



Microsoft Office 2007

New & Upgraded Features



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Microsoft Office 2007

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Reasons for the Upgrade

The primary reason Alachua County is moving to Microsoft Office 2007 is to take advantage of the enhanced integration with SharePoint 2007. With both Microsoft Office & SharePoint 2007 you will notice how easily you can link a SharePoint calendar to Outlook, save a document directly to a document library or manage e-mail contacts through a SharePoint list.

However, you will also find in Office 2007 some terrific new features, enhancements to existing features and a visually streamlined look. Aside from the look and feel of the product, Office 2007 has improved damaged file recovery, automatic file compression and better disaster recovery of e-mail for our network technicians.

Changes to the Overall Interface

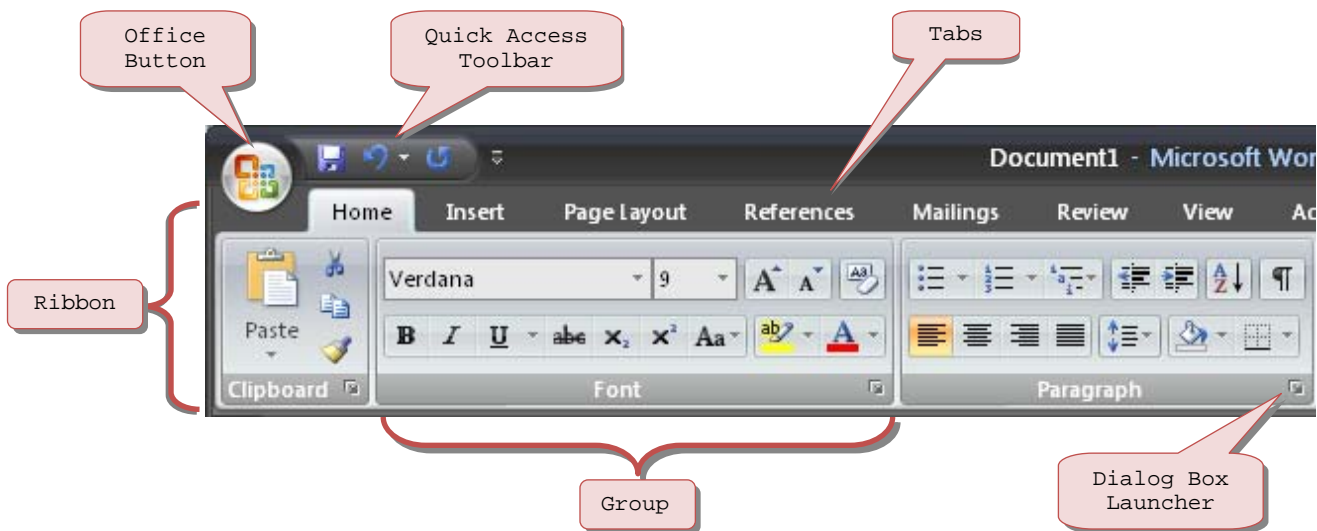
Toolbars & Menus Replaced

Accessing commands and dialog boxes through menus and toolbars has changed significantly. You are now presented with one menu the **OFFICE BUTTON**, one customizable **QUICK ACCESS TOOLBAR** and everything else has been consolidated into what is called the **RIBBON**. (Note: Outlook 2007 has kept toolbars and menus)

The Ribbon

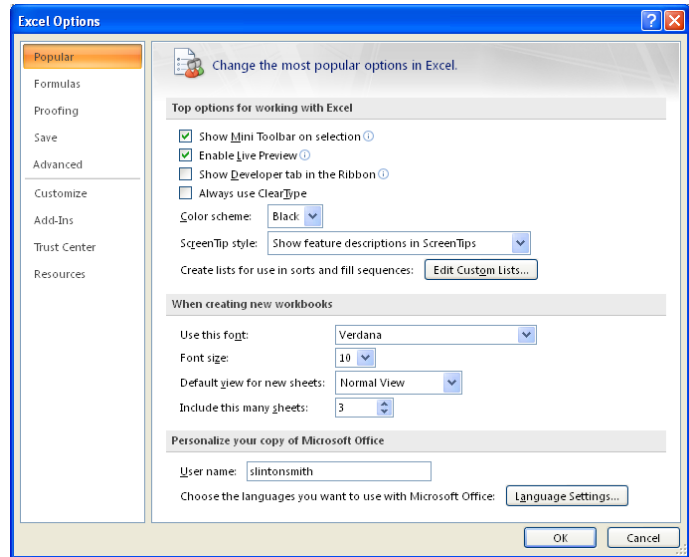
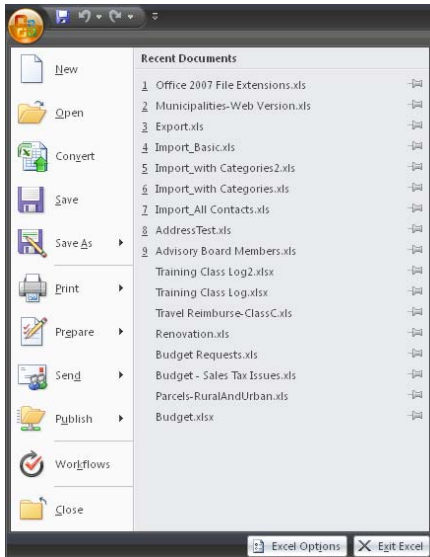
Nearly all commands previously accessed through toolbars and menus, now exist on the new **Ribbon**. The Ribbon is organized as follows:

- **Tabs:** The ribbon is divided into several tabs which consolidate related commands.
- **Contextual Tabs:** These tabs only appear when needed (Picture, Tables, Drawing, etc.)
- **Groups:** Each tab then groups together more specifically related items (Font, Paragraph, etc.)
- **Dialog Box Launchers:** Many, but not all, groups provide access to more advanced commands through a small button which launches a dialog box.



The Office Button

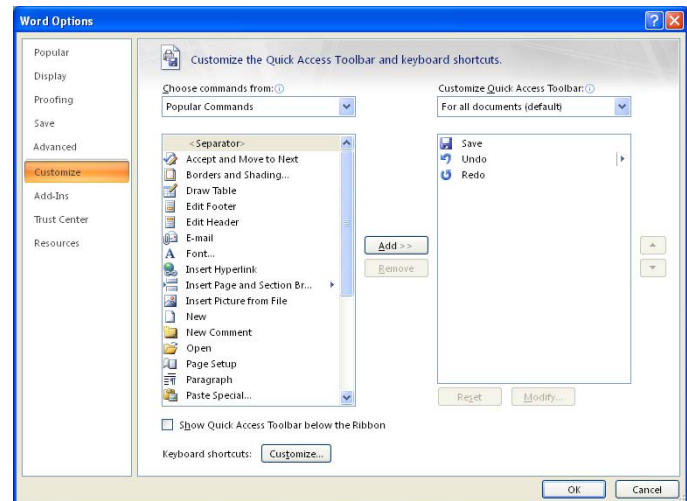
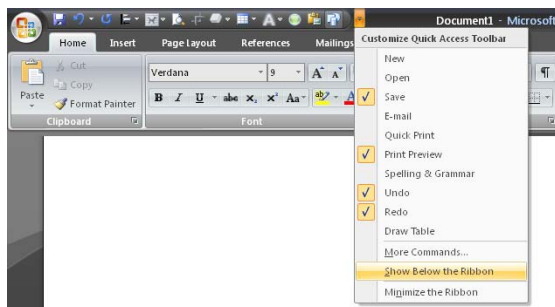
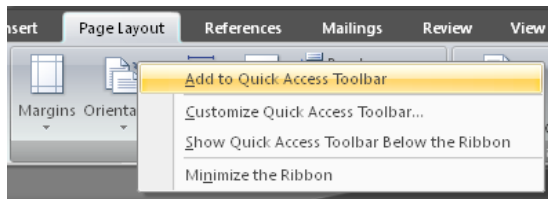
As the only remaining menu, the **OFFICE BUTTON** contains many commands previously found on the **FILE** menu. For example, with this button you can access such commands as: **NEW, SAVE, PRINT, PRINT PREVIEW, OPTIONS**. When accessing **OPTIONS** (bottom right of **OFFICE BUTTON**) you will find many of the settings previously found through the **TOOLS > OPTIONS** menu path.



Quick Access Toolbar

The only remaining menu is the **QUICK ACCESS TOOLBAR**. This toolbar is always visible in the top-left corner no matter which tab is displayed in the ribbon and you can customize it by adding any command you wish.

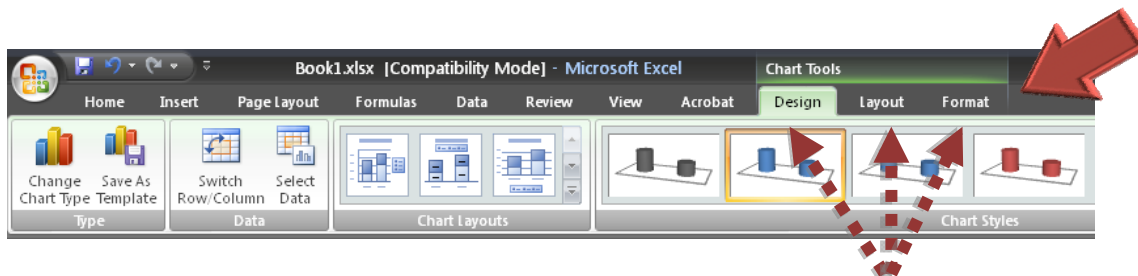
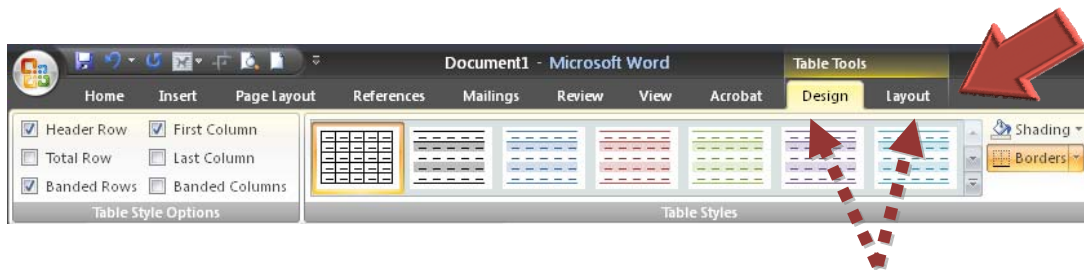
- **Adding Buttons:** Right-click any command and select **ADD TO QUICK ACCESS TOOLBAR**
- **Manage Buttons:** To remove or add many buttons at one time, access the **OPTIONS** dialog box for each application. (Example: **OFFICE BUTTON > WORD OPTIONS > CUSTOMIZE**)
- **Show Below the Ribbon:** You also have the option of showing the quick access toolbar below the ribbon. This is helpful for two reasons: (1) you may have added too many buttons and thus have obscured the name of the file in the title bar (2) showing it below the ribbon gets your most frequently used commands just a little closer to the document area.



