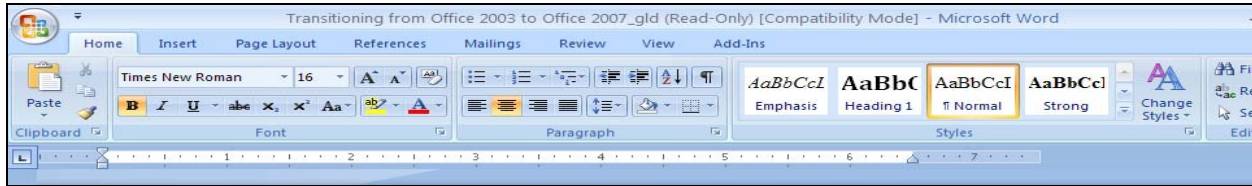
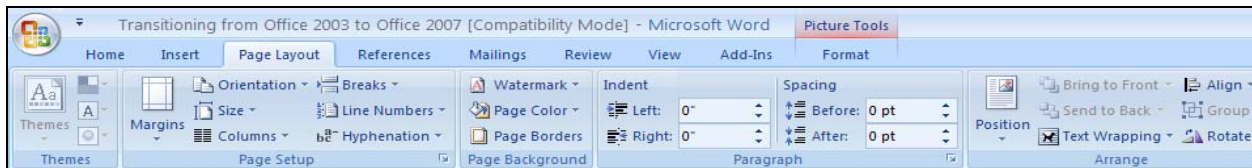
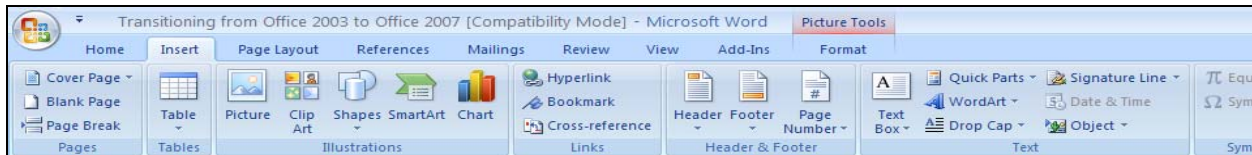


Transitioning from Office 2003 to Office 2007

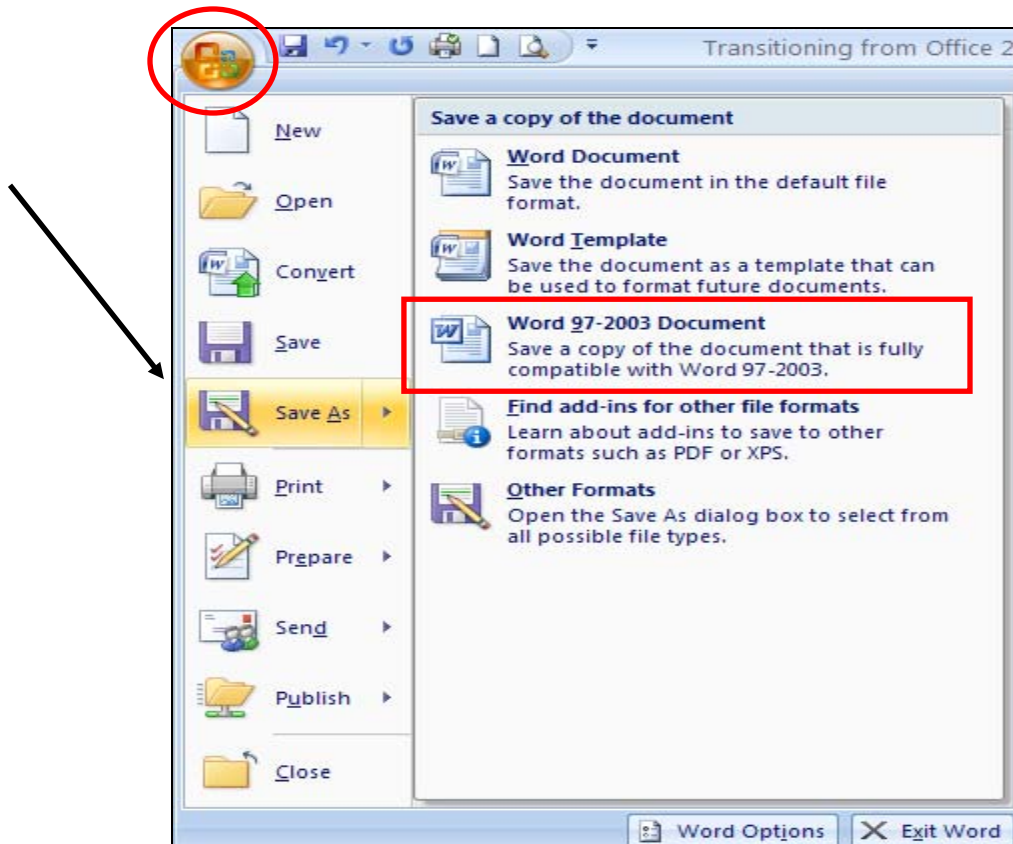
1. The first difference you'll see is the ribbon. The ribbon replaces the menu toolbars. Each tab listed on the ribbon produces a new set of features. Shown below is the **Home** ribbon.



The next two ribbons are the **Insert** ribbon and the **Page Layout** ribbon. Notice how they are different than the **Home** ribbon and from each other. Take some time to explore and get comfortable with all the ribbons.



2. On each ribbon is an **Office button** in the upper left corner. When the button is clicked, the following menu options become available. Notice that the **Save As** menu is selected. Choose Word 97-2003 Document if you want to share files with others that may not have Office 2007.



To assist you further with the differences of Office 2003 to Office 2007, go to the following web sites. They contain online tutorials that provide an overview of the changes in Office 2007. We highly recommend you take a few minutes to visit any of these websites. In just 10 minutes, you can review several interactive tutorials that will help familiarize you with the new system and the most common changes, thereby helping you feel more comfortable with the system right from the start.

1. Microsoft Word 2007 Interactive Tutorial - <http://office.microsoft.com/en-us/word/HA100744321033.aspx>
2. Microsoft PowerPoint Interactive Tutorial - <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx?pid=CH100668131033>
3. Microsoft Excel 2007 Interactive Tutorial - <http://office.microsoft.com/en-us/excel/HA101491511033.aspx?pid=CH100648241033>
4. Microsoft Word 2007 Online Tutorial – <http://office.microsoft.com/en-us/word/HA100484691033.aspx>
5. Microsoft PowerPoint 2007 Online Tutorial – <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>
6. Microsoft Excel 2007 Online Tutorial – <http://office.microsoft.com/en-us/excel/HA101491511033.aspx>
7. Microsoft Outlook 2007 Online Tutorial – <http://office.microsoft.com/en-us/outlook/HA102221621033.aspx>
8. Microsoft Interactive Office 2007 Online Tutorials – <http://office.microsoft.com/en-us/help/HA101679471033.aspx>
9. Microsoft Office Fluent User Interface Video – <http://office.microsoft.com/en-us/help/HA101679481033.aspx>
10. Atomic Learning Online Tutorials – www.highed.atomicLearning.com
Login is: bccc
Password is: atomic

For further help, call the Technology Learning Center at ext. 8754. The staff in the TLC is here to work with you as you become familiar with the new features of Office 2007.

Your feedback is important – what did you think of this Low Threshold Activity? Please take a minute and fill out a short survey at the following link:
<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!