

# Office 2007 for Windows Frequently Asked Questions

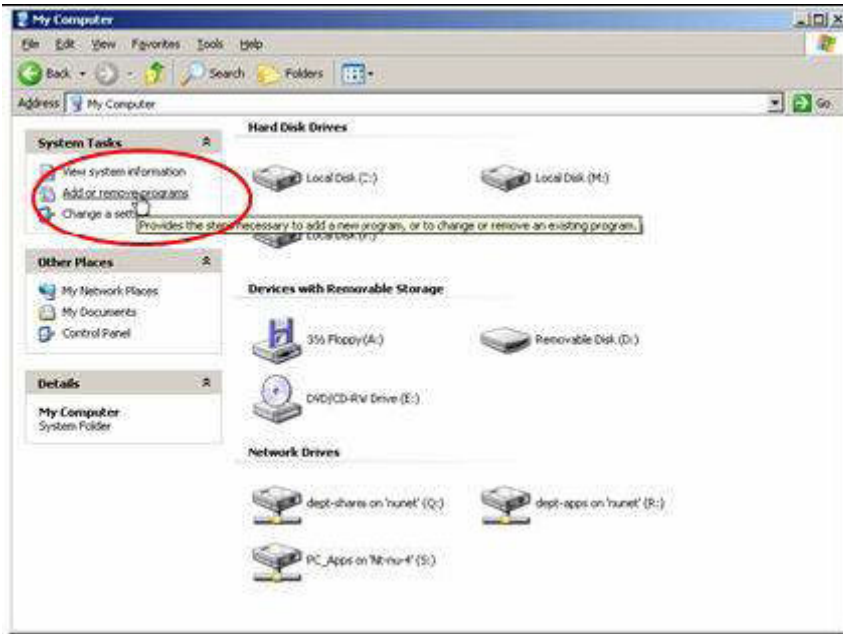
## How can I get Office 2007 on my NU-owned Windows Computer?

Faculty and staff can install Office 2007 on their centrally-managed NU-owned Windows computers using Add or Remove Programs. Here's how:

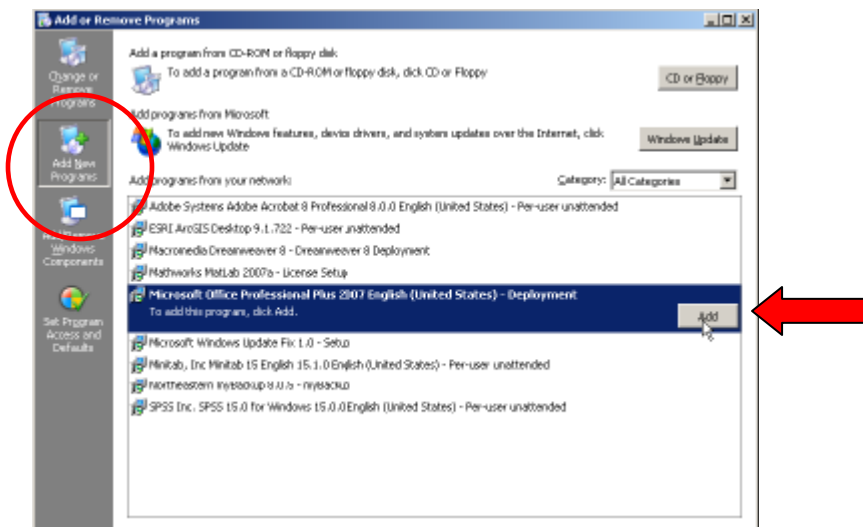
- 1) Click the My Computer icon on the desktop.



- 2) Click Add or Remove Programs on the left side of the screen.



- 3) Click Add Programs and a list of programs will appear. Scroll to locate Microsoft Office Professional Plus 2007, and then click the Add button to start the upgrade. If you do not see a list, or MS Office 2007, call the IS Help Line at (617) 373-4357(xHELP).



- 4) After clicking Add, the upgrade will start (please click Add only once or you may get an error message). It will take a minute or so for a status bar to appear on screen that will alert you to the progress of the upgrade.

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## I don't see Office 2007 within Add/Remove Programs. What should I do?

Call the Information Services Help Line at (617) 373-4357(xHELP) for assistance.

## If I have an earlier version of Office, how do I open a Word or Excel document that was created in Office 2007?

The file formats of Office 2007 and earlier versions of Office are incompatible. However, NU Information Services has installed the Office compatibility pack on all faculty, staff and lab centrally managed Windows computers. This means that the compatibility pack will automatically open and convert Office 2007 documents on centrally managed NU computers running an old version of Office.

The Office Compatibility Pack is available for privately owned computers from Microsoft:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B34703AE94AEE8F43C6BB74CD1466&displaylang=en>.