Contextual Tabs

Certain tabs only appear when they are needed. For example, the **PICTURE TOOLS** tab only appears when a picture is selected. These tabs are colorized to help them stand out more and some contextual tabs have multiple sub-tabs like **TABLE TOOLS** and **CHART TOOLS**. Also, remember that if there are tools on these contextual tabs that you use often, you can add them to the **QUICK ACCESS TOOLBAR**. Some of the contextual tabs include:

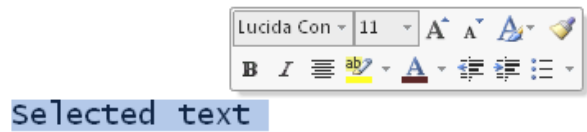
- Picture Tools
- Drawing Tools
- Table Tools
- Chart Tools
- Word Art Tools
- SmartArt Tools



Mini Toolbar

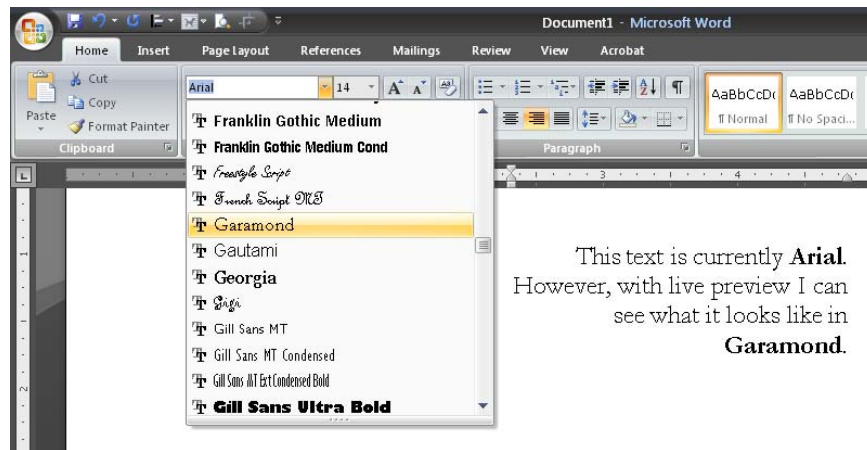
This toolbar appears directly next to selected text to offer quicker access to font and paragraph formatting options. Please note that this toolbar only appears under certain conditions:

- It appears only when text is selected with the mouse (not the keyboard).
- It appears only after you release the mouse button.
- It appears to the right of the selected text.
- It appears only as your mouse moves closer to the right side of the selected text.



Live Preview

One of the most helpful improvements found in Microsoft Office 2007, is Live Preview. This feature allows you to preview a potential change you want to make to selected text, pictures, shapes, etc. before you actually finalize the change. For example, if you wanted to change the font style for a particular sentence. Select the text then hover over a font style from the font list and the changes will be previewed in the document. If you like what you are seeing, then click on the font style to finalize the change.



View and Zoom Options

The different view options have shifted from the bottom left to the bottom right side of the screen and a zoom slider bar has been added. The view options is entirely new to Excel as previous version did not show any view options on the bottom portion of the screen. Also, Excel has new view called **PAGE LAYOUT**. More about that in the Excel section of this document.



New File Extensions

Many of the new and enhanced features found in Microsoft Office 2007 were built using the **XML** platform. As a result, Office 2007 has added a new file format in which to save files. To edit any items built using the enhanced features, you will need to save your file in the new file format. You can still save files in the older format (Office 97-2003), but you will not be able to edit any items inserted using the new features.

File Extensions				
	1997-2003	2007 Standard	2007 Macros	2007 Template
Word	*.doc	*.docx	*.docm	*.dotx
Excel	*.xls	*.xlsx	*.xlsm	*.xltx
PowerPoint	*.ppt	*.pptx	*.pptm	*.potx

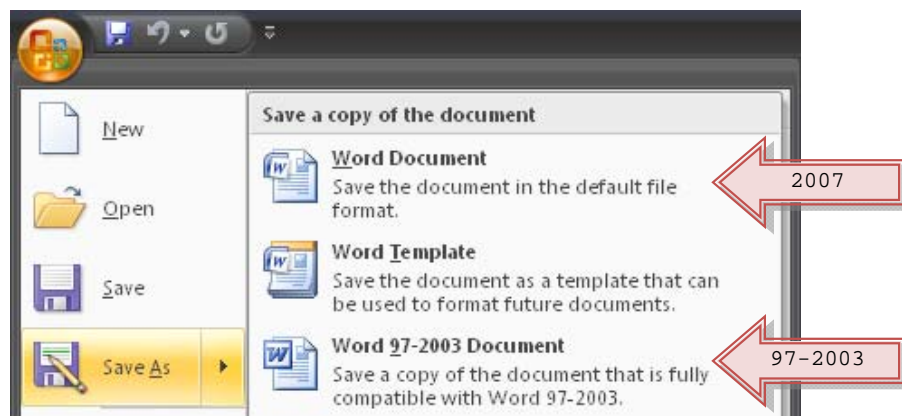
Benefits of the New Format

Aside from the more obvious benefits of the new file format found in visual enhancements to text, pictures, charts, etc., (to be discussed later) there are other notable improvements to file management. Some of the benefits of the new file format include:

- **Smaller Files:** Files are automatically compressed when saved. Many files can be half the size of a file saved in the older format.
- **Improved Damaged-File Recovery:** Files are saved such that different components of the file are kept separate from each other. Thus if a chart is damaged or corrupted, the file can still be opened.
- **Macro Detection:** Only files with the "m" suffix in the file extension can contain VBA macros or XLM macros.
- **Document Inspector:** Can remove access to potentially personal, confidential or other sensitive information. To access the document inspector, click **MICROSOFT OFFICE BUTTON > PREPARE > INSPECT DOCUMENT**. The document inspector can remove information like:
 - Comments, revision marks from tracked changes, versions and ink annotations
 - Document Properties such as author history, e-mail headers, send-for-review information, routing slips, printer paths, and file path information for publishing Web pages
 - Hidden text
 - Hidden rows, columns, and worksheets
 - Presentation notes
 - Document server properties

Saving in the Older Format

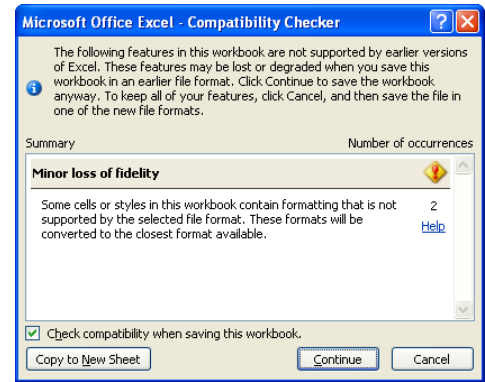
Those who are running an older version of Office, cannot read the new Office 2007 file format without first downloading a compatibility pack. Therefore, it may still be necessary to save files in older format. To save a file in 97-2003 format, go to the **OFFICE BUTTON > SAVE AS** then choose your format.



Compatibility Mode

Office 2007 runs in **COMPATIBILITY MODE** when an older format (Office 97-2003) file is open. The **TITLE BAR** across the top will display the name of the file followed by **[COMPATIBILITY MODE]**. You can continue using these files in the old format with Office 2007 - unless you want to take advantage of the newer features.

When you save the file, the **COMPATIBILITY CHECKER** will scan the file for any newer features that the old format does not support. For example, in Excel a **MINOR LOSS OF FIDELITY** could be something as simple as specific colors that are not supported by the older format. In this situation, when someone using an older version opens the file, Excel will choose the closest color to the one used by the newer format.



New Features in Word, Excel & PowerPoint

SmartArt

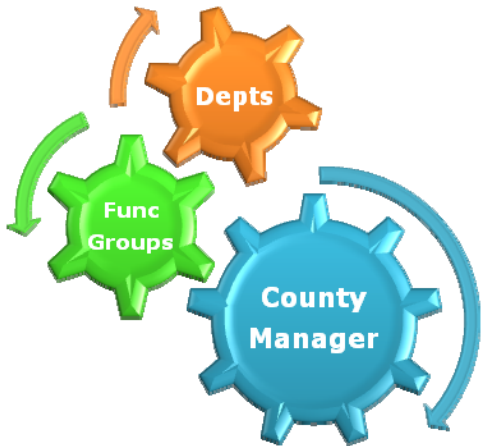
This feature both updates **ORGANIZATIONAL CHARTS** and **DIAGRAMS** and adds new diagrams to choose from. These objects all come with advanced formatting options available to all Office 2007 items such as beveled edges, metallic surface material and depth of color. SmartArt is available in Word 2007, Excel 2007 and PowerPoint 2007. However these new diagrams and styles are **not available under the older file format (97-2003)**. To take advantage of this feature, your file must be saved in the Office 2007 format.



You can make changes to your SmartArt object by using the preformatted styles found on the **DESIGN** tab of the **SMARTART TOOLS** contextual tab. Or if you prefer, you can make your own detailed changes using the **FORMAT** tab.



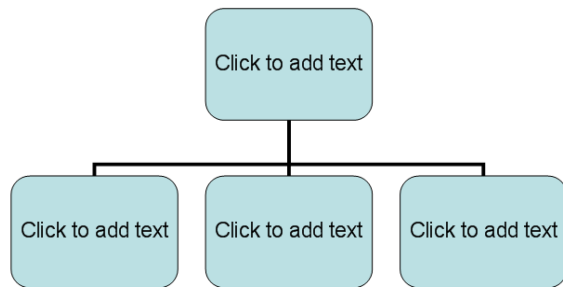
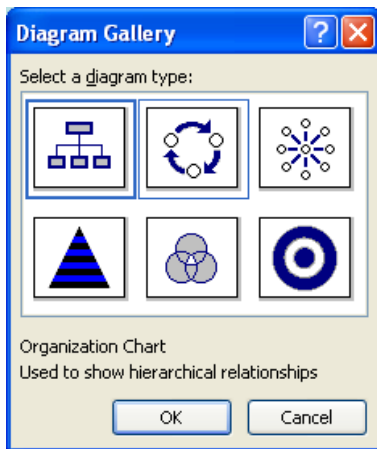
SmartArt Example 1



SmartArt Example 2



If you are working with a file in the **97-2003** format, clicking the **SMART ART** button will bring up the older diagram gallery.



Object Formatting Galleries

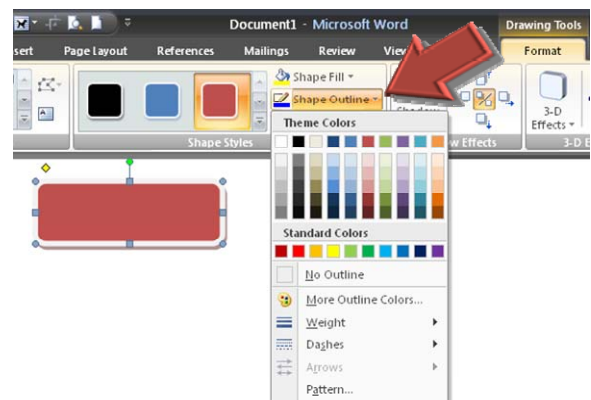
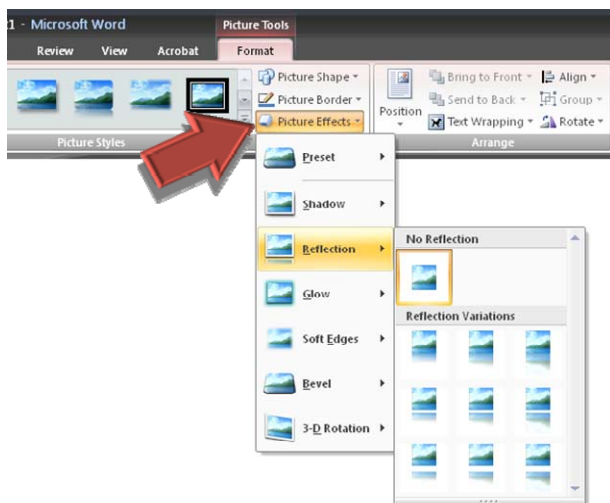
Many of the contextual tabs include one or more galleries from which you can choose different display options for your object. These galleries appear for Pictures, Shapes, SmartArt, Charts, etc. and they combine several formatting options into one gallery choice. Any of these options can be applied manually, the galleries simply provide quick access to some preset styles.

