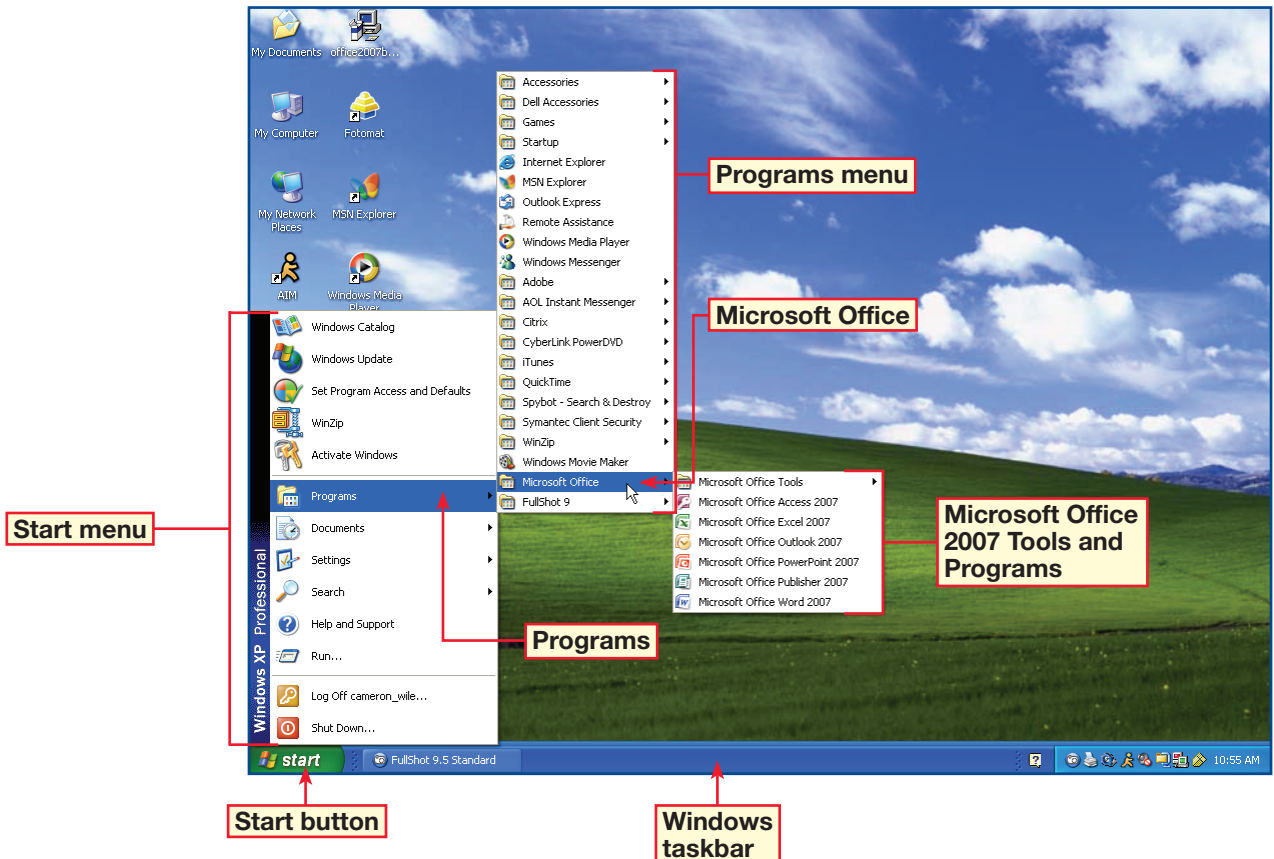# Operate Microsoft Office 2007 Using Windows XP

Glencoe's *Computer Concepts in Action* has been created and written to show Microsoft Office 2007 on the new Windows Vista operating system. Microsoft Office 2007 can also be used with the Windows XP operating system.

Most tasks can be completed on either operating system with the instructions in this book. However, there are a few tasks that have slightly different instructions or may not look exactly the same as in the textbook. This section shows the steps needed to complete these tasks with Windows XP.