## I just upgraded to Office 2007. Will my old Office 2003 documents be converted to Office 2007 documents automatically after the upgrade?

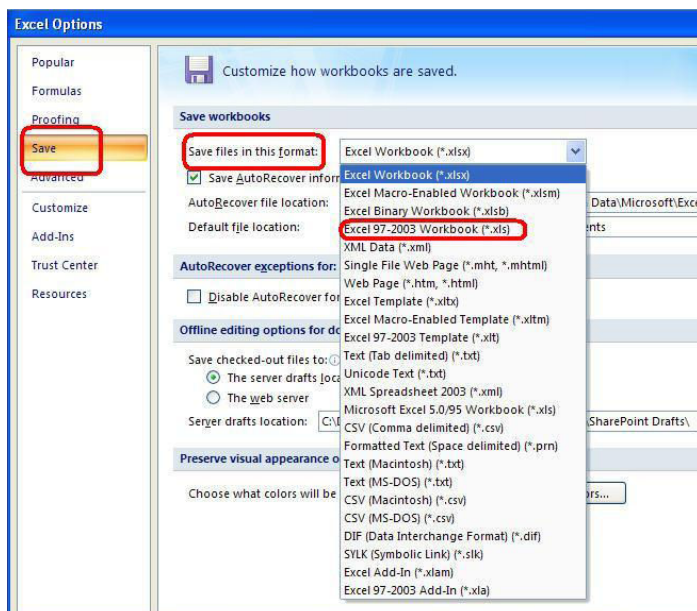
When you open an Office 97–2003 document in Office Word 2007, **Compatibility Mode** is turned on, and you see **Compatibility Mode** in the title bar of the document window. In Compatibility Mode, you can open, edit, and save Word 97–2003 documents in their original formats, but you won't be able to use any of the new Office Word 2007 features.

## What is the compatibility checker?

The compatibility checker is a dialog box that appears when there are features in a document that would be lost or degraded, either when a document is saved in a previous format or switched into compatibility mode. The dialog box lists all the features that are affected, and enables the user to cancel the operation, continue with the save, or switch into compatibility mode. It won't appear if there are no identifiable compatibility issues in the document.

## How do I change my default Save format so that I can share files with people using older versions of Office?

If you know that you will be sharing files with others who use earlier versions of Office, you should change your default save format. Click the **Office** button in the upper left hand corner of the Office application window. At the bottom of the menu that appears, click the Word, Excel, or PowerPoint Options button. Click the Save option on the left hand side of the window, and from the pulldown menu under **Save files in this format**, choose the **(Application) 97-2003 option**. (The below example is taken from Excel 2007.)



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## How can I get Office 2007 Training?

We have online training from Microsoft and instructor-led training right here on campus. Visit our training page at [http://infoservices.neu.edu/a-z\\_services/](http://infoservices.neu.edu/a-z_services/) for more information

## I'm an Apple Mac user. Is Office 2007 available for me yet?

No. Microsoft has not released an updated Office suite for the Apple Mac yet.

## I'm an Apple Mac user and my colleagues are sending me Office 2007 documents that I can't open. What can I do?

The file formats of Office 2007 for Windows and other versions of Office are incompatible. You can ask your colleagues to save their documents in the old version of Microsoft Office so that you can read them.

## Where is Office 2007 available on campus?

Now, office 2007 is available on faculty computers. Very soon, it will be available in labs, classrooms.

## Where are the menu items and toolbars?

The menu items and toolbars have been replaced by the **Ribbon**. The Ribbon is a thick bar at the top of the application window that contains icons which are grouped together by usage. For example, all the editing items are found on the **Home** tab on the Ribbon, while commands used for bibliographies and footnotes are on the **References** tab.

## How do I find things on the Ribbon?

The Ribbon organizes commands with others that are similar. The concept behind the Ribbon is that it will list all the commands that are needed for the context in which you are working. The following Ribbon tabs are typically displayed in Word.

- The **Home** tab has the common formatting commands, styles, bullets, and copy/paste.
- **Insert** contains all items that can be inserted into the file, such as pictures, clip art, pages, and text boxes.
- **Page Layout** contains margin, orientation, and spacing properties.
- The **References** tab contains the most common items needed when generating a professional paper, including footnotes, citations, table of contents, and index.
- The **Mailings** tab contains the items needed for a mail merge.
- **Review** contains spell check, thesaurus, and track changes.
- **View** contains the view options for the document and is the location of the Switch Windows command to move between files open in that application.