The previous section illustrated the gallery options for SmartArt. In the below example we see the options for a picture. From the **PICTURE TOOLS** contextual tab, the **PICTURE STYLES** gallery provides 28 different styles to choose from.



Manually Applying Object Formatting

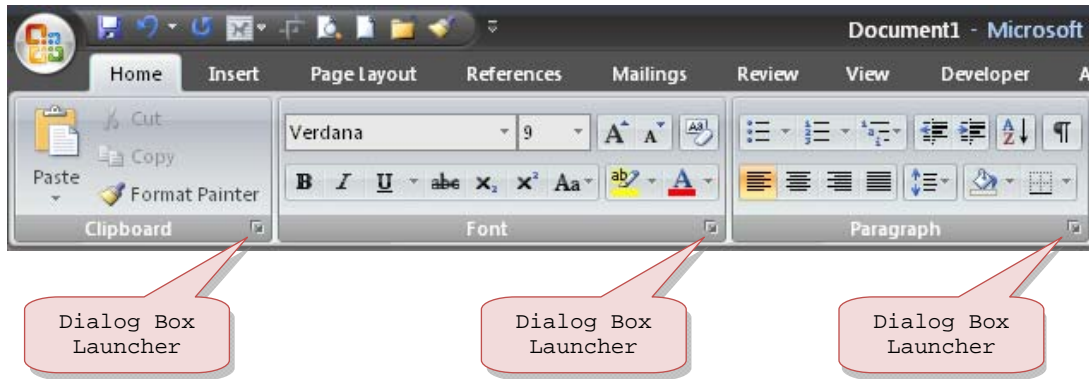
To apply your own formatting style you can use the different menus found on the **FORMAT** tab. Some tabs will place these formatting options in varying positions, but they are most likely found next to that object's style gallery on the primary sub-tab.



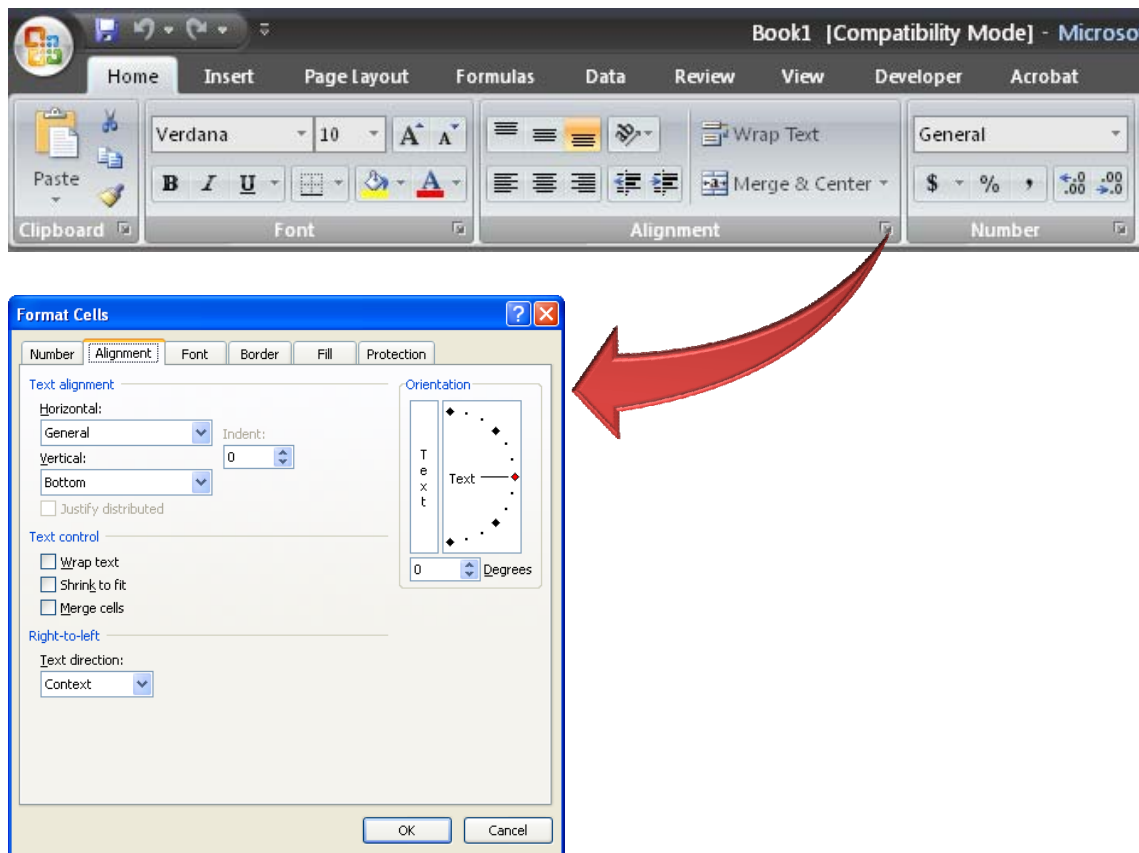
Dialog Box Launchers

The tabs on the ribbon were each designed to make the most frequently used commands more accessible. However, there will be times that you'll need to access a more advanced feature. Therefore, many of the groups have a dialog box launcher which will present these more advanced features. Note that some but not all groups have these dialog box launcher – in fact some entire tabs will not have them. Some examples are listed below.

WORD



EXCEL



Microsoft Word 2007

The old menus and toolbars have been consolidated in Word 2007 into several **TABS** on the **RIBBON**. These tabs group together related commands and provide a more consistent, streamlined look across the top of the screen. Below is a listing of the tabs and key commands found on each tab.



HOME

Contains some of the most frequently used tasks: **CUT, COPY, PASTE, FONT, PARAGRAPH, BULLETS & NUMBERING, STYLES**

INSERT

Used for inserting objects, such as: **TABLES, PICTURES, SHAPES, SMART ART, CHARTS, HEADERS & FOOTERS, TEXT BOXES**

PAGE LAYOUT

Common **PAGE SETUP** features, such as: **MARGINS, ORIENTATION** and **SIZE**. Also includes **WATERMARK, PAGE BORDERS** and **PARAGRAPH INDENTS & SPACING**

REFERENCES

Used to setup **TABLE OF CONTENTS, INDEXES, FOOTNOTES, CITATIONS** and more

MAILINGS

Commands used with **ENVELOPES, LABELS** and **MAIL MERGE**

REVIEW

SPELLING, TRACK CHANGES and **PROTECTION**

VIEW

Document viewing properties such as: **PRINT LAYOUT, FULL SCREEN READING, THUMBNAILS, PAGE WIDTH, ZOOM**

DEVELOPER

MACROS and **CONTROL** features. (Not displayed by default. To activate this ribbon **OFFICE BUTTON > WORD OPTIONS > POPULAR > SHOW DEVELOPER TAB IN THE RIBBON**)

Office Button & Word Options

As the only remaining menu, the **OFFICE BUTTON** contains many commands previously found on the **FILE** menu. For example, with this button you can access such commands as: **NEW, SAVE, PRINT, PRINT PREVIEW, OPTIONS**. When accessing **OPTIONS** (bottom right of **OFFICE BUTTON**) you will find many of the settings previously found through the **TOOLS > OPTIONS** menu path.

From the **WORD OPTIONS** dialog box you can modify many settings and display options. The categories within this box are listed below along with helpful settings within each category:

POPULAR

- Show Developer tab in the Ribbon
- Open e-mail attachments in Full Screen Reading view
- Color Scheme

DISPLAY

- Show highlighter marks
- Show document tooltips on hover

PROOFING

- AutoCorrect Options
- Spelling & Grammar

SAVE

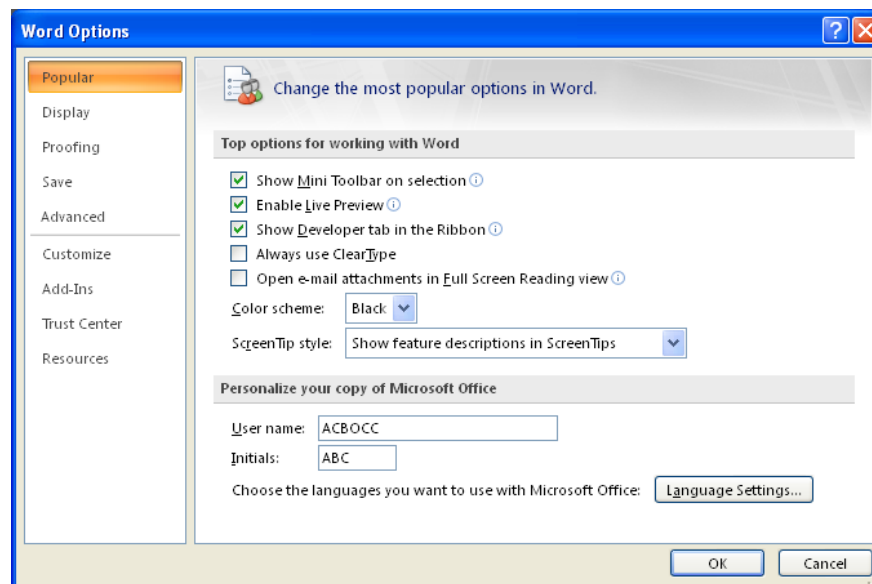
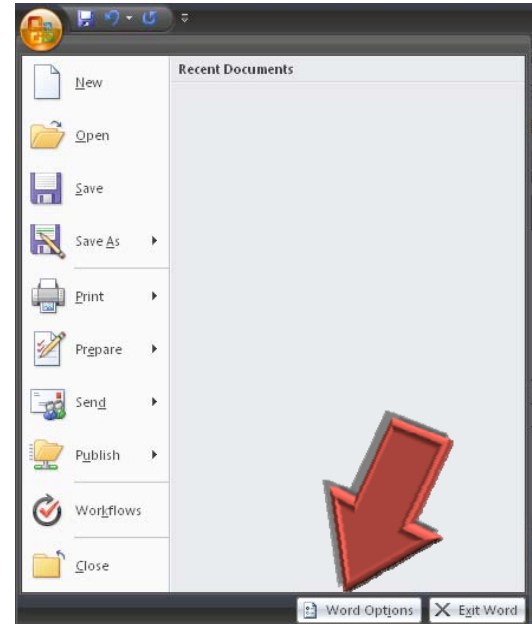
- Default file save format (97-2003 or 2007)
- Default file location

