

2007

# Microsoft Outlook 2007 Training

## Differences between 2003 and 2007

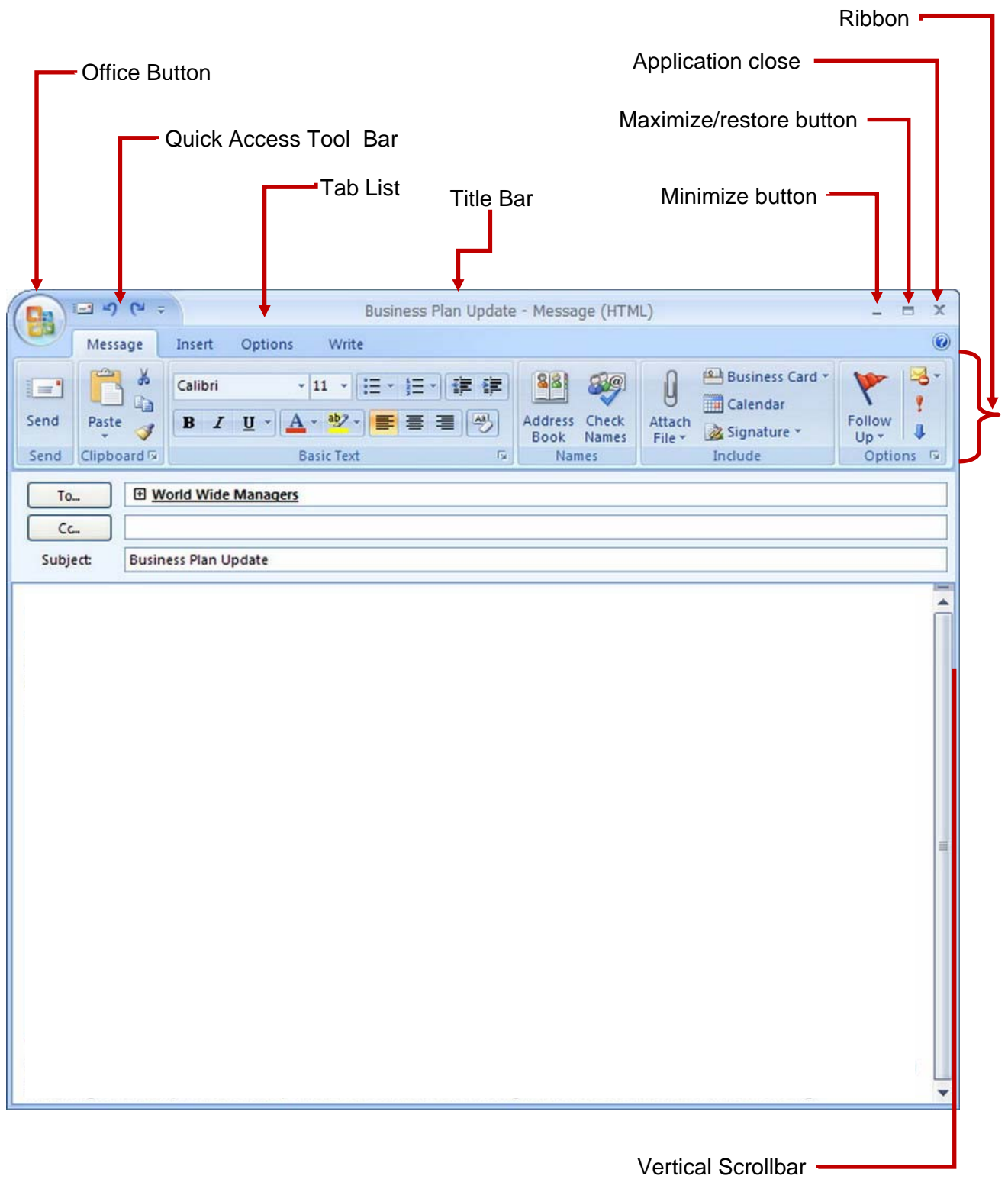
### GOALS:

- Faculty and staff will be exposed to the differences between the Office 2003 Suite and the Office 2007 Suite in regards to the visual layouts and functions as they impact Word, PowerPoint, Excel and Outlook.
- Faculty and staff will be provided the training opportunities that will allow them to demonstrate their mastery of office 2007 with the same understanding and proficiency they had under Office 2003

In previous releases of Microsoft Office applications, people used a system of menus, toolbars, task panes, and dialog boxes to get their work done. This system worked well when the applications had a limited number of commands. Now that the programs do so much more, the menus and toolbars system does not work as well. Too many program features are too hard for many users to find. For this reason, the overriding design goal for the new Office Fluent user interface is to make it easier for people to find and use the full range of features these applications provide. In addition, we wanted to preserve an uncluttered workspace that reduces distraction for users so they can spend more time and energy focused on their work. With these goals in mind, we developed a results-oriented approach that makes it much easier to produce great results using the 2007 Microsoft Office applications.

