

Moving from Microsoft Office 2003 to Microsoft Office 2007 (or 2010)

Before you install Microsoft Office 2007 or 2010, take a personal, self-guided, interactive tour. This is a free online tool that opens an Office 2003 application, such as Word, and shows you how to do familiar things in the 2007 or 2010 version. **Outstanding resource!**

To access this free, online **Guide to the Ribbon**:

1. <http://office.microsoft.com>
2. **Learning Resources** (scroll down the page to find this)
3. Select: **Guide: Get Help Finding Commands**
4. If moving to 2007, select: **See Also: Guides to the Ribbon Office 2007** (this is found at the far right of the page)
5. If moving to 2010, select: **Open the (application name) guide>**
6. **Interactive Guides / Run from Here** – select the application you wish to explore, such as Word 2007
7. Select: **Start Guide** found in the middle of the page
8. After it loads, press **Start**
9. To use the guide, select something in Office 2003, such as **File / Print** and the 2007 screen will appear demonstrating how to perform this task in the new version

After you have installed Microsoft Office 2007 - Microsoft has created a handy tool that enables you to perform a quick search to find that button in 2007 that seems to be eluding you. Just do the following:

To download the free **Search Commands** tool:

1. <http://office.microsoft.com>
2. Click the “more” tab to the far right of the page.
3. Select “Office Labs”
4. Select: **Find Office Commands>**
5. Select: **Download or TRY**
6. Follow the prompts to install it on your computer. It will add the **Search Command** tool to all of your Office 2007 programs at once!

Application Support and Training - For help in performing specific tasks in Office 2007, there are many free resources found on the Microsoft site. For tutorials and guides to all Office programs:

1. <http://office.microsoft.com>
2. **Support** – select from the drop down menu
3. Or **Explore the free Office Web Apps** – many options available
4. Or **Learning Resources**

Atomic Learning for Nazareth College - At AtomicLearning.com you can find additional video demos and tutorials.

To access these resources:

<http://atomiclearning.com>

username: nazstaff , nazfaculty or nazstudent

password: learn

Browse Available Training

1. Applications: Office
2. Versions: 2007
3. Find Tutorials

Some Highlights of 2007:

1. The **Ribbon** : a new way to navigate
2. **Microsoft Office Button** replaces File menu
3. **Command tabs** replace former **Menus** and **Toolbars**
4. **Contextual tabs** appear when an object is selected
5. **Galleries** are thumbnail views and replace text and lists and can provide **Live Previews** of choices
6. **Mini Toolbar** appears a popup to float above text and objects when selected
7. **Screen tips** pop up when hovering over commands
8. **Quick Access toolbar** is at very top of window and can be customized
9. **Status bar** at bottom has some features visible that were in File menu
10. **Zoom slider** quickly zooms in and out of document

Moving from Microsoft Office Mac 2008 to Office Mac 11

Before you install Microsoft Office 2011, take a personal, self-guided, interactive tour. This is a free online tool that opens an Office Mac 2008 application, such as Word, and shows you how to do familiar things in the 2011 version. **Outstanding resource!**

To access this free, online **Guide to the Ribbon**:

1. <http://www.microsoft.com/mac>
2. **How-To**
3. In **Get Started** select: **All Products**
4. Select a Program, such as Word 2011
5. Select: Interactive: **Word 2008 to Word 2011 command reference**
6. To use the guide, select something in Office 2003, such as **File / Print** and the 2007 screen will appear demonstrating how to perform this task in the new version. Most of the changes will be found in the Formatting Palette, which has been replaced by the Ribbon in 2011.

Application Support and Training - For help in performing specific tasks in Office 2011, there are many free resources found on the Microsoft site. For tutorials and guides to all Office programs:

1. <http://www.microsoft.com/mac>
2. **How-To**
3. Pick from Get Started pages, What's New, Featured Tutorials and Featured Videos.
4. Even more is available in Looking for Training to the far right of the page.

Atomic Learning for Nazareth College - At AtomicLearning.com you can find additional video demos and tutorials. To access these resources:

<http://atomiclearning.com>

username: nazstaff , nazfaculty or nazstudent

password: learn

Browse Available Training

1. Applications: Office (Word, PPt, etc)
2. Versions: 2011
3. Find Tutorials

Some Highlights of 2007:

1. The **Ribbon** : a new way to navigate
2. **Command tabs** replace former **Menus** and **Toolbars**
3. **Contextual tabs** appear when an object is selected
4. **Galleries** are thumbnail views and replace text and lists and can provide **Live Previews** of choices
5. **Screen tips** pop up when hovering over commands
6. **Status bar** at bottom has some features visible that were in File menu
7. **Zoom slider** quickly zooms in and out of document