

# Whats New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features & Instructions - Laminated Guide)



4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word, Excel, and PowerPoint. Also includes a command reference for each product, showing Office 2003 commands and their 2007 equivalents. Topics include: Office: The Ribbon; The Office Button; The Quick Access Toolbar; Status Bar; Mini Toolbar; Using Themes to Format a Document; SmartArt; Shape Styles; Showing the Developer Tab; Saving as PDF; Emailing a PDF; Compatibility with Previous Versions; New File Formats; Features No Longer Available. Word: Spacing between Paragraphs; Showing the Ruler; Contextual Spelling; Creating and Using Quick Styles; Displaying the Styles Window; The Style Inspector; Mail Merge; Building Blocks; Creating a Quick Part Building Block; Inserting a Quick Part; Using Cover Page Building Blocks; Adding a Watermark Building Block; The Reviewing Pane; Tracking Moved Text; Improved Compare and Combine; Features No Longer Available; New Word File Types. Excel: Limit Changes; Resizing the Formula Bar; Formula AutoComplete; Improvements to Named Ranges; Inserting a Sheet; Page Layout View; Showing Invalid Data; Changes to Excel Tables (Lists); Enhanced Filtering; Structured References in Excel Tables; New Conditional Formatting; Conditional Formatting Rules Manager; Sorting by Icon, Cell Color, or Font Color; Changes to PivotTables; New Excel File Types. PowerPoint: The Selection and Visibility Pane; Converting to SmartArt; Adding Placeholders to a Slide Master; Resetting Placeholders; Adding a Customized Layout; Converting a Shape to Freeform; Improvements to Gradients; Background Styles; New or Changed Text Features: Text Wrapping, Text Direction, Columns, Selecting Separate Areas of

Text, Indents & Tabs by Paragraph, and more; New PowerPoint File Types; Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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