

### **Things to like in Word 2007**

- Sticky MRU
- Status Bar
- Zoom slider
- New file formats - DOCX
- Save as PDF
- References tab
- Pull-down gallery and lists
- Minimized Ribbon
- Unexpected familiarity
- Not so happy with ...
- Live Preview
- Pop-up toolbar

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### **THINGS TO LIKE IN WORD 2007**

#### **STICKY MRU**

In Word 2007 the MRU (Most Recently Used) list has moved to the Office menu (the Office icon on top left) and can show many more recently open documents. The number shown is controlled at Word Options | Advanced | Display.

Click on one of the little 'pins' on the right side of each file name to make that file 'sticky' - it will stay on the MRU list until you click the pin again. Really handy for documents you work on regularly.

#### **STATUS BAR**

Click and right-click on the Status Bar at the bottom of the Word screen to see what's available.

Click on the Page number on the left to get to the Go To, Find and Replace dialogs.

Click on the Word count to see the full document statistics dialog.

Click on the spelling/grammar icon (if a red X) to jump to the next error.

Click on the Language indicator to see the full language selection dialog.

Right-click on the status bar and see what's available - there's a list of items you can add to the status bar like column, section, line number, Track Changes and others.

This is also the place to switch on/off the other status bar elements, Viewing shortcuts, Zoom and Zoom Slider.

#### **ZOOM SLIDER**

Check out the slide zoom on the bottom right of the status bar. The middle is 100% view and is 'sticky' so it's easy to slide to that point and have it stay. There's no problem in getting the slider to that 100% position. Click on the plus or minus buttons to jump by 10%. Click on the percentage display to the left to show the traditional 'Zoom to' dialog box that we've had for several versions of Word.

#### **NEW FILE FORMATS - DOCX**

With the new document formats the file sizes are smaller (no point in 'zipping' a document before emailing, DOCX is already compressed), safer (.docx files can't contain workable macro code) and more easily recoverable. They may not be widely compatible and for now, most people without Office 2007 are not setup to handle the new file formats. Don't forget to save as an earlier Word doc version if you are sharing or emailing with users who do not have Office 2007 or the converters.

## **SAVE AS PDF**

The feature for making PDF files is built into Word. Not only does that make it easier to make PDF's but it's also much faster than external tools. The PDF's Word creates are well optimized.

## **REFERENCES TAB**

Word 2007 has put the references features – Table of Contents, Table of Figures, Footnotes, Endnotes, Citations and Bibliography on a single tab so you can see what's available.

## **PULL-DOWN GALLERY AND LISTS**

In Word 2007 there are much better, multi-line, tooltips available when you hover over icons. In addition, there are multi-line descriptions and icons in many pull-down lists. For example, go to the Page Layout tab and click on the Breaks button. The new list will clarify the different page and section break options.

For design elements like Header, Footer, Table of Contents or the new Cover Page option there is a pull-down list of options that show clearly what will be placed in your document with a thumbnail version of the final product.

## **MINIMIZED RIBBON**

If you think the ribbon takes up too much screen space, especially when using a small screen laptop, it can be minimized to show just the tabs.

Just double-click on any ribbon tab and the ribbon will disappear (the Quick Access Toolbar remains). Double-click again to restore it. What makes the minimized ribbon clever is that it will temporarily re-appear as needed and go away again when you don't.

Click on any tab on the minimized ribbon, the ribbon will appear. Click anywhere outside the ribbon (title bar, status bar, Office menu or document) and the ribbon goes back to being minimized. Don't fret the Ribbon. Behind the glitzy new ribbon are all the familiar dialog boxes, almost unchanged from previous versions and presented in much the same way as earlier version of Word. On the bottom right of many 'chunks' on a ribbon is a little diagonal arrow- click on that to open the related dialog box, that's in the standard Windows format for dialog boxes.

## **NOT SO LIKEABLE STUFF**

### **LIVE PREVIEW**

Nice to see how things can look but sometimes the pull-down list itself covers the preview. You can turn it off from the main menu (the big Office icon on top left), Word options, Popular, Enable Live Preview.

### **POP-UP TOOLBAR**

The little formatting toolbar that appears when you select some text has an uncanny ability to appear at inconvenient time, covering the part of the document you want to access.

Move the mouse AWAY from the mini-toolbar - it's designed to disappear in response to the mouse proximity.

You have the choice to turn the mini-toolbar off from the main menu (the big Office icon on top left), Word options, Popular, Show mini-toolbar on selection. Some people may like the mini-toolbar. At least it is not as annoying or persistent as 'Clippy' (the animated paper clip).