The following steps are shown using Microsoft Word 2007, but the steps apply to all Office 2007 applications. Depending on how hardware and software was installed on your computer, you may need to ask your teacher for further instruction.

Use Windows XP to Start a Program

1 In the Windows taskbar, click the Start button.

2 In the Start menu, select Programs.
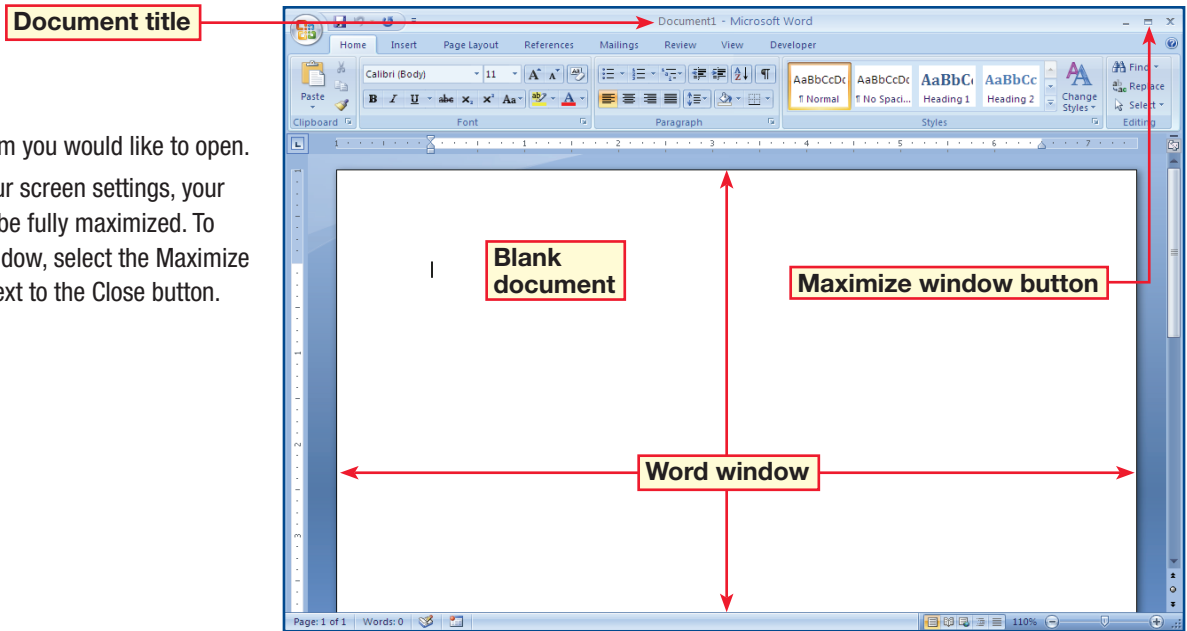
3 In the Programs menu, select Microsoft Office.

Operate Microsoft Office 2007 Using Windows XP (Continued)

## Use Windows XP to Start a Program (Continued)

Document title

Blank document

Maximize window button

Word window

4 Select the program you would like to open.

5 Depending on your screen settings, your window may not be fully maximized. To maximize the window, select the Maximize button, located next to the Close button.

