

## The New 2007 Microsoft Office User Interface Overview

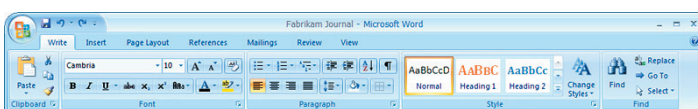
When planning the release of the 2007 Microsoft Office system, formerly code-named Office “12”, the design team took on the challenge of making the core Microsoft Office applications easier to work with. Taking into account extensive usability data and recent advancements in hardware and software, the team has delivered the most significant update to the Microsoft Office user interface in more than a decade. The result of these efforts is a user interface that makes it easier for people to get more out of Microsoft Office applications so they can deliver better results faster.

### Key Features

While the overall look of the redesigned applications is new, early testing indicates that people quickly feel at home in the new user interface and rapidly become accustomed to the new way these applications work. The ease with which people use the new interface is due to the simplicity of the new interface features:

### The Ribbon

The traditional menus and toolbars have been replaced by the Ribbon—a new device that presents commands organized into a set of tabs. The tabs on the Ribbon display the commands that are most relevant for each of the task areas in Office Word 2007, Office PowerPoint 2007, Office Excel 2007, or Office Access 2007. For example, Office Word 2007 has tabs for writing, inserting, page layout, working with references, doing mailings, and reviewing documents. Office Excel 2007 has a similar set of tabs that make sense for spreadsheet work: creating worksheets, inserting objects like charts and graphics, page layout, working with formulas, managing data, and reviewing. These tabs simplify accessing application features because they organize the commands in a way that corresponds directly to the tasks people perform in these applications.



The Ribbon in Office Word 2007.

### Contextual tabs

Certain sets of commands are only relevant when objects of a particular type are being edited. For example, the commands for editing a chart are not relevant until a chart appears in a spreadsheet and the user is focusing on modifying it. In current versions of Microsoft Office applications, these commands can be difficult to find. In Office Excel 2007, clicking on a chart causes a contextual tab to appear with commands used for chart editing. Contextual tabs only appear when they are needed and make it much easier to find and use the commands needed for the operation at hand.



Contextual tabs bring needed functionality to the user's attention at the most appropriate time.

### Galleries

Galleries are at the heart of the redesigned applications. Galleries provide users with a set of clear results to choose from when working on their document, spreadsheet, presentation, or Access database. By presenting a simple set of potential results, rather than a complex dialog box with numerous options, Galleries simplify the process of producing professional looking work. The traditional dialog box interfaces are still available for those wishing a greater degree of control over the result of the operation.

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## Make Access reports easier to read with alternate line shading

Financial reports that list scores of records with many columns of numbers can be difficult to follow. However, you can make these reports easier to read by adding alternate line shading.

1. Open the report in Design View.
2. Open the *Properties* dialog box for the Detail Section.
3. On the *Event* tab, select [**Event Procedure**] from the *On Format* property drop-down list.
4. Click the build button [...] to the right of the drop-down arrow.
5. Enter the following:

```
Const vbLightGrey = 12632256
If Me.CurrentRecord Mod 2 = 0 Then
    Me.Section(acDetail).BackColor=vbLightGrey
Else
    Me.Section(acDetail).BackColor=vbWhite
End If
```

6. Close the VBA window.

When you run the form, Access will use a white background color for odd records and a light gray background color for even records. Please note that the background color of any text boxes in the record will remain the same. 🖨️

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#### Live Preview

Live Preview is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over the results presented in a Gallery. This new, dynamic capability streamlines the process of laying out, editing, and formatting so users can create excellent results with less time and effort.

These elements are just a few of the new technologies that combine to create the new Microsoft Office user interface.

#### Benefits

The goal of the new Microsoft Office user interface is to make it easier for people to use Microsoft Office applications to deliver better results faster. We've made it easier to find powerful features by replacing menus and toolbars with a Ribbon that organizes and presents capabilities in a way that corresponds more directly to how people work. The streamlined screen layout and dynamic results-oriented Galleries enable users to spend more time focused on their work and less time trying to get the application to do what they want it to do. As a result, with the new Microsoft Office user interface, people will find it much easier and quicker to produce great looking documents, high-impact presentations, effective spreadsheets, and powerful desktop database applications. 🖨️

### TIPS & TRICKS

#### Adobe InDesign: Quickly Place Text & Graphics

Standard procedure for importing text and graphics files into an InDesign publication is to use the Place command (CTRL+D). This, however, requires you to navigate to the drive, folder, subfolder, etc. to find the file to place. If you can see the file, it's much quicker to simply drag it into your publication. Drag and drop it on a selected frame and the text or graphic imports into it, creating a link to the original file, so you can keep track of updates made to it.

## Combine slides from multiple PowerPoint presentations while maintaining their original designs/backgrounds

When you insert a slide from a secondary presentation into your file, you may want to keep the imported slide's original formatting and design template. This keeps your primary design template from making unwanted design adjustments to the inserted slide.

1. Open your primary presentation in PowerPoint and then from the **Insert** menu, select **Slides From Files**.
2. In the *Slide Finder* dialog box, click the **Browse** button, navigate to and select the secondary presentation that contains the slide you want to import, and then click **Open**.
3. Select the slide you want in the *Select Slides* panel of the *Slide Finder*, select the  **Keep Source Formatting** check box, click **Insert**, and then click **Close**. 🖨️