

Frequently Asked Questions for Microsoft Office 2007

Where can I find the information of the new Microsoft Office user interface?

Click the link for some [Commonly used Word 2003 menu commands in Word 2007](#) or click the following links for the full command references of the Office programs

Ribbon mapping workbook (for [Word](#), [Excel](#), [PowerPoint](#), [Access](#), [Outlook](#))

Interactive command reference guide (for [Word](#), [Excel](#), [PowerPoint](#))

You can also visit the web page "[The new Microsoft Office user interface overview](#)" for more information.

What is the default output format of MS Office 2007?

MS Office 2007 outputs documents in Ecma Office Open XML formats. This format has a number of advantages over the old format (.xls, .doc, .ppt).

Users may refer to the following FAQ page prepared by Microsoft for more information about the new format at:

<http://office.microsoft.com/en-us/products/HA101723691033.aspx>

Users are reminded to output their document in the old format through the "Save As" option if they will use their document somewhere that is not yet ready for MS Office 2007 support.

How to use earlier versions of Excel, PowerPoint, and Word to open and save files from 2007 Office programs?

A compatibility pack is available to make sure that you can open and save Office Open XML Formats in earlier versions of Microsoft Office. You can install the compatibility pack on a computer that is running Microsoft Office 2003 programs, Microsoft Office XP programs, or Microsoft Office 2000 programs. When you install the compatibility pack, you can open, edit, save, and create files in the robust Office Open XML Formats. The Compatibility Pack for the 2007 Office System can be found in the Work Desk Menu of Staff LANs and you can install it by clicking the menu item.

Which program is used for web design in Microsoft Office 2007?

Microsoft Office SharePoint Designer 2007 is a new product based on Microsoft Office FrontPage 2003 technologies for creating and customizing Microsoft SharePoint Web sites and building workflow-enabled applications on SharePoint technologies.

What is Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs?

This add-in allows you to export and save to the PDF and XPS formats in 2007 Microsoft Office programs. It also allows you to send as e-mail attachment in the PDF and XPS formats in Microsoft Office programs. The add-in for the 2007 Office System can be found in the Work Desk Menu of Staff LANs and you can install it by clicking the menu item.

How can I disable the prompt for Instant Search when I start Outlook 2007?



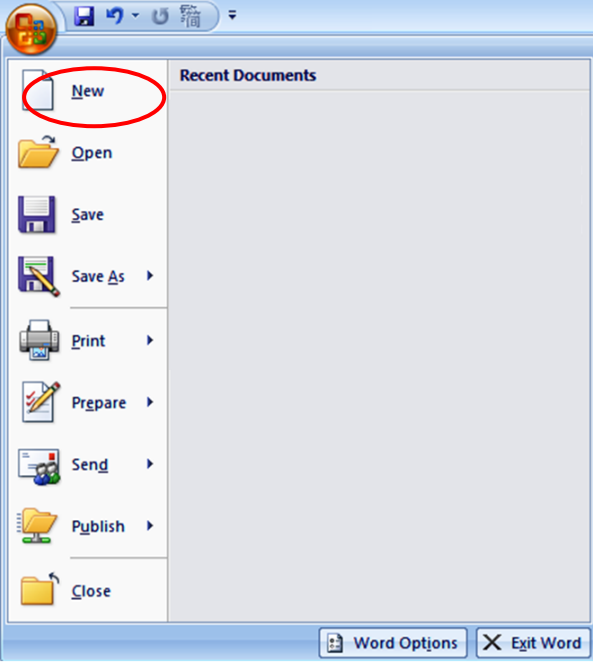









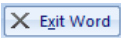
You can disable it in Outlook 2007 by the following steps:

1. On the **Tools** menu, click **Options**
2. Click **Other**, and then click **Advanced Options**
3. Under **General settings**, clear the **Show prompts to enable Instant Search** check box


Please refer to the following web sites for more information.