James A. Rogers  
Purdue University Calumet  
6/13/2007



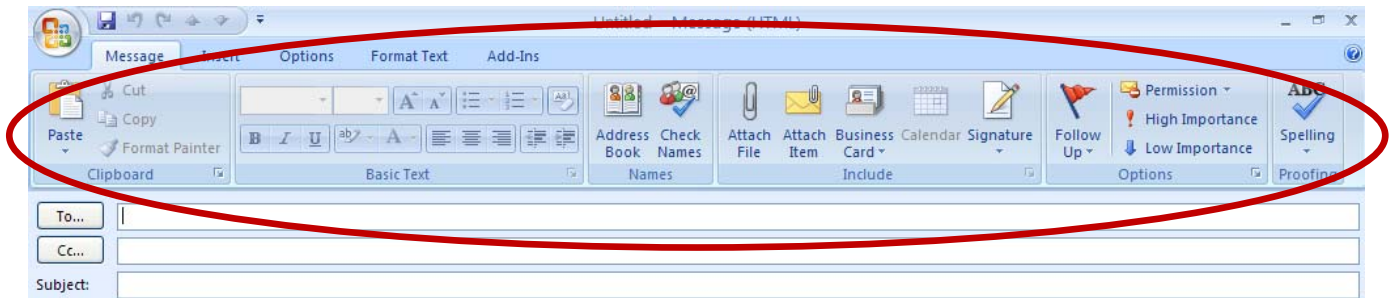


# Outlook 2007

Outlook 2007 changes are designed to increase its functionality and simplify its use. The changes that are the most important to its functionality include a friendlier user interface, ribbons, tabs and groups. While the main interface in Microsoft Outlook 2007 uses the traditional menu bar, the **Ribbon** is visible when creating and editing email messages, tasks, calendar items, and contacts.

## What's Changed, and why

### The Ribbon

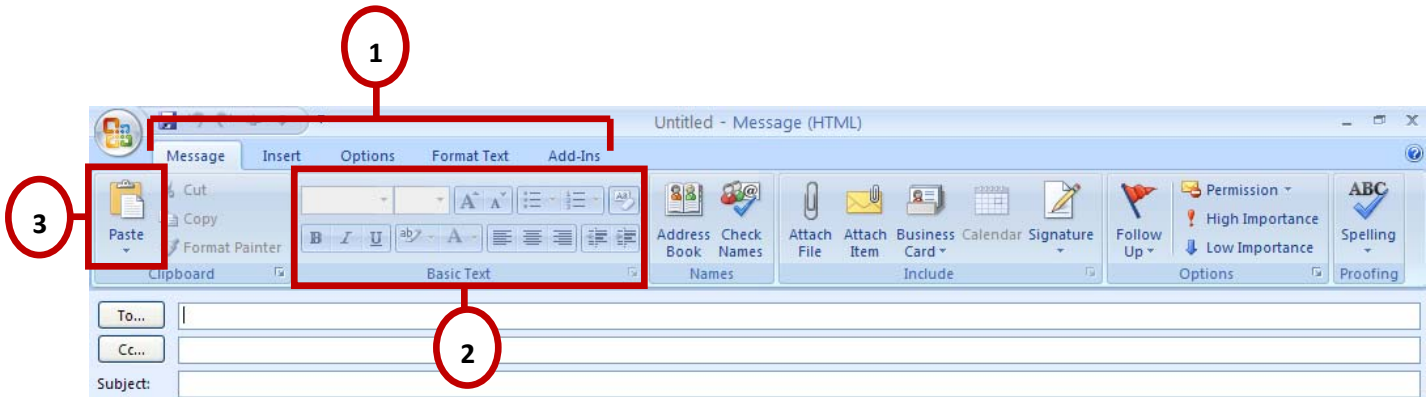


The **Ribbon** in Microsoft Outlook 2007 allows you to visually locate commands, options and tools more easily.

The **Ribbon** brings together all of the options and commands that traditionally were buried in menus at the top of the Outlook window. Instead of searching for every command or trying to remember which menu had the options dialogue box that is needed, Outlook 2007 uses graphic and text representations in an organized task bar called the **Ribbon**.

**Note:** Outlook 2007 uses Word 2007 as its **native editor** so many of the commands seen on the message ribbon will look familiar.

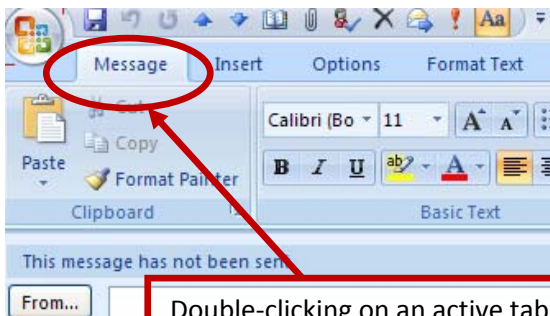
# What's on the Ribbon?