ADVANCED

- Editing options
- Show paste options button
- Show text boundaries

CUSTOMIZE

- Allows you to add buttons to the **QUICK ACCESS TOOLBAR**

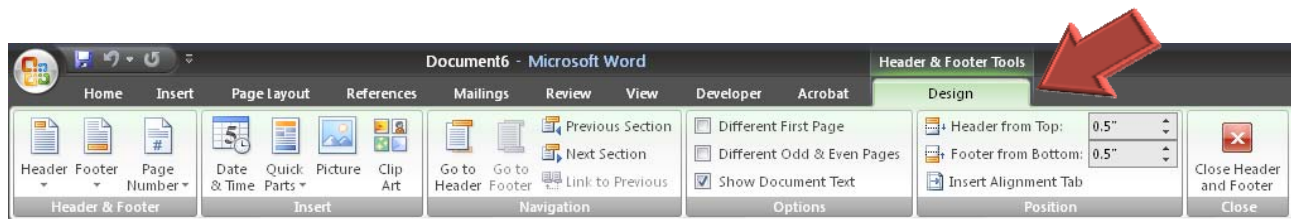
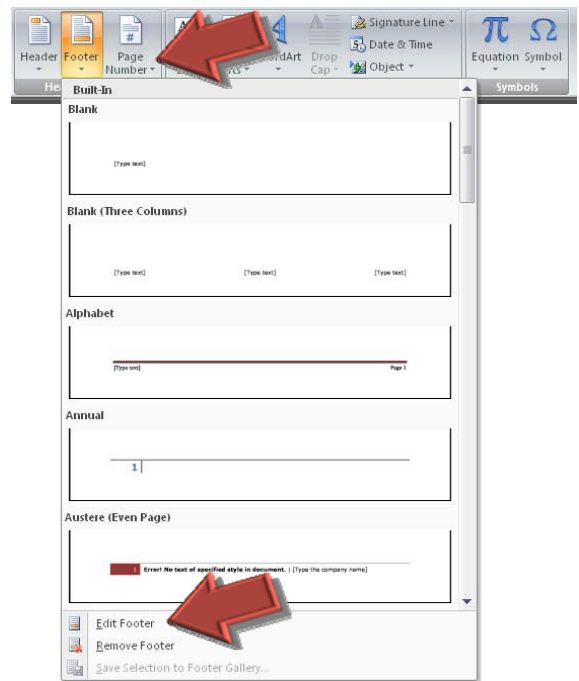
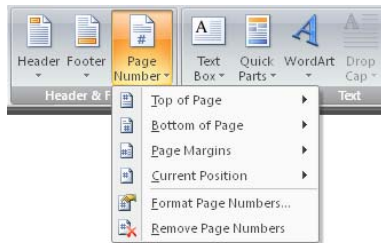


Headers & Footers

To add a header or footer, go to the **INSERT** tab. You will be presented with some pre-formatted options. If you prefer to customize your own, select **EDIT HEADER** or **EDIT FOOTER**.

When the header or footer area is open, the contextual tab for that function automatically appears.

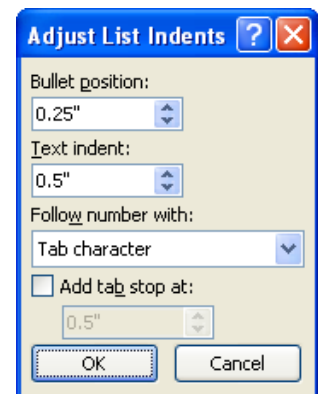
Also note that in the **HEADER & FOOTER** group you can insert a page number in different locations and formats.



Bullets & Numbering

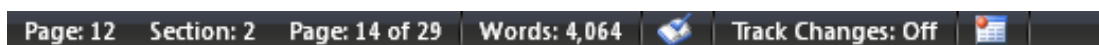
The only major difference with Bullets & Numbering is where the **LIST INDENTS** have moved to. To adjust the lists indents, create your bulleted or numbered list, then **RIGHT-CLICK** on the list and select **ADJUST LIST INDENTS**.

- **BULLET/NUMBER POSITION:** measures the distance from the margin to where the bullet or number is placed
- **TEXT INDENTS:** measures the distance from the margin to where the text begins



Status Bar

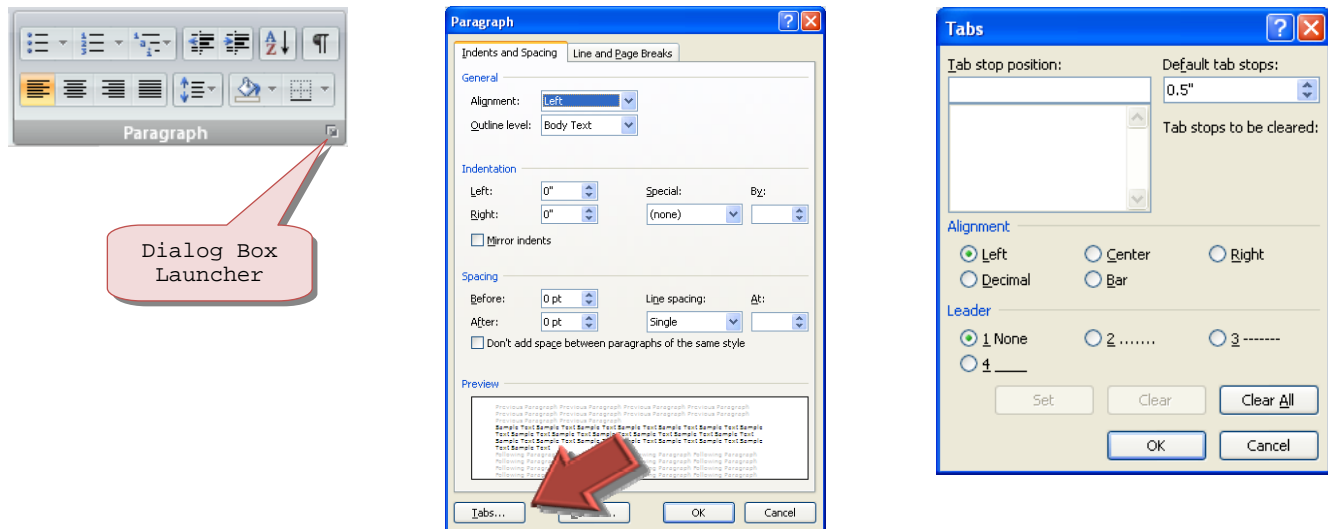
By default, some helpful functions may not be visible on the **STATUS BAR** (the strip at the very bottom), such as **PAGE #**, **SECTION #**, **TRACK CHANGES**, etc. Right click on the status bar to add any of these functions.



Customizing Tab Stops

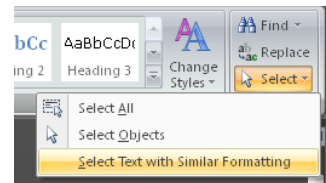
In previous versions of Word, the **TABS** dialog box could be found by clicking **FORMAT > TABS**. In Word 2007, you'll need to click the dialog box launcher from the paragraph group on the home tab. To access the tabs dialog box, follow the directions below:

1. Go to the **HOME** tab.
2. In the **PARAGRAPH** group click the dialog box launcher.
3. Click the **TABS** button at the bottom left of the **PARAGRAPH** dialog box.



Select Text with Similar Formatting

At the far end of the **HOME** tab you will find the **SELECT** button. There are three options on this button, however, the most useful is **SELECT TEXT WITH SIMILAR FORMATTING**. Based on your currently selected text, this option will select other text within the document that is formatted the same way. Any changes to font style will then be applied to the selected text.



Campaign Finance Reform Advisory Board Final Report

Recommendation 1: Earlier filing date for last period reports

Candidates running for Alachua County charter offices shall file their financial reports according to the schedule established by Florida Statute except that the last report due prior to an election shall be received by the Alachua County Supervisor of Elections no later than 5:00pm on the sixth day prior to the election. There shall be no provision to extend this receipt deadline by use of a postmark or any other courier receipt.

Recommendation 2: Electronic filing

CFRAB recommends that treasurer reports be required in electronic format to facilitate publication and analysis of campaign finances.

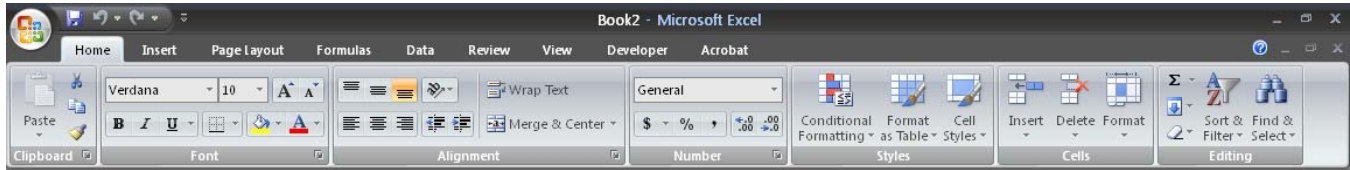
Recommendation 3: Last date for accepting contributions

CFRAB recommends that the last date by which campaign contributions may be accepted be moved 48 hours earlier in accordance with our recommendation to move up the deadline for filing the last period financial report prior to an election.

Any contribution received by a candidate or by the campaign treasurer or a deputy campaign treasurer of such candidate on the day of that election or less than seven days prior to the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate. days) (7) and San Luis Obispo CA (eight days).

Microsoft Excel 2007

The old menus and toolbars have been consolidated in Excel 2007 into several **TABS** on the **RIBBON**. These tabs group together related commands and provide a more consistent, streamlined look across the top of the screen. Below is a listing of the tabs and key commands found on each tab.



HOME
Contains some of the most frequently used tasks: **CUT, COPY, PASTE, FONT, WRAP TEXT, NUMBER FORMATS, AUTO SUM, INSERT/DELETE, SORT & FILTER**

INSERT
Used for inserting **PICTURES, CLIP ART, SHAPES, SMART ART, CHARTS, HEADERS & FOOTERS, TEXT BOXES**

PAGE LAYOUT
Common **PAGE SETUP** features, such as: **MARGINS, ORIENTATION, PRINT AREA, SIZE, SCALE, GRIDLINES**

FORMULAS
Contains all function categories: **RECENTLY USED, FINANCIAL, LOGICAL, LOOKUP & REFERENCE**. Also includes **FORMULA AUDITING**

DATA
Data tools such as: **IMPORT EXTERNAL DATA, FILTER, TEXT TO COLUMNS, DATA VALIDATION, WHAT IF ANALYSIS**

REVIEW
SPELLING, THESAURUS, COMMENT, PROTECTION, TRACK CHANGES

VIEW
Spreadsheet viewing properties such as: **NORMAL, PRINT LAYOUT, PAGE BREAK PREVIEW, ZOOM, FREEZE PANES**

DEVELOPER
MACROS and **CONTROL** features. (If not displayed, click **OFFICE BUTTON > EXCEL OPTIONS > POPULAR > SHOW DEVELOPER TAB IN THE RIBBON**)

Office Button & Excel Options

As the only remaining menu, the **OFFICE BUTTON** contains many commands previously found on the **FILE** menu. For example, with this button you can access such commands as: **NEW, SAVE, PRINT, PRINT PREVIEW, OPTIONS.** When accessing **OPTIONS** (bottom right of **OFFICE BUTTON**) you will find many of the settings previously found through the **TOOLS > OPTIONS** menu path.

