

Office 2008 to Office 2011

New in Office 2011

Fewer Toolbars

There were a total of 12 toolbars in Office 2008. In Office 2011, Microsoft has eliminated all but 3 of them. Fortunately, all of the functions that you used in Office 2008 can be found in Office 2011 (*list of new locations on the back of this handout*).

Ribbon

Like in Office 2007 for Windows, Office 2011 now has the Ribbon at the top of the window. However, the Ribbon is slightly different in the Mac version of Office.

Toolbox



This was the location of the Formatting Palette in Office 2008. The Formatting Palette has been eliminated and most of its functions have been moved to the Ribbon.

Functions that are still in the Toolbox: Styles, citations, Scrapbook, Reference Tools, and the Compatibility Report.

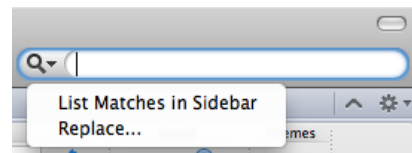
Media Browser



The Media Browser is new to Office 2011, although some of the tabs were included in the Office 2008 toolbox. This is where you can access your iPhoto library, iTunes Library, and any movies made in iMovie. You can also find Clip Art, Symbols, and Shapes in the browser.

Find/Replace

Microsoft has added a search bar at the top right of the Standard toolbar. This makes finding words in your document even easier than it was before. Office will search your document as you type.

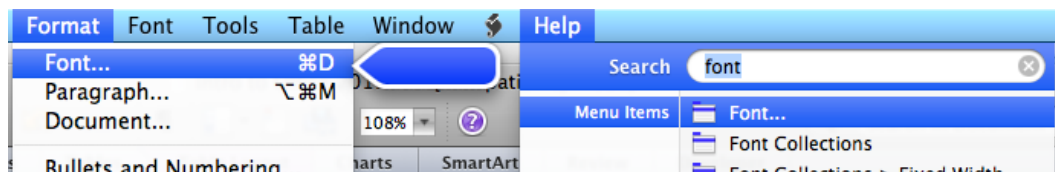


If you want to replace a word in your document, click on the magnifying glass next to the search bar and then click “Replace...” This will open up the “Find and Replace” tab in the Sidebar of your document (the “Navigation Pane” in Word 2008).

Where Can I find Help?

Help within Office 2011

Microsoft Office 2001, like most Mac OS X applications, has a very useful search function built into the “Help” menu bar. Simply search for the feature that you’re looking for. If you hover your cursor over the Menu Item results, the Help will point to the location in the menu. The Help Topics options open detailed help.



Reference

OLD TOOLBARS	WHERE CAN I FIND THE TOOLBAR IN OFFICE 2011?
Standard	Located at the top of every document. Menu: View → Toolbars → Standard
Formatting	Menu: View → Toolbars → Formatting
Drawing	* Most can be found in the ribbon or you could create your own Drawing Toolbar
Movie	Media Browser: Movies Tab Menu: Insert → Movie → Movie from File

	WORD SPECIFIC TOOLBARS
Contact	Menu: Tools → Contacts
Reviewing	Ribbon: Review
Tables and Borders	Ribbon: Tables <i>Note:</i> Borders is a section in the “Tables” Ribbon
Autotext	Menu: Insert → Autotext
Background	Ribbon: Layout → Page Background → Color
Database	Menu: View → Toolbars → Database
Forms	Located in the optional “Developer” Ribbon tab. To get this tab: Menu: Word → Preferences → Under “Personal Settings” click “Ribbon” → Under the “Customize” Section click the box next to “Developer”
Speech	Office 2011 uses the general Accessibility Options in Mac OS X

	EXCEL SPECIFIC TOOLBARS
Chart	Ribbon: Charts Tab
External Data	Menu: Data → External Data
Forms	Located in the optional “Developer” Ribbon tab. To get this tab: Menu: Word → Preferences → “Personal Settings” click “Ribbon” → “Customize” click the box next to “Developer”
Formula Auditing	Ribbon: Formulas Tab → Audit Formulas
PivotTable	Ribbon: Data Tab → Analysis Group → PivotTable
Reviewing	Ribbon: Review Tab
Missing Toolbars:	Border Drawing and List

OLD TOOLBARS	WHERE CAN I FIND THE TOOLBAR IN POWERPOINT 2011?
Outlining	Menu: View → Toolbars → Outlining
Reviewing	Ribbon: Review Tab
Tables and Borders	Ribbon: Tables Tab

Official Microsoft Office Support <http://www.microsoft.com/mac/how-to>
 Word Interactive Guide <http://www.microsoft.com/mac/interactive-guides/word/default.htm>
 Excel Interactive Guide <http://www.microsoft.com/mac/interactive-guides/excel/default.htm>
 PowerPoint Interactive Guide <http://www.microsoft.com/mac/interactive-guides/powerpoint/default.htm>

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