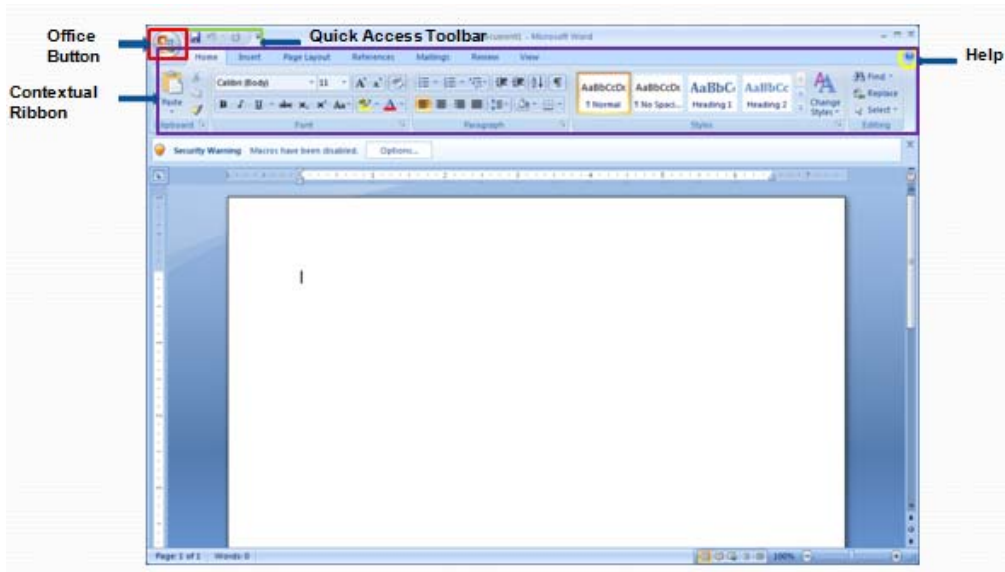


Getting Started with Microsoft Office 2007

The Smart Podium computers & lab computers have been imaged with Microsoft Office 2007. Although the interface is different, the core functionality is the same. Below is what the new interface looks like.

The Interface



Office Button – This replaces the file menu.

Contextual Ribbon – This replaces the drop down menus.

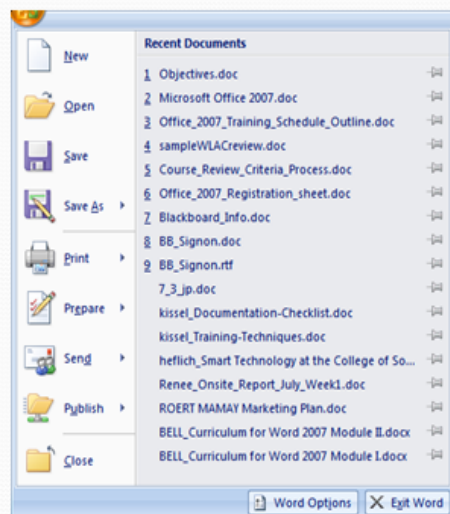
Help – This has remained the same.

Creating, opening and saving a document in Word, Excel, PowerPoint & other Microsoft Office Applications can now be done by clicking on the Office button located on the upper-left corner.



The Office Button

The file menu has been replaced by the Office Button. A lot of the things you would go to file for are now options when you click on the Office button.



To create a new document:

1. Click on the Office button
2. Click **New**
3. Select **Blank document** and then click **Create**

To open a document:

1. Click on the Office button
2. Click **Open**

To save a document:

1. Click on the Office button
2. Click on **Save As**
3. Select **Word 97-2003**

NOTE: Running a PowerPoint Slideshow is still accessible using the F5 key and exiting is still the ESC key.

Microsoft Office Workshops were offered during the summer and will be offered during the Fall Semester. The Microsoft Office 2007 Workshops schedule will be posted online and emailed to the college community for their convenience.

If you have any questions, please contact us at Helpdesk@spc.edu or 201-761-7800.