From the **EXCEL OPTIONS** dialog box you can modify many settings and display options. The categories within this box are listed below along with helpful settings within each category:

POPULAR

- Show Developer tab in the Ribbon
- Enable Live Preview
- Show Mini Toolbar
- Default Font

FORMULAS

- Formula Auto Complete
- Error Checking

PROOFING

- AutoCorrect Options
- Spelling & Grammar

SAVE

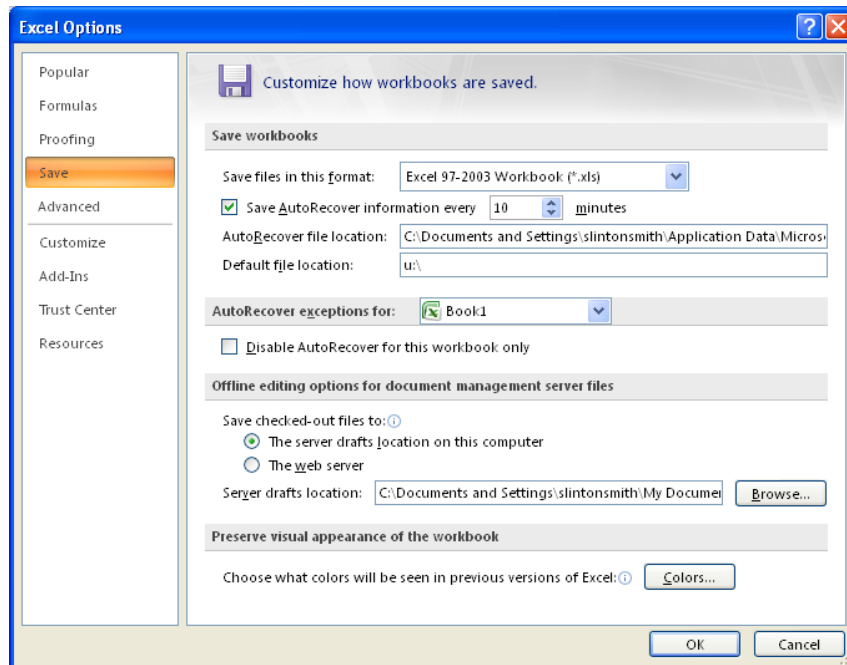
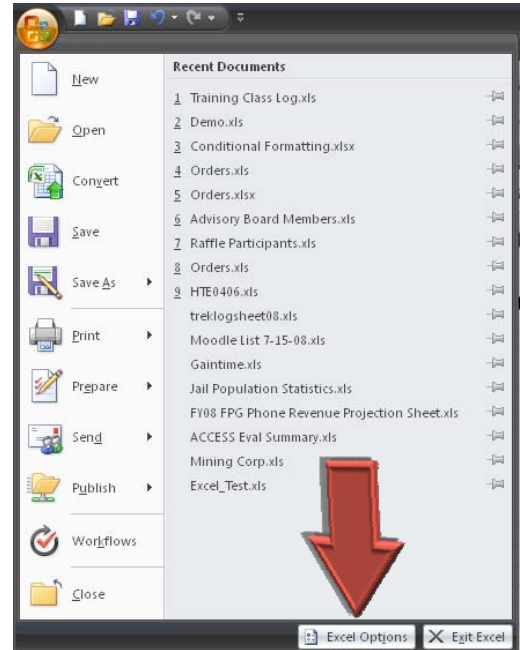
- Default file save format (97-2003 or 2007)
- Default file location

ADVANCED

- Auto Complete for Cell Entries
- Show paste options button

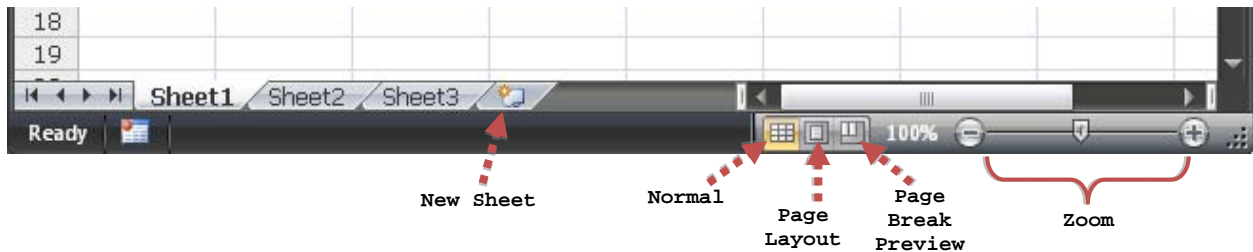
CUSTOMIZE

- Allows you to add buttons to the **QUICK ACCESS TOOLBAR**



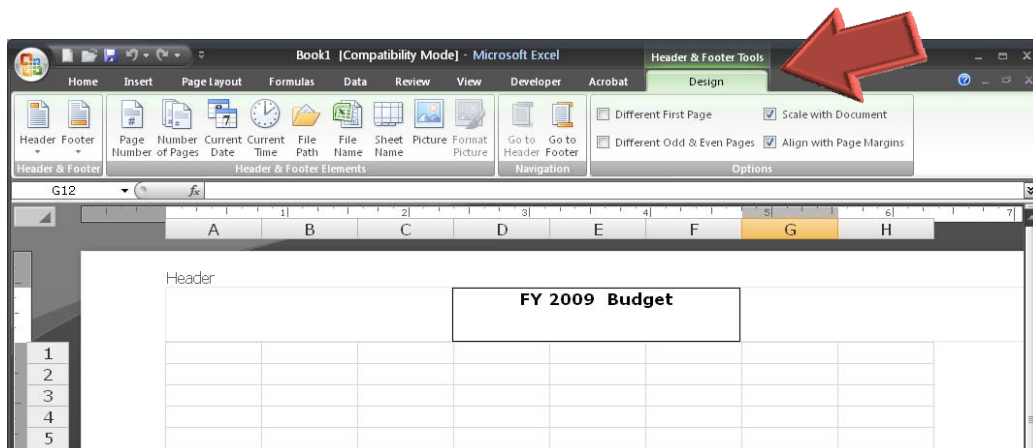
Status Bar & View Options

At the bottom of the screen, Excel 2007 has added the **NEW SHEET** button to quickly add a new worksheet to the currently open workbook. At the bottom left of the screen are the different view options – the newest of these is the **PAGE LAYOUT** view (discussed below).



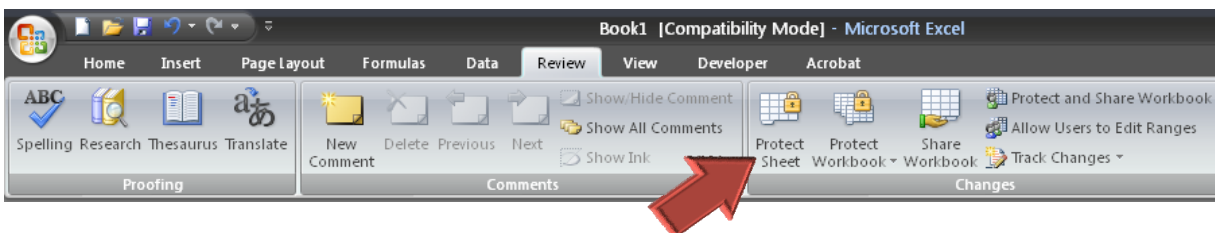
Page Layout View

The new **PAGE LAYOUT VIEW** displays both the header/footer areas and the edges of the page. Adding or modifying the header or footer is made easier since it is always visible from **PAGE LAYOUT VIEW**. When typing in the header or footer, the **HEADER & FOOTER TOOLS** contextual tab automatically appears offering quick access to header/footer options.



Protection

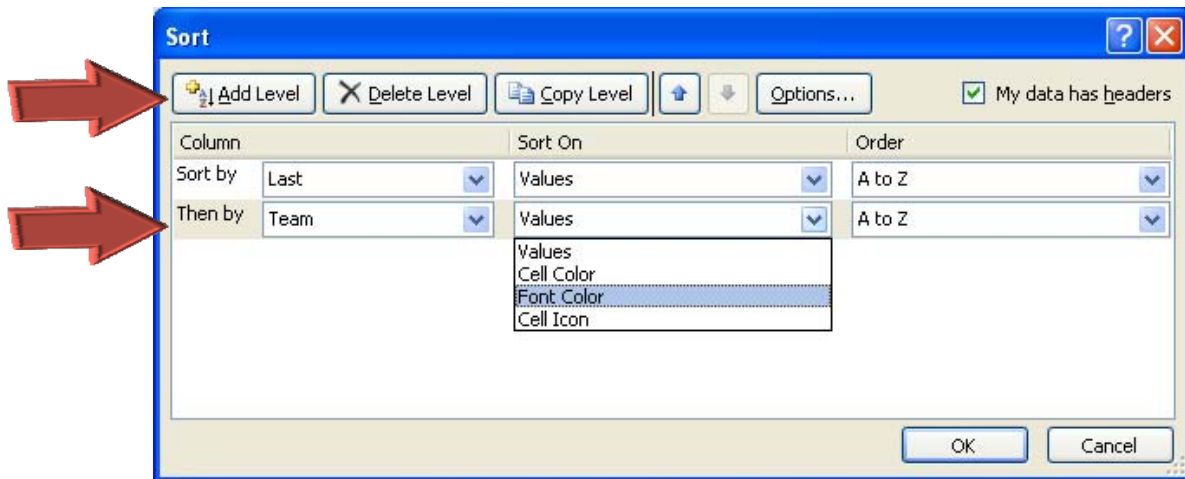
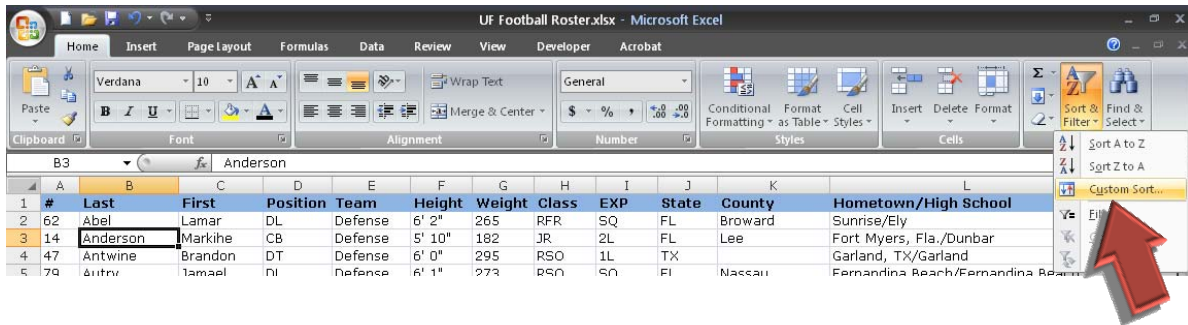
The protect worksheet command is now located on the **REVIEW RIBBON**. Protection ensures that nobody changes locked cells on a worksheet.



