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Dear [fname]

Do you remember the first time your son / daughter asserted their individuality with some exploratory dressing or facial ornamentation? I recall that my son's contribution was a phase of wearing three separate belts to hold up his trousers which seemed a mite superfluous as they were suspended at knee level most of the time anyway. Looking around the streets today I reckon I got off lightly - certainly more lightly than the users of Microsoft Office which for the last two years has been going through an identity crisis in the form of Office 2007.

Love it or hate it? New users might love it but if you cut your teeth on Word for DOS, graduated to Word for Windows and still take a pride in reciting arcane menu sequences on demand you might need a little more convincing. No Format menu? No File menu? No Tools menu? Happily, like your favourite son or daughter, under the hood it is the same old softy-softy software you know and love, once you get past the piercings.

NDA has assisted several client organisations in moving from earlier versions of Office to version 2007. This month's tutorial shows how to rebuild your relationship with the new emo-goth-look Office. We also have the third in our iPod/iPhone reviews, examining our favourite downloadable applications.

Kind regards

Nigel Davies

Director, NDA

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Making sense of Office 2007
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The user interface (UI) for Office 2007 consists of nine new components. People moving to Office 2007 may wish to begin by reading this summary of the new UI at My Digital Life. Here are NDA's tips for getting up to speed quickly with Office 2007.

1. Use the interactive guides.

For experienced users of Office Microsoft has provided interactive guides for each of the new Office programs. To use these guides from any Office program:
• Click the Help button.
• In the Help window type the word *interactive*.
• The link you need will appear at the top of the list, called **Interactive: 2003 to 2007 reference guide**.
• Click the link to open the topic in the Help window.
• Click **Start the guide** to launch it in Internet Explorer.
• Click **Start -** Internet Explorer will display a simulation of the 2003 version of Office.
• Click on any menu command or tool and the simulation will tell you where to locate this command in the 2007 version.
We recommend you keep this simulation running for the first couple of weeks using 2007 until you become familiar with the new location of commands.

2. Customise the Quick Access Toolbar.

The Quick Access Toolbar is located at the left end of the Title Bar and provides single click access to Save, Undo and Redo. Add your your favourite commands to the Quick Access Toolbar as you locate them. To do this:
• Right mouse click any tool on the Ribbon and choose **Add to Quick Access Toolbar**, or;
• Click the arrow at the right end of the Quick Access Toolbar, choose **More Commands** and **Add** commands from the list of commands to the Quick Access Toolbar.

3. Familiarise yourself with the Office Button.

The Office Button largely replaces the old File menu. An important feature is the application Options button (Word Options, Excel Options etc). All the settings from the old Tools, Options menu have moved here, along with many more from various other locations, so that this is now the central location for all application settings.
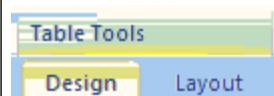
4. Understand how the Ribbon is structured.

Ribbon Tabs
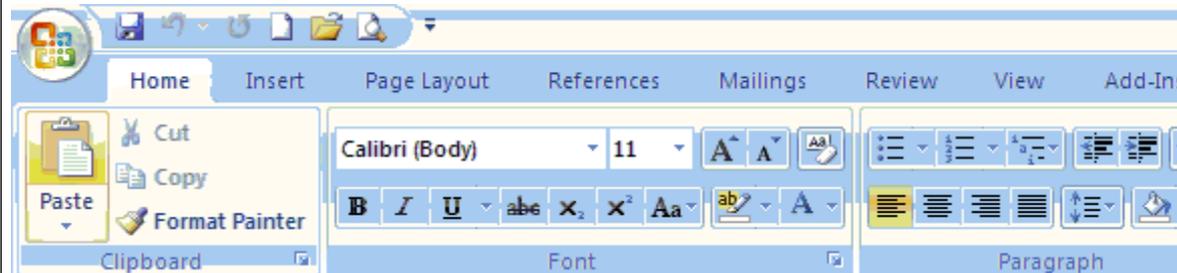
The Ribbon in each program has several tabs (eg Home, Insert, Page Layout etc) depending on the program. Each program has a Home tab at the beginning of the Ribbon with the most commonly used commands.

Context Tabs

Context tabs only appear when needed. For example tabs relating to tables will only appear when you click in a table and tabs relating to pictures will only appear when you have highlighted a

picture.
Ribbon Groups
Each Ribbon is divided into logically separate groups of commands to make it easier to find what you are looking for. These are named at the bottom of each group.
Ribbon Dialog Launcher
Some Ribbon groups have a small button at the lower right corner called the Dialog Launcher. When you click this button it displays a traditional dialog box that, in most cases, is identical to the dialog boxes in earlier versions of Office.
5. Understand the new file formats.
The file format of Office 2007 is different from previous versions and not compatible. Office 2007 can open files written by previous versions of Office but previous versions of Office can not open files written by Office 2007. There are two possible solutions to this:
• Do a Google search for *compatibility pack 2007* and download and install Microsoft's free program that enables Office 2003 programs to open Office 2007 files.
• Change the default file format in Office 2007 to 97-2003 by choosing **Office, Application Options, Save** and change **Save files in this format** to **Application 97-2003 Document**.
6. Download the PDF add-in.
Adobe's Portable Document Format is the de facto standard for saving files that can be opened on any platform. Rather than purchase Adobe Acrobat Writer you can now download and install a free Microsoft program that enables Office 2007 to write PDF files - just search Google for *Office 2007 PDF* and follow the links.
...and that just about covers the common changes that apply to all components of Office 2007. You will also find some significant changes in Word, including the way styles are handled and the disappearance of Autotext into a new feature called QuickParts. These may require some individual study.