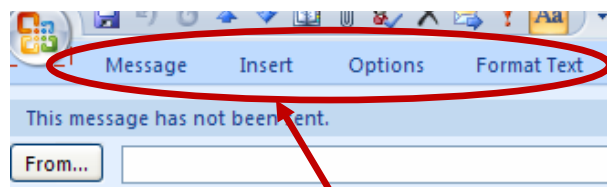
The ribbon allows you to visually locate commands, options and tools more easily.

The three parts of the Ribbon are:

- 1 Tabs – Each tab is related to specific types of work that you do in Outlook. **Tabs** group commands and buttons that are related to specific types of work done in Outlook.
- 2 Groups – Each tab has several groups that show related items together. **Basic Text** is one example of a group that contains commands.
- 3 Commands – A command is a button, a box to enter information, or a menu. The most commonly used commands have the largest buttons. Other examples of commands are the **Bold** button and **Font** list.

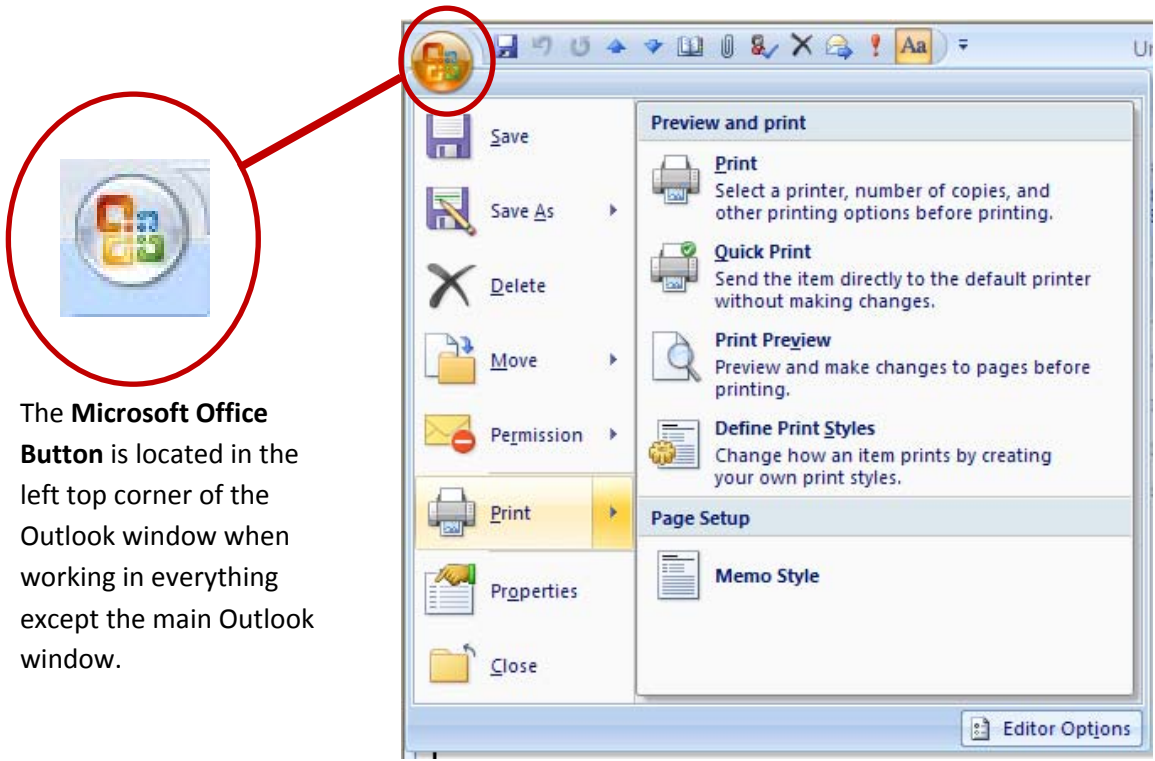


Double-clicking on an active tab will temporarily hide the Ribbon.



When the Ribbon is hidden, double-clicking on any tab will show the Ribbon.

