

MS Office 2007: A First Look

Office 2007 at ISU

For Personal or Home Use

MS Office is included as part of the Microsoft Campus Agreement (MSCA), so it is available to students, faculty and staff for personal or home use, as well to ISU departments. Each eligible person is allowed one (1) download for personal use.

DOWNLOAD

Available NOW on the ISU downloads web page

<http://downloads.indstate.edu>

** Login is required to identify qualified members of the ISU community.*

Departments

To obtain MS Office software for installation on University-owned computers, you may download it from the same web page (see above). (Doing so does **not** affect your ability to download your one (1) copy for personal use.) You can then install it on University-owned computers as desired.

If you prefer, you may request that a User Services consultant install the software on the University-owned computers. Simple contact the Help Desk (see below) so they can create a ticket and assign it to a consultant.

If you have questions about obtaining this or any other Microsoft software through the MSCA, please contact the Help Desk at x2910 or ithelp@indstate.edu.

What's New?

File formats

- New file formats (XML) are NOT backward compatible with previous versions of MS Office
 - The new (2007) software can save in the old format...
 - ...but the old (2003 or earlier) software cannot handle the new format.

More information is available at <http://www.indstate.edu/oit/msca/office07.html>

- Additional software (utility) allows Office 2003 to convert/read/save new file formats from Office 2007 – NOT Access or Project!

DOWNLOAD

Microsoft Office 2007: A First Look

Last Updated: 11 March 2008

<http://isecure.indstate.edu/faculty/pgallagher/ms2007>

Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats

Open, edit, and save documents, workbooks, and presentations in the file formats new to Microsoft Office Word, Excel, and PowerPoint 2007.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&DisplayLang=en>

FileFormatConverters.exe, version 2 (11/6/2006)

27.1 MB (estimated download time for T1 connection: 3 minutes)

*** Be sure to read Overview and System Requirements before installing!**

Interface

- ⊙ How the new interface works
 - Ribbon
 - Quick access tool bar
 - Office button
 - Contextual tabs
 - Galleries
 - Live preview
 - Tool tips
 - Mini-toolbar

New features

- ⊙ **SmartArt** - ready-made graphics (*Word, PowerPoint, Excel*)

ONLINE TRAINING

Create a SmartArt graphic

<http://office.microsoft.com/en-us/help/HA012058671033.aspx>

ONLINE TRAINING

Animate your SmartArt graphic

<http://office.microsoft.com/en-us/powerpoint/HA100830831033.aspx>

- ⊙ Additional software (utility) allows you to save documents in PDF format from any application (*Word, PowerPoint, Excel*)

DOWNLOAD

2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS

This download allows you to export and save to the PDF and XPS formats in eight 2007 Microsoft Office programs. It also allows you to send as e-mail attachment in the PDF and XPS formats in a subset of these programs.

<http://www.microsoft.com/downloads/details.aspx?familyid=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>

SaveAsPDFandXPS.exe, version 1.0 (11/8/2006)

934 KB (estimated download time on T1 connection: 1 minute)

Word

DOWNLOAD

Word 2007 Add-in: Get Started Tab for Word 2007

This add-in adds a Get Started tab to the Microsoft Office Word 2007 Ribbon. Commands on this tab give you easy access to free content on Office Online that helps you learn Word 2007 quickly.
<http://www.microsoft.com/downloads/details.aspx?FamilyID=f587370c-fdae-4ede-b528-ac58031a5dff&DisplayLang=en>

Word2007GetStartedTabSetup.msi, version 4 (2/21/2007)
522 KB (estimated download time on T1 connection: 1 minute)

Interactive Command Reference

<http://www.microsoft.com/downloads/details.aspx?FamilyId=9044790B-4E24-4277-B714-66D7B18D0AA1&displaylang=en>

- ⊙ Viewer (zoom) toolbar
- ⊙ Citation Manager and Reference Builder to automatically format in APA, MLA, Chicago or other styles

ONLINE TRAINING

Create a bibliography

<http://office.microsoft.com/en-us/word/HA100674921033.aspx>

PowerPoint

DOWNLOAD

PowerPoint 2007 Add-in: Get Started Tab for PowerPoint 2007

This add-in adds a Get Started tab to the Microsoft Office PowerPoint 2007 Ribbon. Commands on this tab give you easy access to free content on Office Online that helps you learn PowerPoint 2007 quickly.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=831f0ae9-fc50-4074-96d3-d02fd98cb041&DisplayLang=en>

PowerPoint2007GetStartedTabSetup.msi, version 5 (2/21/2007)
475 KB (estimated download time on T1 connection: 1 minute)

Interactive Command References

<http://www.microsoft.com/downloads/details.aspx?FamilyId=BEF41DC3-8E28-4282-82D4-CEC2F416CD40&displaylang=en>