iPhone part 3: the Apps
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Apart from the classy design and user interface the feature that sets the iPod/iPhone apart from competitive products is the number of applications (or 'apps') available. At last count there were around 10,000 and while some of these are pretty ordinary there are also some rather useful ones. As most are free or only cost a few dollars they are also good value. Here are our favourites.
RunKeeper (free for the Lite version and $12.99 for the Pro version)
This app uses the built-in GPS in the iPhone 3G to enable runners, cyclists etc to track their outdoor activities. The free version seems entirely adequate. Switch it on at the beginning of an exercise session and it records your duration, distance, speed, climb and route. On completion of the session it automatically downloads the data to www.runkeeper.com and maintains a personal exercise history. I love the accurate zoomable / pannable route it displays on Google Maps for each session.
Starmap ($14.99)
One for the star gazers, Starmap displays exactly the portion of the night sky you are looking at - turn to face another section of the sky and the display rotates. It identifies the constellations and can zoom in to display up to 350,000 stars. Touch a star for information on magnitude, distance etc.
Google Mobile (free)
Hold the phone to your mouth, say what you want and Google translates your voice into a search query. If your query has a geographical component Google uses the phone's GPS to locate you and returns relevant local data (business names etc). This app works brilliantly.
Pocket Weather Au ($2.49)
Uses the GPS to locate you and returns accurate weather data for your location direct from the Bureau of Meteorology. Includes the weather radar so you can see if there is any rain heading your way. Use this app to figure out how many shirts to wear before your early morning bike ride and whether or not to take your rain jacket.
Domain.com.au (free)
Pocket version of Fairfax's Domain property website. Search for property listings throughout Australia.
Games
...and a couple of games for light relief. **Boxed In** ($1.19) and **Edge** ($5.99) are well-designed but completely different logic puzzles, each with multiple levels of difficulty. Just the thing for relaxing after an extended session at the keyboard.

Stop press. Just returned from a meeting with NDA's accountant who showed me a shopping application called Grocery Gadget ($5.99) on her iPhone. This app maintains shopping lists and she particularly liked the feature that synced the shopping list with the same app on her husband's iPhone, enabling him to collect the shopping on his way home from work. Clearly this is a dangerous piece of software **that should be avoided at all costs**.

What's on at NDA
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Just returned from two enjoyable weeks competing in the orienteering events at the World Masters Games in NSW where my good friend Dr Paul Pacque picked up a silver medal in the sprint and a gold in the long distance :-) - in my age group :-(.
Apart from that it's pretty quiet around here at the moment. C'mon folks - where are you all?

Forthcoming Training Courses
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NDA is now able to release the following courses for stand-by enrolment, some at significant discounts on standard rates (**to obtain the discount, please phone Kristina on 1300 765 736** and mention this email when making bookings):

Hobart – IT courses
Publisher 2003 and 2007 3 Nov – 15% discount $204 (standard rate $240)
Excel Basics 2003 4 Nov – 15% discount $204 (standard rate $240)
Excel Introductory 2003 4/6 Nov – 10% discount $432 (standard rate $480)
Adobe Acrobat 5 Nov – standard rate $285
Excel Intermediate 2003 6/16 Nov – standard rate $480
MYOB Setup and Operation 16/17 Nov – standard rate $570
Access Introductory / Intermediate 2007 17/19 Nov – standard rate $480
MYOB Payroll 20 Nov – standard rate $285
MYOB Advanced 23 Nov – standard rate $285
Access Advanced 2007 24 Nov – standard rate $240
MYOB Time Billing 27 Nov – standard rate $195
Launceston – IT courses
Publisher 2003 and 2007 3 Nov – 15% discount $204 (standard rate $240)
Excel Advanced 2003 9/11 Nov – 10% discount $432 (standard rate $480)
Word Intermediate 2007 16/18 Nov – 10% discount $432 (standard rate $480)
Crystal Reports Introductory 23/24 Nov – standard rate $570
Access Advanced 2007 24 Nov – standard rate $240
Crystal Reports Advanced 25/26 Nov – standard rate $570
Launceston – Business Skills courses
Training Delivery 29/30 October – standard rate $570
Devonport – IT courses
Excel Introductory 2003 4/6 Nov – standard rate $480
Excel Advanced 2003 9/12 Nov – 10% discount $432 (standard rate $480)
MYOB Payroll 13 Nov – standard rate $285

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Level 3, Trafalgar Centre, 110 Collins St Hobart TAS 7000 Phone: (03) 6224 2660	Level 1, 65 St John Street Launceston TAS 7250 Phone: (03) 6334 4910	The Roberts Building, 23 Stewart St Devonport TAS 7310 Phone: (03) 6423 4547