



Microsoft®

What's New in Office™ 2007

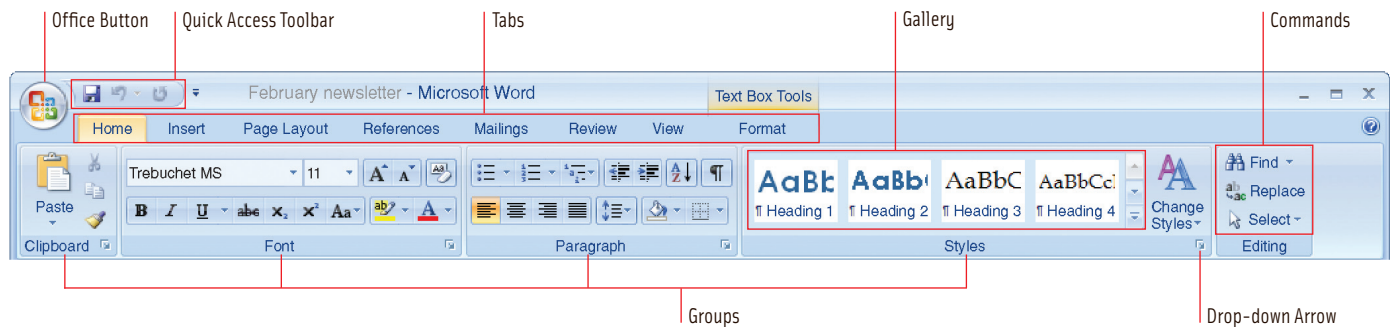
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QUICK REFERENCE GUIDE

Getting to Know Office 2007

Microsoft Office 2007 has been updated to make frequently used commands and functions easier to find. The Ribbon runs across the top of the window, replacing the menus and toolbars found in previous versions of the Microsoft Office suite. Commands are grouped in the Ribbon under tabs

that are organized by task, making it easier to locate the feature that you need. The Ribbon is designed to minimize clutter by only displaying commands relevant to the work being done.



Displaying the Ribbon

The Ribbon is displayed by default when you open Microsoft Word 2007, Excel 2007, or PowerPoint 2007. You can minimize the Ribbon to view more of your screen.

To minimize the Ribbon: double-click anywhere on the tabs. Alternatively, right-click anywhere on the Ribbon and choose **Minimize the Ribbon**.

To restore the Ribbon: click any tab to activate it temporarily or double-click to restore the Ribbon.

Ribbon Components

There are three basic components to the Ribbon.

Tabs: Tabs are arranged across the top of the Ribbon. Each tab represents core tasks in a given program. Contextual tabs are tabs that only appear in certain contexts.

Groups: Groups are sets of related commands, displayed on tabs.

Commands: Commands are buttons, menus, or boxes where you enter information. They are grouped according to the type of tasks that are available at a given time.

Office Button

The Office Button replaces the File menu in previous versions of Microsoft Office. It contains commonly used commands such as Open, Save, and Print.

To create a new document, presentation or workbook: click and double-click Blank Document/Presentation/Workbook. Alternatively, press CTRL+N.

Tip: For more information on the Office Button, see page 1 of the full Word 2007, PowerPoint 2007, or Excel 2007 Quick Reference Guides.

Quick Access Toolbar

You can customize the Quick Access Toolbar to display the commands that you use most frequently.

To customize the Quick Access Toolbar: right-click a command icon on the Ribbon (e.g. **B** from the **Home** tab), and choose **Add to Quick Access Toolbar**.

To move the Quick Access Toolbar: right-click anywhere on the Ribbon and choose **Show Below the Ribbon**. To move the Toolbar back above the Ribbon, choose **Show Above the Ribbon**.

KeyTips

The commands on the Ribbon, Office Button, and Quick Access Toolbar can be executed by using KeyTip access keys. The access keys are only unique within the selected tab.

To use KeyTips: press ALT on your keyboard. Access keys are activated over the features that are currently available. For example, pressing ALT+H displays access keys in the **Home** tab, ALT+N displays access keys in the **Insert** tab, etc. Press the letter over the feature that you want to use.

Previewing

Galleries in the Ribbon contain predefined styles, effects, and table formats. Use live previews of the formatting in your document before you make a selection.

To preview a choice: rest the mouse pointer on an option to see a preview. Click on it to apply it to your document.

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