Use Windows XP to Open a Document

Office Button

Open

Office menu

1 Start the desired Office program.

2 In the program window, select the Office Button to open the Office menu.

**3** In the Office menu, select Open. The Open dialog box will appear.
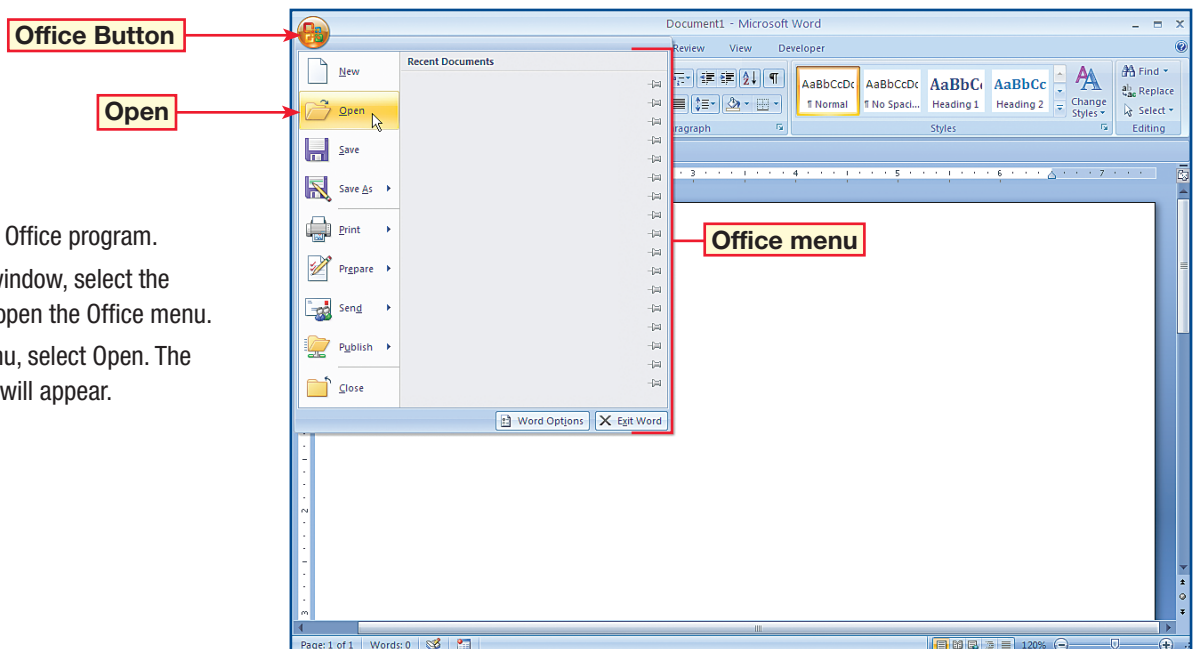
Operate Microsoft Office 2007 Using Windows XP (Continued)
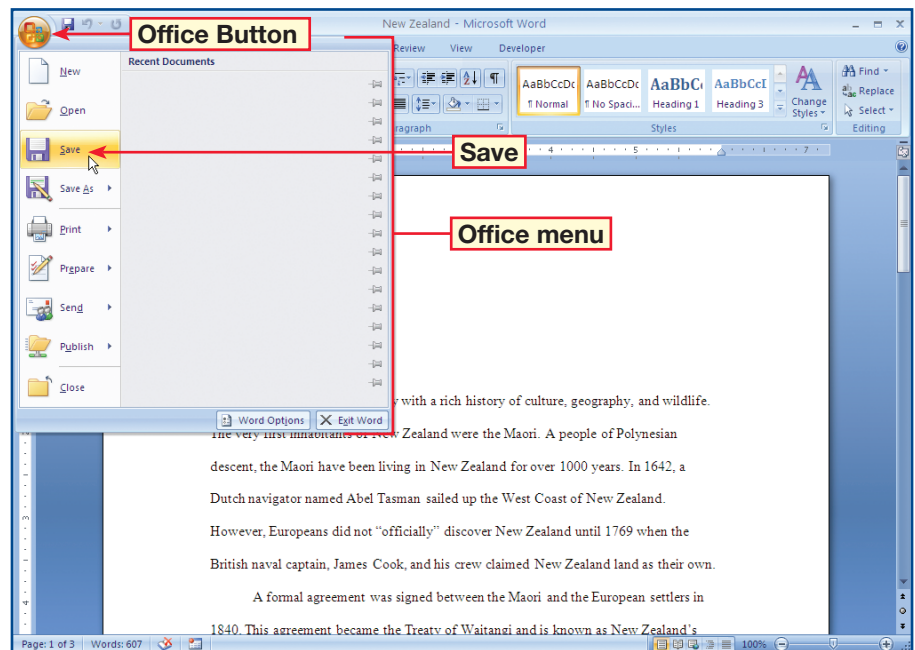
Use Windows XP to Open a Document (Continued)

Open dialog box

4 In the Open dialog box, click the Look in drop-down arrow. Navigate to the location of the file to be opened. If necessary, ask your teacher for the file's location.

