Running head: OFFICE 2007

Office 2007

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Office 2007: It is Here! Are you Ready?

August 10th, 2009 will be our first official day back to school. When you return Microsoft Office 2007 will be installed on your computers. We will begin the process of installation on July 13, 2009. The programs do need to be activated, so I need to be logged in with your username and password to complete the installation. You can either email me your username and password, or set up a time for me to meet you at school. Hopefully, everyone has signed up for one of the professional development courses that will be provided by the IT department. I felt it important to let you know some of the differences you will want to focus on immediately, as well as a few places to seek help.

*What does this technology do?*

We will be changing the complete system. You will have the 2007 version of Outlook, Access, Word, Excel, PowerPoint, and Publisher. These are the same programs you had before. There is an email, database, word processing, spreadsheet, presentation and publishing portion.

*What are the benefits to changing to Office 2007?*

Microsoft Office 2007 will do everything that the old version did, plus more. It will look different with the new interface. There are more options in view at all times. The bar across the top is called the “ribbon”. In the 2003 version, all options were buried under the dropdown menus. The view of the “buttons” (were called icons in the past) will make it easier to see more options than the old version. This will take time in which to get accustomed, though. This version will actually be easier to teach to the young students. They will have a much smaller learning curve.

There are more templates to download from Microsoft Office online. The themes option will be great for customizing letterheads and items you use often. One of the best new features is the photo editing addition. You will find the tables easier to use, and it has better PowerPoint animations.

*What problems will arise and need to be solved with using Office 2007?*

Since the view of the menus has changed, this is one issue that will need to be

addressed. The “File” and “Edit” menus are no longer there. If you click on the circle with the Microsoft logo in the top left corner, you will find some of the items that were originally under the file menu. In order to copy and paste using the newer version requires knowing the keyboard shortcut (Ctrl-c or Ctrl-v) or the use of right clicking. Another problem that may arise is editing “legacy” documents in the newer applications. You can edit, but may not have options to the new tools. The new version saves with a different extension, so if you plan to share your documents with users of an older version, then you need to save it in the older format. All new documents will have a .docx at the end.

There are several options for obtaining help with our new software. The first is the “Interactive Word 2003 to Word 2007 Command Reference Guide”. You can view the tutorial on how to start and use this function at <http://www.screencast.com/t/M8QH4Sukkc> . A second option for help is at [Atomic Learning](http://www.atomiclearning.com). If you access this from school, you do not need to login. Atomic Learning provides thousands of video tutorials for Microsoft Office products. If you still need assistance, then BethAnn and I will be available after July 13, 2009. The Woodward Academy Help Desk will also be there for support.