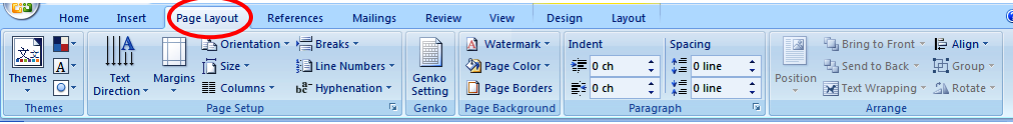
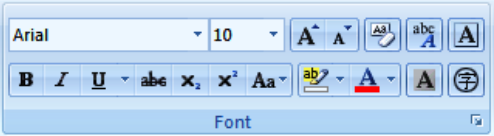

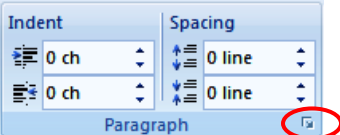

- [What's new in the Microsoft Office 2007](#)
- [Get Started with the Microsoft Office 2007](#)


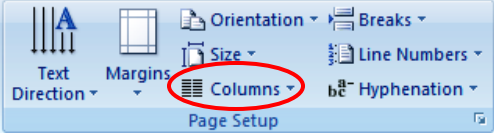
Commonly used Word 2003 menu commands in Word 2007

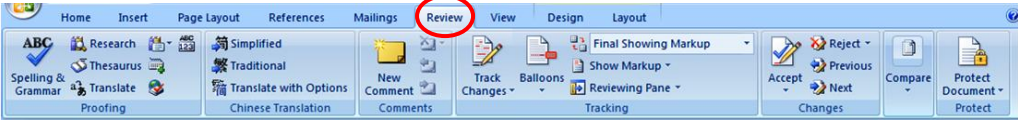
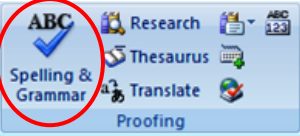
Word 2003	Word 2007
File menu	Office Button 
New	Click  and select New . 
Open a document	Click  and select Open .
Save	Click  and select Save . Or, on the Quick Access toolbar,  , click  .
Save As	Click  and select Save As .
Print	Click  and select Print .
Print Preview	Click  and select Print and then Print Preview .
Close	Click  and select Close .
Exit Word	Click  and then click Exit Word ,  .

<p>Edit menu</p>	<p>Quick Access toolbar  ;</p> <p>Home tab</p> 
<p>Undo</p>	<p>On , click Undo .</p>
<p>Redo</p>	<p>On , click Redo .</p>
<p>Cut</p>	<p>Click  and then the Cut icon in Clipboard .</p>
<p>Copy</p>	<p>Click  and then the Copy icon in Clipboard .</p>
<p>Paste</p>	<p>Click  and then the Paste icon in Clipboard .</p>
<p>Find</p>	<p>Click  and then Find in Editing</p> 
<p>Replace</p>	<p>Click  and then Replace in Editing</p> 
<p>Select All</p>	<p>Click  and then Select ...Select All in Editing</p> 

Insert menu	Insert tab 
Insert Break	Click Insert and then Page Break in Pages Pages .
Insert Hyperlink	Click Insert and then Hyperlink in Links Links .
Insert Page Number	Click Insert and then Page Number in Header & Footer Header & Footer .
Insert Date & Time	Click Insert and then Date & Time in Text Text .

Format menu	Home tab  Page Layout tab 
Format Font	Click Home and select font, size, style and so on in Font 
Format Paragraph	Click Page Layout and then  in Paragraph to open a dialog box for paragraph formatting. 
Format Bullets	Click Home and then the Bullets icon in Paragraph 
Format Numbered List	Click Home and then the Numbering icon in Paragraph

	
Add Columns	<p>Click Page Layout and then Columns in Page Setup</p> 

Tools menu	<p>Review tab</p> 
Check Spelling & Grammar	<p>Click Review and then Spelling & Grammar in Proofing</p> 
Word Count	<p>Click Review and then Word Count in Proofing</p> 