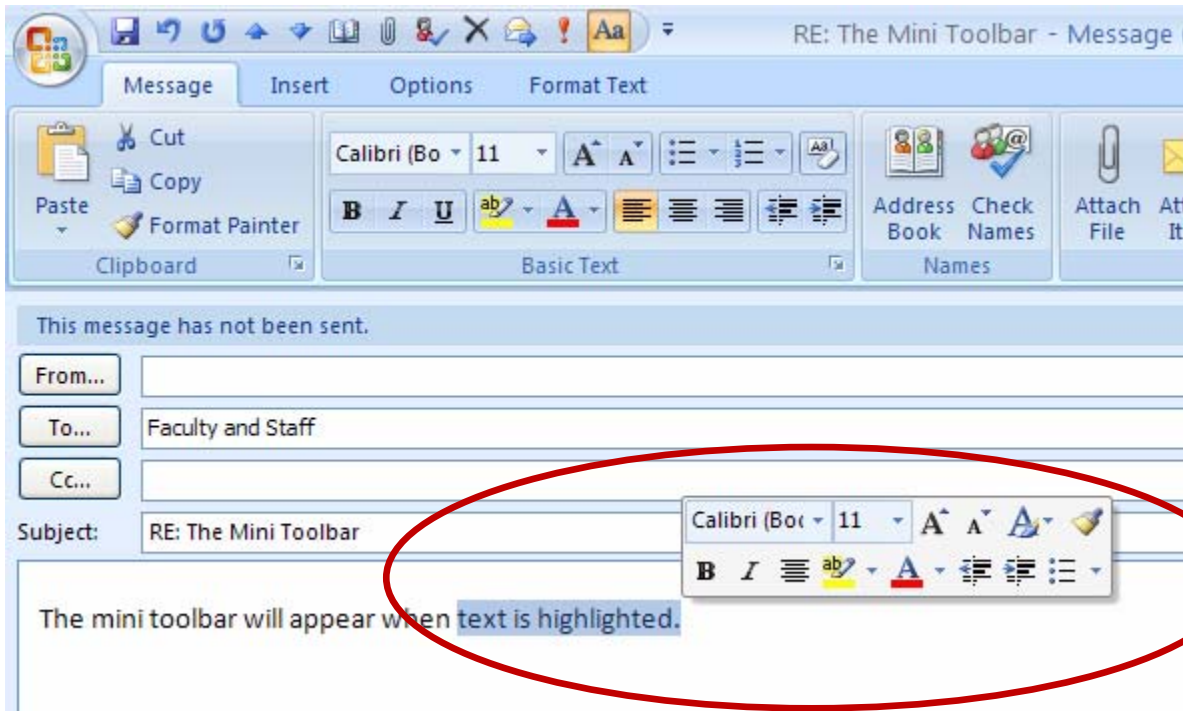
# How do I print, save or preview my work?



The **Microsoft Office Button** is located in the left top corner of the Outlook window when working in everything except the main Outlook window.

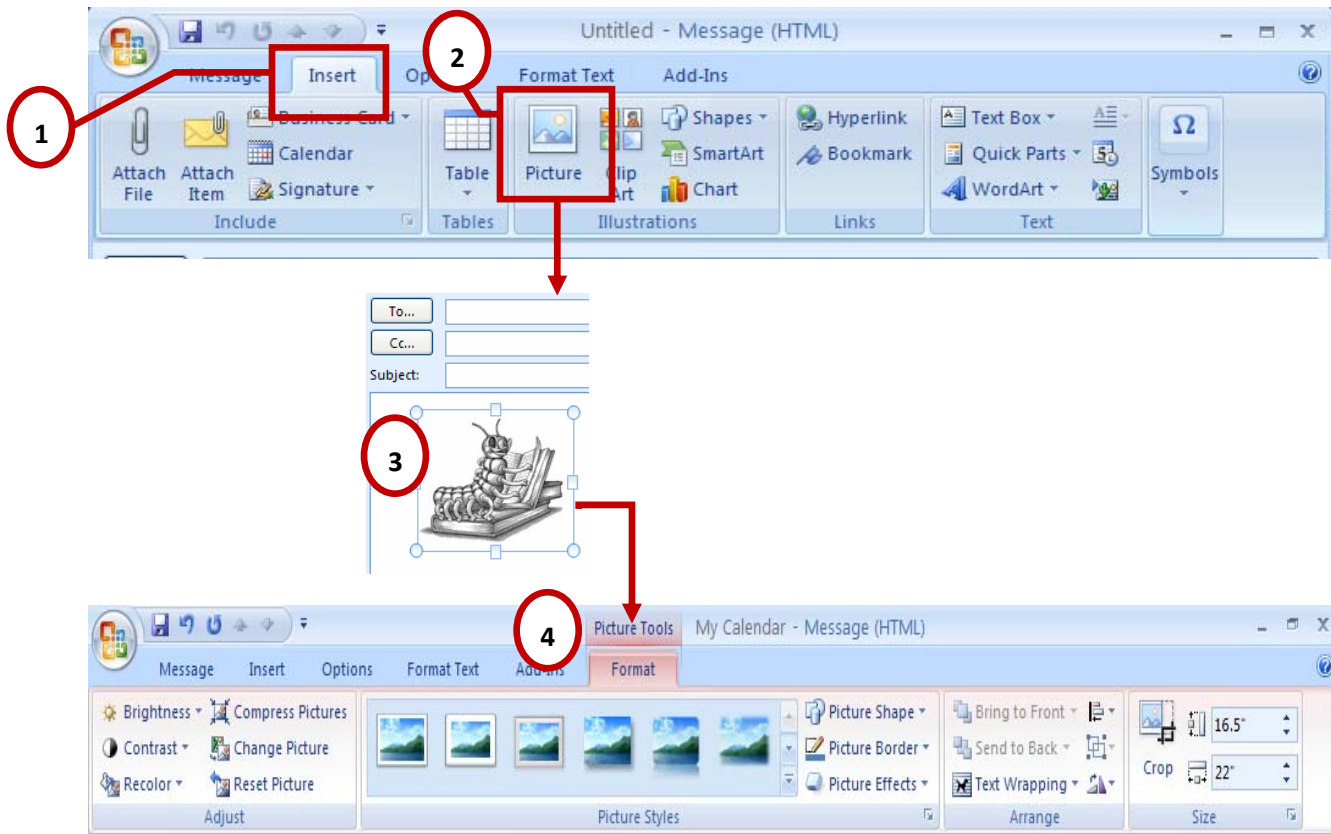
Click on the **Microsoft Office Button** to show the menu commands **Save, Save As, Delete, Move, Permission, Print, Properties and Close.**