- ⊙ New templates and designs
- ⊙ Slide library, for sharing slides among different presentations (requires SharePoint server)
- ⊙ Create and save custom slide layouts

DOWNLOAD

PowerPoint Add-in: Template Creation Wizard

This download gives you the ability to create your own Microsoft Office PowerPoint design templates incorporating custom backgrounds.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=d1bd0173-ed7c-4ef0-b7f3-290424d5012e&DisplayLang=en>

pptpwiz.exe, version 3 (3/7/2007)

346 KB (estimated download size on T1 connection: 1 minute)

Excel

DOWNLOAD

Excel 2007 Add-in: Get Started Tab for Excel 2007

This add-in adds a Get Started tab to the Microsoft Office Excel 2007 Ribbon. Commands on this tab give you easy access to free content on Office Online that helps you learn Excel 2007 quickly.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=8a5af9d7-08a7-41ba-8844-76bb94228957&DisplayLang=en>

Excel2007GetStartedTabSetup.msi, version 4 (2/21/2007)

747 KB (estimated download time on T1 connection: 1 minute)

Interactive Command Reference

<http://www.microsoft.com/downloads/details.aspx?FamilyId=89718ABD-2758-47B3-9F90-93788112B985&displaylang=en>

☉ Charting

ONLINE TRAINING

Demo: Create charts in Excel 2007

<http://office.microsoft.com/en-us/excel/HA102004991033.aspx>

ONLINE TRAINING

Charts I: How to create a chart in Excel 2007 - Overview (training lessons)

<http://office.microsoft.com/training/training.aspx?AssetID=RC101757361033&pid=CR100479681033>

☉ Improvement in conditional formatting

☉ Improvements in pivot tables

ONLINE TRAINING

Easy-to-use PivotTables

<http://office.microsoft.com/en-us/getstarted/HA100738731033.aspx#Pivots>

ONLINE TRAINING

25 Easy PivotTable Reports

<http://office.microsoft.com/en-us/excel/HA010346331033.aspx>

VISTA

- ⊙ New version of the Windows operating system
- ⊙ NOT required in order to run Office 2007
- ⊙ Windows XP is NOT obsolete and will be usable for several more years

VISTA at ISU

- ⊙ **Do not install on University computers until OIT gives the OK.**
(When Service Pack 1 is released - expected Fall 2007 - OIT will test before giving approval.)

ISSUES

- ⊙ Hardware requirements
 - Main RAM: 256 MB minimum; recommended 1 GB
 - Video RAM: 128 MB minimum for Aero interface
 - Must have a DVD-ROM drive to read O/S disc for installation

DOWNLOAD

Windows Vista Upgrade Advisor 1.0

Windows Vista Upgrade Advisor is designed to help Windows XP users identify whether their PCs are ready for an upgrade to Windows Vista, which edition of Windows Vista meets their needs, and which features of Windows Vista will be able to run on their PCs.

<http://www.microsoft.com/downloads/details.aspx?familyid=42B5AC83-C24F-4863-A389-3FFC194924F8&displaylang=en>

WindowsVistaUpgradeAdvisor.msi, version 1.0 (3/19/2007)
6.6 MB (estimated download time on T1 connection: 1 minute)

- ⊙ Not compatible with many software packages (yet)
- ⊙ Trouble with peer-to-peer networking (e.g., home networks)
- ⊙ Blackboard and ISU portal problems are not with Vista itself but with Internet Explorer v7; they actually can work if set up properly - or you can use Firefox as your web browser

CONTACT

ISU Help Desk

phone: 237-2910

e-mail: cchelp@isugw.indstate.edu

Please use Subject: **how to set up Internet Explorer 7 for use with Blackboard or ISU portal?**

Resources

○ Additional resources for learning Office 2007

Learning portal

<http://www.microsoft.com/learning/office2007/iworker/default.aspx>

- E-book (online only – not printable); printed copy available (\$)
- E-learning courses – free, limited time (Intro, What's New,...)

Learning resources

<http://www.microsoft.com/technet/prodtechnol/office/2007/learning/default.aspx>

Subscription courses (\$)

<https://www.microsoftlearning.com/catalog/homeAndOffice.aspx#office2007>

Virtual labs

- Vista (90-minute modules)

<http://www.microsoft.com/technet/traincert/virtuallab/vista.aspx>

- Office 2007 (90-minute modules)

<http://www.microsoft.com/technet/traincert/virtuallab/office.aspx>

- Express (30-minute overviews)

<http://www.microsoft.com/technet/traincert/virtuallab/express.aspx>

Webcasts (60- to 90-minute live broadcasts)

<http://www.microsoft.com/technet/community/webcasts/default.aspx>

Discussion groups

<http://www.microsoft.com/office/community/en-us/default.aspx>

Product communities

<http://www.microsoft.com/communities/products/default.aspx>

Contact Information

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