5 When you have navigated to the correct location, all files in that location will be displayed. Click the appropriate file.

6 In the lower-right corner of the dialog box, click Open.

Name of location

Look in box drop-down arrow

Selected file

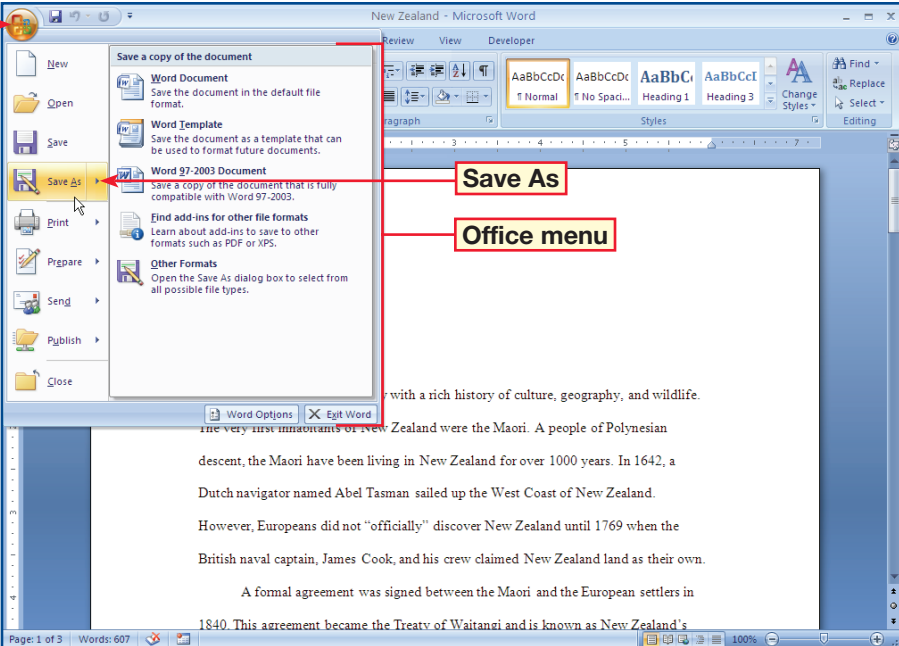**Open button**
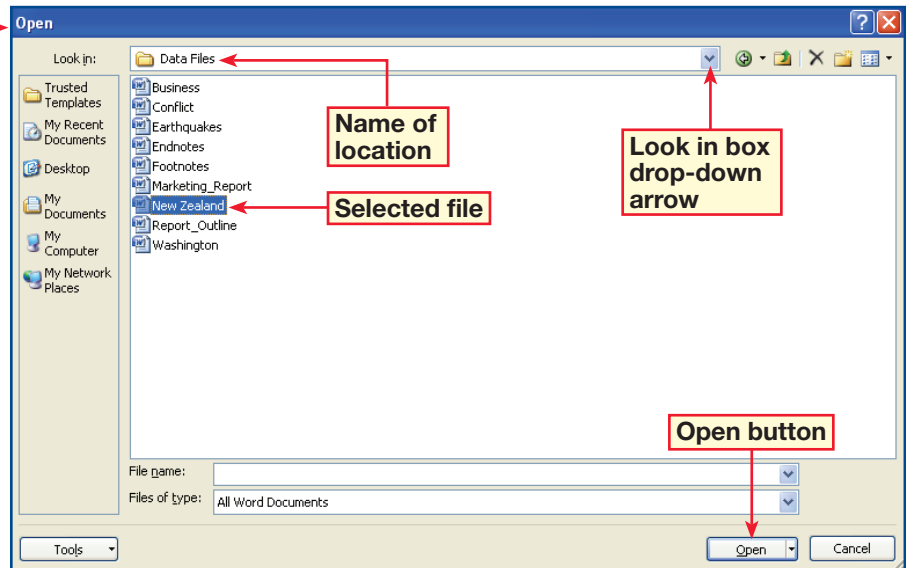
Use Windows XP to Save a Document

1 When you are ready to save a file, click the Office Button to display the Office menu.

2 In the Office menu, click Save. If the file has been saved before, it will be saved, with your changes, to the same location with the same file name. If the file has not been saved before, the Save As dialog box will open.