# The Mini Toolbar



- 1 The Mini Toolbar pops up when text is highlighted and the pointer is held over the highlighted text.
- 2 When the text is highlighted, the Mini toolbar appears (faded, not shown)
- 3 If the mouse is pointed on the Mini toolbar, it will become solid (shown above), then click to format text.

## More commands, but only when you need them



Inserting a picture into your message adds a **Picture Tools Format Tab** to the ribbon when the picture is selected.

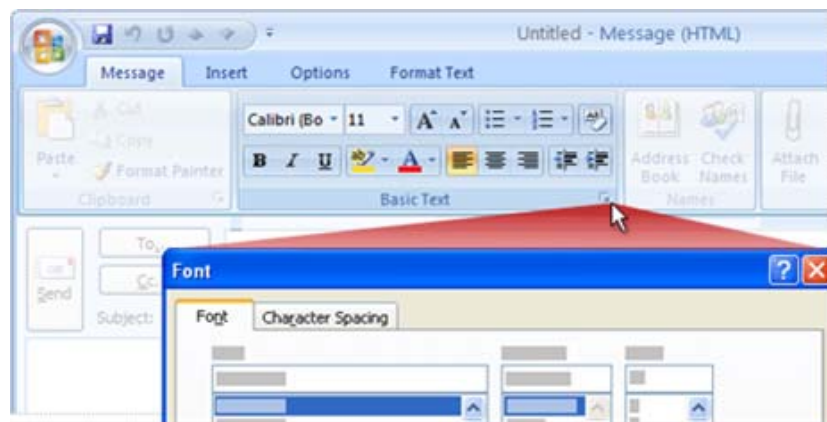
*Commands on each ribbon in Outlook 2007 are the ones that are used the most. Other commands appear in new tabs after an action has been taken.*


For example, you choose to add a picture to your email message.


- 1 Choose the **Insert** tab.
- 2 Click once on the **Picture** command button.
- 3 Insert a picture into the message box of your email.
- 4 Additional groups and commands appear under an additional **Picture Tools Format Tab**.

**Note:** The picture must be *selected* for the **Picture Tools Format Tab** groups to be visible. When the picture is *deselected* the **Picture Tools Format Tab** disappears.


## More Options, if you need them




A small arrow called the  **Dialogue Box Launcher** located in the lower-right corner of a group indicates that there are more commands available to that group.

**Example:** You want to change your underline style or character spacing in your email message. You notice that the command button is not showing in the **Basic Text Group**. You see the  Dialogue Box Launcher in the lower-right corner of the Basic Text group.

**After** text is typed into message:

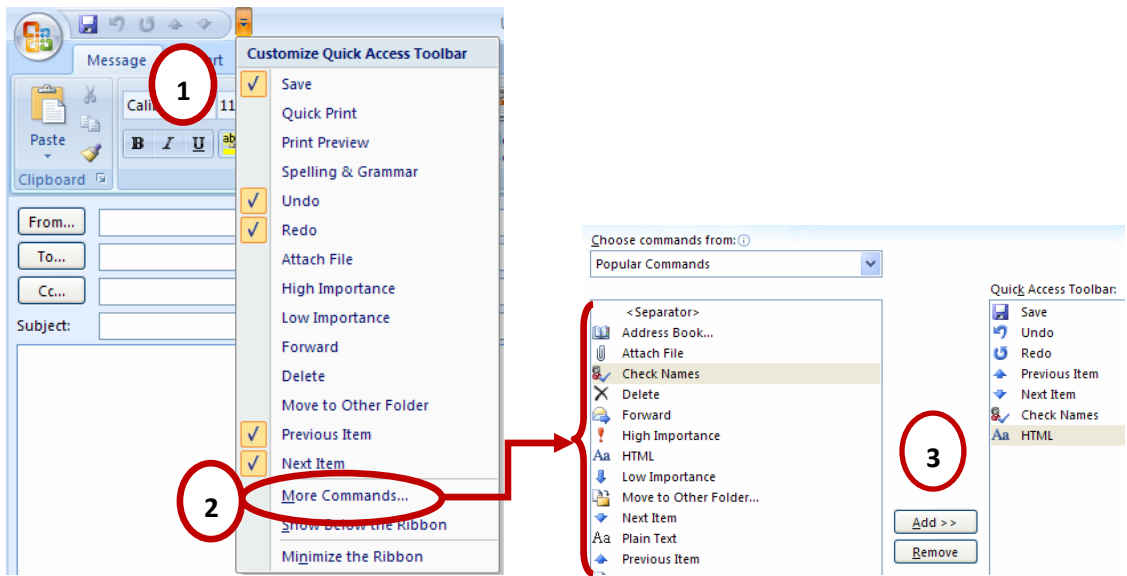
- 1 Select the text you want to reformat.
- 2 Click on the  **Dialogue Box Launcher**
- 3 Make changes using the commands in the dialogue box.
- 4 Click on the OK Button to close the dialogue box to confirm your changes.

