

Microsoft Word 2007: Tips, Tricks, and New Features

As of June 2007 the Old Library Art has transferred over to Microsoft Office 2007. This newest version of Office has undergone some significant interface changes that may be confusing to those who are more familiar with the 2003 version of Office. Hopefully this class guide will help you to smoothly transition over to the new 2007 format and allow you to continue to get your work done without too much added stress. In this class we will cover the new changes to the interface and how to perform important functions that have change or moved as well as many new functions that have been added.

What's New in 2007 (Interface Changes)

- The Ribbon

The most startling change to the user interface (UI) in the new Office 2007 System is the removal of the standard file bar used in almost every standard Windows programs. The tools that used to be found in this part of the application have all been moved to tabs along the "ribbon" that spans the top of the application above the document. By clicking through these tabs (Home, Insert, Page Layout, etc.) you gain quick access to all the tools that used to be hidden away in menus and dialog boxes.



- Live Preview

Live Preview temporarily applies formatting on selected text or objects when you mouse over certain formatting buttons. This temporary formatting is removed once the mouse pointer is moved away from the button, allowing you to quickly preview how the text would appear without having to actually change it.

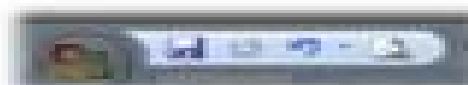
- Mini Toolbar

The Mini Toolbar appears whenever text is selected or whenever you right-click on the document. The Mini Toolbar initially pops up nearly transparent but becomes opaque when the mouse cursor moves over it, allowing you quick access to the most common text editing tools.



- Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that contains icons for some of the most commonly used functions such as saving, print preview, and undo.



Access 2007 Tips And Tricks Manual

**Chris Grover,Matthew MacDonald,E. A.
Vander Veer**



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Access 2007: The Missing Manual Matthew MacDonald, 2007 Written from the ground up for this redesigned application this guide will help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry [Sharepoint 2007 Tips, Tricks and Techniques](#) Saifullah Shafiq, Sadia Younas, 2010-01-04 This book is a recipe book that gives you ready to use recipes to implement complex solutions in your organization It contains full length articles as well as small tips that will come in handy at some point during your development cycle SharePoint learning curve is steep books like these enable you to learn SharePoint quickly Book contains tons of information on InfoPath Remember using InfoPath with SharePoint gives you a powerful platform to create business applications You can create electronic forms easily with InfoPath and publish them in SharePoint where users from across the organization can easily access them Browser enabled forms is another excellent feature that InfoPath 2007 provides Not only InfoPath but SharePoint integrates well with the Office 2007 suite The book shows you how you can use products like Groove and OneNote with SharePoint It also gives you examples on how to use it with Access *Access 2007 for Starters: The Missing Manual* Matthew MacDonald, 2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away You ll learn how to work with Access most useful features to design databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry The new Access is radically different from previous versions but with this book you ll breeze through the new interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households Access runs on PCs and manages large stores information including numbers pages of text and pictures everything from a list of family phone numbers to an enormous product catalog Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don t know where to find them all Access 2007 breaks the mold Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate One thing that hasn t improved is Microsoft s documentation Even if you find the features you need you still may not know what to do with them Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information [Office 2007: The Missing Manual](#) Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never

knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you're a longtime user That's where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box *Access 2010: The Missing Manual* Matthew MacDonald, 2010-06-18 Unlock the secrets of this powerful database program and discover how to use your data in creative ways With this book's easy step by step process you'll quickly learn how to build and maintain a complete Access database using Access 2013's new simpler user interface and templates You also get practices and tips from the pros for good database design ideal whether you're using Access for school business or at home The important stuff you need to know Build a database with ease Store information to track numbers products documents and more Customize the interface Build your own forms to make data entry a snap Find what you need fast Search sort and summarize huge amounts of information Put your data to use Turn raw info into printed reports with attractive formatting Share your data Collaborate online with SharePoint and the Access web database Dive into Access programming Get tricks and techniques to automate common tasks Create rich data connections Build dynamic links with SQL Server SharePoint and other systems

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