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What's New in Windows 7

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Introducing Windows 7 and Office 2007

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What's new in Windows 7?

Start Menu

- Find programs: You can search for programs (and some documents) using the search box at the bottom of the Start Menu.

- Pin programs: If you a have programs you use every day, you can pin them to the Start Menu. To pin a program, right click it in the Start Menu and select "Pin to Start Menu."

- Find recently opened documents: Next to programs in the Start Menu are arrows. Click the arrows to see recently opened documents. You can also pin documents to the Start Menu using the same right-click method as pinning programs.

Taskbar

- New arrangement : The taskbar organizes your computer by program, not individual document.

- Can't find a document? Use the "peek" function. Move your mouse over a program's icon to see which documents or windows are open.

- Pin programs: You can pin programs to the Start Menu by right-clicking the icon and selecting "Pin this program to taskbar."

What's new in Office 2007?

Basics

- The X files: Office 2007 uses a new kind of file which ends in "x." "Doc" is now "docx," for example, and "ppt" is now "pptx."

- How do I print, save, or send documents? There's a large "Office" icon in the upper left which controls how you use files in Microsoft Office.

Outlook 2007

- The "To-Do" Bar: Keep track of upcoming appointments and your flagged messages in the new To-Do Bar on the right. Don't want to use the To-Do Bar? Right-click where it says "To-Do Bar" and select "Off."

- <u>A better way to see attachments:</u> Instead of opening each attachment in a separate program, click an attachment's icon once to see a preview of the file.

- <u>Where did the search box go?</u> If you'd like to use the Advanced Search to find emails, type control-shift-F.

What's new in Word 2007?

- <u>Compatibility Mode:</u> If you need to save your work as a "doc" file, use "Save As" and select "Word 97-2003 Document." If you have used features which do not work in the earlier version, Word will warn you and help you decide how to convert those features. Once you are working in the "doc" version of your document, Word will not let you use features which do not work in earlier versions of Word.

- <u>The new ribbon:</u> Instead of menus, you can now see all of the features available in Word using a ribbon. Useful tabs on the ribbon include:
    - Home: control how your document is formatted
    - Insert: add headers, footers, and page numbers
    - Page Layout: control page margins
    - References: create tables of contents, add footnotes
    - Review: mark up text for editing and comments

- <u>Where did my old commands go?</u> Check out the Interactive Command Reference Guide: http://bit.ly/9Z18O0