**Before** text is typed into message:

- 1 Place cursor in the message box where you would like the new formatting to start.
- 2 Click on the  **Dialogue Box Launcher**
- 3 Make changes using the commands in the dialogue box.
- 4 Click on the OK Button to close the dialogue box to confirm your changes then start typing.

**Note:** Default fonts, formats and styles are still controlled through the traditional **Options** dialogue box located in the **Tools** menu.

# Put commands on your own toolbar

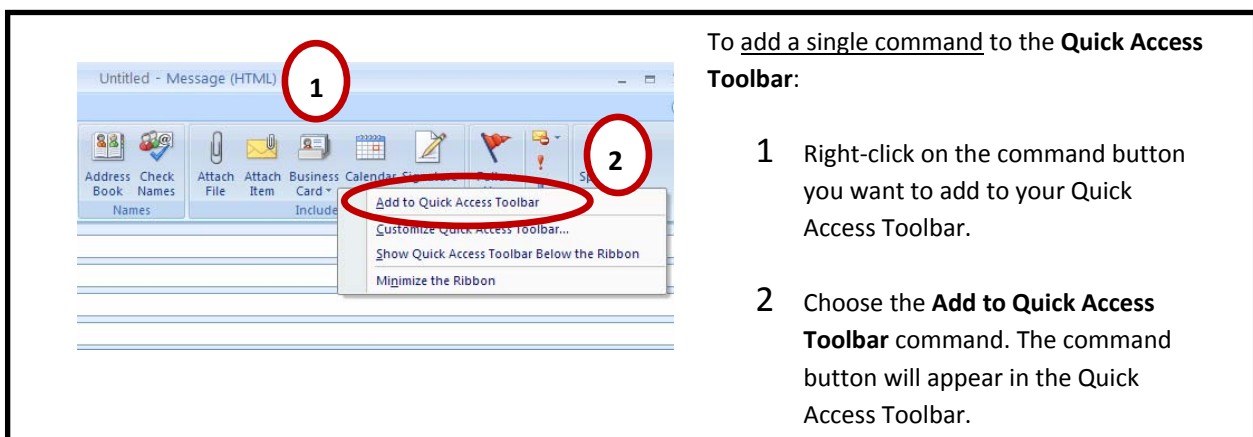


Outlook 2007 gives you the option of adding your popular commands to the **Quick Access Toolbar** located above the ribbon in the upper left corner of the Outlook window.

There is more than one way to add commands to the Quick Access Toolbar.

To add **more than one command** to the **Quick Access Toolbar**:

- 1 Click on the arrow on the Quick Access Toolbar to open the **Customize Quick Access Toolbar** menu commands.
- 2 Choose the **More Commands...** command. This will open the dialogue box that will allow you to *highlight* commands and add them to the Quick Access Toolbar.
- 3 When finished adding the commands, *click* on the **OK** button at the bottom of the dialogue box. The commands will appear in the Quick Access Toolbar.