3 In the Save As dialog box, select the Save in box drop-down arrow. Ask your teacher where the file should be saved, and navigate to that location.

4 Double-click the name of the save location. The name should now be the only item located in the Save in box.

5 In the File name box, key the name under which you would like to save the file. Click the Save button in the lower-right corner.

Office Button

Save

Office menu

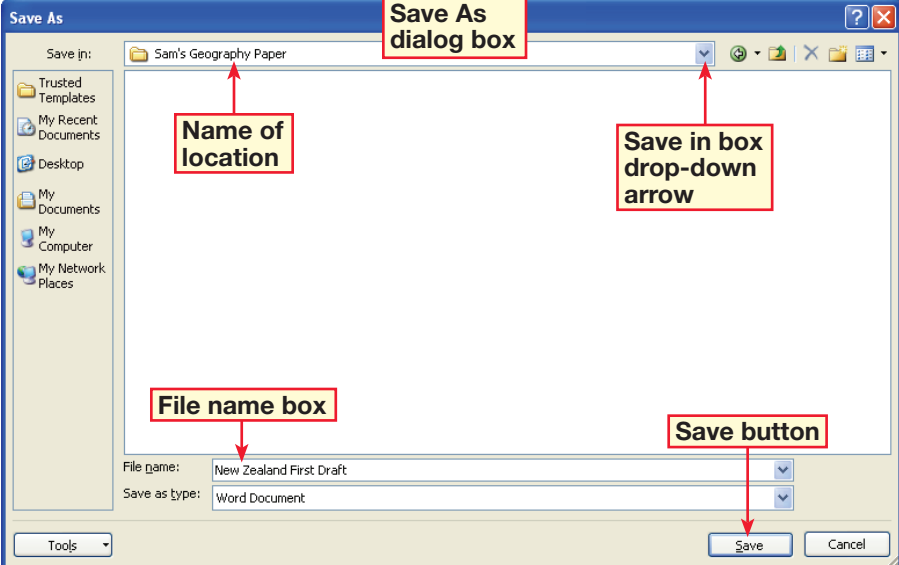# Operate Microsoft Office 2007 Using Windows XP (Continued)

Use Windows XP to Save a Document (Continued)

Sometimes you might want to use the Save As function instead of the Save function. The Save As and Save functions perform differently. The Save function will replace the original file with the new file. The Save As function will leave the original document as it was and will save the revised document as a separate file with a new name.

Office Button

Save As

Office menu

1. When you are ready to save a file, click the Office Button.

2. On the Office menu, select Save As. The Save As dialog box will open.

3. In the Save As dialog box, select the Save in box drop-down arrow. Ask your teacher where the file should be saved, and navigate to that location.

4. Double-click the name of the save location. The name should now be the only item located in the Save in box.

5. In the File name box, key the name under which you would like to save the file. Give the file a new name that distinguishes it from the original document. Click the Save button in the lower-right corner to save your file.

Save As dialog box

Name of location

Save in box drop-down arrow

File name box

Save button

Operate Microsoft Office 2007 Using Windows XP (Continued)

Use Windows XP and Insert SmartArt

Insert tab

Illustrations group

SmartArt button

Text box

SmartArt graphic

1 Click where you want to insert the SmartArt graphic.

2 On the Ribbon, on the Insert tab, in the Illustrations group, select the SmartArt button.

3 In the Choose a SmartArt Graphic dialog box, select the type and layout of the SmartArt graphic.

4 The graphic will appear in the area that you designated. On the left side of the SmartArt graphic is the Text Pane Launcher. Click the Launcher to enter text into the graphic.

5 The Text pane will open either on the left or right side of the graphic, depending on the space available. Key your text into the appropriate spots in the Text pane. The Live Preview function shows the text in the graphic as you key it in the Text pane.

6 To close the Text pane, select the Text pane close button in the top-right corner of the pane.

Text pane close button

"Tuesday" keyed in

Text Pane Launcher