Custom Sort

In previous versions of Excel, you could only sort data on three levels. With Excel 2007, there are virtually unlimited numbers of sorting levels allowed. Sorting by multiple levels, called a **CUSTOM SORT**, is also slightly different in this new version of Excel. To build a custom sort, follow the directions below:

1. Go to the far right side of the **HOME** tab and select **SORT & FILTER > CUSTOM SORT**. (Note that **CUSTOM SORT** is also available on the **DATA** tab.)
2. From the dialog box, build the first level by selecting the desired criteria from the **COLUMN**, **SORT ON** and **ORDER** fields. with the custom sort dialog box.
3. Click **ADD LEVEL** to begin building your next level. When you are finished building all desired levels, click **OK**.



Sort On – New Feature

The **SORT ON** field is a new feature in the custom sort as you can now sort on more than just the text or numerical contents of a cell. For example, you can sort on the following criteria:

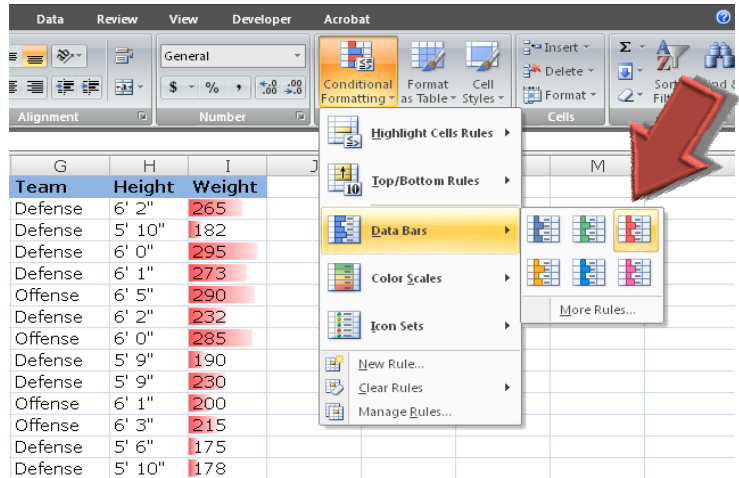
- **VALUES**
- **CELL COLOR**
- **FONT COLOR**
- **CELL ICON** (refers to **ICON SETS** used with **CONDITIONAL FORMATTING**)

Conditional Formatting

The options for conditional formatting of numerical data has been greatly enhanced in Excel 2007. However, the newer options can only be saved in the newer 2007 format. The new conditional formatting options, available on the **HOME** tab include **DATA BARS**, **COLOR SCALES** and **ICON SETS**.

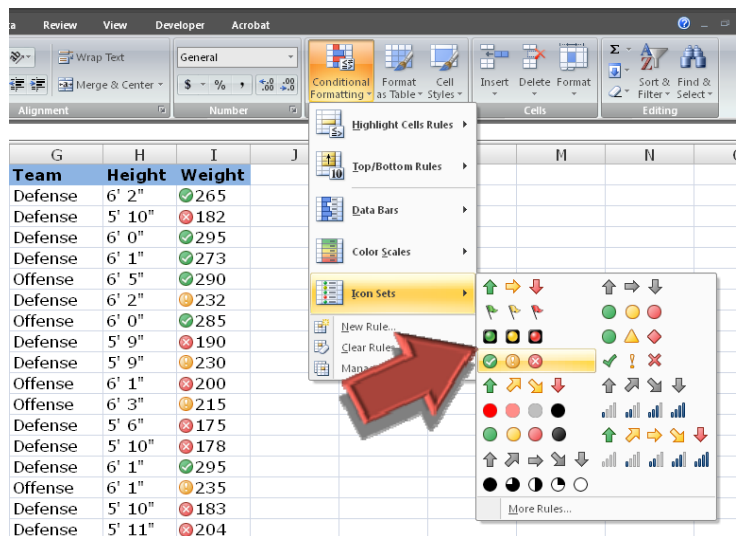
Data Bars

This formatting option places a horizontal color gradient within a cell to indicate its relative value. In the example below, The longer the data bar, the greater the number within the cell.



Icon Sets

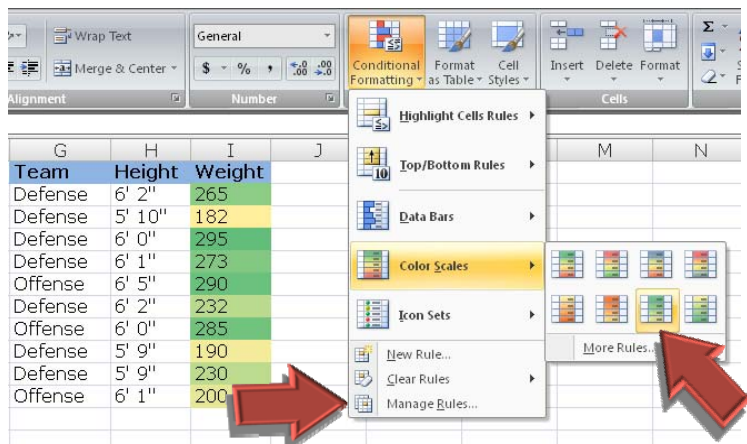
This formatting option uses icons or symbols based on the numerical values contained within a range of cells.



Color Scales

This formatting option uses different color sets to indicate visually whether a number is high or low relative to the other numbers in the selected range. In this example, pure yellow is the lowest while pure green is the highest.

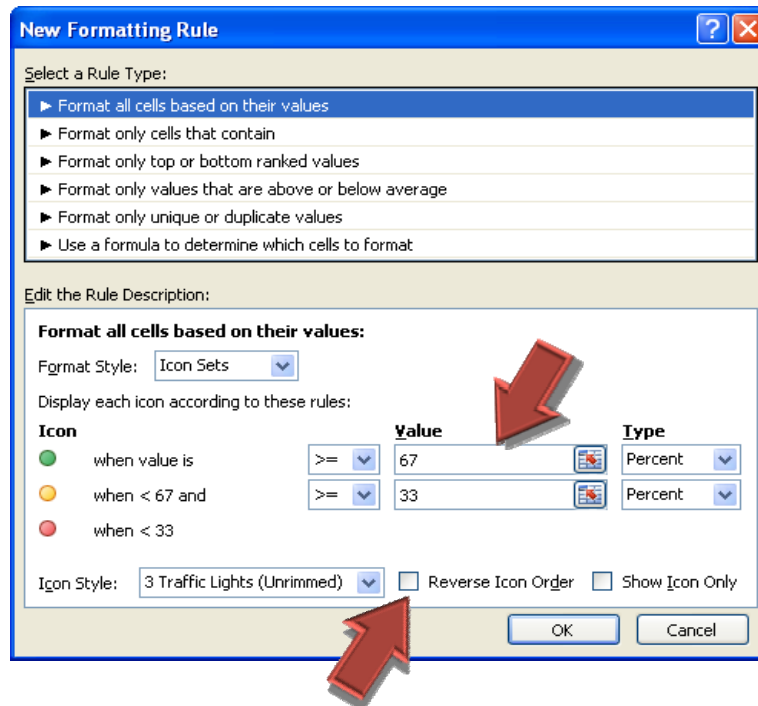
You can modify the default conditional formatting options by clicking **MORE RULES**.



Modify Formatting Rules

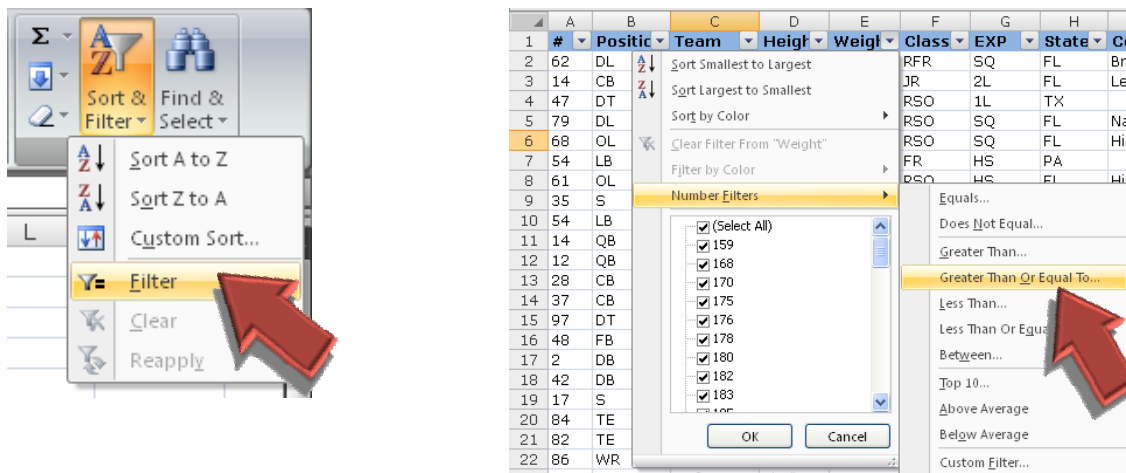
Excel automatically chooses a range of values to assign to each **DATA BAR**, **COLOR SCHEME** or **ICON SET**, however you can customize it to fit your own needs. To do so, click the more rules options at the bottom of one of the above conditional formatting sets.

- To choose different numerical ranges, enter a number in the **VALUE** field and/or change the **TYPE** to **NUMBER**, **FORMULA** or **PERCENTILE**.
- To switch the **ICON** order, use the **REVERSE ICON ORDER** checkbox. In the below example, the greatest values receive a green icon. When reversing the icon order, red is then assigned to the greatest values in the range.



Filtering

Filtering in Excel 2007 has been improved and made far easier to use. Each value or text entry in a column is now listed with checkboxes available for each. The **AUTO FILTER** can be turned on from the **HOME** or **DATA** tabs. Also, similar to sorting, you can filter by color.



Microsoft PowerPoint 2007

The old menus and toolbars have been consolidated in PowerPoint 2007 into several **TABS** on the **RIBBON**. These tabs group together related commands and provide a more consistent, streamlined look across the top of the screen. Below is a listing of the tabs and key commands found on each tab.