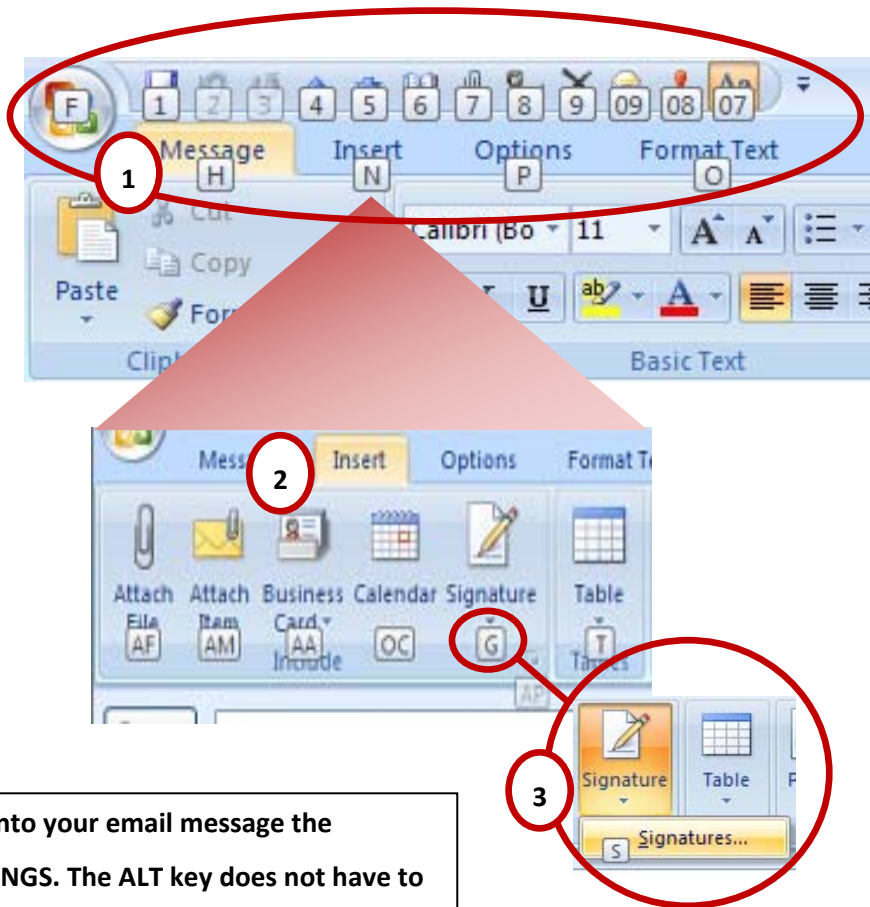


To add a single command to the **Quick Access Toolbar**:

- 1 Right-click on the command button you want to add to your Quick Access Toolbar.
- 2 Choose the **Add to Quick Access Toolbar** command. The command button will appear in the Quick Access Toolbar.

# What about my favorite keyboard Shortcuts?

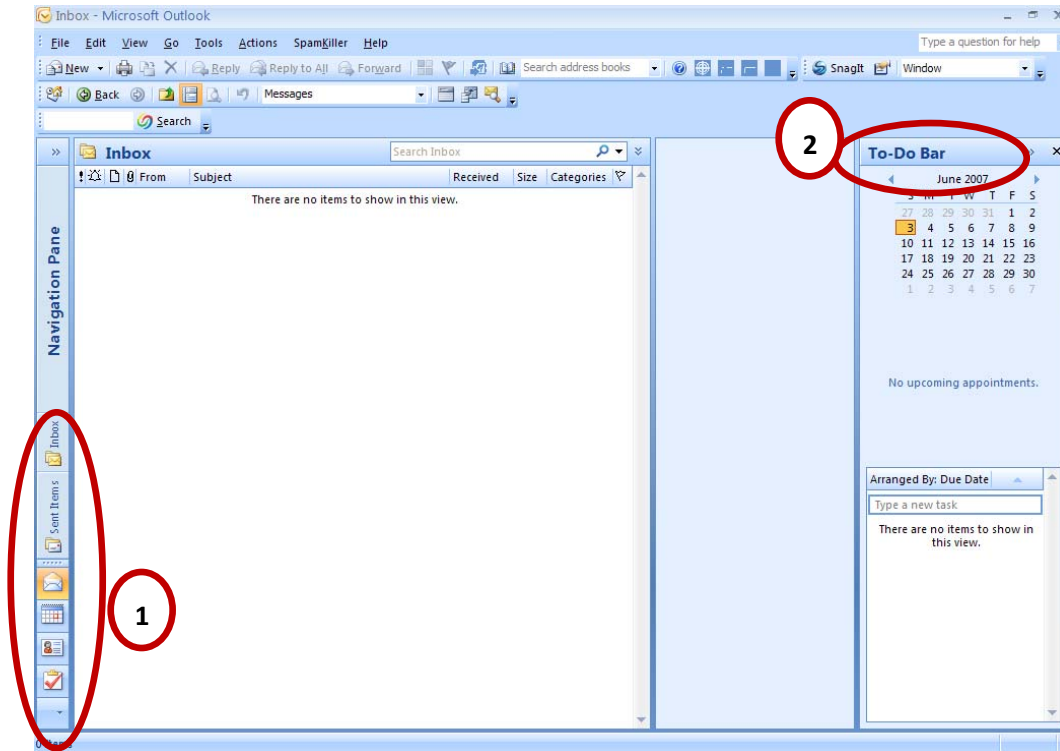
- 1 Pressing the **ALT** key causes the **Key Tip badges** for the tabs, Quick Access Toolbar and Office Button to appear.
- 2 Pressing the letter **N** causes the key tip badges for the Insert tab commands to appear.
- 3 Pressing the letter **G** causes the key tip badge for the Signature command to appear.



To insert a signature into your email message the shortcut will be ALT + NGS. The ALT key does not have to be held down when typing the NGS.

Note: The CTRL + and the 2003 ALT + shortcuts will still work in Outlook 2007 but you will need to perform them from memory since no prompts or help is provided for them.