## How do I save a file?

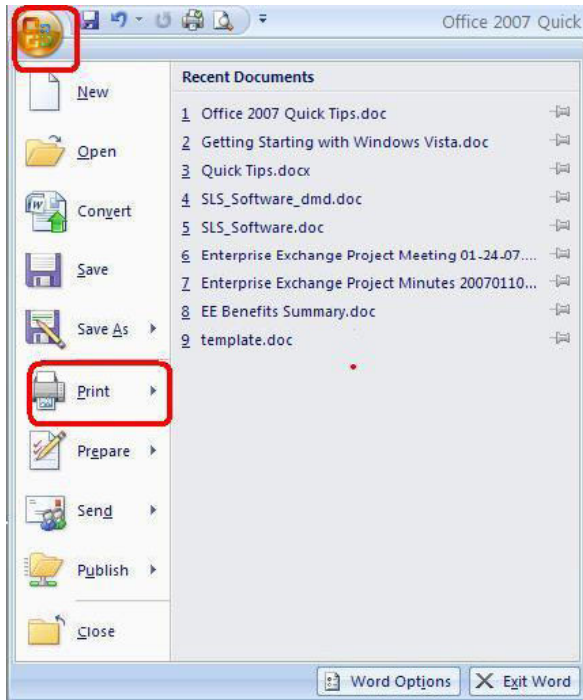
To save a file, click the **Office** button in the upper left hand corner of the Office application window. Select **Save**. If you would like to save your file in a format that is compatible with earlier versions of Office, choose **Save As** and select the **(Application) 97-2003** option.



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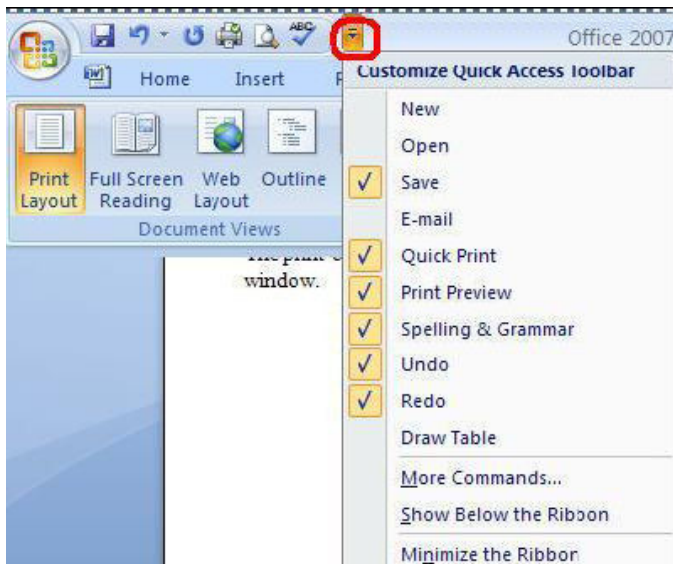
## How do I print?

Click the **Office Button** in the upper left hand corner of the Office application window, and then click print in the menu that appears.



## I don't like using the Ribbon or Office Button. Is there a quicker way to get to Save, Print, and Spell Check?

The **Quick Access Toolbar** is located to the right of the Office Button and can be customized to contain the commands you use most. By default, the Quick Access Toolbar contains save and undo/redo. You can also add quick print, spell check, or other commands by clicking on the down arrow by Quick Access and choosing the command you want to display on the toolbar.



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## How do I switch between open documents?

In order to switch between open documents, click the View tab on the Ribbon, and choose Switch Windows. In the past you may have switched between open documents by using <ALT> and the Tab key. With Office 2007, all open documents are contained within one open application window, therefore the <ALT> and Tab command will only let you switch between different programs, not different documents.

## Do my keyboard shortcuts still work?

If you knew the keyboard shortcuts for common functions in earlier versions of Office, they will continue to work in Office 2007. Here is a list of the most popular Office shortcuts:

- Open a file: [Ctrl] + [O]
- Close a file: [Ctrl] + [W]
- Save a file: [Ctrl] + [S]
- Print a file: [Ctrl] + [P]
- Cut: [Ctrl] + [X]
- Copy: [Ctrl] + [C]
- Paste: [Ctrl] + [V]
- Check spelling: [F7]
- Select all: [Ctrl] + [A]
- Select to the end of the line: [Shift] + [End]
- Select to the beginning of the line: [Shift] + [Home]
- Undo previous action: [Ctrl] + [Z]
- Redo previous action: [Ctrl]

## I have installed Office 2007, but I still want to use Office 2003

You can use Office 2003 through myApps. Visit the myApps information page, [http://infoservices.neu.edu/a-z\\_services/myapps\\_main.html](http://infoservices.neu.edu/a-z_services/myapps_main.html), for details.

Please note that Office 2003 will not be available or supported after December 31, 2007