



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - May 2008

### Microsoft Office 2007

- **Software updates** - The OCIO Systems Support Office is pleased to let you know that we will be upgrading your Microsoft Office products to *Microsoft Office 2007* in the very near future. Our anticipated upgrade schedule is below. The date given means the upgrade will push out the night before and then when you return to the office the next morning, you will be prompted to follow the on-screen upgrade instructions until the installation is complete. This shouldn't take more than 5-10 minutes.

#### UPGRADE SCHEDULE:

- Wednesday, May 21      CIO & CAO
- Wednesday, May 28      AGO & CFO
- Monday, June 9          WFMO

### Getting Started with Office 2007

- The first time you use *Microsoft Office 2007*, the product will automatically configure *Office*. You will see some configuration messages and will be asked to reboot your PC. Please reboot when asked.
- The **Office Button**  at the top left corner of the document window, replaces the File menu. This is where you: Open a Document, Save Documents, Print and Close Documents.
- Office 2007 uses **Contextual Tabs**, which means that some Tabs appear only when certain objects are selected. For example, if you want to edit an image, first select the image and then the Pictures tab will appear, giving you the tools needed to work with an image.
- Looking for **Help**? Click the small circle with a question mark in it located at the top right of the window.
- For training information please visit the Commerce Learning Center at <http://learning.doc.gov> or visit the Microsoft site <http://office.microsoft.com/training/training.aspx?AssetID=RC101482291033>. Remember to discuss your training needs with your supervisor.
- For more information about how to find things on the Office 2007 document window, click on "Get Started" tab within the product and select "Interactive Guide" to find Office 2003 commands in the new Office 2007.

We will keep you informed as we get closer to the upgrade date for your office. If you have any questions about

the upgrade, please contact the Help Desk at x6377. As always, we will do our best to try to help you become comfortable with the new applications and hope that they will help you to do your work in an easier, more efficient manner.

## May Tech Tip

- **Quick Office Reference links** - The following links will take you to a reference web page for the different Office programs to show the new locations of previous menu items. You can click on the menu items in a simulated Office 2003 application and the utility will show you the new location in Office 2007 of the same feature. These are the same locations you will find in the new "Get Started" tab in Office.
  - [Word](#)
  - [Excel](#)
  - [PowerPoint](#)

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