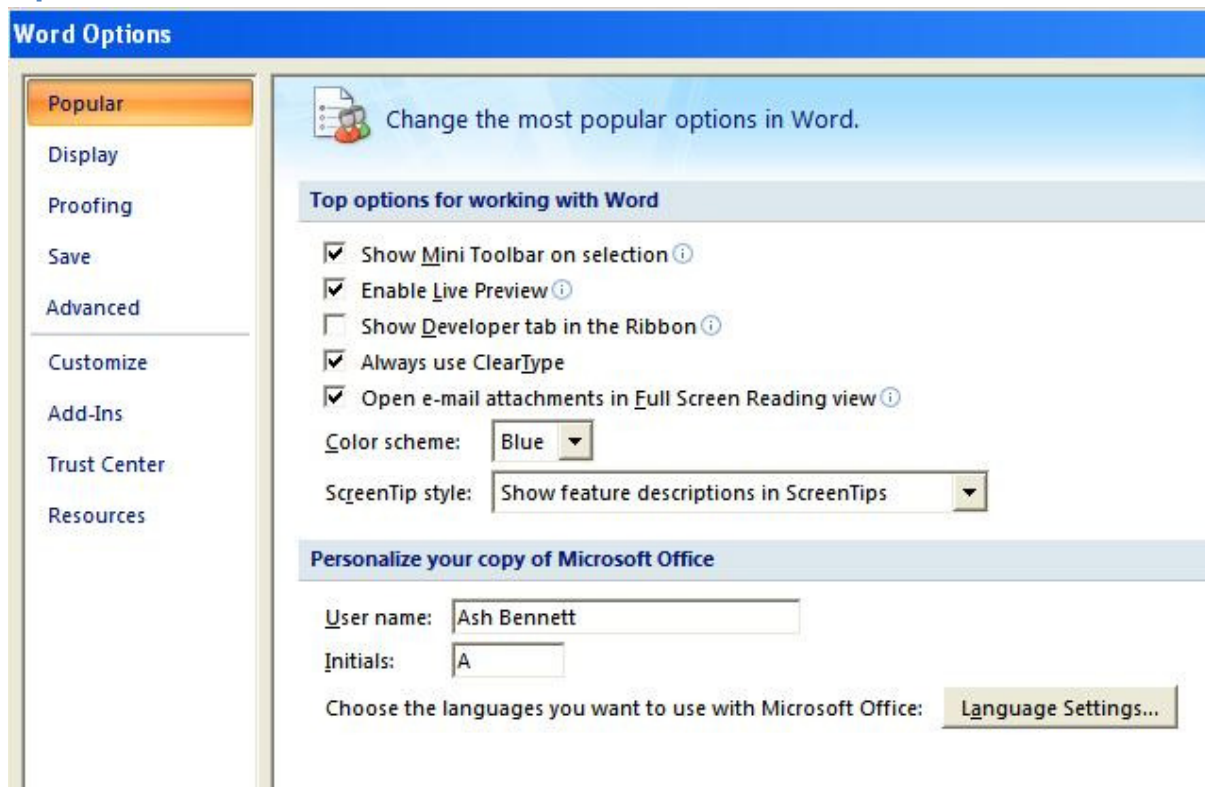
## Office Button



The “Office Button” (pictured left) is located on the top left hand corner of the applications that have the new Office 2007 user interface.

The Office Button replaces the “File” menu. Most of the options that were under the “File” menu in Word 2003 (e.g. New, Open, Save, Print and Close) are now available by clicking the “Office Button” (on the top left corner of Word).

## Options and Preferences



To modify options including spelling, file locations, getting help and changing preferences click on the “Office Button” and choose “Word Options”.

## Pictures (see Inserting Images)

[Click here](#) to go Inserting Images

## Ribbon

The Ribbon is the name given to the area where the buttons are displayed under the various main and contextual tabs. The Ribbon is designed to make the features of MS Word 2007 more accessible with less mouse clicks.

## Quick Access Toolbar

The Quick Access Toolbar is located to the right of the “Office Button” and by default has the Save, “Undo” and “Redo” buttons. You can add buttons to it by right clicking anywhere on the Quick Access toolbar and choosing “Customize Quick Access Toolbar” then selecting the buttons that you’d like to appear on it (e.g. New, Open, Quick Print, Print Preview). Then click “OK”.



## Quick Styles (see Themes)

### Saving & Compatibility

MS Word 2007 documents save as a .docx format which cannot be opened on MS Word 2003 or earlier (unless a special converter is installed on the computer with the earlier version). You can however choose to save documents as “Word 97-2003 Document” file format which enables them to be open on earlier versions of MS Word – this also applies to MS Access, MS Excel and MS PowerPoint except the file extensions are slightly different. If you get a further prompt after you’ve chosen the Save Command, choose “use application dialog”.



### Section Breaks and Columns

Sections Breaks and Columns are available under the “Page Layout” tab.

### Select All

Select All is available on the “Home” tab under the Editing section, by clicking “Select” and choosing “Select All” or using Ctrl + A.

### SmartArt

SmartArt found under the “Insert” tab, enables you to create easily editable diagrams in MS Word, PowerPoint or Excel. You can choose from lists, hierarchy’s, cycles, pyramids and more and customize them accordingly.

## Spelling and Grammar

To check Spelling and Grammar click on the “Review” tab and select “Spelling and Grammar” from the “Proofing” section.

## Styles and Formatting

Most of the formatting options are available under the “Home” tab in the “Font” and “Paragraph” sections including line spacing, bullets and numbering, shading, indent, show & hide formatting etc. You can either select a style from the styles available or click on the arrow in the “Styles” section and choose a style from the drop down list.

## Tables

To insert a table go to the “Insert” tab and click on “Table”. Select the number of rows and columns your table will need to have. A “**Table Tools**” tab will appear when you are selected in the table (you may need to click on it to see its contents). It offers you two tabs “Design” and “Layout”. On the “Design” tab you can auto format the table and change borders and shading and on the “Layout” tab you can add, delete, merge and change text alignment within the table.

### Design Tab



### Layout Tab



## Table of Contents

As per Word 2003 the Table of Contents is generated from the Styles. To create a Table of Contents based on the Styles go to the “References” tab and click “Table of Contents” and choose either one of the available templates.

## Themes

“Document Themes” define the colours, fonts and graphic effects for the document. Most of the content is automatically styled to suit this theme.

## Track Changes

All track changes options are available by clicking on the “Review” tab and selecting an appropriate option from the “Tracking”, “Changes” and “Compare” sections.

## Views, Ruler and Zoom

All the view options are available by clicking on the “View” tab. There are shortcut buttons on the bottom right hand corner of MS Word also.

## Word Count

The Word Count is listed on the status bar and it dynamically updates according to when new words are entered.