HOME

Contains some of the most frequently used tasks: **CUT, COPY, PASTE, NEW SLIDE, LAYOUT, RESET, DELETE, FONT, PARAGRAPH, DRAWING TOOLS, FIND**

INSERT

Used for inserting **PICTURES, CLIP ART, SHAPES, SMART ART, TEXT BOX, WORD ART, DATE & TIME, MOVIES, SOUNDS**

DESIGN

Tools for modifying **PAGE SETUP, THEMES, COLORS, BACKGROUND STYLES**

ANIMATIONS

All tools needed for animations & transitions: **PREVIEW, ANIMATE, CUSTOM ANIMATION, TRANSITION, TRANSITION SPEED, ADVANCE SLIDE (timing)**

SLIDE SHOW

Tools for setting up and running your slide show: **START SLIDE SHOW (from BEGINNING or CURRENT SLIDE), SETUP SLIDE SHOW, HIDE SLIDE**

REVIEW

Tools for **SPELLING, REVIEWING (tracking changes), PROTECT PRESENTATION**

VIEW

Different view options: **NORMAL, SLIDE SORTER, NOTES PAGE, SLIDE SHOW, SLIDE MASTER, RULER, GRIDLINES, ZOOM, COLOR/GRAYSCALE**

DEVELOPER

MACROS and **CONTROL** features. (If not displayed, click **OFFICE BUTTON > POWERPOINT OPTIONS > POPULAR > SHOW DEVELOPER TAB IN THE RIBBON**)

Office Button & PowerPoint Options

This new button contains much of what was found on the old **FILE** menu. However, the **POWERPOINT OPTIONS** button at the bottom is new. From the **POWERPOINT OPTIONS** dialog box you can modify many settings and display options. The categories within this box are listed below along with helpful settings within each category:

POPULAR

- Show Developer tab in the Ribbon
- Enable Live Preview
- Show Mini Toolbar
- Default Font

PROOFING

- AutoCorrect Options
- Spelling & Grammar

SAVE

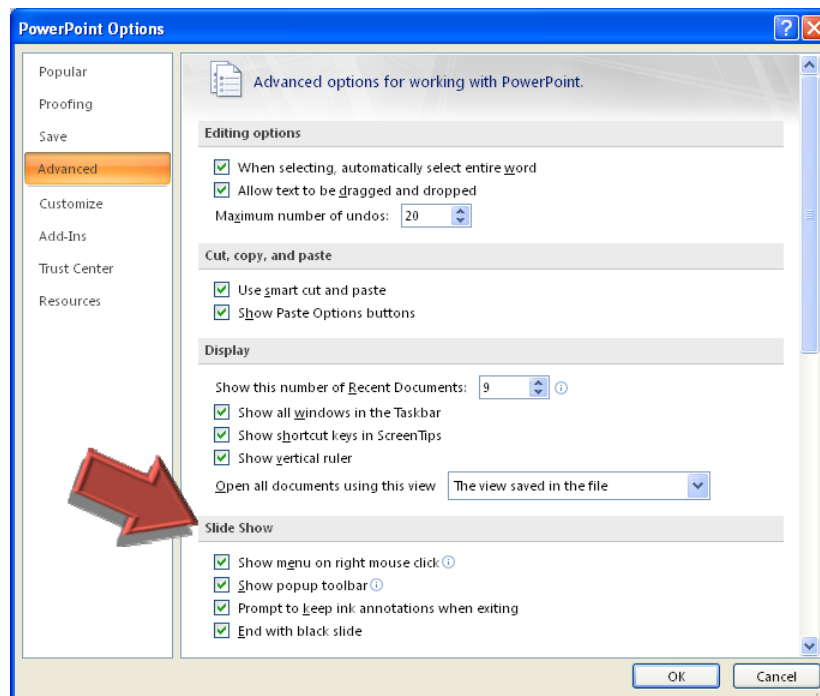
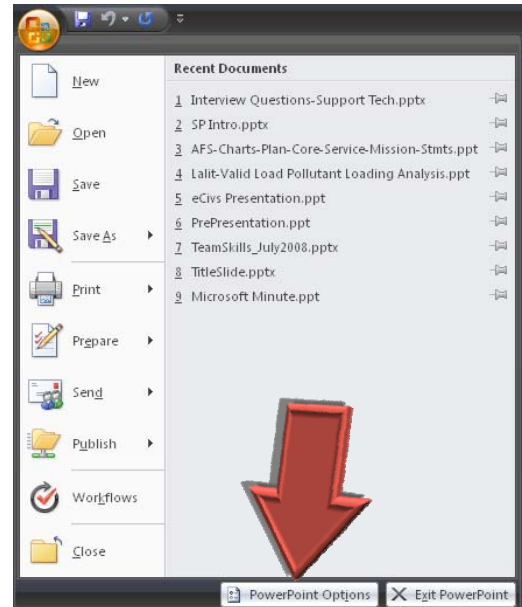
- Default file save format (97-2003 or 2007)
- Default file location

ADVANCED

- Show paste options button
- Slide Show

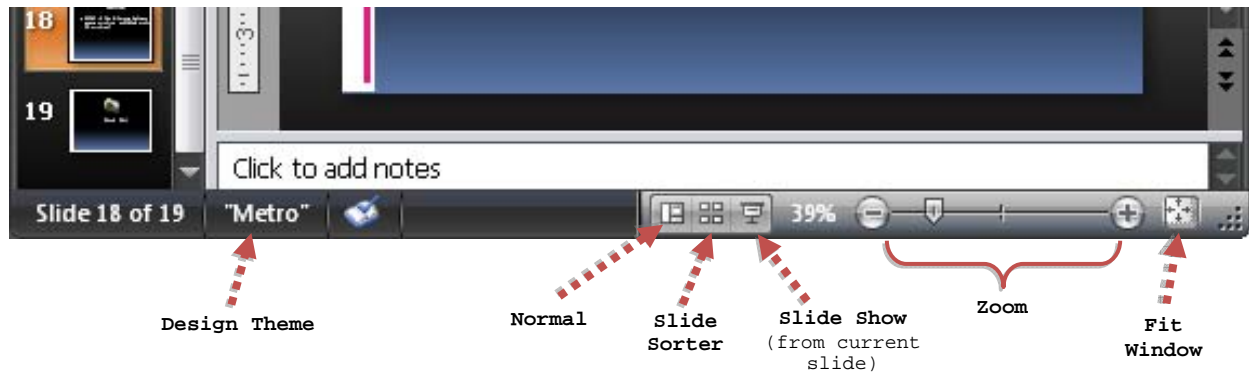
CUSTOMIZE

- Allows you to add buttons to the **QUICK ACCESS TOOLBAR**



Status Bar & View Options

At the bottom of the screen, PowerPoint 2007 lists the name of the current **DESIGN THEME** and provides buttons for the different view options (**NORMAL**, **SLIDE SORTER** and **SLIDE SHOW**) and zoom slider bar.



Inserting & Reusing Slides

In PowerPoint 2007, the number of slide layouts has been reduced and simplified without limiting the functionality of previous versions. To add a new slide with more options, use the down-pointing arrow on the **NEW SLIDE** button on the **HOME** tab. Also, to insert slides from another PowerPoint presentation, click the **REUSE SLIDES** button at the bottom of the listing.

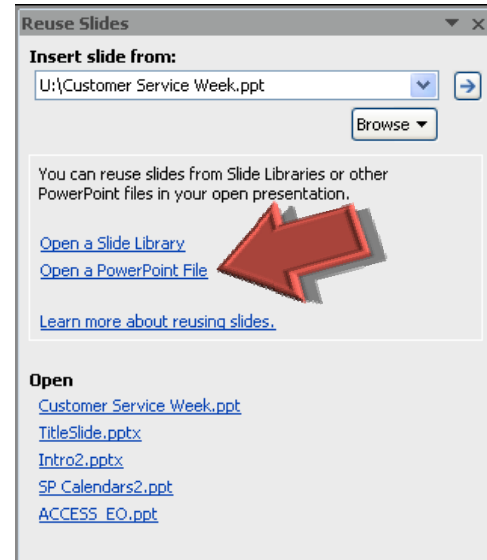
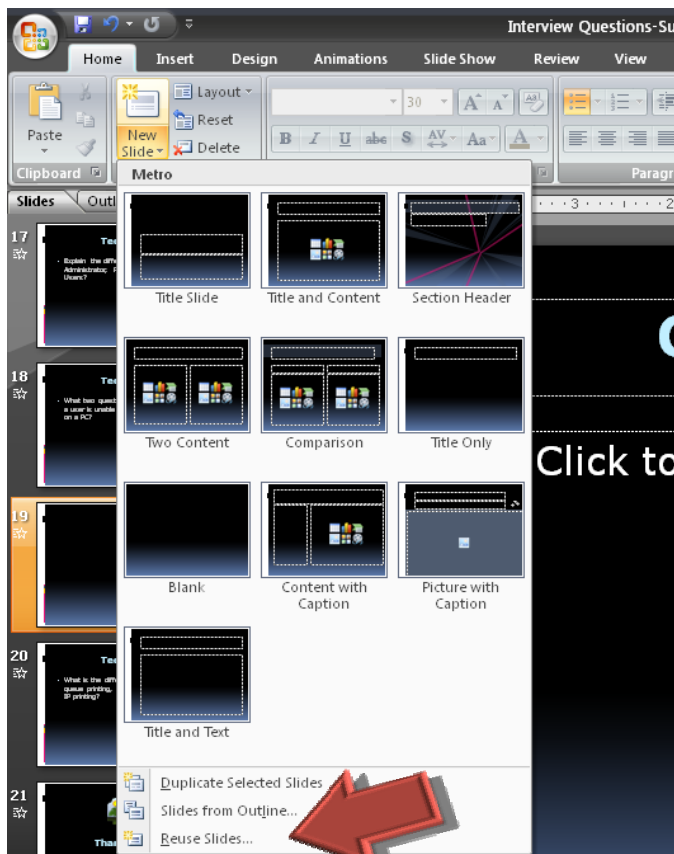
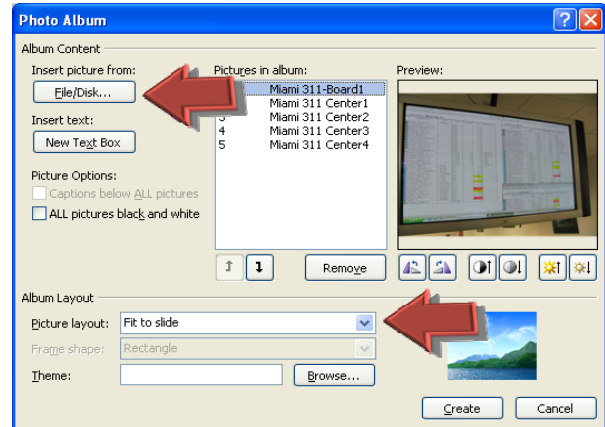


Photo Album

PowerPoint 2007 comes with a new feature called **PHOTO ALBUM**. If you need to insert just one photo per slide, the Photo Album is a great tool. To use the **PHOTO ALBUM**, follow the directions below:

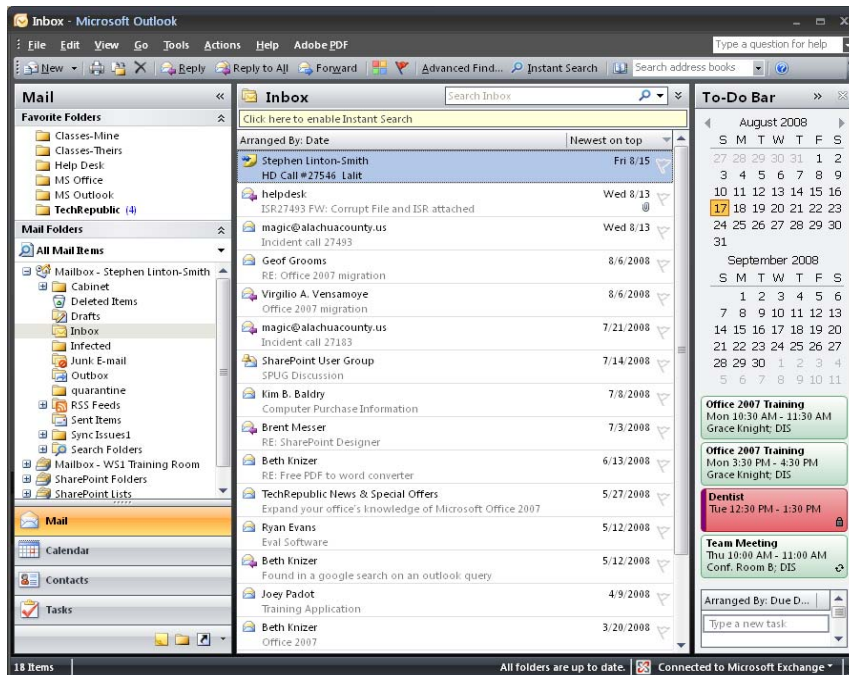
1. Go to the **INSERT** tab.
2. Click the **NEW PHOTO ALBUM** button.
3. To browse for your photos, click the **FILE/DISK** button.
4. Select your desired **PICTURE LAYOUT**.
5. Click **CREATE**.



