

# Microsoft Office 2007: Top FAQs for Student and Faculty Support Staff

**Q. Is Office 2007 an improvement over previous versions? Why?**

**A. Yes.** Even basic functions offer more options, and they're easier to implement --- once you know the procedures.

**Q. Can you share documents, slideshows, and other files between Office versions?**

**A. Yes,** but older versions may not correctly interpret all of the formatting, animation, layouts, tables, or other features of a file created using Office 2007 applications. The newer software will usually do a better job of understanding the older version file.

**Q. Since Holy Family PCs will only have Office 2007 available, what will happen if a student needs to open 2007 files on a PC that lacks that version of Office?**

**A. It depends:** If the file was "saved as" a Word 97-2003 format (or as htm, txt, or another generic format), it will open fine using the older software. They will also be OK if they installed the free "2007 Compatibility Pack" from Microsoft's website. They may also be able to open the files if they are using another application that recognizes Office 2007 file formats.

**Q. Can we still use the old shortcuts like "ctrl+c" to copy, "alt+f" to get the File menu, or use the right mouse button for a short list of context sensitive commands?**

**A. Yes and more!** In most cases, the application (Word, ETC.) will respond in the same way as before. Sometimes you will get a slightly different response if the old command(s) have been changed. (E.G., alt+f opens the Office Button now instead of the old File menu. But you will get a list of many of the same commands anyway.

**Q. What is the biggest change in how we enter commands?**

**A. The Ribbon.** A new context-sensitive "ribbon" has replaced the relatively static toolbar(s) like Standard and Format that were used in past Office versions. The ribbon will change most often by your either clicking on a "tab" (like Home), or when you click on a different type of object such as picture, table, chart, or text.

**Q. What are a couple of really easy to master, time saving features ?**

**A. Zoom Bar and Views Toolbar** (lower right corner of screen), **customizable Quick Access Toolbar** (top left corner of screen), **Style Sets, "Save As PDF" option, real-time previews, and generally much easier command procedures** (once you get comfortable with them).

**Q. Where can I get help with Office 2007?**

**A. Click Function key F1 or ? within a program, visiting Microsoft.com, or go to Holy Family's website under Administration - Computer Services - Technology Training (<http://web3.holyfamily.edu/dslowik2/>). Or you can contact me directly (ext. 3503, [dslowik@hollyfamily.edu](mailto:dslowik@hollyfamily.edu)) .** Microsoft has added many very effective animated and multimedia demos within the application, and at their website.

**Q. Do you have any sample Word, PowerPoint, and Excel Files?**

**A. Yes,** click on the following links for sample files.

[Word 2007 Sample](#): Organizational Plans.docx

[PowerPoint 2007 Sample](#): My Financial Report.pptx

[Excel 2007 Sample](#): Product Sales.xlsx