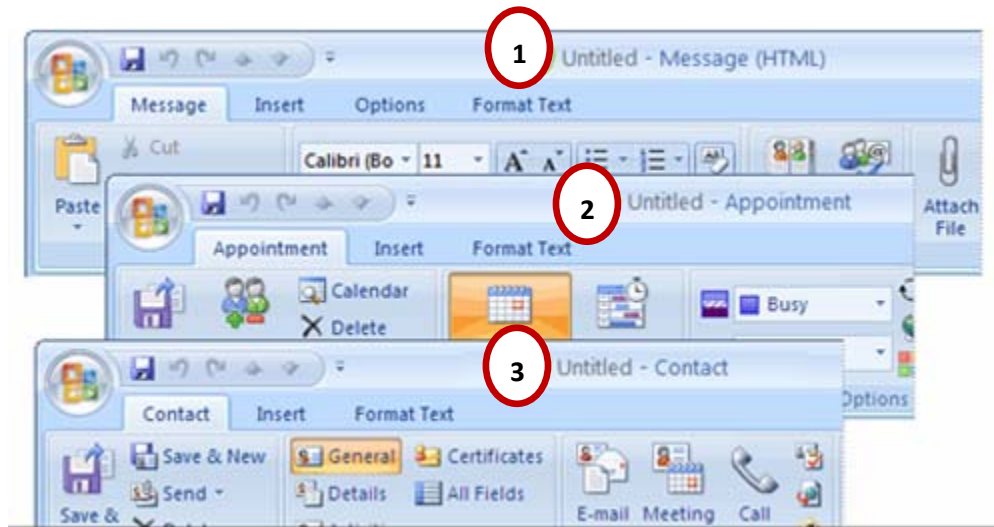
# The User Interface



Easy to configure user interface allows better viewing of important dates, tasks and appointments. Both the Navigation Pane and To-Do Bar minimize for maximum mailbox space.

- 1 Navigation Pane – When minimized, the navigation pane uses graphical command buttons to allow access to your email, appointments, address books and tasks.
- 2 To-Do Bar – The new To-Do Bar allows easy viewing of the calendar, all daily appointments and tasks in one quick glance.

## Different Ribbons for different tasks



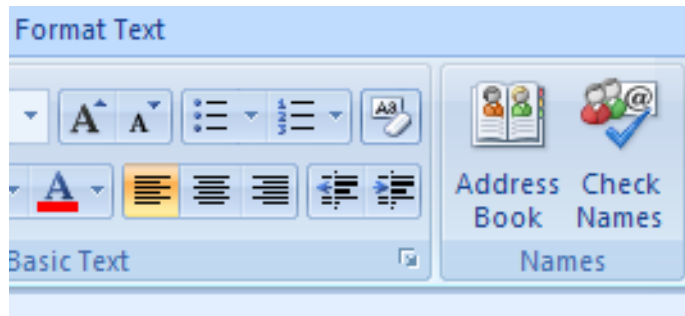
The ribbon shows tabs and commands appropriate for what you are doing.

- 1 Message – The **Message Ribbon** has a **Message** and **Option Tab** that contains commands and groups appropriate for sending and receiving messages.
- 2 Appointment – The **Appointment Ribbon** has an **Appointment Tab** containing commands and groups appropriate for calendar entries.
- 3 Contact – The **Contact Ribbon** has a **Contact Tab** containing commands and groups appropriate for adding and deleting contacts in your address book.

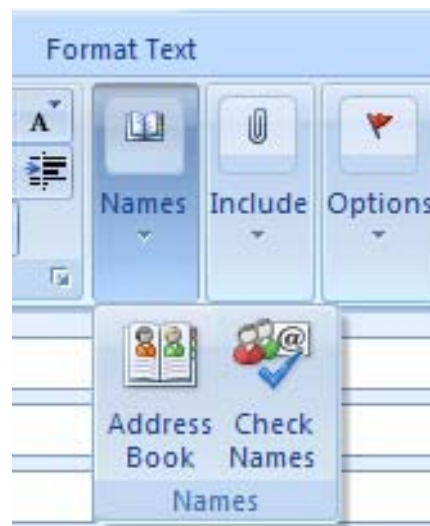
# Let's talk about screen resolution and window size...

Screen resolution and window size will affect what you see on the ribbon.

Compare the differences...



A high resolution of 1024x768 pixels with a maximized window



A low resolution of 800x600 pixels with a maximized window and a high resolution of 1024x768 pixels with a minimized window

# Glossary of Terms

**Ribbon** – A container of tabs related to a specific item form.

**Office Logo Button** – A graphic button located in the top left corner of the Outlook window. This button replaces the 2003 File menu item.

**Tab** – A container of groups that are related to a specific type of work.

**Group** – Container of commands that perform actions on related items.

**Command** – A command is a button, a box to enter information, or a menu. Provokes an action on an item.

**Dialogue Box Launcher** – a small arrow located in the lower-right corner of a group indicating that there are more commands available to that group.

**Key Tip badges** - Small visible flags that are located next to a command button or tab which contain the alpha or numeric shortcut to perform an action.