Microsoft Outlook 2007

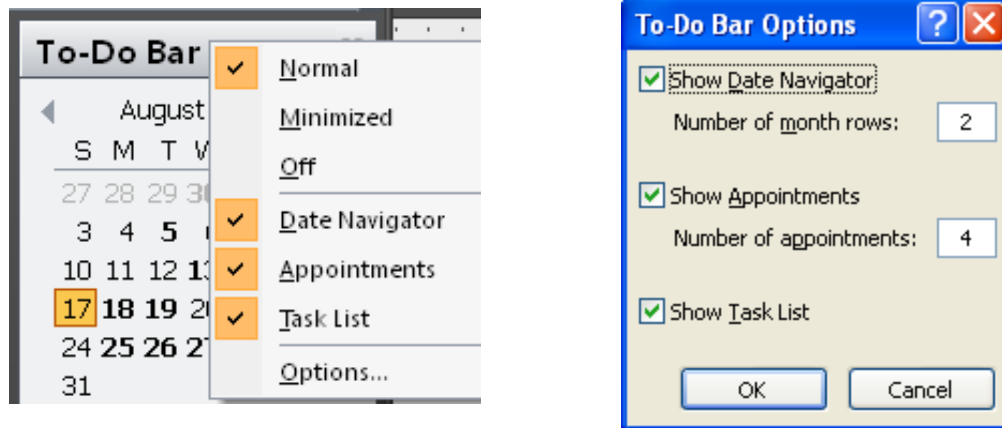
To Do Bar

A new feature in Outlook 2007, the **TO DO BAR** follows you wherever you go and helps you keep track of your upcoming **APPOINTMENTS**, **TASKS** and includes a **DATE NAVIGATOR**.



To-Do Bar Options

To access options for the to-do bar, right-click on the **TO-DO BARS** title bar. Note the general options and the advanced options.

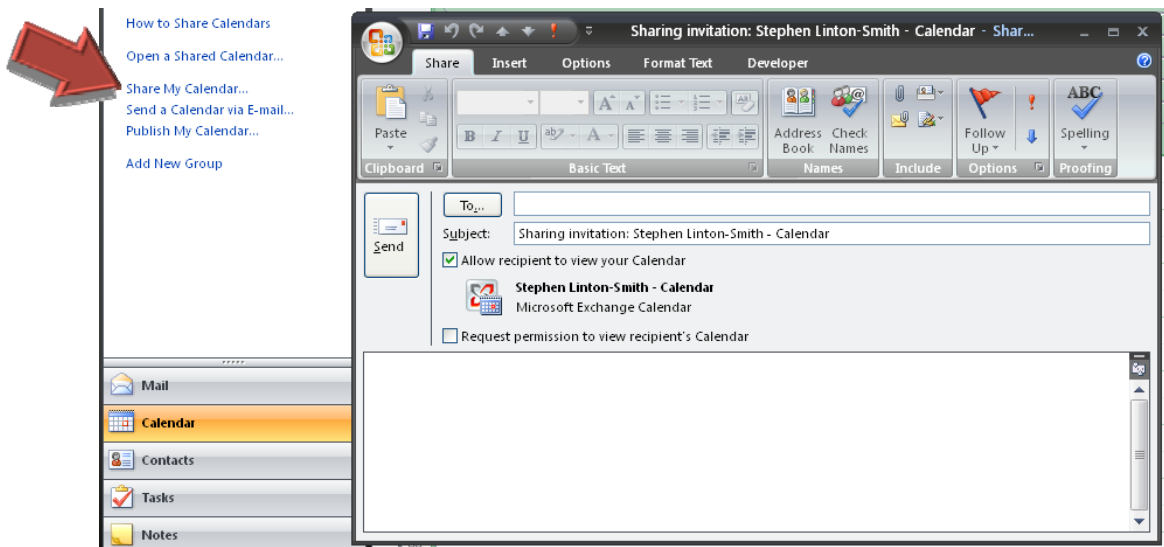


Sharing Calendars

The process for sharing your calendar can now be done through a new e-mail. The **SHARE MY CALENDAR** link on the calendar's left pane no longer brings up the calendar permissions box, but instead it brings up a new e-mail with a checkbox to **ALLOW RECIPIENTS TO VIEW YOUR CALENDAR**.

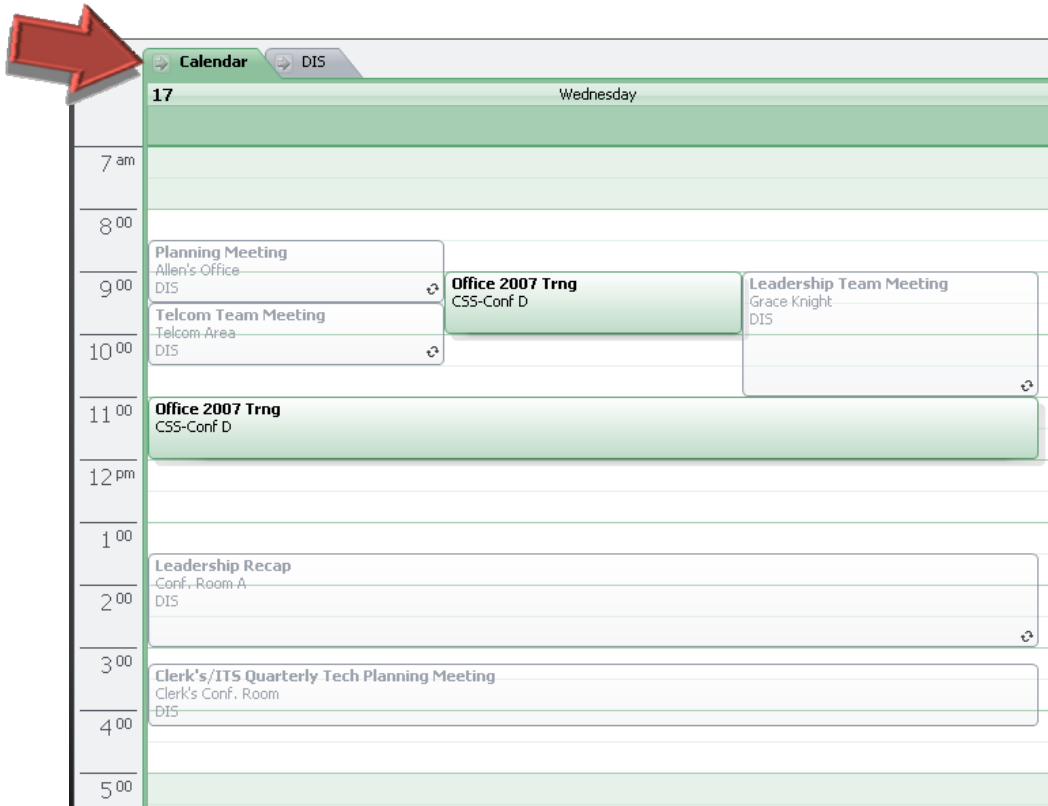
Granting Read Only Permissions

1. Go to your calendar.
2. Click the **SHARE MY CALENDAR** link on the left pane.
3. In the e-mail message that appears, type the name(s) of the person(s) you want to view your calendar in the **TO** field.
4. Be sure the **ALLOW RECIPIENTS TO VIEW YOUR CALENDAR** box is checked. You may also check the box to **REQUEST PERMISSION TO VIEW RECIPIENT'S CALENDAR**.
5. Click **SEND**.
6. Those recipients will then have **READ** rights to your calendar



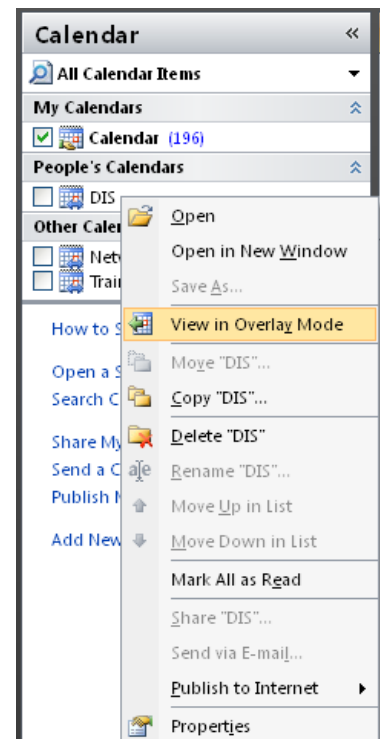
View in Overlay Mode

Prior to Outlook 2007, shared calendars were viewed only in **SIDE-BY-SIDE MODE**. With this latest version you also have the option of using a new **OVERLAY MODE**. In this new mode, one calendar's appointments appear fully-colored while the appointments on the other calendar(s) appear slightly dimmed.



To View in Overlay Mode

1. Right-click the name of the shared calendar and select **VIEW IN OVERLAY MODE**.
2. Each calendar will have a tab across the top in case you want switch it to the primary layer.
3. Clicking the arrows on a calendar's tab will switch it to **SIDE-BY-SIDE MODE**.

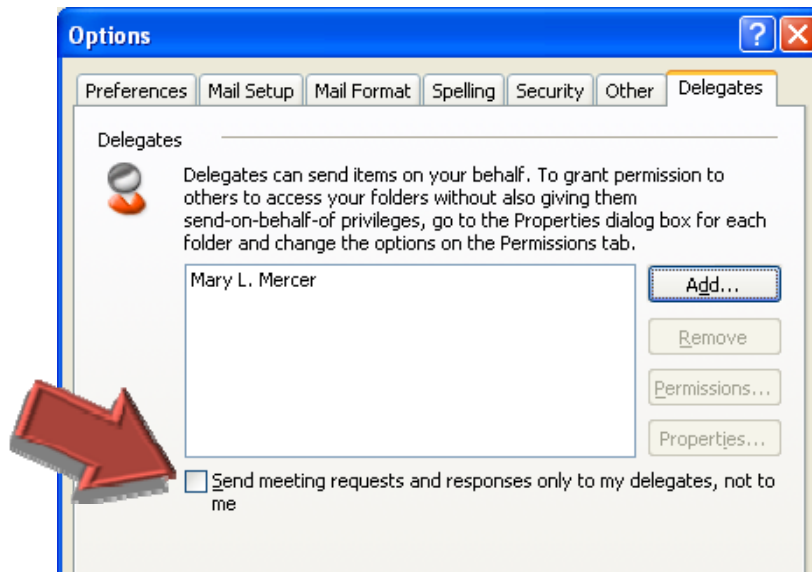


Delegate

Outlook 2003 included only one option when you wanted to re-direct meeting request information to your delegate. Outlook 2007 now includes three options:

1. My delegates only, but send a copy of meeting requests and responses to me.
2. My delegates only.
3. My delegates and me.

Outlook 2003 - Delegate Option



Outlook 2007 - Delegate Options

