

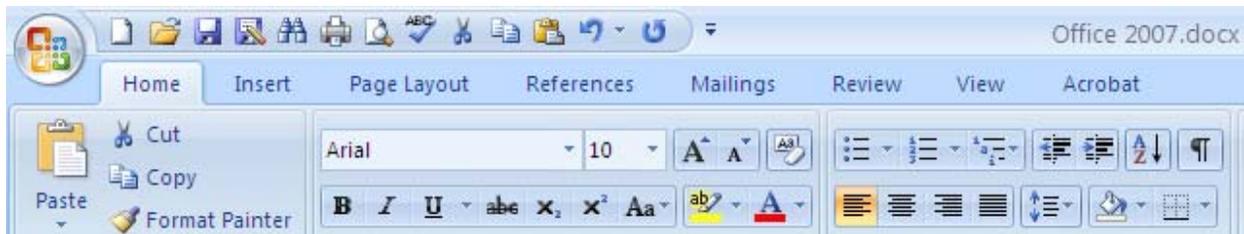


# Mary Taylor, CPA

Auditor of State

**TO: UAN CLIENTS**  
**FROM: UAN STAFF**  
**DATE: DECEMBER 4, 2009**  
**SUBJECT: MICROSOFT OFFICE 2007**

In order to keep our clients current with technology, Microsoft Office 2007 is included with our Version 14.0 software update. Microsoft Office 2007 contains enhance versions of Word, Excel, PowerPoint and Outlook. It offers many new and exciting features. If you have never utilized Microsoft Office 2007, you will notice a sweeping new designed called 'The Ribbon'. The following is an example of 'The Ribbon':

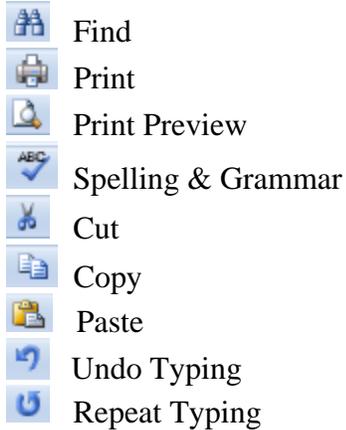


All the familiar commands and features you are accustomed to are still available, but they have been reorganzined within the Ribbon. Please note after you install Version 14.0, you will still be able to open and utilize your older Word and Excel documents. To help you become familiar with Microsoft Office 2007, UAN has purchased on your behalf Quick Source Guides for Word and Excel 2007. The guides are included in our Version 14.0 mailing. We hope that the guides be a value resource. Also, to assist you with utilizing Word and Excel 2007 we have added additonal commands to the Quick Access Toolbar. The Quick Access Toolbar is a centralize location for commonly used commands. The following is an example of the Quick Access Toolbar:



The following commands have been added to the Quick Access Toolbar:

-  New
-  Open
-  Save
-  Save As



You can also customize the Quick Access Toolbar. To add or delete commands, please perform the following steps:

Step 1: Click the 'Customized Quick Access Toolbar' command  located on the Quick Access Toolbar.

Step 2: Scroll down and click on 'More Commands'.

Step 3: Next change the 'Choose commands from' selection to 'All Commands' by selecting the down arrow , and scroll down and click on 'All Commands'.

Step 4: If you wish to add commands to the Quick Access Toolbar, select the command(s) from the left column and select 'Add'. If you wish to remove command(s) from the Quick Access Toolbar, select the command from the right column and select 'Remove'. After you have made your selections, select the 'Ok'. After selecting 'Ok', the Quick Access Toolbar will be updated. Please note the Quick Access Toolbar for Word and Excel 2007 are independent. If you desire the Word and Excel 2007 to mirror each other, you will need to make the corresponding updates to both programs.

**SUBJECT: MICROSOFT OUTLOOK 2007**

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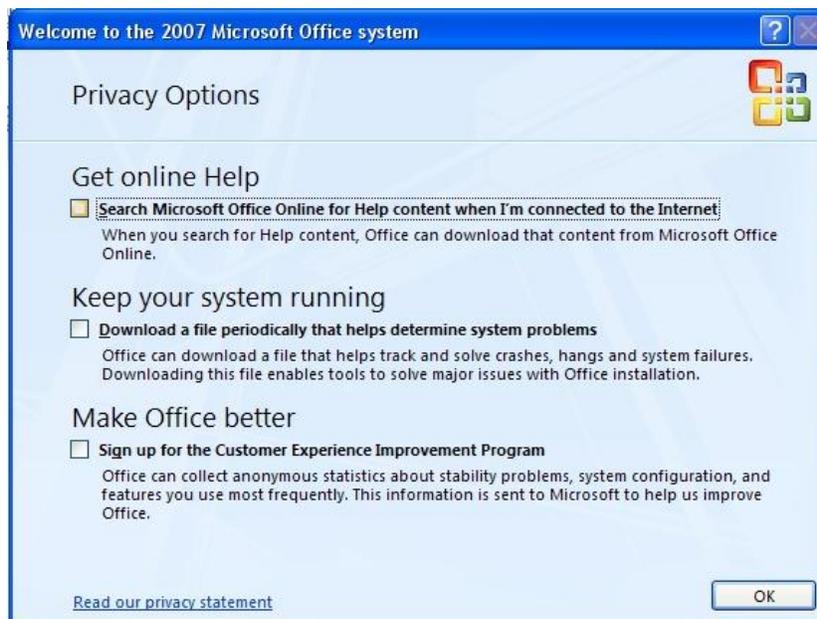
All Outlook contacts, email and appointments made in Microsoft Office 2003 will transfer to Microsoft Office 2007. Upon the first time entering Microsoft Outlook 2007, there will be three pop up messages that you will need to respond to. Following are the recommended answers to these questions:

First Message:



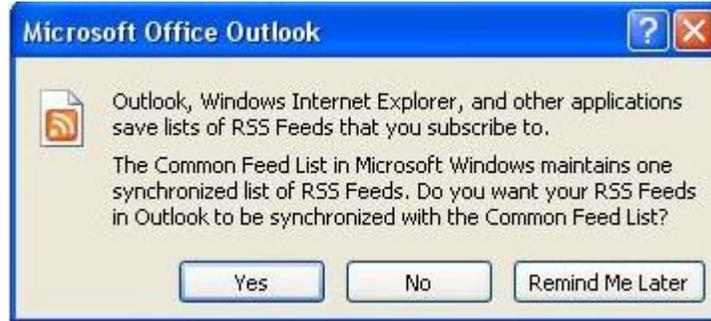
Recommendation: Check the 'Do not show this message again' option and click 'No'

Second Message:



Recommendation: Uncheck the 'Get online Help' option and click 'Ok'

Third Message:



Recommendation: Click 'No'

**IMPORTANT:** If you have any Microsoft Word, Excel or any other documents saved in the My Documents folder, you should be using the My Documents Backup Option regularly. The UAN Daily, Monthly or Quarterly Backup Options **do not** backup The My Documents folder. The My Documents Backup Option is located by selecting UAN -> System Utilities -> UAN Backup Options -> My Documents Backup.